**I remember the days of old;**  
**I meditate on all thou hast done**  
Psalm 143:5

As we go through life, most of us like to pause at times to remember our past, and those people God gave to help us along. Memory is God’s wonderful gift, enabling us to recall joys and sorrows. Beneath it all we see God’s everlasting grace and love through His Son, Jesus Christ our Lord.

The archives of the church are the preserved memories of the acts of God working through His people and graciously leading them. Such remembrance is for our encouragement as we continue in His work, obedient to His command.

Remembrance is one of the great themes in God’s Word. As Joshua and the children of Israel were poised to cross the Jordan River into the Promised Land, God told them to select one man from each of the twelve tribes. This man was to carry a stone as he crossed the dry riverbed, and to arrange the stones in a mound for a monument of remembrance. When future generations asked, “What do these stones mean?” they would be told of God’s mighty deliverance.

In a similar manner, our archives are established for the remembrance of God’s almighty acts in our local congregations. In these records, we can look back to see His hand leading the district and its parishes.

**The Congregational Archives**

In order for the memory of each congregation to show future generations God’s hand of blessing, and for legal purposes, it is important that the church maintain reliable records and preserve materials about the life of the parish. The Congregational Archive should include the following:

**Congregational Information**
- Records: Membership, Baptism, Confirmations, Marriages, Funerals
- Names of Church Officers & Church Organizations
- Dates Organizations were Established
- Congregational Minutes
- Church Organization’s Minutes
- Constitution
- History of Congregation
- End of the Year Reports
- Pictures of Pastors – Dated & Identified

**Additional Congregational Information**
- Anniversary Booklets
- Dedication Booklets
- Bulletins
- Installation Folders
- Newspaper Articles
- Photos of Important Events, Dated & Identified
- Church Newsletters
- Artifacts
- Documentations

Brigitte Conkling  
District Archivist
**Storage of Materials**

In order to keep materials organized and accessible, it is suggested that the congregation have a special filing cabinet(s) and space for the Congregational Archives. Keep anniversary booklets, installation folders, dedication booklets, all the old bulletins, newsletters, records, newspaper articles (preferably a photocopy, NOT the newsprint), congregational minutes (printed out, NOT on CD), and photos. Place all identified pictures in acid free sleeves to help preserve them.

**Help Available for Archives**

May God bless you in this important labor of love. If the district archivist, Brigitte Conkling, can be of help to you in this important undertaking please feel free to contact her. She would be more than happy to assist you in any way.

Brigitte Conkling  
(914) 337-9300 ext. 2201  
brigitte.conkling@concordia-ny.edu

Since the memories of each congregation are the archives of that church, we encourage each congregation to keep their history up to date and forward important information to the Atlantic District. Please forward: anniversary booklets, installation folders, dedication booklets, newspaper articles and photos of important events in the life of the congregation.

Atlantic District Archives  
c/o Brigitte Conkling  
171 White Plains Road  
Bronxville, NY 10708.

Thank you for your help in preserving the memory of your church!