

# Depositing Baptist Church Records with the Atlantic Baptist Archives



The Atlantic Baptist Archives at Acadia University preserves the records of nearly 800 Baptist Churches in Atlantic Canada along with their governing organization, the Canadian Baptists of Atlantic Canada. The CBAC and its predecessors have long recognized the importance of an Archives program to preserve the documentation of the denomination in the Atlantic region, and to provide evidence of its many achievements. As a result, Baptist records have been deposited with us since 1845 when Silas Rand and Isaac Chipman were appointed by the Nova Scotia Baptist Association to collect historical material and deposit it here

These records still belong to individual churches--we are a place to safely store and access them.

## What Records ARE Collected?

- Minutes of church, annual, and congregational meetings
- Membership, baptismal, marriage, and burial records
- Annual reports, annual financial statements
- Reports and other records of standing, sub-, and ad-hoc committees appointed by the church
- Records of Women's Missionary Societies, Sunday Schools, and other church groups
- Reports and plans regarding church property
- Published and unpublished histories
- Service bulletins, Church newsletters
- Pastoral letters, letters of transfer
- Photographs and other images
- Legal documents, insurance policies, deeds

## How to Deposit Your Material

### Contact Us for Advice

When you have potential material for the Archives, it is best to make sure you are getting good advice before you bring it in. Not everything belongs in an archives.

Get in touch with the Archives by email ([archives@acadiau.ca](mailto:archives@acadiau.ca)) or by phone (902.585.1011) to talk about your material. We can help.

### Review Your Material

Make a list of the material you plan to deposit. Include notes on the history of this material as well as the owner(s).

### Expect to Sign Documents

All materials deposited to the Atlantic Baptist Archives remain the property of the individual churches. When deposits are received, a Deposit Agreement is signed. Material may be borrowed by the depositing church for administrative or legal purposes.

## What Records ARE NOT Collected?

- Invoices, cancelled cheques, bills, receipts
- Bank books and account statements
- Income tax records
- Cash books, daybooks, financial ledgers
- Pulpit or family Bibles (unless they contain historical information not obtainable elsewhere)
- Hymn books
- Generic church manual and handbooks