

# **Unitarian Universalist Church records**

## **MSS.101**

---

This finding aid was produced using the Archivists' Toolkit

January 17, 2017

Describing Archives: A Content Standard

Ball State University Archives and Special Collections  
Alexander M. Bracken Library  
2000 W. University Avenue  
Muncie, Indiana, 47306  
765-285-5078  
libarchives@bsu.edu

## Table of Contents

---

<u>Summary Information</u> .....	3
<u>Historical Note</u> .....	4
<u>Scope and Contents</u> .....	4
<u>Arrangement</u> .....	4
<u>Administrative Information</u> .....	6
<u>Related Materials</u> .....	7
<u>Controlled Access Headings</u> .....	7
<u>Collection Inventory</u> .....	9
<u>Series 1: Unitarian Universalist Church administrative records, 1859-1993</u> .....	9
<u>Series 2: Unitarian Universalist Church education and ministry records, 1875-1990</u> .....	18
<u>Series 3: Unitarian Universalist Church financial records, 1870-1984</u> .....	23
<u>Series 4: Unitarian Universalist Church membership records, 1859-1911, 1957-1988</u> .....	26
<u>Series 5: Unitarian Universalist Church service records, 1953-1984</u> .....	29
<u>Series 6: Unitarian Universalist Church historical papers, 1855-2001</u> .....	34
<u>Series 7: Unitarian Universalist Church scrapbooks, 1855-1984</u> .....	38
<u>Series 8: Unitarian Universalist Church oversize records, 1903-1954</u> .....	40
<u>Series 9: Unitarian Universalist Church photographs, 1859-1993</u> .....	40
<u>Series 10: Unitarian Universalist Church audio recordings, 1981-1984</u> .....	40
<u>Series 11: Unitarian Universalist Church digital records, 1966-2014</u> .....	41

## Summary Information

---

<b>Repository</b>	Ball State University Archives and Special Collections
<b>Title</b>	Unitarian Universalist Church records
<b>Date</b>	1855-2014
<b>Extent</b>	11.0 Cubic feet 30 boxes; digital files (10.7 GB)
<b>Language</b>	English

### Preferred Citation

Unitarian Universalist Church records, Archives and Special Collections, Ball State University Libraries

## Historical Note

---

The Unitarian Universalist Church of Muncie was organized as the First Universalist Church of Muncie in 1859. The congregation originally met in a building at the corner of Madison and Jackson streets. Many influential Muncie residents were associated with the the church in its formative years including Adam Wolf, Thomas Kirby, Alfred Kilgore, and the majority of the Ball family. The early Twentieth Century marked a period of change for the church including an elaborate remodeling of the church building in 1899 and a name change to St. John's Universalist Church in 1913. In 1962, the national Unitarian and Universalist societies merged leading the Muncie congregation to eventually change its name to the Unitarian Universalist Church of Muncie in the early 1970s. The congregation moved to a new building on West Bradford Drive in 1967. Throughout its history, the Unitarian Universalist Church of Muncie has been known for a message of universal salvation and an emphasis on reason, tolerance, and individualism as the grounds for religious understanding.

---

## Scope and Contents

---

This collection includes annual reports, construction records, financial records, historical papers, minutes, membership records, scrapbooks, Sunday School records, photographs, digital photographs of the stained glass panels, oral history recordings and other material from the Unitarian Universalist Church in Muncie, Indiana ranging from 1855 to 2014 regarding the administration, finances, history, membership, ministries, property and services of the church.

---

## Arrangement

---

Series 1: Unitarian Universalist Church administrative records, 1859-1993

Subseries 1.1: Articles of Incorporation, Constitution and Bylaws, 1956-1972

Subseries 1.2: Annual reports, 1956-1984, 1992-1993

Subseries 1.3: Board of Directors and parish meeting minutes, 1859-1902, 1954-1980

Subseries 1.4: Construction and Property records, 1964-1976

Subseries 1.5: Personnel records, 1957, 1973-1980

Subseries 1.6: Reports and studies, 1960-1962, 1973-1978

Series 2: Unitarian Universalist Church education and ministry records, 1875-1990

Subseries 2.1: Circles, Leagues, and Guilds records, 1889-1976

Subseries 2.2: Religious Education Committee records, 1989-1990

Subseries 2.3: Sunday School records, 1875-1960

Series 3: Unitarian Universalist Church financial records, 1870-1984

Subseries 3.1: Financial records, 1870-1970

Subseries 3.2: Restricted financial records, 1919-1984

Series 4: Unitarian Universalist Church membership records, 1859-1911, 1957-1988

Subseries 4.1: Directories, 1957-1980, 1988

Subseries 4.2: Membership records, 1859-1911, 1961-1987

Series 5: Unitarian Universalist Church service records, 1953-1984

Subseries 5.1: Order of Service and event programs, 1953-1983

Subseries 5.2: Sermons and addresses, 1959-1984

Subseries 5.3: Unigram newsletters, 1956-1980

Series 6: Unitarian Universalist Church historical papers, 1855-2001

Series 7: Unitarian Universalist Church scrapbooks, 1855-1984

Series 8: Unitarian Universalist Church oversize records, 1903-1954

Series 9: Unitarian Universalist Church photographs, 1859-1993

Subseries 9.1: Unitarian Universalist Church photographs, 1966-1991

Subseries 9.2: Unitarian Universalist Church oversized photographs, 1859-1993

Subseries 9.3: Unitarian Universalist Church negatives, undated

Series 10: Unitarian Universalist Church audio recordings, 1981-1984

Series 11: Unitarian Universalist Church digital records, 1966-2014

---

## **Administrative Information**

---

### **Publication Information**

Ball State University Archives and Special Collections

### **Conditions Governing Access**

The majority of this collection is open for research. Records in Subseries 3.2 are restricted. Contact the repository for more information.

### **Conditions Governing Use**

Legal title, copyright, and literary rights reside with Archives and Special Collections, Ball State University Libraries, Muncie, IN. All requests to publish or quote from manuscripts must be submitted to Archives and Special Collections.

### **Custodial History**

This collection was received by Archives and Special Collections as donations or gifts from Nona Nunnely on 1987/10/29; a representative of the Unitarian Universalist Church on 1988/05/31; Dr. Raymond White on 1988/10/17, 1990/03/26, 1990/12/27, and 1991 Sept.; Pam Mills on 1994/01/31; and Nona Nunnely on 1998/04/20. Digital materials were donated on 2014/03/12.

### **Accruals**

Further additions are expected.

### **Processing Information**

Collection processing completed 1991/02/06 by N. Eichman. Finding aid revised 1994/02/18 by M. Sears; 2003/11 by A. Childers; and 2006/07/10 by J.E. Gastineau. EAD finding aid created 2012/06/11 by Lisa Barney. EAD finding aid modified 2013/10/28 by Rebecca Marangelli. Arrangement and EAD finding aid

revised 2013/12/02 by Stephen Jones. EAD finding aid revised 2014/06/06 by Rebecca Marangelli, and 2014/06/09 and 2015/03/03 by Brandon Pieczko

## **Existence and Location of Copies**

Select materials from this collection have been digitized and are available online in the Ball State University Libraries Digital Media Repository:

<http://libx.bsu.edu/cdm/landingpage/collection/UUCRec>

---

## **Related Materials**

---

### **Related Archival Materials**

Materials relating to this collection may be found in the following collections in Archives and Special Collections, Ball State University Libraries, Muncie IN:

SC.041: Unitarian Universalist Church membership registry, 1859-1900

---

## **Controlled Access Headings**

---

### **Corporate Name(s)**

- Unitarian Universalist Church. (Muncie, Ind.)

### **Genre(s)**

- Digital file formats
- Drawings, architectural (visual works)
- Photographs
- Scrapbooks
- Sound recordings

## **Geographic Name(s)**

- Muncie (Ind.)--Church history--19th century--Sources
- Muncie (Ind.)--Church history--20th century--Sources
- Muncie (Ind.)--History--19th century--Sources
- Muncie (Ind.)--History--20th century--Sources

## **Subject(s)**

- Church buildings
- Church history
- Oral history
- Religion
- Stoeckel Archives of Local History
- Universalism



## Series 1: Unitarian Universalist Church administrative records, 1859-1993

## Collection Inventory

### Series 1: Unitarian Universalist Church administrative records, 1859-1993

#### Scope and Contents

This series includes governing documents, annual reports, minutes and other records from Unitarian Universalist Church of Muncie regarding the governance and administration of the congregation, the management of church owned properties, and the oversight of administrators, committees and ministries within the church.

#### Subseries 1.1: Articles of Incorporation, Constitution and Bylaws, 1956-1972

This subseries includes governing documents from the Unitarian Universalist Church of Muncie documenting changes in the governmental and organizational structure of the church.

	<b>Box</b>	<b>Folder</b>
Articles of incorporation, 1956	1	1
Bylaws, 1956	1	2
Bylaws, 1959	1	3
Constitution and bylaws, 1965/06/30	1	4
Articles of reorganization and incorporation bylaws, 1970	1	5

## Subseries 1.2: Annual reports, 1956-1984, 1992-1993

Church Incorporation articles, 1971-1972	2	6
--	---	---

**Subseries 1.2: Annual reports, 1956-1984, 1992-1993**

This subseries includes annual reports from the Unitarian Universalist Church of Muncie documenting the work of church administrators, committees, ministries, and social organizations. These annual reports were presented at annual parish or congregational meetings and generally consist of an agenda for the annual meeting, minutes from the previous annual meeting, and status and financial reports from various ministry leaders, administrators, and committees operating within the church.

	<b>Box</b>	<b>Folder</b>
Annual report, 1956-1957	1	7
Annual report, 1957-1958	1	8
Annual report, 1958-1959	1	9
Annual report, 1959-1960	1	10
Annual report, 1960-1961	1	11
Annual report, 1961-1962	1	12
Annual report, 1962-1963	1	13
Annual report, 1963-1964	1	14

Subseries 1.2: Annual reports, 1956-1984, 1992-1993

---

Annual report, 1964-1965	1	15
Annual report, 1965-1966	1	16
Annual report, 1966-1967	1	17
Annual report, 1967-1968	1	18
Annual report, 1968-1969	1	19
Annual report, 1969-1970	1	20
Annual report, 1970-1971	2	1
Annual report, 1971-1972	2	2
Annual report, 1972-1973	2	3
Annual report, 1973-1974	2	4
Annual report, 1974-1975	2	5
Annual report, 1975-1976	2	6
Annual report, 1976-1977	2	7
Annual report, 1977-1978	2	8

**Subseries 1.3: Board of Directors and parish meeting minutes, 1859-1902, 1...**

Annual report, 1978-1979	2	9
Annual report, 1979-1980	2	10
Annual report, 1980-1981	2	11
Annual report, 1982-1983	2	12
Annual report, 1983-1984	2	13
Annual report, 1992-1993	2	14

**Subseries 1.3: Board of Directors and parish meeting minutes, 1859-1902, 1954-1980**

This subseries includes minutes and accompanying reports, correspondence and financial records from the Unitarian Universalist Church of Muncie documenting decisions made during Board of Directors (Board of Trustees) and parish (congregational) meetings.

	<b>Box</b>	<b>Folder</b>
Board of Trustees and parish meeting minute book, 1859-1882	3	1
Board of Trustees and parish meeting minute book, 1882-1902	3	2
Board of Trustees minutes, 1955	4	1
Board of Trustees minutes, 1956	4	2

## Subseries 1.3: Board of Directors and parish meeting minutes, 1859-1902, 1...

Board of Directors and parish meeting minutes, 1957	4	3
Board of Directors and parish meeting minutes, 1958	4	4
Board of Directors and parish meeting minutes, 1959	4	5
Board of Directors and parish meeting minutes, 1960-1961	4	6
Board of Directors and parish meeting minutes, 1961-1962	4	7
Board of Directors and parish meeting minutes, 1963-1964	4	8
Board of Directors and parish meeting minutes, 1964-1965	4	9
Board of Directors and parish meeting minutes, 1965-1966	4	10
Board of Directors and parish meeting minutes, 1966-1967	4	11
Board of Directors and parish meeting minutes, 1967-1968	4	12
Board of Directors and parish meeting minutes, 1968-1969	4	13
Board of Directors and parish meeting minutes, 1969-1970	4	14
Board of Directors and parish meeting minutes, 1970-1971	5	1
Board of Directors minutes, 1971-1972	5	2

**Subseries 1.4: Construction and Property records, 1964-1976**

Board of Directors and parish meeting minutes, 1972-1973	5	3
Board of Directors minutes, 1973-1974	5	4
Board of Directors minutes, 1974-1975	5	5
Board of Directors and parish meeting minutes, 1975-1976	5	6
Board of Directors minutes, 1976-1977	5	7
Board of Directors minutes, 1977-1978	5	8
Board of Directors and parish meeting minutes, 1978-1979	5	9
Board of Directors and parish meeting minutes, 1979-1980	5	10
Board of Directors and parish meeting minutes, 1970, 1973-1975	5	11
Board of Directors meeting minutes note, 1954-1956	5	12
Church Council minutes, 1951-1958	5	13

**Subseries 1.4: Construction and Property records, 1964-1976****Scope and Contents**

This subseries includes brochures, correspondence, financial records, reports, architectural plans and other records from the Unitarian Universalist Church of Muncie regarding construction projects and the management of church owned properties. The majority of these records pertain to planning and

## Subseries 1.4: Construction and Property records, 1964-1976

fundraising for the construction of the Unitarian Universalist Church building on West Bradford Drive that opened in 1967.

	<b>Box</b>	<b>Folder</b>
Architect's Preliminary Data report, 1965	6	1
Bills, architectural fees, 1965-1967	6	2
Bills, construction change orders, 1966-1967	6	3
Bills, furnishings and services, 1967-1969	6	4
Building Committee report, 1964-1965	6	5
Building Fund Campaign brochures, 1964	6	6
Building Fund correspondence and reports, 1964-1965	6	7
Church Property descriptive reports and plat map, 1971-1976	6	8
Church floor plan diagrams, circa 1965-1967	6	9
Church property notes and diagrams, 1971-1972	6	10
Church schematic plan drawings, 1971	6	11
Construction change orders and correspondence, 1964-1967	6	12

## Subseries 1.4: Construction and Property records, 1964-1976

Construction contract and correspondence, 1966	6	13
Cross, Ralph Building Fund reports, correspondence, and other records, 1964-1968	6	14
	<b>Map-case</b>	<b>Drawer</b>
First Universalist Church architectural plans, April 15, 1966	2	8
	<b>Box</b>	<b>Folder</b>
Giles, Phil church property sale correspondence, 1976/11/22	6	15
Hamilton, Graham and Hodge Architects. <i>General Conditions, Specifications, and Other Contract Documents for First Universalist Church</i> report, 1966/04/15	6	16
Hamilton, Graham and Hodge Architects. <i>General Conditions, Specifications, and Other Contract Documents for First Universalist Church</i> report, 1966/04/15	6	17
Hamilton, Graham and Hodge, Architects informational brochure, circa 1965	6	18
Hamilton Graham and Hodge Architectural Firm agreement, warranty deed and church construction correspondence, 1965, 1967	6	19
Landscaping and Aesthetics photo, drawing, and reports, circa 1967	6	20
Morrison Road land purchase board resolution, 1961/06/19	7	1



**Subseries 1.5: Personnel records, 1957, 1973-1980**

Parsonage land purchase board resolution, 1961/06/19	7	2
Parsonage sale invoice, 1969/08/20	7	3
Phase One Survey: Madison Street Remodeling report, 1964	7	4
Structural Case Analysis of Church report, 1970/05/01	7	5

**Subseries 1.5: Personnel records, 1957, 1973-1980**

This subseries includes correspondence, reports and other records from the Unitarian Universalist Church of Muncie regarding personnel actions and searches.

	<b>Box</b>	<b>Folder</b>
Giles, Phil and Janna Norris resignation correspondence, 1978/08/04	7	6
Lockwood, Russell retirement agreement, 1957	7	7
Ministerial Search correspondence, notes, and other materials, 1974	7	8
Ministerial Search correspondence, reports, and other materials, 1979-1980	7	9
O'Kelly. Michael D. <i>Analysis of Ministerial Duties, Weekly Scheduling, and Salary</i> report, 1973 Aug.	7	10

**Subseries 1.6: Reports and studies, 1960-1962, 1973-1978**

**Series 2: Unitarian Universalist Church education and ministry records, 18...**

This subseries includes special reports and studies from the Unitarian Universalist Church of Muncie evaluating the status of church attendance, facilities, finances, membership and other issues.

	<b>Box</b>	<b>Folder</b>
Canvas Analysis and Statistics report, 1973-1974	7	11
Church Self-Evaluation report, 1961 Mar.	7	12
Planning survey report, 1960-1961	7	13
Survey of Church Members reports, 1977-1978	7	14
Whitlock, Everett Long Range Planning Committee final report, 1961 Sept.	7	15
Whybrew, Dougan Long Range Planning Committee final report, 1961-1962	7	16

**Series 2: Unitarian Universalist Church education and ministry records, 1875-1990****Scope and Contents**

This series includes correspondence, minutes and other records from Unitarian Universalist Church of Muncie regarding the ministries, social organizations, and religious education initiatives of the church.

**Subseries 2.1: Circles, Leagues, and Guilds records, 1889-1976**

## Subseries 2.1: Circles, Leagues, and Guilds records, 1889-1976

This subseries includes record books from Unitarian Universalist Church circles, leagues and guilds in Indiana that document the meetings, finances, and programs of those organizations. The majority of these record books include meeting minutes, constitutions and bylaws and financial records for the organization documented.

	<b>Box</b>	<b>Folder</b>
Association of Universalist Women 59th Biennial Convention reports and other records, 1953	8	1
Flower Mission and Clara Barton Guild minutes, 1943-1967	8	2
Indiana Association of Universalist Women correspondence, reports and other records, circa 1910-1969	8	3
Junior Young People's Christian Union minutes and attendance records, 1919-1924	8	4
Ladies Aid Society minutes, 1889-1897	8	5
Marion Crosley Mission Circle financial records, 1922-1927	8	6
Marion Crosley Mission Circle minutes, 1915-1926	8	7
Mission Circle minutes, 1905-1908	8	8
Social League minutes, 1905-1913	8	9
Unitarian Universalist Women's Federation correspondence and newsletters, 1964-1976	8	10

**Subseries 2.2: Religious Education Committee records, 1989-1990**

Women's Universalist Missionary Association of Indiana minutes, 1923-1941	8	11
Women's Universalist Missionary Society of Indiana cash book, 1904-1905	8	12
Women's Service League financial records, 1934-1939	8	13
Women's Service League treasurer's reports, 1927-1937	8	14
Young People's Christian Union minutes, 1890-1898	8	15
<b>Subseries 2.2: Religious Education Committee records, 1989-1990</b>		
<p>This subseries includes agendas, correspondence, expense statements, minutes and notes from the Unitarian Universalist Church of Muncie Religious Education Committee regarding the educational budget and programs of the church. Each folder consists of material that was mailed by the Director of Religious Education to Religious Education Committee member Ray White and generally includes approved minutes from the previous month's committee meeting, an agenda for the next meeting, an expense report or budget document and accompanying correspondence and notes pertaining to issues addressed by the committee.</p>		
	<b>Box</b>	<b>Folder</b>
Religious Education Committee agenda, correspondence, and expense statement, 1989 May-1989 June	8	16
Religious Education Committee minutes, budget and correspondence, 1989/06/18-1989/08/17	8	17

**Subseries 2.3: Sunday School records, 1875-1960**

Durr, Melissa Religious Education Committee correspondence, 1989/08/14	8	18
Religious Education Committee minutes, expense statement and correspondence, 1989/08/27-1989/09/17	8	19
Religious Education Committee minutes and expense statement, 1989/08/27-1989/10/08	8	20
Religious Education Committee minutes and expense statement, 1989/10/08-1989/11/12	8	21
Religious Education Committee correspondence and expense statement, 1989 Nov.-1989/12/06	8	22
Religious Education Committee minutes, 1990/02/11	8	23
Religious Education Committee minutes, expense statement and notes, 1990/03/18	8	24
<b>Subseries 2.3: Sunday School records, 1875-1960</b>		
This subseries includes record books from Unitarian Universalist Church of Muncie regarding the Sunday School program. These record books generally include attendance records and Sunday School council meeting minutes. Treasurer record books document Sunday School receipts and disbursements.		
	<b>Box</b>	<b>Folder</b>
Sunday School treasurer record book, 1875-1896	9	1

## Subseries 2.3: Sunday School records, 1875-1960

Sunday School record book, 1885-1900	9	2
Sunday School record book, 1904-1906	9	3
Sunday School record book, 1907-1909	9	4
Sunday School record book, 1910-1911	10	1
Sunday School record book, 1912-1914	10	2
Sunday School record book, 1915-1917	10	3
Sunday School record book, 1918-1922	10	4
Sunday School record book, 1923-1927	10	5
Sunday School record book, 1923-1927	11	1
Sunday School record book, 1927-1929	11	2
Sunday School record book, 1927-1936	11	3
Sunday School record book, 1936-1940	11	4
Sunday School financial records booklet, 1922-1932	11	5
Sunday School treasurer record book, 1911-1944	12	1

**Series 3: Unitarian Universalist Church financial records, 1870-1984**

Sunday School treasurer record book, 1949-1960	12	2
--	----	---

**Series 3: Unitarian Universalist Church financial records, 1870-1984****Scope and Contents**

This series includes financial records from Unitarian Universalist Church of Muncie documenting receipts, disbursements, and the overall financial standing of the church.

**Subseries 3.1: Financial records, 1870-1970**

This subseries includes financial records from the Unitarian Universalist Church of Muncie documenting receipts, disbursements, and the overall financial standing the church.

	<b>Box</b>	<b>Volume</b>
Subscription book, 1870-1880	13	1
Receipts journal, 1944-1954	14	1
Receipts journal, 1955-1957	14	2
Disbursements journal, 1913-1921	14	3
Disbursements journal, 1921-1929	14	4
Disbursements journal, 1929-1941	14	5

**Subseries 3.2: Restricted financial records, 1919-1984**

Disbursements journal, 1942-1954	14	6
Receipts and disbursements ledger, 1949-1955	15	1
Receipts and disbursements ledger, 1956-1959	15	2
Receipts and disbursements ledger, 1959-1962	15	3
	<b>Box</b>	<b>Folder</b>
Financial statements, 1961-1962	16	1
Financial statements and finance committee correspondence, 1963-1964	16	2
Financial statements, 1965-1966	16	3
Financial statements, 1967-1969	16	4
Financial statements, 1969-1970	16	5
Office receipts, ledgers, and account statements, 1917-1921	16	6
Operating Budget proposal, 1967/07/01-1968/06/30	16	7
<b>Subseries 3.2: Restricted financial records, 1919-1984</b>		



**Subseries 3.2: Restricted financial records, 1919-1984**

This subseries includes restricted financial records from Unitarian Universalist Church of Muncie documenting receipts, disbursements, and the overall financial standing of the church. Contact repository for information on access to this subseries.

	<b>Box</b>	<b>Folder</b>
Building Fund bank statements and other financial records, 1965-1968	17	1
Building Fund Campaign ledger, 1964-1966	17	2
Building Fund envelopes order forms, 1964-1965	17	3
Church construction legal services bill, 1965-1967	17	4
Cross, Ralph Building Fund reports, correspondence, and other records, 1964-1975	17	5
Loan Settlement statement, 1967/02/10	17	6
Angly, Jean will correspondence, 1984	18	1
Cash receipts and general ledger, 1957-1961	18	2
General ledger, 1962-1965	18	3
Paid invoices, receipts, and other financial records, 1963 Jan.-June	18	4
Payroll ledger, 1963	18	5

**Series 4: Unitarian Universalist Church membership records, 1859-1911, 195...**

Payroll ledger, 1964	18	6
Payroll ledger, 1965	18	7
Pledges ledger, 1960-1961	18	8
Pledges ledger, 1962-1963	18	9
Pledges ledger, 1966-1970	18	10
Universalist Convention of Indiana audit report, 1937 Sept.-1938 Aug.	18	11
Utility receipts, 1919-1920	18	12
Vouchers 4343-4500, 1965	18	13
Vouchers 4501-4670, 1965	18	14
Vouchers 4671-4807, 1965	18	15
Vouchers 4808-4967, 1965	18	16

**Series 4: Unitarian Universalist Church membership records, 1859-1911, 1957-1988****Scope and Contents**

This series includes directories, membership lists, and other records from Unitarian Universalist Church of Muncie regarding church membership.

**Subseries 4.1: Directories, 1957-1980, 1988****Subseries 4.1: Directories, 1957-1980, 1988**

This subseries includes directories from Unitarian Universalist Church of Muncie documenting membership and church leadership information. These directories generally include parishioner contact information, as well as lists of church officers and committees. Additionally, directories from 1957-1960 include church calendars and volunteer schedules for members serving as ushers and hosting coffee hours.

	<b>Box</b>	<b>Folder</b>
Church directory, 1957	19	1
Church directory, 1958	19	2
Church directory, 1959	19	3
Church directory, 1960-1961	19	4
Church directory, 1963-1964	19	5
Church directory, 1964-1965	19	6
Church directory, 1966-1967	19	7
Church directory, 1967-1968	19	8
Church directory, 1968-1969	19	9

**Subseries 4.2: Membership records, 1859-1911, 1961-1987**

Church directory, 1971-1972	19	10
Church directory, 1973-1974	19	11
Church directory, 1974-1975	19	12
Church directory, 1979-1980	19	13
Church directory, 1988	19	14

**Subseries 4.2: Membership records, 1859-1911, 1961-1987**

This subseries includes membership lists and other records from Unitarian Universalist Church of Muncie regarding church membership status.

	<b>Box</b>	<b>Folder</b>
Board of Directors membership records, 1973-1976	20	1
Board of Directors membership records, 1973-1976	20	2
Church constitution, confession of faith, and membership registry, 1893-1911	20	3
Membership applications, 1859-1891	20	4
Membership list, 1961-1962	20	5

**Series 5: Unitarian Universalist Church service records, 1953-1984**

Membership notes, 1987	20	6
------------------------	----	---

Twenty year plus members list, 1987	20	7
-------------------------------------	----	---

**Series 5: Unitarian Universalist Church service records, 1953-1984****Scope and Contents**

This series includes programs, manuscripts, and newsletters from Unitarian Universalist Church of Muncie documenting worship services, special events, and community life in the church.

**Subseries 5.1: Order of Service and event programs, 1953-1983**

This subseries includes programs from Unitarian Universalist Church of Muncie documenting the order of regular church services and special events. These programs generally include an explanation of the service order specifying music, readings and sermon titles, as well as announcements for the week.

	<b>Box</b>	<b>Folder</b>
First Universalist Church bulletins, 1953-1954	21	1
First Universalist Church bulletins, 1955	21	2
First Universalist Church bulletins, 1956 Jan.-Feb.	21	3
First Universalist Church Order of Service programs, 1961	21	4
First Universalist Church Order of Service programs, 1962	21	5

## Subseries 5.1: Order of Service and event programs, 1953-1983

First Universalist Church Order of Service programs, 1963	21	6
First Universalist Church Order of Service programs, 1964	21	7
First Universalist Church Order of Service program, 1965	21	8
First Universalist Church Order of Service programs, 1966	22	1
First Universalist Church Order of Service programs, 1967	22	2
First Universalist Church Order of Service programs, 1969-1970	22	3
Unitarian Universalist Church Order of Service programs, 1976-1977	22	4
Unitarian Universalist Church Order of Service programs, 1977-1978	22	5
Unitarian Universalist Church Order of Service programs, 1978-1979	22	6
Unitarian Universalist Church Order of Service programs, 1979-1980	22	7
Unitarian Universalist Church Order of Service program, 1981/02/22	22	8
Unitarian Universalist Church Order of Service program, 1981/11/15	22	9
Been, Paul G. memorial service program, 1983/11/23	22	10
Centennial event programs, correspondence, and other materials, 1959	22	11

**Subseries 5.2: Sermons and addresses, 1959-1984**

Clara Barton Guild program, 1965-1966	22	12
First Universalist Church dedication programs, 1967	22	13
First Universalist Church dedication program, invitation, and news articles, 1967	22	14
Flower Mission and Clara Barton Guild program and schedule, 1961	22	15
Flower Mission and Clara Barton Guild program and schedule, 1963	22	16
Giles, Philip Randall Installation Service program, 1975/01/19	22	17
Helms, Kenneth N. Ordination and Installation Service program, 1962/11/18	22	18
Kennedy, Andrew C. Installation Service program, 1980/01/20	22	19
Lockwood, Russell W. Installation Service program, 1954/10/03	22	20
O'Kelly. Michael D. Installation Service program, 1969/02/02	22	21

**Subseries 5.2: Sermons and addresses, 1959-1984**

This subseries includes manuscripts from Philip Giles, Andrew C. Kennedy, Edward H. Redman and other Unitarian Universalist Church of Muncie pastors documenting sermons and addresses delivered at church services.

**Subseries 5.3: Unigram newsletters, 1956-1980**

	<b>Box</b>	<b>Folder</b>
Giles, Philip installation ceremony speech, 1975/01/19	22	22
Kennedy, Andrew C., <i>125th Anniversary Sermon Series: The Story of Unitarian Universalism in Muncie</i> sermons, 1984	22	23
Kennedy, Andrew C. sermons, 1981-1984	22	24
Redman, Edward H. sermon, 1966	22	25
Sermons and addresses, 1959	22	26

**Subseries 5.3: Unigram newsletters, 1956-1980**

This subseries includes newsletters from Unitarian Universalist Church of Muncie documenting events, issues, and emphases in the church community. These newsletters include a church calendar for the week, announcements concerning upcoming events, and news from church organizations and members.

	<b>Box</b>	<b>Folder</b>
<i>First Universalist Church Bulletin</i> newsletters, 1956	23	1
<i>First Universalist Church Bulletin</i> newsletters, 1957	23	2
<i>First Universalist Church Bulletin</i> newsletters, 1958	23	3
<i>First Universalist Church Bulletin</i> newsletters, 1959	23	4



## Subseries 5.3: Unigram newsletters, 1956-1980

<i>First Universalist Church Bulletin</i> newsletters, 1960-1961	23	5
<i>First Universalist Church Bulletin</i> newsletters, 1962	23	6
<i>First Universalist Church Bulletin</i> newsletters, 1962-1963	23	7
<i>First Universalist Church Bulletin</i> newsletters, 1963-1964	23	8
<i>Unigram</i> newsletters, 1964-1965	23	9
<i>Unigram</i> newsletters, 1965	23	10
<i>Unigram</i> newsletters, 1966	23	11
<i>Unigram</i> newsletters, 1967	24	1
<i>Unigram</i> newsletters, 1969	24	2
<i>Unigram</i> newsletters, 1970	24	3
<i>Unigram</i> newsletters, 1972-1973	24	4
<i>Unigram</i> newsletters, 1973-1974	24	5
<i>Unigram</i> newsletters, 1974-1975	24	6
<i>Unigram</i> newsletters, 1975-1976	24	7

**Series 6: Unitarian Universalist Church historical papers, 1855-2001**

<i>Unigram</i> newsletters, 1976-1977	24	8
<i>Unigram</i> newsletters, 1977-1978	24	9
<i>Unigram</i> newsletters, 1978-1979	25	1
<i>Unigram</i> newsletters, 1979-1980	25	2

**Series 6: Unitarian Universalist Church historical papers, 1855-2001****Scope and Contents**

This series includes correspondence, manuscripts, notes and other papers created or collected by Unitarian Universalist Church of Muncie members in the preparation of church histories.

	<b>Box</b>	<b>Folder</b>
Ball, E.B. correspondence, 1918/12/30	26	1
Ball, Edmund F. annual meeting comments, 1991/03/23	26	2
Ball, Edmund F. correspondence, diary entries, and speeches, 1968-1991	26	3
Ball, F.C. correspondence, 1918-1923	26	4
Ball, W.H. correspondence, 1921-1922	26	5
Bandy, Peter D.H. correspondence and obituary photocopy, 1987-1988	26	6

## Series 6: Unitarian Universalist Church historical papers, 1855-2001

Brenneman, Margaret article, 1984/05/01	26	7
Budd, Louise church history notes, 1954	26	8
Budd, Louise First Universalist Church research notes and other materials, circa 1860-1957	26	9
Case, Austin correspondence, 1918-1921	26	10
Case, Austin (Clerk) correspondence, 1918-1924	26	11
Church History events notes, 1910-1923	26	12
Church history outline, 1978	26	13
Church history outline, 1987/01/07	26	14
Church history outline, 1978/01/10	26	15
Correspondence, 1968, 1984, 1988	26	16
Crosley, Marion diary and obituary, 1855-1865, 1917	26	17
Cross, Ralph church history articles packet, undated	26	18
Cross, Ralph church history outline, 1986/12/28	26	19

## Series 6: Unitarian Universalist Church historical papers, 1855-2001

Cross, Ralph church history research notes, , newspaper clippings and other material, 1966, 1987-1988	26	20
Famous Unitarian and Universalist Women program script and newspaper clipping, undated	26	21
First Universalist Church photographs, brochure, and other materials, circa 1961-1973	26	22
Gill, John, Austin Case and Eugene Vatet correspondence, 1917-1921	26	23
Guthrie, Thomas S. biographical article, letter, and other materials, 1920, 1979-1981	26	24
<i>Harshman Stained Glass Panels</i> guide and brochures, 1970-1971, 2001	26	25
Harshman stained glass panels newspaper clippings, c. 1970-1980	26	26
Hersey, Harry Adams correspondence and sermons, 1919-1945, 1979	26	27
Hersey, Harry Adams manuscripts and correspondence, 1923-1924, 1950, 1975, 2001	26	28
Holiday Headstart Bazaar advertisement, 1980/11/01	26	29
Kennedy, Andrew C. <i>The Roots of Munice Unitarian Universalism</i> readings packet, 1981/02/22	27	1

## Series 6: Unitarian Universalist Church historical papers, 1855-2001

Mason, Edward correspondence, 1917-1926	27	2
McDavitt, Arthur W. correspondence, 1924	27	3
<i>Middletown Studies Proposal: A History of the Unitarian-Universalist Church of Muncie, Indiana</i> , 1988	27	4
Mills, Pamela Unitarian Universalist Church Heritage Project research notes, 1993	27	5
Ministers list, 1859-1984	27	6
Mitchell, Bob and William Roland Mitchell church history manuscript, circa 1974	27	7
Mitchell, Bob and Ralph Cross church history notes, 1987	27	8
Mitchell, William. R., <i>A History of the First Universalist Church, Muncie, Indiana</i> manuscript, circa 1974	27	9-9a
Muncie Souvenir booklets, 1897	27	10
Newspaper clippings, 1876-1989	27	11
Newspaper clippings, circa 1906-1987	27	12
Pastors list, members lists and order of service program, circa 1860-1960, 1981	27	13

**Series 7: Unitarian Universalist Church scrapbooks, 1855-1984**

Special event invitations, 1981-1982	27	14
<i>Star of the West</i> newspaper, 1868/09/19	27	15
St. Johns Universalist Church postcards, after 1921	27	16
Unitarian Universalist Church records donation inventories and correspondence, 1988	27	17
United States Universalist church programs and publications, 1910, 1919, undated	27	18
<i>Universalists Overcame Prejudice During Early Days of the Church</i> , <i>The Muncie Star</i> article, 1906/11/13	27	19
Women's Oral History Project interview transcripts, project notes, and other materials, 1979-1984	27	20

**Series 7: Unitarian Universalist Church scrapbooks, 1855-1984****Scope and Contents**

This series includes scrapbooks from Unitarian Universalist Church of Muncie containing correspondence, images, newspaper clippings, programs and other materials documenting events, member achievements, visitors and the overall history of the church. Of particular note, the Unitarian Universalist Church scrapbook, circa 1906-1917 and Unitarian Universalist Church scrapbook, circa 1917-1924 contain transcribed correspondence between Reverend Marion Crosley and his grandson, Edmund Ball, Jr.

**Box**

## Series 7: Unitarian Universalist Church scrapbooks, 1855-1984

Unitarian Universalist Church member achievements scrapbook, 1966-1971	28
Unitarian Universalist Church scrapbook, circa 1906-1917	28
Unitarian Universalist Church scrapbook, circa 1917-1924	28
Crosley, Marion scrapbook, 1855-1884, 1917, 1981	28
Unitarian Universalist Church scrapbook, 1859-1967	29
Unitarian Universalist Church scrapbook, 1884-1966	29
Unitarian Universalist Church scrapbook, circa 1948-1959	29
Unitarian Universalist Church scrapbook, 1959-1970	29
Unitarian Universalist Church scrapbook, 1964-1982	30
Unitarian Universalist Church scrapbook, circa 1956-1959, 1980	30
Unitarian Universalist Church guestbook, 1971-1984	30
Unitarian Universalist Church background and survey report, circa 1984	30
Membership Activities scrapbook, 1973-1975	30
<i>Resolutions of Respect Presented to Reverend Marion Crosley</i> booklet, 1894	30

**Series 8: Unitarian Universalist Church oversize records, 1903-1954**

---

**Series 8: Unitarian Universalist Church oversize records, 1903-1954**

**Scope and Contents**

This series includes oversize Board of Directors and parish meeting minutes (1903-1954) and an undated charcoal portrait of an unidentified minister.

OVA.019 Unitarian Universalist Church and St. John's Universalist Church Board of Directors and parish meeting minutes, 1903-1954

OVB.036 Unitarian Universalist Church unidentified minister charcoal portrait, undated

**Series 9: Unitarian Universalist Church photographs, 1859-1993**

P.004, PSC.132 Subseries 9.1: Unitarian Universalist Church photographs, 1966-1991

POVA.021 Subseries 9.2: Unitarian Universalist Church oversized photographs, 1859-1993

PSCN.132 Subseries 9.3: Unitarian Universalist Church negatives, undated

R.024 Series 10: Unitarian Universalist Church audio recordings, 1981-1984

**Scope and Contents**

This collection consists of six interviews (6 cassette tapes) with members of the Unitarian Universalist Church conducted in the early 1980s.



**Series 11: Unitarian Universalist Church digital records, 1966-2014**

---

Catherine East interview audio cassette, undated

Bernece Hoover interview and Carol Magee Kitchen interview audio cassette, facilitated by Pauline Renke, Richmond, IN, 1981 May

Lola Kiger interview by M. Thornburg audio cassette, 1981/05/29

Unitarian Universalist Church oral history audio cassette, Carolyn Black, undated

Unitarian Universalist Women's Service League at home of Catharine East audio cassette, 1984/12/05

Mollie Ann Williams interview audio cassette, undated

**Series 11: Unitarian Universalist Church digital records, 1966-2014 (10.7 GB)**

**Scope and Contents**

This series contains born-digital photographs and digital surrogates of architectural drawings (Series 8) and audio records (Series 10) ranging from 1966 to 2014.

**Physical Characteristics and Technical Requirements**

Digital file formats include Tagged Image File Format (.TIF), JPEG (.JPG), and Waveform Audio File Format (.WAV).