

PASTORS' RECORDS

Advice for retired pastors and families

What we are looking for:

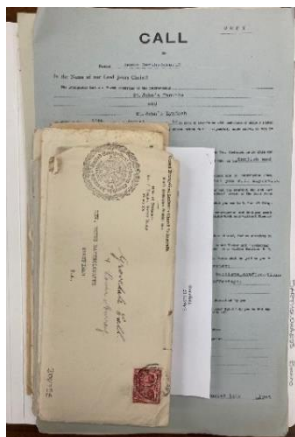
1. Registers:

- Personal registers of pastoral acts (baptisms, marriages, confirmations, burials)
- Service/Sunday attendance records



2. Ministry milestones:

- Certificates of ordination, graduation, higher degrees
- Call correspondence
- Service orders of installations, farewells, and anniversaries
- Sermons from significant services or events (e.g. installations, farewells, anniversaries in the life of the church)
- Photographs (**selected, labelled and identified**) – student days, graduation, ordination, installations, farewells, anniversaries, selected personal photos (e.g. wedding, family), congregational life, churches, confirmation classes etc.



3. Biographical material:

- Memoirs, recounts, reflections, obituaries/funeral service orders
- Interviews about life and ministry
- Diaries and journals (especially if containing details of pastoral acts performed)

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4. Working docs and artefacts:

- Correspondence, working docs relating to pastoral work
- Vestments, stoles, doctoral hoods etc. – considered on a case-by-case basis, depending on sampling present in our collection.
- Artefacts – considered on a case-by-case basis. (Does it tell a significant story? Does it reveal something important or unique about your/your family member's life or ministry?)

5. Any original written works and/or publications:

- Bibliography of articles, papers, books, or commentaries
- Papers or theses from theological studies
- Original songs and hymns
- (Selected) original worship materials (e.g. Bible study series)
- Papers or articles that were published in non-LCA sources (i.e. overseas journals)
- Original artwork (particularly if related to ministry)

6. Records belonging to church organisations:

- Congregation or parish records – minutes, reports, significant correspondence, photographs, anniversary booklets/service orders
- Minutes, reports, key correspondence etc. of LCA national or district committees, boards, commissions, or departments

What we don't (usually) take:

Theological books, church magazines and periodicals (e.g. LCA Yearbooks, *The Lutheran*, *Lutheran Men/Lutheran Women*).

Feel free to contact us about these items, but as they are in wider circulation, it is very likely we already have them.

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FAQs:

- **How to deposit** – please contact Lutheran Archives and provide a list of the items you intend to deposit (template available on request). Please wait for confirmation before depositing.

Deposits can be made in person (preferred if possible) or by post/courier.

- **How to organise records for deposit** – please sort records by date and type, arrange in labelled and dated manila folders or similar. Bring in disposable boxes (7kg or less).
- **Privacy** – you can deposit records under conditions (e.g. only accessible after a certain number of years, or restricted during your lifetime).
- **Access** – pastors and immediate family can access their own records at Lutheran Archives for free.
- **“Would you be interested in ...?”** – If you’d like to deposit something not included in the lists above, always feel free to ask! Be ready with the basic information about what it is, how it was used or created, and why it’s important.



Any questions? Please feel free to contact us:

Address: Lutheran Archives, 27 Fourth Street, Bowden SA 5007
Email: lutheran.archives@lca.org.au
Phone: 08 8340 4009
Open Hours: Tuesday, Wednesday, Thursday 9:30am-3:30pm.
Please ring or email to make a booking if you'd like to visit.