

Historical Committee

Membership: Volunteers

Term: Indeterminate

Selection Process: Volunteer

Function/Objective: To collect and preserve records that tell the story of the Congregation.

- Responsibilities:
- A. To coordinate the collection of data:
 - 1. Make arrangements for keeping a copy of all printed material used for church activity. A copy of the following are kept on record:
 - Church Bulletin
 - Martins Mirror
 - Church Council Minutes
 - Church Calendar
 - Annual Report
 - Church Directory
 - Finance Committee Report
 - Congregational Meeting Minutes
 - Day Care Board Minutes, etc.
 - 2. Send a copy of the following to the Mennonite archives yearly: Church Bulletin, Martins Mirror, Church Council Minutes, Annual Report, Church Directory, Pictorial Directory, Bulletins of special services.
 - 3. Have a copy of the bulletins bound into books containing three years of bulletins.
 - 4. Assemble appropriate items to put in the following binders:
 - a. Noteworthy events of Martins Church family – newspaper articles with Martins participant featured.
 - b. Martins Happenings – Special services at Martins (Christmas, Children’s, Thanksgiving, Good Friday, Ordination, etc.) Bible School Staff list, Sunday School list, Leadership Commission affirmation list, Copies of surveys, questionnaires, banquet programs, letters, etc.
 - c. Photographs
 - d. Transfer of members to Martins
 - e. Martins Ministers
 - 5. Any other items considered of interest to keep for the Future.
 - B. To serve as curator of collected data
 - 1. Sort records, as needed, to determine what should be kept: Financial records are to be kept for five years. Offering envelopes are to be kept for three years.
 - 2. Update the brief Historical Sketch periodically to keep current.

3. Answer questions regarding history of the church.
4. Make records available when requested.

Accountability: To Congregation, Curator of Mennonite Archives

Annual Report: Optional

Revision Process: By Approval Method B (per page iii)

Revision Dates: Aug. 2006