

### **3(c). Archives Research Centre**

*Members* One 0.2 Full-time equivalent (FTE) staff member, Sheena Hesse [honorary] plus 11 part-time volunteers. (An average of 48 voluntary hours a week, 192 a month and a total of 1920 hours per year) working two days a week.

#### **1. CONTRIBUTION TO THE LIFE OF THE UNITING CHURCH IN AUSTRALIA**

The Archives exists to preserve the history of the Congregational, Methodist, Presbyterian and Uniting Church in Western Australia.

These records are made available to the public, both at 91 Edward Street, Perth and at the Battye Library so that the people may understand the importance of the role of the church, in its own right and in the context of Western Australian history.

#### **2. HIGHLIGHTS**

2017/2018 has been another important year in the life of the team of dedicated volunteers, we have been continuing:

- to sort, collate and file archival documents from congregations and the Presbytery
- transfer completed documents to the Battye Library
- receive Baptismal and Marriage registers for data entry
- compiling and update the Ministers Biographical Index [retired & serving]
- since last September, complete 64 research inquiries. These requests are from a variety of people, congregations and agencies and on a variety of subjects, some taking a few hours to some that require four or five weeks of research
- to scan the photographic collection and adding information where available (ongoing)
- micro video cassettes transferred to DVD
- to check early data entries for missed information.

#### **3. PROJECTS COMPLETED**

- A number of micro cassettes were discovered and given to Archives. They were of various events in congregations throughout the state. These were all transferred to an external hard drive. We continue to add to our databases as and when records or material are lodged. We encourage congregations to check their records and deposit them as and when they are completed. For a guide please consult the Uniting Church WA website [unitingchurchwa.org.au](http://unitingchurchwa.org.au) for the relevant documents or email [archives@wa.uca.org.au](mailto:archives@wa.uca.org.au).

#### **4. VOLUNTEERS**

This year has seen our volunteer numbers stay the same, with one retirement and one new volunteer being co-erced into volunteering. We welcome Rev John Dunn to our ranks. Listed beside the names of the volunteers are the numbers of years and the tasks they undertake at Archives.

##### **This Year in Archives**

2018 has been another great year. Most of our tasks are up-to-date and it is just a case of maintaining the input of data as and when we receive it from congregations. If necessary, I am available for an on-site visit, particularly for country congregations where transport of records is costly. This past year, I have visited a number of congregations that are closing or requiring help with the management of their records. Moving into the digital age, we are no longer able to accept paper copies of current Parish newsletters. Current copies may be sent in on memory stick or external

hard drive. If your congregation is storing all your files electronically, you need to establish Naming Conventions that are consistent throughout your various committees.

I continue to post unnamed photographs from our collection on the UCA Archives Facebook page with some amazing results.

- Baptismal Records: Nancy Rhodes (15 years )
- Biographical Index: Nancy Rhodes
- Cassette Tape Transfer: Richard McKenna (2 years )
- Collating People and Places Files: Linley Gould (19 years)
- Computer Database Record Entry and Photographs: Brian Jervis (17 years) and Reg Pearson (13 years)
- Library : Nancy Rhodes
- Marriage Register: Joan McKenna (6 years) and Betty Pearson (26 years )
- Memorabilia Database : Julie Jenkinson (8 Years )
- Music Library : Nancy Rhodes
- Office Administration: Sheena Hesse
- Parish Records for Battye Library: Rev John Steed (8 years ) and Lionel Rose (8 years)
- Church Office Records: Rev John Dunn
- Photograph Accessioning and Storage: Julie Jenkinson
- Photograph Scanning: Brian Jervis and Reg Pearson
- Plans Building: Julie Jenkinson
- Property Files: Lionel Rose
- Research: Betty Pearson and Sheena Hesse
- Revive Magazine: Linley Gould

Once again to all the volunteers, my grateful thanks. Even after 15 years, you still make my job so easy with a lot of fun and laughs.

## **5. PROPOSAL**

To thank all the volunteers who regularly give of their time to further the work of this important aspect of the history and the record keeping for the Uniting Church Western Australia.

**Sheena Hesse**  
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