African Methodist Episcopal Church
Department of Research and Scholarship

History in the Making
No Future without the Past!

Resource Guide
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BISHOP FREDERICK HILBORN TALBOT DOCTOR OF MINISTRY PRACTICAL THEOLOGY CONSORTIUM ..................................................................................Page 15
The late Dean of African American history, Dr. John Hope Franklin, once wrote, “We must go beyond textbooks, go out into the bypaths and untrodden depths of the wilderness and travel and explore and tell the world the glories of our journey.” The African Methodist Episcopal Church must not only continue to research, write and discuss the wondrous legacy of the founding, contribution, and impact of our Zion. We must also insure that we are a part of the living, dynamic, developing faith history of the world. There are still too many who are unaware the African Methodist Episcopal Church exists or of its formidable presence in the development of the church universal.

ARCHIVES ~ We continue to seek contributions to rebuild the AME Archive in Nashville. Some wish to charge the AME Church to use its own heritage because at some point in time, we relinquished ownership. The Connectional church possesses an inestimable amount of archival material. We seek assistance in locating, identifying, collecting, collating and properly maintaining our AME history. We are working on digitizing our historical information and planning to upload it to the website.

THE AME REVIEW ~ Eight years following the initial publication of *The A.M.E. Magazine* by The Reverend George Hogarth, the 1884 General Conference changed the name to *The A.M.E. Review* and elected The Reverend Benjamin Tucker Tanner as editor. The Reverend Tanner had served as General Secretary and publisher of *The Christian Recorder* (1868-1884) and elected the eighteenth Bishop of the church in 1888.

As the fourteenth elected editor of *The A.M.E. Review*, we will work together to produce an updated history of the African Methodist Episcopal Church comprised of essays and biographical entries on the leadership, departments, offices, educational institutions, clergy and laity, local churches, missions, ministries collaborations and activities since 1948.

I solicit your articles, book lists, reflections, sermons and lectures, for publication in the quarterly journal. With your help, we will produce a journal that the Church and the world will anticipate, read, discuss and share.

RESEARCH AND SCHOLARSHIP ~ One of the goals of the Department is a biennial colloquium or gathering of scholars, activist and practitioners to address a number of relevant topics, enhance writing and publication, collaborative research and scholarship, and collective archive building. We solicit information on AME scholars.

You are, we are, *History in the Making!*

The Reverend Teresa Fry Brown, Ph.D.
Historiographer and Executive Director
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BUILDING AND MAINTAINING LOCAL CHURCH ARCHIVES

LOCAL CHURCH ARCHIVES

To assist each local church in completing its history and developing its archives, the project will be accomplished in three parts.

Part I: Designated contact person emails two pictures of your local church (one of the original structure, one of the current building(s) and the most recent church history. This information will be included in an issue of the AME Review.

Part II: A designated historian, group, or individual begins to compile local archival materials.
- Photographs of churches, pastors, leadership, local church groups
- Bulletins, scrapbooks, annual reports, conference minutes, special programs, newsletters, church photograph directories, yearbooks, Artifacts, figurines, trophies, gavels, instruments, signs, memorabilia identified with special persons, newspaper, journal, magazine clippings or online (FB, emails etc.)
- Videos, DVDs, film, slides, CDs, thumb drives, IDs, other AV media of services, preachers, special programs, reunions, other church or institutions and activities.
- Oral histories-written transcripts of interviews, AV recordings- particularly of founding or long term members
- Worship, music and arts-liturgies, sermons, programs, librettos, hymnals, sheet music, plays membership rolls, directories, fliers, inserts, locally developed teaching materials and other publications
- Birth, baptism, marriage, licensing and ordination certificates
- Memorials, obituaries, burial records, genealogies, family trees
- Articles of Incorporation, constitution and bylaws, policy and procedures of local congregation, commissions, auxiliaries

Part III: Please contact me when you have gathered your archival materials. Remember to store in a moderate environment, dry, cool, free of dust, insects, and away from bright light.
ARCHIVES STATEMENT OF PURPOSE

This statement, sometimes called an archives charter, is the foundational document or set of documents you create.

1. The purpose of the archives or its mission statement - Why you are doing what you do? Who you are serving? This can be pretty brief, but should be well thought out.
2. Your charter should include a definition of the archivist's position description. This places their responsibility in the context of the church - identifies their authority, duties, term of office, who they report to, relationship to church library, relationship to a denominational program. It is especially important to describe the scope of the archivist's duties (collecting, encouraging use of the records, serving church officers and staff by providing information, overseeing the use of the archives in church events, etc.)

ARCHIVES CHARTER EXERCISE

1. Mission statement:
2. Archivist position description:
3. Collecting policy:
4. Archives users:
5. Access policy:
6. Goals:

CHECKLIST FOR ARCHIVE DEVELOPMENT

1. Select an archives or historical committee.
2. Consult archival programs run by other churches.
3. Develop a collection management policy – what you will and will not keep
4. Develop safeguards for identifying, collecting and maintaining archives (Who decides what is archival or vital? How to decline offers.)
5. Select a proper storage area for archives collection i.e., bookshelves to store all books upright with stable humidity and temperature (not basements, garages, or attics).
6. Accumulate archival material in one location (initially)
7. Maintain accessions register to show who gave what, when acquired, where it is located, and condition received.
8. Prepare detailed checklist or inventory of records, papers, and other items already on hand.
9. Create a plan to locate, copy and transfer missing records.
10. Purchase appropriate archival supplies—i.e. acid free envelopes, folders, boxes
11. Plan an archival budget, grant process, resources.
12. Copy items and store in a separate space when feasible
13. Do not use paperclips, rubber bands, staples, glue, tape, magnetic photo albums, or pins when storing items
SUGGESTED LIST OF DOCUMENTS TO KEEP

1. Official church records
   1.1 Constitution and by-laws in original and revised forms
   1.2 The church charter
   1.3 Meeting minutes
   1.4 Records of baptisms, marriages and deaths
   1.5 Legal records (deeds, trust agreements, tax certificates, etc.)
   1.6 Financial records
   1.7 Church correspondence
   1.8 All records that would be required by the laws of area
   1.9 All records that protect the rights of employees or the church

2. Publications
   2.1 Worship bulletins
   2.2 Newsletters, publicity releases, promotional pamphlets, brochures
   2.3 Membership directories
   2.4 Newspaper clippings

3. Audio and video tapes of services or interviews
   3.1 Oral history interviews taped with former ministers
   3.2 Oral history interviews taped with long-time church members
   3.3 Cassette tapes of sermons, choral programs, special services
   3.4 Recordings of conferences, national conventions

4. Miscellaneous materials
   4.1 Photographs directly related to the church
   4.2 Biographical material on ministers and members
   4.3 Memorabilia and artifacts (plaques, diaries, trophies, paintings

5. Denominational records
   5.1 Yearbooks and directories
   5.2 Conference reports
   5.3 Programs from conventions
   5.4 Periodicals and other publications

6. Curriculum
   6.1 Sample Sunday school and Christian education materials
   6.2 Materials generated by the church

7. Supplemental materials
   7.1 Histories of your denomination
   7.2 Biographies or autobiographies of denominational leaders, former pastors of the church, or church leaders
   7.3 Histories of the local community and country
WRITING A CONGREGATIONAL HISTORY

A congregational history is not the primary outcome that the archives produce, but the archives may significantly contribute to it and the history will also help the archives locate sources of information and vital documents.

Begin your history with a chronological outline of important dates in the life of the church.

There are some things you should avoid when writing your church's history:

- Avoid drawing predetermined conclusions; instead, hard as it may be, be balanced and objective.
- Don't glamorize the lives and deeds of church patriarchs and matriarchs. They were real people with real struggles, and it is in the context of real life that their character will be most meaningful.
- Relate history honestly rather than seeking to boost the reputation of the church. The point of the history isn't to be an advertisement but an account of what really happened, good and bad.
- Don't select or omit materials from the record to improve the image; this kind of dishonesty is a form of censorship

WHAT KINDS OF SUPPLIES SHOULD WE USE?

- Use acid-free boxes and folder.
- Do not use rubber bands to hold items together.
- A fire-rated safe or file cabinet with a lock should be used for the church's important legal documents.
- For shelving, choose metal shelving in a secure room.
- Table, chair, gloves for viewers.
- Provide an area with a smoke detector and hand-operated fire extinguisher.
WHERE DO YOU KEEP THE ARCHIVES?

- Choose a place where the temperature and humidity are fairly constant (68-72 degrees).
- Choose a location where air circulates freely to prevent mold from developing.
- Keep materials out of direct sunlight or they will quickly fade and deteriorate.
- Keep documents shielded from extended exposure to indoor lights as well; indoor light does not work on documents as quickly as the sun, but over time have the same effects.
- If possible, establish your storage area near space where your archivist and staff can work, hold meetings, and arrange collections.
- An important part of your storage planning involves anticipating a disaster. If possible, do not store your materials in a basement or room where you know there has been or likely to be flooding, leaking or water damage.
- Copies or originals of vital records should be stored off-site of the church or conference, such as in a local bank.
- Some vital records may exist in electronic format. Copies of electronic records should also be stored off-site and frequently updated by replacing older copies once they become superseded.

ARCHIVAL RESOURCES

United Methodist General Commission on Archives and History

Genealogical Society of Utah (GSU,) largest ongoing non-profit microfilming activity

The International Genealogical Index (IGI) indexes the entries captured on microfilm processed by GSU (baptism, confirmation, and marriage records).

The National Union Catalog of Manuscript Collections (NUCMC) can help to locate out-of-place church records—those that are not in a church or a repository designated as the denominational archives. Repositories submit holdings details to the Library of Congress, which maintains the NUCMC database

USGenWeb Church Records Project, a search by state and county name will reveal the title of the record and then display the transcription. Many of the transcribed entries are from the pre-1800 era.

The Historical Records Survey (HRS), the most ambitious archival survey ever undertaken in the United States (pre 1942)

Ancestry.com

Accessible Archives

Libraries: New Smithsonian Museum of African American History,


ARCHIVAL RESOURCES

Manuscripts, Archives and Rare Books (MARBL) Woodruff Library Emory University

African American History and Culture
In addition to materials related to the Civil Rights Movement, MARBL collects print material and ephemera related to many different aspects of African American history and culture. MARBL’s holdings include the papers of African American expatriates and cultural figures as well as material related to African Americans in sports, literature, film and art. We have six principal collecting areas:
Civil Rights and Post-Civil Rights Movements
- The Southern Christian Leadership Conference (SCLC), is a nonsectarian, interfaith, advocacy organization committed to nonviolent action to achieve social, economic, and political justice.
- Vincent Harding, founder of the Institute of the Black World
- Doris A. Derby, one of the founders of the Free Southern Theater
- Constance W. Curry, a leader in the Student Non-Violent Coordinating Committee

Black Print Culture
This area highlights the world of literature created by and for the African American community. MARBL collects books, pamphlets, broadsides, periodicals, sheet music, and print ephemera.
- The library of Carter G. Woodson, the most important 20th-century creator of black print culture
- Papers of Kelly Miller, the most prolific African American pamphleteer of the early 20th century
- Works of the contemporary fine printer, Amos G. Kennedy

Blacks and the Left
- Niagara Movement co-founder William H. Scott
- The Universal Negro Improvement Association
- Longtime Communist Party members Louise Thompson Patterson and Matt Crawford

African American Literature and the Arts
- Poets James Weldon Johnson and Langston Hughes
- Writers John Oliver Killens and Alice Walker
- Musicians William L. Dawson and George Walker
- Artist/scholar/collectors Camille Billops and James V. Hatch

Expatriate Literary and Cultural Figures
- Night club owner Bricktop
- Performer, dancer, and silent film star Josephine Baker
- The papers of French scholar/collector Michel Fabre document other important expatriates, including Chester Himes and Richard Wright.

Alice Walker
Sonja Sanchez
Toni Morrison
Archival Resources

African Americans and Sports

African Americans in Sports represents a new and exciting focus for MARBL, and promises to bring new energy and enthusiasm to the Emory University campus. To the surprise of most knowledgeable scholars and historians, former professional and amateur African American athletes—especially those who lived during the first half of the twentieth century—have papers worth collecting, preserving and studying. The complex meanings associated with the success and achievements of African Americans in sports, which has been recognized as the result of a lack of opportunities in other endeavors, are directly related to issues of social mobility, economic stability and political will. Individuals, whose lives and careers intersect with significant national and global historical moments are deserving of scholarly research and examination.

- Clyde Partin, Sr., a collection of sports related materials
- African Americans Sports Collection

Robert Langmuir African American Photograph Collection

- The Robert Langmuir African American Photograph Collection provides a composite view of African American history and life from the 1840s to 1980s. With more than 12,000 images ranging in subject matter from road workers and school teachers to professional athletes and artists, the collection accounts for the extraordinary possibilities, as well as the vexing complexities faced by African Americans from the nineteenth century and well into the twentieth century
- Atlanta Black Crackers oral history interviews
- Richard A. Cecil Collection related to the Atlanta Braves and Baseball Hall of Famer Hank Aaron

Biographical Note

- Charles Simpson Butcher (1900-1965) was born in Elizabeth, Pennsylvania. He attended Wilberforce Academy and Howard University. He graduated from Howard's School of Theology in 1937 and was an ordained minister in the African Methodist Episcopal (AME) Church. He was an avid collector of rare books and other published and printed material. He married Mary Olmstead Butcher in 1949.

- Scope and Content Note
- The collection consists of the papers of Charles Simpson Butcher, including correspondence, writings, financial records, photographs, scrapbooks and printed material. Printed material includes rare broadsides and other print ephemera, especially material published by the AME Church. There is a substantial collection of souvenir books documenting the history of individual AME churches, extensive records of Wilberforce University (on whose board he served as a trustee) and numerous catalogs of other AME-supported colleges.
ARCHIVAL RESOURCES

BUTCHER, CHARLES SIMPSON.
Charles Simpson Butcher papers, circa 1930-1965
4 linear ft.(4 boxes), 2 oversized papers (OP), and 1 oversized bound volume (OBV)
Papers of African American minister and book collector Charles Simpson Butcher including correspondence, writings, financial records, photographs, scrapbooks and printed material.
Repository: Manuscript, Archives, and Rare Book Library

Josephus Roosevelt Coan papers, 1886-2000
33.75 linear ft.(68 boxes), 16 oversized papers (OP), 5 bound volumes (BV), 4 oversized bound volumes (OBV), and AV Masters: .25 linear ft. (1 box)
Papers of Josephus Roosevelt Coan, African Methodist Episcopal Church missionary to South Africa, bishop, and educator, including correspondence, writings by Coan and others, diaries, notebooks, teaching files, photographs, printed material, and audiovisual material.
Repository: Manuscript, Archives, and Rare Book Library

LITWACK, LEON F., COLLECTOR.
Southern California religious and fraternal collection, 1905-1922
3 bound volumes (BV)
Collection of record books relating to African American religious and fraternal organizations in Southern California collected by Leon F. Litwack.
Repository: Manuscript, Archives, and Rare Book Library

RANSOM, REVERDY C. (REVERDY CASSIUS), 1861-1975.
Reverdy C. Ransom collection, 1936-1975
.5 linear ft.(1 box)
Collection of material relating to Reverdy C. Ransom, an African American bishop in the African Methodist Episcopal Church.
Repository: Manuscript, Archives, and Rare Book Library

ROBINSON, ARWILDA G.
Arwilda G. Robinson papers, 1933-1950
.5 linear ft.(1 box)
Papers of African American missionary Arwilda G. Robinson including correspondence from her students and friends, some financial records, newspaper clippings, and photographs.
Repository: Manuscript, Archives, and Rare Book Library

SCARBOROUGH, W. S. (WILLIAM SANDERS), 1852-1926.
W.S. Scarborough scrapbook, 1890-1926
1 bound volume (BV)
Scrapbook concerning African American author, educator, and lecturer, W.S. Scarborough and Wilberforce University from 1890-1926.
Repository: Manuscript, Archives, and Rare Book Library

Docsouth.com
ARCHIVAL RESOURCES

"The Church in the Southern Black Community" collects autobiographies, biographies, church documents, sermons, histories, encyclopedias, and other published materials. These texts present a collected history of the way Southern African Americans experienced and transformed Protestant Christianity into the central institution of community life. Coverage begins with white churches' conversion efforts, especially in the post-Revolutionary period, and depicts the tensions and contradictions between the egalitarian potential of evangelical Christianity and the realities of slavery. It focuses, through slave narratives and observations by other African American authors, on how the black community adapted evangelical Christianity, making it a metaphor for freedom, community, and personal survival.

"North American Slave Narratives" collects books and articles that document the individual and collective story of African Americans struggling for freedom and human rights in the eighteenth, nineteenth, and early twentieth centuries. This collection includes all the existing autobiographical narratives of fugitive and former slaves published as broadsides, pamphlets, or books in English up to 1920. Also included are many of the biographies of fugitive and former slaves and some significant fictionalized slave narratives published in English before 1920.
SUGGESTIONS FOR ORAL HISTORY INTERVIEWERS

1. Inform the narrator in advance of the conditions and subject of the interview.
2. Experiment with your equipment before going to the interview.
3. Test your equipment after your arrive.
4. Remember the importance of a few seconds of "lead time" and do not begin to record the moment you turn on your recording device.
5. Use good quality digital media, phones etc.
6. Do not store used or unused tapes in a hot, cold, humid, or dusty place.
7. Record the date, place and names of the participants at the beginning of the interview. Do this informally, without a lot of fanfare.
8. Do not record near air conditioners in the summer or heating vents in the winter. Check electrical circuits for possible interference.
9. Remember that a good interview is more a monologue than a dialogue.
10. Monitor the end of your recording.
11. If you are using an outside microphone, keep it on a small stand. Do not handle the microphone while recording.
12. If you are using an outside microphone, do not pass it back and forth.
13. Digital medium must be protected from dust.
14. Never use the same tape or digital medium for interviews with more than one person.
15. Never use the same tape for more than one session of an interview with the same person.
16. Remember that an interview is not complete until you have obtained a valid certificate of gift or "release" form granting research access to the tape.
17. An interview is also not complete until a concise summary of the interview has been made.
18. In some place, perhaps on the gift form, summarize the contents of the interview in a concise paragraph.
19. Mention your name, the narrator’s name, the date or dates of the interview, and events, times, people, and places discussed. Be specific in the description.
20. Label your tapes/recordings immediately.
21. Designate the narrator’s name and the interviewee as well as the date.
22. If the narrator has personal manuscripts or institutional records of historical significance, encourage him or her to donate them to a proper repository.
23. Remember that an interview is not complete until you have a valid certificate of gift or a release form granting research access to the tape.
24. An interview is also not complete until a concise summary of the interview has been documented.
25. Mention your name, the subject's name, the date or dates of the interview, and events, times, people, and places discussed. Be specific in the description.
GUIDELINES FOR PUBLICATION OF ARTICLES, SERMONS AND SPEECHES

1. No more than 5000 words focusing on one of the following topics:
   - Reflections: For Such a Time as This
   - Historical Perspectives
   - Biblical Studies and Perspectives
   - Care of the Body, Mind and Soul
   - Leadership
   - Sermons
   - What’s on your Bookshelf?

2. Double spaced ~ Times New Roman ~ 12 point font ~ Word Document only


4. End notes, consecutively numbered in superscript. In the body of the text, sources are briefly cited usually in parentheses, by author’s last name and date of publication. (Allen 1794)

5. Full bibliographic listing (example)


6. Inclusive/non-sexist language

7. Biblical quotations in New Revised Standard (NRSV) or Common English Bible (CEB). Authors are responsible for accuracy of all scriptural references.

8. Biographical sketch of 100 words or less, Black and white photo (PNG or JPEG)

9. A “permission to reprint” statement if previously published (designate when and where, bibliographic information)

10. Electronically submit to AMEHistoryintheMaking@gmail.com. Subject Line: AME Review Submission

11. The editor will reply with any questions, suggested modifications, corrections, etc. prior to determination of publication, and proposed publication date.

12. Submissions accepted at any time.
Scholarship

One of the goals of the Department is a biennial colloquium or gathering of scholars, activist and practitioners to address a number of relevant topics, enhance writing and publication, collaborative research and scholarship, and collective archive building.

Adams-Coleman Williams Distinguished AME Scholars Guild

The Adams-Coleman Williams Distinguished AME Scholars Guild (The Guild) was formally organized in 2014. Members of the Guild are members of the AME Church who are in process or have attained a terminal academic degree such as but not limited to Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.), Doctor of Theology (Th.D.), Doctor of Medicine (M.D.), Doctor of Psychology (Psy.D), or Doctor of Business Administration (DBA), and Juris Doctorate (J.D).

The primary goal of the The Guild is to build an AME think tank, a denominational resource bank, and an internationally recognized corpus of AME scholars who are also active in the local and connectional church. Members of the The Guild are able to provide assistance in writing position papers, presenting at seminars, workshops and conferences, and publish papers and books for the church membership in the self-help legacy of Bishop Richard Allen.

As of June 2016, approximately 80 persons have submitted Curriculum Vitae and were included in a four volume AME Scholars Series in the AME Review. We are still soliciting submissions of names and vitae.

Bishop Frederick Hilborn Talbot Doctor of Ministry Practical Theology Consortium

Bishop Frederick Hilborn Talbot has been instrumental in collecting names and degree projects of those who have attained a Doctor of Ministry degree. The latest estimate is around 500 AME ministers holding this degree. We have initiated the Frederick Hilborn Talbot Doctor of Ministry Practical Theology Consortium to facilitate development of a series of workshops, published guidebooks, workbooks, and programs for local churches through members of this Consortium. There were a number of D.Min. theses published in the 2015 AME Reviews. There will be an upcoming series of Reviews on practical theology.

Early 2017, the Department will begin a series of web conferences.
Mid 2017, the Department will host the History in the Making Research and Scholarship Caucus.
Presentations for these events by members of The Guild and The Consortium.

Members of the AME Church meeting the above criteria are asked to submit their Curriculum Vitae or Resume, along with a digital, high definition color photo (PNG or JPEG).

History in the Making ~ No Future without the Past