

Appendix F: Lutheran Archives Department

MEMBERS OF COMMITTEE OF LUTHERAN ARCHIVES:

Leona Coleman, Larissa Helbig, Ev Leske (Chairperson), Greg Lockwood, Max Stollznow, Lois Zweck, Peter Schirmer (EOC)

Consultant: Rachel Kuchel (2015, 2017); Janette Lange (2016)

BACKGROUND

Lutheran Archives gathers, preserves and tells the story of God's love coming to life through the Lutherans of our church: the LCA/NZ and the preceding synods. This involves identifying records to be deposited whilst preserving and sharing the records already in the collection; making those records accessible through arrangement and description, translation and digitisation; providing contextual understanding; enabling and disseminating these stories throughout the Lutheran community and beyond.

ACHIEVEMENT AGAINST PLAN

PRESERVATION PROJECTS

- Digitisation of the 8mm and 16mm film collection: 95% of the collection has been digitised; working towards Stage 2 of providing access to the digitised films through an online portal.
- Immanuel Synod pressed-letter correspondence books: stage 1: these have been stabilised through funds from a Community Heritage Grant; stage 2: funds have been obtained from NSW District for the purchase of an overhead cradle-bed scanner to safely digitise the books to preservation standards; once digitised they can be transcribed and translated.
- Photographic collection: a preservation quality scanner was purchased in 2015 with assistance from a *Special Ministry* grant enabling us to commence systematic digitisation of 24,000 catalogued photographs, including introduction of workflows for on-demand digitisation; external funds from the Ceduna Aboriginal Corporation were obtained to digitise images of Koonibba Mission SA.
- Deposit of records: continual depositing of records by congregations, departments, auxiliaries and individuals enables the church, through the Archives, to manage and preserve these records. We continue to educate groups as to our services.

TO MAKE ACCESSIBLE THE RECORDS OF THE COLLECTION

- Interactive and searchable website: this project had to be put on hold as other projects, such as the installation of compactus shelving and 50:500 celebrations took precedence.
- Arrangement, description and indexing of records: a project was completed to identify, arrange, describe and index post-WWII migrant records. Indexing of church registers of pastoral acts is an ongoing and continuous project.
- Development and commencement of a plan to determine priorities for German transcription work.

CONNECTING PEOPLE WITH THE CHURCH THROUGH THE ARCHIVES

- Providing access and assistance to researchers, both from within the church and external to the church (academics, linguists, creative artists, individuals, subjects and heirs of records), who encounter the stories of *love coming to life* and disseminate these stories in a myriad of ways.

- Publications, orations, seminars, exhibitions, community events all serve to connect people with the church and share of *love coming to life*: through Friends of Lutheran Archives and our professional historical, academic and archival network. New networks have been established to further this. We have participated in, and organised, many events within the community.

SUCSESSES

- Funding secured for archival equipment: a preservation level scanner to digitise photographs, and for an overhead cradle-bed scanner to digitise and preserve bound, fragile and large-format works.
- **Preservation projects:** successful trials in preservation and migration of born-digital records; commenced digitisation of 24,000 catalogued photographs; commenced photographing the artefact collection for identification purposes and use in promotional ventures – eg on website; rehousing of records (congregation records and SA Parish Registers) into archival acid-free enclosures; conservation and stabilisation of fragile Immanuel Synod letter-press correspondence books (funded through a national Community Heritage grant).
- **Film digitisation:** digitisation of our collection of 140 8mm and 16mm films (commenced 2015), funded through an LCA 'Seeds that Sprout' appeal. 95% of the collection has been digitised (2018) with many donations from individuals, congregations and departments who had not previously supported the Archives, as well as donations from researchers and external organisations who access the collection.
The appeal successfully generated awareness of the collection and the role of the Archives. More films have been deposited as a result. The digitised films have already been utilised by members of the public in news stories (SBS), on Compass and Backroads (ABC), and in the production of films by private film makers (The Namatjira Project, and The Song Keepers), as well as at church events (eg 50:500 celebrations), and by individual congregations.
- Expansion of repository storage facilities with the installation of 72 bays of compactus shelving, and projects to manage the storage and facilitate access to the back-log of deposited but un-accessioned records.
- Digitisation and repatriation of Koonibba Mission photographs and films to Ceduna Aboriginal Corporation, Far West Language Centre, and Koonibba community.
- Exploration of a significant project to digitise and repatriate copies of Qld mission records to the Wujal Wujal and Hope Vale communities. The project, facilitated by the State Library of Queensland, included a very successful scoping and relationship-building visit in 2017 by traditional Wujal Wujal owners.
- Development of new relationships: Bonegilla Migrant Centre; and German-Australian Genealogy & History Alliance. Continued collaboration with numerous other public research and historical organisations.
- Successful project to arrange, describe and index post-WWII Migrant records, funded by a donation from Dr HFW Proeve on behalf of the former Warradale Migrant Congregation.
- Excellent provision of services to researchers. Researchers who use our records encounter and disseminate the stories of God's love through their research projects and publications.
- Active promotion and education within the Lutheran community of the Archives and its role – the use of archives as ministry.

- Providing a positive connection point for the public with the church through 1) connecting individuals with their personal stories and 2) sharing stories of 'Love coming to Life' at community events.
- 50th anniversary of the LCA: commemorative events at General Pastors Conference 2015; school student research competition re LCA formation; talks at Women's guilds and congregations, audio-visual presentation at Friends of Lutheran Archives; Yearbook article, article in *The Lutheran*.
- 500th anniversary of the Reformation in 2017: exploration of the theme 'Luther's Legacy in Australia' through the curation of a year-long exhibition at Lutheran Archives; articles in *The Lutheran* and curation of a 1-day seminar. Two travelling exhibitions were curated for the joint Anglican-Lutheran celebrations in Canberra and the Catholic-Lutheran celebrations in Adelaide, and items were loaned to external organisations for exhibitions.
- Volunteer support: an average of 18 volunteers give their time and skills to the Archives each week, equating to an extra 22 days of work per week, or the equivalent of 4.5 employees. Five additional volunteers transcribe documents at home - this input is not reflected in these figures.
- Staffing: Janette Lange as Acting Director for 2016 whilst Rachel Kuchel was on parenting-leave means two staff now have director experience; employment of archivists Danna Slessor-Cobb for the year of 2016, and Adam Kauschke for 2017 and 2018 has augmented our skills pool with experience from other Archives systems (Canada and State Records). 2017 saw the number of employees expand from 2 to 3, better reflecting the requirements of the actual workload.
- Smooth transition of Board of Lutheran Archives to the Committee of Lutheran Archives, and support and collaboration from the EOC team at National Office.

CHALLENGES AND LESSONS LEARNED

- **Accessibility issues:** German language; general expectation that we will digitise all records – yet our primary focus needs to be on transcription, translation and description of the records; back-log of accessioning with un-accessioned records already requested for access by researchers; born-digital records – ensuring their accessibility beyond the redundancy of their technological medium; requests from remote communities for access to their records (eg mission records).
- **Volunteers:** a challenge to attract volunteers with appropriate skills sets (German, IT competence)
- **Funding:** 40% of our budget comes from a grant from the LCA. The remaining 60% comes from donations, fees for services and public grants for projects. It is difficult to raise enough revenue each year to simply maintain the 'status quo' of services, cover our operational costs and employee salaries, let alone engage in pro-active preservation and accessibility projects.

RISKS

- **Records manager for the LCA:** The absence of a records manager employed by the LCA to ensure that all permanent records are being created, captured and preserved, places our church at serious risk.
- **Deposits of records:** the growth of the collection has been discretionary and haphazard as it is encouraged but not mandatory for congregations and departments to deposit records at Lutheran Archives, therefore the stories of some congregations are being preserved for future generations while other congregations retain little or no record of their ministry. We are aware of records held by private individuals or organisations that pertain to the story of the church and its ministries but are not deposited for the benefit of

the church.

- We encourage the depositing of records through consistent promotion of the purpose, use and ministry of the Archives. However, without the mandated authority to require entities to deposit their records, there is a clear lack of targeted education or awareness of the need to create, keep and deposit records. If records are kept within a congregation, the church (through the Archives) has no means of ensuring that the significance of the records is recognised and their future retention is assured, or that the conditions in which they are held fulfil preservation requirements.
- **Published material:** A disproportionate amount of deposits are of German books or published material which are not unique archival records. Formal collection and assessment deposits do not currently exist for these types of records, but we are working towards this and to streamlining assessment of these records.
- **Disaster Management:** the risk of fire or water damage to the collection is mitigated through a disaster response plan and equipment. Our digital preservation strategies respond to these risks as well as to threats to born-digital, electronic and audio-visual records through media corruption or out-moded technology.
- **Budgetary concerns:** (also see Financial Report, p82) Over the past synodical term, one financial donor has contributed 25% of our annual budget. Our Archival program would be severely hampered without this particular donation, and there is significant risk in reliance on it each year. As far as possible we seek public grants for specific projects, but these cannot cover salaries or operational costs.

ALIGNMENT TO LCA STRATEGIC DIRECTION 2013–2018

SP 2: Go as God's People: Support the development and growth of new mission fields which God has already opened to us.

By preserving the traces of individual lives, we continue to minister to individuals and communities through providing access to their own history. As well as assisting individual researchers, in the last synodical term we have been engaged in:

- Digital photograph repatriation project for the Mirning, Wirangu, and Guguda people at Koonibba
- Exploration of a project to repatriate digital copies of Queensland mission records to the communities at Hope Vale and Wujal Wujal
- A project to identify, describe and index post-WWII migrant records in our collection; development of a relationship with the Bonegilla Migrant Centre
- Film Digitisation
- Friends of Lutheran Archives program

SP2: Support and equip communities to use new, innovative and collaborative mission-oriented approaches in changed and changing mission fields;

SP2: Develop proactive strategies to seek and open new mission fields to which God is leading

We are actively engaged in activities in the broader public, where we are able to provide a voice and a face for the church, often in situations where the church's presence is not traditionally invited: at community or academic history events, curating public exhibitions, or working with organisations to provide access to Aboriginal or Post WWII migrant records of displaced-persons.

Over the past synodical term we have actively partnered with the following organisations:

- **Access to Aboriginal records:** SA Link Up & NSW Link Up, Ceduna Aboriginal Corporation, Queensland State Library, Find and Connect, Adelaide University Mobile Language Team

- **Historical and family research societies:** Friends of Lutheran Archives; Genealogy SA: Germanic & Continental European Special Interest Group; Gould Genealogy, Family Historical Society Qld; German Heritage Research Group, German Club Schutzenfest; Barossa Deutsch group; German-Australian Genealogy & History Alliance; Fleurieu Peninsula Family History Association; Royal Geographic Society SA.
- **Post WWII Migrant associations:** Bonegilla Migrant Centre, Latvian Association SA
- **Broadcasts:** ABC TV: Compass and Backroads programs (Shepparton, Bush Pastors Course, Reformation program); SBS community Radio; SBS News Bulletin; film makers (The Song Keepers; The Namatjira Project).
- **Cultural institutions:** National Archives Australia, Australian Society Archivists, Adelaide University, Flinders University, University SA (placements and lectures), Barr Smith Library, State Library SA, Migration Museum, History SA, State History Conference, SA German Teachers Association.

Through these ventures, we are telling the stories of God's love and grace to us, as shown through the records in our collection. Researchers who use our records disseminate those stories through their research projects, publications and other media.

**SP2: To develop a missional culture where individuals, families and communities are inspired, passionate and active in sharing the gospel in word and action;
Support existing communities to be active in mission**

SP3: C2 Effective use of assets and resources that releases more support to mission and ministry

By taking care of the permanent records of the LCA, we enable congregations, departments and individuals to focus on their current ministries. We are able to 'repurpose' records deposited at the Archives to provide new ministries in the wider community through giving access to these stories and sharing them.

SP2: Support and equip communities to use new, innovative and collaborative mission-oriented approaches in changed and changing mission fields.

Lutheran Archives provides the public with a connection point to the church and therefore to God's love and grace. The largest proportion of researchers accessing the collection comes from outside our church membership, and may no longer be connected with a church. Through the stories and the lives of their ancestors, we can open the dialogue to faith.

SP3: B1 Increase enthusiasm for mission by sharing how love is coming to life through individuals, families and communities.

Just as we have a program of events and are actively engaged in activities in the broader public, we encourage members of the LCA to continue in mission through the sharing of stories: through the column in *The Lutheran*, through *Friends of Lutheran Archives* monthly evening talks and program of events, through the stories written for our film digitisation appeal, through speaking at congregations, through 'behind the scenes' tours at the Archives, through participation in events such 50:500 and 'Together in Hope'.

SP3: C3 Enhance care of our assets and resources

Our church's records play an important historical, evidential, and spiritual role in the life of the LCA. The records at Lutheran Archives are therefore a significant asset of the church. By preserving and providing authorised access to these records, Lutheran Archives helps to protect the LCA's integrity, credibility and transparency. Lutheran Archives draws upon these records to promote the activities of the church, both past and present, to the wider community. These records and stories will let future generations know how God has blessed us and others through the Lutheran Church.

COOPERATING LCA BOARDS AND AGENCIES

AUSTRALIAN LUTHERAN COLLEGE

- Lutheran Archives and ALC together present an annual Fritzsche oration;
- support is given to ALC pastoral students and to the history class for research projects;
- Loehe Memorial Library cooperation with the sharing of resources.

INTERNATIONAL MISSION (FORMERLY BOARD FOR MISSION)

We have provided advice and assistance in determining the future directions of the Louise Flierl Mission Museum, as well as records management advice.

OFFICE OF THE BISHOP

Support has been given to the Office of the Bishop with the provision of research and contacts for the LCA's Reconciliation Action Plan; provision of research and resources for events such as 'what is synod'; and presentations and exhibitions for Pastors Conference 2015, and events for 500th anniversary of the Reformation as part of 50:500 celebrations.

COMMUNICATIONS DEPARTMENT

Regular *Stepping Stones* column in *The Lutheran*; Yearbook articles; research for Communications' stories.

CONGREGATIONS

Lutheran Archives manages and preserves deposited records and provides access to these for enquiries and events; provision of record keeping and archiving advice to congregations, including at church Secretaries and Treasurers days; historical presentations for guilds and congregations; 'behind the scenes' tours of the archival facilities.

ALWS

Appraisal of records held in Albury; assistance for 'Walk my Way' 2017 event; support of an oral history project.

COMMISSION ON WORSHIP

Provision of resources for LCA 50th anniversary worship material.

DISTRICTS AND ADMINISTRATORS

Providing recordkeeping and archival advice to district, including involvement in Professional Development days (SA); research enquiries and provision of records; management of deposited district records.

AUXILIARIES, INCLUDING LUTHERAN WOMEN (SA) AND (WA), LUTHERAN MEN SA, AND FULLARTON LUTHERAN HOMES

Guest speaker at retreats, rallies, conventions and events; exhibitions at LWSA events.

LUTHERAN COMMUNITY CARE (SA)

Appraisal of LCC records.

SCHOOLS AND LEA

Archival advice for school archivists; attendance at Career's expos; membership on Immanuel College Archives committee; holding classes and tours for school students at the Archives; participation in staff development day (SA/NT district); provision of work experience placement for students from SA and Tas; participation in events such as SA German Teacher's Conference.

FINANCIAL PERFORMANCE

INDIVIDUAL DEPARTMENTAL FINANCIAL REPORT FOR THE PERIODS ENDING 31 DECEMBER

	2017	2016	2015
Income			
Appeals, donations and bequests	214,747	110,964	113,909
Investment and rental income	545	4,980	4,101
LCA grants	738	694	9,007
LCA other income	163,000	160,000	140,000
Reimbursements	1,520	1,929	24,358
Trading income	13,172	6,306	9,470
	393,722	284,873	300,845
Expenditure			
Administration costs	6,920	3,785	3,769
Asset costs	30,342	33,128	42,586
Consulting expenses	2,595	1,500	1,500
Depreciation expense	42,524	34,883	0
Employee expenses	224,129	182,245	189,571
Governance costs	500		1,215
LCA other expenditure and reimbursements	6,580	1,405	1,405
Ministry expenses	18,918	5,8450	25,746
Project costs	909	0	0
Promotion and marketing costs	962	2,069	6,988
Travelling expenses	1,410	3,739	4,576
	335,789	268,599	277,355
Operating surplus for the year	57,933	16,274	23,490
Transfers to reserves	(57,933)	(16,274)	(23,490)
Operating result after transfers to reserves	\$ 0	\$ 0	\$ 0
LUTHERAN ARCHIVES ACCUMULATED FUNDS AND RESERVES			
Opening balance 1 January	450,868	432,749	55,989
Less: transfers out to special purpose fund	(16,273)		
Add: operating transfers to reserves	57,933	(16,274)	
Add: interest earned on reserves	1,568	1,845	1,890
Add: distribution of gain on asset count			374,870
Closing balance 31 December 2017	\$494,096	\$450,868	\$432,749
SPECIAL PURPOSE FUNDS			
Opening balance 1 January	245,748	237,978	208,945
Interest added	6,875	6,483	6,620
Amounts received	2,116	1,287	1,464
Add: transfers from reserves	16,273		23,490
Less amounts paid			(2,541)
Closing balance 31 December 2017 \$271,012	\$245,748	\$237,978	