

## Church Files and Archives

*Suggestions for churches regarding what should be kept on file  
and what can be sent to the MB archives.*

Church office administrators should plan to keep on file at the church and on the church's computer hard drive/server the following records:

- Vital records such as membership, baptism, and cemetery registers.
- Legal papers such as deeds, mortgages, constitutions, and bylaws.
- Records of organization such as meeting minutes, reports, and correspondence from church committees, boards, and annual congregational meetings.
- Publications by and about the church and its members such as newsletters and weekly bulletins.
- Ministerial materials such as sermons, correspondence, and e-mails.
- Special records such as photo directories, community histories, commemorative anniversary books, and videos/recordings of special events.

And what materials should be sent to the MB archives? Church office administrators should put one bulletin aside each week (if you print these) and mail the collection, along with a copy of any annual congregational meeting reports, to the nearest MB archives at the end of the year. Both bulletins and annual reports are valuable documents for recording the life and ministry of a particular congregation.

***Your nearest MB archives is located at the (CMBS)  
Canadian Conference of Mennonite Brethren Churches  
1310 Taylor Ave.  
Winnipeg, MB R3M 3Z6***

The Centre for Mennonite Brethren Studies (CMBS) is a ministry of the Canadian Conference of MB Churches and resources Mennonite Brethren (MB) churches—their people and their leaders—for the mission of God that we share.

The Centre tells past and present stories of the MB community on mission in three ways:

- preserving, describing, and making accessible historical records of churches, schools, and people
- assisting in research and writing on topics of historical and theological interest to MBs
- publishing books and the quarterly magazine, [Mennonite Historian](#)

For more information visit CMBS archives here: <http://cmbs.mennonitebrethren.ca/about-us/>