

Contact Name and Details	Sarah Friswell, Chair of the Heritage Committee, T: 01366 500671, 07984 148769 Email: sarah.friswell@btinternet.com
Status of Paper	Final
Action Required	For approval
Resolutions	<p>98/1. The Council receives the report</p> <p>98/2. The Council approves the Collecting Policy and supporting Donation Agreement.</p> <p>98/3. The Council agrees in principle to Standing Order 015 applying to title documents for registered land and directs the Committee to consult with the Trustees for Methodist Church Purposes before bringing a policy proposal to the Council by April 2017.</p> <p>98/4. The Council (a) delegates to the Heritage Committee managing trusteeship for those collections listed in paragraph 2.2.11 and (b) directs the Heritage Committee to undertake further work on clarifying what objects and collections the Council holds managing trusteeship for and to report the committee's findings to the Council in their next annual report.</p>

Summary of Content

Subject and Aims	To update on progress to date with Heritage 2.0, the Methodist Heritage Committee's current Development Strategy. To outline key achievements in the second year of the Strategy, and proposes further improvements to the conservation of historic artefacts and artworks and to managing their use for mission.
Main Points	<ol style="list-style-type: none"> 1. Activities and achievements in delivering year 2 of the 2014-2019 Development Strategy, Heritage 2.0. 2. Appointment of Methodist Heritage Officer and other Committee changes 3. The adoption of a new Connexional Collecting Policy for archives 4. Consideration of the appropriate trusteeship of the Methodist Connexional collections of artefacts and artworks
Background Context	MC/14/40 and MC/15/105 Methodist Heritage Committee Annual reports to the Methodist Council in 2014 and 2015.
Consultations	Methodist museum curators/managers, Methodist Heritage Officer, Liaison Officer for Methodist Archives, Liaison Officer for Methodist Historic Objects, Chair of the Archives and Records Advisory Group, Conference Officer for Legal and Constitutional Practice

Summary of Impact

Standing Orders	May be required to reconcile SO 015 and SO 903 (disposal of local deeds and other legal documents relating to Methodist trust property).
Wider Connexional	Encourages regional volunteers to be identified and recognised.

Methodist Heritage Committee Annual Report

Achievements of the second year of 'Heritage 2.0' the Committee's 5-year Development Strategy 2014–2019

1. Overview

- 1.1. The Heritage Committee has continued to develop the areas of work outlined in the 'Heritage 2.0' 5-year Development Strategy 2014-19. It is noted that this work has not progressed as quickly as envisaged due to the lack of a full-time Methodist Heritage Officer from September 2015 to July 2016. However, several key pieces of work have been achieved in line with the strategic outcomes:

Improved conservation
Transforming discipleship
Living a generous life

1.2. Appointment of Heritage Officer and Committee membership changes

- 1.2.1. Owen Roberts was appointed as Methodist Heritage Officer and took up the post on 18 July 2016. He has wide experience in developing projects, regional outreach and national project coordination gained mainly through the NHS, the Arts and latterly with the Heritage Lottery Fund. In his own words, Owen has a 'deep and abiding interest' in Church history, especially Methodism and non-conformist heritage more widely.
- 1.2.2. The Committee has seen several new members join in the course of the year, all taking up active roles as key site trustee representatives or with specific portfolios, such as encouraging historic chapels to open for visitors and develop their heritage offer. One vacancy remains following the retirement of a member due to ill health.

2. Second year achievements

2.1. Heritage Places

- 2.1.1. May 2016 saw the official opening of 'Transforming the World from the Kitchen', an exciting exhibition at **Epworth Old Rectory**, made possible by collaborative work with Methodist Women in Britain (MWiB). Material on the history of the Methodist Women's movement was collected, catalogued and key items selected for display in the kitchen where Susanna Wesley brought up her children and started her kitchen prayer meetings. This project will help to attract new audiences to Epworth Old Rectory and should be a catalyst for further collaborative projects and fundraising with MWiB. A connexional property grant towards improving the visitor facilities (toilets in particular) has been awarded subject to listed building consent being confirmed by the local authority. It is hoped work will be underway over the closed winter season.
- 2.1.2. The new building is now underway at the **New Room, Bristol**. An additional connexional grant has been secured for enhanced interpretation in the museum, which will be seeking to engage people with Wesley's concerns but in the twenty-first century context. An education and community engagement programme has been developed to run alongside the building works, with education and outreach officers added to the team.
- 2.1.3. The final exhibition case, 'World Parish', in the Museum of Methodism at **Wesley's Chapel** was completed in November 2015, funded by the Heritage Lottery Fund. A complementary activity and tours programme is now well underway. The Museum has experienced a 10% increase in visitor numbers, due in part to an increased number of groups from overseas. Through a grant from the Laing Trust, with funding secure until July 2018, a part-time Learning and Community Engagement Officer has been appointed.

- 2.1.4. Englesea Brook Chapel and Museum of Primitive Methodism** has maintained a full programme of activities despite the Director, Dr Jill Barber, being engaged in Vice Presidential duties. Connections are being made with the many walkers who pass by the Chapel on the “Two Saints Way”. Responding to a Notice of Motion to the 2015 Methodist Conference, a successful service focusing on conscientious objectors was held and live streamed to mark the centenary of compulsory conscription and legalizing conscientious objection.
- 2.1.5.** District Resolution 57 (Methodist Conference 2015) charged the Methodist Heritage Committee with exploring with **Cornwall** District the possibility of becoming the fifth key heritage site. Discussions have continued throughout the year resulting in the proposal that the District should seek funding from the Connexional Grants Committee for a scoping project to identify the opportunities for mission through Methodist heritage in Cornwall and the employment of a ‘District Heritage Development Officer’ to carry out the research, on condition of match funding by the District.
- 2.2. Collections**
- 2.2.1.** Following consultation with key partners, the Heritage Committee seeks the Council’s approval of a **Collecting Policy** for the archives of British Methodism. The John Rylands University of Manchester and SOAS Libraries that host our connexional and missionary archives respectively, and the accredited museums at our four key sites, all have local policies that define what they collect. Until now there has been no attempt to define holistically what the Methodist Church will (and, therefore by extension importantly, will not) accept into its collections, which will usually be offered to those libraries or museums for permanent preservation, but may be deposited beyond these current six main institutions.
- 2.2.2.** The **Deposit Agreement** is a supporting document to the Collecting Policy. Donation is usually the end of a long process of relationship building by Committee members and or the Heritage Officer, who ensure the item offered is within our collecting parameters and usually that it has a potential new home. This agreement will be used as a donation receipt and its use will ensure, as far as is reasonably possible, that donors of items accepted for acquisition by the Methodist Church are the legal owner or have evidence of the owner’s permission to pass ownership to the Methodist Council and thereby relinquish all rights and responsibility for the gift.
- 2.2.3.** The Committee welcomed the amendments to standing orders 212, 337 and 936 (with reference to historic artefacts) made by the 2016 Conference. In order to develop the Heritage Committee’s work in this area further, our strategy includes developing the volunteer role of **District Heritage Ambassador**. We are seeking to pilot this role in a small number of districts in the coming year (for the draft role description, see Appendix 1). We will offer resources and training to help this new network of supporters to advocate for local historic chapels as potential Methodist heritage sites and help them to reach out into their communities. However, we envisage that a key role of the Ambassadors will be also to support chapels that are closing, working alongside the existing District Archivists, to help church councils make appropriate and mission-focused disposal decisions about residual artefacts as well as records. During the pilot scheme there will be opportunities for volunteers to meet and share issues and to help develop the terms of reference. It is the intention of the Committee to report back on the pilot scheme in our annual report 2017 and to seek the Council’s support at that stage for the role being officially recognised.
- 2.2.4.** The Archives and Records Advisory Group alerted the Heritage Committee at its March 2016 meeting to an issue of understanding in respect of SO 903, which give advice on the disposal

of local deeds and other legal documents relating to Methodist trust property. The Heritage Committee approved the Advisory Group's proposal that 015 should apply to title document for registered property as well as documents relating to the affairs of a local church, circuit or district. The Committee recommends to the Council that, subject to consultation with TMCP as to whether there is still reason for the title documents to be held locally under 903 the policy should be that if Methodist land, whether local, circuit, district or connexional, has been registered with the Land Registry, the deeds and title documents do not need to be kept in accordance with standing order 903, but can be archived in accordance with standing order 015. The Committee note that there needs to be a discussion with the Trustees for Methodist Church Purposes to clarify whether there are reasons for title documents being held locally under SO 903 rather than archived when the land is registered. If TMCP agree that title documents of registered land can be archived, the Heritage Committee shall liaise with the Law and Polity Committee about appropriate Standing Orders and if time permits, bring standing orders to the Council in April for recommending to the 2017 Conference.

- 2.2.5.** The connexional Conservation and Heritage Officers are receiving an increasing number of enquiries from family history researchers and new private owners about the histories of former Methodist properties, for example that they have purchased for residential use. It is the intention of the Archives and Records Advisory Group to seek ways to make more records relating to chapels available for researchers to access. It is our concern that deeds are not easily available for research by the widest public and or may be lost to posterity.
- 2.2.6.** The Methodist Council is custodian of a number of collections outside our main four museums: for example, the collection of paintings formerly held at Mission House/Methodist Church House (hosted at Oxford Brookes University), and the paintings, furniture, memorial boards and other artefacts from the former Wesley College Bristol.
- 2.2.7.** The latter are being stored temporarily in the National Conservation Service/Restore facility at Upper Heyford, along with the college's semi-current records and some of the historic and reference books destined for the new New Room library. Liaison Officer for Methodist Historic Objects and Methodist Heritage Committee member, Mrs Alison Butler, has begun an initial appraisal and re-cataloguing with a view to recommending to the Council which items should be relocated to which of our museums or otherwise be dispersed or disposed of.
- 2.2.8.** The Church owns the Hird ceramics collection (a bequest hosted at Mount Zion Chapel, Halifax) and some objects and paintings associated with the connexional archives at the John Rylands Library, accepted as part of the transfer in the 1970s.
- 2.2.9.** The collections at the four key sites are managed by the site trustees according to the requirements of the national accreditation standards for museums. Cataloguing of their museum collections, all using the same 'MODES' software, is already underway facilitated by the Methodist Heritage Committee, in order to begin to create the list indicated by standing order 337(1)ii. This is a significant undertaking often managed by volunteers. It is intended to develop an online, publicly accessible (albeit redacted) catalogue, combining the four sites' collections.
- 2.2.10.** The Methodist Collection of Modern Art has its own dedicated managing trustee body, which is entirely independent of the Methodist Heritage Committee, and which is responsible for the conservation of that collection of artworks, keeping appropriate insurance is in place, and for arranging the exhibition programme that ensures the use of the Modern Art Collection as a mission tool for the Church across the Connexion. The Custodian is Dr Peter Forsaith, Research Fellow at the Oxford Centre for Methodism and Church History

at Oxford Brookes University. The Modern Art Collection artworks are housed between exhibitions partly at Oxford Brookes, and partly in the consortium museum store at Upper Heyford managed by the National Conservation Service/Restore.

2.2.11. The Methodist Heritage Committee requests that the Council delegates managing trusteeship of the connexional historic objects/collections as defined under the provisions of SO 337(1)(ii) and outside any existing managing trusteeship to the Committee. Responsibilities that this would formally delegate in addition would be: cataloguing, proposing a prioritised programme of conservation (and seeking additional funding, if necessary), ensuring suitable insurance is in place (initially by informing the Connexional Team Finance Department of what needs to be insured and on what terms) and seeking opportunities to show items from the collections. Currently this list would include items from 1) the collections of the four key Methodist Heritage sites; 2) the collection of paintings formerly held at Methodist Church House; 3) paintings, furniture, memorial boards and other artefacts from the former Wesley College, Bristol and 4) the Hird Ceramics are all collections. If additions are made to this list in the future, the Council will be informed.

2.2.12. Significant work relating to these collections and their use for mission would thereafter be reported annually to the Council as part of this report.

2.2.13. Work has continued with the **relocation of the former Wesley College Bristol historic collections** as directed by the Council. A copy of the electronic catalogue of the historic book collection has been transferred from Oxford Brookes University and converted to be compatible with the John Rylands Library system. The books have been unpacked and a process is underway of cross-checking what is now actually on the shelves compared to the catalogue, updating the catalogue entries and identifying duplicates. In collaboration with the Discipleship and Ministries cluster, the World Church Relationships team and supported by the Friends of Kianjai, it was agreed in August 2015 to ship the 38,000 'modern' textbooks to Kenya, where they eventually reached Kenya Methodist University, after significant delay in port at Mombasa. A letter of appreciation to the Methodist Conference was received on 13 August 2016.

2.3. Communications and Promotion

2.3.1. Hundreds of people attended a day of special events at the Black Country Living Museum, Dudley, on Saturday 9 April to celebrate the 200th anniversary of the death of **Francis Asbury**, the first bishop of the American Methodist Episcopal Church. As well as representatives from across the British Connexion, the United Methodist Church was represented by Bishop Mary-Ann Swenson and Fred Day, General Secretary of the UMC General Commission on Archives and History, and Mr John Strawbridge, Vice-President and Development Chair of the United Methodist Historical Society.

2.3.2. Two new communications volunteers, James Strawson and Hannah Tweedie, have helped promote Heritage work through collating and editing *Heritage News* and managing our social media respectively. A working group has been convened to update the Methodist Heritage **website** and rationalize what appears on it and what of our history and heritage management advice will be carried on the new www.methodist.org.uk

2.3.3 Two regional **heritage and archive networking days** are planned for this autumn, to bring together people interested in heritage and mission in order to share good practice and to be inspired with new ideas. The Vice President Designate, Jill Baker, will be our guest keynote speaker.

2.3.4. From 7-9 April a team of volunteers staffed a stand at the 'Who Do You Think You Are' **family history exhibition**. During the three days they had conversations with circa 1,000 people covering topics such as the history of the Methodist Church, location of Methodist records, what ancestors would have believed and how they would have lived within the context of the local church.

3. The Future

3.1 It remains a key objective to encourage churches to be open and welcoming to visitors, working with congregations to support their plans, help with promotion and to increase their understanding of their Methodist heritage. The Heritage Committee is particularly keen to encourage the development of **mission action plans** for places considering their options, especially those that might require grant applications, for future mission through heritage. Working with other colleagues, for example the Listed Buildings Advisory Committee, the Discipleship and Ministries Learning Network and Publishing are all vital.

3.2 **Pilgrimage** is emerging as a theme that resonates with heritage and mission. The Committee will consider how current Methodist thinking on pilgrimage can be used to generate further interest in Methodist heritage.

*****RESOLUTIONS**

98/1. The Council receives the report

98/2. The Council approves the Collecting Policy and supporting Donation Agreement

98/3. The Council agrees in principle to Standing Order 015 applying to title documents for registered land and directs the Committee to consult with the Trustees for Methodist Church Purposes before bringing a policy proposal to the Council by April 2017.

98/4. The Council (a) delegates to the Heritage Committee managing trusteeship for those collections listed in paragraph 2.2.11 and (b) directs the Heritage Committee to undertake further work on clarifying what objects and collections the Council holds managing trusteeship for and to report the committee's findings to the Council in their next annual report.

Draft Collecting Policy for the records of The Methodist Church in Great Britain

1. Overview

- The policy of the Methodist Church in Britain is to deposit the records created by the church with a public authority having appropriate repository facilities. The Church has agreements with the University Library of Manchester (UML) and SOAS, University of London, and deposits the records of the Church at a local level with the appropriate local authority record office.
- Some training institutions and schools under the control of the Methodist Church in Britain possess appropriate repository facilities, as will the New Room in Bristol from 2017.
- All the public authorities having appropriate repository facilities utilised by the Church are recognised by The National Archives.

2. The purpose of the collections

- The church supports the collection of records connected with the Methodist and related evangelical movements in order to preserve and promote the heritage of the church, to provide evidence of the past corporate life of the church, and to support the continuing mission of the church to society.
- The promotion of scholarship within, and upon, Methodism.

3. The scope of, and limitations to, the policy

- The principal geographical region of interest is the United Kingdom of Great Britain (excluding Northern Ireland) and the Crown Dependencies of the Isle of Man, and the Bailiwicks of Jersey and Guernsey.. Exceptions are as follows:
 - Collections created in the United Kingdom and primarily concerned with Methodism in this country but containing material relating to other regions of the world will be eligible for deposit.
 - Collections relating to the direction from the United Kingdom of the missionary activities of Methodism will be eligible for deposit. Collections relating to the activities of Methodist missions in the field, whilst those missions were part of the British Methodist denominations will also be collected. Should Methodist Churches outside the United Kingdom subsequently establish their own archives and repositories the Methodist Church in Britain will facilitate discussions with SOAS, University of London on how those archives may be supported.
- The collecting policy encompasses the following categories of record:

1. Personal Papers of the following individuals or groups

- The Wesley family from the earliest times until 1876 (the death of Samuel Sebastian Wesley).. Collections after that date will be considered for deposit if they contain material directly relevant to Methodism.
- Methodist ministers and lay people from the earliest times if the papers contain material relating to involvement in the Church or related areas such as the temperance or anti-slavery movement.
 - If the creator had played a prominent part in the life of the Church at Connexional level, those related areas or other areas of national and international affairs such as the

ecumenical movement or education, then deposit should be at the University Libraries of Manchester.

If the creator was primarily involved in the mission field, then SOAS, University of London, would collect the material.

If the creator was primarily active at the local level, deposit should be in a local repository.

- Individuals involved with Methodism and related movements prior to 1791. This includes both supporters of the movement and its opponents or general commentators on religious affairs. Each case would be judged on individual merits with particular care taken to ensure that there is no other more appropriate place of deposit such as Lambeth Palace Library in the case of Anglican evangelicals. It is probable that individual documents would be more suitable for deposit rather than collections, for example letters describing Methodist public meetings.

2. Institutional records

- Connexional archives of the Methodist Church of Great Britain and its pre-1932 constituent denominations. Connexional in this context means the papers of Conference and Council, and their associated committees; and the papers of the central administrative departments of the Church where they relate to the work of the Church in Britain. Conference appointed bodies are listed each year in the Minutes of the Annual Conference. For other institutional Methodist records including local archives and foreign missions see below under 'exceptions'. The normal rules governing record management will apply, but it is envisaged that these will be more rigorously enforced for collections created after 1932. These should be deposited with the University Libraries of Manchester.
- Methodist Colleges that have closed down. These should be deposited with the University Library of Manchester, unless their records have been transferred to the college that has taken over the function of the redundant institution.
- Methodist Colleges and Schools, which remain open, should be encouraged to develop their own institutional archives. If they are unable to meet the required standard (currently specified in PD 5454:2012), then they should make an agreement to deposit their non-current records with an appropriate repository. This will normally be the local record office.
- Records of institutions affiliated with the Methodist Church such as the Wesley Guild. The Annual Minutes of Conference contain a list of these bodies. These should be deposited with the University Library of Manchester. Records of institutions that originated within the Methodist Church, but are no longer affiliated should be considered if offered. It should be noted that Action for Children, formerly the National Children's Home, have entered into a deposit agreement with Liverpool University.
- Records of the Methodist Missionary Society, for the whole of its existence, subject to the proviso noted under geographical coverage. These records should be deposited with SOAS, University of London.
- Locally created institutional archives should be deposited, once they are no longer in current use, at local authority record offices. Local in this context includes all records created by Methodism at chapel, circuit or district level.
- In the case of the minutes of District synods in addition to the local copies it is the policy of the Methodist Church that copies are deposited with the University Library of Manchester. For material created after 1932, this is subject to a sample taken every five years. The Connexional

collection of District papers created before 1932 has been deposited in the University Library of Manchester, so individual decisions may be required on depositing any District papers, which come to light.

- In the case of Circuit plans a full set should be deposited in the appropriate local authority record office.

3. Papers of connexional significance

In most cases, collections relating entirely to a specific geographical area should go to a local authority record office (see above). However, where an item is judged to possess specific connexional significance, it may be more appropriate for it to be deposited in the University Library of Manchester. Connexional significance can be defined in this sense as a document of national or international importance, rather than purely local. Appendix 8.1 is a guide to significance.

- The chronological periods collected

For the purpose of this exercise, the founding of Methodism is dated to May 1738 when John and Charles Wesley both had experiences that changed their lives. . The primary focus will be on records created between that date and the present. There will however be exceptions to this general rule in the form of personal papers of the Wesley family and associates such as George Whitefield and members of the Oxford Holy Club. In those cases, papers will be considered for deposit that pre-date 1738.

Modern institutional records are deposited once they are no longer in regular administrative use, according to the records management policies of the Methodist Church, as expressed by *The Constitutional Practice and Discipline of the Methodist Church (CPD)* or on the Methodist Church website.

- Genre/media of records

Records are collected in all physical media, although the primary medium has been paper. The agreements made between the Methodist Church and the University Library of Manchester, and SOAS, University of London envisage that digital media will be deposited in future.

It is the policy of the Methodist Heritage Committee that the provision of digital surrogates should be encouraged. This allows far greater access to the materials by a wider constituency. We do not wish access to the records of Methodism to be restricted to academic researchers or individuals with financial resources, and will facilitate access to digital resources via the Methodist Heritage web pages, and the suite of community archives hosted by the Methodist Church.

Unless the geographically appropriate repository has a capability to store and make available other media such as video and cine-film, records in any other form of media should be offered to a specialist repository. Material acquired as part of the two oral history projects of the Methodist Church is in the care of the British Library, and subject to a service level agreement. Regional sound and film archives should also be considered, where appropriate.

- Material falling outside the collecting policy
- Irish records (including Northern Ireland) are the responsibility of the Secretary of the Irish Conference and do not fall within this collecting policy, with the exception of records generated in Great Britain dealing with relations with the Irish Conference, or any additional papers relating to the WMMS mission in Ireland..

4. Responsibilities to Donor and Depositors

- Confidentiality & access

The Church imposes a closure period of 30 years from date of creation on unpublished records. Papers concerning disciplinary cases are closed for 75 years. Permission may be sought from the responsible supervisor for access to closed material. For local church and Circuit records the responsible supervisor is the Superintendent Minister; for District records, the Chair, and for Connexional records the Secretary of Conference.

In the case of Missionary records deposited at SOAS, those containing sensitive personal information are closed for 100 years.

- Accruals

In the case of institutional records these are determined by the records management policy of the Church.

5. Information about the process of collection

- Methods of acquisition

In the case of institutional records, the Methodist Church policy is to deposit and not to donate or gift records.

In the case of personal papers, it is the practice of recipient repositories to accept donations. If the owners of the material wish it to remain in Methodist hands, then an agreement to gift or bequeath the material to the Methodist Council should be signed. The Methodist Church strongly advises potential donors to make their intentions clear to their executors.

The Methodist Church does not, except in exceptional circumstances, acquire material by purchase. There is no designated acquisitions budget.

- Conditions associated with accessions

See the accessions policy of the appropriate repository, and the deposit agreements in place.

- Selection, appraisal and de-accessioning policy

Selection and appraisal is a collaborative exercise involving the recipient repository and the District (or Circuit) Archivist, or Liaison Officer for Methodist Archives. Appendix 8.6 describes the process in detail.

De-accessioning policy for material deposited is set out in the current agreements: material deemed to be of no research or administrative value, in the case of records; or which duplicates existing holdings, in the case of printed books or periodicals, will be offered back to the Methodist Church. In the case of material held by Methodist Heritage sites, the expectation is that de-accessioned material is offered first to the other sites within the network of four Heritage sites and eight libraries, as listed in Appendix 8.5

6. Information concerning access and stewardship

- The Methodist Church imposes a closure period of 30 years from date of creation on unpublished material. Papers concerning disciplinary cases are closed for 75 years. MMS records containing sensitive personal data are closed for 100 years. Beside this the expectation is that all material will be made available for research.
- The deposit agreements in place cover expectation concerning conservation and cataloguing. It is the policy of the Methodist Church that all collections may be discoverable online, and the provision of digital access to full-text is encouraged.

7. Date and review

- June 2016
- To be reviewed at 5 yearly intervals

8. Appendices

8.1 Significance tables

8.2 Overview

8.3 Detailed account of collections analysis including a fully articulated statement of the strengths and weaknesses.

8.4 Guidelines for Donors and Depositors

8.5 Collecting policy for printed material by Heritage sites.

8.6 Procedures for appraisal and deposit

Philip Thornborow

Liaison Officer for Methodist Archives June 2016

Appendix 8.1 Significance table

	Connexional (National)	Community	Local	Site
Historical meaning and provenance	<p>Does it illustrate fundamental and long term contributions to intellectual thought or the study of Methodism, and integral to the Church's collections?</p> <p>Did it contribute to, or is it a commentary on, the changing course of Methodist history?</p> <p>Is it associated with a particular person, family group, event, place or activity of Connexional significance?</p>	<p>Does it illustrate or describe events or contemporary thought, which is of general significance to the wider Methodist Community? Something that is happening throughout Methodism?</p> <p>Does it relate to the expression of Methodism at the local level in a wide range of communities?</p>	<p>Does it relate to the expression of Methodism at the local level in a particular locality?</p> <p>Does it illustrate beliefs, ideas or customs that are important to the local community?</p> <p>Is it linked to an event, person, place, industry or activity of local Methodist significance?</p>	<p>Is there a direct connection to a historical event, person, place or theme linked to a specific Methodist Heritage site, or a particular Methodist building?</p> <p>Is the primary purpose of the work that site or building?</p> <p>Is it seen as iconic within the context of a particular site?</p>
Potential for Mission	<p>Is it considered a 'star' object and a (potential) focal point of interpretation, and has this led to it being regularly exhibited or used in teaching?</p>	<p>Does it illustrate to a non-Methodist audience the key characteristics of the Methodist</p>	<p>Does it illustrate to a non-Methodist audience how "Our calling" or the Methodist message had a practical application to a</p>	<p>Can it contribute to the wider understanding and mission of your site?</p> <p>Does it help to interpret specific aspects of your site?</p>

	<p>Is it deemed 'iconic ' within the Church?</p> <p>Is it strongly identified in the public's mind with the Methodist Church on a Connexional level?</p> <p>Does it stimulate a strong personal/ associative response in people?</p>	<p>movement at a particular time or throughout the lifetime of the movement?</p>	<p>local situation?</p>	
Rarity	<p>Is it one of a kind, unique or rare?</p> <p>Is it a particularly fine example of its type?</p>	<p>Is it a typical or characteristic example of its type?</p>	<p>Is it one of the only or best examples held locally?</p>	<p>Is it one of the only or best examples held within a site or building?</p>

This grid is designed to help Methodists involved in depositing records or dealing with the acquisition or assignment of books. The aim is to broadly determine the significance of a particular record, book or collection, and for records is particularly relevant to the question of connexional significance. What qualities are required in a record or book to warrant it being deposited in the connexional archives, for example?

Whilst not exhaustive the following examples are offered as an initial guide.

- Charles Wesley's manuscript of a hymn is of Connexional significance, as are letters home describing the foundation of Methodist work in a particular country. The papers of protagonists in debate over the Anglican-Methodist 'Conversations' of the 1950s/60s - including personal correspondence as well as drafts of letters to the Press, pamphlets- are another example
- A set of the *Methodist Recorder* is of Community significance, as would be any description of the development of Watch Night services.
- The programme of a series of events in her home town and church to mark the centenary of Hannah Ball's death is of local significance
- An invoice for the supply of devotional tracts to Mistress S. Wesley at Epworth, or new pine pews to the New Room would be of site significance. As would be any contemporary accounts of the appearance of the mortal remains of John Wesley's budgie "sadly not saved from the burning" in the archives of Wesley College Bristol or of the VE Day celebrations by the students of Southlands College.

Some examples will be clear cut. Correspondence between the officers of Conference and the Government is connexional; Circuit schedule books are local. In other cases a decision may be required: is The Wesleyan Methodist Historic Roll best kept in the connexional archives, or at Westminster Central Hall (paid for by the fund)?

Advice should be sought from the Liaison Officer for Methodist Archives, or other members of the Archives and Records Advisory Group of the Methodist Heritage Committee if necessary, and the Group should be informed if any material of connexional significance is discovered.

Appendix 8.2 Overview

Institutional papers

Private papers

National repositories	National repositories
<p>Connexional records of pre-1932 denominations (Conference, Committees, central administration)</p> <p>Connexional records of the Methodist Church in Britain (Conference, Committees, central administration)</p> <p>Records of the Methodist Missionary Societies</p> <p>Records of Methodist institutions with a central administration (e.g. Wesley Guild, National Childrens Home)</p> <p>Records of Methodist training institutions which have closed, or which do not possess storage to PD 5454: 2012 standards</p> <p>District Synod minutes deposited under SO 125 (4)</p> <p>Circuit plans (Quinquennial sample: last taken 1st quarter of 2012)</p>	<p>Papers of the Wesley family 1703-1850</p> <p>Papers of Methodist ministers and lay people active at a national level, or concerned with national issues (e.g. temperance, anti-slavery movement). This includes those whose work is significantly associated with Methodist training institutions.</p> <p>Papers of non-Methodists engaged in supporting or opposing the Methodist movement at a national level.</p>
Local repositories	Local repositories
<p>Records created by the Districts, Circuits and Chapels of pre-1932 denominations</p> <p>Records created by the Districts, Circuits and Chapels of the Methodist Church in Britain, deposited under the provisions of CPD, and according to the Retention Schedule for Methodist Records</p> <p>Records of Methodist institutions with a devolved administration</p> <p>Records of Methodist schools which do not possess storage to PD 5454: 2012 standards</p> <p>Records created by Local Ecumenical Partnerships with a Methodist component</p>	<p>Papers of Methodist ministers and lay people which relate to their work or witness within a locality.</p> <p>Papers of Methodists commenting on local issues</p> <p>Papers of non-Methodists engaged in supporting or opposing the Methodist movement at a local level.</p>

Appendix 8.3 Detailed account of collections analysis including a fully articulated statement of the strengths and weaknesses.

Detailed guides to the two major collections are available online. The Methodist Archives and Research Centre at <http://www.library.manchester.ac.uk/searchresources/guidetospecialcollections/methodist/>

The Methodist Missionary Society collections at <http://archives.soas.ac.uk/CalmView/Record.aspx?src=CalmView.Catalog&id=MMS&pos=1>

The Methodist Archives and Research Centre have their own specific collection development policy, agreed with the Archives and Records Advisory Group of the Methodist Heritage Committee, and to be made available on the MARC web pages.

The **strengths** of the collections at connexional level are in the coverage of the Wesleyan Methodist Connexion, and of Methodism post 1932. Academic research interest has tended to be in the 18th century material, although there is a much larger collection of more recent material. The particular strengths of the Methodist Missionary Collection are in reports from the field, and in oral history. At local level there is a bias towards 20th century material. It should be noted that whilst the connexional archive contains 1100 collections, the National Archives list 123,000 records of Methodist collections across the country. These may be identified using the search screen to be found at <http://discovery.nationalarchives.gov.uk/>

The **weaknesses** are in the coverage of the other branches of Methodism, which were numerically smaller, less centralised, and whose chapels were more likely to merge with Wesleyan chapels before the Connexion began to encourage local record deposit in the later twentieth century.

For the Primitive Methodist Connexion, the material collected by Englesea Brook Chapel and Museum complements the holdings of the Methodist Archives and Research Centre and SOAS, University of London.

No particular institution has strong holdings relating to the other branches of Methodism. Devon Record Centre have recently agreed to accept the collection of Bible Christian material amassed by Mr Roger Thorne, and a small collection created by the Reed family, prominent Bible Christians. The Devon Record Centre should be supported in building up Bible Christian collections.

The New Room have plans to build up a strong collection on Bristol Methodism, including early Methodist publishing, and Hymnody, and this should be supported.

At the local level, collecting is in the hands of local volunteer archivists, and there are gaps in coverage. London and the South East are not well covered, and it is possible there are gaps relating to the records of English speaking Methodism in West Wales.

The reliance on volunteer office holders and record keepers can lead to records being retained in private hands.

With regard to collections of printed works, the two major collections are held at the Methodist Archives and Research Centre, and by the Wesley Historical Society. Englesea Brook Chapel are building a collection. A number of local libraries, particularly those associated with the Wesley Historical Society have been deposited in record offices or libraries.

Cornish Methodism is covered by the Cornish Studies Library, Alma Place, Redruth TR15 2AT Further deposits of material should be encouraged.

Appendix 8.4 Guidelines for Donors and Depositors

The advice given at <http://www.methodistheritage.org.uk/archives.htm> applies.

Appendix 8.5 Collecting policy for printed material by Heritage sites.

There are currently four Heritage sites

1. Wesley's Chapel and Museum of Methodism
2. Epworth Old Rectory
3. The New Room Bristol (with Charles Wesley's House)
4. Englesea Brook Chapel and Museum of Primitive Methodism

In addition, libraries exist at the two training institutions (Queens Foundation and Cliff College), Wesley House, Cambridge, and two former Methodist teacher-training colleges (Westminster College, now part of Oxford Brookes University, and Southlands College, now a constituent part of Roehampton University). The archive at Kingswood School contains important eighteenth century material.

The Methodist Heritage Committee will support the acquisition through deposit, donation, or (in exceptional circumstances) purchase of material as follows:

1. Wesley's Chapel and Museum of Methodism

Wesley and Methodism in London

2. Epworth Old Rectory

There is a desire to recreate the library of Samuel Wesley, or at least that of an eighteenth century clergyman.

3. The New Room Bristol (with Charles Wesley's House)

The work of the Wesley brothers and the Methodist Church in Bristol.

Methodist publishing in Bristol

Hymnody of the Methodist movement

Methodist history in general

Full sets of WHS regional journals fully indexed.

4. Englesea Brook Chapel and Museum

Material relating to the history and expression of Primitive Methodism. Books offering valuable context and some insight into Methodist history in broader terms.

5. The Queen's Foundation

Material relating to the history and development of Handsworth College (the former Wesleyan ministerial training institution).

Material on the institutional history of the Methodist Church

6. Cliff College

Material relating to the history and development of the College.

Material on the institutional history of the Methodist Church

Material supporting current lay training and development issues within the Methodist Church

7. Wesley House, Cambridge

Formerly a theological training institution of the Methodist Church, Wesley House continues to provide academic theological courses validated by the Universities of Cambridge, Anglia Ruskin and Durham.

Their library and archive collection development policy may be found here

<http://www.wesley.cam.ac.uk/college/college-facilities/wesley-house-library-policy/>

Material related to the history and development of the College, and the support of the current curriculum

8. Southlands College

Material related to the history and development of this Methodist teacher training institution, but also material on these areas of interest

- 19th and 20th century educational practice.
- The contribution of Methodism to British education.
- The role of women in education and the development of the 'teaching profession'.
- 19th and 20th century social studies, especially the development of educational theory and the evolving place of education in society.

9. Oxford Brookes University, Oxford Centre for Methodist and Church History

Material related to the history and development of the Methodist teacher training institution now incorporated in Oxford Brookes University (mainly Westminster College)
Material related to the Methodist Art Collection.

10. Kingswood School

Material related to the history and development of the school, including John Wesley's educational work

11. Wesley Historical Society

The Wesley Historical Society is not a body under the direction of the Methodist Council, and therefore has its own collection policy. Their Library is, however an important resource for historians of Methodism. The Librarian welcomes offers of books or other material of Methodist historical interest.

12. Durham University

Hymnody in the Twentieth Century, particularly related to the work of Fred Pratt Green.

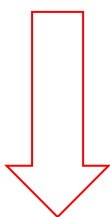
Appendix 8.6 Procedures for appraisal and selection of repository

8.6.1 - Workflow for archive and manuscript administrative material created by a predecessor connexional organisation

STAGE 1. *The existence of material is notified.*

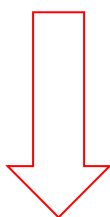
Records may still be in the possession of the Church or they may have been physically removed from Methodist premises – for example, if a member of a connexional committee had kept official papers at home.

The enquiry should be referred in every case to the Liaison Officer for Methodist Archives (LOMA).



STAGE 2 *Appraisal process*

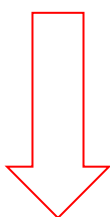
Action: The LOMA will appraise the material in accordance where possible with Methodist Church records management criteria.



STAGE 3. *If the material is selected for permanent preservation*

If material is in private hands, the LOMA will negotiate for acknowledgement that the Methodist Church is the legal owner. Arrangements will be made to transfer the material to the University Library of Manchester, UML

Action: Transfer to the UML.



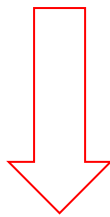
STAGE 4. *If the material is selected for permanent preservation, but does not meet the criteria of the UML*

If the UML regard the material as being of insufficient research value, it may be offered to one of the Heritage sites, if appropriate under their own collection policies.

8.6.2 - Workflow for archive and manuscript material created by a private individual or non-connexional body

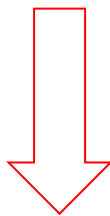
STAGE 1. *The MCB, UML or SOAS is informed of the existence of material.*

If the first approach is made to the UML or SOAS rather than the MCB, the staff of the MARC or SOAS can make an initial assessment as to whether or not the material falls within the scope of this collecting policy. If so, then the enquiry should be referred (with the comments of the archive staff) to the LOMA.



STAGE 2 *Appraisal process*

The LOMA will appraise the material and determine the significance.



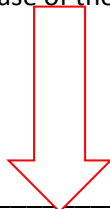
STAGE 3a *Material judged to be of connexional significance*

The appropriate staff at the UML, or SOAS will be consulted.

The LOMA in consultation with the UML or SOAS will negotiate with the legal owner for deposit on the basis of a gift to the Methodist Council, ensuring that the deed of gift is completed and signed..

If the current owner is unwilling to gift the material, the UML or SOAS will determine if the deposit should proceed on the basis of indefinite loan to the library. In this case, the collection will not be regarded as a part of the MARC or MMS collections.

In exceptional cases, purchase of the material will be considered.



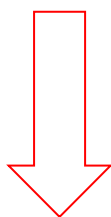
STAGE 3b *Material judged to be of local significance*

The appropriate District Archivist will be consulted.

The District Archivist, with the assistance of the LOMA, will negotiate with the legal owner for deposit on the basis of a gift to the Methodist Council.

If the material is so gifted, the District Archivist will deposit the material in the appropriate repository.

If the current owner is unwilling to gift the material, they will be advised as to the appropriate repository for the material, and encouraged to deposit it.



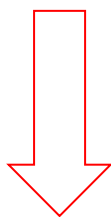
STAGE 3c *Material judged to be of site significance*

The appropriate staff at the site will be consulted.

The site staff will negotiate with the legal owner for deposit on the basis of a gift to the Methodist Council.

If the current owner is unwilling to gift the material, the site staff will determine if the deposit should proceed on the basis of indefinite loan.

In exceptional cases, purchase of the material will be considered.



STAGE 4. Action: Transfer to the appropriate repository

8.6.3 - Workflow for printed material.

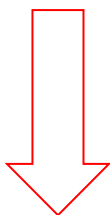
- a) Printed material created by the current Methodist administration e.g. annual Minutes of Conference and Conference Agendas etc. are transferred on publication to the UML.

- b) Printed material created at District, Circuit and Church levels will be deposited at an appropriate time in the appropriate local repository, following the recommendations of the Methodist records retention schedule.

All non-current Printed material

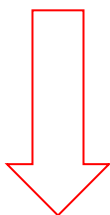
STAGE 1: The existence of material is notified to the LOMA.

If the first approach is made to the UML or SOAS, rather than the MCB, the staff of the MARC or SOAS can make an initial assessment as to whether or not the material falls within the scope of this collecting policy. If so, then the enquiry can be referred (with the comments of the staff) to the LOMA.



STAGE 2: Appraisal process.

The LOMA will appraise the significance of the material, and discuss with the appropriate repository or site whether they are prepared to accept it. A number of conversations may be necessary, and it is envisaged that there may be transfers of material where duplication has occurred.



STAGE 3: Material is accepted for deposit.

Material will generally be accepted on the basis of a gift to the Methodist Council, or failing that to the repository or site library.

This Agreement was made on

AGREEMENT FOR THE DONATION OF THE ARCHIVE OF

1. I/We, _____, hereby donate my/our archive to the Methodist Council for them to hold as model trust property and the Methodist Council agree to accept the donation.
2. I/We represent and warrant that I am/ We are the owner of the Material identified in the schedule to this agreement and that I/ We have full power and authority to donate the same upon the terms of this agreement.
3. At the time of transfer, any copyright in the archive which may be vested with the donor, will also be transferred to the Trustees for Methodist Church Purposes as the legal entity that holds copyright for the Methodist Council
4. I/we accept that upon signing this agreement I/we relinquish all rights and responsibilities in respect of the donated archives and that this agreement is a legally binding agreement. I acknowledge that I have been advised to obtain legal advice on the content and implications of signing of this agreement.
5. The intention of the Methodist Council will be that the archives are offered as a deposit to the Methodist Archives and Research Centre at the University Library of Manchester (in the case of material relating to the Methodist Church in Britain) or SOAS, University of London (in the case of material relating to the work of the Methodist Missionary Society), or if appropriate to one of the institutions listed in Appendix 8.5 of the Collecting Policy for the records of British Methodism.
6. Those deposits will be made in accordance with service level agreements signed by the Council and the repositories, which include provisions for copying and exhibition of the material.
7. The archive will be available for consultation by researchers in accordance with the relevant Library rules in force at the time in the recipient repositories.
8. Employees charged by the Methodist Council to be responsible for Methodist archives and recipient repositories will be entitled to weed and discard items they consider to be of minimal historical value so long as the integrity of the archive as a whole is preserved.
9. The recipient repositories will, as resources allow, produce a catalogue of all the documents retained, in accordance with current international standards.
10. The donor is advised that any embargo on personal data (that which would allow a living individual to be identified) would be overridden by the Data Protection Act 1998 and any other relevant legislation. Provisions in the Act allow for the processing of such data, and also sensitive personal data, for the purpose of research. Information relating to anyone not the donor would be anonymised.

Brief description of archival material received:

.....
.....
.....

The above listed materials were received by two members of the Connexional Team or members of the Heritage Committee

..... (print name and sign)

..... (print name and sign)

On [insert date]

Signed: _____

signed by the Donor(s)

Signed: _____

Signed on behalf of the Methodist Council

Signed

Signed on behalf of the Methodist Council

Appendix 1: Proposed role description for a volunteer District Heritage Ambassador

1. To be the initial point of contact for enquiries concerning Methodist Heritage within the District.
2. To advocate/ be an ambassador for Methodist Heritage with civic and church bodies within the District, re-enforcing both MH's historic and missional value.
3. To provide up to date records of the District's Methodist Heritage sites and historic chapels to the Connexion.
4. To support the introduction of and applications for 'heritage status' at Circuit, District and Connexional levels.
5. To help assess and (re)locate historic artefacts relating to the history of Methodism in the event of public donations, exhibitions featuring Methodism or chapel closures.
6. To coordinate with and support the District Archivist to ensure archives and collections are managed holistically.
6. To encourage and offer help with research and practical arrangements for the interpretation, promotion and development of sustainable futures for Methodist heritage sites.
7. To respond to public enquiries about Methodist heritage in their district, including supporting the response to enquiries about former chapels.

New Article for summer edition of Heritage News

In the last edition of Heritage News we asked 'Could you be a volunteer district heritage ambassador?' We were delighted in the response from interested readers and now with the appointment of our Heritage Officer, we hope to be able to take the recruitment process forward in the coming months.

We'd like District Heritage Ambassadors (DHAs) to become the initial point of contact for enquiries concerning Methodist Heritage within their District. They will be the contact 'on the ground' who can advocate for Methodist Heritage in the local community and with churches of all ages.

DHAs will work closely with District Archivists to help local churches show and tell their faith story in ways that are engaging and inspirational. They will help to assess and relocate historic artefacts relating to the history of Methodism in the event of public donations, exhibitions featuring Methodism or chapel closures.

There will be some record keeping involved and a role in supporting applications for 'heritage' status'. We also hope DHAs will take over the response to public enquiries about Methodist heritage in their district, including supporting the response to enquiries about former chapels.

Following the recruitment process there will be further training and ongoing support from Connexional staff and volunteers. However, if you feel called to this role, please consider coming along to one of our regional training days in either York or Salisbury this autumn as many of the workshops should be 'right up your street' and a good taster of what will be involved.