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The Methodist Church Northampton District

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Roy Slocombe - District Archivist

To all Circuit Superintendents

April 2018

Dear Superintendent

Archiving Methodist Records

You have hopefully seen my report to Synod in which I mention that I am seeking to stand down from this role, but before I do I want to try and ensure that as many Methodist Records from across the district are properly deposited in the relevant County Records Office. This is important to ensure that details of our past work and witness are properly preserved and available to inspire future generations.

To this end I am willing to offer meaningful hands on assistance to circuits and churches to assist them in achieving this goal. If you feel that I can be of help, then please arrange for someone in your circuit to act as the point of contact with me and I will then make the arrangements with them.

I attach an indicative list of the sort of records that should be archived but it is not exhaustive. As a rule of thumb, items over three years old could be archive and those over six years old should be archived unless there are good reasons not to.

I also attach letters to your ministerial colleagues and main officers in your churches and circuit which I would ask you to distribute.

With the major amendments to SO 903 passed at Conference 2017, this is an ideal opportunity for you to significantly reduce or even eliminate the amount of material stored in your circuit safe.

To those circuits who are already regularly archiving material, my thanks. To those who are not, then here is an opportunity to have a good clear out and arrange for those records you have been holding on to having not got around to dealing with them, dealt with properly and to be properly stored for the benefit of future generations.

With all good wishes.

Yours faithfully



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List of possible records for archiving (non-exhaustive)

Circuit records

- Minutes of circuit meetings (and their predecessor Trust and Quarterly meeting minutes)
- Circuit and missionary accounts
- Minutes, accounts and reports of all circuit committees and associated groups, youth organisations, day schools
- Statistical returns
- Records of ministers, local preachers, manses, burial grounds
- Circuit plans and directories
- Circuit magazines and newsletters
- Correspondence files

Local church records

- Minutes of Church Council meetings (and their predecessor Trustees' and Leaders' meetings)
- Appointments and resignations
- Accounts, minutes, reports of all meetings and associated groups (e.g. Sunday school, youth and uniformed groups, Wesley Guild, etc.)
- Deeds of churches and burial grounds no longer owned by the Methodist Church as well as church closure and sale papers
- Property and other schedules
- Seat and pew rent registers
- Memberships lists and class books
- Collections and envelope schemes
- Baptism, marriage and burial registers
- Papers and plans/drawings for buildings, extensions, modifications, property/artefact insurance
- Pulpit notices
- Church magazines and newsletters
- Notices, posters and orders of service for all special church events
- Correspondence files