

# ARCHIVES OF THE ANGLICAN DIOCESE OF NEW WESTMINSTER PARISH RECORDS INVENTORY

06.02

ST. RICHARD, NORTH VANCOUVER

[Updated Nov. 17, 2010]

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| Box / File | Item | Dates | / Accn. # |
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\*\*\*\*\* Records for a parish MAY appear under any or all of the following series headings. The heading will not appear in the Inventory where no parish records for it are on deposit in the Archives.

**Series 1/ CONSECRATIONS / DEDICATIONS / INCORPORATIONS, ETC.**

**Series 2/ VITAL STATISTICS RECORDS**

[Baptisms, Confirmations, Banns of Marriage, Marriages, Burials]

**Series 3/ SERVICE REGISTERS**

**Series 4/ VESTRY RECORDS**

- 4A) Minutes / Reports, etc.
- 4B) Finance
- 4C) Property / Buildings / Equipment
- 4D) Trustees Records

**Series 5/ CHURCH COMMITTEE RECORDS**

- 5A) Minutes and Reports
- 5B) Correspondence
- 5C) Sub-Committees
- 5D) Church Office Files

**Series 6/ INCORPORATED BODIES WITHIN THE PARISH**

**Series 7/ CLERGY / WORSHIP RECORDS**

- 7A) Clergy: material by & about parish clergy
- 7B) Worship

**Series 8/ PARISH GROUPS / ORGANIZATIONS**

**Series 9/ PARISH PUBLICATIONS / PUBLICITY**

**Series 10/ SPECIAL EVENTS / HISTORICAL MATERIAL / DONORS**

- 10A) Special Events
- 10B) Historical
- 10C) Donors

**Series 11/ NON-TEXTUAL RECORDS**

- 11A) Architectural Plans
- 11B) Photographs
- 11C) Microfilm Reels
- 11d) Other

| Box / File | Item | Dates | / Accn. # |
|------------|------|-------|-----------|
|------------|------|-------|-----------|

See also box D 692 / 11 & 12 for records relating to 06.02 St. Richard's filed with the records of 06.03 St. John, North Vancouver

## Series 1/ CONSECRATIONS / DEDICATIONS / INCORPORATIONS

|           |  |      |            |
|-----------|--|------|------------|
| D 600 / 1 | Dedication service for church building, February 1 X 2 | 1955 | / 675a & b |
| D 600 / 5 | Dedication of church – booklet, Feb. 1                 | 1955 | / D993-26  |
| D 600 / 1 | Consecration leaflet                                   | 1975 | / --       |
| D 600 / 5 | Preliminary Incorporation material                     | [?]  | / D993-26  |
| D 1439/14 | Certificate of Incorporation                           | 1964 | /D2010-13  |

## Series 2/ VITAL STATISTICS RECORDS [Baptisms, Confirmations, Banns of Marriage, Marriages, Burials]

*Box 899 is in storage. Please use microfilm.*

|          |                         |  |           |           |
|----------|-------------------------|--|-----------|-----------|
| D 899 -- | <u>Parish Register</u>  | <i>Reel: DNW 117</i>   | 1955-1992 | / D993-26 |
|          | Baptisms 1955-1964      |  |           |           |
|          | Confirmations 1956-1974 |  |           |           |
|          | Marriages 1963-1968     | A listing of parish memorials is recorded at the back of the Register. |           |           |
|          | Burials 1955-1992       |  |           |           |

N.B.: From 1969 onward, only Funerals & Memorial Services that took place in the Church are recorded. Those taking place in other chapels etc. are listed at the back of the Register.

|           |                            |                     |            |           |
|-----------|----------------------------|---------------------|------------|-----------|
| D 899 --  | Banns of Marriage Register | <i>Reel: DNW155</i> | 1957-1977  | / D998-34 |
| D 600 / 2 | Civil Marriage Register    |                     | 1955-1977  | / D993-26 |
| D 1427    | Baptism Register           |                     | 1949- 2007 | /D2010-13 |
| D 1427    | Confirmation Register      |                     | 1975- 1999 | /D2010-13 |
| D 1427    | Marriage Register          |                     | 1977- 2000 | /D2010-13 |
| D 1427    | Burial Register            |                     | 1998- 2007 | /D2010-13 |
| D 1427    | Remembrance Book           |                     | 1956- 1986 | /D2010-13 |
| D 1428/1  | Marriage Licence           |                     | 1982- 1992 | /D2010-13 |

## Series 3/ SERVICE REGISTERS

|          |                  |                      |            |           |
|----------|------------------|----------------------|------------|-----------|
| D 899 -- | Service Register | <i>Reel: DNW 155</i> | 1951-1995  | / D998-34 |
| D 1428   | Vestry Book      |                      | 1995- 2009 | /D2010-13 |

## Series 4/ VESTRY RECORDS

|           |  |            |           |
|-----------|--|------------|-----------|
| D 600 / 6 | Parish list, rev. May 1978; Friends of St. Richard's 06/82 | 1978, 1982 | / D998-34 |
| D 1431/7  | Parish list  | 1960, 2005 | /D2010-13 |

| Box / File                                  | Item   | Dates      | / Accn. # |
|---|--|------------|-----------|
| <b>4A) Minutes / Reports</b>                |  |            |           |
| D 600 / 4                                   | Minute Book – with Church Committee incl. reports                  | 1958-1963  | / D993-26 |
| D 601 / 1                                   | Minute Book – with Church Committee                                | 1964-1978  | / D993-26 |
| D 601 --                                    | Minute Book – with Church Committee                                | 1979-1982  | / D993-26 |
| D 601 / 2                                   | Minutes – with Church Committee                                    | 1983       | / D993-26 |
| D 601 / 3                                   | Minutes – with Church Committee                                    | 1984-1985  | / D993-26 |
| D 1428/3                                    | Church Committee and Vestry minutes                                | 1995- 2001 | /D2010-13 |
| D 1428/2                                    | Annual Vestry minutes and reports                                  | 2003- 2005 | /D2010-13 |
| D 1430/4                                    | Vestry correspondence – include financial statements               | 1993-2000  | /D2010-13 |
| D 1434/5                                    | Parish visioning and reports                                       | 1992.2001  | /D2010-13 |
| D 1435/10                                   | Vestry minutes and reports   | 1987-2003  | /D2010-13 |
| D 1440/1                                    | Annual reports   | 1957-1959  | /D2010-13 |
| <b>4B) Finance</b>                          |  |            |           |
| D 602 / 2                                   | “St. Richard’s Finance” – includes some Treasurer’s correspondence | 1965.1979  | / D993-26 |
| D 1430/1                                    | Consolidated Trust Fund  | 2000- 2003 | /D2010-13 |
| D 1430/2                                    | Consolidated Trust Fund  | 2004- 2005 | /D2010-13 |
| D 1430/3                                    | Financial assessment and operating receipts                        | 1997- 1999 | /D2010-13 |
| D 1430/5                                    | Financials – includes Treasurer’s correspondence                   | 1985.2001  | /D2010-13 |
| D 1430/6                                    | Financials – includes Treasurer’s correspondence                   | 2001-2003  | /D2010-13 |
| D 1430/7                                    | Deposit records  | 2006-2009  | /D2010-13 |
| D 1429--                                    | Financial statements   | 2000-2006  | /D2010-13 |
| D 1436/2                                    | Financial statements   | 2007       | /D2010-13 |
| D 1436/3                                    | Financial statements   | 2008       | /D2010-13 |
| D 1436/4                                    | Financial statements   | 2009       | /D2010-13 |
| D 1436/5                                    | Financial – monthly statements                                     | 2000-2006  | /D2010-13 |
| D 1436/6                                    | Financial – includes memos, letters                                | 2004       | /D2010-13 |
| D 1436/7                                    | Transactions – BC Hydro  | 2000-2002  | /D2010-13 |
| D 1436/8                                    | Transactions – BC Hydro  | 2005-2009  | /D2010-13 |
| D 1435/7                                    | Insurance – includes Treasurer’s correspondence                    | 1991.2003  | /D2010-13 |
| D 1437/1                                    | Insurance – includes correspondence                                | 1997.2008  | /D2010-13 |
| D 1437/2                                    | Transactions- photocopier  | 2000-2004  | /D2010-13 |
| D 1437/4                                    | Financials – Telus bills   | 2000-2004  | /D2010-13 |
| D 1437/5                                    | Financials – Telus bills   | 2005-2009  | /D2010-13 |
| D 1437/6                                    | Financials – Taxation  | 1997-2009  | /D2010-13 |
| D 1439 /1                                   | Monthly remittance   | 2008-2009  | /D2010-13 |
| D 1439 /2                                   | Monthly remittance   | 2005-2007  | /D2010-13 |
| <b>4B) Property / Buildings / Equipment</b> |  |            |           |
| D 1436/1                                    | BC property assessment records                                     | 1998-2009  | /D2010-13 |
| D 1437/7                                    | Property appraisal reports   | 1998.2005  | /D2010-13 |
| D 1439/3                                    | Lease agreements   | 1994-2000  | /D2010-13 |
| D 1439/4                                    | Property assessment and proposal                                   | 1982-1983  | /D2010-13 |
| D 1439/5                                    | Floor plans  | n.d.       | /D2010-13 |
| D 1439/6                                    | Norgate Church plan and maps                                       | 1993       | /D2010-13 |
| D 1439/8                                    | Church additions-architect’s file                                  | 1986-1988  | /D2010-13 |
| D 1439/9                                    | Proposed Church additions  | 1987-1988  | /D2010-13 |
| D 1439/10                                   | Parish maps  | ca. 1954   | /D2010-13 |
| D 1439/11                                   | St. Richards’s original architect’s drawing                        | n.d.       | /D2010-13 |
| D 1439/12                                   | Legal maps   | n.d.       | /D2010-13 |

| Box / File | Item | Dates | / Accn. # |
|------------|------|-------|-----------|
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## Series 5/ CHURCH COMMITTEE RECORDS

### 5A) Minutes / Reports

|           |  |           |           |
|-----------|--|-----------|-----------|
| D 600 / 4 | Minute Book – with Annual Vestry minutes | 1958-1964 | / D993-26 |
| D 601 / 1 | Minute Book – with Annual Vestry minutes | 1964-1979 | / D993-26 |
| D 601 --  | Minute Book – with Annual Vestry minutes | 1979-1982 | / D993-26 |
| D 601 / 2 | Minutes – with Annual Vestry minutes     | 1982-1983 | / D993-26 |
| D 601 / 3 | Minutes – with Annual Vestry minutes     | 1984-1985 | / D993-26 |
| D 1433/1  | Church Committee minutes and reports     | 1985-1989 | /D2010-13 |
| D 1433/2  | Church Committee minutes and reports     | 1990-1991 | /D2010-13 |
| D 1433/3  | Church Committee minutes and reports     | 1992-1994 | /D2010-13 |
| D 1433/4  | Church Committee minutes and reports     | 1995-1999 | /D2010-13 |
| D 1433/10 | Church Committee minutes                 | 2003.2009 | /D2010-13 |
| D 1435/9  | Church Committee minutes                 | 2000.2006 | /D2010-13 |
| D 1434/8  | Deanery – Task Force, Lay Coord., Synod  | 1993.2005 | /D2010-13 |

### 5B) Correspondence

|           |   |           |            |
|-----------|---|-----------|------------|
| D 602 / 1 | "St. Richard's Correspondence – General"          | 1969-1980 | / D993-26  |
| D 1433/7  | Diocese of New Westminster                        | 2003      | /D2010-13  |
| D 1434/1  | Parish Correspondence - General                   | 1998.2005 | /D2010-13  |
| D 1434/4  | Diocese of New Westminster incl. misc materials   | 1982-1998 | /D2010-13  |
| D 1434/4  | Stewardship- incl. misc. materials                | 1991.2001 | /D2010-13  |
| D 1435/2  | Pastoral letters                                  | 1991-1993 | /D2010-13  |
| D 1435/3  | Pre-school  | 1988.2002 | /D2010-13  |
| D 1435/5  | Trustees  | 2005      | /D2010-13  |
| D 1435/4  | Residential schools                               | 1999.2003 | /D2010-13  |
| D 1438 /1 | General correspondence-include memos, reports     | 1949-1953 | / D2010-13 |
| D 1438 /2 | General correspondence-include memos, reports     | 1954-1957 | / D2010-13 |
| D 1438 /3 | General correspondence                            | 1951.2010 | / D2010-13 |
| D 1438 /4 | General correspondence-Diocese of New Westminster | 1983-2009 | / D2010-13 |

### 5C) Sub-Committees

|           |  |               |           |
|-----------|--|---------------|-----------|
| D 602 / 3 | "St. Richard's Diocesan & Parish programme – To end of 1979" | ca. 1972-1980 | / D993-26 |
| D 602 / 3 | "Diocesan & Parish programmes from Jan. 1980"                | 1980          | / D993-26 |
| D 1433/5  | Worship ministerial material                                 | 2001.2003     | /D2010-13 |
| D 1433/6  | "Draft Diocesan Response to Windsor Report"                  | 2005          | /D2010-13 |
| D 1439/13 | Ministry and Congregational Dev. Committee recommendation    | 1997-1998     | /D2010-13 |

### 5D) Church Office Files

|           |   |               |           |
|-----------|---|---------------|-----------|
| D 1433/8  | Same Sex dialogue                           | ca. 1998-2001 | /D2010-13 |
| D 1434/2  | Archives- Diocesan                          | n.d.          | /D2010-13 |
| D 1434/6  | Baptismal materials                         | 1988.2003     | /D2010-13 |
| D 1434/7  | Confirmations materials incl. letters       | 2000.2003     | /D2010-13 |
| D 1434/9  | Policies and Guidelines (Diocese, National) | 1983.2001     | /D2010-13 |
| D 1435/1  | Funerals incl. certificates                 | 1989-1999     | /D2010-13 |
| D 1431/9  | Certificates                                | 1960.2001     | /D2010-13 |
| D 1431/10 | Alter Guild                                 | 1925-[?]      | /D2010-13 |
| D 1435/6  | Marriage materials incl. letters            | 1986.2000     | /D2010-13 |

| Box / File  | Item   | Dates         | / Accn. #  |
|---|--|---------------|------------|
| <b>Series 6/ INCORPORATED BODIES WITHIN THE PARISH</b>  |  |               |            |
| D 1432/1  | A.C.W meeting minutes and attendance records                                 | 1963-1970     | /D2010-13  |
| D 1432/2  | A.C.W meeting notes  | 1967-1973     | /D2010-13  |
| D 1432/3  | A.C.W meeting notes and reports  | 1974-1980     | /D2010-13  |
| D 1432/4  | A.C.W meeting minutes and reports  | 1978-1984     | /D2010-13  |
| D 1432/5  | A.C.W attendance list  | 1979-1996     | /D2010-13  |
| D 1432/6  | A.C.W Business meeting notes   | 1981-1989     | /D2010-13  |
| D 1432/7  | A.C.W meeting minutes  | 1985-1997     | /D2010-13  |
| D 1432/8  | A.C.W meeting notes  | 1990-1996     | /D2010-13  |
| D 1434/10   | Safe the Children Fund: sponsorship  | 1990. 2001    | /D2010-13  |
| D 1434/11   | Stewardship in Action: correspondence  | 1990. 2001    | /D2010-13  |
| D 1431/5  | A.C.W newspaper clippings, misc. materials                                   | 1961.2001     | /D2010-13  |
| D 1431/8  | World Community for Christian meditation materials                           | 1999.2001     | /D2010-13  |
| <b>Series 7/ CLERGY / WORSHIP RECORDS</b>   |  |               |            |
| <b>7A) Clergy:</b> <i>material by &amp; about parish clergy</i>   |  |               |            |
| D 600 / 3   | See – Charles Peyton Bishop fonds  |               |            |
| D 601 / 4   | Holy Eucharist booklet   | n.d.          | / D993-26  |
| D 601 / 4   | Healing Service – notice, April 10, 1990, Eve Wiseman                        | 1990          | / D993-26  |
| D 1431/4  | Notes, survey, articles, etc.  | n.d.          | /D2010-13  |
| D 1440/4  | Play by Virginia Briant  | n.d.          | /D2010-13  |
| D 1440/5  | Authority paper by Ronald C. Stevenson                                       | 2003          | /D2010-13  |
| <b>7B) Worship</b> <i>may include Altar Guild, choir, pew leaflets, service orders, Worship Committee</i> |  |               |            |
| D 602 / 10-14   | Pew Leaflets - incomplete  | 1989-1993     | / D993-26  |
| D 1433/9  | Prayers materials  | ca. 2004      | /D2010-13  |
| <b>Series 9/ PARISH PUBLICATIONS / PUBLICITY</b>  |  |               |            |
| D 602 / 4   | "St. Richard's Newsletters – General Articles"<br><i>VISION</i> [newsletter] | ca. 1969-1980 | / D993-26  |
| D 602 / 5   | Volume I Numbers 1 to 4  | 1961          | / D993-26D |
| D 602 / 6   | Volume II Numbers 1 to 9   | 1962          | / D993-26  |
| D 602 / 7   | Volume III Numbers 1 to 10   | 1963          | / D993-26  |
| D 602 / 8   | Volume IV Numbers 1 to 10  | 1964          | / D993-26  |
| D 602 / 9   | Volume V Numbers 1 to 4, 6 to 7, plus Christmas                              | 1965          | / D993-26  |
| D 1431/1  | Pew Leaflets   | 1998-2005     | /D2010-13  |
| D 1431/2  | St. Richard's Newsletters  | 1964.2005     | /D2010-13  |
| D 1431/6  | Miscellaneous publications   | 1992.2004     | /D2010-13  |
| D 1435/8  | Outreach materials   | 1999-2001     | /D2010-13  |
| D 1440/2  | The Warden's handbook  | 1990, 2003    | /D2010-13  |
| D 1440/3  | Treasurer's handbook   | 2006          | /D2010-13  |
| D 1440/6  | Miscellaneous materials  | 1975.2003     | /D2010-13  |

| Box / File | Item | Dates | / Accn. # |
|------------|------|-------|-----------|
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## Series 10/ SPECIAL EVENTS / HISTORICAL MATERIAL / DONORS

### 10B) Historical Material

|           |  |            |            |
|-----------|--|------------|------------|
| D 899 --  | Visitor's Book   | 1955-1983  | / D 998-34 |
| D 600 --  | Visitors' Book   | 1983-1988  | / D993-26  |
| D 600 / 1 | Pamphlet – <i>The Story of the Growth</i> : re plans to become a separate parish | 1957       | / --       |
| D 600 / 1 | Newspaper clippings, misc. material  | various    | / --       |
| D 1428    | Guests Book  | 1988- 1995 | /D2010-13  |
| D 1428    | The Holy Communion Book  | 1956       | /D2010-13  |
| D 1431    | Silver Anniversary Guests Book   | 1980       | /D2010-13  |
| D 1431/3  | Special services   | 1998. 2008 | /D2010-13  |
| D 1434/3  | Parish history   | 1955.1998  | /D2010-13  |
| D 1439/7  | Church history and writings  | 1951.1994  | /D2010-13  |

## Series 11/ NON-TEXTUAL RECORDS

### 11A) Architectural Plans:

AD212,  
Roll stand #6

### 11B) Photographs:

|  |                         |  |           |
|--|-------------------------|--|-----------|
| D 1441   | Unprocessed photographs | PSA8-116; PSA8-250; DNW5-34; DNW15-247 a, b, c, d<br>various | /D2010-13 |
| CD of photos in CD binder – photo area<br>SEE PHOTO BOX 21 |                         |  |           |

### 11C) Microfilm Reels:

DNW117, DNW 155