

# FIRST AND SECOND CONGREGATIONAL CHURCHES

## INVENTORY

### Subgroup I. First Church

#### Series 1. Oberlin Society

Box 1-2

Oberlin Society Records, 1834-1914 (4v)

Box 3 (Oversize)

Agreements entered into by the Oberlin Society, 1836-99  
American Home Missionary Society, Certificate for James Brand, February 18,  
1882

#### Series 2. Minutes

Box 1

Trustee minutes, 1927-60 (8f)

Box 2

Trustee minutes, 1961-67, 1968-79, 1980-85 (10f)

Box 3A

Trustee minutes, 1986-1988, 1994-1995

Box 3

Executive Committee minutes, 1913-20 (1v)

Box 4

Executive Council minutes, 1920-40 (7f)

Box 5

Executive Council minutes, 1941-59, 1964-68 (7f)  
Executive Council minutes, 1969-73 (2f)  
Executive Council/Committee minutes, 1974-1979  
Executive Committee minutes, 1980-85

Box 6

Executive Committee Minutes 1986-97 (2f)

Box 7

Annual meeting minutes and reports, 1920-46, 197, 1978, 1992-1998 (1v, 2f)

Box 8

Executive Council minutes, annual reports, budget, 1960-65 (1 binder)

#### Series 3. Annual Reports

Box 1

Annual reports, 1908--1997 (6f)

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 4. Legal Documents

Box 1  
Legal documents, 1920-30

#### Series 5. General Correspondence

Box 1  
Correspondence, 1836-1900, n.d. (15f)

Box 2  
Correspondence  
Correspondence, 1902-18, 1929-30  
Re: Reopening of First Church; E. Oberlin Church, 1928-30  
1947-72  
Merger, 1956-60  
With Board of Trustees, 1978, 1993-94

#### Series 6. Pastors and Other Personnel

Box 1  
Charles G. Finney, 1850, 1871, n.d.  
James Brand, 1876-99  
J.W. Bradshaw, 1899-1908  
William H. Spence, 1912  
Nicholas Van der Pyl, 1922-43  
James Austin Richards, 1928-35 (6f)

Box 2  
James Austin Richards, 1936-42 (3f)  
Joseph F. King, 1942-62 (6f)  
Frederick Schumacher, 1963-73 (2f)

Box 3  
John Elder, 1973-78 (3f)

Box 4  
John D. Elder, 1979-89 (4f)

Box 5  
John D. Elder, 1990-91 (2f)

Box 6  
Sermons by visiting speakers, 1977-88  
Ruth Fish, 1975-76  
Anthony Wight, 1976-77  
Linda Gates, 1984  
Kristen Bredenbeck Mayer, 1987-91, 1998 (2f)  
Richard Flood, 1988  
Al Buck, 1990

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 6. Pastors and Other Personnel (cont.)

##### Box 6 (cont.)

Douglas S. Long, 1992  
Correspondence and Sermons, 1992-97 (2f)  
Photographs, 1992-98  
Barney Kitchen, 2000, 2002 (**restricted**)  
Survey re: seeking new church leaders, 2002

#### Series 7. Boards and Committees

##### Box 1

Benevolence Committee, 1988-90, 1993-95  
Board of Christian Work, 1871-99 (1v)  
Board of Deacons and Leaders, Secretary's Book, 1900-13 (2v)  
Building Committee, 1961-69 (2f)  
Christian Education Committee minutes, 1975-80, 1982-88

##### Box 2

Church officers, 1939-88  
Church Union, Jt. Committee on, n.d.  
Diaconate Committee minutes, 1973-1975, 1977-1980  
Fair Committee, 1966  
Fellowship Committee, 1993-1996  
Library Advisory Board, 1988  
Membership Committee, 1988-1990, 1993-1995  
Music Committee, 1961-1986, 1988-1990, 1994-1997 (3f)  
Pastoral Committee, 1928, 1962-73  
Pastoral Search Committee, 1973, 1992, 1997-1998  
Pastoral Study Committee, 1967-68  
Peacemaking Steering Committee, 1984-86 (2f)

##### Box 3

Public Affairs Committee, 1932  
Pulpit Study Committee, 1967  
Religious Education Committee, 1960-70  
Search Committee for Assistant Minister, 1976, 1978 (2f)  
Search Committee for Interim Director of Christian Education, 1978  
Search Committee for Minister of Education, 1971  
Social Action Committee, 1961-80 (2f)  
Social Action Committee Correspondence, 1980, 1985  
Social Action Committee, minutes of, 1966-70, 1983, 1987, 1993-1996 (2f)  
Social, Religious, and Educational Needs, Committee on,  
Report re: Brand House, 1930  
Staffing Needs Committee, 1976-82  
Stewardship Committee, 1974-81, 1985-1990, 1992-1995 (3f)  
Worship Committee, 1977-1979, 1992-1997

#### Series 8. Financial Records

##### Box 1

Financial reports, 1897-1936

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 8. Financial Records (cont.)

##### Box 1 (cont.)

Annual reports, 1933-60, 1988-93 (3f)  
Treasurer's miscellaneous files  
    Executive Council, 1934-59  
    Men's Class, 1941-46  
    Adult Class, 1966-67  
    Miscellany, 1946-59

##### Box 2

Budgets, 1963-89  
Annual meetings on the budget, 1973-97  
Fundraising  
    Vouchers for certificates of stock in the meeting house, 1841-59  
    Certificates of stock surrendered, 1848-59  
    Documents regarding stocks and slip rents, 1848, 1885  
    Pew rentals, 1898-99  
    Controversy over rented pews and free seating, 1849, 1885-86  
    List of persons pledging to procure an organ, 1853-55  
    First Church Building Fund, 1908-13 (1 vol.)  
        [also see below, Box 13 (Oversize)]  
    Thank Offering, 1928-33  
    Financial campaigns, 1956-87, 1994-1995 (3f)

##### Box 3

Fundraising (cont.)  
    Building Campaign, 1961-69 (5f & 1 bound report) (Acc. 1995/024)

##### Box 4

Treasurer's books, 1875-1903 (3 vol.)

##### Box 5

Investment Committee, 1991-93  
Committee of Equalization, 1839  
Financial Committee Secretary and Treasurer's Book, 1858-59  
Treasurer's Books, 1860-1983 (3 vol.)

##### Box 6

Account book for weekly offerings, 1873-1914, 1929-34 (8 vol.)  
    [also see below, Box 12 (Oversize)]  
Budgets, 1960-1965 (1 binder)

##### Box 7-9

Cash ledger  
    Second and United Church, 1914-20 (2v)  
    United and First Church, 1921-55 (6v)  
Treasurer's records, 1916-20  
Finance Records, 1908-13

##### Box 10

Receipts, 1872-94 (7f)

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 8. Financial Records (cont.)

##### Box 11

Receipts, 1895-1909 (6f)  
Time books, 1908  
Invoices, 1957-66

##### Box 12 (Oversize)

Account books for weekly offerings, 1962-67

##### Box 13 (Oversize)

Building Fund Pledge Payments, 1965-67

##### Box 14 (Oversize)

Women's Fellowship--Accounts, 1922-44  
Women's Fellowship--Pledge Payments, 1922-44 [here]

#### Series 9. Building and Property Records

##### Box 1

Brand House, c. 1909-46, 1962 (3 folders, including 1993/17)

##### Box 2

Building Drive, 1965  
Building Fund Project, 1965-66  
Contracts, 1962, 1965  
Correspondence, 1923-30 (2f)  
Deeds, 1836  
Driveway and Parking Lot Records, 1944-1963  
Landscape Plan, 1966-67 (Acc. 1995/024)  
Maintenance--Boiler, 1978  
Maintenance--Painting and Roofing, 1966-76  
Maintenance--Water-proofing, 1971, 1974  
Mortgage Papers, 1965-67  
Oberlin School Rental Agreement, 1966  
Organs, 1875-76, 1958-84, 2000 (3f)  
Outside use of facilities, 1883, 1887-1988, 1891, 1928, n.d.  
Parsonage, 1929, 190-91 (3f)  
Special Campaigns: Basement Renovation and James Brand House, 1929-1931, 1949, 1955, n.d.  
Specifications for building work, projects, 1927  
United Church Property, Appraisal and Loan, 1927-28  
West Property Line Papers, 1836-1947

#### Series 10. District Meeting

##### Box 1

District Meetings, 1867 (2f)

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 11. Membership and Stewardship

##### Box 1

Confessions of faith and covenant, n.d.  
(includes the Constitution of First Church)  
List of charter members, n.d.  
Membership registers and lists, 1905-36  
Membership Lists, 1960-73  
Membership Lists, 1981-94  
Membership Lists, 1987  
Memoranda of the clerk, 1869-80  
Manuals, 1865-1913  
Every Member Canvass, 1921-47  
Every Member Canvass--Stewardship, 1967-77  
United Church (Congregational) articles of agreement and educational policy, 1920-29  
Obituary Notices, 1973-79

##### Box 1A

Membership Cars, 1919, 1928

##### Box 2

Membership Registers 1839-56 (1v) (includes minutes, 1839-1856)  
Minutes of Membership Meetings 1834-39

##### Box 2A

Member Register, 1857-1891

##### Box 2B

Member Register, 1891-1920

##### Box 3

Membership Register 1856-1915

##### Box 4

Membership registers and lists, 1920-57  
Membership registers and lists, 1921-63  
(includes baptism records)  
Membership registers and lists, 1951-62

##### Box 5

Membership Trials, 1837-1845 (8f)

##### Box 6

Membership Trials, 1847-1857 (7f) (see also 2005/043 – Livingston Trial)

##### Box 7

Membership cards, 1865-1935, 1937-1951

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 12. Sunday School and Library

##### Box 1 (Oversize)

Library Book, 1879-90 (2v)

##### Box 2

Day Nursery School, 1953-56, 1970-71

Library books, n.d., (2v)

Library Catalogue, 1893

Pilgrim Lesson Papers, 1886-89

Roll of Classes, 1905

Sunday School catalogues, 1871-1907

Sunday School register, 1874

Sunday School financial records 1891-98, 1900-01, n.d. (11f)

Sunday School Children's Day programs, 1895-1915

Women's Bible Class, 1921-36

##### Box 3

Sunday School record, 1888-1906 (16v)

#### Series 13. Choir

##### Box 1

Yearbook and Constitution, 1904-09

Secretary's Book, 1883-1911

Choir records, 1879-1919 (2v)

Programs, 1844-67

##### Box 2 (Oversize)

Boston Glee Book, Glees, Madrigals, and Rounds, 1838 [1979/9]

#### Series 14. Voluntary and Social Organizations

##### Box 1

American Home Missionary Society, Certificate for James Brand, February 18, 1882 (housed in SG I, Series 1, Box 3 Oversize)

Boy Scout Troops

Charters, 1925-60

Troops 101 and 401

Evening Group, 1940-87 (4f)

Evening Group Minutes, 1981-86

Ladies' Aid Society Secretary's book, 1895-1903

Board of Christian Union, 1877, 1906

##### Box 2

Women's Fellowship

Annual Reports, 1963, 1973-1992

Board Minutes, 1964-94 (3f + 1 bound vol.)

History and Bylaws, 1949-1997 (2f)

News Notes, 1976-1978, 1981-1982

Program Materials, 1976-1996, n.d.

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 14. Voluntary and Social Organizations (cont.)

##### Box 2 (cont.)

Women's Fellowship, correspondence, minutes, and other materials,  
1980-96 [2003/006]

##### Box 3

Ladies' Aid Society Secretary's book 1886-94

##### Box 4

North Coventry Female Fragment Society, Constitution, n.d.  
Board of Christian Union, 1877, 1906, loose items folder  
Home Missionary Society Secretary's Book, 1919-29, loose items folder.  
Women's Association  
    Yearbooks, 1921-59  
    Announcements, programs, 1923-73  
    Minutes of Board Meetings, 1955-64  
List of Ushers, 1954-56  
Oberlin Seniors, Inc., 1986-87  
New Horizons 1959-65  
Parish Cluster Groups, 1981  
Men's Fellowship, 1988-89  
Junior High Fellowship/ Youth Group, 1977-78, 1980, 1983-87  
Senior High Fellowship, 1977

##### Box 5

Freed Woman's Aid Society, Secretary's book, 1878-86  
Home Missionary's Society Secretary's Book, 1875-79  
Oberlin Missionary Home Association, 1890-1929 (3v)

##### Box 6

Woman's Foreign Missionary Society  
Minutes, 1869-1914 (8 v)

##### Box 7

Woman's Foreign Missionary Society (cont.)  
    Minutes, 1914-31 (2v)  
    Loose papers interfiled with minutes, 1898-1902

##### Box 8

Woman's Foreign Missionary Society (cont.)  
    Treasurer's books, 1874-1908 (5v)

##### Box 9

Woman's Foreign Missionary Society (cont.)  
    Treasurer's books, 1908-18 (3v)  
    Library accession book, n.d.  
    Printed meeting programs, 1894-1918/19

##### Box 10

Women's League, Minutes, 1908-19  
Young Couples Groups, 1943, 1950, n.d.  
Young People's Society of Christian Endeavor, 1882-1912



## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 14. Voluntary and Social Organizations (cont.)

##### Box 10 (cont.)

Young Women's Club [see also 19/3/1 Student Organizations: Religious]  
Minutes, 1940-41  
Notes of Board Meetings, Evening section, 1946-49  
Treasurer's books, 1937-59 (3v)  
Youth Fellowship and Church School, 1935-1936, 1949-1956, n.d.  
Youth Groups and College Groups, 1948, 1955-56, n.d.

#### Series 15. Printed Material

##### Box 1

"Athenian," 1938-45  
Brochures, 1886-1988  
Membership directories, 1956-67, 1977-78, 1983, 1994, 1999  
Miscellaneous, 1868-1987, n.d. (3f)

##### Box 2

"News Notes," 1963-83

##### Box 3

"News Notes," 1984-97 (7f)

##### Box 3A

"News Notes," 1998-2001 (2f)

##### Box 4

"News Notes," 2002  
Hymn cards, n.d.  
Oberlin Cookbook, 1922, 1934  
Pilgrim Hymnal, 1935  
Yearbooks, 1967-86  
(see also, Brochures)

##### Box 5

Orders of Service, 1895-1911

##### Box 6

Orders of Service, 1912-1929

##### Box 7

Orders of Service, 1920-1927

##### Box 8

Orders of Service, 1917-1920, separate set.

##### Box 9

Orders of Service, 1928-1936

##### Box 10

Orders of Service 1937-1974

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 15. Printed Material (cont.)

Box 11  
Orders of Service 1975-1979

Box 12  
Orders of Service 1980-1983

Box 13  
Orders of Service 1984-1987

Box 14  
Orders of Service, 1988-1989

#### Series 16. Historical File

Box 1  
Miscellaneous, n.d.  
Congregational materials, 1872-1982, n.d.  
Church papers (R.S. Fletcher typescript), 1836-40  
"The Plan of the Union: A History of Presbyterian and Congregational Churches of the Western Reserve," 1856  
Histories, c. 1877-1984  
Clippings, 1883-1987  
"The Men and the Churches," 191?  
Ohio Congregational News or "The News Herald," 1928-30  
Centennial of First Church Organization, 1934  
Centennial of the First Church Building, 1942  
Congregational Christian Churches General Council, 1948  
"Building Changes: Reflections of New Needs," 1970  
Merging of the First and Second Churches, 1920  
Naming Church, 1928-29  
Underground Railroad Project, 1971  
National Register of Historical Places, 1974  
Sesquicentennial of First Church, 1983-84 (3f)  
Jubilee Memorial Record, 1870

Box 2  
Scrapbooks, 1920-29 (2)

Box 3  
Scrapbooks, 1934-39, 1941-40 (2)

Box 4  
Scrapbook, 1934-41

Box 5  
*Oberlin: The Colony and the College*, by James H. Fairchild (Oberlin: E.J. Goodrich), 1883

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup I. First Church (cont.)

#### Series 17. Special Subjects

##### Box 1

Carol Services, 1964-77  
Call Groups, 1971  
First Church Statistics, 1934-36  
Local Church Report, 1943-1951  
Maundy Thursday--Order of Worship, 1966, 1973  
Nuclear Free Zone, 1984-85  
Oberlin Community Welfare Council, 1955-78  
Oberlin-Lorain County Peace Education Project, 1985-86  
Orientation Script to Slide Program, 1966  
Prayers, 1963-75  
Public Education Bicentennial, 1986-87  
Refugee Families, 1975-86, 1988, 1990 (4f)  
Religious Intern, 1975-76  
Senior High Fellowship, 1977  
Sioux Indians, 1974-89 (5f)

#### Series 18. Non-print Media

(see also RG 57 Architectural Records, First Church)

##### Box 1

Metal pew tags, n.d.  
Photographs, n.d.  
Seating plans of First Church (photostat) 1844, c. 1908-14  
Framed seating plans, n.d.

#### Series 19. Oral History Transcripts and Tape Recordings

##### Box 1

Margaret Schaffler's Memorial Service, 1994

Located in RG 57/3, box 6

Video recording of 175<sup>th</sup> anniversary of the laying of the cornerstone of the First Church Meeting House (DVD by Dale Preston), 10/8/2017

### Subgroup II. Second Congregational Church

#### Series 1. Minutes

##### Box 1

Trustees, 1861-1920 (2v, 1f)  
Executive Committee/Council, 1897-1916, 1919-20 (3f)

#### Series 2. Annual Reports

##### Box 1

Annual reports, 1900-19

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup II. Second Congregational Church (cont.)

#### Series 3. Legal Documents

Box 1

Organization, 1865  
Sale of real estate, 1908

#### Series 4. Correspondence

Box 1

Correspondence, 1865-1915

#### Series 5. Financial Records

Box 1

Treasurer's reports, 1894-1897, 1918 (1v, 1f)  
Cash book, 1888-1914 (2v)  
Ledgers, 1891-1907 (2v)

Box 2

Pew rentals, 1894-1911 (2v)  
Financial document, 1920  
Offering envelopes, 1909, 1917

#### Series 6. Membership

Box 1

Applications (alphabetical), 1879-99 (2f)  
Manuals and rolls of members, 1860-1919  
Lists of foreign missionaries, 1860-1907  
Lists of persons joining the church, 1886-1907  
Miscellaneous, c. 1890-1900  
Membership letters, 1895-1903 (2f)  
Women's Bible Class, 1923-26

Box 2 (Oversize)

Charter members, roster, and minutes, 1860-1918

Box 3

Membership Records, 1898-1920

#### Series 7. Elections

Box 1

Ballots, 1901-20  
Record of a vote, 1913

#### Series 8. Sunday School Library

Box 1

Sunday School Library Catalogs, 1868-1904  
Register of Use of Sunday School Books, 1871-88

## FIRST AND SECOND CONGREGATIONAL CHURCHES

### Subgroup II. Second Congregational Church (cont.)

#### Series 9. Choir

##### Box 1

Record book, 1860-1904  
Roll book, 1894-1910 (2v)  
Yearbooks and biennial reports, 1898-1916

#### Series 10. Voluntary and Social Organizations

##### Box 1

Ladies' Society  
    Records, 1867-1914 (1v, 1f)  
    Treasurer's Reports, 1868-71  
    Programs, 1891-1920  
Young People's Society of Christian Endeavor, 1891-1907

#### Series 11. Printed Materials

##### Box 1

Miscellaneous programs and pamphlets, 1872-1920, n.d. (2f)  
Seating Chart, n.d.  
Yearbooks, 1873-95  
Orders of Service, 1894-1910 (5f)

##### Box 2

Orders of Service (bound), 1906-1918 (12v)  
Orders of Service, 1910-1920  
"The Masculine Power of Christ," by Jason Nobe Pierce, minister, 1912

#### Series 12. Historical File

##### Box 1

Historical sketch, 1860-89  
List of pastors, n.d.  
Organs, n.d.  
Photocopied clippings, 1896-1948  
Semi centennial Celebration, 1910  
Miscellaneous of Henry M. Tenney, n.d.

##### Box 2

Scrapbook: The Women's Class, 1915

Oversize poster: "Alumni Choir at First Church," May 27, 1990  
Located in: Case I, Drawer 4