



LUTHERAN ARCHIVES

PRESERVING OUR STORY



LUTHERAN
CHURCH
OF AUSTRALIA

LUTHERAN ARCHIVES
MINISTRY SUPPORT





Preserving our story

Lutheran Archives holds a harvest of stories that show God's love coming to life – the stories of the congregations, departments and the people of the church.

Lutheran Archives gathers and preserves these stories from all over Australia and the Pacific – wherever the church is involved. We share the stories of the Lutheran Church of Australia and New Zealand (LCA/NZ) across the church and in the wider public. We enable others to encounter these stories through research, so they can share their stories and experiences of love coming to life.

Lutheran Archives identifies records to be deposited. We make those records accessible through arrangement and description, indexing, translation and digitisation, and we provide contextual understanding for researchers to interpret those records. We care for the records in our collection so that they will be available for future generations. Through presentations, exhibitions, publications, seminars and events, we disseminate the harvest of stories throughout the Lutheran community and beyond.

As a Ministry Support Department, Lutheran Archives is here to support you in your ministries. We can assist you with:

- advice on managing your records
- caring for your permanent records that you no longer regularly access.

Managing your records appropriately enables you to focus on your current ministries - beginning with records in your possession and continuing into the future when they are deposited at Lutheran Archives.

By depositing records at Lutheran Archives, the stories of your ministries can be encountered by members of the church and public, and told and disseminated to a myriad of audiences. We are able to turn your records deposited at Lutheran Archives into new ministries by enabling access to them.

Ministries at Lutheran Archives

Our ministry is to provide access to the stories of your ministry and to tell those stories. When we gather the stories of the individuals, congregations, departments and auxiliaries from all across the church, we can give thanks and be encouraged by all the ways God works through us as Lutherans. We ensure that these stories are available for generations to come.

A wide variety of people access these records: congregations, family historians, academic researchers, creative artists and filmmakers. These records help people to write congregation histories, fill gaps in family trees, understand or cultural diversity, further Aboriginal language research, and restore identity. The power of these records cannot be overestimated.

Research opportunities include:

- **Church history** such as congregations, church ministries, departments and organisations.
- **Family history** discovered through parish registers of baptisms, confirmations, marriages and burials, shipping records and congregation records.
- **Aboriginal languages, culture and history** as found in our comprehensive and detailed mission records, photographs, audiovisual and translated Bibles and catechetical works.
- **Refugee and migration history** including 19th century and post-World War II.
- **Settlement and local history** through congregation records and registers which document the settlement of Lutherans in newly opened rural areas.
- **Lutheran schooling** in the history of education.
- **German–Australian language, traditions, media and cultural life** – ‘Deutschtum’.

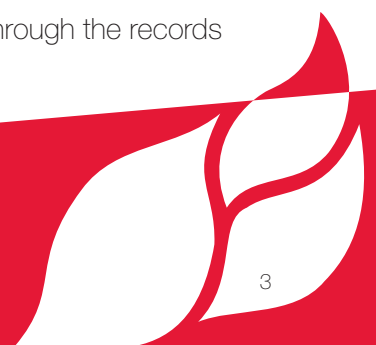
Researchers who use our records disseminate the stories of our church through their research projects, publications and other media. In recent times, our records have been used extensively in films, documentaries and TV programs (Compass, Backroads, The Song Keepers, The Namatjira Project and SBS news stories).

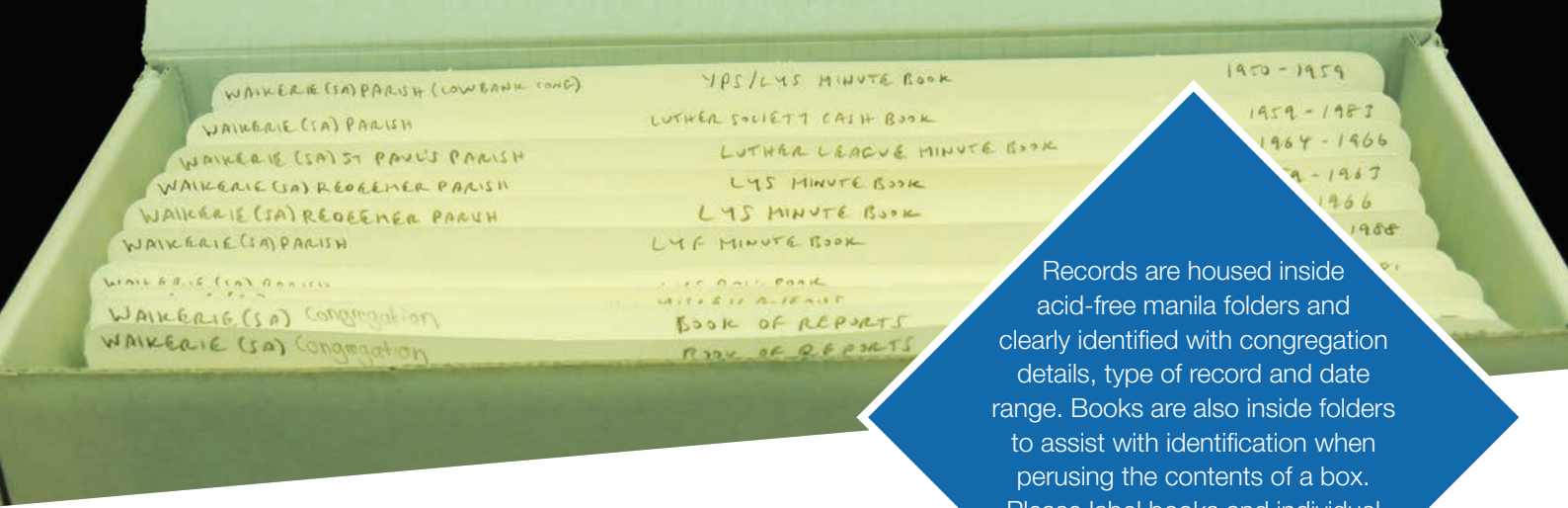
Lutheran Archives engages in activities in the broader public. We provide a voice and a face for our church at community or academic history events.

We curate public exhibitions, give presentations, hold seminars and ‘behind the scenes’ tours, and work together with organisations and communities to provide access to Aboriginal records or post-World War II migrant records of displaced persons.

A public program of events is curated by Friends of Lutheran Archives. Join Friends of Lutheran Archives (www.lca.org.au/fola) to feast on these stories.

Through these ventures, we tell the stories of God’s love and grace, as shown through the records in our collection.





Records are housed inside acid-free manila folders and clearly identified with congregation details, type of record and date range. Books are also inside folders to assist with identification when perusing the contents of a box. Please label books and individual documents, in addition to the manila folders.

Partner with us

You and your ministries are the foundation of our ministry.

1. Ensure you create records within your congregation, mission, auxiliary or department, and of your personal experiences in the church.
2. Manage those records appropriately while you are using them.
3. Deposit those records (minutes, correspondence, artefacts, films, photographs) when they are no longer being regularly used.

The fact that people in the past took the trouble to preserve their story means that we are blessed today with their nourishing harvest. Take the time today to preserve this generation's fruit, so that there will be a harvest of stories for our children and grandchildren.

How to manage records

- Name and date records, including the year. Label records with the state; congregation place; congregation name; committee; type of record; and date range, eg Qld, Caloundra, St Marks congregation, council correspondence, 2015–2018.
- Ensure that there are complete and signed minutes of all meetings and that the location of all vital records (deeds, constitutions, land titles) are known and recorded, especially if they are kept in bank safes or at your District Office.

- Consider the storage environment. We recommend clean, stable conditions in a central storage location (eg in your congregation office in a locked or secure cabinet or room, rather than in your own home).
- Implement a file structure and document naming convention for electronic records (using version numbers and dates) that can be followed by everyone eg parish papers-2018-May V2 final. Ensure that the appropriate people have access to those records.
- Regularly backup your electronic records. Keep a copy of the backed up records offsite.
- Printed records are more durable than electronic records. Print registers of vital records (baptisms etc), minutes and membership lists, in addition to managing the electronic record. In fact, why not also keep a handwritten register of pastoral acts – it is very special to see your details or those of your ancestor written by hand instead of a computer.
- Ensure photographs are identified:
 - Digital photographs – use folders and subfolders to help sort these, eg a folder for each year and a subfolder for each event. Send a selection to Lutheran Archives along with identifying details.
 - Physical photographs – place into individual envelopes with identification on the envelope. Alternatively, photocopy the photograph and write identification on the copy. If you must, use a very soft pencil (4B or 6B) to gently write on the back.
- Periodically review your records. If they are not being accessed frequently, send them to Lutheran Archives.

Most importantly, ensure you are creating and capturing records in the first place.

Take photographs of events, people and places, and write about the ministries, events and stories of the people who reach out into the community. These are the stories that make us as a church alive, showing how we live out God's love.





Permanent records – preserving your story

You need to keep records to fulfil administrative and legal requirements, which includes recording events, decisions and finances. You also need to keep the ‘soul’ records that complement these legal records and tell the story of God’s faithfulness.

Send the following records to Lutheran Archives:

- **registers** of baptisms, confirmations, marriages and burials
- **minutes** of parish and congregation meetings
- **minutes** of management committees (eg parish council, church council, executive, elders)
- **minutes** of all committees and groups (eg groups relating to worship, evangelism, women, men, youth, Sunday school, property)
- **selected correspondence** of all committees and groups. If it helps tell the story of the congregation and to facilitate the understanding of the minutes or other documents, it needs to be kept permanently. If it is purely administrative it can be destroyed when it is no longer useful
- **annual reports** of congregation, parish, committees, groups
- **annual membership lists** (ensure they are dated)
- **Sunday school records** (eg attendance rolls)
- **financial records** such as annual financial statements, building or major funds and records of significant purchases (eg of an organ, baptismal font or a stained glass window). There is no need to keep weekly finances or invoices
- **legal documents** such as constitutions, property titles, employment contracts
- **building plans**
- **newsletters** (regular, monthly, quarterly)

- **publications** such as histories, brochures, anniversary booklets and service orders
- **photographs and audiovisual material** such as tapes, video and film (eg of buildings, pastors, members, special occasions)
- **service orders and bulletins for special services** such as installations, dedications and anniversaries.

Email a listing of the records to lutheran.archives@lca.org.au and include this list and your contact details with the parcels. Phone 08 8340 4009 if you have any questions.

Post or courier to

Lutheran Archives
27 Fourth Street, Bowden SA 5007

Records to retain at your premises:

- bulletins, as Lutheran Archives does not accept weekly bulletins
- records you are still regularly using
- financial records within the seven-year auditable period.

Just as the body of Christ is made of individual body parts, our church is made of individual ministries, congregations and people across the LCA/NZ. Sending your records to Lutheran Archives enables our collective church story to be told. The impact of your congregation and ministry is multiplied exponentially.

If you wish to use your deposited records in the future, they can be recalled for anniversaries, celebrations or research.

In the meantime we have cared for them, indexed registers, catalogued photographs, and continued to impact lives.





the
Lutheran
MARCH 2012
NATIONAL MAGAZINE



Lutheran Archives is feeding your soul through preserves. Preserving means nourishment; it means being able to feast on the fruits of our labours. When we gather the stories of the individuals, congregations and departments from across Australia and New Zealand, we can be encouraged by all the ways God works through Lutheran people.

In the creation story, God reflected each day upon what he created, and he saw that it was good. This is our instruction: to be still, look to the past, and remember and reflect - to see our journey, give thanks, and take heart that the seeds God has watered have turned into a bountiful harvest.

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Friends of Lutheran Archives

For your benefit, the Friends of Lutheran Archives committee arranges a public program of events and talks each year, with branches in South Australia, Victoria and Queensland.

By becoming a 'friend', you can enjoy the harvest of stories and feast on a public program of events and regular newsletters. An annual journal is published with new research and translations from the collection of Lutheran Archives.

Membership supports the work of Lutheran Archives to gather and preserve stories, through financing projects and equipment and through the public program of events.

As a friend, you can ensure the stories of the ministries of the LCA are available for all to enjoy. Join Friends of Lutheran Archives (www.lca.org.au/fola) to feast on these stories.

Inspired? You can become a committee member and assist the curation of the public program and support the running of the events. A range of positions and duties exist that suit all skills, abilities and interests.





Our collective story

Lutheran contingents first came to Australia in 1837, 1838 and 1841 from Pomerania and eastern Prussia in search of religious freedom. They were Australia's first religious refugees. At the same time, Lutheran missionaries arrived to work among Indigenous Australian people in Queensland and South Australia, and in New Zealand from 1843. Many Prussian/German Lutherans followed as migrants, settling initially in the Adelaide Hills and Barossa Valley in South Australia; Victoria; southern New South Wales; and south-east Queensland. The independent migrations to Queensland and Victoria meant separate Lutheran synods were established, and by 1907 there were seven separate synods in Australia, two in New Zealand and numerous independent pastors. Many combined in 1921 to form the United Evangelical Lutheran Church in Australia (UELCA), leaving the Evangelical Lutheran Church of Australia (ELCA) as the only other synod.

Bringing God's word to Indigenous Australians was important to Lutherans. Missions were established in southern and central Australia, Queensland, New Zealand and in New Guinea: Adelaide Plains, Port Lincoln, Encounter Bay, Killalpaninna, Hermannsburg, Koonibba, Yalata, Hope Vale, Bloomfield (Wujal Wujal), Mari Yamba and New Guinea. Following the Lutheran principle of worshipping in one's own language, the missionaries learnt and recorded the local languages and translated the Bible, hymns and catechetical aids.

Ministries beyond worship and congregational life encompass social welfare, media and Christian education. Martin Luther advocated for universal education for everyone. At the time of migration, Prussia already had compulsory education and all schools were church schools. In Australia, wherever a community of Lutherans settled, a church and a school was established. The system of Lutheran education remains strong today, despite the setbacks encountered in World War I that saw the closure of Lutheran primary schools in South Australia and attempted closures in other states and New Zealand.

Following World War II, Australia opened its arms to displaced post-war migrants, many of whom were from Baltic and other Eastern European countries or from Germany. One in six of these migrants identified as Lutheran. The two Lutheran synods, ELCA and UELCA, assisted migrants to come to Australia, find employment and housing and settle into their newly adopted homeland. Bolstered by these migrants, new congregations blossomed around the country, coinciding with a move of the long-established rural Lutheran community to the cities. Our church continues to blossom today with the arrival of Lutheran migrants from Africa and Asia.

In 1966, after decades of theological discussion, prayer and debate, the union of ELCA and UELCA occurred over the Reformation anniversary weekend. We have been one church – the Lutheran Church of Australia – ever since.





Artefacts from the collection of Lutheran Archives.

Contact us

lutheran.archives@lca.org.au
27 Fourth Street Bowden SA 5007
08 8340 4009

Usual hours of business
Monday, Tuesday, Thursday and Friday 9.30 am – 4.30 pm
Closed Wednesdays, weekends, public holidays and throughout December

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