



**FINDING AID 514**

FONDS 514  
UNITED CHURCH OF CANADA BOARD OF INFORMATION AND STEWARDSHIP FONDS

Accession Number 1983.001C

**UNITED CHURCH OF CANADA BOARD OF INFORMATION AND STEWARDSHIP FONDS. – 1953-1973, PREDOMINANT 1954-1968. – 8 m of textual records. – 21 photographs. --17 audio tape reels. --7 audio cassettes.**

The Board of Information and Stewardship was authorized by General Council in 1954 to gather together the literature services of several different Boards and committees, the publicity activities of the Church, the production of audio-visual services, and the education for mission's activity. To coordinate these Departments there were Directors of Audio-Visual Services, Broadcasting, and Press and Information, and an Editor of Missionary Education Publications. The cooperative nature of the Board can be seen in its membership: along with a Chairman, Secretary, Associate Secretary and Assistant Secretaries, there were to be representatives of fifteen United Church Boards, societies and publications. The Executive Committee was designed in much the same manner. The Board also enjoyed relations with Conferences, usually through the Conference Communications Committees, Conference and regional literature distribution depots, and regional broadcasting centres. At the centre of the new Board was the creation and activity of Berkeley Studio which opened in 1956. Here were produced the photographs, film and filmstrips, recordings and radio and television productions that promoted the work of the United Church. In 1966 the Christian stewardship function was removed and consolidated with the Missionary and Maintenance Department of the Board of Finance and the name changed to Board of Information. The Board was disbanded in 1968; most of its responsibilities and staff were transferred to the new Division of Communication.

Fonds consists of five series: records of meetings and of the Board Executive, 1954-1968; records of the Department of Audio Visual Services, 1949-1970; records of the Department of Broadcasting, 1955-1973; records of the Department of Press and Information, 1960-1968; and records of the Department of Missionary Education, 1957-1962.

Before copies are made of any radio programmes originating from the United Church of Canada, all existing authors' or actors' rights must be investigated.

Some restrictions may apply.

See related materials in the following fonds: See United Church of Canada Division of Communication fonds (515) for continuing records relating to most functions, and specifically series 12 for filmstrips and accompanying material, see United Church of Canada General Council Committees Collection for Committee on Missionary Education.

SERIES 1: RECORDS OF MEETING AND OF THE BOARD EXECUTIVE. – 1954-1968. 1.6 m of textual records.

The Board held annual meetings at which reports from the Secretaries and Directors were submitted. In addition regular meetings of the Board Executive were attended by senior personnel as well as representatives of several of the Church Boards. Several committees of the Board responsible for the oversight of its activities were chaired by the Secretary or Associate Secretary. Herbert Pottle served as Secretary, 1954-1963; and Charles M. Stewart served as Associate Secretary, 1954-1963 and as Secretary, 1963-1967.

Series consists of minutes of Annual Meetings, 1955-1967; minutes of the Executive, 1956-1967 (incomplete); Annual Reports of the Board, 1956-1964; minutes and reports, agendas, and background materials of Board committees for which Secretaries had responsibility, including the Communications Standing Committee, Communications Survey Committee, Committee on Information and Public Relations, various committees on literature distribution, Stewardship Committee, Mission Education Committee, and Committee of Liaison with the Woman's Missionary Society, 1956-1967; correspondence with the General Council and Boards, 1955-1965; correspondence with Conferences and Presbyteries, 1956-1966; correspondence files with Board staff on subjects including Berkeley Studio, staff

appointments, interdenominational broadcasting, 1957-1968; general correspondence files, 1957-1964; correspondence, financial and annual reports relating to the Literature Distribution Centre and regional depots, 1954-1966; a series of general files organized on a subject basis and arranged alphabetically, 1955-1965; financial documents including budgets, 1955-1965; and files related to general Board activities, including its constitution and amalgamation into the Division of Communication.

#### SUBSERIES 1: RECORDS OF MEETINGS

Acc. No.	Box-File	Title	Date(s)
<b>MINUTES OF ANNUAL AND EXECUTIVE MEETINGS, 1955-1967</b>			

Also includes annual reports of officials to the Board and reports to the Executive (incomplete).

83.001C	1-1	Annual Executive Meetings: Minutes	1955-1958
	1-2	---	1958-1963
	1-3	---	1964-1967

#### **REPORTS TO THE ANNUAL MEETING OF THE BOARD, 1956-1967 (incomplete)**

File folders containing mimeographed copies of reports of the Secretary, Associate Secretary, Director of Audio-Visual Services, and Broadcasting, Editor of Missionary Education Publications and other offices to the board at its annual meetings. Some copies are annotated by the Secretary or Associate Secretary. Also includes agendas, membership list of committees, financial statements notes and committee reports. Duplicates for 1956, 1958, and 1959 are to be found in the Annual and Executive Meetings Minutes. Photographs from File 3/6 have been transferred to the photo collection.

83.001	3-1	Reports to annual meetings	1956-1957
	3-2	---	1958-1959
	3-3	---	1960-1961
	3-4	---	1962-1963
	3-5	---	1964
	3-6	---	1966-1967

#### **ANNUAL REPORTS, 1956-1964**

Annual Reports submitted by the Secretary and Chairman for publication in the United Church Yearbook. Files contain typescript copies with supporting correspondence.

83.001C	3-7	---	1956
	3-8	---	1958-1959
	3-9	---	1962-1964

#### SUBSERIES 2: RECORDS OF SECRETARY AND ASSOCIATE SECRETARY OF THE BOARD

Acc. No.	Box-File	Title	Date(s)
<b>MINUTES OF COMMITTEES, 1956-1961</b>			

Includes committees of the Board (copy minutes), and Inter Board committees (signed minutes) for which the Secretaries had responsibility.

83.001	4-1	Communications Standing Committee	1957-1958
	4-2	Communications Survey Committee	1957-1958
	4-3	Committee on Information and Public Relations	1956-1957
	4-4	Committee on Co-ordination of Literature	1956
	4-5	Policy Committee on Literature Distribution Service	1956
	4-6	Distribution of Literature/Committee on Literature Distribution	1956-1960
	4-7	Committee on Literature Distribution - Sub-Committee on Administrative Policy Relationships	1960
	4-8	Committee on Literature Distribution - Sub-Committee on Promotion and Policy	1960-1961
	4-9	Advisory Committee on Literature Distribution Centre	1957
	4-10	Advisory Committee on Literature Distribution Service	1957
	4-11	Committee on Literature Distribution Centre Financing	1959
	4-12	Stewardship Committee	1955-1957
	4-13	Stewardship Committee - Audio-Visual Sub-Committee	1956-1957

Acc. No.	Box-File	Title	Date(s)
	4-14	Committee of Liaison with Woman's Missionary Society	1955-1956

#### **CORRESPONDENCE WITH GENERAL COUNCIL AND BOARDS, 1955-1965**

These files contain correspondence with the Moderator; the Secretary of General Council; Secretaries of Boards and church organisations, including the Woman's Missionary Society, the Board of Men, the Pensions Department, the Board of Publications and the Missionary and Maintenance Department; and with the chairman and members of the Board of Information and Stewardship. Files 4/17-19, 26 also include some correspondence with conveners of Conference Information and Stewardship Committees.

The correspondence relates to the formation and functions of the Board of Information and Stewardship, liaison with other boards, nomination of officers, policy on radio and television, public relations, the Literature Distribution Services, United Church House, personnel matters and topical affairs such as mainland China and communism.

83.001C	4-15	Correspondence - General Council and Boards	1955-1956
	4-16	---	1955-1956
	4-17	---	1955-1956
	4-18	---	1957-1958
	4-19	---	1957-1960
	4-20	Correspondence - General Council and Boards	1958-1959
	4-21	---	1959
	4-22	---	1960-1961
	4-23	---	1955-1962
	4-24	---	1960
	4-25	---	1962-1963
	4-26	---	1963-1965

#### **CORRESPONDENCE WITH CONFERENCES AND PRESBYTERIES, 1956-1966**

These files contain correspondence with the conveners of Conference and Presbytery Information and Stewardship committees, along with circular letters sent by the Board to conveners. They also include some copies of the reports made by the conveners to their Conference or Presbytery.

The correspondence relates to the representation of Information and Stewardship at Conference, Presbytery and Congregational levels and the structural organisation of committees; the appointment of full-time Conference broadcasting personnel and audio-visual counsellors; arrangements for workshops and consultations of conveners; and special projects.

The files are arranged by Conference. The general files include correspondence with several Conferences or Presbyteries.

83.001C	5-1	Correspondence - Alberta Conference	1957-1961
	5-2	---	1963
	5-3	--- Bay of Quinte Conference	1958-1961
	5-4	---	1963-1966
	5-5	--- British Columbia Conference	1956-1961
	5-6	---	1963
	5-7	--- London Conference	1957-1961
	5-8	---	1960-1962
	5-9	---	1963-1966
	5-10	--- Hamilton Conference	1960-1961
	5-11	---	1963
	5-12	--- Manitou Conference	1960
	5-13	---	1963
	5-14	---	1964-1965
	5-15	--- Maritime Conference	1958-1961
	5-16	---	1963
	5-17	---	1965
	5-18	--- Montreal-Ottawa Conference	1961-1962

Acc. No.	Box-File	Title	Date(s)
	5-19	---, ---.	1963
	5-20	---. Newfoundland Conference	1963
	5-21	---, ---.	1963-1964
	5-22	---. Saskatchewan Conference	1957-1961
	5-23	---, ---.	1963
	5-24	---. Toronto Conference	1961-1962
	5-25	---, ---.	1963
	526	---. Conference - General	1963
	5-27	---, ---.	1963
	5-28	---, ---.	1963
	5-29	---, ---.	1964
	6-1	---, ---. (Conveners' File)	1956-1962

### **CORRESPONDENCE WITH STAFF, 1957-1968**

These files contain correspondence with the directors and assistant directors and other staff of the Board, including memos and reports, along with correspondence of Board of Information and Stewardship staff with external organisations copied to the Secretaries for their information. They also contain some circulars and other supporting material.

The subject matter of the files includes communications workshops and resources; Berkeley Studio opening; Berkeley Studio equipment and expenses; staff appointments and staffing structure of Conferences programme outlines and broadcasting research; sponsorship of broadcasts and programmes; interdenominational broadcasting; an audio-visual department visit to Angola and subsequent productions, and personnel matters.

The files are arranged by department. Berkeley Studio files contain material from both the Audio-Visual and Broadcasting Departments.

83.001C	7-1	Correspondence: Staff - Audio-Visual Department	1957-1958
	7-2	---, ---.	1959-1960
	7-3	---, ---.	1960
	7-4	---, ---.	1960-1962
	7-5	---, ---.	1961-1962
	7-6	---, ---.	1961
	7-7	---, ---.	1963
	7-8	Correspondence: Staff - Berkeley Studio	1956-1964
	7-9	Correspondence: Staff - Berkeley Studio	1958-1963
	7-10	---, ---.	1959
	7-11	---, ---.	1959-1961, 1970
	7-12	---, ---.	1960
	7-13	---, ---.	1963
	7-14	Correspondence: Staff - Broadcasting	1959-1961
	7-15	---, ---.	1959-1960
	8-1	---, ---.	1960
	8-2	---, ---.	1960
	8-3	---, ---.	1960
	8-4	---, ---.	1960-1961
	8-5	---, ---.	1961
	8-6	---, ---.	1961-1963
	8-7	---, ---.	1961-1962
	8-8	---, ---.	1963-1964
	8-9	---, ---.	1963
	8-10	---, ---.	1965
	8-11	---, ---.	1965-1967
	8-12	---, ---.	1966
	8-13	---, ---.	1967

Acc. No.	Box-File	Title	Date(s)
	8-14	Correspondence: Staff - Press and Information	1962

**CORRESPONDENCE - GENERAL, 1957-1964**

These files contain correspondence with external organisations and individuals. The correspondence relates to the membership of the United Church in ecumenical organisations concerned with broadcasting and communications, along with circular correspondence to United Church ministers concerning resources and correspondence with a guest speaker at the Board of Information and Stewardship Annual Meeting.

83.001C	8-15	Correspondence - Broadcasting and Film Commission (U.S. National Council of Churches)	1961, 1964
	8-16	---: ---	1965
	8-17	---: Rev. Ted Horvath, United Church of Christ	1962
	8-18	---: Ministers	1957-1964
	8-19	---: Dallas W. Smythe, Research Professors Communications, University of Illinois	1960-1961

**LITERATURE DISTRIBUTION CENTRE AND REGIONAL DEPOTS, 1954-1966**

The Literature Distribution Centre was established in 1956 on the authority of the Executive of General Council.<sup>1</sup> It was administered by the Board of Information and Stewardship but produced a service to various Boards and organisations of the United Church. The Centre was located in the Wesley Buildings and staffed by a Business Manager with an assistant. The Board of Publication operated its own distribution service through the Mail Order and Retail Services of the United Church Publishing House until 1967 when the two services were merged as the Distribution Services of the United Church of Canada operated by the United Church Publishing House.<sup>2</sup>

Regional Depots were established at the request of Conferences and were funded jointly by the Conference and the participating Boards. They also received discounts on materials sent from the Literature Distribution Centre.<sup>3</sup> The Board of Information and Stewardship was responsible for liaison between the Regional Depots and the Literature Distribution Centre and remained so after the 1967 merger of distribution services under the Board of Publication. When the Board of Information was disbanded in 1968, Regional Depots became the responsibility of the Committee on Education for Mission and Stewardship in the Division of Congregational Life and Work. Therefore, the Regional Depots received subsidies from the Division of Congregational Life and Work, but reported to the Division of Communication and paid their bills to the Ryerson Press.

These files contain financial and annual reports, budgets, correspondence with the Literature Distribution Centre manager, and with the manager of the Regional Depots and the Conference conveners, along with reports and copy minutes.

83.001C	9-1	Literature Distribution Centre	1954-1956
	9-2	---	1956-1961
	9-3	---	1959-1961
	9-4	Alberta Regional Depot	1957-1964
	9-5	---	1959-1966
	9-6	British Columbia Regional Depot	1956-1960
	9-7	---	1957-1960
	9-8	---	1959-1966
	9-9	Manitou Regional Depot	1956-1966
	9-10	---	1959-1964
	9-11	Maritimes Regional Depot	1960-1963
	9-12	Newfoundland Regional Depot	1958-1964
	9-13	Saskatchewan Regional Depot	1956-1957
	9-14	Regional Depots - General	1956-1959

<sup>1</sup> Record of Proceedings (1956), p. 296

<sup>2</sup> United Church Yearbook (1967), pp. 153-154

<sup>3</sup> Records of Proceedings (1958), pp. 294-295

Acc. No.	Box-File	Title	Date(s)
	9-15	---	1957
	10-1	---	1957-1963
	10-2	---	1958-1964
	10-3	---	1960-1963

**COMMITTEES, 1956-1957**

Committee work was a major aspect of the duties of the Secretary and Associate Secretary. They each acted as secretary to certain committees of the Board of Information and Stewardship, chief of which was the Executive, and they also sat on many of the others as members. In addition, they represented the Board of Information and Stewardship on a number of Inter-Board and General Council Committees and represented the United Church of Canada on some inter denominational committees.

These files contain reports, correspondence, circular letters, memos, agendas, copy and extract minutes and background material relating to the administration and activities of the committees.

83.001C	10-4	Executive and Financial Meeting	1956-1957
	10-5	Annual Meeting	1957
	10-6	Executive	1958
	10-7	Communications Advisory Council	1961-1963
	10-8	---	1962
	10-9	--- - Audio Visual Section	1962-1963
	10-10	Communications Advisory Council - Broadcasting Section	1962-1963
	10-11	---	1965
	10-12	--- - Press Section	1962
	10-13	Audio-Visual Committees	1955-1957
	10-14	Standing Committee on Communications	1957
	10-15	Committee on Radio and Television Policy	1958-1959
	10-16	Committee on Co-ordination of Literature Services	1955-1956
	10-17	Committee on Literature Distribution (and sub-committees)	1960-1961
	11-1	Advisory Committee on Literature Distribution Centre	1961-1962
	11-2	Missionary Education Committee	1959-1958
	11-3	Committee on Deputation Work of Missionaries; and Board of Information and Stewardship and Inter-Board Committees in Missionary Work	1962-1966
	11-4	Liaison with Woman's Missionary Society (re Literature Distribution)	1956
	11-5	Co-ordination of Literature Services	1954-1955
	11-6	Sunday School in the Home by Mail and by Air	1960-1965
	11-7	---	1961-1967
	11-8	Sunday School in the Home by Mail and by Air	n.d.
	11-9	Sessional Committee, Board of Information and Stewardship	1958
	11-10	---	1960
	11-11	---	1960
	11-12	Commission on Evangelization in the French Language	1958-1960
	11-13	Long Range Planning Committee	1958-1961
	11-14	---	1961

**FINANCIAL RECORDS, 1955-1967**

These files contain financial statements, budget proposals and estimates, correspondence and background material.

83.001C	12-1	Budgets, 1953-1960	1955-1960
	12-2	---, 1961-1965	1961-1965
	12-3	Budget, 1961	1956-1961
	12-4	---, 1965	1964-1965
	12-5	---, 1966	1966
	12-6	---, 1967	1966-1967

Acc. No.	Box-File	Title	Date(s)
	12-7	--- 1968	1967-1968
	12-8	Financial Statements	1962-1967

**GENERAL SUBJECT FILES, 1955-1965**

This file series consists of the remaining subject files which the Secretary and Associate Secretary created in response to particular issues, policy matters or administrative affairs. The files reflect the wide range of responsibilities of the Secretaries. They include files relating to the Board's responsibility to represent the policies and interests of the United Church in communications, missionary education and stewardship to external organisations and in inter-denominational negotiations. They also include files concerning issues raised by departments of the Board and files relating to the formation, functions and organisation of the Board.

83.001C	13-1	Anglican-United Church Pamphlets	1964
	13-2	Anglican-United Church Bookroom Consultation	1964-1965
	13-3	Audio-Visual Skillshops	1958-1959
	13-4	Audio-Visual Filmstrips and Slides	1959
	13-5	---	1960
	13-6	Audio-Visual Policy and Staffing	1964-1965
	13-7	Broadcasting	1964-1964
	13-8	---. - Board of Board Conveners	1960
	13-9	---. - Ethics	1960
	13-10	---. - Freiburg Spots	1964
	13-11	---. - French Broadcasts	1960-1962
	13-12	---	1963
	13-13	---	1956
	13-14	---. Parliamentary Commission on Broadcasting	1956
	13-15	---. ---.	1963
	13-16	---. ---.	1963
	13-17	---. ---.	1958
	13-18	---. - Radio and Television Conference Committees	1955-1957
	14-1	Canadian Broadcasting League	1964-1965
	14-2	Canadian Council of Churches	1958
	14-3	Canadian Institute of Communications	1961-1962
	14-4	Commission on the Church and the Media	1960
	14-5	Cragg Committee	1958
	14-6	Cragg Report	1958
	14-7	Information Centre	1963
	14-8	New Church House	1956-1988
	14-9	Organisation of Conference Communications Committees	1964-1965
	14-10	Personnel	1959, 1961-1962
	14-11	Public Relations	1955-1956
	14-12	---	1957-1961
	14-13	Questionnaires (re Board of Information and Stewardship)	1957
	14-14	---	1957-1963
	14-15	Stewardship Survey	1957
	14-16	Stewardship Co-operation "Bridging the Gap"	1958
	14-17	Stewardship Sample Materials	1958-1960
	14-18	Stewardship Audio-Visual Filmstrip	1958
	14-19	Stewardship: Congregations	1959
	14-20	---: World Council of Churches	1959-1961
	14-21	---: Children and Youth	1960
	14-22	General	1955-1956
	14-23	---	1956-1959, 1966
	14-24	---	1958



SERIES 2: RECORDS OF THE DEPARTMENT OF AUDIO-VISUAL SERVICES. – 1940-1970  
PREDOMINANT 1954-1968. – 72 cm of textual records. – 4 photograph albums.

This Department served the interests of missionary education and stewardship, as well as those of the participating Boards. It was responsible for film, filmstrip, and photographic production. The Department had the added responsibility of training ministers in the use of audio-visual resources. For much of the period, Anson Moorhouse served as Director. Between 1964 and 1967 the Department reported to the annual meeting as the Department of Instructional Communication.

Series consists largely of the records of the Director and Assistant Directors, including minutes of committees, 1955-1957; similar records for films, 1965-1970; production files, including research material, correspondence, news clippings, interview transcripts and notes relating to the production of films, 1949-1967; workshop files relating to the uses and techniques of audio-visual materials by Church workers, 1961- 1968; and general subject files, containing correspondence, articles, questionnaires, reports, and circulars regarding research into audio-visual usage within the Church, policy matters, and Departmental administration.

See related materials in the following fonds: See Division of Communication (515/12) for all filmstrips and accompanying materials.

Acc. No.	Box-File	Title	Date(s)
	15-1	Visualisation Committee	1955
	15-2	Audio-Visual Committee	1956-1957
	15-3	Special Sub-Committee in Audio-Visual Services	1956

#### **FILMS, 1965-1970**

These files contain reports, correspondence, shooting scripts, outlines and research material relating to the production of films by the Board of Information and Stewardship. The series is incomplete.

83.001C	18-1	F 28: Berkeley Studio Story	1966
	18-2	F 46: Stewardship Film	1967-1968
	18-3	F 51: Project 1964, Brazil	n.d.
	18-4	F 56: Board of Home Missions - Inner City	1965
	18-5	F 61: Board of Home Missions - Hospitals	1967-1968
	18-6	F 62: China Interview	1968
	18-7	F 62: Board of Finance	1967
	18-8	F 71: Meet Rev. Jackson Mwape	1970

#### **PRODUCTIONS, 1949-1967**

These files contain research material, correspondence, articles, transcripts of interviews and notes relating to proposed audio-visual filmstrips or films. In the main, this is preliminary background research for audio-visual production. Some of the material resulted in several productions in connection with a missionary education or stewardship theme.

Two files pre-date the establishment of the Board of Information and Stewardship (18/10,11) and one of these (18/11) includes correspondence between Anson Moorhouse and Herbert Pottle, then Minister of Public Welfare, Newfoundland, and later Secretary to the Board of Information and Stewardship.

These files were numbered at some point after 1967 but it is not clear whether these former references were used by the Audio-Visual Department or by the Division of Communication.

83.001C	18-9	A-7-82 African Tour	1958
	18-10	A-10-82 Church Extension Film	1949
	18-11	A-9-82 Church Extension Film	1952-1955
	18-12	A-35-82 Hong Kong and Formosa (Taiwan) tour	1960-1961
	18-13	A-13-82 Immigration Film Notes	1953-1954
	18-14	A-14-82 India Tour	1953-1954
	18-15	A-36-82 India Lectures	1953
	18-16	A-15-82 India Notes (Where None Shall Thirst)	1953
	18-17	A-19-82 Japan Tour	1965-1967

Acc. No.	Box-File	Title	Date(s)
	19-1	A-12-82 Knob Lake, Labrador Film (FI)	n.d.
	19-2	A-56-82 Publications Board Conference Conveners	1967

**WORKSHOPS, 1961-1968**

Workshops in audio-visual techniques and in communication skills were provided by the Audio-Visual Department, often in co-operation with the Press and the Broadcasting Departments, for Conferences and Presbytery Counsellors, for ministers, for theological students and for other interested groups. Some workshops were held in Toronto at Berkeley Studio, but many were held in centres across Canada to enable local access. The workshops were intended to inform participants about the range of materials available and train them in the use of materials and equipment. [See also 34-37: Broadcasting Department Workshop]

These files contain correspondence with participants and host Conferences, Presbyteries or congregations, along with leaflets, circulars and materials used during the workshops and reports in the workshops. The former references are of unknown origin. The files are arranged in chronological order.

83.001C	19-3	A-103-82 Hamilton Conference	1961-1966
	19-4	A-112-82 Audio-Visual Counsellors Seminar	1962
	19-5	A-108-82 St. John's Newfoundland	1963
	19-6	A-105-82 London Conference	1963
	19-7	A-107-82 Toronto Conference	1963-1964
	19-8	A-104-82 Kemptville Skillshop	1963
	19-9	A-106-82 Saskatchewan, Edmonton and Vancouver	1963
	1910	A-99-82 Western Canada	1963-1965
	19-11	A-111-82 Audio-Visual Counsellors seminar	1964
	19-12	A-102-82 Toronto and Bay of Quinte Conferences	1964
	19-13	A-113-82 General	1964-1966
	19-14	A-110-82 Audio-Visual Counsellors Seminar	1965
	19-15	A-101-82 World Mission Night	1966
	19-16	A-97-82 Mount Allison	1966
	19-17	A-98-82 Montreal and Ottawa Conference	1966
	19-18	A-96-82 Western Theological College	1966
	19-19	A-94-82 Hamilton Presbytery	1966
	19-20	A-95-82 Maritime	1966
	19-21	A-91-82 Prairie Christian Training Centre	1966-1967
	19-22	A-88-82 Montreal Theological Seminary	1966-1967
	19-23	A-92-82 Niagara Falls	1967
	19-24	A-89-82 Oshawa	1967
	19-25	A-93-82 Queen's Theological College	1967
	19-26	A-109-82 Audio-Visual Counsellors Seminar	1967
	19-27	A-87-82 London Conference	1967
	19-28	A-86-82 Emmanuel College	1967
	19-29	A-90-82 Bay of Quinte Conference	1968

**BERKELEY STUDIO PICTURE ALBUM, 1956-1968**

This series consists of four ring binders containing newscuttings, photographs and leaflets, mainly relating to film tours in Africa, India, Hong Kong and Formosa (Taiwan) and to other audio-visual productions. The binders include pamphlets and leaflets issued by the Board of Information and Stewardship relating to the annual missionary education themes. The binders also include posters, pamphlets and leaflets issued by other boards and organisations of the church relating mainly to missionary and social work.

83.001C	20-1	Picture Album, Book I	1956-1962
	20-2	---. II	1962-1966
	20-3	---. III	1965-1966
	20-4	---. IV	1967-1968

**GENERAL SUBJECT FILES, 1951-1968**

Acc. No.	Box-File	Title	Date(s)
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This file series consists of the remaining subject files of members of staff of the Audio-Visual Department. These include two committee files (which are described as a separate file series in each of the other sections of this inventory). A number of files relate to research into the use of audio-visual resources in the congregations and Conferences. Others deal with policy matters, departmental administration, inter-denominational co-operation and awards for films and productions.

The files contain correspondence, articles, questionnaires, reports, leaflets and circulars. The former references date from after 1967 and are of unknown origin.

83.001C	21-1	A-132-82 Audio-Visual Distribution - Ecumenical	1967
	21-2	A-133-82 Audio-Visual Organisation - Discussion Papers	1962, 1967
	21-3	Audio-Visual Research Survey	1967
	21-4	A-57-82 Audio-Visual Research, London Conference	1967
	21-5	A-59-82 Audio-Visual Research, London Conference	1967
	21-6	A-58-82 Audio-Visual Research, Alberta Conference	1967
	21-7	A-57-82 Audio-Visual Research, Hamilton Conference	1967
	21-8	Audio-Visual Resources	1956-1967
	21-9	Audio-Visual Resources	1967
	21-10	Audio-Visual Education Library and Audio-Visual Distribution	n.d.
	21-11	A-128-82 Berkeley Studio Maintenance	1956-1960
	21-12	A-21-82 Berkeley Studio Staff	1960-1965
	21-13	C.B.C. Drama - "Residence"	1968-1970
	21-14	A-141-82 Church Architecture (Design for Communications)	1967-1968
	21-15	Communications Advisory Council: Audio- Visual Division	1963
	21-16	A-140-82 Communication Education	1962
	21-17	Communication Report	n.d.
	21-18	A-144-82 Curriculum and Media Research	
	21-19	"Faith in Revolution" Review	
	21-20	A-8-82 French Canadian History Lectures	
	21-21	Historic Places of the United Church of Canada	1962
	21-22	<u>Let's Communicate</u> Draft Manual for Workshop	
	21-23	Board of World Mission: Committee in Information	
	21-24	Yorkton Film Festival	

**SERIES 3: RECORDS OF THE DEPARTMENT OF BROADCASTING. – 1955-1973, PREDOMINANT 1955-1968. – 4 m of textual records. – 17 audio tape reels. – 7 audio cassettes. – 21 photographs.**

The Broadcasting Department (originally Radio and Television Department, 1954-1961), was responsible for radio and television production and broadcasting, and was charged with the responsibility of fostering and encouraging the wider use of the media for the spread of the Christian gospel. It was to develop programming to appeal to target audiences based on age, with productions from Berkeley Studio in Toronto, as well as with regional and local initiatives, such as Local Live Television. In addition, it was responsible for coverage of General Councils. Radio programmes included: "Between Ourselves" and "City Mike," in Toronto, and "Tell Us a Story," "When a Child Asks," and "Good News," nationally. The western Conferences produced "Encounter." Television programmes included: "Spectrum," an interfaith programme on the Toronto station CFTO-TV; "Trail Tales," "Secret World" and "Hi-Time," for young people. The Department also promoted links with other denominations, and with bodies outside Canada like the broadcasting wing of the National Council of Churches of Christ (U.S.A.). Keith Woollard was Director for most of this period.

Series consists of minutes of the Radio and Television Committee, 1955-1957; correspondence with sponsoring Church Boards, 1956-1960; correspondence with Conference Communications Committees concerning regional staffing, production, and programme scheduling, 1962-1967; staff correspondence, 1963-1967; general correspondence with external bodies and individuals, including script writers and

musicians, re programming, 1956-1967; programme correspondence, scripts, evaluations, cost sheets, programme outlines, promotional material of individual programmes, (including for example, Checkpoint including audio-tapes, Christmas and Easter broadcasts, Just a Minute, On the Spot, When a Child Asks, Women's Broadcasts, General Council coverage, and the Spectrum television ), 1955-1969; Local Live Television files, 1959-1966; workshop files, 1958-1969; policy and administration files, 1955-1967; records, including minutes, of committees in which the Directors had membership--within the Board, of General Council, and of other Church and interdenominational bodies, 1955-1968; financial records, including budgets, 1955-1967; and general subject files, including, for example, files re the Broadcasting Research Project, 1961-1964, investigating the viewing habits of children.

All tapes of 'Checkpoint' are considered preservation copies and are not available to researchers until the information on the tapes has been transferred to a separate medium.

Re-broadcast and copying of all radio programmes is not permitted without the written permission of the Division of Communication, United Church of Canada.

Before copies are made of any radio programmes originating from the United Church of Canada, all existing authors' or actors' rights must be investigated.

See related materials in the following fonds: See Fonds 508, Series 3, subseries 7, for recordings, scripts and other material re: 'Tell Us A Story'.

#### **MINUTES OF COMMITTEES, 1955-1967**

83.001C	22-1	Radio and Television committee	1955-1957
	22-2 & 22-3	Sunday School in the Home by Mail and Air <i>[Records for this committee consolidated under United Church of Canada. Board of Christian Education fonds, 83.051C/Box 90...]</i>	

#### **CORRESPONDENCE WITH BOARDS, 1956-1960**

These files contain correspondence with members and officers of the Boards and organisations of the United Church. They also include programme outlines, cost sheets, circulars and transcripts.

The material relates mainly to radio and television broadcasts or programmes undertaken on behalf of the Boards or organisations. This includes radio and television coverage of visiting preachers and special events, and programmes commissioned for specific projects or themes.

83.001C	22-4	Board of Colleges and Secondary Schools	1960
	22-5	Board of Christian Education	1956-1959
	22-6	---	1960
	22-7	Board of Evangelism and Social Service	1956-1959
	22-8	Board of Home Mission	1957-1959
	22-9	---	1960
	22-10	Board of Men	1958-1960
	22-11	Missionary and Maintenance Department	1959
	22-12	Missionary and Maintenance Department	1960
	22-13	Board of Overseas Missions	1956-1957
	22-14	---	1959-1960
	22-15	United Church Observer	1958
	22-16	Woman's Association	1957-1958
	22-17	Woman's Missionary Society	1957
	22-18	---	1957-1959
	22-19	---	1957

#### **CORRESPONDENCE WITH CONFERENCES, 1962-1967**

These files contain correspondence with Conference communications committees or broadcasting committees, along with financial statements, copy minutes and reports.

The material relates to the organisation of religions broadcasting within the Conferences, the supply and use of material for radio and television stations, the appointment of Regional Directors of Broadcasting and liaison between Berkeley Studio and the Conference committees.

83.001C	22-20	London Conference	1962-1963
	22-21	Manitoba, Saskatchewan and Alberta Conferences	1964-1967
	22-22	Montreal and Ottawa Conference	1965-1966
	22-23	Saskatchewan and Alberta Conferences	1967
	22-24	Newfoundland Conference	1967
	22-25	Bay of Quinte Conference	1967

#### **CORRESPONDENCE WITH STAFF, 1963-1967**

These files contain correspondence with members of staff and regional directors of broadcasting, relating to their appointments, job descriptions and job analyses.

83.001C	23-1	Staff and Alice Christian	1963-1967
	23-2	Regional Directors	1965-1966
	23-3	---	1965-1966
	23-4	---	1965-1967

#### **CORRESPONDENCE - GENERAL, 1956-1967**

This file series consists mainly of correspondence with external organisations and individuals along with some miscellaneous correspondence.

Most of the files relate to aspects of programme production and distribution. They include correspondence with scriptwriters and musicians concerning contracts and assessments of scripts, and negotiations with radio stations over the broadcast of programmes. Also included are three files which relate to the work of the Assistant to the Director, Nancy Edwards. These three files include correspondence on the Canadian Girls in Training, and the United Church Training School, Toronto (where Nancy Edwards was trained); along with correspondence concerning various speaking engagements.

83.001C	23-5	Scriptwriter	1956-1959
	23-6	Nancy Edwards - Personal	1957-1959
	23-7	C.B.C. and Radio Stations	1957-1959
	23-8	Musicians	1957-1959
	23-9	Newfoundland	1958-1959
	23-10	United Church Training School	1959
	23-11	Association of Canadian Television and Radio Artists	1962-1959
	23-12	CFRB	1965-1967
	23-13	General	1966-1967

#### **PROGRAMMES, 1955-1969**

The main function of the broadcasting Department was the production, distribution and promotion of radio and television programmes. Many of the programmes originated with Berkeley Studio staff, in response to perceived gaps: the provision of religious broadcasts, and some were produced at the request of United Church boards or committees. The Broadcasting staff also provided coverage of major United Church events, in particular meetings of General Council. Other programmes were produced in co-operation with commercial or ecumenical broadcasting companies or bought from broadcasting companies in the United States or the United Kingdom. One major co-operative routine was the Spectrum series of programmes jointly produced by the Anglican, Roman Catholic and United Church through their co-operative television production units, Religious Television Associates. Another major project was local Live Television, which was launched by the 1958 General Council to encourage local, live religions programmes. The local programmes were based on the Talkback television series, where a short film on a problem situation provided the basis for a live discussion.

These files contain correspondence, scripts, transcripts of discussions, script evaluations, cost sheets, programme outlines, programme proposals, promotional material, and policy papers. The material relates to all aspects of the production distribution and promotion of the programmes.

Files relating to individual programmes or series are organized alphabetically. These are followed by files relating to coverage of General Council meetings, and the Spectrum series in chronological order;

and Local Live Television in alphabetical order. Files relating to more than one programme are listed at the end of this series in chronological order.

Photographs in Files 26/2, 28/7, 28/19, 30/14, and 33/3 have been transferred to the photo collection.

83.001C	23-14	Air of Death	1967
	23-15	Elf Goes to Work	1962-1963
	23-16	Alive	1965-1967
	23-17	Alive	1966
	23-18	Boy With the Man Inside	1962
	23-19	<u>Capital Punishment</u>	1965-1966
	23-20	<u>Cast the First Stone</u>	1965
	23-21	<u>Checkpoint</u> --[see <i>Checkpoint listing at end of this series.</i> ]	
	24-1	<u>Choice</u>	1967
	24-2	---	1967-1968
	24-3	Christian Education Institute Recording	1959
	24-4	Christmas Broadcasts	1956
	24-5	---	1956-1958
	24-6	---	1957
	24-7	---	1957
	24-8	---	1957
	24-9	---	1958
	24-10	---	1965
	24-11	---	1966
	24-12	---	n.d.
	24-13	<u>Coffee House</u>	1965-1966
	24-14	---	1965-1966
	25-1	<u>Compass</u>	1956-1958
	25-2	<u>Day of Experience</u>	1961-1963
	25-3	<u>Discotheque</u>	1965
	25-4	<u>Donald Soper Mission</u>	1957-1958
	25-5	---	1959
	25-6	Easter Broadcasts	1957
	25-7	---	1957
	25-8	---	1957-1958
	25-9	---	1961-1965
	25-10	<u>Epistle From the Koreans</u>	1961
	25-11	<u>The Formation of Faith</u>	1965
	25-12	<u>Freburg Spots</u>	1964-1965
	25-13	<u>Fred Victor Mission Broadcast</u>	1966
	25-14	<u>Full House</u>	1961
	25-15	German Broadcasts	1956-1957
	25-16	---	1956-1957
	25-17	---	1958
	25-18	<u>Good News</u>	1956-1957
	25-19	---	1958
	25-20	<u>The Great Adventure</u>	1957-1958
	25-21	<u>Heritage</u>	1965
	26-1	<u>Hi-Time</u>	1965
	26-2	---	1965
	26-3	Hungarian Broadcasts	1957
	26-4	<u>Identify</u>	1967
	26-5	<u>I'll Sing, Not Cry</u>	1960-1962
	26-6	<u>Innovators and Innoculators</u>	1964
	26-7	<u>Island in Time</u>	1961-1964
	26-8	<u>Just A Minute</u>	1957-1958
	26-9	<u>Just A Minute</u>	1957

26-10	---	1958-1959
26-11	---	1957
26-12	---	1958
26-13	---	1957-1958
26-14	---	1959
26-15	<u>Lay Ferment</u>	1960
26-16	<u>Layman's Sunday</u>	1958
26-17	Language Broadcasts	1955-1958
26-18	CBC Last Series	1958
27-1	-- <u>Let's Face It</u>	1963
27-2	-- <u>Let There Be Light</u>	1956-1957
27-3	<u>Life Control</u>	1967-1968
27-4	---	1967
27-5	<u>Man Alive</u>	1967
27-6	<u>A Moment To Act</u>	1963
27-7	<u>More Than Work</u>	1963-1965
27-8	---	1967-1968
27-9	<u>Morning Devotions</u>	1957
27-10	<u>Music From Metropolitan</u>	1957
27-11	<u>Nancy Edwards' Reports</u>	1966-1967
27-12	---	n.d.
27-13	<u>New Faces of Africa</u>	1959-1963
27-14	<u>Ones From Oputu</u>	1962
27-15	<u>On The Rim Of Tomorrow</u>	1962-1965
27-16	<u>On The Spot</u>	1961-1962
27-17	---	1964
27-18	---	1964-1966
27-19	---	1964-1967
27-20	<u>Open Line</u>	1966-1968
27-21	<u>Passion Story in Art</u>	1963
27-22	<u>The Pew I Left Behind Me</u>	1964-1965
27-23	<u>Politics: Too Bad for The Too Good</u>	1963-1965
27-24	<u>Pre-Teen (television series)</u>	n.d.
27-25	<u>Pre-Teen (show)</u>	1965
27-26	<u>Secret World</u>	1962
28-1	---	1964
28-2	---	n.d.
28-3	<u>See How The Land Lies</u>	1962
28-4	<u>Spotcheck</u>	1965-1966
28-5	<u>Story Time</u>	n.d.
28-6	<u>Talk Back</u>	1958-1962
28-7	---	n.d.
28-8	<u>CBC Teach-In On Anglican-United Church Union</u>	1966
29-1	<u>13 For '67</u>	1967
29-2	<u>Tomorrow</u>	1963
29-3	<u>Town Talk</u>	1967
29-4	<u>Trail Tales</u>	1965-1966
29-5	<u>Vancouver News</u>	1957
29-6	<u>The Way</u>	1963
29-7	<u>The Way Of The Cross</u>	1963
29-8	<u>When A Child Asks</u>	1958-1961
29-9	---	1959
29-10	<u>When A Child Asks - Planning Committee</u>	1955-1959
29-11	---. - Listeners' Correspondence	1957-1959
29-12	---	1958-1959
29-13	---	1959

29-14	---. - Station Correspondence	1958
29-15	---	1958
29-16	---	1958-1959
29-17	---. - General Correspondence	1957-1959
30-1	---	1958-1958
30-2	---	1958-1959
30-3	---	1959
30-4	---. - Cost Sheets	1959
30-5	<u>The Will Of Augusta Nash</u>	1963
30-6	<u>Women's Broadcasts</u>	1957
30-7	---	1964-1966
30-8	---	n.d.
30-9	<u>Women's World Day Of Prayer</u>	1959
30-10	---	1959
30-11	<u>Your Second Job</u>	n.d.
30-12	<u>Youth In Revolt</u>	1962-1963
30-13	<u>Youth Speaks Out</u>	1963-1964
30-14	<u>Zambia Today</u>	1966
31-1	General Council Coverage	1956
31-2	---	1958
31-3	---	1960
31-4	---	1960
31-5	---	1960
31-6	---	1964-1968
31-7	Spectrum Series	1963-1968
31-8	---	1964
31-9	---	1964-1968
31-10	---	1964-1967
31-11	---	1965-1969
31-12	---	1965-1968
32-1	---	1966-1967
32-2	---	1967-1968
32-3	---	1969
32-4	Antignish, N.S.	1962-1963
32-5	Cornerbrooke, Nfld.	1963-1966
32-6	Charlottetown, P.E.I.	1962-1965
32-7	Edmonton, Alta.	1961-1965
32-8	Fredericton, N.S.	1963
32-9	Halifax, N.S.	1963-1966
32-10	Hamilton, Ont.	1961-1963
32-11	London, Ont.	1960-1962
32-12	Moncton, N.B.	1959-1965
32-13	Montreal, P.Q.	1961-1965
32-14	Noranda, P.Q.	1963
32-15	North Bay, Ont.	1963
32-16	Ottawa, Ont.	1963-1966
32-17	Port Arthur, Ont.	1966
32-18	Prince Albert, Sask.	1962
32-19	Regina, Sask.	1966
32-20	Saint John, N.B.	1962-1965
32-21	St. John's, Nfld.	1963-1965
32-22	Saskatoon, Sask.	1963
32-23	Swift Current, Sask.	1964
32-24	Timmins, Ont.	1962-1963
32-25	Vancouver, B.C.	1962-1963
32-26	Windsor, Ont.	1962



32-27	Wingham, Ont.	1960-1965
32-28	Winnipeg, Man.	1962-1966
32-29	Yorkton, Sask.	1966
33-1	Recordings	1956-1959
33-2	Interview, Dr. E. Long, re Hungary	1956
33-3	Actors	1957-1959
33-4	Question and Answer Programmes	1957
33-5	Cost Sheets	1957-1958
33-6	Church House and Moderator	1957-1959
33-7	Station Schedules	1957-1966
33-8	Cost Sheets	1958-1959
33-9	Missionary Education and Women's Broadcasts	1958-1959
33-10	Interviews	1959
33-11	Nancy Edwards' Programme	1963
33-12	Costs	1964-1966
33-13	Schedules and Outlines	1965
33-14	Interview, Alan Walter	n.d.
33-15	Interview, Jean Collins	n.d.
33-16	Sample Evaluation Forms	n.d.
33-17	Programme Outlines	n.d.
33-18	Tape Cuts	n.d.

### CHECKPOINT

"Checkpoint" was a radio programme jointly produced by the Anglican and United Churches in the years 1965-1967. It was a fifteen-minute current affairs programme that promoted the views of the church on contemporary social issues. In the holdings there are two sets of tape designations: The 'PN' designations are tapes that can be tied to a programme number (pn) in the Programme description lists found in file 2-1 - these apply only to audio tape reels. The 'B' designations are listed in the same file, without dates, the 'b' designating that the tapes were distributed from Berkeley Studio, and this began with the year 1966 (see 'Keith Wollard to Peter [Meggs] 23 December, 1965', file 2-1). All 'b' designations are audio cassettes.

### Checkpoint audio tape reels, audio cassettes and production files, 1964-1967

98.030C	PN6. 'Entertainment,' 1-audio tape	1965
	PN 7. 'Automation,' 1-audio tape	1965
	PN 8. 'Suicide,' 1-audio tape	1965
	PN 10. 'Lady Luck,' 1-audio tape	1965
	PN 11. 'Padre of the pubs,' 1-audio tape	1965
	PN 17. 'Penal Reform,' 1 -audio tape	1965
	PN 23. 'Adoption,' 1-audio tape	1965
	PN 31. 'Divorce,' March, 2-audio cassette (cass 426)	1965
	PN 34. 'Mutchmor,' 1-audio tape	1965
	PN 36. 'Why the sea is boiling hot,' 1-audio tape (2)	1965
	B-14. 'Grief,' 2-audio cassette (cass 427)	[1966]
	B-27. 'Missionary work in Southeast Asia,' 2-audio cassette (cass 428)	[1966]
	B-27. 'Missionary work in Southeast Asia,' 2-audio cassette (cass 428)	1966
	B-56. 'Emotionally disturbed children.' 1 -audio tape [5825]	1967
	B-63. 'Ferment in the Church,' 2 -audio cassette (cass 430)	[1967]
	B-80. 'Stress,' 2 -audio cassette (cass 431)	[1967]

### Checkpoint tapes without programme numbers

The following audio tape reels and audio cassettes cannot be assigned programme numbers from the limited set of cue sheets and related material in the series. They are included here to portray the variety of topics discussed in the programme, and have been assigned their tape and cassettes numbers for retrieval purposes.

98.030C	1	#5073. 'New curric controversy.'	
		#5121A. 'Hockman.'	
		#5283. 'John R. Mott.'	
		#5333 & 5334. 'Religion and politics' [2 tapes]	
	2	#5424. 'Sports.'	
		#6353. 'Spotcheck.' [audio cassette cass 425]	
	2-1	Production files - includes program descriptions, production documents, promotional material, station lists and correspondence,	1964-1967

### WORKSHOPS, 1958-1969

Workshops in broadcasting and communications were provided by the Broadcasting Department, often in co-operation with the Press and the Audio-Visual Departments, for Conference and Presbytery communications committee conveners, for ministers, for theological students and for other interested persons. [See also 19/3-29; Audio-Visual Workshops.] Broadcasting staff also arranged workshops for a number of external organisations with no church affiliation or provided components of workshops, courses and seminars arranged by other broadcasting groups. The staff also attended courses and seminars as participants for their own professional development.

This file series consists of files on workshops provided by the Broadcasting Department for church personnel and other interested people; and files on courses, seminars and workshops arranged by other organisations.

The files contain correspondence, schedules and resource material. Files relating to workshops provided for churches and church personnel are listed chronologically. They are followed by files relating to workshops given by outside organisations which members of staff attended or contributed to, in chronological order, and then by files containing general resource material and correspondence, again in chronological order.

83.001C	34-1	Saskatoon, Sask.	1960-1964
	34-2	Montreal, P.Q.	1962-1963
	34-3	Saskatoon, Sask.	1962-1964
	34-4	Theological Students	1963
	34-5	Edmonton, Alta.	1963
	34-6	Maritimes	1963
	34-7	Timmings, Ont.	1963
	34-8	Vancouver, B.C.	1963
	34-9	Maritimes	1963
	34-10	Winnipeg, Man.	1963
	34-11	Winnipeg, Man.	1963-1964
	34-12	Western Canada	1963
	34-13	Wingham, Ont.	1963
	34-14	Saulte Ste. Marie, Ont.	1963-1964
	34-15	Halifax, N.S.	1963-1964
	34-16	Toronto, Ont.	1963
	34-17	Vancouver, B.C.	1964
	34-18	Vancouver, B.C.	1964
	34-19	Queen's Theological College	1964
	35-1	Vancouver, B.C.	1964
	35-2	Toronto, Ont.	1964
	35-3	Saskatchewan	1964
	35-4	Toronto, Ont.	1964
	35-5	London, Ont.	1964-1965
	35-6	Winnipeg, Man.	1965
	35-7	Winnipeg, Man.	1965
	35-8	Winnipeg, Man.	1965
	35-9	Maritimes	1965-1969

35-10	Welland, Ont.	1965
35-11	Union College, Vancouver	1965
35-12	Montreal and Ottawa	1966
35-13	Theological Students	1966-1967
35-14	British Columbia	1966
35-15	London and Hamilton Conferences	1966
34-17	Queen's Theological College	1960
36-1	Seminar on Religious Broadcasting	1967
36-2	Seminar on Religious Broadcasting	[1958?]
36-3	Christian Education TV Consultations	1960
36-4	Ontario Teacher's Federation	1963-1965
36-5	Christian Education TV Consultations	1963-1965
36-6	National Training Laboratories	1964-1965
36-7	Training Courses	1965
36-8	Inter-Denominated Consultation	1965
36-9	Radio and TV Seminar, Princeton, N.J.	1965
36-10	Associate of Motion Picture Producers and Laboratories	1965
36-11	CFTO Focus Seminar	1965
36-12	Council Broadcasting Fellowship	1966
36-13	Ryerson TV Production Course	1966
36-14	Revolution and Responsibility Conference	1966
36-15	Ryerson TV Production Course	1967
36-16	National Seminar on Educational Television	1967
36-17	International Communication Consultation, London, U.K.	1967
36-18	Inter-Denominational Consultation	1967
37-1	Workshop Resources and Materials	1962
37-2	---	1963
37-3	---	1963
37-4	---	1964-1966
37-5	Workshop Scholarships	1963-1966
37-6	Workshops, General	1958-1959
37-7	---	1959-1961
37-8	---	1960-1965
37-9	---	1963-1964
37-10	---	1963-1965
37-11	---	1964-1966
37-12	---	1966-1967

**POLICY AND ADMINISTRATION, 1955-1967**

This file series consists mainly of files relating to staff meetings and personnel matters along with reference files relating to various policies. The series also includes a number of administrative files.

The files contain correspondence, notes, memos, reports, newscuttings, accounts and articles.

A photograph in File 35/4 has been transferred to the photographic collection.

83.001C	37-13	Berkeley Studio	1955-1956
	37-14	Berkeley Administration	1956
	37-15	Berkeley Studio Promotion	1955-1957
	37-16	Berkeley Studio Promotion of Production	1958
	37-17	Policy	1955-1958
	37-18	---	1956-1958
	38-1	---	n.d.
	38-2	Policy and Organisation Papers	n.d.
	38-3	Staff	1955-1959
	38-4	---	1957-1959, 1964

38-5	Staff Consultation	1958-1959
38-6	---	1959-1960
38-7	---	1964-1965
38-8	Staff Plan-A-Thon	1965
38-9	Staff Consultation	1966
38-10	---	1966
38-11	---	1967
38-12	Radio Station Coverage	1957
38-13	Inter-Office Memos	1958-1959
38-14	Film Rentals and Purchases	1964-1966
38-15	Tape Rentals and Purchases	1958-1959

**COMMITTEES, 1955-1968**

The Director of Broadcasting was a corresponding member of the Board of Information and Stewardship. The Director and Assistant Directors were members of a number of Board and Inter-Board committees, and the Director also represented the United Church of Canada on some inter-denominational committees and external organisations. In a personal capacity, the Director and Assistant Directors were members of some other boards and their committees.

These files contain copy minutes, circulars, reports, correspondence, articles, submissions, financial statements, news releases and others supporting material relating to the administration and activities of the committees.

83.001C	39-1	Board of Information and Stewardship Annual Meetings	1955-1960
	39-2	---	1957-1958
	39-3	---	1957-1958
	39-4	---	1960
	39-5	---	1964
	39-6	Board of Information and Stewardship Annual and Executive Meetings	1959-1962
	39-7	Board of Information and Stewardship Executive	1956-1960
	39-8	---	1960
	39-9	Communications Advisory Council	1962-1966
	39-10	Radio and Television Committee	1956-1957
	39-11	---	1957
	39-12	Communications Standing Committee	1957-1958
	39-13	Program Development Committee	1956-1959
	39-14	Committee On Missionary Education	1956-1960
	39-15	---	1957-1958
	39-16	---	1958
	39-17	Long Range Planning Committee	1963
	39-18	Communications Committee	1966-1968
	40-1	National CGIT Committee	1958-1959
	40-2	Personnel Committee For Women Workers	1959
	40-3	Board of Christian Education: Children's Work Committee	1959
	40-4	Board of Christian Education: Children's Work Committee	1959
	40-5	Board of Evangelism and Social Service: Communication Committee	1962-1971
	40-6	Board of Men: Editorial and Publications Committee	1959-1960
	40-7	---	1960
	40-8	Canadian Council of Churches: Department of Christian Education: Christian Youth Week Committee	1958-1959
	40-9	Canadian Inter-Faith Conference	1965-1978
	40-10	---	1966

**FINANCIAL RECORDS, 1955-1967**

This file series relates to the budgets and finances of the Board as a whole and the Broadcasting Department in particular. It includes programme costs, equipment and resources. Three files contain pages from an Account Book.

These files contain budget estimates, financial statements and accounts, some of which are annotated, along with notes and correspondence.

83.001C	41-1	1955-57 Budgets	1955-1957
	41-2	1958 Budget	1956-1959
	41-3	1959 Budgets	1958-1960
	41-4	1963-1965 Budgets	1960-1966
	41-5	1967 Budget	1966-1967
	41-6	1957 Revenue	1957-1958
	41-7	1958 Revenue	1958
	41-8	1959 Revenue	1959
	41-9	1957 Account Book	1957
	41-10	1958 Account Book	1958
	41-11	1959 Account Book	1959
	41-12	Financial Statistics and Accounts	1965
	41-13	---	1965-1967

### GENERAL, 1955-1973

This file series consists of the remaining subject files created by members of the Broadcasting Department. The subjects reflect some of the work the staff carried out in addition to their production responsibilities. There are a number of reference files as well as files relating to membership of external groups and activities outside Berkeley Studio. Included are three subjects which generated a number of files.

The Broadcasting Research Project was a study of the viewing habits and interests of children between the ages 9 and 11 undertaken for Berkeley Studio with regard to the pre-teen series, Secret World.

The Broadcasting and Film Commission (B.F.C.) was an arm of the National Council of the B.F.C. during the period documented by this collection. The Director of Broadcasting, Keith Woollard, represented the United Church of Canada and was for a time a member of the Board of Managers and served on various committees. The files have been weeded of annual reports and published material, and only material relating to the participation of the United Church in the B.F.C. has been retained. Most of the files include material accumulated after the Board of Information and Stewardship was disbanded and the broadcasting responsibilities devoted to the Division of Communication.

The World Association for Christian Broadcasting (WACB) emerged out of the World Committee for Christian Broadcasting in 1902. Keith Woollard, the Director of Broadcasting, was a member of the Provisional Committee of the WACB and of the North American Section of the WACB, representing the United Church of Canada. The files have been weeded of annual reports and publications, retaining correspondence, minutes and material relating to the participation of the United Church in the WACS.

83.001C	42-1	Association of Motion Picture Productions and Laboratories of Canada: Report re CBC and National Film Board	1958
	42-2	Audio-Visual Productions	1957
	42-3	Berkeley Studio	n.d.
	42-4	Biographical Reference File	n.d.
	42-5	Board of Men	1962
	42-6	Board Staff	n.d.
	42-7	Broadcasters	n.d.
	42-8	Broadcasting and Film Commission	1955, 1960
	42-9	---	1967-1973
	42-10	---	1968
	42-11	---	1968-1969
	42-12	---	1968-1972

42-13	---	1968
42-14	---	1968
42-15	Broadcasting Research Project (Secret World): Questionnaire	1961
42-16	---: Report on Questionnaire	1963
42-17	---: Draft Letter	1964
42-18	---: Draft Memos and Plans	1964
42-19	---: Questionnaire	1964
42-20	---: ---	1964
43-1	---: ---	1964
43-2	---: Questionnaire Responses	1964
43-3	---: ---	1964
43-4	---: ---	1964
43-5	---: Worksheets	1964
43-6	Crusader L.P. Records	1956-1957
43-7	Historic Voices Project	1957-1958
43-8	Inter-church Radio	1967
43-9	Missionary Education: Resources	n.d.
43-10	Newfoundland Speaking Tours	1958-1959
43-11	Radio Counselling	1956-1959
43-12	Radio Listener Responses	1956-1959
43-13	Radio Listenership Survey	1958
43-14	Radio and Television Survey (Broadcasting and Film Commission)	1958
43-15	Radio Music	1956-1959
43-16	Studio Visitors	1959
44-1	Sunday Visitors	1959
44-2	Vocations Weekend	1962-1963
44-3	Western Ontario Regional Broadcasting Council	1960
44-4	---	1967
44-5	Wingham Television Project	1960-1962
44-6	World Association For Christian Broadcasting	1961-1963
44-7	---	1962-1969
44-8	---	1964
44-9	---	1967
44-10	General	1960-1962

SERIES 4: RECORDS OF THE DEPARTMENT OF PRESS AND INFORMATION. – 1960-1968. – 1 cm of textual records.

The Press and Information Officer was charged with reporting the work and activities of the Church in the daily and church press, developing methods of publicity, and issuing news releases. For much of this period, Norman Vale was the Press and Information Officer.

Series consists of two files: miscellaneous press releases and press coverage of the union of the United Church and the Evangelical United Brethren in 1968.

See also News, [ca. 1958]-1970, in the Archives library.

**GENERAL, 1960-1968**

Only two files from the Press and Information Department survive in this accession. The first contains miscellaneous news releases issued by the Board of Information and Stewardship. The second relates to the press coverage of the union of the United Church of Canada with the Evangelical United Brethren in 1968.

83.001C	44-11	News Releases	1960
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44-12	1968 Church Union [See also <i>News</i> , ca. 1958?-1970, in the Archives Library PS BX9881/N9]; <i>These are news releases.</i> ]	1967-1968
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SERIES 5: RECORDS OF THE DEPARTMENT OF MISSIONARY EDUCATION. – 1955-1966. – 14 cm of textual records

The missionary education function of the Board was transferred in 1955 from the Committee on Missionary Education. Priorities were set for mission education work in cooperation with the Church's mission Boards and served as the main channel for the promotion of missions through study materials, publications, and publicity. Charles M. Stewart, as Associate Secretary of the Board, had special responsibility for missionary education. The committee which oversaw this function in the Board was called the Committee on Missionary Education until 1962, and subsequently the Committee on Mission Education. Missionary education was transferred to the new Division of Congregational Life and Work in 1966.

Series consists of minutes of the Committee on Missionary Education/Mission Education, and various subcommittees (including those regarding children, teenagers, and adults), 1955-1966; and general files of the Editor of Missionary Education Publications, including proposed biographies of prominent United Church members as well as notes and scripts for plays.

See related materials in the following fonds: See United Church of Canada Division of Finance fonds (519/3) and General Council Committees Collection (fonds 501/221) for records of the antecedent Committee; and Division of Congregational Life and Work fonds (511/3/1) for minutes of the above body, 1958-1966 and successor files relating to missionary education.

**MINUTES OF COMMITTEES, 1955-1966**

83.001C	45-1	Standing Committee in Missionary Education (see also 83.053C - Box 5 - File 2 for minutes to 1966)	1955-1961
	45-2	Committee of Seven [1961?]	1957-1966
	46-1	Children's Sub-Committee On Missionary Education	1960-1966
	46-2	Teenage Sub-Committee On Missionary Education	1958-1966
	46-3	Adult Sub-Committee On Missionary Education	1960-1966
	46-4	Consultation on the Interpretation of our Mission	1964-1965

**GENERAL SUBJECT FILES, 1962-1966**

Only five files survive in this accession from the Missionary Education Department. Three relate to the proposed biographies of prominent individuals connected with the United Church and contain correspondence, newscuttings, and notes. The other two appear to relate to the proposed publication of plays, and contain notes, lists and scripts.

83.001C	46-4	Biography: Dr. W. Thomas	1965
	46-5	---: Lester Burry	1966
	46-6	---: Rev. Peter Kelly	1966
	46-7	Plays (Notes and Lists)	n.d.
	46-8	Plays (Scripts)	n.d.
	46-9	Thematic Guides	1962

**PUBLICATIONS, 1953/54-1963/64**

This series consists of the Missionary Education Packets issued by the Committee on Missionary Education in co-operation with the Woman's Missionary Society Literature Department, containing publications aimed at specific age groups and church organisations in connection with the missionary theme for the year. The publications were used for bible studies and thematic programmes for adults, the W.M.S., the C.G.I.T., and teenage, junior and primary classes.

This material has been transferred to the Library.

SERIES 6: RECORDS OF THE BOARD OF INFORMATION AND STWARSHIP. 1957-1972. – 12 cm of textual records.

Series consists of reports and articles accumulated by the Board of Information and Stewardship. Two files document the formation and demise of the Board. A number of files relate to the relationship of the Board with Conferences, Presbyteries and Congregations. Others deal with Radio and Television Policy and with Missionary Education. Some files have no direct relationship to the activities of the Board of Information and Stewardship but reflect broader issues debated by the United Church.

**GENERAL, 1957-1972**

This file series consists mainly of reports and articles accumulated by the Board of Information and Stewardship. Two files document the formation and demise of the Board. A number of files relate to the relationship of the Board with Conferences, Presbyteries and Congregations. Others deal with Radio and Television Policy and with Missionary Education. Some files have no direct relationship to the activities of the Board of Information and Stewardship but reflect broader issues debated by the United Church.

83.001C	2-1	Boards of Information and Stewardship Constitution	n.d.
	2-2	Documents re formation of Division of Communication	1957-1968
	2-3	Abortion Submission to the House of Commons	1968
	2-4	Conference Recommendations re Board of Information and Stewardship	1958
	2-5	Conference Conveners; Material	1958
	2-6	Conference Conveners	1959
	2-7	Conferences - "Toward the simplification and integration of information and Stewardship responsibilities at the Presbytery and Conference levels"	1963
	2-8	Conferences - "The Communication Function in Conference, Presbytery and Congregation"	1964
	2-9	Radio and Television Policy - Proposal for Commission to study role of Radio, Television and Film in Religion	1957
	2-10	Radio and Television Policy - Committee minutes re audiences	1957
	2-11	Radio and Television Policy - Report for General Council Executive	1959
	2-12	Religious Education in Schools	1960-1961
	2-13	Reports - Missionary Education and French Canadian Protestants	1958
	2-14	Reports - Missionary Education and Broadcasting	1960-1964
	2-15	Newscuttings	1967
	2-16	---	1967-1969
	2-17	Information Bulletins on Public Relations	n.d.
	2-18	Article: "Canada's Berkeley Studio", M. Scott	n.d.
	2-19	"Tips and Tools" (Berkeley Studio Pamphlets)	n.d.
	2-20	AVEL Newsletters	1958-1967
	2-21	AVEL	1968-1972