

Register of Church Historical Details
Issued by Baptist Heritage Queensland (rev. 05/2009)

If your church does not have the information referred to below already compiled in a convenient form, such as a printed history, use this sheet to assist in managing your records. Fill in the information according to the sections below organizing your records as you go; then lodge copies of this Register as indicated. **Attach extra sheet(s) as required. Fill in both pages of the form.**

Name of Church: _____ **Website:** _____
 (include former name, merged churches, if any, as appropriate)

Location: _____ **Postal Address:** _____

Origins: Date cause first commenced - _____ **Date constituted as a Baptist Church:** _____
 Number of members when constituted: _____

Buildings & Property: *(fill in the details for each piece of property, including church, hall, manse, etc. Include details of major renovations, enlargements etc and movements from one site to another)* **Enclose photos of all buildings (print & digital)**

Property—name & Function	Address	Date acquired	Cost	Seating	Notes

Ministers: *(list names of ministers—indicate roles such as senior, associate, assistant etc—and dates of pastorates)*

Name	Dates	Name	Dates	Name	Dates

Membership: *(list membership figures as 5 or 10 year intervals - indicate year and membership)*

Major ministries: *(Sunday School, Youth Work, Men, Women etc)*

Ministry	Date established	Brief description

Major ancillary ministries *(Day school, community work etc)*

Ministry	Date Established	Property (type, purpose, date acquired etc)	Brief description of ministry

Name of person responsible for compiling this information:

Lodge copy of this form with your church administrator and office & send copy to:

The Baptist Church Archives, Qld, c/- Queensland Baptists, PO Box 6166, Mitchelton, Q 4053



Inventory of Historical Records for Churches

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To assist in the careful management of historical records belonging to your church and its departments, list relevant details in the appropriate columns. Lodge copies as shown below. **Attach extra sheet(s) as required.**

Name of Church: _____ **Website:** _____
 (also any previous names or merged churches and outstations, including those now defunct with dates of merge/closure)

Location: _____ **Postal Address:** _____

Origins: Date cause first commenced - _____ **Date constituted as a Baptist Church:** _____

Listing of Historical Records in possession of the church

Department or group (eg. Church, Deacons, Sunday School, Youth, Christian Endeavour, Ladies)	Description of Records (Minutes, reports, correspondence, members roll, bulletins, attendance lists,	Type (eg. book, folder, packet, bundle, CD, slides, photo	No. of Items (eg. 3 books, 1 box, 4 packets etc)	Dates covered (eg. 1939-1950, 1970, 1984)	Condition (eg. fair, fragile, good etc)

Church Membership Roll: List each book (or other list of members) with the dates covered:

Marriage Registers: Number of books and dates and names of officiating ministers for each book:

Photographs, audio-visuals, audio and video tapes and DVD: give a brief listing of the main items in the church's collection with details of (a) dates, events, participants and (b) condition of the material:

Electronic Records: List what records you have as word processing, database, spreadsheet and graphic/image files

Access to Records:

- a) Where are the records stored? (eg. church office, local historical museum)
- b) Are they sorted and labelled and stored in cool, dry, dust-free environment, safe from vermin?
- c) Are they stored in a secure environment and under proper authority?

b) Who is responsible for the records? Name: _____ Position: _____
 Address: _____ Postcode: _____ Phone: _____ Email: _____

Official printed history/histories of the Church:

Title: _____
 Author: _____ When Printed: _____ Copies still available? Y/N _____
(If copies are available, send a copy to The Baptist Archives, Qld at address below)

Photocopy this record and lodge a copy with:

Minister () Church Secretary/Administrator () local Church Archivist () Baptist Union Archivist ()
 Post to: **Baptist Church Archives, Qld, Qld Baptists, PO Box 6166, Mitchelton, Q 4053**

Name and position of person who compiled this information: _____ Date: / /
 Address: _____ Postcode: _____ Phone: _____ Email: _____