

## **Outline of Archives Management Workshop 基督教檔案管理工作坊大綱**

Full text of presentation remarks available at:

請於下列網址瀏覽英文講稿全文

<http://www.wheaton.edu/bgc/archives/chaw.htm>

### **Three important principles**

#### **三項重要原則**

**Archives is a congregational project**

建立檔案處是牽涉整個教會的計劃

**Value of an archives is based on use**

檔案處的價值在於其用途

**Establish the archives as a long-term operation**

成立檔案處是一項長期工作

### **Building support for an archives**

#### **爭取支持**

**Involving church members in the project**

邀請教友參與

**Long-term process**

長期工作

**Help people understand the purpose of the archives**

幫助人們瞭解建立檔案處的目的

**Develop trust**

爭取信任

**Make the archives inviting**

建立一個有吸引力的檔案處

### **Questions to ask (see handout 1)**

#### **問題**

### **Archives statement of purpose or charter (see handout 2)**

#### **檔案處憲章**

**Purpose of the charter**

憲章的作用

**Elements of the charter**

憲章的元素

**Purpose of the archives**

成立檔案處的目的

**Archivist's position description**

檔案員的職能

**Collecting policy**

收集檔案的策略

**Those served by the archives**

檔案處的服務對象

**Access policy**

檔案使用的政策

**Long-term and short-term goals**

長期及短期目標

### **Staffing the archives**

#### **檔案處的員工**

**The archivist**

檔案員

**Recruit volunteers**

招募義工

**Enlist different people for different tasks**

分工，各善所長

## **What to collect and where to keep it**

### **收集與儲存**

**What should you keep? (see handout 3)**

**收集什麼？**

**Where do you keep your archives?**

**儲存在什麼地方？**

**What supplies should you use?**

**需要什麼物料？**

## **The process of collecting**

### **收集的方法及過程**

**Sources of materials**

**檔案的來源**

**Advertise your search for documents**

**登廣告？集檔案**

**Plan oral histories**

**計劃如何蒐集口述歷史**

**Investigate denominational possibilities**

**與各個宗派探討自行收集檔案的可行性**

## **Doing oral history**

### **口述歷史**

**Sample excerpt (see handout 4)**

**錄音片段**

**Benefits of oral history**

**口述歷史的優點**

**People telling their stories**

**眾人講述自己的故事**

**Living link to history**

**歷史實錄**

**Involves church members in gathering history**

**教友參與蒐集歷史檔案的活動**

**Fills gaps not in other church documents**

**填補教會文獻的缺漏**

**Deciding who to interview**

**挑選訪問對象**

**Selecting interviewers**

**挑選訪問員**

**Equipment you will need**

**所需要的器材**

**Background research for the interview (see handout 5)**

**訪問前的資料收集**

**Doing the interview**

**進行訪問**

**Relationship between interviewer and interviewee**

**訪問員與被訪者的關係**

**Asking questions**

**提問**

**Disadvantages of oral history**

**口述歷史的缺點**

**After the interview**

**訪問後須留意之事宜**

## **Organizing the material**

### **整理檔案資料**

**Collect materials in one place**

**只設一個收集站**

**Accession materials and prepare certificates of gift (see handouts 6 & 7)**

**收錄檔案資料及準備檔案轉贈證書**

### **Maintain or establish order**

保存或整理文件的次序

**Maintain original order if existing**

若文件排列有序，便應保留原有的次序。

**Maintain distinctions between departments**

保留個別部門的特性

**Arrange in some predetermined order and describe briefly**

按原有的次序整理及簡單描述其內容

**Establish a collecting and processing manual**

編寫收集及整理檔案的手冊

**Storing different types of documents**

儲存不同文件的方法

### **The computer**

使用電腦

**Church documents on computer**

儲存教會文件

**Using the computer for organization and description**

整理及描述檔案文件

**Web sites**

網址

### **Writing a congregational history (see handout 8)**

撰寫各堂的歷史

**Start with chronological outline of important dates**

大事年表

**Include photographs**

照片

**Danger signals**

危險訊號

### **Maintaining the archives**

維持檔案處的運作

**Budget**

財政

**Reports**

報告

**Develop annual cycle**

計劃全年工作大綱

**Throwing materials away**

註銷館藏

**Establish an archives committee**

成立檔案處委員會

**Add people to your archives team**

增加人手

**Don't stop collecting**

繼續收集檔案

**Participate in community activities**

參與社區活動

**Maintain denominational links**

保持堂會間的聯繫

### **Making the archives part of the life of the congregation**

使檔案處成為教會的一部份

**Participate in new members classes, pastoral searches**

參與新教友的學道班及教牧挑選工作

**Displays**

展覽

**Historical dramas**

歷史話劇

**Articles for publications**

投稿，發表論文

**Participate in community activities**  
參與社區活動

**Benefits of church archives**  
建立教會檔案處的裨益

**Resource for committees, leaders**  
為委員會、長老等提供資料

**Provides nurture from contact with the past**  
是認識歷史的瑰寶

**Strengthen contacts between generations**  
加強世代之間的聯繫

**Helps congregation maintain its identity as world changes**  
幫助教會在急速轉變的世界中確立身份

**Provides authentic history**  
提供真確的歷史

**Strengthens faith**  
增強信念

**Charter exercise**  
草擬憲章

**Resources available (see handout 9)**  
資源

**Bibliography**  
參考書目

**Conservation & Preservation**  
保存與維護

**Suppliers for archives supplies**  
檔案處物料供應商

**Other Hong Kong Archives**  
香港的檔案處

**Collaborative projects**  
群策群力

**Questions?**  
答問時間

**What is your next step?**  
下一步做什麼？

## **HANDOUT 1**

### **QUESTIONS TO ASK WHEN YOU START AN ARCHIVES**

- 1. Why are you starting an archives?**  
為何要成立檔案處？
  
- 2. What resources can your church commit to the project?**  
你的教會能提供什麼資源？
  
- 3. Who do you expect to use it and how?**  
那些人會用你的檔案處？他們會怎樣使用？
  
- 4. Do you keep the archives in the church building or place them somewhere else?**  
檔案處設於教會內還是其他地方？

## HANDOUT 2

### ARCHIVES CHARTER EXERCISE 檔案處憲章

1. **Mission statement:**  
使命
2. **Archivist position description:**  
檔案員的職能
3. **Collecting policy:**  
收集檔案的策略
4. **Archives users:**  
檔案處使用者
5. **Access policy:**  
使用檔案的政策
6. **Goals:**  
目標

## HANDOUT 3

### LIST OF DOCUMENTS TO KEEP

#### 可收集的文件

- 1. Official church records**  
教會的官方紀錄
- 1.1 Constitution and by-laws in original and revised forms**  
憲法及細章的正本及修訂本
- 1.2 The church charter**  
教會憲章
- 1.3 Meeting minutes**  
會議紀錄
- 1.4 Records of baptisms, marriages and deaths**  
教會會眾的洗禮、婚嫁及死亡紀錄
- 1.5 Legal records (deeds, trust agreements, tax certificates, etc.)**  
法律文件（證書、信託協議、稅務文件等）
- 1.6 Financial records**  
財務紀錄
- 1.7 Church correspondence**  
教會通信
- 1.8 All records that would be required by the laws of Hong Kong**  
香港政府要求保存的文件
- 1.9 All records that protect the rights of employees or the church**  
所有能確保同工或教會法律權益的文件
- 2. Publications**  
出版品
- 2.1 Worship bulletins**  
公告
- 2.2 Newsletters, publicity releases, promotional pamphlets, brochures**  
會員通訊、新聞稿、宣傳單張、小冊子
- 2.3 Membership directories**  
會員名錄
- 2.4 Newspaper clippings**  
剪報
- 3. Audio and video tapes of services or interviews**  
訪問及崇拜的錄音帶和錄影帶
- 3.1 Oral history interviews taped with former ministers**  
離任駐堂牧師的口述歷史訪問

**3.2 Oral history interviews taped with long-time church members**

資深教友的口述歷史訪問

**3.3 Cassette tapes of sermons, choral programs, special services**

講道、唱詩、特別崇拜的錄音

**3.4 Recordings of conferences, national conventions**

會議及聚會紀錄

**4. Miscellaneous materials**

其他物品 / 文件

**4.1 Photographs directly related to the church**

與教會有關的照片

**4.2 Biographical material on ministers and members**

牧師及教友的傳記

**4.3 Memorabilia and artifacts (plaques, diaries, trophies, paintings)**

紀念品 (匾額、徽章、日記、獎杯、畫)

**5. Denominational records**

宗派紀錄

**5.1 Yearbooks and directories**

年報及名錄

**5.2 Conference reports**

會議報告

**5.3 Programs from conventions**

會議程序表

**5.4 Periodicals and other publications**

期刊及其他出版品

**6. Curriculum**

課程

**6.1 Sample Sunday school and Christian education materials**

主日學及有關基督教教育的教材

**7. Supplementary materials**

補充物品 / 文件

**7.1 Histories of your denomination**

所屬宗派的歷史

**7.2 Biographies or autobiographies of denominational leaders, former pastors of the church, or church leaders**

宗派或教會領袖，已離職牧師或長老的傳記或自傳

**7.3 Histories of the local community and country**

所屬社區及國家的歷史



## HANDOUT 4

### EXCERPT FROM ORAL HISTORY INTERVIEW, Collection 361 T1

PADILLA: One of the things I remember about my childhood is that my father would move from one house to another in Bogota, that is, would rent a house somewhere else in the city so that we would be able to start a new church. So, he was an evangelist, and event...eventually he left tailoring to give himself fully to [pauses] evangelism. He worked with the... the HCJB, Voice of the Andes Hospital, for about ten years or so, as a chaplain. [pauses] And then until he died, three years ago, he took time to evangelize, to visit people, and to [pauses] try to help people come to know the Lord Jesus Christ.

ERICKSEN: How did he go about starting a new church? Do you recall that?

PADILLA: Yes, well, we were seven children, [pauses] four boys and three girls, and that was enough of a little group to start with a Sunday school class. And we would bring our friends, and he would invite the neighbors and have Bible study, and that was the beginning of a new church.

ERICKSEN: Were there any particular [pauses] parts of the Bible that he liked to use as he began that work? [pauses] How did he approach the Bible study?

PADILLA: Well, he was not a highly educated man. He had, I think, three years of primary school. That was all. He read widely. That is another memory I have of him, [pauses] read on all kinds of things, and read his Bible. Daily. For hours sometimes, even though he also had to work very, very hard. I remember waking up in the early hours of the morning, and my father would already be working, and would go to bed very late. But he would use the whole Bible in his work, of course, especially [chuckles] the gospels and the epistles. [pauses] In the environment in which he grew up, everybody had to be a Catholic, so he...he was a Roman Catholic before he became an Evangelical Christian, and as a result he was very anti-Roman Catholic also. [laughs] And I suppose that you could say that [pauses] as in the case of most Evangelical Christians in Latin America, especially at that time, preaching against the Roman Catholic Church was a part of the message.

ERICKSEN: Is that what you were referring to when you said earlier that to be a Christian meant that you had to be a witness?

PADILLA: Yes, very much so. In Colombia at that time there was a lot of persecution against anybody who was not a Roman Catholic. So you really had to take a stand. [pauses] I was expelled from primary school when I was in third grade because of not attending a Roman Catholic procession. And an older brother of mine, Washington, who later became the secretary of the Bible Society in Ecuador, was expelled from high school because of arguing with a priest. [pauses] So in Colombia you had to identify yourself as an Evangelical Christian, and if you did, you had to pay the consequences.

ERICKSEN: What other forms did the persecution take?

PADILLA: Well, a couple of times the...there was an attempt to burn our house down. Later on many, many church buildings were burned down, pastors were killed, and Evangelicals, just Christians in general were persecuted. I [pauses] often times say that [pauses] I carry on my body the marks of persecution because even now I have signs of the stones I got when I

was a child, a boy of [pauses] seven, eight, ten. It was very difficult [pauses] to be identified as an Evangelical Christian.

ERICKSEN: How was it that [pauses]...how was it that you continued to be a visible witness in the face of that?

PADILLA: Well, that grew out of our commitment to Jesus Christ, and our vital relationship with the local church. My father came to know the Lord in Ecuador with my mother, before they started having children, so all of us were born in an Evangelical home. And to people at that time there was a clear cut decision [pauses] that meant leaving the Roman Catholic Church. As a matter of fact the story is that the first one in the family to come to know the Lord was an uncle of mine, Eddie Verto, who was also one of the first pastors in Ecuador. He came to know the Lord through the witness of missionaries from the U.S. And [pauses] apparently he started witnessing to folks. They rejected him, and especially my mother who had grown in a very, very Roman Catholic home, and then finally he was able to persuade them to come to church service, and my mother has often told us that right from the beginning she heard the message and that was it. She knew she was hearing the gospel, and committed herself immediately [pauses] to the Lord. And so there was deep conviction. Persecution, well, was a part of being of being a Christian. It was taken for granted. [pauses] I suppose that it is only in countries where [pauses] the difference between Christians and non-Christians often times is difficult to find that you take it for granted that there is no need for...I mean, there is no place for persecution. But in a situation such as that, well, it is taken for granted: persecution is a part of it.

**HANDOUT 5**  
**BIOGRAPHICAL DATA SHEET**

Name \_\_\_\_\_  
Last Middle/Maiden First

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Father's name \_\_\_\_\_ Occupation \_\_\_\_\_

Mother's name \_\_\_\_\_ Occupation \_\_\_\_\_

Brothers'/Sisters' names \_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

Spouse's name, including maiden name (in the event of more than one marriage, write information on the back) \_\_\_\_\_ Date of birth/death \_\_\_\_\_

Marriage date \_\_\_\_\_ Place \_\_\_\_\_

Children's names \_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

\_\_\_\_\_ Date of birth/death \_\_\_\_\_

Education (If appropriate, include degree received/dates/name of institution/place)

Elementary \_\_\_\_\_

High School \_\_\_\_\_

College/Technical School \_\_\_\_\_

Graduate School/Other \_\_\_\_\_

Other major events \_\_\_\_\_

Jobs/Activities (positions, dates, companies, places)-- Use back if more space is needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Church Offices/Positions Held (please include dates):

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Organizational/Institutional Affiliations (please include dates):

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Publications/Productions (books, articles, paintings, movies, inventions, special skills):

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Additional significant information:

Date this form was filled out: \_\_\_\_\_  
[5/96]



HANDOUT 7

SAMPLE GIFT AGREEMENT

I, \_\_\_\_\_, hereby give and donate to the \_\_\_\_\_ Church the items listed below (and on any attached sheets), without limiting conditions, as an outright and unconditional gift, to be used at the church's discretion, and subject to the conditions set forth below.

NOTICE: Acceptance of gifts by the \_\_\_\_\_ Church is subject to the following conditions:

1. Because of limited space and the policy of changing exhibits, the Church cannot promise the permanent exhibition of any document or object.
2. The documents or objects become the permanent property of the \_\_\_\_\_ Church.

Gifts to the Church library and archives are deductible from taxable income in accordance with the provisions of the Federal Income Tax Law.

Signed at \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Name of Donor (typed or printed)

\_\_\_\_\_  
Name of Donor (typed or printed)

Address of Donor(s) \_\_\_\_\_

Witness \_\_\_\_\_

HANDOUT 7

ORAL HISTORY CERTIFICATE OF GIFT

We, \_\_\_\_\_ and \_\_\_\_\_ do hereby give to the Archives  
[Narrator] [Interviewer]  
of the ABC Church, for such uses as the pastor, staff and/or members of the  
ruling boards shall determine, the following tape-recorded interview(s),  
recorded on \_\_\_\_\_ (date) as an unrestricted gift and transfer to the ABC  
Church legal title and copyright to the tape(s) on the following conditions:  
[Add any conditions here.]

\_\_\_\_\_  
Signature of Narrator

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Interviewer

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Address  
\_\_\_\_\_

Accepted for the Archives of  
the ABC Church by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## QUESTIONS FOR CONGREGATIONAL HISTORIANS

Following are a list of questions prepared by James P. Wind in his book, *Places of Worship/Exploring their History* (Nashville: American Association of State and Local History, 1990). These are intended as help to somebody who is working on the history of a congregational. But they are also helpful for congregational archivists. What materials is there in your archives to answer each of these questions? What kind of material should be preserved in order to provide answers to each of these questions?

### WHO

1. Who were the people who created this congregation?
2. Who have been its leaders? Its quiet pewsitters? Its discontented members?
3. Who have been the people who joined the congregation?
4. Who left and why?
5. Who have been the people who wanted to change things in the congregation's life? Who wanted to keep things the same?
6. Who have been the spiritual people in the congregation? Who have served as its moral consciences? Who have been the status seekers and the power brokers?
7. Who have been the congregation's neighbors? Who has the congregation sought for membership? Who has the congregation sought to keep out of its midst?
8. Who have shaped special interests of the congregation?
9. Who transmitted the congregation's identity and traditions to the next generation - and to newcomers?

### WHAT

1. What did the founders set out to achieve when they formed this congregation? What have new members sought here?
2. What have been the congregation's official reasons for being, its official beliefs, its stances on moral, social, and theological issues?
3. What questions or problems have caused conflict in the congregation? What has been this congregation's style for dealing with controversy? What means has it used for resolving conflict?
4. What self-image has this congregation maintained?
5. What have been this congregation's distinctive customs, traditions, and values?
6. What has this congregation been especially proud of? What has it been embarrassed by?
7. What have been key turning points in the life of the congregation? What were the factors that shaped those events? What happened in their aftermath?
8. What has this congregation believed about God, society, itself, the individual?
9. What have been its greatest challenges? Achievements? Disasters? Failures?
10. What has held this congregation together? What threatened to pull it apart?
11. What heritage has it treasured? What tradition(s) has it claimed? What values has it esteemed of which it is unaware?

### WHEN -

1. When did this congregation begin?
2. When has it experienced dramatic changes in membership?
3. When has it met for worship? For decision? For service? For social action?
4. When has it experienced controversy and turmoil?



5. When has it taken new directions? When has it reaffirmed old ways of doing things?
6. When has it been ahead of society as prophet? When has it lagged behind as preserver of the status quo?
7. When have significant changes in leadership taken place?
8. When have new groups formed in the life of this congregation?
9. When has this congregation celebrated significant milestones in its life?
10. When will/did the life of this congregation come to an end?

#### WHERE -

1. Where did this congregation's members come from?
2. Where have new members come from?
3. Where has it built its buildings?
4. Where has it placed its priorities?
5. Where have lay leaders and clergy come from?
6. Where have members gone when they left this congregation?
7. Where have congregation members spent their time?
8. Where has it located its mission?
9. Where has this congregation turned for help or for resources for its ministry?
10. Where have new ideas come from in the life of this congregation?
11. Where have the congregation's most powerful competitors both secular and religious - been found?

#### WHY -

1. Why did this congregation come into being?
2. Why has it chosen the particular building design(s) it has? Why did it locate on this particular piece of earth?
3. Why have new leaders appeared on the scene? Why have old ones disappeared?
4. Why have this congregation's controversies or conflicts emerged when, where, and how they did?
5. Why have people continued/failed to join this congregation?
6. Why has this congregation made its significant changes - in worship, in organizational life, in membership requirements, in sense of mission, in sense of identity?
7. Why does this congregation handle its economic resources the way it does?
8. Why have people stayed in this congregation?
9. Why have young people dropped out at certain times in their lives and why have others seemed to join at particular moments in their life cycles?
10. Why have these people continued to gather, week in and week out?

#### HOW -

1. How has this congregation expressed its fundamental beliefs in specific practices?
2. How have membership patterns changed/stayed the same over the years?
3. How has power been distributed in this congregation?
4. How has this congregation made its decisions?
5. How has it spent its money?
6. How has it determined if it is succeeding or failing?
7. How has it responded to changes in society, denomination, neighborhood?
8. How has change been perceived in the congregation?
9. How has this congregation expressed its specialness?
10. How has this congregation told its story to new and younger members? How has it educated them or formed them spiritually?
11. How has this congregation expressed itself artistically, musically, theologically, socially?

## HANDOUT 9

### Resources available 資源

#### Bibliography 參考書目

1. 王良城、楊繼波：《中國古代檔案保護方法與技術》(北京：檔案，1993)。
2. 圖書檔案保護技術資料匯編 / 北京圖書檔案保護研究組編》(北京：書目文獻，1987)。
3. 吳寶康：《檔案管理論與歷史初探》(成都：四川科學技術，1986)。
4. 《檔案管理實用大全》編委會編：《檔案管理實用大全》(北京：同心，1996)。
5. 《檔案學研究資料叢書》(北京：檔案，1987)。
6. 國家檔案局編：《科技檔案管理概論》(北京：檔案，1993)。
7. Hensen, Steven L. Archives, personal papers, and manuscripts: a cataloging manual for archival repositories, historical societies and manuscript libraries. Chicago: Society of American Archivists, 1989.
8. Archival fundamental series. Chicago: Society of American Archivists, 1990.

#### Conservation & Preservation 保存與維護

1. Conservative Online (<http://cool.conservation-us.org/>)
2. Northeast Document Conservative Center (<https://www.nedcc.org/>)

#### Suppliers for archival supplies 檔案處物料供應商

1. ALBOX Australia PTY Ltd. (<https://www.albox.com.au/>)
2. Brodart (<http://www.brodart.com/>)
3. Gaylord Bros. (<http://www.gaylord.com>)
4. Hollinger Metal Edge (<http://www.hollingermetaledge.com/>)
5. J&D ARTS CO., LTD 捷登有限公司 (<http://www.jdarts.com.tw/>)
6. Preservation Equipment Ltd (<http://www.preservationequipment.com/>)
7. University Products (<https://www.universityproducts.com/>)
8. Zetta Florence (<http://zettaflorence.com.au/>)

#### Other Hong Kong Archives 香港其他檔案處

1. Public Records Office, Hong Kong Special Administrative Region  
香港特別行政區歷史檔案館  
<http://www.info.gov.hk/pro>
2. Hong Kong Catholic Diocesan Archives 天主教香港教區檔案處  
<http://archives.catholic.org.hk>
3. Po Leung Kuk Archives 保良局歷史博物館  
<http://www.poleungkuk.org.hk/cultural-services/museum.html>