

# St. Paul's Anglican Church (Trinity) fonds. - 1756 - 1999. - 70.5 cm textual records, graphic material, architectural and cartographic drawings

## *Administrative history*

The Anglican Congregation at Trinity dates back over 270 years. The Reverend Robert Kilpatrick established the first mission at Trinity in 1729, and it is generally thought that the first church was built at that time. On May 23<sup>rd</sup>, 1820 the pillars of a new church were laid. This church, similar in design to many English churches of the time, had an upstairs gallery and could seat over 600 people. The present church was built in 1892. It was designed by American architect Stephen C. Earle and built by master builder Caleb Marshall. Two other churches of the same design are at Digby and Windsor, Nova Scotia. The church serves as the mother church of the Parish of Trinity.

Source: St. Paul's Anglican Church fonds; David R. L. White; Florence M. White.

## *Custodial history*

The records were kept and maintained in the rectory of the Parish of Trinity, and in St. Paul's Church. The minutes of vestry, 1823 - 1845; vestry register, 1897 - 1913; Sunday School roll books, 1896 - 1900 and 1914 - 1920; visitor's book, 1825 - 1952 were held at the Eastern Diocese of Newfoundland and Labrador Archives until July 25, 2001 when they were deaccessioned and returned to Trinity and added to the fonds.

## *Scope and content*

The fonds contains records of the administration of the church of St. Paul's from 1823 - 1969, and includes the minutes of meetings of vestry, records of committees and boards, financial records, correspondence and invoices, vestry registers, clergy's records, some legal documents re: the acquisition of land, and seating plans for both the old and the new church. Other records include photographs of the present and the former church, as well as portraits of many of the rectors of the parish; a full set of plans for the building of the church by architect Stephen C. Earle; a painting of the Anglican Cathedral of St. John's by J. S. Hayward; and visitors' books.

The records have been organized into 11 series according to form and function; Series 1: Minutes of Vestry, 1823 - 1958; Series 2: Committees and Boards, 1892 - 1945; Series 3: Financial Records, 1879 - 1964; Series 4: Correspondence, 1913 - 1957; Series 5: Vestry Registers, 1897 - 1987; Series 6: Clergy's Records, 1756 - 1969; Series 7: Legal documents, 1895; Series 8: Sunday School, 1896 - 1913; Series 9: Visitors' Books, 1825 - 2008; Series 10: Plans and blueprints, [1827 - 1980]; Series 11: Photographs

## *Notes*

Supplied title based on provenance.

The fonds consists of 70 cm textual records, 12 architectural and cartographic drawings; 20 photographs, 20" x 24" or smaller; 2 paintings.

The majority of the records were donated by the Rector of the Parish of Trinity, the Rev. G. Colbourne, July 2000. The remainder were located in the Church tower. They were subsequently transferred to the archives.

The church plans, photographs and painting will not be available until they have received conservation treatment. The latter two are presently on display in the church.

## **Series 1: Minutes of Vestry. - 1823 - 1958. - 14 cm**

The vestry committee is the body that makes decisions regarding the church building and the congregation. Members of the committee include the church wardens, elected members of vestry and the rector. The minutes of vestry record discussions and decisions relating to the maintenance of the church, new buildings and additions, and matters concerning the congregation. The minutes also include the annual congregational meetings that are held usually in January or February and the election of officers for the new church year.

The series consists of eight original volumes.

### *Notes*

The original volume for 1823 - 1845 was held in the Eastern Diocese of Newfoundland and Labrador Archives in St. John's until July 2001 when it was deaccessioned and returned to Trinity. The minutes from 1913 - 1917 are recorded with the accounts, 1912 - 1964, see 3.08.

#### 1.01 Minutes of Vestry, 1823 - 1845

In addition to the minutes of the vestry there is a seating plan for St. Paul's and an account of funds that are held with the church wardens.

#### 1.02 Minutes of Vestry, 1846 - 1912

A seating plan of the church and account of funds held by the church wardens. This set of minutes also details the committee that was appointed to examine the fabric of the church in 1883 and the recommendations for repair, report from the committee that looked into the site for the new church, 1891 and the building of the new church, 1892 - 1894.

#### 1.03 Minutes of Vestry, 1917 - 1951

Contains the minutes of a few vestry meetings. Most of the records are of the annual congregational meetings, reports of various committees and elections of church wardens, vestry, secretary, treasurer, sextons and other church officers.

#### 1.04 Minutes of Vestry, 1923 - 1933

Minutes of vestry as well as correspondence received and sent on behalf of the vestry.

- 1.05 Minutes of Vestry, 1934 - 1937
- 1.06 Minutes of Vestry, 1937 - 1944
- 1.07 Minutes of Vestry, 1944 - 1947
- 1.08 Minutes of Vestry, 1947 - 1958

Location: Church Records Box 1.

**Series 2: Committees and Boards. - 1892 - 1945. - 4 cm**

The series consists of minutes of meetings of the various committees established by the members of the congregation to carry out specific projects. The committees are as follows: Building Committee, 1885 - 1893; Parish Hall Building Committee, 1896 - 1908; Cemetery Board, 1874 - 1879, 1908 - 1938; Lighting and Memorial Committee, 1945.

- 2.01 Church Building Committee, 1885 - 1893

Minutes of the committee and recommendations for inspecting the fabric of the church, as well as plans for the proposed new church.

- 2.02 Parish Hall Building Committee, 1896 - 1908

Minutes of the committee, correspondence, a report of finances in account with Rev. Frank Smart and a seating plan for the upstairs of the hall.

- 2.03 Cemetery Board, 1874 - 1879, 1908 - 1938

Minutes of the cemetery board and contributions made towards the building of the mortuary chapel (1874 - 1879). Finances of the cemetery, rules and regulations of St. Paul's cemetery, sale of land to the board by Henry Hunt, 1937 and the giving of land to the diocese for use by St. Paul's congregation by the family of the late A. E. White, 1938.

- 2.04 Lighting and Memorial Committee, 1945

This committee was set up to investigate the possibility of a lighting plant for the church and includes correspondence and price quotes from various companies.

Location: Church Records Box 2.

### **Series 3: Financial Records. - 1879 - 1964. - 22 cm**

The series includes all the records having to do with financial matters and consists of: Synod fund, 1879; cemetery tax, 1891 - 1957; parish hall, 1903 - 1957; labour and cash given for building St. Paul's parsonage stable, 1906; receipts, 1908 - 1958; diocesan offering, 1909 - 1957; insurance, 1911 - 1957; accounts, 1912 - 1964; weekly offerings, 1918 - 1952; rectory, 1941 - 1957; Parish Hall account book, 1943 - 2001; an account of the Jubilee fund, 1944 - 1945; rector's stipend, 1945 - 1958; collections, 1945 - 1969; film expenses, 1950's and garden party, 1956 - 1958.

#### 3.01 Synod fund, 1879

A notice from Rev. Henry Dunfield to the members of the congregation stating that very little had been contributed to the rector's stipend so far this year.

#### 3.02 Cemetery Accounts/Tax, 1891 - 1957

This sub-series contains the books that record the plots that have been purchased, the contribution of labour and/or materials for the upkeep of the cemetery, as well as the annual fee for owning a plot.

Owners of burial plots and graves were required to pay a burial fee of 25 cents for each interment and non-residents \$1.25. These fees were used for the upkeep of the cemetery and mortuary chapel.

- 3.02.001 Cemetery accounts, 1891 - 1915
- 3.02.002 Cemetery tax, 1939 - 1947, Goose Cove
- 3.02.003 Cemetery tax, 1939 - 1947, Trinity
- 3.02.004 Cemetery tax, 1939 - 1947, Lockston
- 3.02.005 Cemetery accounts, 1940 - 1946

#### 3.03 Parish Hall, 1903 - 1957

Invoices of various expenses incurred at the Parish Hall for repairs.

#### 3.04 Labour and Cash Book, 1906

A record of labour and cash that was donated to help build St. Paul's Parsonage stable.

#### 3.05 Receipts, 1908 - 1958

Receipts for various expenses for the church and parish hall.

3.05.001 1908 - 1939  
3.05.002 1940 - 1958

3.06 Diocesan Offering, 1909 - 1957

A collection of funds for Lenten Self Denial, Bishopric Fund, Orphanage and Queen's College. Gives a list of members of the congregation and how much each contributed.

Location: Church Records Box 3

3.07 Insurance, 1911 - 1957

Copies of insurance policies and invoices for the church and parish hall.

3.08 Accounts, 1912 - 1964

The accounts of the church are kept by the treasurer and details the envelope and loose coin collection at each service. The vestry minutes are also recorded for 1913 - 1917.

3.09 Weekly Offerings, 1918 - 1952

These books would be used by the treasurer to keep a record of the contribution from each congregation member through the church envelope system. Includes the name of the person, envelope number and the amount contributed.

3.09.001 1918 - 1920  
3.09.002 1927 - 1952

3.10 Rectory, 1941 - 1957

Invoices of expenses for work that was carried out at the rectory and property.

3.11 Parish Hall Account Book, 1943 - 2001

This book was used by the treasurer to keep a record of the revenue and expenses generated at the Parish Hall. The book also contains a list of names and contributions made to an Organist Collection in 1947, 1948 and 1957 as well as a Lay Reader Collection for 1948 and 1957.

3.12 Jubilee Fund, 1944 - 1945

Minutes from a meeting of the congregation to discuss the idea of celebrating the 50<sup>th</sup> Anniversary of the Consecration of St. Paul's Church. It was decided that the event would be celebrated by a church service with the money from the offering being spent towards the improvement of the church.

3.13 Rector's Stipend, 1945 - 1958

A listing of how much each person in the congregation contributed towards the rector's stipend.

3.13.001 1945 - 1947

3.13.002 1950 - 1952

3.13.003 1952 - 1958

3.14 Collections, 1945 - 1969

List of people from the congregation and the amount given for various collections such as a donation to the lay readers and organist, expenses of envelopes, and other church expenses.

3.15 Film Expenses, 1950's

Invoices from the Atlantic Films and Electronics Ltd.

3.16 Garden Party, 1956 - 1958

Donations received towards the garden party of cash and goods, the amount raised from various activities and invoices from local businesses for expenses.

3.17 Miscellaneous, [19-]

Invoices that have no date recorded.

Location: Church Records Boxes 4 and shelf (3.09)

**Series 4: Correspondence. - 1913 - 1957. - 1 cm**

This material was found in the Church tower of St. Paul's in 2000. It was brought to the Trinity Historical Society for the archives.

The correspondence consists mainly of invoices and letters relating to supplies and

the maintenance of the church.

4.01 Correspondence, 1909 - 1957

Correspondence concerning donations to the Garden Party, the estate of the late Mary M. Crocker Jordan, concerns over the timing of church services and various other church activities.

4.02 Correspondence with the Cemetery Board, 1913 - 1957

Reports of the cemetery board for 1914 - 1915 as well as bills for work/repairs that were carried out on the cemetery during 1913 - 1957.

4.03 Miscellaneous

A copy of Psalm 47, list of furnishings and vestments in the church, rectory and land owned by the church in Trinity.

Location: Church Records Box 4.

**Series 5: Vestry Registers. - 1897 - 1987. - 3 cm (3 volumes)**

The vestry registers record the services held at the church, number of people in attendance, topic of the sermon, visiting clergy and other remarks.

5.01 Vestry Register, 1897 - 1913

5.02 Vestry Register, 1913 - 1921

5.03 Vestry Register, 1950 - 1987

Location: Church Records Box 5 and shelf (5.03)

**Series 6: Minister's Records. - 1756 - 1969. - 3 cm**

The series consists of a minister's work book and diary for 1881; a book containing sermons and notes from the scriptures, 1903; some service schedules, printed hymns; a photocopy of a document concerning St. Paul's Church dated 1756 - 1757 and an list of congregational members.

6.01 Pew Rents, 1756 - 1757

Pews in the church would be rented by families for a set fee that would be agreed upon at a vestry meeting.

6.02 Minister's work book and diary, 1881 - 1886

The book contains a listing of names of people for 12 districts; a diary from January 1, 1881 to June 13, 1881 and January 4, 1883 - August 20, 1883; a schedule of services, 1881; a list of confirmation candidates for 1882, 1884 and 1886; list of the sick in the parish 1881 - 1883 and a list of books from his collection that have been loaned and returned to members of the parish.

6.03 Sermons and Notes on the Scripture, 1903

Sermons and notes on various verses of scripture.

6.04 Service schedules, 1921,1969

Schedules for Lent, 1921 and Easter and Christmas, 1969.

6.05 Hymns

Copies of the hymn "We Give Thee Thanks" and "Nine Hymns with Tunes to be used in celebration of the Coronation of His Majesty King George V."

6.06 List of Congregation Members

A book that contains an alphabetical listing of members of the congregation.

Location: Church Records Box 6.

**Series 7: Legal documents. - 1895. - 1 folio.**

An unsigned Bill of Sale drawn up re the sale of Garland's land to the Diocesan Synod, 1895.

Location: Church Records Box 6.

**Series 8: Sunday School. - 1896 - 1913, 1947 - 1952. - 2.5 cm**

A roll book of those attending Sunday School, 1896 - 1920, font roll, 1940's, English Hymnal: Services for Young, Old and published material from the American Humane Education Society and a written account book, 1947 - 1952.

8.01 Sunday School Roll Books, 1896 - 1920

The roll book contains a listing of teachers and students and the days they are in attendance and absent.

8.01.001 January 1896 - July 1900

8.01.002 January 1904 - December 1913



8.01.003      January 1914 - December 1920

8.02    Font Roll, 1940's

A list of children who were baptized at St. Paul's during the 1940's.

8.03    Published material by the American Humane Education Society.

8.04    English Hymnal: Services for Young and Old

8.05    Written Account Book

Location: Church Records Boxes 6 and 7.

**Series 9: Visitor's Books. - 1825 - 1999. - 12 cm (5 volumes)**

The visitor's books are kept to record non-parishioners visiting the church both for interest and to attend church service.

9.01    Visitor's Book, 1825 - 1952

9.02    Visitor's Book, 1953 - 1970

9.03    Visitor's Book, 1971 - 1972

9.04    Visitor's Book, 1972

9.05    Visitor's Book, 1991 - 1995, 1998 - 1999

9.06    Visitor's Book, 2006 - 2007

9.07    Visitor's Book, 2007

9.08    Visitor's Book, 2007 - 2008

Location: Church Records Boxes 6 and 8.

**Series 10: Plans and blueprints. - 1827 - 1980. - 12 architectural drawings and cartographic drawings**

The series includes a set of architectural drawings (12 pieces) by architect Stephen C. Earle for the building of the 1892 church; a diagram of the Church of England cemetery at Trinity, nd; two blueprints, entitled Trinity Parish Hall Alterations: Floor Plans, Sept. 1980; and Building Sections, Oct. 1980; Plot plan and plan of the new Church of England cemetery at Trinity, nd; seating plan of the old church, 1827, 1878, and the new church, 1894 and 1921 (2 copies); a copy of the "Rough Plan" showing the position of Garland's Paddock near the Church, Trinity, 1895, and a plan of the Garlands estate at Trinity.

The items in this series are restricted pending conservation.

10.01    Architectural drawings, 1892

- 10.01.001 Foundation plan
- 10.01.002 Side View no. 4 North Elevation
- 10.01.003 West Elevation no. 5
- 10.01.004 East Elevation
- 10.01.005 Longitudinal section no. 8
- 10.01.006 Transverse section no. 7
- 10.01.007 Framing plans no. 9
- 10.01.008 Various: doors, stone, cross, spire
- 10.01.009 Family plans for North Elevation no. 12
- 10.01.010 Family of West Elevation no. 13
- 10.01.011 Details of roof no. 14
- 10.01.012 Details on window no. 15

Location: Church Records Box 8a

- 10.01.013 Cross on porch
- 10.01.014 Cross on spire
- 10.01.015 Template of upper window
- 10.01.016 Section of sill on dormers, section of base and corner board
- 10.01.017 Detail on credence table

Location: Drawer 1, Folder 1

- 10.01.018 Details of pew/chancel rail
- 10.01.019 Details of desk
- 10.01.020 Section of window frames, cross on east/west end, section of jams and circular window
- 10.01.021 Details of choir seats
- 10.01.022 Details of porch
- 10.01.023 Details of book rest
- 10.01.024 Details of altar
- 10.01.025 Details of redos
- 10.01.026 Details of pulpit
- 10.01.027 Details of screen

Location: top shelf

- 10.02 Church of England cemetery, nd
- 10.03 Trinity Parish Hall alteration, 1980
- 10.04 Plot plan of the new Church of England cemetery, nd
- 10.05 Seating Plans, 1827, 1878, 1894 and 1921

Four seating plans of St. Paul's church. A ground plan of the second church which began construction in 1814, completed in 1818 and consecrated in 1827. Floor plan of the church and gallery, 1878. Floor plan of the third

church 1894 and 1921 (2). All plans have a key to indicate where various church vestments are located as well as a list of people who occupied each pew.

10.06 Garland's Estate/Paddock, 1895

Two diagrams: one which shows the Garland property and the other which shows the land that is owned by Garland opposite the church.

Location: 10.02 - 10.04 are located in the map cabinet Drawer 5, Folder 1.

10.05 and 10.06 are located in Church Records Box 6.

**Series 11: Photographs. - [18- - 19-]. - 20 photographs, 2 paintings**

The series consists of photographs and paintings that are on display in the church. Seventeen of the photographs are of rectors past and present, three images are of the old and the new church. There is an ink and wash drawing of the old church and a painting of the Anglican Cathedral in St. John's by J. S. Hayward.

The items in this series will be kept in the custody of the archives and will be restricted until conservation treatment is received.