



Baltimore-Washington Conference

The United Methodist Church

Conference Commission on Archives & History (CAH)

Purpose of Agency

To collect, preserve, and make accessible the historically significant records of the annual conference and its agencies, including data relating to the origin and history of the conference and its antecedents; to encourage and assist the local churches in preserving their records, compiling their histories, and celebrating their heritage; to provide for the permanent safekeeping of the historical records of all abandoned or discontinued churches in the bounds of the annual conference and its antecedents; to maintain a fire-safe historical and archival depository and to see that all items that obviously will have value for future history are properly preserved therein; to provide for the ownership of real property and to receive gifts and bequests; to nominate to the General Commission on Archives and History buildings, locations, or structures within the annual conference for designation as historic sites or heritage landmarks; to maintain contact with officially designated historic sites and heritage landmarks in their bounds; to assist the Bishop or the appropriate conference committee in planning for the historical hour and other appropriate historical observances at annual conference sessions; to establish retention and disposition schedules for annual conference and local church records under standards or guidelines developed by the General Commission on Archives and History; to cooperate with and report, when requested, to the general and jurisdictional commissions on archives and history; and to engage with other Wesleyan, Methodist, or Evangelical United Brethren-related denominations in lifting up our joint heritage.

Current Goals

- 1) Obtain a Secretary for the organization.
- 2) Updating insurance.
- 3) Supporting various historical sites and events like Annual Pilgrimage Day.
- 4) Cataloging the Collection.

Typical meetings

In-person meetings, either at Lovely Lane UMC (Baltimore, MD) or another historical site throughout the annual conference. We typically meet quarterly (January, April, July, October) on Saturdays, 9:30 am – 12 pm. Dates can shift a bit based on holidays or other programmatic needs. The CAH meets jointly with the Conference Historical Society.

What does serving on the board involve? What responsibilities and activities will members carry out?



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Serving on the board requires attendance at meetings, communication between meetings, and helping to promote and preserve history. While we have archival staff, they are always looking for capable volunteers to assist in the archives, library, with research, cataloging, caring for the collection, data entry, and other related tasks.

How will you communicate with members?

Email

Anything else potential agency members need to know?

Showing up is critical. Having experience in libraries, archives, history, research, as a local church historian, or similar field is necessary.

Ideal gifts and graces, capabilities, skills, or interests potential applicants should possess?

Experience with libraries, archives, research, storytelling, museums, writing local church histories, note-taking skills, and a broad understanding of history/polity of the denomination is necessary to be in this position.