

First Parish Church of Stow and Acton

Document Custody and Storage Policy

Policy # 029

Revision # 03

I. POLICY STATEMENT

Article 6, Section 4 of the Bylaws (as of 2021) states that:

“The Clerk shall be responsible to keep the minutes of the Board of Trustees meetings and meetings of the church, handle official correspondence of the church, maintain a roster of the members of the church, and perform such other duties as may be prescribed.

“The Clerk shall be responsible for maintaining custody of all other books, papers etc. belonging to the church, unless otherwise specified. All records of the Clerk shall remain the property of the church.”

This policy assigns the document custody and document archiving to the appropriate church stewards including, but not limited to the:

- Minister’s office
- Parish Administrator
- Treasurer
- Welcoming and Membership Coordinator
- Music Director
- Director of Religious Education
- Standing Committees (as in the Bylaws) and Church Committees (approved by the Board)
- Archive Committee

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This policy remains in effect as long as the appropriate staff and committee structures remain the same as of the date of this policy. See signatures below.

II. SCOPE

This policy covers church documents that are important to effective running of a church and its community. Documents are considered important when they are of value for:

- Legal concerns
- Member needs
- Historical records
- Reference documents
- Other congregational uses

III. RESPONSIBILITY

Clerk: The Clerk keeps the minutes of each meeting of the Board of Trustees. Once the Board of Trustees approves the minutes, the Clerk is responsible for sending an electronic copy to the church Parish Administrator. The Parish Administrator keeps hard copies of the minutes for 10 years, in accordance with the Archive Policy (Policy # 002.)

The Clerk is the Board of Trustees liaison with the Archive Committee.

The Clerk is responsible to check with the Parish Administrator and the chair of the Archive Committee annually to confirm document custody.

The Clerk is also responsible for an annual review of this policy (#29) and

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updating as needed

Minister. The Minister is responsible for maintaining monthly Minister's Reports as well as books and other papers traditionally kept in the minister's office.

Parish Administrator: The Parish Administrator keeps copies of all official church correspondence for up to 10 years in accordance with the Archive Policy. Other correspondence includes correspondence the minister provides to the Parish Administrator, along with contracts and other correspondence provided to the Parish Administrator by other Board of Trustees officers and members as well as church committees. The Parish Administrator also keeps Special Service Orders of Service documents.

Treasurer: The Treasurer is responsible for maintaining monthly Treasurer's Reports, budgets, and the Annual Financial Report. The Treasurer maintains financial records of income received and expenses paid, including salaries, contract expenses, purchases and pledge records. The Treasurer stores important documents in the locked Treasurer's Closet in the church building.

The Welcoming and Membership Coordinator and the Membership Committee. The Welcoming and Membership Coordinator and the Membership Committee keep the Roster of Members, and current membership books. The Welcoming and Membership Coordinator provides historical membership books to Archive Committee.

Music Director. The Music Director maintains a music library in the Music Office. The Music Director can provide music of historical value to the Archive Committee, as appropriate.

Director of Religious Education. The Director of Religious Education (DRE) is responsible for maintaining educational curricula, currently in use by the church. The DRE is also responsible for keeping curricula reference material that supports current teaching methods. The DRE provides RE curricula of historical value to the Archive Committee, as appropriate.

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Standing Committees and Board approved Church Committees are responsible for maintaining their own committee meeting minutes and reports. Standing Committees and Board approved Church Committees are also responsible for writing summaries of their church year activities to be included in the Annual Reports. Standing Committees and Board approved Church Committees provide minutes, reports and other records of historical value to the Archive Committee, as appropriate.

The Archive Committee. The Archive Committee, in accordance with the Archive Policy (002), manages annual maintenance of other documents.

The Archive Committee shall keep a current list of what documents need to be retained indefinitely in the Archive Policy (002).

The Archive Committee stores documents that are retained indefinitely, in a locked Archive Closet. The Archive Committee members, along with the Office Administrator, are responsible for the Archive Closet lock combination.

IV. DEFINITIONS (none)

V. REFERENCES

Archive Policy #002

Policy on Church Committees #024

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VI. APPROVAL SIGNATURES

Helen Rolfe Ham

February 1, 2021

Originator/ Date

On behalf of the Board of Trustees

FPC President / Date

Attachment 1: Contents of Archive Closet File Cabinets Updated 6/15/2018



Contents of Archive
2018.pdf

Attachment 2: FPC Records in the Stow Town Vault

FPC Records in Town Vault



Archives FPC
Records in Town Va