



FINDING AID 511

FONDS 511  
UNITED CHURCH OF CANADA DIVISION OF CONGREGATIONAL LIFE AND WORK FONDS

UNITED CHURCH OF CANADA

Accession Number 83.053C

Prepared by Peter D. James, March, 1991  
Revised by Laura Hallman, April 2018

**UNITED CHURCH OF CANADA DIVISION OF CONGREGATIONAL LIFE AND WORK FONDS. –  
1964-1971. --84 cm of textual records.**

The Division of Congregational Life and Work began operations in 1964. The purpose of the Division was to co-ordinate the activities of the Boards of Christian Education, Evangelism and Social Service, Men, and Women, thereby avoiding duplication of activities and refining the use of resources. It was also meant to establish a national leadership for the local congregation by developing, promoting and producing programmes and leadership education to strengthen the life of the congregation. Unlike later divisional re-organization in the church (in missions, communication and so forth), the boards that were brought under this division retained their own leadership, staff, budgets and programmes. This produced some confusion over the role played by D.C.L.&W. in its early years, but it gradually developed two important aspects of the work, in education for mission and leadership development.

Through its entire existence the work of the Division was overseen by J.R. Leng in his capacity as Executive Co-Ordinator. He was assisted by Associate Secretaries C.M. Stewart and R.C. Plant in the field of Education for Missions and Stewardship, aided by Allan G. Smith in the area of Mission Interpretation and Deputation, and W.R. Adamson in the field of Leadership Development. The field of Education for Mission and Stewardship was an activity that D.C.L.&W. acquired from the Board of Information and Stewardship in 1967. This brought additional staff; Catherine McKeen, and later Nancy Hardy, who served as editors of missionary educational publications and study packages for children, youth and adults. Leadership Development, carried on at several centres across the country (Naramata, Atlantic Christian Teaching Centre), had formerly been under the direction of the Board of Christian Education. From Evangelism and Social Service, the Division promoted the National Project of Evangelism and Social Action, through its Conference and Presbytery Planning Fellowships. A further concern of the Division's were the Lay Schools of Theology, control of which were assumed in February 1965.

The Division had a short life and was subordinated under the newly-formed Division of Mission in Canada in 1972

Fonds consists of the following series; 1) Minutes of the Meetings of the Executive and Sub-Executive, 1964-1971; 2) Administrative Files of the Division, 1962-1971, 3) Departments of the Work, 1958-1973.

**SERIES 1: MINUTES OF THE MEETINGS OF THE EXECUTIVE AND SUB-EXECUTIVE. –1964-1971.**

Series consists of Minutes of the Meetings of the Executive and Sub-Executive for the period 1964-1971, along with the agendas of these and the annual meetings of the Division.

<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
83.053C	1-1	Minutes: Executive and Sub-Executive	1970-1971
	1-2	---	1968-1969
	1-3	---	1964-1967
	1-4	Index to the Minutes of the Executive and Sub-Executive	1964-1971
	1-5	Minutes and reports of General Council Committees: re proposals for re-organization of church structures	1961-1964
	2-1	Agenda/Materials for meeting	Sept, 1965
	2-2	---	Apr, 1966

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<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
83.053C	2-3	---	Jan, 1967
	2-4	---	Oct, 1967
	2-5	---	May, 1968
	2-6	---	Oct, 1968
	2-7	---	Apr, 1969
	2-8	---	Oct, 1969
	2-9	---	Apr, 1970
	2-10	---	Sept, 1970
	2-11	---	Mar, 1971

**SERIES 2: ADMINISTRATIVE FILES OF THE DIVISION. --1962-1971.**

Series consists of Administrative files of the Division, 1962-1971 and is concerned with the organization and functioning of the Division, including reports from the various Boards that reported to the Division along with material on re-organization plans that eventually led to the creation of the Division of Mission in Canada.

<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
83.053C	3-1	General Council: Long Range Planning Committee: Sub-Committee on regrouping of boards under the General Council: reports, proposals	1962-1963
	3-2	Board of Christian Education: Planning Priorities for 1970 'Education in the 1970s'	1969
	3-3	DCL&W. Program Planning Committee: Correspondence, reports	1967-1969
	3-4	Budget consultation	1969-1970
	3-5	Reports and correspondence re restructuring of the Division	1968-1970
	3-6	Correspondence of Executive Co-Ordinator, J.R. Leng	1967-1968
	3-7	Conference Congregational Life and Work Committees: Saskatchewan, Maritimes, Manitoba, Hamilton	1971
	3-8	Correspondence re: The Pastoral Institute, Calgary	1971
	4-1	Board of Evangelism and Social Service: minutes of Executive and Sub-Executive. Report on National Project on Evangelism	1966-1968
	4-2	Summary and Report of the National Project of Evangelism and Social Action	1967
	4-3	Evaluation Sheets for Middlesex Presbytery Pastors' seminar	1967
	4-4	Reports on Program re: Congregational restructuring and evaluation	1969-1971
	4-5	Programs in the Congregation	1965-1966

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**SERIES 3: DEPARTMENTS OF THE WORK. --1958-1973. --67 cm of textual records.**

Series consists of records of the two committees directly under the control of the Division, the Committee on Education for Mission and Stewardship, including the Office of the Director of Interpretation and Deputation, and the Committee for Leadership Development.

SERIES 3: Subseries 1\Records of the Committee on Education for Mission and Stewardship. --1958-1973. --43 cm of textual records

This Committee was transferred from the Board of Information and Stewardship in 1966 as the Committee on Education for Mission and Stewardship. This function was transferred to the Division of Communications in 1971.

Subseries consists of records relating to the provision of programmes for children, youth, adults, including minutes of the Committee on Education for Mission and Stewardship, 1966-1971; minutes of the preceding Committee, 1958-1966; correspondence of the Associate Secretaries, the Director of Interpretation and Deputation, and editors of missionary education publications; educational packages on mission areas; and missionary profiles.

See also related materials in the following fonds; United Church of Canada Board of Information and Stewardship fonds 514, Series 4 for records of the antecedent committee; and Division of Communication fonds 515 for successor files relating to missionary education.

<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
83.053C	5-1	Minutes	1966-1971
	5-2	Board of Information and Stewardship: Committee on Missionary Education. Minutes	1958-1966
	5-3	Youth-Adult Sub-Committee: minutes	1970
	5-4	Adult Sub-Committee	1967-1970
	5-5	Teenage/Teenager's Sub-Committee: minutes	1967-1970
	7-16	---: Correspondence, reports	1966-1970
	5-6	Children's Sub-Committee: minutes	1967-1970
	7-15	---: Correspondence, reports	1966-1972
	5-7	Advisory Committee on Deputation: minutes, reports	1967-1969
	5-8	Consultation on Stewardship: minutes, reports, correspondence	1967-1970
	5-9RR	Minutes of Meeting Discussing audio-visual aid on stewardship	[196?]
	5-10	Report to the Division	1970
	5-11	Correspondence, order forms for Joint United Church-Anglican calendar	1969-1971
	5-12	Financial documents, reports and proposals re organization and activity of the committee	1969-1971
	6-1	Correspondence: R.C. Plant, Secretary of Committee	1969-1971
	83.053C	6-2	---
6-3		---: w/ Anson Moorhouse, Division of Communication	1971

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Acc. No.	Box-File	Title	Date(s)
	6-4	---: w/ Elizabeth Greenleaf, World Mission Committee: Hamilton Conference	1970-1971
	6-5	---: re: cassette tapes	1970-1971
	6-6	---: re: trip to Brazil, Trinidad and Grenada	1970
	6-7	---: re: film, 'Nepal on the potter's wheel'	1970
	6-8	---: re: Department of Education for Mission, National Council of Churches of Christ, USA	1969-1971
	6-9	---: re: membership of the Committee	1969-1970
	6-10	---: re miscellaneous	1970-1971
	7-1	Correspondence: Catherine McKeen, editor, Youth and Children's publications	1970
	7-2	---	1969-1970
	7-3	---: re: Native Canadians	1967-1970
	7-4	---: re: entries in <u>Canadian Books in Print</u>	1969
	7-5	---: re: Children's work resources	1970-1971
	7-6	---: with Department of Education for Mission, National Council of Churches of Christ, USA	1970
	7-7	Correspondence: McKeen and Nancy Hardy, editor	1969-1971
	7-8	---	1966-1970
	7-9	---: with D.E.M., NCCC, USA	1969-1970
	7-10	---: re: Adult groups	1970-1971
	7-11	Correspondence: Nancy Hardy, ed. Missionary Education	1971
	7-12	---: ---: re Christmas Cards overseas; Americas pac	1971
	7-13	---: re: Indian Study materials	1970
	7-14	Missionary Education, general correspondence	1967-1970
	7-17	Specifications for Education for Missions materials	1970
	7-18	Materials for worship services	[196?]
	7-19	Music Scores	[196?]
	7-20	Permissions sought	1969-1970
	7-21	Youth-Adult Pac on the Americas	1970-1971
	7-22	Americas Pac: permissions	1970
	7-23	---: response	1970-1971
	7-24	---: ---	1970-1971
	8-1	Latin America: research materials	1968-1969
	8-2	China Pac: general correspondence	1968-1973
	8-3	Course outline for teenagers, "Toward Understanding China and the Chinese People"	1967
	8-4	Correspondence re 'Bamboo Bridges'	1968-1969
	8-5	China Study Resource Materials	1968
	8-6	Africa Pac: general correspondence	1972-1973
	8-7	---: promotion	1971-1973
83.053C	8-8	---: original manuscript	1971
	8-9	India Materials	[1972?]

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<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
		<b>Mission Interpretation and Deputation, 1966-1972</b>	
	8-10	Correspondence: Allan G. Smith: Director of Mission Interpretation and Deputation	1971
	8-11	---	1970-1971
	8-12	---	1969
	8-13	Biographical profiles of missionaries	1971
	8-14	Circular letters to missionaries on furlough seeking assistance for missionary education	1968-1972
	8-15	Interpretation and Deputation: correspondence to Conference Convenors and Co-Ordinators	1966-1970

Series 3: Subseries 2: Records of the Committee on Leadership Development. --1962-1972.

Subseries consists of minutes, 1969, correspondence and financial records as well as promotional materials from several leadership training centres across Canada.

See also records re training centres and leadership in United Church Board of Christian Education fonds 508, Series 2, Division of Mission in Canada fonds 512, Series 8, Division of Ministry Personnel and Education fonds 518.

<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
83.053C	9-1	Minutes	1969
	9-2	Lay Centres for retreats, conference	1970-1971
	9-3	---	1968-1970
	9-4	Centres Director' salaries	1969-1971
	9-5	Centres' constitutions	1968-1970
	9-6	Centres' objectives	1969
	9-7	Cedar Glen statistics	1969
	9-8	TOC Alpha handbook	[196?]
	9-9	Centres' directors and staff – job descriptions	1968-1971
	9-10	Centres' programme staff association	1964-1967
	9-11	Centres' statistics	1970-1972
	9-12	---	1968-1972
	10-1	Atlantic Christian Training Centre: Correspondence	1970-1971
	10-2	ACTC: statistics	1969-1972
	10-3	---: finances	1969-1971
	10-4	Cedar Glen: finances	1968-1971
	10-5	Stewart House: correspondence	1968-1970
	10-6	Five Oaks: statistics	1970-1972
	10-7	Five Oaks: finances	1968-1971
	10-8	Pacific Christian Training Centre- statistics	1969-1971
	10-9	PCTC: Finances	1968-1971
83.053C	10-10	Rundle Mission: statistics	1970-1971
	10-11	Naramata: statistics	1970-1971

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<b>Acc. No.</b>	<b>Box-File</b>	<b>Title</b>	<b>Date(s)</b>
	10-12	---: Finances	

Appendix A

The following pages, were originally included in the Minute book that contained the Minutes of the meetings of the Executive and Sub-executive of the Division of Congregational Life and Work (see Box 1-1 to 1-3), and are an index to those Minutes. A copy of the index is also included with the records in file 1-4. The pages have been photocopied and placed in the Finding Aid to assist researchers seeking information without the necessity of calling up the records of the Division.

This index is straightforward in its organization. It is a subject index, with the subjects appearing in a left-hand column and the the seven years of the the Division's existence divided in a series of right-hand columns. Each occurrence of the subject is noted by month under the appropriate year(s). The index pages are arranged by letters of the alphabet. The entire index has been reproduced here, including those sheets (under the letter 'Q' or 'Z' for example) which have no entries on them.

A

	64	65	66	67	68	69	70	71
ACTC								JULY MAY
Administrative Officer			Apr. May			Jan. Mar.		
" Work							June	
Adult Education			Apr.	Jan.	Jan.	Oct.		
Adult Work	May June Oct. Dec.	Jan. Mar. June Sept.						
Agenda Preparation						Oct.		
Alcohol			May					
Anglican/UC						Jan.		
Appointments		Dec.	Oct.			Apr. June Sept. Oct.	Apr.	
Attendance - Exec. & Sub-Exec.					June			
Automation			Oct.					



	64	65	66	67	68	69	70	71
Canadian Assoc. Adult Education		Dec.						
Canadian Council Churches							Apr.	
Canadian Welfare Council		Nov. Dec.	OCT.					May: Apr. Jun.
Calgary Pastoral Institute					Jan.			
Capital Grants - Centres								
Central Library								NOV.
Centres - Leadership Develop.						Apr.		
China Theme - CEMS					May			
Christian Education Report						Jan.		SEPT.
Chairman - Div. (resignation)				OCT.				
Channels of Communication	June							
Church & International Affairs			OCT. Dec.	Jan.	Jan.			
Church & Family Project			Apr.					
Church Executive Leadership Prog.								
Church Educ. Development Board		Sept. Jan.						
Church's Educational Task								
Church in Field of Social Welfare					OCT.			
Church's Ministry, Comm. on		Jan.						
Church's Ministry with Children								Sept.
Church Union		Sept.						
Cigarette Smoking - Educ. Prog.		OCT. Nov.						

(cont.)

	C	64	65	66	67	68	69	70	71
Continuing Education							Jan.		Jan., July Mar. Apr.
Consultation ( <sup>See</sup> Integrat.) Cedar Glen							June		
Consult.-Cooperation (M&W)					Oct. Jan.				
Consultants for Congregations									
Consolidation -Session, Stew., M&M				May					
Cost of Distribution Services				Oct. Dec.					
Co-ordination Comm. - Div. Structure			June						
Co-ordinating Conference - B.C.		Sept.							
Co-ordination of Adult Work		Oct. Dec.							
Corrections, Brief to Can.Com.				Oct.					
Cross-Representation		June	May. Sept.	Apr. Oct.					
Curriculum, New		May June Oct. Dec.							

E

	64	65	66	67	68	69	70	71
Ecumenical Movement		Oct.						
Ecumenical Affairs Prog.		Nov.						
Ecumenical - Parish & Diocesan					Sept.			
Editors - CEMS, CE					Jan. May June Oct.	Apr. Sept.	Apr. Sept.	
Editorial & Production	June Dec.	June Sept.	Apr.					
Editing - "Re Grouping of Bds"	June							
Editorial Committee		Sept.						
Educating Adults - Strategy							Apr. Sept.	
Education - re Tobacco	Dec.					Jan.		
Education Report - C.E.								
Educational Task of Church					Jan.		June	
Educational Task - Total				May June				JUNE
Educational Resources - Financing Funding						Mar.	Apr. Sept. Nov.	
Educational Prog. on Poverty							Sept. Apr.	JUNE
Education for Mission & Stew.		Sept.	Apr. Oct.	Jan. May Oct.	Sept.	May Apr. June Sept. Oct.		Apr.
Educational Program - D. Bardwell								Apr.
Eldership Study			Oct.					Apr.
Essentials - CLW								Sept.
Evaluation Cong. Restructuring			Apr. May					Nov.
Evaluation - Com. Struct. Guide.								
Evaluation of Division - Gen. Co.				Oct.	May			
Evangelistic Campaigns	June							
Experiment Team Concept				June				
Evangelism & Soc. Serv. - Sect.					Sept.		June Sept.	

	64	65	66	67	68	69	70	71
General Advisory Committee		JUNE SEPT. OCT. NOV. DEC.		Jan.				
General Council - 1964 Mtg	SEPT.							
" Implementation Com.			Apr.					
" Div.Report '66			May					
" Action re Division			OCT.					
" Sessional Comms.					Jan.			
" Evaluation of Div.					May			
" 23rd Mtg. G.C.					OCT.			
General Meeting of Division '67		SEPT. OCT. NOV. DEC.	Apr. May OCT. Dec.	Jan. June				
General Curriculum Committee	OCT. Dec.							
Grants			OCT.		Jan.			
Guidelines - Committee System			May	Jan.				

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Immigration Report	Oct.							
Imprimatur - Division	June							
Implementation Committee - G.C.			Apr.					JUN.
Indian Curriculum - Funding							Apr.	JUNE SEPT NOV.
Inter-Bd Committee - Alcohol Prob.			May					
Integration					May Sept.	Apr. June Oct.		
Involvement of Youth				June		May. Apr. Oct.	Apr. Sept.	

K

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M

	64	65	66	67	68	69	70	71
Marriage Guidance Council						Apr. Oct.		
Master Schedules		Apr.			June			
Membership - Exec. & Sub-Exec.					JAN. OCT. May	OCT.	Apr. June Nov.	
CEMS					June			
Non-Staff					JAN.			
General Advisory								
Gen.Council Action				OCT.				
Outside Organiz.		Nov.						
Men - Field Staff (Sess.Com.)			Apr.					
Secretary					Sept.			
Honorarium - Apprec.						OCT.	Apr.	
Replacement							JAN.	
Men-Women Consult.-Co-operation					OCT.			
Media Units - Liaison (Prog.Plan.)				Jan.				
Metro Urban Service Training					Jan.			
Ministry & Education (Division)							Apr. Sept	
Ministry - Commission on	OCT. Dec.							
Mission Education	June	June	Apr.					
M & M Fund					OCT.			
M&M, Session, Stewards (consolidate)			May					
M&M - Leadership Develop.(relation)		Apr.	May					
Morality		May						

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	64	65	66	67	68	69	70	71
Observer		oct.		June				
Office of Research			oct. Dec.	Jan.				
Officers Travel		Apr.						
Ontario Welfare Council		Dec.	oct.					
Outside Organizations - appoint.		Dec.						



Q

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	64	65	66	67	68	69	70	71
Salary Study - CEMS Editors							Apr.	
Scheduling Division Work		Mar.						
Secretary - ESS					Sept.		June Sept	
Seminar/Conf. - Adult Work		Sept.						
Sessional Committees			Apr.					
Session, Stewards, M&M (consolidate)			May					
Secularism & Christ. Education					Jan.			
Secretaries - Numbers & Duties					May			
Secretary - Bd. of Men					Sept.			
Secretary-IN-CHARGE - Home Missions							June Sept	Apr
Senior Adult Work								
Social Welfare - Church in Field					Oct.			
Soper, Dr.D. - Visit		Oct.						
Special Finance Educ. Project (W)				June				
Staff Consultation							Sept.	
Stewardship (CEMS)					Sept.			
Status of Women - Brief.								Jan. Sept
Stewardship Educ. - Div. Structure		Sept.						
Stewardship Education					Oct.			
Stewardship Services						Oct.		
Stewardship Serv. Dept. & CEMS						Sept.		
Strategy for Educ. Adults							Apr. Sept.	
Structures - Conf. Presby., Cong.		Nov.	Apr.					
Structure - Committee		Apr.						
Structure Division		June						
Study Leave - Fidler							June Sept.	
Study Book on Morality		May						
Study of Eldership			Oct.					
Study Paper - Lauchlin			Apr.					
Study Development	Dec.							
Sub-Executive - Membership						Oct.		
Terms of Reference							Apr. June Sept. Nov.	Jan. Mar.

U

64 65 66 67 68 69 70 71

UC/Anglican - Joint Meeting

Jan.

Urbanization

OCT

Apr.  
OCT.

Union - Church

Sept.

W

64 65 66 67 68 69 70 71

Ward - Appreciation (W)  
Wayside Centre Boys' Club-Grant

OCT.

JUNE  
SEPT.

World Institute on Christ.Educ.

Dec.

