

COMMISSION ON ARCHIVES AND HISTORY

Description: The mission statement of the Commission on Archives and History is as follows: 1. to preserve the official records of the Texas Annual Conference; 2. to assist local churches to preserve their own historical records; 3. to provide a ministry of education and interpretation about the history of the Texas Annual Conference.

Book of Discipline: *BOD 641*

Conference Rules:

- Chair - the chair is elected by the Annual Conference after being nominated by the Committee on Nominations.
- A representative from each of the nine districts
- The Conference Historian
- The Conference Archivist -The Conference Archives are located The Mission Depot in Conroe, Texas. The Archivist attends Commission meetings but does not vote.
- The Center for Connectional Excellence Director
- One at large member

Expectations: The most important disciplinary duty of the Commission is caring for the Conference Archives. The requisite knowledge and skills tend to be associated with library science, records management, etc. It would be very desirable to have someone with expertise in digital preservation techniques. Although some knowledge of and appreciation for Texas Conference history is desirable, skills related to record management are more important.

The Commission meets twice per year, once at the Archives location and once in the Houston area. All members should be willing and able to attend both meetings. The District Representatives should be willing to travel to all churches in their districts to assist local church historians set up and maintain archives, adopt and implement retention guidelines, attend historical commemorations, assist in the application for historic markers, etc. The District Representative should work with the District Superintendent by attending district meetings to relate the work of the Conference Commission to the district. The Representative should also assist, when requested, in the transfer of records of discontinued churches to the Archives.

Members should be willing to become familiar with the work of the General Commission on Archives and History. They should support that work by encouraging the observance of Heritage Sunday and learning the policies and procedures of the General Commission.

Members should join the Texas United Methodist Historical Society and participate in its programs. Members should be willing to volunteer for special events such as workshops, seminars, etc. conducted by the Commission.