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Establishing an archives for First Baptist Church, Vallejo, California

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ESTABLISHING AN ARCHIVES FOR
FIRST BAPTIST CHURCH
VALLEJO, CALIFORNIA

A Project Report Presented to
The Faculty of
The School of Library and Information Science
San Jose State University

In Partial Fulfillment
of the Requirements for the Degree
Master of Library and Information Science

by
Anita Falltrick

May 1999

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ABSTRACT

ESTABLISHING AN ARCHIVES FOR FIRST BAPTIST CHURCH VALLEJO, CALIFORNIA

By Anita Falltrick

This final project was to create an archives at First Baptist Church, Vallejo, California. The records of the church have been stored in boxes and dumped in storerooms for 125 years. The records needed to be processed, properly contained, and housed so that access to them could be provided. First, an environmental study was conducted on the building in which the archives would be stored, which addressed environmental conditions, security, and disaster preparedness. The necessary archival shelving was installed. The collection was cataloged, placed in acid-free envelopes or file folders, and stored in archival boxes. Series, subseries, and a thesaurus were developed. A traditional inventory and index were created and adapted to the church library's existing card catalog.

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To Mom, Dad, and Krysia who kept me in school despite all life brought...

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CHAPTER 1

INTRODUCTION

This project was to create an archives at First Baptist Church, Vallejo, California. The records of the church for 125 years had been stored in boxes and dumped in storerooms. An archives needed to be created to house the collection and the records needed to be processed, properly contained, and access to them provided before they were lost.

BACKGROUND AND ORIGIN OF PROJECT

An interest in creating an archives developed at First Baptist Church in 1994 when it was decided to have a yearlong celebration of the church's 125th anniversary. One of the projects that year was to write a history of the church to be published for the anniversary dinner in November. The church historian gathered the records from where they had been stored in regular boxes and piled into spare rooms over the years and asked me, as the church's librarian, to do something with them. At that time, we moved the collection to the room next to my office in the library. However, the history was never written and the records were never processed.

In March 1997, interest again rose to establish an archives. To provide a safe environment, I moved the boxes into my office and had the locks on the door changed. At that time, I asked the Board of Stewards to make the Archives an official entity in the church and to establish a budget. The board made the Archives a subcommittee of Administration that reports to the Pastor. The budget request was limited by the bylaws which state that the board cannot increase the current church budget over 1 percent. Therefore, the board gave the archives a budget of only three hundred dollars. In February 1998, a new budget was established in which the archives received a budget of one hundred and fifty dollars.

GOALS AND SIGNIFICANCE OF THE CHURCH ARCHIVES

The purpose of this archives is to preserve the records of the First Baptist Church by creating a safe environment within the archives; to provide access to the records by cataloging and indexing the collection; and to promote the preservation of important documents in the future.

Why is it important to establish an archives in the church? Evelyn Ling writes that:

Churches have good precedent for preserving their records and historical materials for future generations: "The Lord said to Moses . . . they shall make an ark of acacia wood . . . and you shall put into the ark the testimony which I shall give you." Exodus 25:1,10,16 and " . . . the Ark of the Covenant . . . contained a golden urn holding the manna, and Aaron's rod that budded, and the tablets of the covenant." Hebrews 9:4 (Ling 1981, 7)

In a journal article justifying the preservation of church records, Lannae Graham commented on the above scripture references:

The Ark of the Covenant and its contents show that the Lord wants us to remember and why. God took great pains to instruct Moses as to exactly how he wanted the people of Israel to make the Ark. First, it was large enough for what he wanted put in it: about 50 inches by 30 inches by 30 inches. Second, it was overlaid with gold, which meant two things: it would be more fireproof than plain wood and the acids from the wood would be prevented from leaking through to the contents and eating away at them. The gold itself, as an element, was inert, and would not react in any way with the contents. Third, the Ark was raised off the ground on feet so in case of a leak in the Tabernacle, it would not be sitting in a puddle of water. Finally, the Lord specifically instructed that the poles for carrying it should remain in their places so that, if necessary, it could be picked up and quickly carried off to safety.

Why did God take such pains to preserve the contents of the Ark? Because they were important to him. He wanted these objects and documents to help his people remember Him and His acts in their lives.

The Ten Commandments were so special that God wrote them out himself (Exodus 24:12). He knew that even with the strong oral tradition the

Hebrews had, that human memories are fallible, and that it would not be long before opinions would differ as to exactly what he had commanded of his people.

The manna (Exodus 16:13-36) and Aaron's rod that budded (Numbers 17:1-2) were hard evidence of two of the Lord's acts in bringing the Israelites out of Egypt.

Just as God had things for the Hebrews to remember, he has things for us to remember today. We not only keep copies of the Ten Commandments, but all of God's written Word. In addition, . . . each congregation has its own historical records and materials which are meaningful to its own group and should be preserved so that the heritage of the past can be accurately portrayed and passed on to the generations of the present and future (Graham 1979, 6).

Therefore, there is biblical precedent for a church archives.

There also are important practical reasons to create an archives. It can be as simple as Bob Stewart says, "The church creates records. Some of them need to be kept for legal purposes. Somebody has to look after them" (Stewart 1997). The church's mortgages and deeds are examples of legal documents that need to be preserved. The Articles of Incorporation necessary to maintain the church's nonprofit status are another.

However, the purpose of this archives is not only to preserve the business records of this church but also to maintain its membership and baptismal records. These

records are important for genealogical purposes. Along with census, probate, tax, and court records, church records can be proof of birth dates when birth certificates are lost. Myra Vanderpool Gormley states in her article Church Records: Genealogical Clues, "If your ancestors came to America early, these records may contain the only information that can help you untangle your family tree. Vital records only recently became the responsibility of county and state officials. In the past, churches usually sanctioned marriages, conducted weddings, and kept official records. Churches were also the sole recorder of christenings, confirmations and baptisms" (Gormley 1990, 8). Among the First Baptist Church's records, one marriage license book contains the licenses of 143 couples married by the Police Judge of Vallejo between January 6, 1945 and June 11, 1946, a very transitional time in America. These were men from Mare Island marrying their sweethearts after returning from the war.

The church records can also be used to prove membership when required for marriage by other churches, such as the local Catholic Church. Indeed, St. Vincent's Catholic Church often calls to confirm a bride's or groom's membership at First Baptist Church.

But the archives provides more than just housing for business records and access for genealogical research "they are the primary, documentary evidence that is needed to identify [the church's] past. . . . It is the collective memory of an organization" (Lundeen 1997). Thus the archives provides a connection to the church's past and the records are an accumulation of the members' collective experience. Moreover, the documents can provide reliable solutions to current problems that have already been faced by those who proceed us. Walter N. Vernon writes:

The [church's] past helps it understand itself now. Its stance on various issues, its commitment to the goals of the kingdom of God, its willingness or lack of willingness to adopt new procedures and programs are all rooted in its history. A knowledge of the [church's] past may help it to avoid the mistakes of its earlier years. If the history of the congregation shows in certain eras that it held too optimistic--or too pessimistic--a view of the nature of man, this recognition of a misreading of human nature should help avoid such errors today. If the church became too rigid in structure and/or outlook at a particular period it may be that such rigidity can be avoided now (Vernon 1979, 3).

At First Baptist Church, there is an effort being made to pay off church debt and avoid future debt. This initiative comes from the church's history of having large mortgages, as seen in the financial records.

Reading the records documenting the church's past also provides ideas for new ministries. In the past, visitors were always contacted and visited in their homes. Recently, two members began to take baskets of fruit to visitors to welcome them to the church.

The records also inspire members to greater service:

The church's heritage may enrich and stimulate its present membership to deeper commitment and more profound service. This is an essential matter for each generation but especially so in these years when the sense of meaninglessness has pervaded so many lives (Vernon 1979, 3).

The church's early members thought nothing of meeting every week to get a job done or a decision made. A committee visited every member each quarter. Now members balk at meeting once a month and the pastor is expected to fit visitation into his duties. Today's church members need to read about the commitment of their forefathers.

However, there is another important reason. Bob Stewart states this best in his article on his church archives in British Columbia:

Something gets lost for me when all we think of is the legal or genealogical value of the archives. What about our collective soul? . . . I believe that the records in the archives incarnate the words and spirit of the total community of our church right back to our founding in BC in 1859. The records contain the voices of members, living and dead, that have

contributed to life of our church. It is our own peculiar communion of Saints. Whether their voices are wise or foolish, they are a living part of the conversation we have about who we are, and what we are about, and their voices should be listened to with respect. It follows then, that the archives is a spiritual store house, and that it has an important role in the life of the church (Stewart 1997).

In the past, the First Baptist Church has been variously liberal and conservative, with changes in leadership. This has greatly influenced what the church has become today. Its stand on issues not only come from the current pastor and leaders of the church but are a reaction to past beliefs of previous generations. This is what makes First Baptist Church its own unique American Baptist Church. It is a congregation with its own personality and beliefs, partly based on the personalities and beliefs of present members but also based on the past generations of the congregation. The only way to understand our predecessors' influence on who we are today is to read the minutes, the newsletters, the annual reports, and the newspaper articles found in the archives.

PROJECT DESCRIPTION

This project, which transpired over some fifteen months, entailed the following actions and activities:

- The archives was established through proper administrative procedures as an official entity of the church
- An operating budget was requested, granted, and supplemented
- A survey of the environmental conditions of the proposed archival site was conducted
- Shelving and furniture for the archives were purchased and installed
- Basic preservation (removal of fasteners and adhesives, unfolding, etc.) was done on the collection of documents
- Current archival collection was arranged, placed in folders, and shelved according to archival principles
- A series of finding aids were produced

A full discussion of these activities can be found in Chapter 3, Methodology.

OUTLINE OF REMAINING CHAPTERS

Chapter 2, the literature review covers books, articles, and websites available on church archives. It describes the state of the art in church archiving and explains how key features of other church archives were incorporated into that of the First Baptist Church.

Chapter 3, Methodology, describes how the project was conducted. It starts with an environmental study and a description of the condition of the collection when it was found. The chapter explains the processing of the

collection and the finding aids produced. It also includes a section on the preservation accomplished thus far and suggestions for the future.

Chapter 4, Conclusions and Recommendations, discusses the strengths and weaknesses of the project. It also discusses what remains to maintain the archives, preserve the collection, and provide better access to the records.

A glossary of terms and annotated bibliography are provided at the end of the project report.

CHAPTER 2

LITERATURE REVIEW

The literature available on church archives is limited. I found only two books written about church archives specifically. The first is Archives in the Church or Synagogue Library by Evelyn Ling published by the Church and Synagogue Library Association. The other is Religious Archives: an Introduction by August R. Suelflow, published by the Society of American Archivists. Both need updating as they were last revised in 1981 and 1980 respectively.

However, the websites and articles make up for the lack of books and their currency on this subject. Two churches have actually put their manuals on the web so that all churches can have access to them. Another website provides sources including publications and videos to help establish church archives. The articles cover various subjects including ongoing acquiring of records, finding aids, and types of records to collect.

BOOKS

August Suelflow's book, Religious Archives: an Introduction, begins with a history of religious archives in which he could be using First Baptist Church as the

example. It describes their collection storage history precisely (Suelflow 1980).

Collections frequently were accumulated by an elected church official, perhaps a secretary or clerk, who by virtue of his office happened to create or possess records. . . . However, as the collections grew larger and their immediate practical value declined, or as one officer succeeded another, the size or geographical dispersal of such collections demanded other provisions. . . . Such collections may well have been buried in closets or backrooms for many decades (Suelflow 1980, 6).

He also, in describing what most religious archives save, provides a list of records that should be collected. In addition to the usual records such as minutes, correspondence, reports, charitable records, constitutions, bylaws, legal papers, and deeds, he suggests denominational journals and periodicals, convention proceedings, clerical apparel, altars, pulpits, and communion sets.

This book also provides excellent checklists such as:

- Records the church archives should collect
- Qualities an archivist should possess
- Techniques for acquiring records
- Determining the value of records
- Identifying who will be researchers in a church archives
- Designing exhibits that are appealing and safe
- Publications the archives can and should produce

At the end of the book, Suelflow provides a set of forms including applications for transfer of congregational records, loan agreements, and applications for access for researchers. This is an excellent book for starting and maintaining a church archives.

Evelyn Ling's methods in Archives in the Church or Synagogue, published by the Church and Synagogue Library Association (Ling 1981), are extremely library oriented. For example, she does not discuss the traditional archives inventory method at all, but suggests a card catalog method of presenting the archives. She has adapted the catalog card to give the information particular to the archives.

Ling strongly suggests that the archives be kept in the library since "the processes involved, the kinds of materials collected, the cataloging procedures, and the eventual use of the materials all are closely related to the regular functions of the library and can be readily coordinated with the library's purposes" (Ling 1981, 8).

Ling also describes the unique characteristics that an archivist should have such as "one who will not divulge confidences, but carry out the trust involved in

maintaining confidential records" as well as an interest in church history and the ability to organize (Ling 1981, 9).

She lists types of items to collect: legal papers, publications like bulletins and newsletters, oral histories, photographs, memorabilia, correspondence, newspaper clippings, and books. There is also a list of places to look for these items within the church.

Overall, this is an excellent manual especially for a church librarian who has been handed the archives. Though very library oriented, it gives excellent suggestions about preserving and providing access to the church's historical documents. That is the goal of any archivist.

Inventories and Registers: A Handbook of Techniques and Examples (1976), published by the Society of American Archivists, was extremely helpful in developing a traditional inventory. An inventory is not just a list of the records and their location. An inventory includes an introduction which provides an overview of the collection, including its size, dates, provenance, and restrictions, so that the researcher can decide if a collection is relevant to his/her interest; an administrative history which includes the name, place, government, dates, functions, programs, and founders of the church as well as the nature

of the records; a scope and content note including information about the collection such as the types of records, their dates, and the strengths and weaknesses of the collection; a series description that describes each series by giving the series title, size of the series, inclusive dates, type of records, and arrangement; a container listing which is a list of each record by its box and file location. This book not only describes each section required in the inventory, it also provides at least two examples from actual archives.

WEBSITES

The websites are, of course, the most recent publications on church archives. The website that was the most useful was an online manual, The Arc, published by the Archives and Research Center of the International Pentecostal Holiness Church (Hunter 1996). It is online so that their churches, conventions (regional or national), and other Christian archives have access to it. Since all of the documents kept on the church and convention level eventually end up in the international archives, it is essential that the documents be processed and organized by the same method.

This manual provides job descriptions for each archive committee member. It suggests guidelines for when documents should be sent to the archives, what is valuable, and what needs to have limited access. It also includes ideas for research services and promotion of the archives. Throughout the manual are forms such as record of donation, agreement of loan, records inventory and retention schedule, and record of transfer and receipt.

This is a manual for developing and running an actual church archives and so the techniques and examples are specific to a church archive's needs. Most helpful is the information regarding which documents to keep and, surprisingly, which documents to keep inaccessible for a period of time. The manual stresses that no document should be closed without a release date.

The Evangelical Lutheran Church in America also provides a small manual on the web (Lundeen 1997). They, too, maintain congregational, synod (regional), and national archives. They do not send their original documents on to their regional and national archives. However, they are requested to report significant finds to the next denominational level and send a copy of the document.

This manual's first section discusses what should be preserved. The unusual component of this list is its discussion of oral histories. This guide explains that an oral history should not be an informal chat. It should be conducted with prepared, well-researched questions on a specific era or event because oral histories are intended to fill in the gaps of the written records of the church. A written transcript should be prepared and signed by both interviewee and interviewer.

The arrangement and description section emphasizes provenance and *respects du fonds* or original order. However, instead of the provenance being the church, it is the committee or person responsible for the publishing of the document which I think works better for a church archives that is not within a network of archives but stands alone.

There is a preservation section that gives the usual techniques like removing metal fasteners and unfolding documents before putting them into folders. This manual demands that the congregational archives to be "located in a locked, fireproof room, area, or filing cabinet that is least affected by extremes of light, heat, dryness, or humidity" (Lundeen 1997). A fireproof room is asking much

of many congregations because of the cost. Although, First Baptist Church's archives room has fireproof concrete walls, its door is wooden and it contains windows.

Another unusual aspect of this manual is its section on preserving electronic records. It warns that electronic media in its current forms is not permanent because of the threat of obsolescence. Therefore, the archivist must be committed to constantly updating and converting all records to the newest formats. Backup files should be made and kept in a separate facility. Paper copies must be made of all records. Membership lists which are continually updated should be copied and dated regularly.

Overall, this manual is a good introduction to church archiving. It is only eight printed pages but provides good direction for anyone starting an archives. The website also provides an email address for their national archives which is archives@elca.org.

The Billy Graham Center Archives website, [Sources of Help and Advice For Your Church or Synagogue Archives](#) (BGC, [Sources](#), 1997), lists publications, cassettes, and videos from many denominations on how to preserve and establish archives. It also includes archival organizations and sources for archival supplies. It is

intended to assist volunteer archivists. This website also contains a URL that provides links to seventy-nine denominational, seminary or university archives.¹ An archive's homepage can be added by sending a message to bgarc@wheaton.edu.

An interesting website regarding the genealogical aspect of the church archives is the Shelburne County Genealogical Society (Grovestine 1997b). It includes a section listing the church records of the area held at their archives with inclusive dates. Their membership, marriage, baptism, and burial records provide necessary information for locating family members.

This website also includes a very interesting site, the 1010 Surnames in the Family Files (Grovestine 1997c). This is simply a list of all the surnames found in their files. It would be an interesting future project to list all the surnames in the membership, baptism, and marriage records and include it on the website, so that a researcher can easily determine if our materials are relevant to their search.

¹<http://www.wheaton.edu/bgc/archives/nonwarch.html>

ARTICLES

Although the journal articles cover specific archival subjects, such as genealogy and how to move an archives to a new building, for the most part they provided information on types of records to collect, when to collect them, and finding aids to provide access.

Brenda Hough (Hough 1991), in describing the move and establishment of her Church of England denominational archives, provides witty advice on how to find a building, provide the necessary security and environmental controls, properly move existing archives, and get what she calls recordkeepers (record producers) to send down their records in a timely fashion. Her archives covers the modern (1704-) period of the Church of England. Surprisingly, because this is a state church, the archives are usually kept by the County Records Office on the local level. However, the Archbishops' records are kept at Borthwick and Lambeth Palace. Some records are kept at the Anglican libraries at Sion College, Pusey House, and Westminster Abbey. And, some records are kept by the local church. So, she must work hand-in-hand with all of these entities in order to provide reference services to her researchers which include her employers as well as scholars,

genealogists, and schoolchildren. Of most value in her article was the idea of providing what she called a leaflet to all of the record keepers and departments annually. This leaflet would list suggestions as to what items had archival value. In this way, the church staff is required to examine and purge their records at least once a year.

The article, "New Finding Aid: A Guide to Materials on Women in the United Methodist Church Archives", published in the journal Methodist History (1996), discusses a guide created to aid in research of the historical documents pertaining to Methodist women at the Methodist Center at Drew University. In reading it one gathers ideas of what types of records and items a church archives should have. For example, it tells that the guide is divided into four parts: agency records, personal papers, reference collections, and oral histories. In addition, there is an index with name, subject, and geographic citations.

"Church Records: Genealogical Clues" by Myra Vanderpool Gormley discusses using church records to aid in genealogical research. The church records "can tell you about the births, baptisms, marriages, deaths and burials of your ancestors" (Gormley 1990, 8). They can provide family relations and trace migrations across country.

This article is written for the researcher, but it also tells the archivist what to save and what records would be important for this type of research.

CONCLUSION

The suggestions in the literature on church archives have been extremely helpful in establishing this archives. Therefore, many of the suggestions in the professional literature have been incorporated into this project, such as Evelyn Ling's inventory in the form of a card catalog. Since the First Baptist Church Archives are located in the library and the congregation is familiar with the card catalog this seems an excellent way to provide local access.

The ARC's suggestion on what to accept and what records should be kept inaccessible for a period of time is very useful and not discussed in any of the other literature. In the First Baptist Church Archives there are two files of employment applications which, because of privacy issues, need to be locked for a recommended seventy-five years. Therefore, a small, locking file cabinet was purchased. ARC also recommends that any photographs and documents pertaining to missionaries or

pastors in closed countries be locked as this information could lead to their assassinations.

The Evangelical Lutheran Church's manual (Lundeen 1997) recommends that the provenance be the committee or minister who generated the item rather than the church. For this project, that is a very good idea since this is a local archives that will not be sent to a denominational archives.

Joel Lundeen maintains the electronic records donated to his archives in their original format. However, because of obsolescence, the archivist must be committed to continually updating the format. Time and finances do not allow for this kind of commitment at First Baptist Church. Therefore, it has been arranged that all electronic data, such as the current membership records stored on CD-ROM, will be printed out on archival paper.

Several of the articles recommend collecting oral histories. Again, this is not feasible at this time for financial and technological reasons.

The Nazarene Archives keeps all records closed that are less than fifteen years old or that pertain to current or living past-General Superintendents. However, unless a privacy issue exists, the records of First Baptist Church

should be open for research and therefore will not be closed.

August Suelflow in Religious Archives (1980) suggests storing clerical apparel, altars, pulpits, and communion sets in the archives. However at this time, the First Baptist Church Archives does not have room for this type of storage. The communion tables are on display in the narthex and the communion sets are properly stored elsewhere within the church in a safe environment.

For the future, the First Baptist Church Archives website when online will be sent to the Billy Graham Center Archives website, "Selected Other Archives with Material of Interest", which lists the hyperlinks to Christian archives all over the country.

For genealogical research, First Baptist Archives needs a name index like the one provided on the Shelburne Genealogical Society's website.

In addition, the article New Finding Aid (1996) recommends collecting personal papers. The archives policy must include a section on accepting not only pastor's personal papers but member's personal papers as they pertain to the church.

All of the recommendations were excellent. Many were used in this project. However, some were not feasible because of finances, space, or time, and some must be saved for the future.

CHAPTER 3

METHODOLOGY

INTRODUCTION

This chapter describes the steps taken and methodology used in creating the First Baptist Church, Vallejo, archives. It describes in detail the different stages and actions taken in establishing the facility and organizing the existing archival collection. These steps included:

- 1) Conducting an environmental study; 2) Setting up the facility; 3) Assessing the condition of the materials and providing basic preservation; 4) Processing the collection; 5) Creating finding aids.

1. ENVIRONMENTAL STUDY

First of all, an environmental study was conducted. This study provides a description of the building in which the archives is housed as well as location, environment, security, disaster preparedness, and suggestions for improvement.

A. THE BUILDING

The three-story building in which the archives are currently located was built in 1952 as an add-on to the original structure. It was designed by Harold B. Turner, A.I.A., of Sacramento, California, and was built in the

style of Fifties Modern. Its walls, inside and out, are made of "poured in place" concrete and there is no insulation. The ability to place insulation in concrete walls did not exist and energy efficiency was not a concern at the time of the building's construction. The outside walls are nine inches thick and the inside walls are seven inches thick. Concrete is very energy efficient and naturally maintains the relative humidity and temperature. The walls and foundation are in good condition and there have been no renovations to this building.

The roof is flat and has never leaked. The drainage system is comprised of roof drains and down spouts. There has never been damage to the building using this system. The age of the building exempts it from current building codes unless renovation is done.

B. TEMPERATURE AND RELATIVE HUMIDITY

The building uses a forced-air heating system. There is no air conditioning, only the windows which open into the atrium. The room, which houses the archives, has no heat or air-conditioning and the windows are never opened. There is a portable Lakewood 1500-watt electric radiant heater kept in the office but rarely used and there have been no disaster situations due to the heating systems.

When the weather is 72° outside and dry, the temperature and relative humidity inside the archives room are 65° / 38%. When the weather outside is 55° and raining, the archive's RH measures at 65° / 50%. The concrete walls naturally maintain the temperature in the building.

Fig. 1 Location of church within Vallejo

The church is located in Vallejo, which straddles Highway 80 on the way to San Francisco. Mare Strait runs northeast on the westside of town and is .6 miles from the church on the westside and a mile on the south side.

Across the strait is Mare Island, which, until recently, was a nuclear submarine base for the Navy. Many gasoline companies are located in Martinez to the south. However, despite these factors, air pollution is minimal because of the constant wind in Vallejo.

The library does not have its own copy machine (the only one in the church is located in another building) or air conditioning both of which would contribute to an ozone problem. The library and archives are environmentally monitored only by an inexpensive hygrometer, and no records are kept on RH level as there is no one in the archives on a regular basis.

C. LIGHT

Two 200-watt GE Standard bulbs provide the lighting in the archives. The light output is 3920 lumens. This is high, but the records are rarely exposed. The lights are on only on for three to five hours per week and the records are kept in file folders and storage boxes except to process. The windows on the south wall are covered with ivy and blinds that are kept closed at all times. Because of the precautions, light exposure is minimal.

D. HOUSEKEEPING

The library is dusted and vacuumed once a week. However, the office where the archives are stored is vacuumed about every six months. The trash is thrown out when the can is full and set in the library to be emptied.

No plants are in the library or office areas and there are no plants in the rest of the building to attract insects.

Coffee and muffins are served every Sunday morning to encourage library usage. Because of this, the trashcans in the library have food remains in them until the following Saturday when they are emptied. However, there is no evidence of insect or vermin infestations, and an extermination program has not been necessary.

There is no evidence of mold in the building, either. Because the relative humidity never goes above 65° / 50%, it is improbable that it will be a future problem. Any books that are donated with traces of mold are immediately thrown outside into the dumpster.

E. DISASTER PREPAREDNESS

A disaster plan has not yet been written. However, it is hoped that one will be in place by the end of next year.

The library's physical shelflist is currently kept at the librarian's home and on disk in the office. The same will be done for the archives. This method provides an inventory for the insurance company in case of disaster.

There are no water-bearing pipes over the office where the archives are kept. However, there are pipes overhead in the Sunday School class next door and a bathroom is directly above the library in front of the office door. The custodian's closet with a sink is in the atrium next to the library. Therefore, the collection is stored 6 inches off the floor in case of flooding.

The fire department does an inspection once a year of the entire church as regulations stipulate. However, they have never been made specifically aware of the library or the archives and what should be saved first.

There are two exits out of the library. They are close to the archives and marked with exit signs. In the library, there is a smoke detector on the farthest wall from the archives. It is regularly checked by the janitor. This is the only detection or suppression system present in the building.

Although there are no fire extinguishers in the library, there is one near the kindergarten room 60 feet

from the north door. It is a dry chemical fire extinguisher filled with 5 pounds of general triplex and pressurized with nitrogen to 195 PSIG. Its classification is 3-A:40-B:C. Its last inspection was on April 8, 1997.

There is also a fire hose outside the library in the atrium. It is connected to the fire station five blocks away by flow sensors. It is kept locked at all times and the glass must be broken to open it.

F. SECURITY

When the archives was moved this year, the lock was changed to limit access. The key was given to the librarian, her assistant, two janitors and one was placed in the key box kept in the church office. The door to the archives is kept locked at all times unless the librarian is present.

The office has two windows that are covered with ivy and locked. On the inside they have fixed iron security bars.

The church's security system consists of security cameras at the outside door. A person is then buzzed in by whomever is in the church office.

2. SETTING UP THE FACILITY

The library and archives are located on the bottom floor. The library is 46.5 feet long by 17 feet wide. The librarian's office and the Sunday School room next to it each measure 16.25 feet long by 8.5 feet wide.

1-2 fiction	14 large print
3 audio	spanish
4 magazines	biographies
5 reference	15-16 weeding
6-10 non-fiction	17-18 archives
11 childrens	19 library
12 juniors	processing
13 new books	shelves
biographies	

It was decided to house the archives in the librarian's office. This would provide the security necessary while providing easy access for researchers, since a subject index is to be kept in the library's card catalog for in-house use.

Two archival bookcases of 22-gauge steel with baked enamel coating were ordered. A volunteer assembled and put them in the office to store the boxes of records. They measured 36" x 15" x 75" in size and have 4 shelves 18 inches apart. They hold three 12 x 15 inch boxes per shelf. The shelving was then placed on the walls opposite the windows on an inside wall.

The following supplies had been purchased in 1994 but never used:

- 75 Side-opening heavy duty acid-free envelopes 9 1/2 x 11 3/4 inches
- 200 Polyethylene negative & print envelopes 5 1/4 x 7 3/8 inches
- 1 Black kaiser super fine film marking pen
- 100 Perma/dur unreinforced file folders acid-free letter third cut
- 100 Perma/dur unreinforced file folders acid-free legal half cut
- 4 Acid-free cases legal size 10 3/4 x 15 3/4 x 5 3/4 inches in cream
- 2 Newspaper storage box 2 1/2 x 19 x 25 inches
- 35 Adjustable rare book storage box 14 x 30 inches
- 35 Adjustable rare book storage box 11 x 32 inches
- 15 Archival records storage box heavy duty 12 x 15 x 10 inches

In February 1998, additional supplies were ordered such as file folders, envelopes, 8x10 and 5x7 print envelopes, plastic paper clips, and storage boxes for the scrapbooks.

3. CONDITION AND PRESERVATION OF THE COLLECTION

In general, the records are in very good shape considering the way in which they were stored in regular boxes and piled into spare rooms over the years. There are no signs of insect, vermin, light, or water damage. The records are not warped, split, or cracked. Fortunately, the building has naturally maintained the relative humidity and the records have been stored in rooms that do not get excessively hot or dry.

The items in poor condition are the annual reports from the late 1930s and early 1940s. These were printed on low-quality paper that tears easily. Despite this, acid burns are not as severe as expected and there are no signs of crumbling. There are small tears on the edges of the papers, which probably come from the boxes being jostled as they were moved through the years.

Five altar bibles show the heaviest wear, their spines are broken, the leather covers are worn and they all have loose and torn pages.

Acidity is one of the primary causes of paper deterioration. Acidity causes paper to lose its strength, and become brittle and discolored. Acidity and alkalinity are measured on the pH scale where 0 is the most acidic and 14 is the most alkaline. Seven is neutral. This scale is logarithmic so each number is ten times as alkaline as the number before it. Thus, a pH of 4 is one hundred times more acidic than 6 (Ritzenthaler 1993, 25-26). Acid-free paper is considered 7.0 to 10.0 and is the ideal for preservation.

pH testing of samples from the collection was conducted. The samples were taken from second copies, and no testing was done on the saved collection. ColorpHast Indicator Stripes pH 0-14 and distilled water were used. Below are the results:

Official Ballot on colored paper dated 1961. This paper also was used for newsletters from 1958-1959.	2
Newspaper from 1934	4
Paper used for Annual reports 1930-1955 and bulletins	4
Scrapbook sheet 1940-1948	4
Paper from an Annual Report 1975	4.5
Copy Paper 1977 (fax like paper)	7

Paper from a Congregational Business Meeting Agenda 1987	5
Copy paper 1998	5

The quality of the paper in this collection has improved over the years. However, it is still on the acidic side of the scale. It is hoped that the collection can be treated in the future.

Due to budget constraints, little could be done to conserve the collection at the time of the project. However, with the supplies already on hand, the following steps were taken:

- All fasteners were carefully opened with a micro spatula and removed from the documents. They were replaced with plastic clips, as necessary. Many of the staples including ones as recent as 1991 had rusted.
- All photographs were placed in transparent polyethylene print envelopes so that they can be seen and handled without being damaged. They were then placed in side opening envelopes that are made from the same stock as file folders. These envelopes have an ungummed flap that keeps the photographs from falling out. They also give additional support.

- Adjustable rare book storage boxes (phase boxes) were used for large minutebooks that would not fit into file folders. These boxes were cut to fit the books precisely and labeled. The books were stored on their spines.
- The altar bibles were put into acid-free legal size cases with hinged lids that fit them exactly so they would have the additional support they need.
- There are three scrapbooks that were created in celebration of anniversaries and to honor a retiring pastor. These were placed whole in drop-front storage boxes with tissue paper to fill in. It was important to the congregation these scrapbooks be kept intact, and it would have damaged the documents to remove them.

The documents that had been donated in binders were taken out of the binders, kept in original order, and placed in expansion folders. This gave them additional support.

All other documents were placed in acid-free file folders and then in acid-free storage boxes. Letter and legal size folders were used. Legal size folders should have been used exclusively from the start as a single size would give additional support and would be easier to handle than the smaller folders.

In some of the minutebooks, the first pages of minutes were damaged, and there are small tears on the edges. To prevent further damage, but still allow viewing, mylar sleeves that are open on two sides were cut down to the size of the binding and slipped onto the page. Since it is only one or two pages in each book the sleeves will not break the spines.

An interesting document to process was a collection of recipes from the Women's Missionary Society. They were typed on paper and cut to fit into a leather-look cover into which they were bradded. In order to keep the binding from further damaging the recipes, the brads were removed. However, it was important to keep the binding with the recipes. Because of this, the cover was placed in a specially sized folder and placed within the original folder of recipes.

4. PROCESSIONING THE COLLECTION

A. ARRANGEMENT

In an archives, the individual documents or records are divided and stored in series. A series is a filing system using provenance, function, or format as the determining factor for grouping records or files together. For example, all of the records that came from the Sunday

School would be a series by provenance. All of the photographs including those from Sunday School would form a series by format. The Sunday School cash books would be a series by function.

For the most part, the documents were already divided within the original boxes by function, such as minutebooks, financial records, newsletters, etc. Because an artificial arrangement had already been created, this method would be continued. The following series based on function were identified:

Administrative Records	Publications
Financial Records	Boards and Committees
Personnel Records	Membership
Programs and Special Events	Correspondence

However, this list was free to change and adapt as the records were processed one by one.

After processing all of the records some of the series needed to be divided or modified. "Boards and Committees" was not specific enough and covered too much area, so it was divided into two terms: "Boards" and "Committees and Ministries". The term Ministries was important because there are some large ministries that do not have committees to run them. For example, the women's group is a ministry not run by a committee.

There were also series areas that had not been considered. For example, the series "Region" was necessary for the documents from the denominational offices. "Facilities" was another area not covered in the organizational system. The series Photographs was also added. Rather than merging photographs into the existing functional series, it was felt they needed to be in their own box for preservation. As Lundeen advises, "Photographs [and] negatives should all be filed separately from paper documents" (Lundeen 1997), to provide the added support and care that they require. However, the photographs are divided into subseries based on the functional series already in use to facilitate access.

The series list then expanded to the subseries level based on provenance. For example, the series "Committees and Ministries" needed to be divided into their individual committees and larger ministries. Elsewhere, documents from the Christian Education Committee filled two of the four boxes of Committees and Ministries. Therefore, it was decided to divide all the committees into separate subseries. What developed in the final series list was a list of the series with the type of documents to be put in each series. Some types were large enough to form a

subseries. Below is the final list of series and subseries used in arranging this collection.

SERIES

ADMINISTRATIVE RECORDS	PROGRAMS AND SPECIAL
Board of Stewards	EVENTS
Congregational	Anniversaries
Meetings	
Constitutions and	COMMITTEES AND MINISTRIES
Bylaws	Board of Deacons
	Worship
FINANCIAL RECORDS	Christian Education
	Stewardship
PERSONNEL	Care and Nurturing
	Caring Center
REGION	Evangelism and
	Discipleship
FAMILY LIFE	Women's Ministries
MEMBERSHIP	Men's Ministries
Directories	Youth Ministries
PUBLICATIONS	PHOTOGRAPHS
Newsletters	Facilities
Annual Reports	Programs and Special
Pamphlets	Events
	Personnel
CORRESPONDENCE	Boards, Committees &
	Ministries
MEMORABILIA	Christian Education
FACILITIES	HISTORIES

B. CATALOGING SHEET

First, a cataloging sheet was developed by researching the typical information found in an inventory. This was the first draft:

Description: (item type, title, publisher)	
Series:	Accession #:
Physical Condition:	
Date Range:	Quantity:
Access Condition:	
Container #:	Location:
Notes: (subject tracings)	
Prepared by:	Date Completed:

In working with it, it was found that some of the categories did not apply to this archives and that others had not been considered. For example, accession numbers require marking each document in permanent ink. With the descriptions used, every document is already uniquely identified. So it was decided not to use accession numbers.

However, in working with the initial list of series, it was found that some needed to be further divided into subseries because of their size that is discussed later. Because of this, the accession number on the form became subseries.

In addition, the note and subject tracings area needed to be divided into separate sections in order to be read easily. This is the final draft:

Description: (item type, title, publisher)	
Series:	Subseries:
Physical Condition:	
Date Range:	Quantity:
Access Condition:	

Location #:	
Notes:	
Subject Headings:	
Prepared by:	Date Completed:

A cataloging sheet was filled out for each document or set of documents, noting what needed to be done, if anything, for conservation. The document(s) were then placed in acid-free file folders or pocket folders depending upon size. The file folders were labeled with document descriptions and dates on the tab, series and subseries on the lefthand side of the folder, and leaf count on the right side of the folder.

REPORTS: ANNUAL REPORTS 1950-1959	
PUBLICATIONS: ANNUAL REPORTS	216 LEAVES

This was all done in pencil until the project is complete, so that any changes that need to be made can be made easily. Later, the folders will be inked in with an archival pen so that there will be no chemical reactions with the paper.

C. FOLDERING, BOXING, AND SHELVING

Choosing a location numbering system was difficult. Traditionally, the boxes are assigned to bays, which are the individual shelves on the shelving unit. For example,

the first shelf is Bay 1, second shelf is Bay 2, etc. However, this is the start of a new archives and earlier records are still being donated. Freedom to shift the boxes to keep the series boxes together and to add new boxes without having to change the inventory lists each time was needed. After much consideration, I decided to not assign bay numbers.

By experimenting with labeling the boxes with the series and subseries, an alphanumeric system developed. It is an alpha code for the series, and alpha code for the subseries and the files are numbered. In this way, the files of each subseries can start with file 1 and can be expanded as donations come in. Boxes can be added to each series and files to each subseries because none of them are closed. Smaller subseries can be stored together in one box and other boxes can be added as they grow without changing the inventory list. Therefore, in the inventories, rather than the location being Bay 1/Box 1/File 34 or 1/1/34, it becomes Administrative Records/Board of Stewards/File 34 or AD/BS/34.

Series and Subseries Codes

Administrative Records	AD
Anniversaries	AN
Annual Reports	AR

Board of Deacons	BD
Board of Stewards	BS
Boards, Committees and Ministries	CM
Caring Center	CC
Christian Education	CE
Committees and Ministries	CM
Congregational Meetings	ME
Constitutions and Bylaws	CB
Correspondence	CR
Directories	DR
Evangelism and Discipleship	EV
Facilities	FC
Family Life	FL
Financial Records	FN
Histories	HI
Membership	MM
Memorabilia	MA
Men's Ministries	MN
Missions	MS
Newsletters	NW
Personnel	PR
Photographs	PH
Programs and Special Events	PS
Publications	PB
Region	RE
Stewardship	ST
Women's Ministries	WO
Worship	WR
Youth Ministries	YO

5. CREATING FINDING AIDS

Three finding aids were created. The first was a traditional inventory of all the documents in the archives. The second was a subject/name index to the inventory to provide easier access by bringing together documents stored in the different series. In order to accomplish this, a thesaurus of indexing terms was created. Lastly, the

container list and index were adapted to the church library's card catalog.

A. INVENTORY

The inventory is not merely a list of all the records in the collection, it also contains several sections that give information about the institution and the archives itself. First, there is an introduction that provides an overview of the collection, including its size, dates, provenance, and restrictions, so that the researcher can decide if a collection is relevant to his or her interest. The introduction to First Baptist Church's inventory also contains a statement describing the archives' mission, the importance of the archives, the arrangement of the records, and how the archivist can be contacted.

The second component of the inventory is the Administrative History. This provides information on the name, place, government, dates, functions, programs, and founders of the church as well as the nature of the records. The history also incorporates the mission statement of the church and a brief history of early Vallejo, since this is an important aspect of how the church was established.

The Scope and Content Note describes the collection by providing information on the types of records, their dates, and the strengths and weaknesses of the collection. It also explains how the collection is arranged and the location numbering system.

The Series Description portion of the inventory lists the types of records and the arrangement of each series. It also lists the inclusive dates of the records and the size of the series. Below is an example of a description for the series Administrative Records:

SERIES DESCRIPTION

ADMINISTRATIVE RECORDS	AD
1869-1991	3.5 linear feet

This series contains the board minutes, congregational meeting minutes, ballots, constitutions, and bylaws. Contained within the meeting minutes are membership lists, financial and committee reports. This series is divided into three subseries. The records are filed chronologically.

Administrative Records	1926-1961	AD/1-4
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Ballots and a marriage license book (1945-1946) of 143 licenses for couples married by the police judge.

Congregational Meetings	1869-1990	AD/ME/1-14
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The minutes of the congregational meetings in the form of minute books, binders and loose documents also contain membership lists, declaration of faith, committee and financial reports, constitutions and pamphlets.

Board of Stewards 1869-1991 AD/BS/1-23

The minutes of the Board of Directors, now the Board of Stewards, meetings in the formats of minutebooks, binders, and loose documents also contain financial and committee reports, agendas, ballots, and correspondence.

Constitutions and Bylaws 1821-1991 AD/CB/1-7

The constitutions and bylaws are in the form of booklets and loose documents.

The Container List is a list of each record within each series, the record's location by box and file number, the format of the document, and the title or a brief description of the document. The format can be cashbook, photographs, or newspaper clippings. Loose papers are called documents. An example of how the record is described within the container list is:

Series Code / Subseries Code / File # Document format:
Title or Description, date(s) and number of leaves

Below is an actual example:

SERIES: ADMINISTRATIVE RECORDS
SUBSERIES: CONGREGATIONAL MEETINGS

AD/ME/1	Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)
AD/ME/2	Minute Book: Quarterly Business Meeting Minutes and Membership (manuscript) March 29, 1893-August 6, 1906 (201 leaves)
AD/ME/3	Minute Book: Quarterly Business Meeting Minutes and Membership September 4, 1906 - October 4, 1915 (manuscript) (151 leaves)

- AD/ME/4 Documents: Congregational Business Meeting Minutes, Treasurers' Reports and Membership November 1, 1915-September 5, 1918 (manuscript and typescript) (172 leaves)
- AD/ME/5 Binder: Annual business Meeting Minutes, Treasurers' Reports, Membership Rolls, and Committee Reports October 4, 1922-April 18, 1923 (71 leaves)

B. THE SUBJECT/NAME INDEX

The most important section of this particular inventory is the index. It enables researchers to look for records using a specific subject rather than looking through the entire inventory. It also brings together records from all of the series and subseries that are about more than one subject or that are in other formats. For example, American Canyon Baptist Church was a mission church established by First Baptist Church in 1964. Below are all the records that reference that particular subject. The records come from the four different series: Committees and Ministries, Family Life, Programs and Special Events, and Photographs. The weakness of this index, at this time, is that the contents of the financial and administrative records discussing American Canyon Baptist Church's establishment have not been indexed.

Once the subject terms were developed, all that was necessary was to take the container lists already on the computer and move the records around into index order, a simple, but time-consuming project.

INDEX

AMERICAN CANYON BAPTIST CHURCH

- CM/EV/6 Newspaper Clipping: "Where are They Now?" Dr. Fridell gave the dedication address to North Vallejo Community Church, 2 Andrew Road, Vallejo June 5, 1966 sponsored by First Baptist Church. Crusader, June 1968. (2 leaves)
- CM/WR/14 Newspaper Clippings: "Easter Morning Services for First Baptist Church and North Vallejo Community Church" April 14, 1968 (4 leaves)
- FL/2 Bulletin: North Vallejo Community Church. Earl Sterling (member of First Baptist) is special speaker while pastor is away. June 23, 1968 (2 leaves)
- FL/3 Newspaper Clipping: "Panorama Baptist Church Youth of Pacoima Challenged to Serve" Panorama Pastor, Michael Markham was once pastor of North Vallejo Community church (sponsored by First Baptist) Crusader June 1968 (2 leaves)
- PS/10 Newspaper Clipping: "New Church Formally Organized in Vallejo" Vallejo News-Chronicle February 3, 1964 (1 leaf)
- PH/PS/8 Photograph, Black and White: Charter Presented to North Vallejo Church 1964 (1 photograph)

C. THE THESAURUS

As most archivists want a subject index for their archives, but have never started one, I was unable to find literature available on creating a thesaurus. Therefore, after consulting A Glossary for Archivists, Manuscript

Curators, and Records Managers (Bellardo and Bellardo 1992), I used terms from the collection itself such as pastor's names, series terms, subseries terms, document types, projects, ministries, and subject terms taken from the documents. Next, subject headings were taken from the library's card catalog which is based on the thesaurus Library of Congress Subject Headings (Library 1990).

Common terms were also used. For example, Sunday School is included in the thesaurus because many people use that specific term rather than the broader term Christian Education.

THESAURUS

AMINISTRATIVE RECORDS	BARRY, J. B. (1888)
ALDRICH, E. B. (1882)	BOARD OF DEACONS
AMERICAN BAPTIST CHURCHES OF THE	BOARD OF DIRECTORS
WEST (ABCW)	BOARD OF STEWARDS
AMERICAN BAPTIST WOMEN (ABW)	BUDGETS
AMERICAN BAPTISTS OF NORTHERN	BUILDING FUND CAMPAIGNS
CALIFORNIA	BUILDING SURVEYS
AMERICAN CANYON BAPTIST CHURCH	BULLETINS
ANDERSON, RICHARD J. (1976-	BURLINGAME, GEORGE (1930)
1981)	CARE AND NURTURING
ANNIVERSARIES	CARING CENTER
ANNUAL REPORTS	CHRISTIAN EDUCATION
ARNOLD, T. J. (1879-1882)	CHURCH DOOR CANTEEN
ARTICLES OF INCORPORATION	CHURCH HISTORY
AXWORTH, CECIL (1936-1941)	COMMITTEES AND MINISTRIES
BAPTISMAL RECORDS	CONCERTS
BAPTIST YOUNG PEOPLES UNION	CONGREGATIONAL MEETINGS
(BYPU)	CONSTITUTIONS AND BYLAWS
BAPTIST YOUTH FELLOWSHIP (BYF)	CORNILS, STANLEY (1954-1974)
BARNHARDT, MAX (1936)	CORRESPONDENCE

COVENANT	NURSERY
DEEDS	OFFERINGS
DEVOTIONALS	PAMPHLETS
DEXTER, S. K. (1889-1891)	PARCHALL, R. F. (1871-1873)
DIRECTORIES	PARKER, JESSE (1941-1952)
DREXLER, F. I. (1915-1919)	PERSONNEL RECORDS
EASTMAN, CHARLES R. (1907-1914)	PHOTOGRAPHS
EVANGELISM AND DISCIPLESHIP	PLANS
FACILITIES	PROGRAMS AND SPECIAL EVENTS
FAMILY LIFE	PROMISE KEEPERS
FINANCIAL RECORDS	PROPERTY COMMITTEE
FREEMAN, N. L. (1893-1904)	PUBLICATIONS
GASTON, W. L. (1892, 1927, 1932)	PULPIT COMMITTEE
GILL, T. A. (1873-1877)	REED, OLIVER (1929-1930)
GOULD, J. OREN (1927-1929)	REGION
GRAPEVINE COMMITTEE	RELEASED TIME FOR RELIGION
GRAY, E. H. (1878, 1889)	RICKMAN, C. C. (1931-1936)
HATCH, E. B. (1871)	ROSE, E. B. (1878)
HICKIE, W. W. (1869)	RUBY, J. H. (1870)
INSURANCE	RUSSELL, LUTHER PARKER (1919-1927)
LADIES AID SOCIETY	SEISMIC COMMITTEE
LETTERS OF RECOMMENDATIONS	STAFF LISTS
LIGHTBODY, RALPH (1981-1990)	STAFF MEETING MINUTES
MARKS, RALPH (AL) ALFRED (1992-)	STEWARDSHIP
MEMBERS LISTS	STURTEVANT, A. J. (1884-1888)
MEMBERSHIP	SUNDAY SCHOOL
MEN'S MINISTRIES	THOMPSON, VERN (1991)
MISSIONS	TRANSFER OF LETTERS
MORTGAGES	UNITED CHURCH WOMEN
MOYER, GERALD (1975)	VACATION BIBLE SCHOOL
NESBIT, E. (1883)	WOMEN'S MINISTRIES
NEWSLETTERS	WOMEN'S MISSIONARY SOCIETY
NICE, H. WARREN (1904-1907)	WORSHIP
NORTH VALLEJO COMMUNITY CHURCH	WRIGHT, O. C. (1953)
	YOUTH MINISTRIES

D. CATALOG CARD INVENTORY

The other method of inventory used is a card system suggested by the Church and Synagogue Library Association

in which the location number, series title, document, and notes are put on a catalog card.

Card System

1/6/16	ADMINISTRATIVE RECORDS BOOK: "BUSINESS MEETING MINUTES AND TREASURERS' REPORTS 1915-1918.
ALSO CONTAINS THE CHURCH CONSTITUTION OF 1916 AND MEMBERSHIP ROLLS 1915-1918.	

This is an unusual method and most archives prefer the traditional printed inventory.

I wanted the inventory to be available to anyone in the library, in a neat, orderly fashion. Because a card catalog is currently in the library for the congregation's use, the card system was adapted to fit the needs of the archives researcher.

The library uses Librarian's Helper, a program that produces cards and stores records. It is a basic and easy program, designed so that anyone can use it. It provides spaces for every area of the catalog card.

The card's areas had to be adapted to the different areas to the inventory by what needed to be indexed. For

example, the record description does not need to be alphabetized into the file as a researcher would not know what a particular record is titled. However, the series and subseries needs to be in the index. After much experimentation, this is the working method:

Author	=	Series: Subseries
Title	=	Record type and record description
Publisher	=	Publisher (if there is one)
Date	=	Dates of the materials
Call number 1	=	Series Code / Subseries Code / File #
Extent	=	Number of leaves
Tracings	=	Subseries and/or Indexing terms From thesaurus
Notes	=	Notes on the item such as additional items not mentioned in the title because of space limitations in that field

Below is an example of a set of cards for one record:

AD/ME/6	MEMBERSHIP ADMINISTRATIVE RECORDS BOOK: "BUSINESS MEETING
AD/ME/6	CONGREGATION MEETINGS ADMINISTRATIVE RECORDS BOOK: "BUSINESS MEETING
AD/ME/6	CONSTITUTIONS AND BYLAWS ADMINISTRATIVE RECORDS BOOK: "BUSINESS MEETING

AD/ME/6

ADMINISTRATIVE RECORDS

BOOK: "BUSINESS MEETING
MINUTES AND TREASURERS'
REPORTS. 1915-1918.
156 LEAVES

ALSO CONTAINS THE CHURCH
CONSTITUTION OF 1916 AND
MEMBERSHIP ROLLS 1915-1918.

CHAPTER 4

CONCLUSION AND RECOMMENDATIONS

This project set out to establish an archives for the First Baptist Church of Vallejo, California, not only to provide a safe place to store the records, but to provide access as well. A room was found, archival shelving purchased and assembled, and supplies ordered. An environmental study was conducted. The records were gathered, processed, preserved, and stored in acid-free file folders and boxes. At the same time, series, subseries, a thesaurus, and a location method were developed. A traditional inventory and index were created and adapted to the card catalog to provide access to church attendees and outside researchers.

The major strength of this particular archives is its index. Every book, article, and website pertaining to church archives voiced the same lament: the archivists wished they had indexed their archives. This archives has an index established from its inception.

Moreover, this index was adapted to the existing card catalog. This is an important feature of the archives as the card catalog is always available in the library and the

congregation is already familiar with how to use it. Therefore, inventories do not need to be printed and kept out on table where they will ultimately be used as scratch paper. They can be printed for use at home or requests outside the congregation.

The Nazarene Archives website opens with the quote:

There will come a time when our memory
will only be as good as our archives.

By establishing the First Baptist Church archives there is now a place to send all the documents the church produces rather than storing them in boxes and throwing them into storerooms. They are now indexed, accessible for research and study, and properly stored to prevent further damage. Moreover, there is now a place for future records to be transferred and processed. In sum, the collective memory of the First Baptist Church is preserved and will continue.

RECOMMENDATIONS FOR FUTURE WORK

Although preliminary work has been completed in establishing the archives as an official church entity, much remains to be done.

1. A mission and goals statement and a Collection

Development Policy should be written that establishes what records should be transferred to the archives.

2. Guidelines need to be written for access and use of the records.
3. A public outreach program should be developed to teach the congregation about why the archives is important and how the records can be used.
4. A website for the archives containing finding aids and user policies should be created and linked to the Billy Graham Archives website.
5. A disaster plan needs to be written and implemented.
6. The documents need to be pH tested and buffered.
7. The indexing needs to be extended to the actual information within the documents.

Glossary

Acid Free Paper: Paper having a pH of 7.0 or greater. Unless treated with an alkaline substance capable of neutralizing acids, paper that is acid-free at the time of manufacture may become acidic through contact with acidic material or atmospheric pollutants.

Archives: 1. The documents created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their continuing value. 2. The building or part of a building where archival materials are located.

Archives Box/Container: A storage container, variable in terms of composition, construction, and dimensions, intended to protect and facilitate the handling of archival materials.

Arrangement: The intellectual and physical processes and results of organizing documents.

Bay: A unit of shelving, single or double sided, consisting of horizontal shelves between standards, uprights or upright frames.

Bibliographic Description: A written representation that characterizes a unit of description by means of data elements (such as creator, dates, and content) that are organized according to the provisions of a standard and treated as a logical unit.

Biographical Note: That part of the finding aid which records the highlights of the life and activities of a person or family that generated the documents described therein.

Brittleness: A condition in which paper or another medium breaks rather than bends when flexed. Brittleness usually results from the effects of acidity in the medium, aggravated by heat, light, and/or aging.

Buffering Agent: A alkaline substance intended to counteract existing acid or the formation of acid in paper.

Cash Book: A book of original entry in which a record is kept of all cash receipts, disbursements, or both.

Catalog: A listing of materials with descriptive details, usually arranged systematically. Catalogs are produced in a variety of formats, including book, card, microform, or electronic.

Closed File: 1. A file unit or series containing documents on which action has been complete and to which additional documents are not likely to be added. 2. A file unit or series to which access is restricted or denied.

Collection: 1. An artificial accumulation of documents brought together on the basis of some common characteristic. 2. A grouping of records/ archives created by private individuals and organizations. 3. The total holdings of a manuscript repository.

Container List: A listing of materials by container, meant to facilitate retrieval. A container list normally includes the title of the series or file, the portion of the file contained in each container, and the inclusive dates of the materials contained therein. A container list may also include shelf locations for each container.

Correspondence: Any form of addressed and written communication sent and received, including letters, postcards, memoranda, notes, telegrams, or cables.

Deacidification: The process by which the acid in paper is neutralized so that the pH value is at least 7.0, thereby assisting in preservation. Normally, the process deposits an alkaline buffer or reserve to inhibit the return of an acidic state.

Deed: A document, usually under seal, by which one party conveys property, especially real estate, to another.

Description: 1. The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holdings of archives. 2. The

written representations of products of the above process.

Disaster Plan: The policies and procedures intended to prevent or minimize damage to archival materials resulting from disasters.

Document: 1. Recorded information regardless of medium or characteristics. 2. A single item.

Encapsulation: the encasing of a document in a clear plastic (usually polyester) envelope of which the edges are sealed. The aim is to provide non-reactive support and protection for a fragile document and still maintain complete visibility.

Environmental Control: The creation and maintenance of a storage environment of archival holdings conducive to their long-term preservation. Environmental control encompasses temperature, relative humidity, air quality, lighting, freedom from biological infestation, housekeeping procedures, security and protection from fire and water damage.

Finding Aid: the descriptive tool, published or unpublished, manual or electronic, produced by an archives to establish physical control and/or intellectual control over records and /or archival materials.

Fire Extinguishing System: A system for extinguishing a fire by manual or automatic means. Manual extinguishing systems may use water, foam, sand or powder; automatic systems may use water, gas or, rarely, foam.

Foxing: The discoloration of paper by brownish stains, often in the form of specks or small spots.

Holograph: A document entirely in the handwriting of the person who signed it.

Indenture: An instrument to which two or more persons are parties, and in which the parties enter into reciprocal and corresponding grants or obligations

toward each other. The term derives from the practice of making as many copies of the deed as there were parties, and cutting or indenting each copy at the top or side, the idea being that the genuineness of each part might be proved by its fitting into the indentations cut in the other.

Index Vocabulary: The set of terms to be used in indexing the contents of documents in an information retrieval system.

Inventory: A basic archival finding aid whose unit of entry is usually the series. An inventory generally includes a brief administrative history of the organization whose records are being described as well as descriptions of the records. Series descriptions give as a minimum such data as title, inclusive dates, quantity, arrangement, relationships to other series, and scope and content notes. Inventories may also contain appendices that provide such supplementary information as container lists, folder lists, a glossary of abbreviations and special terms, lists of file units on special subjects, indexes, and classification plans/schemes.

Labeling: The process of preparing and affixing labels to folders, other file units and containers.

Leaf: A sheet of paper or parchment each side of which is referred to as a page.

Legal Size: 1. A standard paper size 8 ½ by 14 inches.
2. Capable of holding legal size documents.

Letter Size: 1. A standard paper size 8 ½ by 11 inches.
2. Capable of holding letter size documents.

Levels of Arrangement: The hierarchical groupings or archival holdings for purposes of administrative control and intellectual control. The levels are: repository, record group, series, subseries, file and item.

License: A document evidencing a right or permission, granted to an individual or organization in accordance

with law by a competent authority to engage in some transaction, business or occupation, or to do some act.

Linear Feet: A measurement for descriptive and control purposes of shelf space occupied by documents. For vertical file the total length of drawers, shelves or other equipment occupied is calculated.

Manuscript: A handwritten or typed document. A typed document is more precisely called a typescript.

Mortgage: A pledge or security of particular property for the payment of a debt or the performance of some other obligation.

Negative: A photographic image with reversed polarity, or if colored, complementary tonal values to those of the original.

Open File: 1. A file to which documents are being added.
2. A file with no restrictions as to access.

Page: One side of a leaf.

Paper: A medium commonly made from pulped cellulose fibers (derived mainly from wood, rags, or certain grasses) suspended in water, formed into sheets on a screen, and dried.

pH: A measure of the acidity or alkalinity of paper. Also referred to as hydrogen ion concentration, pH is expressed in terms of a logarithmic scale from 0 to 14. Seven is the neutral point; values above 7 are alkaline; values below 7 are acid. Acidity is a major cause of paper deterioration.

Photocopy: A copy produced on or by means of sensitized material by the action of light or other radiant energy with or without intermediate negative.

Photograph: An image produced on photosensitive material by exposure to light and subsequent chemical development.

Plan: A document in graphic or photogrammetric form depicting the arrangement in horizontal section of a structure, piece of ground, etc.

Posting Up: The practice of indexing a document not only by the terms precisely describing the subject, but also by one or more broader terms.

Preservation: the totality of processes and operations involved in the stabilization and protection of documents against damage or deterioration and in the treatment of damaged or deteriorated documents preservation may also include the transfer of information to another medium.

Privacy: The right of an individual to be secure from unauthorized disclosure of information about oneself that is contained in documents/archives.

Processing: The activities of accessioning, arranging, describing, and properly storing archival materials.

Provenance: The organization or individual that created, accumulated, and/or maintained and used records in the conduct of business prior to their transfer to an archives.

Record Type: The functional title for a record or series, such as license, proclamation or register. The title normally specifies or at least implies function or use, and often implies the basic layout of information.

Report: A document containing a presentation of facts or the record of some proceeding, investigation, or event.

Researcher: An individual who consults documents, either by a visit to a research room or through mail or telephone contact, for information about or from the holdings of a records center, archives.

Restricted Access: A limitation on the use of a body of documents or of single items containing information of a specific kind or in a particular form. The

restriction may limit the use for a time to particular persons or classes of persons or may exclude all potential users. Restrictions may be imposed by law, by archives having custody of the material or by officials of controlling agencies or donors and are enforced by the archives.

Scope and Content Note: In description, a narrative statement summarizing information on the characteristics of the described materials, including function and use as well as the kinds and types of information contained therein.

Security: An archival function concerned with the protection of documents from unauthorized access and /or damage or loss from fire, water, theft, mutilation or unauthorized alteration or destruction.

See Also Reference: A cross reference from a name, term, or phrase used as a heading to one or more related names, terms, or phrases that are also used as headings.

Series: File units or documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function or the same activity; have a particular form, or because of some other relationship arising out of their creation, receipt or use.

Subject Access: The use of information about the subject content of archival materials as access points for their retrieval.

Subseries: A body of documents within a series readily identifiable in terms of filing arrangement, type, form or content.

Thesaurus: A compilation of words and phrases showing synonymous, hierarchical, and other relationships and dependencies, the function of which is to provide a standardized vocabulary for information storage and retrieval.

Typescript: A typed document.

Volume: Manuscript or printed sheets bound together within a cover.

Will: The written legal expression or declaration of a person's wishes as to the disposition of his/her property, to be performed or to take effect upon his/her death.

All terms and definitions from A Glossary for Archivists, Manuscript Curators, and Records Managers. Compiled by Lewis J. Bellardo and Lynn Lady Bellardo. Chicago: The Society of American Archivists, 1992.

ANNOTATED BIBLIOGRAPHY

Bellardo, Lewis and Lynn Bellardo. 1992. A Glossary for Archivists, Manuscript Curators, and Records Managers. Chicago: Society of American Archivists.

This is a glossary of all the terms used in archives and their inventories.

Billy Graham Center Archives. 1997. Archives: Selected Other Archives with Material of Interest. Wheaton, Illinois: Billy Graham Center Archives. Website on-line. Available from <http://www.wheaton.edu/bgc/archives/nonwarch.html>; Internet.

This website is simply a list of 80 links to various religious archives worldwide.

_____. 1997. Sources of Help and Advice for Your Church or Synagogue Archives. Wheaton, Illinois: Billy Graham Center Archives. Website on-line. Available from solomon.wheaton.edu/bgc/archives/caw.html; Internet.

This Billy Graham Center website lists publications, audio, and videos from many denominations on how to establish and preserve archives. It provides an URL [<http://www.wheaton.edu/bgc/archives/nonwarch.html>] that includes links to many denominational archives. It also includes organizations and sources for archival supplies

"Frisbie Family Was Honored by Baptists." 1976. Vallejo Times Herald, 13 July.

An article written under the page heading "Many Churches Grew in Early Vallejo." It is a history of the church's beginnings.

Gaston. W. L. 1893. "Church History." The Golden Thorn 1 (January 1893): 1.

A history of Vallejo and the First Baptist Church. Its pastor intended it to be a publication separate from the church and ongoing. However, for unknown reasons this was the only copy published.

Gormley, Myra Vanderpool. 1990. "Church records: Genealogical Clues." Colonial Homes 16 (August): 8-9, 121,132.

This article discusses why someone who is searching their family history should search church records for information. It suggests which denominations to search depending upon the area of America the ancestors settled. It also tells how to locate records of defunct churches within a denomination.

Graham, Lannae. Rationale for the Preservation of Historical Materials. 1979. Media: Library Services Journal (January-March): 6. Quoted in Evelyn R. Ling. 1981. Archives in the Church or Synagogue Library: 7. Portland, Oregon: Church and Synagogue Library Association.

Grovestine, R. V. 1997a. Church Records. Shelburne, Nova Scotia: Shelburne County Genealogical Society Website online. Available from http://www.shelburne.nsc.ns.ca/nsgna/sg/sg_chur.htm; Internet.

This website lists the church records and their inclusive dates held by the society.

_____. 1997b. Shelburne County Genealogical Society. Shelburne, Nova Scotia: Shelburne County Genealogical Society. Website online. Available from http://www.shelburne.nsc.ns.ca/nsgna/sg/sg_home.htm; Internet.

This website introduces the Shelbourne County Genealogical Society. It includes a list of

surnames to be found in their family records and a list of all the church records listed by church with inclusive dates.

_____. 1997c. 1010 Surnames in Family Files. Shelburne, Nova Scotia: Shelburne County Genealogical Society. Website online. Available from http://www.shelburne.nscs.ns.ca/nsgna/sg/sg_name.htm; Internet.

This website is a list of all the surnames found in their files.

History of Solano County 1879. 1879. San Francisco: Wood, Alley & Co.

This book gives a unique look at Solano County history up to 1879. It includes such topics as political history, Mexican grants, murder and other trials, township histories, church histories, biographical sketches and lithographic portraits of the important pioneers of this era to this area.

Hough, Brenda. 1991. The Work of the Church of England Record Centre. Archives. XIX (October): 351-357.

A witty description of the establishment and move of this new archives. The author describes the move, his priorities, where his archives fits within the other denominational archives, promotion of the archives, and how he gets records transferred down.

Hunter, Harold D. 1996. IHPC Archives and Research Center Manual. Oklahoma City: International Pentecostal Holiness Church Archives and Research Center. Book online. Available from www.pctii.org/arc/manual.html; Internet.

This is the archives manual for the International Pentecostal Holiness Church. It provides step-by-step instructions from processing the documents to sending them on to the Convention Archives and International Archives. It provides

forms for donations and transfers. An excellent manual for church archives.

Ingersol, Stan. 1998. Nazarene Archives. Kansas City: Nazarene Archives. Website online. Available from <http://www.nazarene.org/hoo/archintro.html>; Internet.

This website was created to aid researchers. It gives a brief description of its history, why the archives was created, the collection, access, organization and arrangement, and record group categories.

Inventories and Registers: A Handbook of Techniques and Examples. 1976. Chicago: Society of American Archivists.

This manual discusses the purpose, content, and format of each section of an inventory. It covers everything from prefaces and introductions to series descriptions and container lists. It also provides several examples of each section.

Keegan, Frank. 1989. Solano: The Crossroads County. Chatsworth, California: Windsor Publications.

This book covers the history of Solano County from the 1775-1989.

Lawson, Bob. 1976. "First Presbyterian Founded in 1862." Vallejo Times Herald, 13 July.

An article written under the page heading "Many Churches Grew in Early Vallejo." It is a history of the church's beginnings.

Library of Congress Subject Headings. 1990. 13th edition. Washington, D.C.: Library of Congress, Office of Subject Cataloging Policy.

The official thesaurus of subject headings used in the Library of Congress. It consists of index terms and their see references to provide subject access to the library. It is used by

many libraries in the United States and Canada.

Ling, Evelyn R. 1981. Archives in the Church or Synagogue Library. Portland, Oregon: Church and Synagogue Library Association.

The Church and Synagogue Library Association publishes this guide which gives short concise directions on appointing committees and an archivist, selection guidelines, accessioning the collection, preservation, storage, and exhibits. This guide is dated and uses library techniques but has good suggestions.

Longley, Esther. 1976. Farragut Instrumental in Building Methodist Church. Vallejo Times Herald, 13 July.

An article written under the page heading "Many Churches Grew in Early Vallejo." It is a history of the church's beginnings.

Lundeen, Joel W. 1997. Brief Guide for Archives of Congregations. Chicago: Evangelical Lutheran Church in America Archives. Book online. Available from www.elca.org/os/archives/guide.html; Internet.

This manual for the archives of the Evangelical Lutheran Church in America provides sections on why have an archives, responsibilities, preservation techniques, arrangement and description, and what should be preserved. The unique sections to this manual are sections on preserving electronic records and conducting oral histories.

New Finding Aid: A Guide to Materials on Women in the United Methodist Church Archives. 1996. Methodist History 34 (1 July): 263-264.

This article describes the reference tool written by Kristen D. Turner for the General Commission on Archives and History. The guide is divided into four series and includes an index with name, subject and geographic citations. Each entry contains collection information, a history of

biographical note, a scope and content note, and references to related materials within the holdings.

O'Toole, James M. 1990. Understanding Archives and Manuscripts. Chicago: Society of American Archivists.

This is a very general overview of Archives and why it is important, beginning with a history of literacy. It continues by showing how each record provides important information and why it must be preserved. Its last chapter discusses organization of the records and how to make them searchable.

Ritzenthaler, Mary Lynn. 1993. Preserving Archives and Manuscripts. Chicago: Society of American Archivists.

This book covers the preservation aspect of archiving. It starts with preservation surveys, budgets and personnel. It discusses the components of each type of material and its weaknesses which cause deterioration, the archives environment and how to improve it , how to handle and store materials properly, and how to reformat records.

Stewart, Bob. 1997. United Church B. C. Conference Archives (3). Vancouver, British Columbia: United Church of Canada B. C. Conference Archives. Website online. Available from <http://www.interchange.ubc.ca/bstewart/page3.htm>; Internet.

Suelflow, August R. 1980. Religious Archives: an Introduction. Chicago: Society of American Archivists.

This guide is similar to the guide published by the Church and Synagogue Library Association. It covers the same areas giving a short guide to how to run a church archives. However, it includes chapters on budgets, buildings and facilities and providing reference service.

Vernon, Walter N. 1979. Guidelines for Local Church Historians and Records and History Committees. Lake Junaluska, NC: 3. Quoted in Evelyn R. Ling. Archives in the Church or Synagogue Library, 7. Portland, Oregon: Church and Synagogue Library Association.

Wichels, Ernest D. 1976. Ascension Church Historic. Vallejo Times Herald, 13 July.

An article written under the page heading "Many Churches Grew in Early Vallejo." It is a history of the church's beginnings.

FIRST BAPTIST CHURCH
ARCHIVES INVENTORY
CONTAINER LIST
AND
INDEX

PREPARED BY:
ANITA FALLTRICK
MAY 1999

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INTRODUCTION

First Baptist Church Archives

There began an interest in creating an archives at First Baptist Church in 1994 when it was decided to have a yearlong celebration of the church's 125th anniversary. The records were collected from various storerooms and put in the librarian's office where the archives is currently housed. The Board of Stewards was asked to make the Archives an official entity in the church and to establish a budget. The Archives became a subcommittee of Administration and reports to the Pastor. The mission is to conserve the documents of the church and to provide access for research.

The purpose of this archives is not only to preserve the business records of this church but also to preserve the membership and baptismal records. These records are important for genealogical purposes. Along with census, probate, tax and court records, church records can be proof of birth dates when birth certificates are lost. The records are also needed to prove membership when required for marriage by other churches. The archives is the collective memory of the church. It provides a connection to the church's past. These records provide ideas for new ministries and inspire members to service.

The documents of the First Baptist Church date from 1863 to present. The twenty boxes of records contain the financial and administrative records of the church. These materials include photographs, annual reports, bulletins, meeting minutes, giving records, membership records, newsletters, and newspaper clippings. Included are the original deeds and loans, minutebooks of congregational and board meetings, scrapbooks, and correspondence. The documents are arranged by series and subseries. As records are cataloged, they are organized into the existing series and assigned a location number.

In general, the records are in very good shape considering the way in which they were stored. The earliest records are leather-bound minutebooks, which are in good condition. The records are stored in acid-free containers (file

folders and/or storage boxes). Paper clips and staples have been removed and replaced with plastic.

All records are available for research unless the privacy of a member would be violated in which case those files are closed. This is noted in the container lists. The documents cannot be taken out of the building and must be viewed under the supervision of the archival staff. Copies can be made at cost.

There is a card index available in the church library and container lists are obtainable upon request. Requests for copies of this inventory should be sent to the First Baptist Church Archives, 2025 Sonoma Blvd., Vallejo, CA 94590, (707) 644-4064, or emailed to library@fbcvallejo.com.

Extent: 15.5 linear feet
Files: 476+

Anita Falltrick
Church Archivist

ADMINISTRATIVE HISTORY

VALLEJO HISTORY

In 1835, the Suscol Ranch was granted to General Mariana Guadalupe Vallejo by the Mexican Government. The property was ninety thousand acres in size and included what is now Vallejo, Benicia, and Sonoma.

General Vallejo's son-in-law, Captain John B. Frisbie, later founded Vallejo in the late 1840s (Keegan 1989, 31). The gold rush in 1849, brought many people to the area and "in the spring of 1850, the name Vallejo was given to the city" (History 1879, 210).

Around this time, the California State Capital was moved from San Jose to Vallejo, where the legislature met for the first time on January 5, 1852. However, by 1853 it had moved to Sacramento, and then to Benicia which caused a migration from Vallejo to Benicia.

In 1854, Mare Island became the United States Naval Station of the Pacific. Thus, it became the first Naval Yard on the West Coast, and this was the first of many times it brought prosperity back to Vallejo. Throughout its history Mare Island has played a pivotal role in the economic success of Vallejo and First Baptist Church.

When a group of people wanted to establish a church, Captain Frisbie would donate the land. The churches he helped to establish include the Methodist Episcopal Church (later the First Methodist Church) (Longley 1976, 6) and St. Vincent Ferrer Parish in 1855; the First Presbyterian Church (Vallejo Bible Church) (Lawson 1976, 6) in 1862; the Church of the Ascension (Protestant Episcopal) (Wichels 1976, 6) and St. Vincent Ferrer Catholic Church in 1867; and the Cornell Baptist Church (First Baptist Church) in 1869 (Frisbie 1976, 6).

CHURCH HISTORY AND GOVERNMENT

First Baptist Church began with twelve people who gathered together at Red Men's Hall on November 21, 1869, to establish a Baptist church in Vallejo. From that meeting the Baptist Church was founded. The tiny congregation met

in various halls until March 1, 1873, when the church building was dedicated to the service of God (History 1879, 210). The lot and church had cost over \$4,000. In gratitude for the donation of the land, the Board of Directors named the church after Captain Frisbie's mother, Cynthia Cornell.

In 1921, the property on the corner of Carolina Street and Sonoma Boulevard was purchased for the current building. The cornerstone was laid in 1922 and the new building was dedicated in May 1925.

After years of modification, the church complex now consists of a three-story brick building containing the sanctuary, fellowship hall, and gymnasium; a three story concrete building is attached to this and houses Sunday School rooms, the library, and the archives; and a one-story stucco building houses the church offices.

Mare Island Naval Base until recently has been Vallejo's main source of employment. Because of this, membership fluctuated over the decades with the changes in military personnel. Today, the congregation has approximately 250 members.

First Baptist Church is involved with many ministries ranging from two Sunday worship services and Sunday School for all ages to women's circles, a men's group, and youth ministries for junior, junior high, and senior high school. The community outreach of these groups includes providing Thanksgiving and Christmas baskets for the poor, storytelling at the elementary school across the street, and an operating daycare and preschool during the week.

The church employs one full-time minister and one part-time intern. A Board of Stewards is responsible for making the business decisions of the church, as well as for being spiritual leaders along with the ministerial staff. In the past, this board has also been called the Board of Directors. It is comprised of ten to twelve people with each person acting as the head of a specific committee. The committees are Administration, Worship, Christian Education, Finance, Missions, Property, Evangelism, Discipleship, and Youth. There are four additional officers on the board: the Moderator, Church Clerk, Sunday

School Superintendent, and Treasurer. The committee heads and officers are elected by the congregation for overlapping three-year terms.

MISSION OF THE CHURCH

The church's mission statement is as follows:
The mission of First Baptist Church is worship, discipleship, and the proclamation of the gospel of Jesus Christ, by word and deed, throughout our community and the world.

Through the power of the Holy Spirit we commit to:

- worship God faithfully in spirit and in truth;
- nurture, train, and equip families and the people of God that gather here for spiritual growth;
- minister through a lifestyle of love, care, and inviting witness to all people.

This mission will be accomplished in accordance with biblical principles as adopted in our Statement of Faith, Article II of our bylaws.

SCOPE AND CONTENT NOTE

The First Baptist Church Collection dates from 1863-1998. However, the bulk of the documents cover the time period from 1869-1990. Most of the collection encompasses the administrative, financial, committee records, and publications (annual reports, newsletters) of the church. There are also membership records and photographs.

The written records are in the form of manuscript and typescript depending upon the time period. They are organized by provenance which is the committee or person who created them and are filed chronologically within their subseries to facilitate the adding of new materials. Rather than merge the photographs into the functional series, they have been stored in their own box for preservation purposes.

In general, the records are in very good shape considering the way in which they were stored. The earliest records are leather-bound minutebooks, which are in good condition. There are no signs of insect, vermin, light, or water damage. The records are not warped, split, or cracked. Fortunately, the building has naturally maintained the relative humidity and the records have been stored in rooms that do not get excessively hot or dry.

The items in poor condition are the annual reports from the late 1930s and early 1940s. These were printed on low-quality paper that tears easily. Despite this, acid burns are not as severe as expected and there are no signs of crumbling. There are small tears on the edges of the papers, which probably come from the boxes being jostled as they were moved through the years. Five altar bibles show the heaviest wear; their spines are broken, the leather covers are worn, and they all have loose and torn pages.

The administrative records contain ballots, marriage licenses, congregational and board meeting minutes, committee reports, financial reports, agendas, constitutions and bylaws. They come in the form of minutebooks, documents, and binders. The records date from 1863-1991 and provide the written history of the church. They are divided into the following subseries:

Congregational Meetings, Board of Stewards, and Constitutions and Bylaws.

The financial records include mortgages, deeds, loan receipts, insurance policies, treasurer reports, correspondence, leases, budgets, and statements of nonprofit incorporation. They date from 1863-1992 and are the legal documents of the church.

The publications of the church are pamphlets, annual reports, and newsletters dating from 1893-1993. This part of the collection provides information about the daily, weekly, monthly, and annual events of the church. The committee records include the Board of Deacons' reports, committee reports, newspaper clippings, pamphlets, bulletins, attendance books, cashbooks and recipe books. They are divided into the subseries Board of Deacons, Caring Center, Evangelism and Discipleship, Missions, Stewardship, Worship, Christian Education, and Men's, Women's and Youth Ministries which are the ten main committees throughout the church history. The dates covered are 1899-1991.

The membership records date from 1871-1994. They include attendance books, directories, certificates of transfer and dismissal, and membership lists. They provide the baptismal, birth and death dates of the members and some of the directories are pictorial.

The photographs cover the time period 1892-1994 and are of the church buildings, members, committees, choirs, ministers, and events. They give a pictorial history of the church.

The numbering system for location is an alpha code for the series, an alpha code for the subseries, and the number of the file within the subseries. This allows expansion within the series and subseries when new records come in. Therefore, File 34 in the subseries Board of Stewards would be AD/BS/34 or Administrative Records/Board of Stewards/File #34.

The weakness of this collection is that there are very few records from the 1990s. However, this is because up until

now there has not been a place to send the documents and so they have remained in the church office files.

SERIES DESCRIPTION

ADMINISTRATIVE RECORDS AD
1869-1991 3.5 linear feet

This series contains the board minutes, congregational meeting minutes, ballots, constitutions, and bylaws. Contained within the meeting minutes are membership lists, financial and committee reports. This series is divided into three subseries. The records are filed chronologically.

Administrative Records 1926-1961 AD/1-4

Ballots and a marriage license book (1945-1946) of 143 licenses for couples married by the police judge.

Congregational Meetings 1869-1990 AD/ME/1-14

The minutes of the congregational meetings in the form of minutebooks, binders and loose documents also contain membership lists, declaration of faith, committee and financial reports, constitutions and pamphlets.

Board of Stewards 1869-1991 AD/BS/1-23

The minutes of the Board of Directors, now the Board of Stewards, meetings in the formats of minutebooks, binders, and loose documents also contain financial and committee reports, agendas, ballots, and correspondence.

Constitutions and Bylaws 1821-1991 AD/CB/1-7

The constitutions and bylaws are in the form of booklets and loose documents.

FINANCIAL RECORDS FN/1-56
1863-1992 1.5 linear feet

This series contains the financial records of the church including treasurers' reports, audit reports, mortgages, deeds, loan receipts, certificate of incorporation, insurance policies, financial reports, budgets, check registers, correspondence, leases, tax exemption claims, and resolutions to borrow. They are in the form of loose documents and cash books. The documents are filed chronologically.

PERSONNEL PR/1-17
1947-1990 2 linear inches

This series is primarily newspaper clippings about the ministers and staff of the church. It includes staff minutes, job descriptions, personnel policies, and resumes. Their format is newspaper clippings, correspondence, and loose documents. The records are filed chronologically.

CORRESPONDENCE CR/1-8
1927-1988 .25 linear inches

The correspondence series includes letters from pastors to members or congregation or from members to the congregation. It also contains letters of resignation from deacons and staff, and requests of pastors to fill the pulpit. The letters are filed chronologically.

COMMITTEES AND MINISTRIES CM
1863-1994 2.5 linear feet

This series includes committee minutes, correspondence, guest books, newspaper clippings, pamphlets, manuals, bulletins, financial records, and attendance records. The documents are divided into ten subseries based on the different committees of the church. Documents within each subseries filed chronologically.

Board of Deacons 1916-1980 CM/BD/1-5

This subseries is the minutes of the Board of Deacons which provided aid to members when needed and loans

for college students within the church. Documents are filed chronologically.

Caring Center	1967-1991	CM/CC/1-3
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The Caring Center is a daycare facility sponsored by the church. This subseries contains correspondence, custodian duties, and a plan for a proposed playground.

Evangelism & Discipleship 1945-1975 CM/EV/1-8

This subseries contains documents and a guest book for the Open Door Canteen which provided a place for the men stationed on Mare Island during World War II to spend time. It also includes newspaper clippings on the Released Time for Religion program which provided religion education for school children in the late fifties and early sixties. There are also clippings on visiting evangelists.

Missions	1929-1991	CM/MS/1-4
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Included in this subseries are a publication of suggested gifts for missionaries, newspapers clippings of a Dutch family sponsored by the church to resettle in Vallejo after the war, and mission payments and receipts.

Stewardship	1986-1991	CM/ST/1-5
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The documents in this subseries are primarily information on the Freed to Serve campaigns which was a stewardship campaign within the church.

Worship 1929-1994 CM/WR/1-21

This subseries contains bulletins and newspaper clippings of special church services during the year. It also includes clippings on visiting choral groups and a new service on Sunday nights.

Christian Education 1899-1988 CM/CE1-34

Included are attendance and cash books for the Sunday School and documents on Vacation Bible School.

Men's Ministries 1938-1986 CM/MN/1-3

This subseries contains the Men's Fellowship Breakfast minutes and a newspaper clipping on the 1938 Annual Retreat.

Women's Ministries 1926-1979 CM/WO/1-12

This subseries contains treasurer's reports, committee reports, cash books of missions giving, and newspaper clippings of their special events. It also includes a recipe book compiled by the women of the church.

Youth Ministries 1910-1983 CM/YO1-6

Included are the minutebooks of the meetings, a newspaper clipping of the officers installed, and a photograph of the attendees of a Snow Camp.

FACILITIES FC/1-13
1863-1994 1 linear inch

This series includes an abstract of the title, newspaper clippings on new additions, memos to janitors, bulletins of building dedications, receipts, invoices, floor plans, bids, and guarantees. The documents are filed chronologically.

MEMBERSHIP MM/1-38
1871-1994 1 linear foot

Included in this series are the membership lists, a death index, associational letters and statistics from the denomination, mission offerings, church expenses, certificates and letters of transfer or dismissal, a membership survey, inactive lists, visitors lists, attendance records, and directories. The directories, some of them pictorial, form a subseries. The documents are filed chronologically.

Directories 1967-1993 MM/DR/1-13

This subseries contains all of the directories of the church members and attendees. Some are pictorial.

PUBLICATIONS PB/1-10
1893-1997 2 linear feet

This series includes the newsletters, annual reports, and pamphlets published or put out by the church. It also includes a newspaper published by Rev. W.C. Gaston, a previous pastor and a document listing the rules of the Christian Help Center a facility in the city which takes in homeless people. This series is divided into two subseries and the documents are filed chronologically.

Annual Reports 1930-1997 PB/AR/1-7

This subseries is all of the annual reports published by the church. They contain annual committee reports, financial reports, the following year's budget.

Newsletters 1958-1993 PB/NW/1-31

This subseries contains the newsletters published by the church from their inception in 1958 until the present.

Pamphlets 1950-1988 PB/1-4

This subseries contains pamphlets used by the church for members and visitors.

PROGRAMS AND SPECIAL EVENTS PS/1-48
1925-1998 3 linear inches

This series includes bulletins, newspaper clippings, and booklets from the programs and events of the church. It includes a list of the original settlers of Vallejo with their birth or arrival to Vallejo dates from a banquet held in 1935. There is one subseries for the events celebrating the church's anniversary. All of the documents are filed chronologically.

Anniversaries 1939-1994 PS/AN/1-13

This subseries contains poems, bulletins, and newspaper clippings celebrating the various anniversaries of the church.

REGION	RE
1934-1970?	2 linear inches

This series includes newspaper clippings and programs about regional denomination events, magazines published by the denomination, a manual for the Strategic Planning Committee. The documents are filed chronologically.

FAMILY LIFE
1968-1994

FL/1-10
2 linear inches

This series contains mostly newspaper clippings about members and their activities outside of the church. The clippings are filed chronologically.

PHOTOGRAPHS	PH
1885-1993	6 linear inches

The photograph collection includes cabinet cards, postcards, black and white photographs, color photographs. This series has been divided into five subseries and filed chronologically.

Boards, Committees & Ministries	1940?-1993	PH/CM/1-4
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This subseries of photographs includes pictures of the Board of Stewards, Women's Missionary Society, and Good News Singers.

Personnel 1920-1987 PH/PR/1-11

These are primarily photographs of the ministers of the church.

Facilities 1892-1989 PH/FC/1-16

This subseries includes photographs of the various buildings of the church in their various stages of building.

Programs & Special Events 1920-1994 PH/PS/1-13

The photographs of this subseries are of various special programs and holidays in the history of the church.

Christian Education 1934-1980? PH/CE/1-5

Included in this subseries are photographs of the various Sunday School classes and the Released Time Christian Education trailer.

MEMORABILIA MA/1-13
1881-1983 3.5 linear feet

This series contains bibles, altar bibles, tiles, nails, and scrapbooks.

HISTORIES HI/1-4
1893-1994 .5 linear inches

This series includes newspaper clippings and documents of church history written by pastors or members of the church for anniversaries.

CONTAINER LIST

SERIES: ADMINISTRATIVE RECORDS

- AD/1 Ballot: Ballot for Social Committee, Music Committee, Boy Scout Committee and Nominating Committee October 1, 1926 (1 leaf)
- AD/2 Ballot: Annual Election of Officers May 8, 1929 (1 leaf)
- AD/3 Book: Marriage License Book--Marriage licenses for marriages performed in the Police Court of the city of Vallejo by the Police Judge V. M. Castagnetto. January 6, 1945-June 11, 1946 (143 leaves)
- AD/4 Documents: Official Ballot January 18, 1961 (1 leaf)

SERIES: ADMINISTRATIVE RECORDS

SUBSERIES: CONGREGATIONAL MEETINGS

- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)
- AD/ME/2 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) March 29, 1893-August 6, 1906 (201 leaves)
- AD/ME/3 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) September 4, 1906-October 4, 1915 (151 leaves)
- AD/ME/4 Documents: Congregational Business Meeting Minutes, Treasurers' Reports and Membership (manuscript and typescript) November 1, 1915-September 5, 1918 (172 leaves)
- AD/ME/5 Binder: Annual Business Meeting Minutes, Treasurers' Reports, Membership Rolls, and Committee Reports October 4, 1922-April 18, 1923 (71 leaves)
- AD/ME/6 Documents: Business Meeting Minutes October 1, 1923-October 7, 1925 (15 leaves)
- AD/ME/7 Documents: Church Business Meeting Minutes, Financial Reports, Correspondence and Membership (typescript) January 7, 1931-May 31, 1932 (50 leaves)

- AD/ME/8 Documents: Church Business Meeting Minutes and Financial Reports May 1, 1932-April 23, 1933 (74 leaves)
- AD/ME/9 Documents: Congregational Business Meeting Minutes and Membership Lists December 13, 1933-April 4, 1934 (66 leaves)
- AD/ME/10 Binder: Quarterly Business Meeting Minutes and Financial Reports May 11, 1938-October 6, 1948 (107 leaves)
- AD/ME/11 Binder: Congregational Meetings, Planning Commission, Advisory Council Minutes 1960-1967 (147 leaves)
- AD/ME/12 Binder: Regular Business Meeting Minutes; Annual Business Meeting Minutes; Constitutions 1958, 1975; Advisory Committee Minutes; Planning Committee Minutes
Pamphlet: National Council of the Churches of Christ in the USA
1968-1975 (237 leaves, 1 pamphlet)
- AD/ME/13 Binder: Quarterly Business Meetings January 14, 1976-April 13, 1977; Constitution and Bylaws adopted March 16, 1977; Multiple Board Structure and Single Board Structure; Constitution January 15, 1975; Advisory Council Minutes November 18, 1975-March 9, 1977 (95 leaves)
- AD/ME/14 Documents: Congregational Business Meeting Minutes and Handouts January 1982-October 1990 (260 leaves)

SERIES: ADMINISTRATIVE RECORDS

SUBSERIES: BOARD OF STEWARDS

- AD/BS/1 Record Book: Board of Directors' Minutes January 5, 1937-February 6, 1940 (54 leaves)
- AD/BS/2 Binder: Board of Directors' Meeting Minutes and Financial Reports May 7, 1940-May 2, 1944
Building Committee Minutes Sept 8, 1941-October 6, 1941 (63 leaves)
- AD/BS/3 Postcard: Board of Directors' Meeting Reminder June 1944 (1 card)
- AD/BS/4 Minutebook: Board of Directors' Meeting Minutes May 14, 1951-March 4, 1957 (78 leaves)

- AD/BS/5 Documents: Official Ballot for Officers, Deacons, Deaconesses, Directors, Christian Education and Ushers January 20, 1960 (1 leaf)
- AD/BS/6 Minutebook: Board of Directors' Meeting Minutes April 8, 1957-December 9, 1968 (302 leaves)
- AD/BS/7 Minutebook: Board of Directors' Minutes January 1969-March 1977 (150 leaves)
- AD/BS/8 Binder: Board of Directors' Meeting Minutes and Committee Reports 1976 (140 leaves)
- AD/BS/9 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1977 (172 leaves)
- AD/BS/10 Minutebook: Board of Steward Minutes April 27, 1977-December 12, 1978 (75 leaves)
- AD/BS/11 Binder: Board Of Steward Minutes, Committee Reports, and Financial Reports 1978 (128 leaves)
- AD/BS/12 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1979 (269 leaves)
- AD/BS/13 Binder: Board of Stewards' Minutes, Financial Reports, Committee Reports August 1981-March 1983 (337 leaves)
- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports September 9, 1980-April 13, 1982; Assessor's Map Bk 56 Page 13; Mission Committee Reports September 13, 1977-January 13, 1981; Floor Plans for New Sanctuary (never built) and Offices (207 leaves)
- AD/BS/15 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports 1985 (139 leaves)
- AD/BS/16 Binder: Board of Steward Minutes, Agendas, and Financial Reports 1986 (223 leaves)
- AD/BS/17 Binder: Board of Steward Minutes, Agendas, and Financial Reports 1987 (239 leaves)
- AD/BS/18 Binder: Board of Steward Minutes, Agendas, and Financial Reports 1988 (224 leaves)
- AD/BS/19 Binder: Board of Stewards' Meeting Minutes and Agendas 1989; Financial reports December 1988-November 1989 (171 leaves)
- AD/BS/20 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos January-June 1990 (245 leaves)
- AD/BS/21 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos July - December 1990 (282 leaves)

- AD/BS/22 Documents: Table of Board and Staff Positions; Minutes of Board of Stewards' Meeting May 15, 1991; Minutes of Congregation Business Meeting May 19, 1991; Thoughts for Improving Congregational Business Meetings March 19, 1991; Letter from Stephen Ball to Board Members with Agenda for Congregational Meeting and Proposed Bylaw September 29, 1991 (15 leaves)
- AD/BS/23 Minutes: Board of Stewards' Meeting Minutes July 10, 1991 (2 leaves)

SERIES: ADMINISTRATIVE RECORDS

SUBSERIES: CONSTITUTIONS AND BYLAWS

- AD/CB/1 Documents: Constitution and Bylaws of the First Baptist Church of Vallejo, California Incorporated (manuscript) February 15, 1921 (25 leaves)
- AD/CB/2 Documents: Constitution and Bylaws of the First Baptist Church of Vallejo, California Incorporated (typescript) February 15, 1921 superceded April 23, 1952 (12 leaves)
- AD/CB/3 Documents: Constitution of First Baptist Church, Vallejo, California Adopted April 2, 1958 reprinted January 1970 (8 leaves)
- AD/CB/4 Documents: Articles of Incorporation and Bylaws October 11, 1978 (11 leaves)
- AD/CB/5 Booklet: Bylaws 1985 (6 leaves)
- AD/CB/6 Booklet: Bylaws 1988 (12 leaves)
- AD/CB/7 Booklet: Bylaws revised September 1991 (5 leaves)

SERIES: FINANCIAL RECORDS

- FN/1 Documents: Mortgages and Deeds (manuscript and typescript) 1863-1921 (57 leaves)
- FN/2 Documents: Receipt for loan payment of \$500.00 credited to Cornell Baptist Church October 13, 1887 (1 leaf)
- FN/3 Documents: Certificate of Incorporation, Cornell Baptist Church February 11, 1889 (3 leaves)
- FN/4 Cash Book: Financial Records Book February 1908-December 1915 (122 leaves)

- FN/5 Documents: Deeds and Mortgages (typescript) 1920-1968 (132 leaves)
- FN/6 Documents: Insurance Policies 1958-1968 (157 leaves)
- FN/7 Documents: General Treasury 1923; Floor Fund 1923 (3 leaves)
- FN/8 Bond: Bond #323 Promise to Pay \$100.00 February 1, 1923 Paid in full April 5, 1925 (1 leaf)
- FN/9 Resolution: Resolution Securing Loan of \$2000.00 from Central Commercial and Savings Bank, Vallejo, California. (One original and 2 carbon copies) Includes handwritten notes on the vote of the resolution. January 14, 1925 (5 leaves)
- FN/10 Report: Report of Treasurer for quarter ending December 31, 1925 (1 leaf)
- FN/11 Report: Report of Treasurer of Benevolences for quarter ending December 31, 1925; March 31, 1926; June 30 1926 (3 leaves)
- FN/12 Correspondence: Northern California Baptist Convention acknowledging paid mortgage of \$1000.00;
Mortgage: Mortgage of \$1000.00 dated February 27, 1925, paid in full April 3, 1925 (2 leaves)
- FN/13 Paycheck: To L. P. Russell September 28, 1925 (1 leaf)
- FN/14 Report: Report of Financial Secretary for quarter ending January 2, 1926
Report: Report of Special Weekly Offering (2 leaves)
- FN/15 Report: Quarterly Report of Church Fellowship Fund January-March 1926; April-June 1926; October-December 1926 (3 leaves)
- FN/16 Report: Quarterly Report of Treasurer for period ending March 31, 1926 dated April 14, 1926
Report: Quarterly Report of Treasurer of First Baptist Church Vallejo, California for period October 1, 1926-September 30, 1927 (3 leaves)
- FN/17 Correspondence: Letter from Auditing Committee to the Church October 3, 1927 (1 leaf)
- FN/18 Report: Treasurer's Report of Ladies Aid 1926? (1 leaf)
- FN/19 Report: Report of Treasurer October 1, 1927-September 30, 1928 (1 leaf)

- FN/20 Report: Auditing Committee to Church October 3, 1928 (1 leaf)
- FN/21 Report: Treasurer's Report of the First Baptist Church, Vallejo, California. Quarter ending December 31, 1928 (1 leaf)
- FN/22 Report: Treasurer's Report February-March 1929 (3 leaves)
- FN/23 Report: Report of Treasurer of Benevolences for ending quarter April 30, 1930 (1 leaf)
- FN/24 Report: Report of Fellowship Fund of the First Baptist Church Vallejo, California April 1-June 30, 1928; July 1-September 30, 1928; October 1-December 31, 1928; January 1-March 31, 1929; April 1, 1928-March 31, 1930. Handwritten in pencil on tablet Paper. (5 leaves)
- FN/25 Correspondence: Letters between George Dean and Mrs. William Pohlman discussing a legacy left to Cornell Baptist Church by Hannah Voorhees 1930-1931 (6 leaves, 4 envelopes)
- FN/26 Documents: Leases to building at 532 Carolina Street to A-1 Body Shop May 7, 1956 (5 leaves)
- FN/27 Documents: State Compensation Insurance Fund February 4, 1958 (5 leaves, 1 envelope)
- FN/28 Documents: Claims for tax exemption 1958, 1959, and 1961 (3 leaves)
- FN/29 Documents: Budget for 1959 and Proposed Budget for 1960 (1 leaf)
- FN/30 Documents: Equipment Maintenance Agreement with International Business Machines Corporation (IBM) September 16, 1960-September 16, 1961 (1 leaf)
- FN/31 Documents: Last Will and Testament of Marie C. Nye January 18, 1962 (3 leaves)
- FN/32 Documents: Special Offerings (photocopy) 1974-1978 (1 leaf)
- FN/33 Documents: Proposed budgets 1977-1983 (39 leaves)
- FN/34 Documents: "Questions and Answers for Church Treasurers About Taxes Including the Tax Reform Act of 1986, ABC Retirement/Benefit Program and Pastoral Budgets" Ministers and Missionaries Benefit Board 1986 (12 leaves)
- FN/35 Documents: Record of Giving by Month 1986-1990; Record of Budget Expenditures by Month 1986-1990 (2 leaves)

- FN/36 Documents: Freed to Serve Payments to ABEC (loan payments) 1987 (3 leaves)
- FN/37 Documents: Financial Reports 1987 and Proposed Budget 1988 (187 leaves)
- FN/38 Documents: Statement of Domestic Nonprofit Corporation (photocopy) 1987, 1988 (2 leaves)
- FN/39 Documents: Letter from American Baptist Credit Union offering financial services June 1988; Proforma Chart of Monthly Spread of Percentages of Budget Given Per Month; Record of Monthly Budget Giving 1984-1988; Giving in December 1987, 1988 (5 leaves)
- FN/40 Correspondence: Letter to Ralph Lightbody from Floyd giving a donation June 28, 1988 (1 leaf)
- FN/41 Documents: Financial Reports 1988 and Proposed Budgets for 1989 (262 leaves)
- FN/42 Correspondence: From Ralph Lightbody to Richard Evans of R & B thanking for donation (photocopy) October 5, 1988 (1 leaf) CLOSED UNTIL 2063
- FN/43 Documents: Copies of checks and notes of donations to memorial fund in memory of Jim Bickford 1988 (4 leaves) CLOSED UNTIL 2063
- FN/44 Memos: From Lyn Coggin or Ralph Lightbody to Virginia McKee, Treasurer on individual designated donations 1988-1989 (5 leaves)
- FN/45 Binder: Financial Reports 1989 (265 leaves)
- FN/46 Documents: Receipts and Check Register January 1989 (7 leaves)
- FN/47 Documents: Budget Reports Fund 01 (Accts 5000-5160 January 1991-March 1991; Budget 1986-1990; Cash receipts 1989, 1990, 1991 (4 leaves)
- FN/48 Documents: Accountant's Review Report of Financial Statements: First Baptist Church of Vallejo For Year End December 31, 1989 by Leroy F. Cox, Certified Public Accountant of Fairfield, CA 1989 (10 leaves)
- FN/49 Documents: "Cash System and Audit Committee of the Local Church" by Clois Coon. Job descriptions for each person who handles the money in the church: ushers, financial secretary, treasurer, audit committee, etc. 1991 (5 leaves)

- FN/50 Correspondence: Letter to American Baptist Credit Union asking for a credit line of \$25,000
Pamphlet: "American Baptist Credit Union Current Rate Supplement"
Documents: Resolution to Borrow; Corporate Loan Application; Corporate Loan Application Checklist; Loan Application and Agreement; Questionnaire for Corporate Loan Request 1990 (7 leaves, 2 envelopes)
- FN/51 Documents: Receipt from software for toll-free support for 1991 (photocopy) December 31, 1990 (1 leaf)
- FN/52 Correspondence: Fred Pitman, Minister of Business and Finance of American Baptist Churches of the West to Dr. Ralph Lightbody that they will recommend an \$18,000 loan 1991 (1 leaf)
- FN/53 Documents: Computer printouts of financial accounts 1991 (184 leaves)
- FN/54 Receipt: Bank of America Receipt From Down Payment on Church Truck and Trailer August 5, 1991 (2 leaves)
- FN/55 Documents: Financial computer printouts 1991 and Budget Request for 1992 (179 leaves)

SERIES: PERSONNEL

- PR/1 Documents: Staff July 1947; Staff Meeting Minutes July 22, 1947-July 17, 1948 (32 leaves)
- PR/2 Newspaper Clipping: "Ex-Vallejo Pastor Jesse Parker Dies" undated (1 leaf)
- PR/3 Pamphlet: 1968 Complete 22-day Holy Land Tour June 15-July 6 conducted by Vander Warne, Jr. pastor (TWA) (1 leaf)
- PR/4 Newspaper Clipping: "Minister Will Show Tour Film." First in a film series of bible lands by Pastor Stanley Cornils 1968 (1 leaf)
- PR/5 Newspaper Clipping: "Minister Slates Talks on Israel in Bible Prophecy" August 11, 1968 (2 leaves)
- PR/6 Newspaper Clipping: "Pastor's 22-day Tour of Holy Land Described as Inspiring Experience" July 1968 (2 leaves)

- PR/7 Newspaper Clipping: "Vallejo Pastor, Wife Leave Saturday on 22 Day Europe, Holy Land Tour" and the week's church schedule June 1968 (2 leaves)
- PR/8 Newspaper Clippings: "Sea Scrolls Story Aired"; "Junior Editors Quiz on Dead Sea Scrolls" (2 leaves)
- PR/9 Newspaper Clipping: "Club Hears Trip Report" Rev. Stanley Cornils speaker at rotary club on his recent tour of Palestine. October 17, 1968 (2 leaves)
- PR/10 Documents: Minutes of the Pulpit Committee November 12, 1930 (1 leaf)
- PR/11 Newspaper Clipping: Photograph of Parker Family Vallejo Times-Herald May 2, 1942 (1 leaf)
- PR/12 Newspaper Clipping: "Ordination Tonight for Harold Salveria" 1959 (1 leaf)
- PR/13 Newspaper Clippings: "Dean Friedrich New Methodist Music Director"; "Baptist Music Director is David Wells" Dean Griedrich takes new job at Methodist Church and David Wells replaces him. 1960s? (1 leaf)
- PR/14 Documents: Personnel Policies for First Baptist Church 197? (5 leaves)
- PR/15 Documents: Job Descriptions For All Paid Positions 1980s? (11 leaves)
- PR/16 Correspondence: Resumes for administrative secretary that were interviewed 1990 (68 leaves) CLOSED UNTIL 2065
- PR/17 Correspondence: Resumes for administrative secretary and their corresponding rejection letters 1990 (70 leaves) CLOSED UNTIL 2065

SERIES: CORRESPONDENCE

- CR/1 Correspondence: Letter from Luther Parker Russell to Mr. and Mrs. Frederick Wolfe regarding purchase of a bulletin board 1927 (4 leaves)
- CR/2 Correspondence: Letter to Church from J. Orrin Gould at Annual Meeting. October 5, 1927 (1 leaf)
- CR/3 Correspondence: Second page of a letter sent to church by J. Orrin Gould October 3, 1928 (1 leaf)
- CR/4 Correspondence: Letter from C. I. Ford to F .A. Wolfe asking to fill pulpit during summer April 26, 1929 (1 leaf)

- CR/5 Correspondence: Letters of Resignation from several deacons, the church clerk and the janitor dated between February 5, 1930 and January 7, 1931 (8 leaves)
- CR/6 Correspondence: Letter from Bernie Slaughter, Diaconate Chairman to congregation asking for support of Pastor Cornils' pastorate June 18, 1968 (1 leaf)
- CR/7 Correspondence: From American Baptist about subscriptions to the magazine February 1988 (3 leaves)
- CR/8 Correspondence: From Duane Christensen to Ralph Lightbody to fill pulpit while on vacation 1988 (7 leaves)

SERIES: COMMITTEES AND MINISTRIES
SUBSERIES: BOARD OF DEACONS

- CM/BD/1 Booklet: Report of the Program Committee 1980 (12 leaves)
- CM/BD/2 Record Book: Board of Deacons' Minutes January 4, 1916-November 20, 1930 (76 leaves)
- CM/BD/3 Report: Report of Board of Deacons for quarter ending December 31, 1925 dated January 20, 1926 (1 leaf)
- CM/BD/4 Book: Deacon's Minutes October 29, 1951-November 27, 1956 (183 leaves, 3 envelopes)
- CM/BD/5 Documents: Deacon's Educational Fund Promissory Notes 1964-1969 (6 leaves)

SERIES: COMMITTEES AND MINISTRIES
SUBSERIES: CARING CENTER

- CM/CC/1 Correspondence: Letters Concerning Tax Status of the Caring Center 1967-1979 (7 leaves)
- CM/CC/2 Documents: Caring Center Custodian Duties November 13, 1986 (2 leaves)
- CM/CC/3 Documents: Letter and Drawing of Proposed Playground for Caring Center to Mark Thatcher, Community Care and Licensing from Ruth Rice, Caring Center Director, May 28, 1991
Documents: Correspondence and Questionnaire to Board of Stewards, Staff Members, and Caring Center from Judy Gormley about Caring Center 1991? (8 leaves)

SERIES: COMMITTEES AND MINISTRIES
 SUBSERIES: EVANGELISM AND DISCIPLESHIP

- CM/EV/1 Documents: Formal Opening of Church Door Canteen April 8, 1945 (1 leaf)
- CM/EV/2 Book: Guest Book for the Open Door Canteen for the Servicemen April 9, 1945-December 20, 1945. Divided by servicemen and civilians visiting the canteen which was open daily (77 leaves)
- CM/EV/3 Newspaper Clipping: "Bus Seats Available to Graham's Crusade" Vallejo Times-Herald June 3, 1958 (2 leaves)
- CM/EV/4 Newspaper Clipping: "Release Time for Religion to Continue" Vallejo Times-Herald July 2, 1959 (1 leaf)
- CM/EV/5 Pamphlet: "A Prince Among Evangelists: Harry McCormick Lintz" Victory Crusade Evangelistic Association.
 Newspaper Clipping: "Noted Singer Jimmie Davis in Vallejo" Vallejo Times-Herald November 12, 1965 (3 leaves)
- CM/EV/6 Newspaper Clipping: "Where Are They Now?" Dr. Fridell gave the dedication address to North Vallejo Community Church, 2 Andrew Road, Vallejo June 5, 1966 Crusader, June 1968 (2 leaves)
- CM/EV/7 Newspaper Clipping: "Religious Training Plan Starts" Celebrating 25th year of service to Vallejo children. Vallejo Times-Herald September 28, 1968 (2 leaves)
- CM/EV/8 Documents: One-on-One Discipleship Program and Meeting Minutes from First Baptist Church, Modesto sent upon request October 12, 1975 to Pastor Stanley Cornils December 9, 1975 (108 leaves)

SERIES: COMMITTEES AND MINISTRIES
 SUBSERIES: MISSIONS

- CM/MS/1 Publication: Suggestions for Designated Christmas Offerings. Lists suggestions of amounts and what it will buy in the mission field. 1929 (1 leaf)
- CM/MS/2 Newspaper Clipping: "New Dutch Family Here" Resettlement Act of 1956 Vallejo News-Chronicle August 17, 1956 (1 leaf)

- CM/MS/3 Certificate: American Baptist Convention
Certificate of Recognition of World Mission
Support for 1967
Newspaper Clipping: "1967 Mission Giving
Increase in Northern California and Nevada Sierra
Churches Recognized" Crusader March 1968 (2
leaves, 1 envelope)
- CM/MS/4 Binder: Mission Payments and Receipts 1990-1991
(145 leaves)

SERIES: COMMITTEES AND MINISTRIES
SUBSERIES: STEWARDSHIP

- CM/ST/1 Pamphlet: "Freed to Serve" Stewardship Campaign
1986 (1 pamphlet)
- CM/ST/2 Documents: Pattern of Personal Giving 1988 (1
leaf)
- CM/ST/3 List: Account Names (list of givers) May 31,
1989 (2 leaves)
- CM/ST/4 Documents: Freed to Serve Stewardship Campaign
1989; Report April 30, 1989; Presentation Figures
May 15, 1989; Stewardship Campaign Teams;
Stewardship Goals; Pattern of Personal Giving;
Stewardship Program; Supplemental Follow-up
Manual, and Follow-up Director's Manual, Ministry
Emphasis Director's Manual (20 leaves, 1 booklet)
- CM/ST/5 Report: Visions in Faith Monthly Report January
22, 1991 (1 leaf)

SERIES: COMMITTEES AND MINISTRIES
SUBSERIES: WORSHIP

- CM/WR/1 Correspondence: Usher Resignation February 6,
1929 (1 leaf)
- CM/WR/2 Documents: Bulletin Memorial for Elizabeth Wolfe
Genung October 27, 1935 (1 leaf)
- CM/WR/3 Documents: Bulletin October 31, 1948 (2 leaves)
- CM/WR/4 Documents: Bulletins 1951-1957 (94 leaves)
- CM/WR/5 Newspaper Clipping: "Baptist Churches Hold
Watchnight Services" Vallejo Times-Herald January
1, 1959 (1 leaf)
- CM/WR/6 Newspaper Clipping: "First Baptist to Host New
Sunday Evening Services" Vallejo News-Chronicle
November 1, 1962 (1 leaf)
- CM/WR/7 Bulletin: Easter March 26, 1967 (1 leaf)

- CM/WR/8 Newspaper Clipping: "Baptist Area Minister Will be Guest Speaker" Rev. Douglas Siden, Area Minister and Minister of Urban Strategy for the American Baptist Churches of Northern California will be guest speaker. 196? (2 leaves)
- CM/WR/9 Newspaper Clipping: "Churches Prepare Palm Sunday Services, Christ's Passion Marked" Vallejo News-Chronicle April 5, 1968 (1 leaf)
- CM/WR/10 Bulletin: Palm Sunday April 7, 1968 (1 leaf)
- CM/WR/11 Bulletin: Good Friday Services 12:30 and 1:30 pm April 12, 1968 (2 leaves)
- CM/WR/12 Newspaper Clipping: "Good Friday Rites Scheduled Today by Many Churches" April 12, 1968 (3 leaves)
- CM/WR/13 Bulletin: Easter Sunday April 14, 1968 (2 leaves)
- CM/WR/14 Newspaper Clippings: "Easter Morning Services for First Baptist Church and North Vallejo Community Church" April 14, 1968 (4 leaves)
- CM/WR/15 Newspaper Clipping: "Meistersingers Choral Ensemble Directed by Dean Friedrich First Baptist Church Vallejo" May 19, 1968 (2 leaves)
- CM/WR/16 Bulletin: Children's Day June 9, 1968 (1 leaf)
- CM/WR/17 Newspaper Clipping: "Christmas Season Rites at Area Churches: Events to Include Choral Programs" The three combined choirs present a Christmas concert December 15, 1968 (2 leaves)
- CM/WR/18 Newspaper Clipping: "Watchnight Services Slated on Tuesday: Multitude of Area Rites are Scheduled" Vallejo News-Chronicle December 27, 1968 (2 leaves)
- CM/WR/19 Newspaper Clipping: "Vallejo First Adopts New Sunday Night Program" 1968; on back: "Pilgrim Haven Board Outlines the Future" "Mrs. Stanley Cornils elected Vice Chairman of Pilgrim Haven Board" 1968 (3 leaves)
- CM/WR/20 Bulletins: 1969 (3 leaves)
- CM/WR/21 Bulletins: 1985-1986 (16 envelopes, 123 leaves)
- CM/WR/22 Correspondence: Letter Describing Good News Singers (1975-1984) June 23, 1994 (1 leaf)

SERIES: COMMITTEE AND MINISTRIES

SUBSERIES: CHRISTIAN EDUCATION

- CM/CE/1 Attendance Book: Sunday School Secretary's Record 1899 (64 leaves)
- CM/CE/2 Minutebook: Attendance and Lesson Subject January 1906-October 1908 (28 leaves)
- CM/CE/3 Book: Sunday School Secretary's Minutes, Attendance and Offering April 3, 1910-February 23, 1915 (102 leaves)
- CM/CE/4 Book: Baraca Bible Class Attendance, Minutes and Treasurer's Report 1911-1921 (90 leaves)
- CM/CE/5 Cash Book: Sunday School Treasurer's Book May 2, 1920-April 24, 1921 (73 leaves)
- CM/CE/6 Cash Book: Sunday School Treasurer's Book May 1, 1921-April 30, 1922 (73 leaves)
- CM/CE/7 Cash Book: Sunday School Treasurer's Book May 7, 1922-April 29, 1923
Envelope: Offering Envelope February 4, 1923
Documents: Notes (77 leaves, 1 envelope)
- CM/CE/8 Cash Book: Sunday School Treasurer's Book January 1, 1933-December 31, 1933 (73 leaves)
- CM/CE/9 Cash Book: Sunday School Treasurer's Book January 1, 1934-December 31, 1934 (73 leaves)
- CM/CE/10 Cash Book: Sunday School Treasurer's Book 1935 (73 leaves)
- CM/CE/11 Cash Book: Sunday School Treasurer's Book 1936 (73 leaves)
- CM/CE/12 Book: Baraca Bible Class Attendance and Minutes 1921-1925 (70 leaves)
- CM/CE/13 Documents: Vacation Bible School Attendance, Worship Services, Financial Reports 1937 (20 leaves)
- CM/CE/14 Cash Book: Sunday School Treasurer's Book 1937 (73 leaves)
- CM/CE/15 Notebook: Cabinet of First Baptist Church and Teachers Meeting Minutes January 13, 1937-July 25, 1945 (144 leaves)
- CM/CE/16 Cash Book: Sunday School Treasurer's Book 1939 (73 leaves)
- CM/CE/17 Cash Book: Sunday School Treasurer's Book 1940 (73 leaves)
- CM/CE/18 Cash Book: Sunday School Treasurer's Book April 1947-April 1948 (18 leaves)

- CM/CE/19 Documents: Sunday School Teachers Meetings June 24, 1947-February 17, 1948 (8 leaves)
- CM/CE/20 Documents: Daily Vacation Church School 1949 (29 leaves)
- CM/CE/21 Cash Book: Sunday School Treasurer's Book May 1949-April 1950 (18 leaves)
- CM/CE/22 Documents: Daily Vacation Bible School, Chico, California (Workshop) June 18-June 29, 1951 (1 leaf)
- CM/CE/23 Roster: Subdivisions of Christian Education Work 1951-1952 (1 leaf)
- CM/CE/24 Pamphlets: Cooperative Texts for Weekday Church Schools 1951-1952
Cooperative Texts for Vacation Church School 1951 (8 leaves)
- CM/CE/25 Newspaper Clipping: "Sunday School Sets an Attendance Mark" 1958? (1 leaf)
- CM/CE/26 Notebook: Alpha and Omega Class Attendance 1961 (34 leaves)
- CM/CE/27 Notebook: Alpha and Omega Class Attendance 196? (33 leaves)
- CM/CE/28 Attendance Book: Jr. High Sunday School Class Attendance September 1964-August 1965 (11 leaves)
- CM/CE/30 Cash Book: Sunday School Attendance September 1980-August 1981
Documents: Sunday School Irregulars December 3, 1980
Documents: Sunday School Absentees December 30, 1980 and January 20, 1981 (47 leaves)
- CM/CE/31 Cash Book: Sunday School Attendance September 1981-August 1982 (39 leaves)
- CM/CE/32 Cash Book: Sunday School Attendance Book July 1982-June 1983 (36 leaves)
- CM/CE/33 Documents: Sunday School Attendance Records and Offerings 1988 (10 leaves)
- CM/CE/34 Documents: Nursery Ministry Proposal 199? (4 leaves)
- CM/CE/35 Documents: "Why Sunday School?" 199? (1 leaf)

SERIES: COMMITTEES AND MINISTRIES
 SUBSERIES: MEN'S MINISTRIES

- CM/MN/1 Newspaper Clipping: "Man Power Committed"
 Annual Retreat of American Baptist Men. Earl
 Sterling, a member, is in center photograph.
 Crusader November 1938 (2 leaves)
- CM/MN/2 Binder: Men's Fellowship Breakfast Minutes;
 Executive Minutes and Treasurer's Reports;
 Attendance Books 1974-1981 (350 leaves, 4
 booklet)
- CM/MN/3 Binder: Men's Fellowship Breakfast Minutes;
 Executive Minutes and Treasurer's Reports;
 Surveys (photocopies, manuscript) 1982-1986 (188
 leaves, 1 booklet)

SERIES: COMMITTEES AND MINISTRIES
 SUBSERIES: WOMEN'S MINISTRIES

- CM/WO/1 Booklet: Selected Recipes Given by Members and
 Friends of the Martha Circle of the First Baptist
 Church 19?? (20 leaves)
- CM/WO/2 Report: Report of Ladies Aid Society
 (manuscript) April 1-June 30, 1926; October 7,
 1926-October 1, 1927; October 1, 1927-September
 30, 1928 (3 leaves)
- CM/WO/3 Report: Report of Treasurer of Ladies Aid for
 quarter ending December 31, 1928 (1 leaf)
- CM/WO/4 Report: Report of Treasurer of Ladies Aid ending
 March 31, 1929 (2 leaves)
- CM/WO/5 Newspaper Clippings: "Members of the Homemakers
 Circle"; "These Members of the First Baptist
 Church Served As Hostesses. . . " Vallejo News-
 Chronicle December 12, 1949 (1 leaf)
- CM/WO/6 Book: Women's Missionary Society Attendance
 Record November 18, 1954-December 20, 1962 (91
 leaves)
- CM/WO/7 Cash Book: Women's Missionary Society Receipts
 and Disbursements May 1, 1967-April 25, 1975 (74
 leaves)
- CM/WO/8 Newspaper Clipping: "All Faiths Observe
 Fellowship Day" Fellowship Day is observed once a
 year nationally by United Church Women. Vallejo
 News-Chronicle May 2, 1968 (1 leaf)

- CM/WO/9 Bulletin: May Fellowship Day at St. Paul's Lutheran Church. A program prepared by Ruth Rosen of First Baptist Church. May 3, 1968 (1 leaf)
- CM/WO/10 Documents: Bylaws of Church Women United in Vallejo, CA. An ecumenical group of women from all the Vallejo churches adopted May 3, 1968 (2 leaves)
- CM/WO/11 Newspaper Clippings: "Tour of Baptist Mission Fields is Program Theme" February 20, 1975
 "Baptist Group Skit; Lunch Set Thursday" February 1975
 "Interesting Programs Slated for April Circle Sessions" 1975
 "Baptist Women Set Installation Thursday Noon" 1975
 "Meetings of Baptist Circles Set" May 7, 1975
 "Officers, Chairmen Take Over Duties" May 8, 1975
 "Baptist Women Meeting Thursday" May 1975 (7 leaves)
- CM/WO/12 Newspaper Clippings: "They Reminisced At Luncheon" Vallejo Independent Press November 15, 1979 (1 leaf)

SERIES: COMMITTEES AND MINISTRIES

SUBSERIES: YOUTH MINISTRIES

- CM/YO/1 Minutebook: Baptist Young Peoples' Union Meeting Minutes October 28, 1910-June 11, 1922 (82 leaves)
- CM/YO/2 Book: Baptist Young Peoples' Union Minutes, Membership July 25, 1922-January 24, 1930 (99 leaves)
- CM/YO/3 Documents: BYF Retreat-Orinda Lodge November 24-26, 1950 (8 leaves)
- CM/YO/4 Record Book: Baptist Young Ladies Guild Minutes and Constitution January 11, 1921-March 3, 1927
 Documents: Annual Reports of the Ladies Guild 1925, 1926, 1927, 1928 (87 leaves)
- CM/YO/5 Newspaper Clippings: "Officers" Newly installed youth officers of Senior High Baptist Youth Fellowship group undated (1 leaf)

CM/YO/6 Photograph, Black & White: Sierra Pines Snow
Camp Senior High 2 February 11-13, 1983 (1
photograph 5"x13")

SERIES: FACILITIES

- FC/1 Book: Abstract of Title to That Real Property in
 the City of Vallejo, Solano County, California
 Known as Lots Numbers Seven (7) and Eight (8) in
 Block Three Hundred and Forty-eight (348) the
 Same Being a Portion of Section 13., TWP. 3N.,
 Range 4 West, and a Portion of Rancho Soscol
 dated December 14, 1921. 1863-1921 (109 leaves)
- FC/2 Newspaper Clipping: "Purchase of Lot For New
 Church Building"; "Teacher Training Class."
 Pacific Baptist 1916 (2 leaves)
- FC/3 Documents: Building Committee Minutes
 (typescript) November 4, 1921-May 14, 1923 (30
 leaves)
- FC/4 Newspaper Clipping: "First Baptist Church Will
 Erect Two Story Addition" December 22, 1949 (1
 leaf)
- FC/5 Bulletin: Dedication For New Educational
 Building January 11, 1953 (2 leaves)
- FC/6 Documents: Lloyd A. Fry Roofing Company (San
 Leandro Russ Baker Roofing Vallejo, CA) 15 Year
 Guarantee February 10, 1964 (1 leaf)
- FC/7 Documents: Bids to reroof church 1987 (16
 leaves)
- FC/8 Memo: Things to be Done That Old Janitor Did Not
 Accomplish (he promised to do) Before Leaving.
 1988? (1 leaf)
- FC/9 Receipt: Industrial Supply Systems May 25, 1988
 (1 leaf)
- FC/10 Memo: Fixed Bathroom Door June 15, 1988; Water
 Leaking in Kitchen undated (2 leaves)
- FC/11 Documents: Seismic Committee Meeting February
 10, 1991(1 leaf)
- FC/12 Documents: Invoice from Zucco Associates for
 Structural Refit Drawings March 1, 1991 (1 leaf)
- FC/13 Documents: Floor Plan of First Baptist Church
 1994 (3 leaves)

SERIES: MEMBERSHIP

- MM/1 Documents: Membership Lists 1871-1909; Death Index 1873-1913 (typescript and photocopies) (13 leaves)
- MM/2 Documents: Church Membership October 1, 1918 and October 1, 1919 (1 leaf)
- MM/3 Documents: Membership Lists 1920, 1923, 1926, 1930, 1932 (57 leaves)
- MM/4 Documents: Membership List--The list also includes the ministries each member was working in. (typescript with penciled in notes) 1920-1923 (8 leaves)
- MM/5 Correspondence: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. 1923 (3 leaves)
- MM/6 Correspondence: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. October 8, 1923 (1 leaf)
- MM/7 Correspondence: Certificates and Letters of Transfer or Dismissal from various churches to First Baptist 1925 (12 leaves)
- MM/8 Correspondences: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. October 7, 1925 (1 leaf)
- MM/9 Survey: Membership survey and expenses February 10, 1926 (1 leaf)
- MM/10 Correspondence: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. May 1, 1928 (1 leaf)
- MM/11 Documents: First Baptist Church Membership 1940s? (8 leaves)
- MM/12 Documents: Members Requesting Removal and Non-Resident Inactive Members 1949? (1 leaf)
- MM/13 Binder: Membership Records divided by new members, letters requested, letters granted, baptismal certificates, right hand of fellowship. May 3, 1942-May 12, 1951 (65 leaves)

- MM/14 Book: Visitors August 15, 1948-October 1, 1950
(100 leaves)
- MM/15 Book: Visitors at Church May 1952-May 1953 (52
leaves)
- MM/16 Book: Church Attendance Records 1956 (44 leaves)
- MM/17 Booklets: Letters of Transfer to Other Churches
December 11, 1968-May 13, 1973; January 20, 1972-
January 18, 1978
Requests for Church Letters March 31, 1971-
October 12, 1975 (68 leaves)
- MM/18 Documents: New Members February 3, 1957-July
1982 (70 leaves)
- MM/19 Attendance Book: Members' Attendance Records May
1973-October 1975 (73 leaves)
- MM/20 Attendance Book: Members' Attendance Records
November 1975-December 1977 (73 leaves)
- MM/21 Documents: Membership Inactive Lists 1977-1990;
Membership Records 1977-1990 (76 leaves)
- MM/22 Book: Annual Membership Record January 1977-
September 1989 (8 leaves)
- MM/23 Attendance Book: Members' Attendance Records
1978 (36 leaves)
- MM/24 Documents: Worship Service, Sunday School,
Evening Concerts Attendance and Offering.
(photocopies) 1978 (8 leaves)
- MM/25 Attendance Book: Members' Attendance Records 1979
(40 leaves)
- MM/26 Attendance Book: Non-members' Attendance Book
1979 (40 leaves)
- MM/27 Attendance Book: Members' Attendance Records
1980 (39 leaves)
- MM/28 Attendance Book: Non-members' Attendance Records
1980 (40 leaves)
- MM/29 Attendance Book: Members' Attendance Records
1981 (40 leaves)
- MM/30 Attendance Book: Non-members' Attendance Book
1981 (37 leaves)
- MM/31 Cash Book: Members' Attendance Records 1982 (36
leaves)
- MM/32 Cash Book: Non-members' Attendance Records 1982
(36 leaves)
- MM/33 Cash Book: Members' Attendance Records 1983 (36
leaves)
- MM/34 Cash Book: Non-member Attendance Records 1983
(36 leaves)

- MM/35 Documents: Associate Members April 7, 1989 (1 leaf)
 MM/36 Correspondence: Edna Parks Shields record of membership June 23, 1994 (1 leaf)
 MM/37 Newspaper Clipping: Obituary of Pansy Koppen Vallejo Times-Herald August 6, 1994 (1 leaf)
 MM/38 Bulletin: Pansy Estelle Koppen 1899-1994 Memorial Service 1994 (1 leaf)

SERIES: MEMBERSHIP

SUBSERIES: DIRECTORIES

- MM/DR/1 Booklet: Directory 1967 (14 leaves)
 MM/DR/2 Booklet: Directory 1968 (23 leaves)
 MM/DR/3 Booklet: Directory 1969 (20 leaves)
 MM/DR/4 Booklet: Directory, pictorial 1970 (16 leaves)
 MM/DR/5 Booklet: Directory 1975 (9 leaves)
 MM/DR/6 Booklet: Directory 1976-1977 (16 leaves)
 MM/DR/7 Booklet: Directory 1978 (29 leaves)
 MM/DR/8 Booklet: Directory 1981 (30 leaves)
 MM/DR/9 Booklet: Directory, pictorial 1983 (26 leaves)
 MM/DR/10 Booklet: Directory, pictorial 1987 (14 leaves)
 MM/DR/11 Booklet: Directory 1988 (12 leaves)
 MM/DR/12 Booklet: Directory 1990 (18 leaves)
 MM/DR/13 Booklet: Directory, pictorial 1993 (18 leaves)

SERIES: PUBLICATIONS

SUBSERIES: PAMPHLETS

- PB/1 Pamphlet: First Baptist Church Welcomes You 1950s? (1 leaf)
 PB/2 Pamphlet: "Welcome to First Baptist Church" A pamphlet providing information on times of worship, what Baptists believe, weekday programs, how to join the church. 1968 (2 leaves)
 PB/3 Pamphlet: Christian Help Center Basic Center Rules 1986 (1 leaf)
 PB/4 Pamphlets: 50 Days to Open My Home to Christ; Your Encounter With God: Helpful Suggestions for Person Mediation; Keeping a Spiritual Diary by Karen Mains; Marin AIDS Interfaith Support Team; 50 Days for Christ to Transform My Daily Work. 1988? (5 pamphlets)
 PB/5 Pamphlet: It all began with God! 1989 (1 leaf)

PB/6 Pamphlet: Daily Devotions for Lent 1989-1990 (48 leaves)

SERIES: PUBLICATIONS

SUBSERIES: ANNUAL REPORTS

PB/AR/1 Reports: Annual Reports 1930-1939 (19 leaves)
 PB/AR/2 Reports: Annual Reports (1945-1946, 1949-1950 missing) 1940-1949 (97 leaves)
 PB/AR/3 Reports: Annual Reports 1950-1959 (216 leaves)
 PB/AR/4 Reports: Annual Reports 1960-1969 (173 leaves)
 PB/AR/5 Reports: Annual Reports (1972, 1973 missing) 1970-1979 (185 leaves)
 PB/AR/6 Reports: Annual Reports 1980-1989 (250 leaves)
 PB/AR/7 Reports: Annual Reports (1995, 1996 missing) 1990-1997 (198 leaves)

SERIES: PUBLICATIONS

SUBSERIES: NEWSLETTERS

PB/NW/1 Newsletters: Vallejo First Baptist Builder (January 11-May 12, June 1, August 31, September 21, October 12 missing) 1958 (30 leaves)
 PB/NW/2 Newsletters: Vallejo First Baptist Builder 1:1-36 Before April 30, 1959 no volume numbers only dates. (January 1, 8, 15, May 21, July 9, 16, 23, August 13 missing) 1959 (44 leaves)
 PB/NW/3 Newsletters: Vallejo First Baptist Builder 2:1-52 (#15, 24, 37, 38, 45, 46, 49-52 missing) 1960 (42 leaves)
 PB/NW/4 Newsletters: Vallejo First Baptist Builder 3:1-52 (#12, 28-32 missing) 1961 (47 leaves)
 PB/NW/5 Newsletters: Vallejo First Baptist Builder 4:1-52 (#8 missing) 1962 (51 leaves)
 PB/NW/6 Newsletters: Vallejo First Baptist Builder 5:1-52 1963 (52 leaves)
 PB/NW/7 Newsletters: Vallejo First Baptist Builder 6:1-53 1964 (53 leaves)
 PB/NW/8 Newsletters: Vallejo First Baptist Builder 7:1-52 1965 (52 leaves)
 PB/NW/9 Newsletters: Vallejo First Baptist Builder 8:1-52 (#24, 50, 52 missing) 1966 (49 leaves)
 PB/NW/10 Newsletters: Vallejo First Baptist Builder 9:1-52 1967 (52 leaves)

PB/NW/11 Newsletters: Vallejo First Baptist Builder 10:1-52 (#31 missing) 1968 (52 leaves)

PB/NW/12 Newsletters: Vallejo First Baptist Builder 9:1-53 1969 (53 leaves)

PB/NW/13 Newsletters: Vallejo First Baptist Builder 10:1-52 1970 (52 leaves)

PB/NW/14 Newsletters: Vallejo First Baptist Builder 11:1-52 (#17,22,42,43,45,48,52 missing) 1971 (45 leaves)

PB/NW/15 Newsletters: Vallejo First Baptist Builder 12:1-52 (#5,22,36,49 missing) 1972 (53 leaves)

PB/NW/16 Newsletters: Vallejo First Baptist Builder 13:1-52 (#22 missing) 1973 (52 leaves)

PB/NW/17 Newsletters: Vallejo First Baptist Builder 14:1-52 (#45,46 missing) 1974 (50 leaves)

PB/NW/18 Newsletters: Vallejo First Baptist Builder 15:1-52 1975 (52 leaves)

PB/NW/19 Newsletters: Vallejo First Baptist Builder 28:1-52 (#1-36, 49-52 missing) 1978 (12 leaves)

PB/NW/20 Newsletters: Vallejo First Baptist Builder 29:1-52 (#25,26,35,38,48,49,51,52 missing) 1979 (44 leaves)

PB/NW/21 Newsletters: Vallejo First Baptist Builder 20:1-52 (#21,31,47,52 missing) 1980 (48 leaves)

PB/NW/22 Newsletters: Vallejo First Baptist Builder 21:1-52 (#28,31,32,52 missing) 1981 (84 leaves)

PB/NW/23 Newsletters: Vallejo First Baptist Builder 22:1-50 1982 (109 leaves, 1 envelope)

PB/NW/24 Newsletters: Vallejo First Baptist Builder 23:1-52 (January 2, April 10, 24, May 29, November 13, 20 missing) 1983 (101 leaves, 2 envelopes)

PB/NW/25 Newsletters: The Builder 24:1-51 (#12,13,24,28,29,51 missing) 1985 (102 leaves, 1 envelope)

PB/NW/26 Newsletters: The Builder 24:51-100 (#56,63,65,66,76,81,88,91,94 missing) 1986 (90 leaves, 1 envelope)

PB/NW/27 Newsletters: The Builder 26:1-38 (July 19 began biweekly) 1987 (96 leaves, 5 envelopes)

PB/NW/28 Newsletters: The Builder 27:1-24? (#1,19,24? missing) 1988 (74 leaves, 4 envelopes)

PB/NW/29 Newsletters: The Builder 28:1-23? (#6,22,23? Missing) 1989 (81 leaves)

PB/NW/30 Newsletters: The Builder 28:1-24 (#14 missing) 1990 (86 leaves, 2 envelopes)

PB/NW/31 Newsletters: The Builder--began monthly (January 1993 missing) 1993 (20 leaves)

SERIES: PROGRAMS AND SPECIAL EVENTS

- PS/1 Bulletin: Dedication of First Baptist Church week of May 17-22, 1925. Luther Parker Russell, Minister; Wm. A. Jones, Architect and Constructional Engineer. (1 leaf)
- PS/2 Bulletin: September 29, 1929 (1 leaf)
- PS/3 Documents: Old Timers Banquet Attendees, with birthday or arrival to Vallejo date. Banquet for the original settlers of Vallejo. March 4, 1935 (11 leaves)
- PS/4 Bulletin: Mortgage Burning Ceremony May 2, 1943 (1 leaf)
- PS/5 Bulletin: Dedication of Fireplace Room 1951 (1 leaf)
- PS/6 Newspaper Clipping: "Booster Choir on Radio Show" Vallejo News-Chronicle December 27, 1956 (1 leaf)
- PS/7 Newspaper Clipping: "Lynfield Choir to Sing Here" Vallejo Times-Herald April 9, 1958 (1 leaf)
- PS/8 Bulletin: Flag Dedication Ceremony July 3, 1960 (2 leaves)
- PS/9 Newspaper Clipping: "Rev. and Mrs. Alvin Koons Honored at Farewell Reception" August 27, 1962 (1 leaf)
- PS/10 Newspaper Clipping: "New Church Formally Organized in Vallejo" Vallejo News-Chronicle February 3, 1964 (1 leaf)
- PS/11 Newspaper Clippings: "Bridal Fashion" February 1964; "A Foreign Flair" Vallejo Times-Herald 1964; "Bridal Style Show Planned for February 11" Sunday Vallejo Times-Herald February 2, 1964; "Wedding Gowns of Yesteryear" Vallejo News-Chronicle undated date (4 leaves)
- PS/12 Bulletin: "Dedication of Memorial Window: The I AMs of Jesus" September 5, 1965 (2 leaves)

- PS/13 Newspaper Clippings: "Meistersingers Choral Sings in Vallejo Tonight"; "Second Evensong at First Baptist Church"; "First Baptist Church Holds Forth Evensong" Vallejo Times-Herald March 26, 1966; "Evensong Concert on Sunday Night" Vallejo News-Chronicle February 25, 1966 (4 leaves)
- PS/14 Bulletin: Presenting the Bacone College Choir from Muskogee, Oklahoma on Tour, 1967 (1 leaf)
- PS/15 Newspaper Clipping: "Vallejo Church Burns Mortgage" Vallejo News-Chronicle September 25, 1967 (1 leaf)
- PS/16 Newspaper Clipping: "New Music Sounds From Vallejo First Baptist" Crusader November 1967 (1 leaf)
- PS/17 Newspaper Clipping: "Frances Sanford, Piano Trio Appear" January 28, 1968 (2 leaves)
- PS/18 Newspaper Clipping: "Vallejo Delegation at YMCA Conference" Photograph of Ed Andersen who teaches The Ministry of the Spirit in the Church's Sunday Night Program. Vallejo News-Chronicle March 8, 1968 (2 leaves)
- PS/19 Newspaper Clipping: "Clergy Challenged to Help Combat Racism" Includes a paragraph that community Good Friday services will be held at First Baptist at 12:30 and 1:30. Vallejo News-Chronicle March 8, 1968 (2 leaves)
- PS/20 Newspaper Clipping: "Choral Society Plans Concert" Dean Friedrich is First Baptist Choral Director Vallejo Times-Herald April 1, 1968 (1 leaf)
- PS/21 Newspaper Clippings: "King of Kings to be Shown at Church" Vallejo Times-Herald April 3, 1968; "King of Kings Will Be Shown April 7-12" (Film) Vallejo News-Chronicle April 5, 1968 (4 leaves)
- PS/22 Newspaper Clipping: "Mrs. Stanley Cornils, Mrs. R. L. Nicholson, Mrs. Hubert H. Smith at a Bon Voyage Party" June 8, 1968 (1 leaf)
- PS/23 Ticket: King of Kings movie ticket 1968 (1 ticket, 1 leaf)
- PS/24 Newspaper Clipping: "All Faiths Plan Kennedy Service" Rev. Stanley Cornils is a participating pastor. June 9, 1968 (3 leaves)

- PS/25 Newspaper Clipping: "Laity to Assume Duties of Clergy" Photograph of Ed Andersen who is general director of the Vallejo YMCA will be special speaker on Laity Sunday. October 13, 1968 (2 leaves)
- PS/26 Bulletin: Union Thanksgiving Service: Vallejo Ministerial Associational at St. Vincent Ferrer Church. An eccumenical Thanksgiving service in which Rev. Eugene Duncan participated. November 27, 1968 (1 leaf)
- PS/27 Bulletin: Installation Service for Rev. Richard J. Anderson January 25, 1976 (1 leaf)
- PS/28 Newspaper Clipping: "Reception Honors Mr. And Mrs. W. A. Shields" January 1977 (1 leaf)
- PS/29 Newspaper Clipping: "The Kings Kids" The Kings Kids present "Psalty's Christmas Calamity at Vallejo's Christmas Faire" Vallejo Times-Herald December 21, 1984 (1 leaf)
- PS/30 Bulletin: Ralph Jewell Brown's Memorial Service February 18, 1986 (3 leaves)
- PS/31 Bulletin: A. David Sifford Ordination Service November 2, 1986 (4 leaves)
- PS/32 Documents: News Release on a Sunday School Rally and Ordination Service of Paul Marine 1988? (2 leaves)
- PS/33 Bulletin: Forever Friends Mother-Daughter Banquet May 7, 1994 (2 leaves)
- PS/34 Bulletin: Two From Galilee December 11-14, 1997 Ticket: Two From Galilee December 13, 1997 Christmas Play (4 leaves, 1 ticket)
- PS/35 Bulletin: Memorial Service for Dorothy Pollard (August 17, 1909-January 25, 1998) member for 78 years (1 leaf)

SERIES: PROGRAMS AND SPECIAL EVENTS

SUBSERIES: ANNIVERSARIES

- PS/AN/1 Bulletin: 70th Anniversary Sunday November 19, 1939 (1 leaf)
- PS/AN/2 Bulletin: 70th Anniversary Banquet, November 21, 1939, First Baptist Church, Vallejo, Calif., Pastor, Rev. C. T. Axworthy 1869-1939. Contains a list of pastors and dates (1 leaf)
- PS/AN/3 Bulletin: Diamond Jubilee 1869-1944 (1 leaf)

- PS/AN/4 "Church History" 1869-1944? (2 leaves)
- PS/AN/5 Newspaper Clipping: "Diamond Jubilee Anniversary 1869-1944 Celebrated by First Baptist Church of Vallejo, California" written by Mr. Fred Kiser. An article about the church and its ministries. (original and carbon copy) 1944 (3 leaves)
- PS/AN/6 Newspaper Clipping: "Solano Yesterdays" March 21, 1969; Photograph of Single Young Adult Sunday School Class. Church Starting Year-long 100th Anniversary Celebration. January 21, 1969 (2 leaves)
- PS/AN/7 Newspaper Clipping: "An Old-Fashioned Prayer Meeting" Vallejo News-Chronicle March 21, 1969; "A Century of Faith at Vallejo First" The American Baptist April 1970 (1 leaf)
- PS/AN/8 Booklet: First Baptist Church Centennial 1869-1969 (30 leaves)
- PS/AN/9 Newspaper Clipping: "Observance of Bible Sunday Held" Vallejo Times-Herald November 9, 1969 (1 leaf)
- PS/AN/10 Napkin: 105 Anniversary 1974 (1 leaf)
- PS/AN/11 Newspaper Clipping: "105th Anniversary" November 1974 (1 leaf)
- PS/AN/12 Booklet: "First Baptist Anthology: A Collection of Poems Inspired by Special People and Events of First Baptist Church, Vallejo" by Donna Moore Nunes for the 125th Anniversary celebration November 13, 1994 (12 leaves)

SERIES: REGION

- RE/1 Newspaper Clipping: "Northern California Holds Communication Conference for Pastors and Laity" Mrs. Jesse Parker is the ABCNC staff person related to communications for Northern California. Crusader May 1968 (1 leaf)
- RE/2 Magazine: The Watchman Examiner: A Journal for All Baptists. On the American Baptist Convention in Boston May 29-June 2, 1968 56:13 June 27, 1968. (8 leaves)
- RE/3 Newspaper: Crusader 23:7 July-August 1968 plus supplement Northern California News Section July-August 1968 What Happened at Boston Convention 1968 by Mary Parker and others in both papers (7 leaves)

- RE/4 Newspaper Clipping: "Plans Set for the Fourth Annual Meeting of American Baptist Churches of Northern California" Rev. Stanley Cornils heads the Program Committee Crusader October 1968 (1 leaf)
- RE/5 Binder: Strategic Planning Committee Manual 1970s? (265 leaves)
- RE/6 Documents: Northern California Baptist Convention Program torn from the California-Nevada Baptist Bulletin October 8-11, 1934 (5 leaves)
- RE/7 Newspaper: Crusader: The American Baptist Newsmagazine 17:10 November 1962 (5 leaves)

SERIES: FAMILY LIFE

- FL/1 Newspaper Clipping: "Public Rites Set at Second Baptist Church for Rev. George" The installation of Rev. Louie B. George at Second Baptist Church. Rev. Eugene Duncan participated in the service. May 26, 1968 (2 leaves)
- FL/2 Bulletin: North Vallejo Community Church. Earl Sterling (member of First Baptist) is special speaker while pastor is away. June 23, 1968 (2 leaves)
- FL/3 Newspaper Clipping: "Panorama Baptist Church Youth of Pacoima Challenged to Serve." Panorama Pastor Michael Markham was once pastor of North Vallejo Community Church (sponsored by First Baptist) Crusader June 1968 (2 leaves)
- FL/4 Newspaper Clipping: "70 years of Marriage Celebrated" Mr. And Mrs. Daniel Boartwright celebrate 70th wedding anniversary. Vallejo Independent January 8, 1983 (1 leaf)
- FL/5 Newspaper Clipping: "Spreading Sunshine to the Elderly" Sunshine Music Makers is an interdenominational organization that includes several members from First Baptist Church: Darlene Rhodden, Doris Wallin, Donna Nunes, Dorothy Pollard, and Grace Fong 1980-1990 (1 leaf)
- FL/6 Newspaper Clipping: "Down the Aisle: Taylor-Workman" Vallejo Times-Herald June 12, 1994 (2 leaves)

- FL/7 Newspaper Clipping: "Vallejo Church is Taking on the EEOC"--Pastor Al Marks works towards having Senate Resolution 219 passed to stop the Equal Opportunity Employment Commission's new guideline which he believes would ban anything religious in the workplace. Vallejo Times-Herald June 12, 1994 (3 leaves)
- FL/8 Newspaper Clipping: "Boschee, Exline Will Run"--Councilman Rod Boshee, member of church runs for mayor of Vallejo. Vallejo Times-Herald June 17, 1994 (2 leaves)
- FL/9 Newspaper Clipping: "A Brush Stroke of Genius"--Shirley Love, a local artist, is a member of First Baptist. Vallejo Times-Herald October 27, 1994 (1 leaf)
- FL/10 Newspaper Clipping: "Skippers lauds USS Vallejo"--Candy Trewin, a member, is in the photograph. Vallejo Times-Herald September 5, 1994 (2 leaves)

SERIES: PHOTOGRAPHS

SUBSERIES: BOARDS, COMMITTEES AND MINISTRIES

- PH/CM/1 Photograph, Color: One of the women's circles from Women's Missionary Society. Edrith French, Jean Kilby, Thelma Gaston, Helen Rose, Ruth Rosen, Pansy Koppen, Charlotte Smith, Grace Nicholson, ? 194? (1 photograph)
- PH/CM/2 Photograph, Color: Good News Singers 1975 (1 photograph)
- PH/CM/3 Photograph, Color: Board of Stewards 198? (19 photographs)
- PH/CM/4 Photograph, Color: Grapevine Committee 1993 (7 photographs)

SERIES: PHOTOGRAPHS

SUBSERIES: PERSONNEL

- PH/PR/1 Photograph, Black and White: L. P. Russell at Lake Chabot 1920 (1 photograph)
- PH/PR/2 Photograph, Black and White: Cecil T. Axworthy 1940 (1 photograph)
- PH/PR/3 Photograph, Color: Irvine Scott, Director of Religious Education 1953-1954 (1 photograph)

PH/PR/4	Photograph, Color: Jesse Parker 1953 (1 photograph)
PH/PR/5	Photograph, Color: O. C. Wright 1953 (2 photographs)
PH/PR/6	Photographs, Color: Stanley P. Cornils 1954 (2 photographs)
PH/PR/7	Photograph, Color: William LeRoy, Director of Religious Education 1954? (4 photographs)
PH/PR/8	Photograph, Color: Rev. Stanley Cornils, Englebrecht, Mack McCray, General Secretary of Evangelism, American Baptist Church Convention 1959 (1 photograph)
PH/PR/9	Photograph, Black and White: Rev. and Mrs. Stanley Cornils Receiving Trip to the Holy Land 1968 (1 photograph)
PH/PR/10	Photograph, Color: Ralph and Audrey Lightbody 1987 (2 photographs)

SERIES: PHOTOGRAPHS
SUBSERIES: FACILITIES

- PH/FC/1 Photograph, Black and White: Cornell Baptist Church. Photograph is a cabinet card with a gold beveled edge 8.5 x 5.25 1885-1892? (1 photograph)
- PH/FC/2 Photograph, Black and White: Cornell Baptist Church on 500 Block of Capitol Street. One photograph is a cabinet card black stock with a gold bevelled edge 8.5 x 5.25. The second is the same 5.5 x 4.25 and is signed by Topley. 1885-1892? (2 photographs)
- PH/FC/3 Photograph, Black and White: Cornell Baptist Church signed by Topley 1925 (1 photograph)
- PH/FC/4 Postcard: Corner of Sonoma and Carolina Street Where Church Now Stands 1921 (1 postcard)
- PH/FC/5 Photograph, Black and White: Dr. Russell at Dedication of Church Grounds 1922: Laying of Cornerstone of First Baptist Church 1922 (2 photographs)
- PH/FC/6 Postcard: First Baptist Church 1930 (2 postcards)
- PH/FC/7 Photograph, Color: Stained Glass Windows 19?? (21 photographs)
- PH/FC/8 Photograph, Black and White: First Baptist Church 1945 (1 photograph)

- PH/FC/9 Photograph, Color: Groundbreaking of Christian Education Building 1945 (7 photographs)
- PH/FC/10 Photograph, Color: Christian Education Building Construction 1945-1952 (16 photographs)
- PH/FC/11 Photograph, Black and White: First Baptist Church; First Baptist Church with Membership 1952 (9 photographs)
- PH/FC/12 Photograph, Black and White: Chapel 1954 (2 photographs)
- PH/FC/13 Photograph, Color: Downtown Churches 1959: First Baptist Church, First Methodist Church, First Presbyterian Church -1953 or Vallejo Bible Church 1953- (3 photographs)
- PH/FC/14 Negative, Black and White: First Baptist Church 1964 (1 negative, 1 label)
- PH/FC/15 Photograph, Color: First Baptist Church 198? (1 photograph)
- PH/FC/16 Photograph, Color: First Baptist Church 1989 (1 photograph)

SERIES: PHOTOTGRAPHS

SUBSERIES: PROGRAMS AND SPECIAL EVENTS

- PH/PS/1 Photograph, Black and White: Baraca Class Basketball Team-YMCA Cup Winners 1920 (1 photograph)
- PH/PS/2 Postcard: Cornerstone Ceremony First Baptist Church 1922 (1 postcard)
- PH/PS/3 Photograph, Black and White: Sanctuary, Easter 1927 (1 photograph)
- PH/PS/4 Photograph, Black and White: Sweetheart Banquet 1950 (1 photograph)
- PH/PS/5 Photograph, Black and White: Reception for the Alvin Koons, Missionaries to Hong Kong August 1962 (1 photograph, 1 leaf)
- PH/PS/6 Photograph, Color: Various Special Events 1952 (24 photographs)
- PH/PS/7 Photograph, Color: Father-Son Banquet 1952 (4 photograph)
- PH/PS/8 Photograph, Black and White: Charter Presented to North Vallejo Community Church 1964 (1 photograph)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)

- PH/PS/10 Photograph, Color: 110th Anniversary of the Church of Edna and Bill Shields, Tessie and Ray Bouse, Ruby and Glen Englebreght, Pancy and George Koppen 1979 (1photograph)
- PH/PS/11 Photograph, Color: 120th Anniversary 1989 (10 photographs)
- PH/PS/12 Photograph, Color: Hanging of the Greens 1991 (23 photographs, 37 negatives)
- PH/PS/13 Photograph, Color: Ministry Faire 1994 (1 photograph)

SERIES: PHOTOGRAPHS

SUBSERIES: CHRISTIAN EDUCATION

- PH/CE/1 Photograph, Black and White: Coleen's Third Grade Sunday School Class 1934? (1 photograph)
- PH/CE/2 Photograph, Black and White: Sunday School Class 1935? (1 photograph)
- PH/CE/3 Photograph, Black and White: Various Baby Pictures (Cradle Roll?) 196? (10 photographs)
- PH/CE/4 Photograph, Color: Released Time Trailor 1953 (3 photographs)
- PH/CE/5 Photograph, Black and White: Nursery 198? (1 photograph)

SERIES: MEMORABILIA

- MA/1 Bible: Greek New Testament. Oxford at the Clarendon Press, 1881 (1 bible)
- MA/2 Bible: King James Leather Bound Loose Leaf Bible With Minister's Licenses for C.H. Cross 1928-1934 (1 bible)
- MA/3 Tile: "A Century of Faith 1869-1969 First Baptist Church, Vallejo, CA"—with drawing of the church and border in maroon (1 tile)
- MA/4 Nails: Square Nails from Cornell Baptist Church (19 nails)
- MA/5 Booklet: "The Life of Our Lord" by Charles Dickens The San Francisco News March 5-20, 1934
Booklet: To paste in installments from the newspaper (7 leaves, 1 booklet)
- MA/6 Scrapbook: Newspaper Clippings and Builder Articles Honoring Rev. Stanley Cornils 1940-1975 (56 leaves)
- MA/7 Scrapbook: 1940-1948 (24 leaves)

- MA/8 Scrapbook: 1975-1983 (35 leaves)
- MA/9 Altar Bible: King James Holy Bible with Apocrapha bound in gold embossed leather. William W. Harding 1864 (1843 pages)
- MA/10 Altar Bible: American Standard Version Holy Bible bound in tooled leather. Thomas Nelson and Sons, 1901 (1355 pages)
- MA/11 Altar Bible: King James Combination Holy Bible bound in tooled, padded leather. National Bible Press, 1895 Inscribed: "Presented to Sunday School Department of the First Baptist Church in Memory of Mr. Frederick Albert Bade, Father of Esther Pearl Bade, Patricia Ann Bade, Husband of Pearl M. Bade May 10, 1949" (2429 pages)
- MA/12 Altar Bible: King James Pictorial Family Bible bound in tooled, padded leather. Butler Brothers, 1890 (1543 pages)
- MA/13 Altar Bible: Brown's Self-Interpreting Bible with Marginal References and Readings. Illustrated with steel plates. John E. Potter and Company 1900? (1 book)

SERIES: HISTORIES

- HI/1 Newspaper Clipping: "Church History" by Rev. W.C. Gaston (photocopy) The Golden Thorn 1:1 January 1893 (2 leaves)
- HI/2 Documents: Brief Historical History of the First Baptist Church of Vallejo California prepared by Mr. Fred Wolfe, Church Historian 1959; Church History October 2, 1943 (6 leaves)
- HI/3 Documents: "Historical Summary 1970-1990" written by Ralph H. Lightbody. An article about the ministers of this time period and the ministries introduced by Rev. Lightbody during his pastorate written for his retirement. (2 leaves)
- HI/4 Newspaper Clipping: "Many Churches Grew in Early Vallejo; Frisbie Family was Honored by Baptists." A short history of each of the churches started in Vallejo in late 1800's. 1976 (1 leaf)

HI/5 Documents: Brief History of First Baptist Church
 of Vallejo written by Martha French, Church
 Historian to commemorate 125th Anniversary 1994 (1
 leaf)

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ALDRICH, E. B. (1882)

AD/ME/1 Record Book: Business Meeting Minutes,
 Membership and Declaration of Faith (manuscript)
 1869-1893 (158 leaves)

AMERICAN BAPTIST WOMEN

CM/WO/1 Booklet: Selected Recipes Given by Members and
 Friends of the Martha Circle of the First Baptist
 Church 19?? (20 leaves)

CM/WO/2 Report: Report of Ladies Aid Society
 (manuscript) April 1-June 30, 1926; October 7,
 1926-October 1, 1927; October 1, 1927-September
 30, 1928 (3 leaves)

CM/WO/3 Report: Report of Treasurer of Ladies Aid for
 quarter ending December 31, 1928 (1 leaf)

CM/WO/4 Report: Report of Treasurer of Ladies Aid ending
 March 31, 1929 (2 leaves)

CM/WO/5 Newspaper Clippings: "Members of the Homemakers
 Circle"; "These Members of the First Baptist
 Church Served As Hostesses. . . " Vallejo News-
 Chronicle December 12, 1949 (1 leaf)

CM/WO/6 Book: Women's Missionary Society Attendance
 Record November 18, 1954-December 20, 1962 (91
 leaves)

CM/WO/7 Cash Book: Women's Missionary Society Receipts
 and Disbursements May 1, 1967-April 25, 1975 (74
 leaves)

CM/WO/8 Newspaper Clipping: "All Faiths Observe
 Fellowship Day" Fellowship Day is observed once a
 year nationally by United Church Women. Vallejo
 News-Chronicle May 2, 1968 (1 leaf)

CM/WO/9 Bulletin: May Fellowship Day at St. Paul's
 Lutheran Church. A program prepared by Ruth
 Rosen of First Baptist Church. May 3, 1968 (1
 leaf)

CM/WO/10 Documents: Bylaws of Church Women United in
 Vallejo, CA. An ecumenical group of women from
 all the Vallejo churches adopted May 3, 1968 (2
 leaves)

- CM/WO/11 Newspaper Clippings: "Tour of Baptist Mission Fields is Program Theme" February 20, 1975
 "Baptist Group Skit; Lunch Set Thursday" February 1975
 "Interesting Programs Slated for April Circle Sessions" 1975
 "Baptist Women Set Installation Thursday Noon" 1975
 "Meetings of Baptist Circles Set" May 7, 1975
 "Officers, Chairmen Take Over Duties" May 8, 1975
 "Baptist Women Meeting Thursday" May 1975 (7 leaves)
- CM/WO/12 Newspaper Clippings: "They Reminisced At Luncheon" Vallejo Independent Press November 15, 1979 (1 leaf)
- PS/11 Newspaper Clippings: "Bridal Fashion" February 1964; "A Foreign Flair" Vallejo Times-Herald 1964; "Bridal Style Show Planned for February 11" Sunday Vallejo Times-Herald February 2, 1964; "Wedding Gowns of Yesteryear" undated Vallejo News-Chronicle (4 leaves)
- PH/CM/1 Photograph, Color: One of the Women's Circles from Women's Missionary Society. Edrith French, Jean Kilby, Thelma Gaston, Helen Rose, Ruth Rosen, Pansy Koppen, Charlotte Smith, Grace Nicholson, ? 194? (1 photograph)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)

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- CM/EV/6 Newspaper Clipping: "Where are They Now?" Dr. Fridell gave the dedication address to North Vallejo Community Church, 2 Andrew Road, Vallejo June 5, 1966 sponsored by First Baptist Church. Crusader, June 1968. (2 leaves)
- CM/WR/14 Newspaper Clippings: "Easter Morning Services for First Baptist Church and North Vallejo Community Church" April 14, 1968 (4 leaves)
- FL/2 Bulletin: North Vallejo Community Church. Earl Sterling (member of First Baptist) is special speaker while pastor is away. June 23, 1968 (2 leaves)

- FL/3 Newspaper Clipping: "Panorama Baptist Church Youth of Pacoima Challenged to Serve" Panorama Pastor, Michael Markham was once pastor of North Vallejo Community church (sponsored by First Baptist) Crusader June 1968)2 leaves)
- PS/10 Newspaper Clipping: "New Church Formally Organized in Vallejo" Vallejo News-Chronicle February 3, 1964 (1 leaf)
- PH/PS/8 Photograph, Black and White: Charter Presented to North Vallejo Church 1964 (1 photograph)

ANDERSON, RICHARD J. (1976-1981)

- AD/ME/13 Binder: Quarterly Business Meetings January 14, 1976-April 13, 1977; Constitution and Bylaws adopted march 16, 1977; Multiple Board Structure and Single Board Structure; Constitution January 15, 1975; Advisory Council Minutes November 18, 1975-March 9, 1977 (95 leaves)
- AD/BS/7 Minutebook: Board of Directors' Minutes January 1969-March 1977 (150 leaves)
- AD/BS/8 Binder: Board of Directors' Meeting Minutes and Committee Reports 1976 (140 leaves)
- AD/BS/9 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1977 (172 leaves)
- AD/BS/10 Minutebook: Board of Stewards' Minutes April 27, 1977-December 12, 1978 (75 leaves)
- AD/BS/11 Binder: Board Of Stewards' Minutes, Committee Reports, and Financial Reports 1978 (128 leaves)
- AD/BS/12 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1979 (269 leaves)
- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports September 9, 1980-April 13, 1982; Assessor's Map Bk56 Page 13; Mission Committee reports September 13, 1977-January 13, 1981; Floor plans for new sanctuary (never built) and offices (207 leaves)
- PS/27 Bulletin: Installation Service for Rev. Richard J. Anderson January 25, 1976 (1 leaf)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)

ANNIVERSARIES

- MA/3 Tile: "A Century of Faith" 1869-1969--First Baptist Church, Vallejo, CA with drawing of the church and border in maroon (1 tile)
- HI/2 Documents: Brief Historical History of the First Baptist Church of Vallejo California prepared from Mr. Fred Wolfe, Church Historian 1959; Church History October 2, 1943 (6 leaves)
- PS/AN/1 Bulletin: 70th Anniversary Sunday November 19, 1939 (1 leaf)
- PS/AN/2 Bulletin: 70th Anniversary Banquet, November 21, 1939, First Baptist Church, Vallejo, Calif., Pastor, Rev. C. T. Axworthy 1869-1939. Contains a list of pastors and dates (1 leaf)
- PS/AN/3 Bulletin: Diamond Jubilee 1869-1944 (1 leaf)
- PS/AN/4 "Church History" 1869-1944? (2 leaves)
- PS/AN/5 Newspaper Clipping: "Diamond Jubilee Anniversary 1869-1944 Celebrated by First Baptist Church of Vallejo, California" written by Mr. Fred Kiser. An article about the church and its ministries. (original and carbon copy) 1944 (3 leaves)
- PS/AN/6 Newspaper Clipping: "Solano Yesterdays" March 21, 1969; Photograph of Single Young Adult Sunday School Class. Church Starting Year-long 100th Anniversary Celebration. January 21, 1969 (2 leaves)
- PS/AN/7 Newspaper Clipping: "An Old-Fashioned Prayer Meeting" Vallejo News-Chronicle March 21, 1969; "A Century of Faith at Vallejo First" The American Baptist April 1970 (1 leaf)
- PS/AN/8 Booklet: First Baptist Church Centennial 1869-1969 (30 leaves)
- PS/AN/9 Newspaper Clipping: "Observance of Bible Sunday Held" Vallejo Times-Herald November 9, 1969 (1 leaf)
- PS/AN/10 Napkin: 105 Anniversary 1974 (1 leaf)
- PS/AN/11 Newspaper Clipping: "105th Anniversary" November 1974 (1 leaf)
- PS/AN/12 Booklet: "First Baptist Anthology: A Collection of Poems Inspired by Special People and Events of First Baptist Church, Vallejo" by Donna Moore Nunes for the 125th Anniversary celebration November 13, 1994 (12 leaves)

- PH/PS/11 Photograph, Color: 120th Anniversary 1989 (10 photographs)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)
- PH/PS/10 Photograph, Color: 110th Anniversary of the Church of Edna and Bill Shields, Tessie and Ray Bouse, Ruby and Glen Englebreght, Pancy and George Koppen 1979 (1 photograph)
- PH/PS/11 Photograph, Color: 120th Anniversary 1989 (10 photographs)

ARNOLD, T. J. (1879-1882)

- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)

ARTICLES OF INCORPORATION

- AD/CB/4 Documents: Articles of Incorporation and Bylaws October 11, 1978 (11 leaves)

AXWORTHY, CECIL (1936-1941)

- AD/ME/10 Binder: Quarterly Business Meeting Minutes and Financial Reports May 11, 1938-October 6, 1948 (107 leaves)
- AD/BS/1 Record Book: Board of Directors' Minutes January 5, 1937-February 6, 1940 (54 leaves)
- AD/BS/2 Binder: Board of Directors' Meeting Minutes and Financial Reports May 7, 1940-May 2, 1944
Building Committee Minutes Sept 8, 1941-October 6, 1941 (63 leaves)
- PS/AN/3 Bulletin: 70th Anniversary Banquet, November 21, 1939, First Baptist Church, Vallejo, Calif., Pastor, Rev. C. T. Axworthy 1869-1939. Contains a list of pastors and dates (1 leaf)
- PH/PR/3 Photograph, Black and White: Cecil T. Axworthy 1940 (1 photograph)
- PH/PS/1 Photograph, Black and White: Baraca Class Basketball Team-YMCA Cup Winners 1920 (1 photograph)
- PH/PS/4 Photograph, Black and White: Sweetheart Banquet 1950 (1 photograph)

BAPTIST YOUTH FELLOWSHIP

- CM/YO/1 Minutebook: Baptist Young Peoples' Union Meeting Minutes October 28, 1910-June 11, 1922 (82 leaves)
- CM/YO/2 Book: Baptist Young Peoples' Union Minutes, Membership July 25, 1922-January 24, 1930 (99 leaves)
- CM/YO/3 Documents: BYF Retreat-Orinda Lodge November 24-26, 1950 (8 leaves)
- CM/YO/4 Record Book: Baptist Young Ladies Guild Minutes and Constitution January 11, 1921-March 3, 1927 Documents: Annual Reports of the Ladies Guild 1925, 1926, 1927, 1928 (87 leaves)
- CM/YO/5 Newspaper Clippings: "Officers" Newly installed youth officers of Senior High Baptist Youth Fellowship group undated (1 leaf)
- CM/YO/6 Photograph, Black & White: Sierra Pines Snow Camp Senior High 2 February 11-13, 1983 (1 photograph 5"x13")
- PS/11 Newspaper Clippings: "Bridal Fashion" February 1964; "A Foreign Flair" Vallejo Times-Herald 1964; "Bridal Style Show Planned for February 11" Sunday Vallejo Times-Herald February 2, 1964; "Wedding Gowns of Yesteryear" Vallejo News-Chronicle undated (4 leaves)
- PH/PS/1 Photograph, Black and White: Baraca Class Basketball Team-YMCA Cup Winners 1920 (1 photograph)
- PH/PS/4 Photograph, Black and White: Sweetheart Banquet 1950 (1 photograph)

BARRY, J. B. (1888)

- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith manuscript 1869-1893 (158 leaves)

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- AD/BS/8 Binder: Board of Directors' Meeting Minutes and Committee Reports 1976 (140 leaves)

AD/4 Documents: Official Ballot January 18, 1961 (1 leaf)

CM/BD/2 Record Book: Board of Deacons' Minutes January 4, 1916-November 20, 1930, (76 leaves)

CM/BD/3 Report: Report of Board of Deacons for quarter ending December 31, 1925 dated January 20, 1926, (1 leaf)

CM/BD/4 Book: Deacon's Minutes October 29, 1951-November 27, 1956 (183 leaves, 3 envelopes)

CM/BD/5 Documents: Deacon's Educational Fund Promissory Notes 1964-1969 (6 leaves)

FN/11 Report: Report of Treasurer of Benevolences for quarter ending December 31, 1925; March 31, 1926; June 30 1926 (3 leaves)

CR/5 Correspondence: Letters of Resignation from Several Deacons, the Church Clerk and the Janitor dated between February 5, 1930 and January 7, 1931 (8 leaves)

BOARD OF DIRECTORS

AD/BS/1 Record Book: Board of Directors' Minutes January 5, 1937-February 6, 1940 (54 leaves)

AD/BS/2 Binder: Board of Directors' Meeting Minutes and Financial Reports May 7, 1940-May 2, 1944
Building Committee Minutes Sept 8, 1941-October 6, 1941 (63 leaves)

AD/BS/3 Postcard: Board of Directors' Meeting Reminder June 1944 (1 card)

AD/BS/4 Minutebook: Board of Directors' Meeting Minutes May 14, 1951-March 4, 1957 (78 leaves)

AD/BS/5 Documents: Official Ballot for Officers, Deacons, Deaconesses, Directors, Christian Education and Ushers January 20, 1960 (1 leaf)

AD/BS/6 Minutebook: Board of Directors' Meeting Minutes April 8, 1957-December 9, 1968 (302 leaves)

AD/BS/7 Minutebook: Board of Directors' Minutes January 1969-March 1977 (150 leaves)

AD/BS/8 Binder: Board of Directors' Meeting Minutes and Committee Reports 1976 (140 leaves)

- AD/BS/9 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1977 (172 leaves)
- AD/BS/10 Minutebook: Board of Stewards' Minutes April 27, 1977-December 12, 1978 (75 leaves)
- AD/BS/11 Binder: Board Of Stewards' Minutes, Committee Reports, and Financial Reports 1978 (128 leaves)
- AD/BS/12 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1979 (269 leaves)
- AD/BS/13 Binder: Board of Stewards' Minutes, Financial Reports, Committee Reports August 1981-March 1983 (337 leaves)
- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports September 9, 1980-April 13, 1982; Assessor's Map Bk 56 Page 13; Mission Committee Reports September 13, 1977-January 13, 1981; Floor Plans for New Sanctuary (never built) and Offices (207 leaves)
- AD/BS/15 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports 1985 (139 leaves)
- AD/BS/16 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1986 (223 leaves)
- AD/BS/17 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1987 (239 leaves)
- AD/BS/18 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1988 (224 leaves)
- AD/BS/19 Binder: Board of Stewards' Meeting Minutes and Agendas 1989; Financial reports December 1988-November 1989 (171 leaves)
- AD/BS/20 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos January-June 1990 (245 leaves)
- AD/BS/21 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos July - December 1990 (282 leaves)
- AD/BS/22 Documents: Table of Board and Staff Positions; Minutes of Board of Stewards' Meeting May 15, 1991; Minutes of Congregation Business Meeting May 19, 1991; Thoughts for Improving Congregational Business Meetings March 19, 1991; Letter from Stephen Ball to Board Members with Agenda for Congregational Meeting and Proposed Bylaw September 29, 1991 (15 leaves)
- AD/BS/23 Minutes: Board of Stewards' Meeting Minutes July 10, 1991 (2 leaves)

- AD/1 Ballot: Ballot for Social Committee, Music Committee, Boy Scout Committee and Nominating Committee October 1, 1926 (1 leaf)
- AD/2 Ballot: Annual Election of Officers May 8, 1929 (1 leaf)
- AD/4 Documents: Official Ballot January 18, 1961 (1 leaf)
- CR/6 Correspondence: Letter from Bernie Slaughter, Diaconate Chairman to congregation asking for support of Pastor Cornils' pastorate June 18, 1968 (1 leaf)
- PH/CM/3 Photograph, Color: Board of Stewards 198? (19 photographs)

BOARD OF STEWARDS

- AD/BS/1 Record Book: Board of Directors' Minutes January 5, 1937-February 6, 1940 (54 leaves)
- AD/BS/2 Binder: Board of Directors' Meeting Minutes and Financial Reports May 7, 1940-May 2, 1944
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- AD/BS/8 Binder: Board of Directors' Meeting Minutes and Committee Reports 1976 (140 leaves)
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- CR/6 Correspondence: Letter from Bernie Slaughter, Diaconate Chairman to congregation asking for support of Pastor Cornils' pastorate June 18, 1968 (1 leaf)
- PH/CM/3 Photograph, Color: Board of Stewards 198? (19 photographs)

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- FN56 Documents: Financial Computer Printouts 1991 and Budget Request for 1992 (179 leaves)
- FN/29 Documents: Budget for 1959 and Proposed Budget for 1960 (1 leaf)
- FN/33 Documents: Proposed Budgets 1977-1983 (39 leaves)
- FN/35 Documents: Record of Giving by Month 1986-1990; Record of Budget Expenditures by Month 1986-1990. (2 leaves)
- FN/37 Documents: Financial Reports 1987 and Proposed Budget 1988 (187 leaves)
- FN/39 Documents: Letter from American Baptist Credit Union offering financial services June 1988; Proforma Chart of Monthly Spread of Percentages of Budget Given Per Month; Record of Month Budget Giving 1984-1988; Giving in December 1987, 1988 (5 leaves)
- FN/41 Documents: Financial Reports 1988 and Proposed Budgets for 1989 (262 leaves)
- FN/47 Documents: Budget Reports Fund 01 (Accts 5000-5160 January 1991-March 1991; Budget 1986-1990; Cash Receipts 1989, 1990, 1991 (4 leaves)
- FN/49 Documents: "Cash System and Audit Committee of the Local Church" by Clois Coon. Job descriptions for each person who handles the money in the church: ushers, financial secretary, treasurer, audit committee, etc. 1991 (5 leaves)

BUILDER

- PB/NW/1 Newsletters: Vallejo First Baptist Builder (January 11-May 12, June 1, August 31, September 21, October 12 missing) 1958 (30 leaves)

PB/NW/2 Newsletters: Vallejo First Baptist Builder 1:1-36 Before April 30, 1959 no volume numbers only dates. (January 1,8,15, May 21, July 9, 16, 23, August 13 missing) 1959 (44 leaves)

PB/NW/3 Newsletters: Vallejo First Baptist Builder 2:1-52 (#15,24,37,38,45,46,49-52 missing) 1960 (42 leaves)

PB/NW/4 Newsletters: Vallejo First Baptist Builder 3:1-52 (#12, 28-32 missing) 1961 (47 leaves)

PB/NW/5 Newsletters: Vallejo First Baptist Builder 4:1-52 (#8 missing) 1962 (51 leaves)

PB/MW/6 Newsletters: Vallejo First Baptist Builder 5:1-52 1963 (52 leaves)

PB/NW/7 Newsletters: Vallejo First Baptist Builder 6:1-53 1964 (53 leaves)

PB/NW/8 Newsletters: Vallejo First Baptist Builder 7:1-52 1965 (52 leaves)

PB/NW/9 Newsletters: Vallejo First Baptist Builder 8:1-52 (#24,50, 52 missing) 1966 (49 leaves)

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PB/NW/13 Newsletters: Vallejo First Baptist Builder 10:1-52 1970 (52 leaves)

PB/NW/14 Newsletters: Vallejo First Baptist Builder 11:1-52 (#17,22,42,43,45,48,52 missing) 1971 (45 leaves)

PB/NW/15 Newsletters: Vallejo First Baptist Builder 12:1-52 (#5,22,36,49 missing) 1972 (53 leaves)

PB/NW/16 Newsletters: Vallejo First Baptist Builder 13:1-52 (#22 missing) 1973 (52 leaves)

PB/NW/17 Newsletters: Vallejo First Baptist Builder 14:1-52 (#45,46 missing) 1974 (50 leaves)

PB/NW/18 Newsletters: Vallejo First Baptist Builder 15:1-52 1975 (52 leaves)

PB/NW/19 Newsletters: Vallejo First Baptist Builder 28:1-52 (#1-36, 49-52 missing) 1978 (12 leaves)

PB/NW/20 Newsletters: Vallejo First Baptist Builder 29:1-52 (#25,26,35,38,48,49,51,52 missing) 1979 (44 leaves)

- PB/NW/21 Newsletters: Vallejo First Baptist Builder 20:1-52 (#21,31,47,52 missing) 1980 (48 leaves)
- PB/NW/22 Newsletters: Vallejo First Baptist Builder 21:1-52 (#28,31,32,52 missing) 1981 (84 leaves)
- PB/NW/23 Newsletters: Vallejo First Baptist Builder 22:1-50 1982 (109 leaves, 1 envelope)
- PB/NW/24 Newsletters: Vallejo First Baptist Builder 23:1-52 (January 2, April 10, 24, May 29, November 13, 20 missing) 1983 (101 leaves, 2 envelopes)
- PB/NW/25 Newsletters: The Builder 24:1-51 (#12,13,24,28,29,51 missing) 1985 (102 leaves, 1 envelope)
- PB/NW/26 Newsletters: The Builder 24:51-100 (#56,63,65,66,76,81,88,91,94 missing) 1986 (90 leaves, 1 envelope)
- PB/NW/27 Newsletters: The Builder 26:1-38 (July 19 began biweekly) 1987 (96 leaves, 5 envelopes)
- PB/NW/28 Newsletters: The Builder 27:1-24? (#1,19,24? missing) 1988 (74 leaves, 4 envelopes)
- PB/NW/29 Newsletters: The Builder 28:1-23? (#6,22,23? Missing) 1989 (81 leaves)
- PB/NW/30 Newsletters: The Builder 28:1-24 (#14 missing) 1990 (86 leaves, 2 envelopes)
- PB/NW/31 Newsletters: The Builder--began monthly (January 1993 missing) 1993 (20 leaves)

BUILDING FUND CAMPAIGNS

- FC/4 Newspaper Clipping: "First Baptist Church Will Erect Two-Story Addition" December 22, 1949 (1 leaf)

CARE AND NURTURING

- PH 1/4 Photograph, Color: Grapevine Committee 1993 (7 photographs)

CARING CENTER

- CM/CC/1 Correspondence: Letters Concerning Tax Status of the Caring Center 1967-1979 (7 leaves)
- CM/CC/2 Documents: Caring Center Custodian Duties November 13, 1986 (2 leaves)

- CM/CC/3 Documents: Letter and drawing of proposed playground for Caring Center to Mark Thatcher Community Care and Licensing from Ruth Rice, Caring Center Director, May 28, 1991
Documents: Correspondence and questionnaire to Board of Stewards, staff members and Caring Center from Judy Gormley about Caring Center 1991? (8 leaves)

CHRISTIAN EDUCATION

- AD/BS/5 Documents: Official Ballot for Officers, Deacons, Deaconesses, Directors, Christian Education and Ushers January 20, 1960 (1 leaf)
- CM/CE/1 Attendance Book: Sunday School Secretary's Record 1899 (64 leaves)
- CM/CE/2 Minutebook: Attendance and Lesson Subject January 1906-October 1908 (28 leaves)
- CM/CE/3 Book: Sunday School Secretary's Minutes, Attendance and Offering April 3, 1910-February 23, 1915 (102 leaves)
- CM/CE/4 Book: Baraca Bible Class Attendance, Minutes and Treasurer's Report 1911-1921 (90 leaves)
- CM/CE/5 Cash Book: Sunday School Treasurer's Book May 2, 1920-April 24, 1921 (73 leaves)
- CM/CE/6 Cash Book: Sunday School Treasurer's Book May 1, 1921-April 30, 1922 (73 leaves)
- CM/CE/7 Cash Book: Sunday School Treasurer's Book May 7, 1922-April 29, 1923
Envelope: Offering Envelope February 4, 1923
Documents: Notes (77 leaves, 1 envelope)
- CM/CE/8 Cash Book: Sunday School Treasurer's Book January 1, 1933-December 31, 1933 (73 leaves)
- CM/CE/9 Cash Book: Sunday School Treasurer's Book January 1, 1934-December 31, 1934 (73 leaves)
- CM/CE/10 Cash Book: Sunday School Treasurer's Book 1935 (73 leaves)
- CM/CE/11 Cash Book: Sunday School Treasurer's Book 1936 (73 leaves)
- CM/CE/12 Book: Baraca Bible Class Attendance and Minutes 1921-1925 (70 leaves)
- CM/CE/13 Documents: Vacation Bible School Attendance, Worship Services, Financial Reports 1937 (20 leaves)

- CM/CE/14 Cash Book: Sunday School Treasurer's Book 1937
(73 leaves)
- CM/CE/15 Notebook: Cabinet of First Baptist Church and
Teachers Meeting Minutes January 13, 1937-July
25, 1945 (144 leaves)
- CM/CE/16 Cash Book: Sunday School Treasurer's Book 1939
(73 leaves)
- CM/CE/17 Cash Book: Sunday School Treasurer's Book 1940
(73 leaves)
- CM/CE/18 Cash Book: Sunday School Treasurer's Book April
1947-April 1948 (18 leaves)
- CM/CE/19 Documents: Sunday School Teachers Meetings June
24, 1947-February 17, 1948 (8 leaves)
- CM/CE/20 Documents: Daily Vacation Church School 1949 (29
leaves)
- CM/CE/21 Cash Book: Sunday School Treasurer's Book May
1949-April 1950 (18 leaves)
- CM/CE/22 Documents: Daily Vacation Bible School, Chico,
California (Workshop) June 18-June 29, 1951 (1
leaf)
- CM/CE/23 Roster: Subdivisions of Christian Education Work
1951-1952 (1 leaf)
- CM/CE/24 Pamphlets: Cooperative Texts for Weekday Church
Schools 1951-1952
Cooperative Texts for Vacation Church School 1951
(8 leaves)
- CM/CE/25 Newspaper Clipping: "Sunday School Sets an
Attendance Mark" 1958? (1 leaf)
- CM/CE/26 Notebook: Alpha and Omega Class Attendance 1961
(34 leaves)
- CM/CE/27 Notebook: Alpha and Omega Class Attendance 196?
(33 leaves)
- CM/CE/28 Attendance Book: Jr. High Sunday School Class
Attendance September 1964-August 1965 (11 leaves)
- CM/CE/30 Cash Book: Sunday School Attendance September
1980-August 1981
Documents: Sunday School Irregulars December 3,
1980
Documents: Sunday School Absentees December 30,
1980 and January 20, 1981 (47 leaves)
- CM/CE/31 Cash Book: Sunday School Attendance September
1981-August 1982 (39 leaves)
- CM/CE/32 Cash Book: Sunday School Attendance Book July
1982-June 1983 (36 leaves)

- CM/CE/33 Documents: Sunday School Attendance Records and Offerings 1988 (10 leaves)
- CM/CE/34 Documents: Nursery Ministry Proposal 199? (4 leaves)
- CM/CE/35 Documents: "Why Sunday School?" 199? (1 leaf)
- PH/PR/3 Photograph, Color: Irvine Scott, Director of Religious Education 1953-1954 (1 photograph)
- PH/PR/7 Photograph, Color: William LeRoy, Director of Religious Education 1954? (4 photographs)
- PH/PS/1 Photograph, Black and White: Baraca Class Basketball Team-YMCA Cup Winners 1920 (1 photograph)
- PH/PS/4 Photograph, Black and White: Sweetheart Banquet 1950 (1 photograph)
- PH/CE/1 Photograph, Black and White: Coleen's Third Grade Sunday School Class 1934? (1 photograph)
- PH/CE/2 Photograph, Black and White: Sunday School Class 1935? (1 photograph)
- PH/CE/3 Photograph, Black and White: Various Baby Pictures (Cradle Roll?) 196? (10 photographs)
- PH/CE/4 Photograph, Color: Released Time Trailor 1953 (3 photographs)
- PH/CE/5 Photograph, Black and White: Nursery 198? (1 photograph)

CHURCH DOOR CANTEEN

- CM/EV/1 Documents: Formal Opening of Church Door Canteen April 8, 1945 (1 leaf)
- CM/EV/2 Book: Guest Book for the Open Door Canteen for the Servicemen April 9, 1945-December 20, 1945. Divided by servicemen and civilians visiting the canteen which was open daily (77 leaves)

CHURCH HISTORY

- HI/1 Newspaper Clipping: "Church History" by Rev. W.C. Gaston The Golden Thorn 1:1 (Photocopy) January 1893 (2 leaves)
- HI/2 Documents: Brief Historical History of the First Baptist Church of Vallejo California prepared from Mr. Fred Wolfe, church historian 1959; Church History October 2, 1943 (6 leaves)

- HI/4 Newspaper Clipping: "Many Churches Grew in Early Vallejo; Frisbie Family was Honored by Baptists. A short history of each of the churches started in Vallejo in late 1800's. 1976 (1 leaf)
- PS/3 Documents: Old Timers' Banquet Attendees, with birthday or arrival to Vallejo date. Banquet for the original settlers of Vallejo. March 4, 1935 (11 leaves)
- HI/3 Documents: "Historical Summary 1970-1990" written by Ralph H. Lightbody. An article about the ministers of this time period and the ministries introduced by Rev. Lightbody during his pastorate written for his retirement. (2 leaves)
- HI/5 Documents: Brief History of First Baptist Church of Vallejo written by Martha French, Church Historian to commemorate 125th Anniversary 1994 (1 leaf)
- PS/AN/5 Newspaper Clipping: "Diamond Jubilee Anniversary 1869-1944 Celebrated by First Baptist Church of Vallejo, California" written by Mr. Fred Kiser. An article about the church and its ministries. (original and carbon copy) 1944 (3 leaves)
- PS/AN/8 Booklet: First Baptist Church Centennial 1869-1969 (30 leaves)

COMMITTEES AND MINISTRIES

- AD/ME/5 Binder: Annual Business Meeting Minutes, Treasurers' Reports, Membership Rolls, and Committee Reports October 4, 1922-April 18, 1923 (71 leaves)
- AD/ME/11 Binder: Congregational Meetings, Planning Commission, Advisory Council Minutes 1960-1967 (147 leaves)
- AD/ME/12 Binder: Regular Business Meeting Minutes; Annual Business Meeting Minutes; Constitutions 1958, 1975; Advisory Committee Minutes; Planning Committee Minutes
Pamphlet: National Council of the Churches of Christ in the USA
1968-1975 (237 leaves, 1 pamphlet)

- AD/ME/13 Binder: Quarterly Business Meetings January 14, 1976-April 13, 1977; Constitution and Bylaws adopted March 16, 1977; Multiple Board Structure and Single Board Structure; Constitution January 15, 1975; Advisory Council Minutes November 18, 1975-March 9, 1977 (95 leaves)
- AD/BS/2 Binder: Board of Directors' Meeting Minutes and Financial Reports May 7, 1940-May 2, 1944
Building Committee Minutes Sept 8, 1941-October 6, 1941 (63 leaves)
- AD/BS/8 Binder: Board of Directors' Meeting Minutes and Committee Reports 1976 (140 leaves)
- AD/BS/9 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1977 (172 leaves)
- AD/BS/11 Binder: Board Of Stewards' Minutes, Committee Reports, and Financial Reports 1978 (128 leaves)
- AD/BS/12 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1979 (269 leaves)
- AD/BS/13 Binder: Board of Stewards' Minutes, Financial Reports, Committee Reports August 1981-March 1983 (337 leaves)
- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports September 9, 1980-April 13, 1982; Assessor's Map Bk56 Page 13; Mission Committee reports September 13, 1977-January 13, 1981; Floor plans for new sanctuary (never built) and offices (207 leaves)
- AD/BS/15 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports 1985 (139 leaves)
- AD/BS/20 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports, and Memos January-June 1990 (245 leaves)
- AD/BS/21 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos July - December 1990 (282 leaves)
- AD/1 Ballot: Ballot for Social Committee, Music Committee, Boy Scout Committee and Nominating Committee October 1, 1926 (1 leaf)
- AD/2 Ballot: Annual Election of Officers May 8, 1929 (1 leaf)

CONGREGATIONAL MEETINGS

- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)
- AD/ME/2 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) March 29, 1893-August 6, 1906 (201 leaves)
- AD/ME/3 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) September 4, 1906-October 4, 1915 (151 leaves)
- AD/ME/4 Documents: Congregational Business Meeting Minutes, Treasurers' Reports and Membership (manuscript and typescript) November 1, 1915-September 5, 1918 (172 leaves)
- AD/ME/5 Binder: Annual Business Meeting Minutes, Treasurers' Reports, Membership Rolls, and Committee Reports October 4, 1922-April 18, 1923 (71 leaves)
- AD/ME/6 Documents: Business Meeting Minutes October 1, 1923-October 7, 1925 (15 leaves)
- AD/ME/7 Documents: Church Business Meeting Minutes, Financial Reports, Correspondence and Membership (typescript) January 7, 1931-May 31, 1932 (50 leaves)
- AD/ME/8 Documents: Church Business Meeting Minutes and Financial Reports May 1, 1932-April 23, 1933 (74 leaves)
- AD/ME/9 Documents: Congregational Business Meeting Minutes and Membership Lists December 13, 1933-April 4, 1934 (66 leaves)
- AD/ME/10 Binder: Quarterly Business Meeting Minutes and Financial Reports May 11, 1938-October 6, 1948 (107 leaves)
- AD/ME/11 Binder: Congregational Meetings, Planning Commission, Advisory Council Minutes 1960-1967 (147 leaves)
- AD/ME/12 Binder: Regular Business Meeting Minutes; Annual Business Meeting Minutes; Constitutions 1958, 1975; Advisory Committee Minutes; Planning Committee Minutes
Pamphlet: National Council of the Churches of Christ in the USA
1968-1975 (237 leaves, 1 pamphlet)

- AD/ME/13 Binder: Quarterly Business Meetings January 14, 1976-April 13, 1977; Constitution and Bylaws adopted March 16, 1977; Multiple Board Structure and Single Board Structure; Constitution January 15, 1975; Advisory Council Minutes November 18, 1975-March 9, 1977 (95 leaves)
- AD/ME/13 Binder: Quarterly Business Meetings January 14, 1976-April 13, 1977; Constitution and Bylaws adopted March 16, 1977; Multiple Board Structure and Single Board Structure; Constitution January 15, 1975; Advisory Council Minutes November 18, 1975-March 9, 1977 (95 leaves)
- AD/ME/14 Documents: Congregational Business Meeting Minutes and Handouts January 1982-October 1990 (260 leaves)
- AD/BS/19 Binder: Board of Stewards' Meeting Minutes and Agendas 1989; Financial reports December 1988-November 1989 (171 leaves)
- AD/BS/20 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports, and Memos January-June 1990 (245 leaves)
- AD/BS/21 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports, and Memos July - December 1990 (282 leaves)
- AD/BS/22 Documents: Table of Board and Staff Positions; Minutes of Board of Stewards' Meeting May 15, 1991; Minutes of Congregation Business Meeting May 19, 1991; Thoughts for Improving Congregational Business Meetings March 19, 1991; Letter from Stephen Ball to Board Members with Agenda for Congregational Meeting and Proposed Bylaw September 29, 1991 (15 leaves)
- AD/1 Ballot: Ballot for Social Committee, Music Committee, Boy Scout Committee and Nominating Committee October 1, 1926 (1 leaf)
- AD/2 Ballot: Annual Election of Officers May 8, 1929 (1 leaf)
- AD/4 Documents: Official Ballot January 18, 1961 (1 leaf)

CORNELL BAPTIST CHURCH

- MA/4 Nails: Square Nails from Cornell Baptist Church (19 nails)

- CM/BD/2 Record Book: Board of Deacons' minutes January 4, 1916-November 20, 1930, (76 leaves)
- CM/CE/1 Attendance Book: Sunday School Secretary's Record 1899 (64 leaves)
- CM/CE/2 Minutebook: Attendance and Lesson Subject January 1906-October 1908 (28 leaves)
- CM/CE/3 Book: Sunday School Secretary's Minutes, Attendance and Offering April 3, 1910-February 23, 1915 (102 leaves)
- CM/CE/4 Book: Baraca Bible Class Attendance, Minutes and Treasurer's Report 1911-1921 (90 leaves)
- CM/CE/5 Cash Book: Sunday School Treasurer's Book May 2, 1920-April 24, 1921 (73 leaves)
- CM/CE/6 Cash Book: Sunday School Treasurer's Book May 1, 1921-April 30, 1922 (73 leaves)
- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith manuscript 1869-1893 (158 leaves)
- AD/ME/2 Minutebook: Quarterly Business Meeting Minutes and Membership March 29, 1893-August 6, 1906 manuscript (201 leaves)
- AD/ME/3 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) September 4, 1906-October 4, 1915 (151 leaves)
- AD/ME/4 Documents: Congregational Business Meeting Minutes, Treasurers' Reports and Membership (manuscript and typescript) November 1, 1915-September 5, 1918 (172 leaves)
- FN/1 Documents: Mortgages and Deeds (manuscript and typescript) 1863-1921 (57 leaves)
- FN/2 Documents: Receipt for loan payment of \$500.00 credited to Cornell Baptist Church October 13, 1887 (1 leaf)
- FN/3 Documents: Certificate of Incorporation, Cornell Baptist Church February 11, 1889 (3 leaves)
- FN/4 Cash Book: Financial Records Book February 1908-December 1915 (122 leaves)
- FN/5 Documents: Deeds and Mortgages (typescript) 1920-1968 (132 leaves)
- FN/25 Correspondence: Letters between George Dean and Mrs. William Pohlman discussing a legacy left to Cornell Baptist Church by Hannah Voohees 1930-1931 (6 leaves, 4 envelopes)

- FC/2 Newspaper Clipping: "Purchase of Lot for New Church Building"; "Teacher Training Class" Pacific Baptist 1916 (2 leaves)
- PH/FC/1 Photograph, Black and White: Cornell Baptist Church. Photograph is a cabinet card with a gold beveled edge 8.5 x 5.25 1885-1892? (1 photograph)
- PH/FC/2 Photograph, Black and White: Cornell Baptist Church on 500 Block of Capitol Street. One photograph is a cabinet card black stock with a gold bevelled edge 8.5 x 5.25. The second is the same 5.5 x 4.25 and is signed by Topley. 1885-1892? (2 photographs)
- PH/FC/3 Photograph, Black and White: Cornell Baptist Church signed by Topley 1925 (1 photograph)
- CORNILS, STANLEY (1954-1974)
- AD/ME/11 Binder: Congregational Meetings, Planning Commission, Advisory Council Minutes 1960-1967 (147 leaves)
- AD/ME/12 Binder: Regular Business Meeting Minutes; Annual Business Meeting Minutes; Constituions 1958, 1975; Advisory Committee Minutes; Planning Committee Minutes
Pamphlet: National Council of the Churches of Christ in the USA
1968-1975 (237 leaves, 1 pamphlet)
- MA/6 Scrapbook: Newspaper Clippings and Builder articles honoring Rev. Stanley Cornils 1940-1975 (56 leaves)
- CM/WR/6 Newspaper Clipping: "First Baptist to Host New Sunday Evening Services" Vallejo News-Chronicle November 1, 1962 (1 leaf)
- PR/1 Documents: Staff July 1947; Staff Meeting Minutes July 22, 1947-July 17, 1948 (32 leaves)
- PR/2 Newspaper Clipping: "Ex-Vallejo Pastor Jesse Parker Dies" undated (1 leaf)
- PR/3 Pamphlet: 1968 Complete 22-day Holy Land Tour June 15-July 6 conducted by Vander Warne, Jr. pastor (TWA) (1 leaf)
- PR/4 Newspaper Clipping: "Minister Will Show Tour Film." First in a film series of bible lands by Pastor Stanley Cornils 1968 (1 leaf)

- PR/5 Newspaper Clipping: "Minister Slates Talks on Israel in Bible Prophecy" August 11, 1968 (2 leaves)
- PR/6 Newspaper Clipping: "Pastor's 22-day Tour of Holy Land Described as Inspiring Experience" July 1968 (2 leaves)
- PR/7 Newspaper Clipping: "Vallejo Pastor, Wife Leave Saturday on 22 Day Europe, Holy Land Tour" and weeks church schedule June 1968 (2 leaves)
- PR/8 Newspaper Clippings: "Sea Scrolls Story Aired"; "Junior Editors Quiz on Dead Sea Scrolls" (2 leaves)
- PR/9 Newspaper Clipping: "Club Hears Trip Report" Rev. Stanley Cornils speaker at rotary club on his recent tour of Palestine. October 17, 1968 (2 leaves)
- CR/6 Correspondence: Letter from Bernie Slaughter, Diaconate Chairman to congregation asking for support of Pastor Cornils' pastorate June 18, 1968 (1 leaf)
- PS/24 Newspaper Clipping: "All Faiths Plan Kennedy Service" Rev. Stanley Cornils is a participating pastor. June 9, 1968 (3 leaves)
- PS/AN/8 Newspaper Clipping: "An Old-Fashioned Prayer Meeting" Vallejo News-Chronicle March 21, 1969; "A Century of Faith at Vallejo First" The American Baptist April 1970 (1 leaf)
- PS/AN/11 Newspaper Clipping: "105th Anniversary" November 1974 (1 leaf)
- PH/PR/7 Photographs, Color: Stanley P. Cornils 1954 (2 photographs)
- PH/PR/8 Photograph, Color: Rev. Stanley Cornils, Englebrecht, Mack McCray, General Secretary of Evangelism, American Baptist Church Convention 1959 (1 photograph)
- PH/PR/9 Photograph, Black and White: Rev. and Mrs. Stanley Cornils Receiving Trip to the Holy Land 1968 (1 photograph)

DEEDS

- FN/1 Documents: Mortgages and Deeds (manuscript and typescript) 1863-1921 (57 leaves)

FN/5 Documents: Deeds and Mortgages (typescript)
1920-1968 (132 leaves)

DEVOTIONALS

PB/60 Booklet: Daily devotions for Lent 1989-1990 (48
leaves)

DEXTER, S. K. (1889-1891)

AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith manuscript
1869-1893 (158 leaves)

DREXLER, F. I. (1915-1919)

AD/ME/3 Minutebook: Quarterly Business Meeting Minutes
and Membership (manuscript) September 4, 1906-
October 4, 1915 (151 leaves)

AD/ME/4 Documents: Congregational Business Meeting
Minutes, Treasurers' Reports and Membership
(manuscript and typescript) November 1, 1915-
September 5, 1918 (172 leaves)

EASTMAN, CHARLES R. (1907-1914)

AD/ME/3 Minutebook: Quarterly Business Meeting Minutes
and Membership (manuscript) September 4, 1906-
October 4, 1915 (151 leaves)

EVANGELISM AND DISCIPLESHIP

CM/EV/1 Documents: Formal Opening of Church Door Canteen
April 8, 1945 (1 leaf)

CM/EV/2 Book: Guest Book for the Open Door Canteen for
the Servicemen April 9, 1945-December 20, 1945.
Divided by servicemen and civilians visiting the
canteen which was open daily (77 leaves)

CM/EV/3 Newspaper Clipping: "Bus Seats Available to
Graham's Crusade" Vallejo Times-Herald June 3,
1958 (2 leaves)

CM/EV/4 Newspaper Clipping: "Release Time for Religion
to Continue" Vallejo Times-Herald July 2, 1959
(1 leaf)

- CM/EV/5 Pamphlet: "A Prince Among Evangelists: Harry McCormick Lintz" Victory Crusade Evangelistic Association.
Newspaper Clipping: "Noted Singer Jimmie Davis in Vallejo" Vallejo Times-Herald November 12, 1965 (3 leaves)
- CM/EV/6 Newspaper Clipping: "Where Are They Now?" Dr. Fridell gave the dedication address to North Vallejo Community church, 2 Andrew Road, Vallejo June 5, 1966 Crusader, June 1968 (2 leaves)
- CM/EV/7 Newspaper Clipping: "Religious Training Plan Starts" Celebrating 25th year of service to Vallejo children. Vallejo Times-Herald September 28, 1968 (2 leaves)
- CM/EV/8 Documents: One-on-One Discipleship Program and Meeting Minutes from First Baptist Church, Modesto sent upon request October 12, 1975 to Pastor Stanley Cornils December 9, 1975 (108 leaves)
- PB/1 Pamphlet: First Baptist Church Welcomes You 1950s? (1 leaf)
- PB/2 Pamphlet: "Welcome to First Baptist Church" A pamphlet providing information on times of worship, what Baptists believe, weekday programs, how to join the church. 1968 (2 leaves)
- PB/3 Pamphlet: Christian Help Center Basic Center Rules 1986 (1 leaf)
- PB/4 Pamphlets: 50 Days to Open My Home to Christ; Your Encounter With God: Helpful Suggestions for Person Mediation; Keeping a Spiritual Diary by Karen Mains; Marin AIDS Interfaith Support Team; 50 Days for Christ to Transform My Daily Work. 1988? (5 pamphlets)

FACILITIES

- PS/1 Bulletin: Dedication of First Baptist Church week of May 17-22, 1925. Luther Parker Russell, Minister; Wm. A. Jones, Architect and Constructional Engineer. (1 leaf)
- PS/5 Bulletin: Dedication of Fireplace Room 1951 (1 leaf)
- PS/12 Bulletin: "Dedication of Memorial Window: The 1 AMs of Jesus" September 5, 1965 (2 leaves)

- PH/FC/1 Photograph, Black and White: Cornell Baptist Church. Photograph is a cabinet card with a gold beveled edge 8.5 x 5.25 1885-1892? (1 photograph)
- PH/FC/2 Photograph, Black and White: Cornell Baptist Church on 500 Block of Capitol Street. One photograph is a cabinet card black stock with a gold bevelled edge 8.5 x 5.25. The second is the same 5.5 x 4.25 and is signed by Topley. 1885-1892? (2 photographs)
- PH/FC/3 Photograph, Black and White: Cornell Baptist Church signed by Topley 1925 (1 photograph)
- PH/FC/4 Postcard: Corner of Sonoma and Carolina Street Where Church Now Stands 1921 (1 postcard)
- PH/FC/5 Photograph, Black and White: Dr. Russell at Dedication of Church Grounds 1922: Laying of Cornerstone of First Baptist Church 1922 (2 photographs)
- PH/FC/6 Postcard: First Baptist Church 1930 (2 postcards)
- PH/FC/7 Photograph, Color: Stained Glass Windows 19?? (21 photographs)
- PH/FC/8 Photograph, Black and White: First Baptist Church 1945 (1 photograph)
- PH/FC/9 Photograph, Color: Groundbreaking of Christian Education Building 1945 (7 photographs)
- PH/FC/10 Photograph, Color: Christian Education Building Construction 1945-1952 (16 photographs)
- PH/FC/11 Photograph, Black and White: First Baptist Church; First Baptist Church with Membership 1952 (9 photographs)
- PH/FC/12 Photograph, Black and White: Chapel 1954 (2 photographs)
- PH/FC/13 Photograph, Color: Downtown Churches 1959: First Baptist Church, First Methodist Church, First Presbyterian Church -1953 or Vallejo Bible Church 1953- (3 photographs)
- PH/FC/14 Negative, Black and White: First Baptist Church 1964 (1 negative, 1 label)
- PH/FC/15 Photograph, Color: First Baptist Church 198? (1 photograph)
- PH/FC/16 Photograph, Color: First Baptist Church 1989 (1 photograph)

FINANCIAL RECORDS

- AD/ME/4 Documents: Congregational Business Meeting Minutes, Treasurers' Reports and Membership (manuscript and typescript) November 1, 1915-September 5, 1918 (172 leaves)
- AD/ME/5 Binder: Annual Business Meeting Minutes, Treasurers' Reports, Membership Rolls, and Committee Reports October 4, 1922-April 18, 1923 (71 leaves)
- AD/ME/7 Documents: Church Business Meeting Minutes, Financial Reports, Correspondence and Membership (typescript) January 7, 1931-May 31, 1932 (50 leaves)
- AD/ME/8 Documents: Church Business Meeting Minutes, and Financial Reports May 1, 1932-April 23, 1933 (74 leaves)
- AD/BS/8 Binder: Board of Directors' Meeting Minutes, and Committee Reports 1976 (140 leaves)
- AD/BS/9 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1977 (172 leaves)
- AD/BS/10 Minutebook: Board of Stewards' Minutes April 27, 1977-December 12, 1978 (75 leaves)
- AD/BS/11 Binder: Board Of Stewards' Minutes, Committee Reports, and Financial Reports 1978 (128 leaves)
- AD/BS/12 Binder: Board of Stewards' Minutes, Committee Reports, and Financial Records 1979 (269 leaves)
- AD/BS/13 Binder: Board of Stewards' Minutes, Financial Reports, Committee Reports August 1981-March 1983 (337 leaves)
- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports September 9, 1980-April 13, 1982; Assessor's Map Bk56 Page 13; Mission Committee Reports September 13, 1977-January 13, 1981; Floor Plans for New Sanctuary (never built) and Offices (207 leaves)
- AD/BS/15 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports 1985 (139 leaves)
- AD/BS/16 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1986 (223 leaves)
- AD/BS/17 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1987 (239 leaves)
- AD/BS/18 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1988 (224 leaves)

- AD/BS/19 Binder: Board of Stewards' Meeting Minutes, and Agendas 1989; Financial Reports December 1988-November 1989 (171 leaves)
- AD/BS/20 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports, and Memos January-June 1990 (245 leaves)
- AD/BS/21 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports, and Memos July - December 1990 (282 leaves)
- AD/BS/22 Documents: Table of Board and Staff Positions; Minutes of Board of Stewards' Meeting May 15, 1991; Minutes of Congregation Business Meeting May 19, 1991; Thoughts for Improving Congregational Business Meetings March 19, 1991; Letter from Stephen Ball to Board Members with Agenda for Congregational Meeting and Proposed Bylaw September 29, 1991 (15 leaves)
- CM/MN/1 Binder: Men's Fellowship Breakfast Minutes; Executive Minutes and Treasurers' Reports; Surveys (photocopies, manuscript) 1982-1986 (188 leaves, 1 booklet)
- CM/MN/2 Binder: Men's Fellowship Breakfast Minutes; Executive Minutes and Treasurer's Reports; Attendance Books 1974-1981 (350 leaves, 4 booklet)
- CM/WO/3 Report: Report of Treasurer of Ladies Aid for quarter ending December 31, 1928 (1 leaf)
- CM/WO/4 Report: Report of Treasurer of Ladies Aid ending March 31, 1929 (2 leaves)
- CM/WO/7 Cash Book: Women's Missionary Society Receipts and Disbursements May 1, 1967-April 25, 1975 (74 leaves)
- CM/CE/4 Book: Baraca Bible Class Attendance, Minutes and Treasurer's Report 1911-1921 (90 leaves)
- CM/CE/5 Cash Book: Sunday School Treasurer's Book May 2, 1920-April 24, 1921 (73 leaves)
- CM/CE/6 Cash Book: Sunday School Treasurer's Book May 1, 1921-April 30, 1922 (73 leaves)
- CM/CE/7 Cash Book: Sunday School Treasurer's Book May 7, 1922-April 29, 1923
Envelope: Offering Envelope February 4, 1923
Documents: Notes (77 leaves, 1 envelope)
- CM/CE/8 Cash Book: Sunday School Treasurer's Book January 1, 1933-December 31, 1933 (73 leaves)

- CM/CE/9 Cash Book: Sunday School Treasurer's Book
January 1, 1934–December 31, 1934 (73 leaves)
- CM/CE/10 Cash Book: Sunday School Treasurer's Book 1935
(73 leaves)
- CM/CE/11 Cash Book: Sunday School Treasurer's Book 1936
(73 leaves)
- CM/CE/13 Documents: Vacation Bible School Attendance,
Worship Services, Financial Reports 1937 (20
leaves)
- CM/CE/14 Cash Book: Sunday School Treasurer's Book 1937
(144 leaves)
- CM/CE/16 Cash Book: Sunday School Treasurer's Book 1939
(73 leaves)
- CM/CE/17 Cash Book: Sunday School Treasurer's Book 1940
(73 leaves)
- CM/CE/18 Cash Book: Sunday School Treasurer's Book April
1947–April 1948 (18 leaves)
- CM/CE/21 Cash Book: Sunday School Treasurer's Book May
1949–April 1950 (18 leaves)
- CM/CE/33 Documents: Sunday School Attendance Records and
Offerings 1988 (10 leaves)
- MM/5 Correspondence: Associational Letter and
Statistics. Membership Statistics, Church
Expenses, Mission Offerings, Association
Delegates, Letter to Association 1923 (3
leaves)
- MM/6 Correspondence: Associational Letter and
Statistics. Membership Statistics, Church
Expenses, Mission Offerings, Association
Delegates, Letter to Association October 8, 1923
(1 leaf)
- MM/8 Correspondence: Associational Letter and
Statistics. Membership Statistics, Church
Expenses, Mission Offerings, Association
Delegates, Letter to Association. October 7, 1925
(1 leaf)
- MM/10 Correspondence: Associational Letter and
Statistics. Membership Statistics, Church
Expenses, Mission Offerings, Association
Delegates, Letter to Association. May 1, 1928 (1
leaf)
- MM/24 Documents: Worship Service, Sunday School,
Evening Concerts' Attendance and Offering
(photocopies) 1978 (8 leaves)

FREEMAN, N. L. (1893-1904)

- AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)
- AD/ME/2 Minutebook: Quarterly Business Meeting Minutes
and Membership March 29, 1893-August 6, 1906
(manuscript) (201 leaves)
- AD/ME/3 Minutebook: Quarterly Business Meeting Minutes
and Membership (manuscript) September 4, 1906-
October 4, 1915 (151 leaves)

GILL, T.A. (1873-1877)

- AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)

GASTON, W. L. (1892, 1927, 1932)

- AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)
- PB/1 Newspaper Clipping: "Church History" by Rev.
W.C. Gaston (photocopy) The Golden Thorn 1:1
January 1893 (2 leaves)
- PS/AN/8 Newspaper Clipping: "An Old-Fashioned Prayer
Meeting" Vallejo News-Chronicle March 21, 1969;
"A Century of Faith at Vallejo First" The
American Baptist April 1970 (1 leaf)

GOULD, J. OREN (1927-1929)

- CR/2 Correspondence: Letter to Church from J. Orrin
Gould at Annual Meeting October 5, 1927 (1 leaf)
- CR/3 Correspondence: Second page of a letter sent to
church by J. Orrin Gould October 3, 1928 (1 leaf)

GRAY, E. H. (1878, 1889)

- AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)

HATCH, E. B. (1871)

AD/ME/1 Record Book: Business Meeting Minutes,
 Membership and Declaration of Faith (manuscript)
 1869-1893 (158 leaves)

HICKIE, W. W. (1869)

AD/ME/1 Record Book: Business Meeting Minutes,
 Membership and Declaration of Faith (manuscript)
 1869-1893 (158 leaves)

INSURANCE

FN/6 Documents: Insurance policies 1958-1968 (157
 leaves)

FN/27 Documents: State Compensation Insurance Fund
 February 4, 1958 (5 leaves, 1 envelope)

LADIES AID SOCIETY

CM/WO/1 Booklet: Selected Recipes Given by Members and
 Friends of the Martha Circle of the First Baptist
 Church 19?? (20 leaves)

CM/WO/2 Report: Report of Ladies Aid Society
 (manuscript) April 1-June 30, 1926; October 7,
 1926-October 1, 1927; October 1, 1927-September
 30, 1928 (3 leaves)

CM/WO/3 Report: Report of Treasurer of Ladies Aid for
 quarter ending December 31, 1928 (1 leaf)

CM/WO/4 Report: Report of Treasurer of Ladies Aid ending
 March 31, 1929 (2 leaves)

CM/WO/5 Newspaper Clippings: "Members of the Homemakers
 Circle"; "These Members of the First Baptist
 Church Served As Hostesses. . . " Vallejo News-
 Chronicle December 12, 1949 (1 leaf)

CM/WO/6 Book: Women's Missionary Society Attendance
 Record November 18, 1954-December 20, 1962 (91
 leaves)

CM/WO/7 Cash Book: Women's Missionary Society Receipts
 and Disbursements May 1, 1967-April 25, 1975 (74
 leaves)

- CM/WO/8 Newspaper Clipping: "All Faiths Observe Fellowship Day" Fellowship Day is observed once a year nationally by United Church Women. Vallejo News-Chronicle May 2, 1968 (1 leaf)
- CM/WO/9 Bulletin: May Fellowship Day at St. Paul's Lutheran Church. A program prepared by Ruth Rosen of First Baptist Church. May 3, 1968 (1 leaf)
- CM/WO/10 Documents: Bylaws of Church Women United in Vallejo, CA. An ecumenical group of women from all the Vallejo churches adopted May 3, 1968 (2 leaves)
- CM/WO/11 Newspaper Clippings: "Tour of Baptist Mission Fields is Program Theme" February 20, 1975
 "Baptist Group Skit; Lunch Set Thursday" February 1975
 "Interesting Programs Slated for April Circle Sessions" 1975
 "Baptist Women Set Installation Thursday Noon" 1975
 "Meetings of Baptist Circles Set" May 7, 1975
 "Officers, Chairmen Take Over Duties" May 8, 1975
 "Baptist Women Meeting Thursday" May 1975 (7 leaves)
- CM/WO/12 Newspaper Clippings: "They Reminisced At Luncheon" Vallejo Independent Press November 15, 1979 (1 leaf)
- FN/18 Report: Treasurer's Report of Ladies Aid 1926? (1 leaf)
- PS/11 Newspaper Clippings: "Bridal Fashion" February 1964; "A Foreign Flair" Vallejo Times-Herald 1964; "Bridal Style Show Planned for February 11" Sunday Vallejo Times-Herald February 2, 1964; "Wedding Gowns of Yesteryear" Vallejo News-Chronicle undated (4 leaves)
- PH/CM/1 Photograph, Color: One of the women's circles from Women's Missionary Society. Edrith French, Jean Kilby, Thelma Gaston, Helen Rose, Ruth Rosen, Pansy Koppen, Charlotte Smith, Grace Nicholson, ? 194? (1 photograph)

LIGHTBODY, RALPH (1981-1990)

- AD/ME/14 Documents: Congregational Business Meeting Minutes and Handouts January 1982-October 1990 (260 leaves)
- AD/BS/13 Binder: Board of Stewards' Minutes, Financial Reports, Committee Reports August 1981-March 1983 (337 leaves)
- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports September 9, 1980-April 13, 1982; Assessor's Map Bk 56 Page 13; Mission Committee Reports September 13, 1977-January 13, 1981; Floor Plans for New Sanctuary (never built) and Offices (207 leaves)
- AD/BS/15 Binder: Board of Stewards' Agendas, Minutes, and Financial Reports 1985 (139 leaves)
- AD/BS/16 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1986 (223 leaves)
- AD/BS/17 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1987 (239 leaves)
- AD/BS/18 Binder: Board of Stewards' Minutes, Agendas, and Financial Reports 1988 (224 leaves)
- AD/BS/19 Binder: Board of Stewards' Meeting Minutes and Agendas 1989; Financial reports December 1988-November 1989 (171 leaves)
- AD/BS/20 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos January-June 1990 (245 leaves)
- AD/BS/21 Binder: A Steward's Binder of Board Minutes, Financial Reports, Committee Reports and Memos July - December 1990 (282 leaves)
- AD/BS/22 Documents: Table of Board and Staff Positions; Minutes of Board of Stewards' Meeting May 15, 1991; Minutes of Congregation Business Meeting May 19, 1991; Thoughts for Improving Congregational Business Meetings March 19, 1991; Letter from Stephen Ball to Board Members with Agenda for Congregational Meeting and Proposed Bylaw September 29, 1991 (15 leaves)
- AD/BS/23 Minutes: Board of Stewards' Meeting Minutes July 10, 1991 (2 leaves)

- FN/53 Correspondence: Fred Pitman, Minister of Business and Finance of American Baptist Churches of the West to Dr. Ralph Lightbody that they will recommend an \$18,000 loan 1991 (1 leaf)
- FN/40 Correspondence: Letter to Ralph Lightbody from Floyd giving a donation June 28, 1988 (1 leaf)
- FN/42 Correspondence: From Ralph Lightbody to Richard Evans of R & B thanking for donation (photocopy) October 5, 1988 (1 leaf) CLOSED UNTIL 2063
- FN/44 Memos: From Lyn Coggin or Ralph Lightbody to Virginia McKee, treasurer on individual designated donations 1988-1989 (5 leaves)
- CR/8 Correspondence: From Duane Christensen to Ralph Lightbody to fill pulpit while on vacation 1988 (7 leaves)
- HI/3 Documents: "Historical Summary 1970-1990" written by Ralph H. Lightbody. An article about the ministers of this time period and the ministries introduced by Rev. Lightbody during his pastorate written for his retirement. (2 leaves)
- PH/PR/10 Photograph, Color: Ralph and Audrey Lightbody 1987 (2 photographs)

MARKS, RALPH ALFRED (1992-)

- FL/7 Newspaper Clipping: "Vallejo Church is Taking on the EEOC" Pastor Al Marks works towards having Senate Resolution 219 passed to stop the Equal Opportunity Employment Commission's new guideline which he believes would ban anything religious in the workplace. Vallejo Times-Herald June 12, 1994 (3 leaves)

MEMBERSHIP

- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)
- AD/ME/2 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) March 29, 1893-August 6, 1906 (201 leaves)

- AD/ME/3 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) September 4, 1906-October 4, 1915 (151 leaves)
- AD/ME/4 Documents: Congregational Business Meeting Minutes, Treasurers' Reports and Membership (manuscript and typescript) November 1, 1915-September 5, 1918 (172 leaves)
- AD/ME/5 Binder: Annual Business Meeting Minutes, Treasurers' Reports, Membership Rolls, and Committee Reports October 4, 1922-April 18, 1923 (71 leaves)
- AD/ME/6 Documents: Business Meeting Minutes October 1, 1923- October 7, 1925 (15 leaves)
- AD/ME/7 Documents: Church Business Meeting Minutes, Financial Reports, Correspondence and Membership (typescript) January 7, 1931-May 31, 1932 (50 leaves)
- AD/ME/8 Documents: Church Business Meeting Minutes and Financial Reports May 1, 1932-April 23, 1933 (74 leaves)
- AD/ME/9 Documents: Congregational Business Meeting Minutes and Membership Lists December 13, 1933-April 4, 1934 (66 leaves)
- AD/ME/10 Binder: Quarterly Business Meeting Minutes and Financial Reports May 11, 1938-October 6, 1948 (107 leaves)
- AD/ME/11 Binder: Congregational Meetings, Planning Commission, Advisory Council Minutes 1960-1967 (147 leaves)
- AD/ME/12 Binder: Regular Business Meeting Minutes; Annual Business Meeting Minutes; Constitutions 1958, 1975; Advisory Committee Minutes; Planning Committee Minutes
Pamphlet: National Council of the Churches of Christ in the USA
1968-1975 (237 leaves, 1 pamphlet)
- AD/ME/13 Binder: Quarterly Business Meetings January 14, 1976-April 13, 1977; Constitution and Bylaws adopted March 16, 1977; Multiple Board Structure and Single Board Structure; Constitution January 15, 1975; Advisory Council Minutes November 18, 1975-March 9, 1977 (95 leaves)

- AD/ME/14 Documents: Congregational Business Meeting Minutes and Handouts January 1982-October 1990 (260 leaves)
- CM/MN/2 Binder: Men's Fellowship Breakfast Minutes; Executive Minutes and Treasurer's Reports; Attendance Books 1974-1981 (350 leaves, 4 booklet)
- CM/WO/6 Book: Women's Missionary Society Attendance Record November 18, 1954-December 20, 1962 (91 leaves)
- CM/YO/1 Book: Baptist Young Peoples' Union Minutes, Membership July 25, 1922-January 24, 1930 (99 leaves)
- CM/CE/3 Book: Sunday School Secretary's Minutes, Attendance and Offering April 3, 1910-February 23, 1915 (103 leaves)
- CM/CE/5 Cash Book: Sunday School Treasurer's Book May 2, 1920-April 24, 1921 (73 leaves)
- CM/CE/6 Cash Book: Sunday School Treasurer's Book May 1, 1921-April 30, 1922 (73 leaves)
- CM/CE/7 Cash Book: Sunday School Treasurer's Book May 7, 1922-April 29, 1923
Envelope: Offering Envelope February 4, 1923
Documents: Notes (77 leaves, 1 envelope)
- CM/CE/8 Cash Book: Sunday School Treasurer's Book January 1, 1933-December 31, 1933 (73 leaves)
- CM/CE/9 Cash Book: Sunday School Treasurer's Book January 1, 1934-December 31, 1934 (73 leaves)
- CM/CE/10 Cash Book: Sunday School Treasurer's Book 1935 (73 leaves)
- CM/CE/11 Cash Book: Sunday School Treasurer's Book 1936 (73 leaves)
- CM/CE/12 Book: Baraca Bible Class Attendance and Minutes 1921-1925 (70 leaves)
- CM/CE/13 Documents: Vacation Bible School Attendance, Worship Services, Financial Reports 1937 (20 leaves)
- CM/CE/14 Cash Book: Sunday School Treasurer's Book 1937 (73 leaves)
- CM/CE/15 Notebook: Cabinet of First Baptist Church and Teachers Meeting Minutes January 13, 1937-July 25, 1945 (144 leaves)
- CM/CE/16 Cash Book: Sunday School Treasurer's Book 1939 (73 leaves)

- CM/CE/17 Cash Book: Sunday School Treasurer's Book 1940
(73 leaves)
- PH/FC/11 Photograph, Black and White: First Baptist
Church 1952; First Baptist Church with Membership
(9 photographs)

MEN'S MINISTRIES

- CM/MN/1 Binder: Men's Fellowship Breakfast Minutes;
Executive Minutes and Treasurer's Reports;
Surveys (photocopies, manuscript) 1982-1986 (188
leaves, 1 booklet)
- CM/MN/2 Binder: Men's Fellowship Breakfast Minutes;
Executive Minutes and Treasurer's Reports;
Attendance Books 1974-1981 (350 leaves, 4
booklet)
- CM/MN/3 Newspaper Clipping: "Man Power Committed"
Annual Retreat of American Baptist Men. Earl
Sterling, a member, is in center photograph.
Crusader November 1938 (2 leaves)
- PS/11 Newspaper Clippings: "Bridal Fashion" February
1964; "A Foreign Flair" Vallejo Times-Herald
1964; "Bridal Style Show Planned for February 11"
Sunday Vallejo Times-Herald February 2, 1964;
"Wedding Gowns of Yesteryear" Vallejo News-
Chronicle undated (4 leaves)
- PH/PS/7 Photograph, Color: Father-Son Banquet 1952? (4
photographs)

MISSIONS

- AD/BS/14 Binder: Board of Stewards' Agendas, Minutes, and
Financial Reports September 9, 1980-April 13,
1982; Assessor's Map Bk56 Page 13; Mission
Committee reports September 13, 1977-January 13,
1981; Floor plans for new sanctuary (never built)
and offices (207 leaves)
- CM/MS/1 Publication: Suggestions for designated
Christmas offerings lists suggestions of amounts
and what it will buy in the mission field. 1929
(1 leaf)
- CM/MS/2 Newspaper Clipping: "New Dutch Family Here"
Resettlement Act of 1956 Vallejo News-Chronicle
August 17, 1956 (1 leaf)

- CM/MS/3 Certificate: American Baptist Convention
Certificate of Recognition of World Mission
Support for 1967
Newspaper Clipping: "1967 Mission Giving
Increase in Northern California and Nevada Sierra
Churches Recognized" Crusader March 1968. Vallejo
was in 9th place for the top total amount given
for Missions in 1967 (2 leaves, 1 envelope)
- CM/MS/4 Binder: Mission Payments and receipts 1990-1991
(145 leaves)
- MM/5 Correspondence: Associational Letter and
Statistics. Membership statistics, church
expenses, mission offerings, association
delegates, letter to association. (1923) (3
leaves)
- MM/6 Correspondence: Associational Letter and
Statistics. Membership statistics, church
expenses, mission offerings, association
delegates, letter to association. (October 8,
1923) (1 leaf)
- MM/8 Correspondences: Associational Letter and
Statistics. Membership statistics, church
expenses, mission offerings, association
delegates, letter to association. October 7, 1925
(1 leaf)
- MM/10 Correspondence: Associational Letter and
Statistics. Membership statistics, church
expenses, mission offerings, association
delegates, letter to association. May 1, 1928 (1
leaf)
- PS/9 Newspaper Clipping: "Rev. and Mrs. Alvin Koons
Honored at Farewell Reception" August 27, 1962
(1 leaf)
- PH/PS/5 Photograph, Black and White: Reception for the
Alvin Koons: Missionaries to Hong Kong August
1962 (1 leaf, 1 photograph)

MORTGAGES

- FN/1 Documents: Mortgages and Deeds (manuscript and
typescript) 1863-1921 (57 leaves)
- FN/2 Documents: Receipt for Loan Payment of \$500.00
Credited to Cornell Baptist Church October 13,
1887 (1 leaf)

- FN/5 Documents: Deeds and Mortgages (typescript)
1920-1968 (132 leaves)
- FN/8 Bond: Bond #323 Promise to Pay \$100.00 February
1, 1923 Paid in full April 5, 1925 (1 leaf)
- FN/9 Resolution: Resolution Securing Loan of \$2000.00
from Central Commercial and Savings Bank,
Vallejo, California. (One original and 2 carbon
copies) Includes handwritten notes on the vote of
the resolution January 14, 1925 (5 leaves)
- FN/12 Correspondence: Northern California Baptist
Convention acknowledging paid mortgage of
\$1000.00;
Mortgage: Mortgage of \$1000.00 dated February
27, 1925, paid in full April 3, 1925 (2 leaves)
- FN/36 Documents: Freed to Serve Payments to ABEC
(loan payments) 1987 (3 leaves)
- FC/1 Book: Abstract of title to that real property in
the city of Vallejo, Solano County, California
known as lots numbers seven (7) and eight (8) in
block three hundred and forty-eight (348) the
same being a portion of Section 13., TWP. 3N.,
Range 4 West, and a portion of Rancho Soscol
dated December 14, 1921. 1863-1921 (109 leaves)
- PS/4 Bulletin: Mortgage Burning Ceremony May 2, 1943
(1 leaf)
- PS/14 Newspaper Clipping: "Vallejo Church Burns
Mortgage" Vallejo News-Chronicle September 25,
1967 (1 leaf)

NESBIT, E. (1883)

- AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)

NORTH VALLEJO COMMUNITY CHURCH

- CM/EV/6 Newspaper Clipping: "Where Are They Now?" Dr.
Fridell gave the dedication address to North
Vallejo Community Church, 2 Andrew Road, Vallejo
June 5, 1966 sponsored by First Baptist Church.
Crusader, June 1968 (2 leaves)
- CM/WR/14 Newspaper Clippings: "Easter Morning Services
for First Baptist Church and North Vallejo
Community Church April 14, 1968 (4 leaves)

- FL/2 Bulletin: North Vallejo Community Church. Earl Sterling (member of First Baptist) is special speaker while pastor is away. June 23, 1968 (2 leaves)
- FL/3 Newspaper Clipping: Panorama Baptist Church Youth of Pacoima Challenged to serve. Panorama Pastor Michael Markham was once pastor of North Vallejo Community Church (sponsored by First Baptist) Crusader June 1968 (2 leaves)
- PS/10 Newspaper Clipping: "New Church Formally Organized in Vallejo" Vallejo News-Chronicle February 3, 1964 (1 leaf)
- PH/PS/8 Photograph, Black and White: Charter Presented to North Vallejo Church 1964 (1 photograph)

NICE, H. WARREN (1904-1907)

- AD/ME/2 Minutebook: Quarterly Business Meeting Minutes and Membership March 29, 1893-August 6, 1906 manuscript (201 leaves)
- AD/ME/3 Minutebook: Quarterly Business Meeting Minutes and Membership (manuscript) September 4, 1906-October 4, 1915 (151 leaves)

NURSERY

- PH/CE/5 Photograph, Black and White: Nursery 198? (1 photograph)

PARCHALL, R. F. (1871-1873)

- AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)

PARKER, JESSE (1941-1952)

- AD/ME/10 Binder: Quarterly Business Meeting Minutes and Financial Reports May 11, 1938-October 6, 1948 (107 leaves)
- AD/BS/2 Binder: Board of Directors' Meeting Minutes and Financial Reports May 7, 1940-May 2, 1944 Building Committee Minutes Sept 8, 1941-October 6, 1941 (63 leaves)

AD/BS/4 Minutebook: Board of Directors' Meeting Minutes
May 14, 1951-March 4, 1957 (78 leaves)
PR/2 Newspaper Clipping: "Ex-Vallejo Pastor Jesse
Parker Dies" undated (1 leaf)
PR/11 Newspaper Clipping: Photograph of Parker Family
Vallejo Times-Herald May 2, 1942 (1 leaf)
PH/PR/4 Photograph, Color: Jesse Parker 1953 (1
photograph)

PERSONNEL

FN/13 Paycheck: To L. P. Russell September 28, 1925
(1 leaf)
FN/49 Documents: "Cash System and Audit Committee of
the Local Church" by Clois Coon. Job
descriptions for each person who handles the
money in the church: ushers, financial
secretary, treasurer, audit committee, etc. 1991
(5 leaves)

PROGRAMS AND SPECIAL EVENTS

PH/FC/5 Photograph, Black and White: Dr. Russell at
Dedication of Church Grounds 1922: Laying of
Cornerstone of First Baptist Church 1922 (2
photographs)
PH/PS/1 Photograph, Black and White: Baraca Class
Basketball Team-YMCA Cup Winners 1920 (1
photograph)
PH/PS/2 Postcard: Cornerstone Ceremony First Baptist
Church 1922 (1 postcard)
PH/PS/3 Photograph, Black and White: Sanctuary, Easter
1927 (1 photograph)
PH/PS/4 Photograph, Black and White: Sweetheart Banquet
1950 (1 photograph)
PH/PS/5 Photograph, Black and White: Reception for the
Alvin Koons, Missionaries to Hong Kong August
1962 (1 photograph, 1 leaf)
PH/PS/6 Photograph, Color: Various Special Events 1952
(24 photographs)
PH/PS/7 Photograph, Color: Father-Son Banquet 1952 (4
photograph)

- PH/PS/8 Photograph, Black and White: Charter Presented to North Vallejo Community Church 1964 (1 photograph)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)
- PH/PS/10 Photograph, Color: 110th Anniversary of the Church of Edna and Bill Shields, Tessie and Ray Bouse, Ruby and Glen Englebreght, Pancy and George Koppen 1979 (1 photograph)
- PH/PS/11 Photograph, Color: 120th Anniversary 1989 (10 photographs)
- PH/PS/12 Photograph, Color: Hanging of the Greens 1991 (23 photographs, 37 negatives)
- PH/PS/13 Photograph, Color: Ministry Faire 1994 (1 photograph)

REGION

- CM/WR/8 Newspaper Clipping: "Baptist Area Minister Will be Guest Speaker" Rev. Douglas Siden, Area Minister and Minister of Urban Strategy for the American Baptist Churches of Northern California will be guest speaker. 196? (2 leaves)
- CM/MN/3 Newspaper Clipping: "Man Power Committed" Annual Retreat of American Baptist Men. Earl Sterling, a member, is in center photograph. Crusader November 1938 (2 leaves)
- MM/5 Correspondence: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. (1923) (3 leaves)
- MM/6 Correspondence: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. (October 8, 1923) (1 leaf)
- MM/8 Correspondences: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. October 7, 1925 (1 leaf)

- MM/10 Correspondence: Associational Letter and Statistics. Membership statistics, church expenses, mission offerings, association delegates, letter to association. May 1, 1928 (1 leaf)
- PB/4 Newspaper: Crusader: The American Baptist Newsmagazine 17:10 November 1962 (5 leaves)
- FN/39 Documents: Letter from American Baptist Credit Union offering financial services June 1988; Proforma Chart of Monthly Spread of Percentages of Budget Given Per Month; Record of month budget giving 1984-1988; Giving in December 1987, 1988 (5 leaves)
- FN/34 Documents: "Questions and Answers for Church Treasurers About Taxes Including the Tax Reform Act of 1986, ABC Retirement/Benefit Program and Pastoral Budgets" Ministers and Missionaries Benefit Board 1986 (12 leaves)
- FN/36 Documents: Freed to Serve Payments to ABEC (loan payments) 1987 (3 leaves)
- FN/50 Correspondence: Letter to American Baptist Credit Union asking for a credit line of \$25,000
Pamphlet: "American Baptist Credit Union Current Rate Supplement
Documents: Resolution to Borrow; Corporate Loan Application; Corporate Loan Application Checklist; Loan Application and Agreement; Questionnaire for Corporate Loan Request 1990 (7 leaves, 2 envelopes)
- FN/53 Correspondence: Fred Pitman, Minister of Business and Finance of American Baptist Churches of the West to Dr. Ralph Lightbody that they will recommend an \$18,000 loan 1991 (1 leaf)
- RE/1 Newspaper Clipping: "Northern California Holds Communication Conference for Pastors and Laity" Mrs. Jesse Parker is the ABCNC staff person related to communications for Northern California. Crusader May 1968 (1 leaf)
- RE/2 Magazine: The Watchman Examiner: a Journal for All Baptists. On the American Baptist Convention in Boston May 29-June 2, 1968 56:13 June 27, 1968. (8 leaves)

- RE/3 Newspaper: Crusader 23:7 July-August 1968 plus supplement Northern California News Section July-August 1968 What happened at Boston convention 1968 by Mary Parker and others in both papers (7 leaves)
- RE/4 Newspaper Clipping: "Plans Set for the Fourth Annual Meeting of American Baptist Churches of Northern California." Rev. Stanley Cornils heads the Program Committee Crusader October 1968 (1 leaf)
- RE/5 Binder: Strategic Planning Committee Manual 1970s? (265 leaves)
- CR/7 Correspondence: From American Baptist about subscriptions to the magazine February 1988 (3 leaves)
- PH/PR/8 Photograph, Color: Rev. Stanley Cornils, Englebrecht, Mack McCray, General Secretary of Evangelism, American Baptist Church Convention 1959 (1 photograph)

RELEASED TIME FOR RELIGION

- CM/EV/4 Newspaper Clipping: "Release Time for Religion to Continue" Vallejo Times Herald, July 2, 1959, 1 leaf
- CM/EV/7 Newspaper Clipping: "Religious Training Plan Starts" Celebrating 25th year of service to Vallejo children. Vallejo Times-Herald September 28, 1968 (2 leaves)
- PH/CE/4 Photograph, Color: Released Time Trailor 1953 (3 photographs)

RICKMAN, C. C. (1931-1936)

- AD/ME/7 Documents: Church Business Meeting Minutes, Financial Reports, Correspondence and Membership (typescript) January 7, 1931-May 31, 1932 (50 leaves)
- AD/ME/8 Documents: Church Business Meeting Minutes and Financial Reports May 1, 1932-April 23, 1933 (74 leaves)
- AD/ME/9 Documents: Congregational Business Meeting Minutes and Membership Lists December 13, 1933-April 4, 1934 (66 leaves)

ROSE, E. B. (1878)

AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)

RUBY, J. H.

AD/ME/1 Record Book: Business Meeting Minutes,
Membership and Declaration of Faith (manuscript)
1869-1893 (158 leaves)

RUSSELL, L. P. (1919-1927)

AD/ME/5 Binder: Annual Business Meeting Minutes,
Treasurers' Reports, Membership Rolls, and
Committee Reports October 4, 1922-April 18, 1923
(71 leaves)

AD/ME/6 Documents: Business Meeting Minutes October 1,
1923-October 7, 1925 (15 leaves)

FN/13 Paycheck: To L. P. Russell September 28, 1925 (1 leaf)

CR/1 Correspondence: Letter from Luther Parker
Russell to Mr. and Mrs. Frederick Wolfe regarding
purchase of a bulletin board 1927 (4 leaves)

PS/1 Bulletin: Dedication of First Baptist Church
week of May 17-22, 1925. Luther Parker Russell,
Minister; Wm. A. Jones, Architect and
Constructional Engineer. (1 leaf)

PH/PR/1 Photograph, Black and White: L. P. Russell at
Lake Chabot 1920 (1 photograph)

PH/FC/5 Photograph, Black and White: Dr. Russell at
Dedication of Church Grounds 1922: Laying of
Cornerstone of First Baptist Church 1922 (2
photographs)

SEISMIC COMMITTEE

- FN/50 Correspondence: Letter to American Baptist Credit Union asking for a credit line of \$25,000
Pamphlet: "American Baptist Credit Union Current Rate Supplement"
Documents: Resolution to Borrow; Corporate Loan Application; Corporate Loan Application Checklist; Loan Application and Agreement; Questionnaire for Corporate Loan Request 1990 (7 leaves, 2 envelopes)
- FC/11 Documents: Seismic Committee Meeting February 10, 1991 (1 leaf)
- FC/12 Documents: Invoice from Zucco Associates for structural refit drawings March 1, 1991 (1 leaf)

STEWARDSHIP

- CM/ST/1 Pamphlet: "Freed to Serve" Stewardship Campaign 1986 (1 pamphlet)
- CM/ST/2 Documents: Pattern of Personal Giving 1988 (1 leaf)
- CM/ST/3 List: Account Names (List of givers) May 31, 1989 (2 leaves)
- CM/ST/4 Documents: Freed to Serve Stewardship Campaign 1989; Report April 30, 1989; Presentation Figures May 15, 1989; Stewardship Campaign Teams; Stewardship Goals; Pattern of personal Giving; Stewardship Program; Includes Supplemental Follow-up manual, and Follow-up Director's manual, Ministry Emphasis Director's manual (20 leaves, 1 booklet)
- CM/ST/5 Report: Visions in Faith Monthly Report January 22, 1991 (1 leaf)
- PB/5 Pamphlet: It All Began With God! 1989 (1 leaf)
- FN/35 Documents: Record of Giving by Month 1986-1990; Record of Budget Expenditures by Month 1986-1990 (2 leaves)
- FN/36 Documents: Freed to Serve Payments to ABEC (loan payments) 1987 (3 leaves)
- FN/37 Documents: Financial Reports 1987 and Proposed Budget 1988 (187 leaves)

FN/39 Documents: Letter from American Baptist Credit Union offering financial services June 1988; Proforma Chart of Monthly Spread of Percentages of Budget Given Per Month; Record of Monthly Budget Giving 1984-1988; Giving in December 1987, 1988 (5 leaves)

STURTEVANT, A. J. (1884-1888)

AD/ME/1 Record Book: Business Meeting Minutes, Membership and Declaration of Faith (manuscript) 1869-1893 (158 leaves)

SUNDAY SCHOOL

CM/CE/1 Attendance Book: Sunday School Secretary's Record 1899 (64 leaves)

CM/CE/2 Minutebook: Attendance and Lesson Subject January 1906-October 1908 (28 leaves)

CM/CE/3 Book: Sunday School Secretary's Minutes, Attendance and Offering April 3, 1910-February 23, 1915 (102 leaves)

CM/CE/4 Book: Baraca Bible Class Attendance, Minutes and Treasurer's Report 1911-1921 (90 leaves)

CM/CE/5 Cash Book: Sunday School Treasurer's Book May 2, 1920-April 24, 1921 (73 leaves)

CM/CE/6 Cash Book: Sunday School Treasurer's Book May 1, 1921-April 30, 1922 (73 leaves)

CM/CE/7 Cash Book: Sunday School Treasurer's Book May 7, 1922-April 29, 1923
Envelope: Offering Envelope February 4, 1923
Documents: Notes (77 leaves, 1 envelope)

CM/CE/8 Cash Book: Sunday School Treasurer's Book January 1, 1933-December 31, 1933 (73 leaves)

CM/CE/9 Cash Book: Sunday School Treasurer's Book January 1, 1934-December 31, 1934 (73 leaves)

CM/CE/10 Cash Book: Sunday School Treasurer's Book 1935 (73 leaves)

CM/CE/11 Cash Book: Sunday School Treasurer's Book 1936 (73 leaves)

CM/CE/12 Book: Baraca Bible Class Attendance and Minutes 1921-1925 (70 leaves)

- CM/CE/13 Documents: Vacation Bible School Attendance, Worship Services, Financial Reports 1937 (20 leaves)
- CM/CE/14 Cash Book: Sunday School Treasurer's Book 1937 (73 leaves)
- CM/CE/15 Notebook: Cabinet of First Baptist Church and Teachers Meeting Minutes January 13, 1937-July 25, 1945 (144 leaves)
- CM/CE/16 Cash Book: Sunday School Treasurer's Book 1939 (73 leaves)
- CM/CE/17 Cash Book: Sunday School Treasurer's Book 1940 (73 leaves)
- CM/CE/18 Cash Book: Sunday School Treasurer's Book April 1947-April 1948 (18 leaves)
- CM/CE/19 Documents: Sunday School Teachers Meetings June 24, 1947-February 17, 1948 (8 leaves)
- CM/CE/20 Documents: Daily Vacation Church School 1949 (29 leaves)
- CM/CE/21 Cash Book: Sunday School Treasurer's Book May 1949-April 1950 (18 leaves)
- CM/CE/22 Documents: Daily Vacation Bible School, Chico, California (Workshop) June 18-June 29, 1951 (1 leaf)
- CM/CE/23 Roster: Subdivisions of Christian Education Work 1951-1952 (1 leaf)
- CM/CE/24 Pamphlets: Cooperative Texts for Weekday Church Schools 1951-1952
Cooperative Texts for Vacation Church School 1951 (8 leaves)
- CM/CE/25 Newspaper Clipping: "Sunday School Sets an Attendance Mark" 1958? (1 leaf)
- CM/CE/26 Notebook: Alpha and Omega Class Attendance 1961 (34 leaves)
- CM/CE/27 Notebook: Alpha and Omega Class Attendance 196? (33 leaves)
- CM/CE/28 Attendance Book: Jr. High Sunday School Class Attendance September 1964-August 1965 (11 leaves)
- CM/CE/30 Cash Book: Sunday School Attendance September 1980-August 1981
Documents: Sunday School Irregulars December 3, 1980
Documents: Sunday School Absentees December 30, 1980 and January 20, 1981 (47 leaves)

- CM/CE/31 Cash Book: Sunday School Attendance September 1981-August 1982 (39 leaves)
- CM/CE/32 Cash Book: Sunday School Attendance Book July 1982-June 1983 (36 leaves)
- CM/CE/33 Documents: Sunday School Attendance Records and Offerings 1988 (10 leaves)
- CM/CE/34 Documents: Nursery Ministry Proposal 199? (4 leaves)
- CM/CE/35 Documents: "Why Sunday School?" 199? (1 leaf)
- PH/PS/1 Photograph, Black and White: Baraca Class Basketball Team-YMCA Cup Winners 1920 (1 photograph)
- PH/CE/1 Photograph, Black and White: Coleen's Third Grade Sunday School Class 1934? (1 photograph)
- PH/CE/2 Photograph, Black and White: Sunday School Class 1935? (1 photograph)
- PH/CE/3 Photograph, Black and White: Various Baby Pictures (Cradle Roll?) 196? (10 photographs)

THOMPSON, VERN (1991)

- AD/BS/22 Documents: Table of Board and Staff Positions; Minutes of Board of Stewards' Meeting May 15, 1991; Minutes of Congregation Business Meeting May 19, 1991; Thoughts for Improving Congregational Business Meetings March 19, 1991; Letter from Stephen Ball to Board Members with Agenda for Congregational Meeting and Proposed Bylaw September 29, 1991 (15 leaves)
- AD/BS/23 Minutes: Board of Stewards' Meeting Minutes July 10, 1991 (2 leaves)

UNITED CHURCH WOMEN

- CM/WO/8 Newspaper Clipping: "All Faiths Observe Fellowship Day" Fellowship Day is observed once a year nationally by United Church Women. Vallejo News-Chronicle May 2, 1968 (1 leaf)
- CM/WO/9 Bulletin: May Fellowship Day at St. Paul's Lutheran Church. A program prepared by Ruth Rosen of First Baptist Church. May 3, 1968 (1 leaf)

CM/WO/10 Documents: Bylaws of Church Women United in Vallejo, CA an ecumenical group of women from all the Vallejo churches adopted May 3, 1968. (2 leaves)

VACATION BIBLE SCHOOL

CM/CE/13 Documents: Vacation Bible School Attendance, Worship Services, Financial Reports 1937
 CM/CE/20 Documents: Daily Vacation Church School 1949
 CM/CE/22 Documents: Daily Vacation Bible School, Chico, California (Workshop) June 18-June 29, 1951
 CM/CE/24 Pamphlets: Cooperative Texts for Weekday Church Schools 1951-1952; Cooperative Texts for Vacation Church School 1951

WOMEN'S MINISTRIES

CM/WO/1 Booklet: Selected Recipes Given by Members and Friends of the Martha Circle of the First Baptist Church 19?? (20 leaves)
 CM/WO/2 Report: Report of Ladies Aid Society (manuscript) April 1-June 30, 1926; October 7, 1926-October 1, 1927; October 1, 1927-September 30, 1928 (3 leaves)
 CM/WO/3 Report: Report of Treasurer of Ladies Aid for quarter ending December 31, 1928 (1 leaf)
 CM/WO/4 Report: Report of Treasurer of Ladies Aid ending March 31, 1929 (2 leaves)
 CM/WO/5 Newspaper Clippings: "Members of the Homemakers Circle"; "These Members of the First Baptist Church Served As Hostesses. . . " Vallejo News-Chronicle December 12, 1949 (1 leaf)
 CM/WO/6 Book: Women's Missionary Society Attendance Record November 18, 1954-December 20, 1962 (91 leaves)
 CM/WO/7 Cash Book: Women's Missionary Society Receipts and Disbursements May 1, 1967-April 25, 1975 (74 leaves)
 CM/WO/8 Newspaper Clipping: "All Faiths Observe Fellowship Day" Fellowship Day is observed once a year nationally by United Church Women. Vallejo News-Chronicle May 2, 1968 (1 leaf)

- CM/WO/9 Bulletin: May Fellowship Day at St. Paul's Lutheran Church. A program prepared by Ruth Rosen of First Baptist Church. May 3, 1968 (1 leaf)
- CM/WO/10 Documents: Bylaws of Church Women United in Vallejo, CA. An ecumenical group of women from all the Vallejo churches adopted May 3, 1968 (2 leaves)
- CM/WO/11 Newspaper Clippings: "Tour of Baptist Mission Fields is Program Theme" February 20, 1975
 "Baptist Group Skit; Lunch Set Thursday" February 1975
 "Interesting Programs Slated for April Circle Sessions" 1975
 "Baptist Women Set Installation Thursday Noon" 1975
 "Meetings of Baptist Circles Set" May 7, 1975
 "Officers, Chairmen Take Over Duties" May 8, 1975
 "Baptist Women Meeting Thursday" May 1975 (7 leaves)
- CM/WO/12 Newspaper Clippings: "They Reminisced At Luncheon" Vallejo Independent Press November 15, 1979 (1 leaf)
- PS/11 Newspaper Clippings: "Bridal Fashion" February 1964; "A Foreign Flair" Vallejo Times-Herald 1964; "Bridal Style Show Planned for February 11" Sunday Vallejo Times-Herald February 2, 1964; "Wedding Gowns of Yesteryear" Vallejo News-Chronicle undated (4 leaves)
- PH/CM/1 Photograph, Color: One of the women's circles from Women's Missionary Society. Edrith French, Jean Kilby, Thelma Gaston, Helen Rose, Ruth Rosen, Pansy Koppen, Charlotte Smith, Grace Nicholson, ? 194? (1 photograph)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)

WOMEN'S MISSIONARY SOCIETY

- CM/WO/1 Booklet: Selected Recipes Given by Members and Friends of the Martha Circle of the First Baptist Church 19?? (20 leaves)

- CM/WO/2 Report: Report of Ladies Aid Society
(manuscript) April 1-June 30, 1926; October 7,
1926-October 1, 1927; October 1, 1927-September
30, 1928 (3 leaves)
- CM/WO/3 Report: Report of Treasurer of Ladies Aid for
quarter ending December 31, 1928 (1 leaf)
- CM/WO/4 Report: Report of Treasurer of Ladies Aid ending
March 31, 1929 (2 leaves)
- CM/WO/5 Newspaper Clippings: "Members of the Homemakers
Circle"; "These Members of the First Baptist
Church Served As Hostesses. . . " Vallejo News-
Chronicle December 12, 1949 (1 leaf)
- CM/WO/6 Book: Women's Missionary Society Attendance
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- CM/WO/7 Cash Book: Women's Missionary Society Receipts
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- CM/WO/8 Newspaper Clipping: "All Faiths Observe
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- CM/WO/9 Bulletin: May Fellowship Day at St. Paul's
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- CM/WO/10 Documents: Bylaws of Church Women United in
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- CM/WO/11 Newspaper Clippings: "Tour of Baptist Mission
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1975
"Meetings of Baptist Circles Set" May 7, 1975
"Officers, Chairmen Take Over Duties" May 8,
1975
"Baptist Women Meeting Thursday" May 1975 (7
leaves)

- CM/WO/12 Newspaper Clippings: "They Reminisced At Luncheon" Vallejo Independent Press November 15, 1979 (1 leaf)
- PS/11 Newspaper Clippings: "Bridal Fashion" February 1964; "A Foreign Flair" Vallejo Times-Herald 1964; "Bridal Style Show Planned for February 11" Sunday Vallejo Times-Herald February 2, 1964; "Wedding Gowns of Yesteryear" Vallejo News-Chronicle undated (4 leaves)
- PH/CM/1 Photograph, Color: One of the women's circles from Women's Missionary Society. Edrith French, Jean Kilby, Thelma Gaston, Helen Rose, Ruth Rosen, Pansy Koppen, Charlotte Smith, Grace Nicholson, ? 194? (1 photograph)
- PH/PS/9 Photographs, Color: Various American Baptist Women's Events 1975-1978 (8 photographs)

WORSHIP

- CM/WR/1 Correspondence: Usher Resignation February 6, 1929 (1 leaf)
- CM/WR/2 Documents: Bulletin Memorial for Elizabeth Wolfe Genung October 27, 1935 (1 leaf)
- CM/WR/3 Documents: Bulletin October 31, 1948 (2 leaves)
- CM/WR/4 Documents: Bulletins 1951-1957 (94 leaves)
- CM/WR/5 Newspaper Clipping: "Baptist Churches Hold Watchnight Services" Vallejo Times-Herald January 1, 1959 (1 leaf)
- CM/WR/6 Newspaper Clipping: "First Baptist to Host New Sunday Evening Services" Vallejo News-Chronicle November 1, 1962 (1 leaf)
- CM/WR/7 Bulletin: Easter March 26, 1967 (1 leaf)
- CM/WR/8 Newspaper Clipping: "Baptist Area Minister Will be Guest Speaker" Rev. Douglas Siden, Area Minister and Minister of Urban Strategy for the American Baptist Churches of Northern California will be guest speaker. 196? (2 leaves)
- CM/WR/9 Newspaper Clipping: "Churches Prepare Palm Sunday Services, Christ's Passion Marked" Vallejo News-Chronicle April 5, 1968 (1 leaf)
- CM/WR/10 Bulletin: Palm Sunday April 7, 1968 (1 leaf)
- CM/WR/11 Bulletin: Good Friday Services 12:30 and 1:30 pm April 12, 1968 (2 leaves)

- CM/WR/12 Newspaper Clipping: "Good Friday Rites Scheduled Today by Many Churches" April 12, 1968 (3 leaves)
- CM/WR/13 Bulletin: Easter Sunday April 14, 1968 (2 leaves)
- CM/WR/14 Newspaper Clippings: "Easter Morning Services for First Baptist Church and North Vallejo Community Church" April 14, 1968 (4 leaves)
- CM/WR/15 Newspaper Clipping: "Meistersingers Choral Ensemble Directed by Dean Friendrich First Baptist Church Vallejo" May 19, 1968 (2 leaves)
- CM/WR/16 Bulletin: Children's Day June 9, 1968 (1 leaf)
- CM/WR/17 Newspaper Clipping: "Christmas Season Rites at Area Churches: Events to Include Choral Programs" The three combined choirs present a Christmas concert December 15, 1968 (2 leaves)
- CM/WR/18 Newspaper Clipping: "Watchnight Services Slated on Tuesday: Multitude of Area Rites are Scheduled" Vallejo News-Chronicle December 27, 1968 (2 leaves)
- CM/WR/19 Newspaper Clipping: "Vallejo First Adopts New Sunday Night Program" 1968; on back: "Pilgrim Haven Board Outlines the Future" "Mrs. Stanley Cornils elected Vice Chairman of Pilgrim Haven Board" 1968 (3 leaves)
- CM/WR/20 Bulletins: 1969 (3 leaves)
- CM/WR/21 Bulletins: 1985-1986 (16 envelopes, 123 leaves)
- CM/WR/22 Correspondence: Letter Describing Good News Singers (1975-1984) June 23, 1994 (1 leaf)
- PS/2 Bulletin: September 29, 1929 (1 leaf)
- PS/7 Newspaper Clipping: "Lynfield Choir to Sing Here" Vallejo Times-Herald April 9, 1958 (1 leaf)
- PS/13 Newspaper Clippings: "Meistersingers Choral Sings in Vallejo Tonight"; "Second Evensong at First Baptist Church"; "First Baptist Church Holds Forth Evensong" Vallejo Times-Herald March 26, 1966; "Evensong Concert on Sunday Night" Vallejo News-Chronicle February 25, 1966 (4 leaves)
- PS/14 Bulletin: Presenting the Bacone College Choir from Muskogee, Oklahoma on Tour, 1967 (1 leaf)

- PS/16 Newspaper Clipping: "New Music Sounds From Vallejo First Baptist" Crusader November 1967 (1 leaf)
- PS/19 Newspaper Clipping: "Clergy Challenged to Help Combat Racism" Includes a paragraph that community Good Friday services will be held at First Baptist at 12:30 and 1:30. Vallejo News-Chronicle March 8, 1968 (2 leaves)
- PS/25 Newspaper Clipping: "Laity to Assume Duties of Clergy" Photograph of Ed Andersen who is general director of the Vallejo YMCA will be special speaker on Laity Sunday. October 13, 1968 (2 leaves)
- PS/29 Newspaper Clipping: "The Kings Kids" The Kings Kids present "Psaltys Christmas Calamity at Vallejo's Christmas Faire" Vallejo Times-Herald December 21, 1984 (1 leaf)
- PS/34 Bulletin: Two From Galilee December 11-14, 1997
Ticket: Two From Galilee December 13, 1997
Christmas Play (4 leaves, 1 ticket)

WRIGHT, O. C. (1953)

- AD/BS/4 Minutebook: Board of Directors' Meeting Minutes May 14, 1951-March 4, 1957 (78 leaves)
- PH/PR/5 Photograph, Color: O. C. Wright 1953 (2 photographs)

YOUTH MINISTRY

- CM/YO/1 Minutebook: Baptist Young Peoples' Union Meeting Minutes October 28, 1910-June 11, 1922 (82 leaves)
- CM/YO/2 Book: Baptist Young Peoples' Union Minutes, Membership July 25, 1922-January 24, 1930 (99 leaves)
- CM/YO/3 Documents: BYF Retreat-Orinda Lodge November 24-26, 1950 (8 leaves)
- CM/YO/4 Record Book: Baptist Young Ladies Guild Minutes and Constitution January 11, 1921-march 3, 1927
Loose Papers: annual Reports of the Ladies Guild 1925, 1926, 1927, 1928 (87 leaves)

CM/YO/5 Newspaper Clippings: "Officers" Newly installed
youth officers of Senior High Baptist Youth
Fellowship group undated (1 leaf)

CM/YO/6 Photograph, Black & White: Sierra Pines show
Camp Senior High 2 February 11-13, 1983 (1
photograph 5"x13")

BIBLIOGRAPHY

- Frisbie Family Was Honored by Baptists. 1976. Vallejo Times Herald, 13 July.
- History of Solano County 1879. 1879. San Francisco: Wood, Alley & Co.
- Keegan, Frank . 1989. Solano: The Crossroads County. Chatsworth, California: Windsor Publications.
- Lawson, Bob. 1976. First Presbyterian Founded in 1862." Vallejo Times Herald, 13 July.
- Longley, Esther. 1976. Farragut Instrumental in Building Methodist Church. Vallejo Times Herald, 13 July.
- Wichels, Ernest D. 1976. Ascension Church Historic. Vallejo Times Herald, 13 July.

IMAGE EVALUATION TEST TARGET (QA-3)

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