**COMMITTEE OF LUTHERAN ARCHIVES**

*Adopted for trial for 2015 – 2018 Synodical term*

**NAME**

1. The name of the Committee shall be COMMITTEE OF LUTHERAN ARCHIVES

 The Committee shall be a Committee of the Office of the Bishop.

**OBJECTS**

2. The objects of the Committee shall be to provide support and advice to the Director, Lutheran Archives to

 (a) manage Lutheran Archives as the official repository of the records of the Church;

 (b) foster throughout the Church the preservation of material relating to the Church and to encourage all sections of the Church to deposit such material in Lutheran Archives; and

 (c) promote interest in the history of the Church, and encourage historical research and publication of articles on historical subjects.

**MEMBERSHIP**

3. The Committee shall consist of six [6] members appointed by the Executive Officer of the Church:

 (a) at least one [1] pastor

 (b) up to five [5] lay members with experience in the areas of archives, research and related fields

The Committee membership is to be competency based, with reference to gender balance and geographic location.

The Committee may make recommendations to the LCA Executive Officer for the appointment of consultants.

The Committee shall appoint a Chairman from its membership in consultation with the LCA Executive Officer.

**DUTIES**

4. The duties of the Committee shall be to assist the Director, Lutheran Archives

 (a) develop strategic plans for the Lutheran Archives for approval by the Executive Officer of the Church;

 (b) establish operational plans for the various activities of the Archives;

 (c) recommend policies and procedures in respect to the collection, retention/destruction and management of all Church records and materials of historical value, and ensure they are reviewed from time to time;

 (d) act as a facilitator with the departments of the Church and with congregations in the appropriate management of their records;

 (e) help establish rules and procedures relating to the various functions and activities of Lutheran Archives, including the use and access to material deposited in it

 (f) recommend and promote the preservation of places, buildings and monuments of historical interest and value to the Church;

 (g) promote within the Church and the broader community the nature and extent of the archival collection and encourage researchers to make use of the collection; and

 (h) generate financial support for the work of Lutheran Archives, including from within the LCA and by way of community and government grants.

 (i) support the Executive Officer of the Church to undertake regular performance reviews of the Director, Lutheran Archives; and in the care of the staff and volunteers.

 (j) assist the Executive Officer of the Church to facilitate the recruitment of the Director and recommend a candidate to the General Church Council.

**MEETINGS**

5. Regular meetings of the Committee shall be held at least quarterly. Any additional meetings may be called at the discretion of the Director or by the Executive Officer of the Church in consultation with the Director.

**EXECUTIVE OFFICER**

6. The Director, Lutheran Archives shall be an executive officer in accordance with the provisions of Section VIII. H. of the By-laws of the Church. The Director shall perform duties in accordance with the duty statement approved by the Executive Officer of the Church, in consultation with the Committee.