

REPORT OF THE DIOCESAN ARCHIVIST

It is important for us to be reminded of the vital part McMaster University in Hamilton plays in maintaining our Diocesan Archives. Since 1975 we have had an agreement with the Mills Memorial Library of McMaster to store in their humidity controlled rooms our important archives, registers, documents etc., there is no charge to any parish for this service. It is covered in our diocesan budget. If copies are needed of any baptism or marriage record a nominal fee of \$25 is charged to the person making the request.

We have made a good start on our Stained Glass Window Registry. In a Diocesan letter from Bishop Bird sent to all parishes in April 2009 the importance of this Registry was noted. Already a number of churches have had their stained glass windows photographed and recorded. It is very important that the dedication of said windows be clearly recorded. With the closure of some churches and the possible sale of the building, with or without windows, the Diocese needs to be aware of the location of all our windows. Families who gave the windows many years ago want to know where "grandfather's window" can be found.

One church, St. John's Elora, has embarked on a long range program to inspect and restore their windows. I'm sure they would share their experience with any other parish.

We have recently acquired some "holy hardware" from some closed churches and have been successful in finding permanent homes for these valuable items. A record has been kept of the new homes so that the items can be traced if needed.

Your Archives has printed a very complete and valuable resource booklet entitled "Archives – Our Story" and details what things are of an archival nature and should be kept and for how long. We also have a comprehensive booklet on "Stained Glass Care" for parishes. The booklets were distributed to each parish, but if extra copies are required call Cathedral Place 905.527.1316 x450.

Copies should be made of any plans or blueprints and filed in the Archives at Cathedral Place. I have a file of resources on each parish and this information may be of assistance for anyone writing a history of their parish.

It is important that all names on registers for baptisms and marriages be clear and legible. These should be printed along with the signatures for future archival purposes.

Please contact myself or Ruth Anne Martin at Cathedral Place for any questions on Archives.

Respectfully submitted,
The Venerable John Rathbone
Diocesan Archivist