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## **American Congregational Association records, 1846-2022. RG4360**

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Congregational Library & Archives

14 Beacon Street

Suite 200

Boston, MA 02108

Business Number: 617-523-0470

[info@14beacon.org](mailto:info@14beacon.org)

URL: <http://www.CongregationalLibrary.org>

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## Summary Information

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<b>Repository:</b>	Congregational Library & Archives
<b>Creator:</b>	American Congregational Association.
<b>Creator:</b>	Congregational Christian Historical Society
<b>Creator:</b>	Congregational Library & Archives
<b>Creator:</b>	Congregational Library Association.
<b>Creator:</b>	Langworthy, Isaac P. (Isaac Pendleton)
<b>Creator:</b>	Worthley, Harold Field
<b>Title:</b>	American Congregational Association records, 1846-2022.
<b>ID:</b>	RG4360
<b>Date [inclusive]:</b>	1846-2022
<b>Physical Description:</b>	24.91 Cubic Feet (32 boxes)
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	<p>The American Congregational Association was formed in 1851 as the Congregational Library Association. The Association was formally incorporated in the Commonwealth of Massachusetts in 1854. In 1864, the organization changed its name to the American Congregational Association in recognition of its broader scope. In 1857 the Association moved from its rented rooms at the Tremont Temple to a house on Chauncy Street where it remained for ten years. In 1872 the Association purchased the Somerset Building and the library moved into that space in 1874. The Association built the Congregational House in 1898 and once again the library moved into the new building. In 2017 the American Congregational Association sold the Congregational House to Faros Properties and signed a long-term lease to keep the library within its historic home. The American Congregational Association collection covers the four main areas of business of the Association: The Board of Directors, the Finances of the Association, the management of the Association's building portfolio, and the management of the Congregational Library &amp; Archives.</p>

## Preferred Citation

[Identification of item], in the American Congregational Association records, 1846-2022, RG4360. The Congregational Library & Archives, Boston, MA.

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## Historical Note

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The American Congregational Association was formed in 1851 as the Congregational Library Association. Two years later, reorganized and expanded, it rented rooms at the Tremont Street Temple in Boston, with a library of 56 books and pamphlets. The Association was formally incorporated in the Commonwealth of Massachusetts in 1854 "for the purpose of establishing and perpetuating a library of the religious history and literature of New England, and for the erection of a suitable building for the accommodation of the same, and for the use of charitable societies." In 1864, the organization changed its name to the American Congregational Association in recognition of its broader scope.

The Association lived in peripatetic existence until 1898. In 1857 the Association moved from its rented rooms at the Tremont Temple to a house on Chauncy Street where it remained for ten years. Between 1867 and 1872, the Association again rented space before purchasing two buildings at the corner of Beacon and Somerset Streets. The building was renovated for library space and rental offices. This new headquarters was dedicated in 1874. The Association moved once more, in 1898, to its present site in the Congregational House at 14 Beacon Street, Boston, Massachusetts, a building constructed specifically for the library and for rental office space. Throughout its history, the American Congregational Association prioritized renting space to non-profit organizations.

In 2017 the American Congregational Association sold the Congregational House to Faros Properties and signed a long-term lease to keep the library within its historic home.

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## Scope and Contents

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This collection is the internal permanent archive of the American Congregational Association, and by relation, the Congregational Library & Archives. The collection covers the four main areas of business of the American Congregational Association: The Board of Directors, the Finances of the Association, the management of the Association's building portfolio, and

the management of the Congregational Library & Archives. The collection contains minutes of meetings, important financial and tax records, committee records, records related to construction projects, architectural drawings, business proposals and reports, photographs and audio-visual materials, correspondence, management records, and records relating to the functions of the Congregational Library & Archives and its collections.

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## Arrangement

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This collection has been divided into five series, four of which have been further divided into subseries. Four of the series are related to the four main areas of business of the American Congregational Association: The Board of Directors, the Finances of the Association, the management of the Association's building portfolio, and the management of the Congregational Library & Archives. The fifth series contains visual and audio-visual materials. Materials within each series, and the subseries themselves, have been arranged primarily by chronological order and secondarily by topic, when appropriate.

### Arrangement of the Collection

**Series 1:**

Board of directors records, 1851-1822

**Subseries 1:**

Meeting records, 1851-2022

**Subseries 2:**

Correspondence, 1851-2008

**Subseries 3:**

Governance records, 1854-2014

**Subseries 4:**

Historical records, 1855-2003

**Subseries 5:**

Board members, 1886-2014

**Subseries 6:**

Finance and budget committee records, 1872-2006

**Subseries 7:**

Ad-hoc committee records, 1872-2007

**Subseries 8:**

Library committee records, 1901-2011

**Subseries 9:**

Executive committee records, 1929-1999

**Subseries 10:**

Investment committee records, 1969-2009

**Subseries 11:**

Treasurer's reports, 1970-1996

**Subseries 12:**

Personnel committee records, 1999-2009

**Subseries 13:**

Board development committee records, 1999-2010

**Subseries 14:**

Development committee records, 1999-2022

**Subseries 15:**

Program committee records, 2000-2008

**Subseries 16:**

Building committee records, 2000-2009

**Series 2:**

Financial records, 1851-2021

**Subseries 1:**

Ledgers and receipts, 1851-2019

**Subseries 2:**

Membership and subscriptions, 1853-2001

**Subseries 3:**

Correspondence, 1871-1977

**Subseries 4:**

Tax and audit records, 1924-2021

**Series 3:**

Building records, 1846-2019

**Subseries 1:**

Financial records, 1846-2012

**Subseries 2:**

Assessments and reports, 1871-2019

**Subseries 3:**

Building history, 1872-1998

**Subseries 4:**

Correspondence, 1872-2005

**Subseries 5:**

Tenancy and rents, 1873-2010

**Subseries 6:**

Architectural drawings, 1897-2019

**Subseries 7:**

Building management records, 1897-2011

**Subseries 8:**

Renovations and construction projects, 1897-2016

**Subseries 9:**

Sale of the building records, 1927-2018

**Series 4:**

Congregational Library & Archives, 1853-2022

**Subseries 1:**

General correspondence, 1853-2004

**Subseries 2:**

Library and archives records, 1854-2016

**Subseries 3:**

Development records, 1856-2008

**Subseries 4:**

Communications, 1859-2022

**Subseries 5:**

Collections, 1853-2004

**Subseries 6:**

Researcher and reference correspondence, 1897-2004

**Subseries 7:**

Congregational Christian Historical Society records, 1951-2008

**Subseries 8:**

Facilities, 1963-2020

**Series 5:**

Photographic and audio-visual materials, 1953-2013, undated

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## Administrative Information

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### Publication Statement

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Suite 200

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URL: <http://www.CongregationalLibrary.org>

### Restrictions on Access

Except where otherwise stated, this collection is available for researchers only with special permission from the chair of the board or directors of the American Congregational Association and/or from the executive director of the Congregational Library & Archives. Please contact the library directly at [ref@14beacon.org](mailto:ref@14beacon.org) to obtain permission to access the collection.

### Restrictions on Use

Items in this collection are subject to U.S. Copyright Law. It is the responsibility of the researcher to determine the copyright status of collection items and to secure any permissions necessary for their reproduction and publication. Requests for permission to publish material must be discussed with the archivist or librarian.



## Acquisition Information

This collection is the internal permanent collection of the American Congregational Association, and by relation, the Congregational Library & Archives. Records for this collection have been gathered over the history of Library as part of the Library's records management duties. Additional records have been provided to for inclusion into the collection by board members after they have stepped down from board duties. The collection regularly receives accruals of additional materials.

## Accruals

Periodic accruals of records from the board or directors are expected annually. Periodic accruals of certain financial records are expected annually. Additional unplanned accruals of unspecified records are also expected.

## Processing Information

This collection has been processed and organized by multiple archivists and librarians throughout the history of the American Congregational Association. The most recent version of the finding aid was produced in 2015 by Jessica Steytler according to DACS Second Edition. The collection was partially reprocessed, and fully rearranged, in 2023, by Zachary Bodnar, according to DACS 2019.0.3. The board of directors' records from 1970 to 2022 were the focus of this 2023 reprocessing, as was the integration of extant records received from former board members and from certain Library departments into the collection. Following this processing and integration, the entire arrangement of the collection was redone and the finding aid was redone. Significant reprocessing of the collection is still necessary, as is significant weeding of the collection.

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## Controlled Access Headings

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- Account books.
- Architecture -- Designs and plans
- Articles of incorporation.
- Boards of directors
- Building management
- By-laws
- Congregationalism.
- Contracts for deeds
- Corporate governance.
- Corporate minutes.
- Fund raising

- Libraries and institutions
- Library finance
- Nonprofit organizations
- Office buildings
- Photographs.
- Real estate management
- Religious libraries
- Research libraries
- American Congregational Association.
- Congregational Christian Historical Society
- Congregational Library & Archives
- Congregational Library Association.
- Langworthy, Isaac P. (Isaac Pendleton)
- Worthley, Harold Field

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## Technical Requirements

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Audio-visual materials require specific equipment for playback.

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## Collection Inventory

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### Board of directors records, 1851-2022

Physical Description: 309 Folders

Physical Description: 8 Volumes

#### Scope and Contents

This series contains records related to the board of directors of the American Congregational Association. This series contains the meeting minutes of the board of directors as well as the various committees of the board of directors. This series also contains various governance related documents, such as by-laws and incorporation documents. Financial records may also be found within the treasurer's reports as well as within the general board records. The majority of records within this series are meeting minutes, but reports, proposals, and correspondence also make up a significant portion of the series.

### Meeting records, 1851-2022

Physical Description: 64 Folders

Physical Description: 3 Volumes

## Scope and Contents

This subseries contains the records and minutes of meetings held by the full board of directors of the American Congregational Association. While the bulk of the materials within the subseries are minutes and departmental reports, the subseries also contains correspondence, proposals, and financial records.

Title/Description	Instances	
Association record book, 1851-1853	box 5	volume 1
Association record book, 1863-1887	box 6	volume 1
Association record book, 1887-1928	box 6	volume 2
Annual meetings, 1928-1935	box 4	folder 55
Annual meetings, 1936-1944	box 4	folder 56
Annual meetings, 1945-1954	box 4	folder 57
Annual meetings, 1955-1962	box 6	folder 2
Annual meetings, 1963-1970	box 6	folder 3
Annual meetings, 1969-1970	box 4	folder 58
Quarterly meetings, 1928-1934	box 4	folder 59
Quarterly meetings, 1935-1941	box 4	folder 60
Quarterly meetings, 1942-1950	box 4	folder 61
Quarterly meetings, 1950-1955	box 4	folder 62
Quarterly meetings, 1956-1962	box 4	folder 63
Quarterly meetings, 1963-1970	box 4	folder 64
Board of directors meetings, 1971	box 1	folder 1
Board of directors meetings, 1972	box 1	folder 2
Board of directors meetings, 1973	box 1	folder 3
Board of directors meetings, 1974	box 1	folder 4
Board of directors meetings, 1975	box 1	folder 5
Board of directors meetings, 1976	box 1	folder 6
Board of directors meetings, 1977	box 1	folder 7
Board of directors meetings, 1978	box 1	folder 8
Board of directors meetings, 1979	box 1	folder 9
Board of directors meetings, 1980	box 1	folder 10
Board of directors meetings, 1981	box 1	folder 11
Board of directors meetings, 1982	box 1	folder 12
Board of directors meetings, 1983	box 1	folder 13

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Board of directors meetings, 1984	box 1	folder 14
Board of directors meetings, 1985	box 1	folder 15
Board of directors meetings, 1986	box 1	folder 16
Board of directors meetings, 1987	box 1	folder 17
Board of directors meetings, 1988	box 1	folder 18
Board of directors meetings, 1989	box 1	folder 19
Board of directors meetings, 1990	box 1	folder 20
Board of directors meetings, 1991	box 1	folder 21
Board of directors meetings, 1992	box 1	folder 22
Board of directors meetings, 1993	box 1	folder 23
Board of directors meetings, 1994	box 1	folder 24
Board of directors meetings, 1995	box 1	folder 25
Board of directors meetings, 1996	box 1	folder 26
Board of directors meetings, 1997	box 1	folder 27
Board of directors meetings, 1998	box 1	folder 28
Board of directors meetings, 1999	box 1	folder 29
Board of directors meetings, 2000	box 1	folder 30
Board of directors meetings, 2001	box 1	folder 31
Board of directors meetings, 2002	box 1	folder 32
Board of directors meetings, 2003	box 1	folder 33
Board of directors meetings, 2004	box 1	folder 34
Board of directors meetings, 2005	box 1	folder 35
Board of directors meetings, 2006	box 1	folder 36
Board of directors meetings, 2007	box 1	folder 37
Board of directors meetings, 2008	box 1	folder 38
Board of directors meetings, 2009	box 1	folder 39
Board of directors meetings, 2010	box 2	folder 1
Board of directors meetings, 2011	box 2	folder 2
Board of directors meetings, 2012	box 2	folder 3
Board of directors meetings, 2013	box 2	folder 4
Board of directors meetings, 2014	box 2	folder 5
Board of directors meetings, 2015	box 2	folder 6

Board of directors meetings, 2016	box 2	folder 7
Board of directors meetings, 2017	box 2	folder 8
Board of directors meetings, 2018	box 2	folder 9
Board of directors meetings, 2019	box 2	folder 10
Board of directors meetings, 2020	box 2	folder 11
Board of directors meetings, 2021	box 2	folder 12
Board of directors meetings, 2022	box 2	folder 13

## Correspondence, 1851-2008

Physical Description: 19 Folders

### Scope and Contents

This subseries contains correspondence from, and with, the board of directors of the American Congregational Association.

Title/Description	Instances	
Correspondence, 1851-1855	box 5	folder 12
Joseph S. Clark correspondence, A-G, 1853-1854	box 5	folder 13
Joseph S. Clark correspondence, H-O, 1853-1854	box 5	folder 14
Joseph S. Clark correspondence, P-W, 1853-1854	box 5	folder 15
Joseph S. Clark correspondence, 1854-1857	box 5	folder 16
Congregational Library Association correspondence, 1855-1859	box 5	folder 17
Isaac P. Langworthy correspondence, 1857-1870, undated	box 5	folder 18
Joseph S. Clark correspondence, 1860-1866	box 5	folder 19
Congregational Library Association correspondence, 1862-1865	box 5	folder 20
Correspondence, 1867-1884	box 6	folder 6
Letters from the board, 1870-1899	box 15	folder 55
Albert Dunning correspondence, 1908-1917	box 5	folder 21
Thomas Todd correspondence, 1913-1917	box 5	folder 22
Congregational Library Association correspondence, 1932-2008	box 5	folder 23
Harold Worthley board correspondence, 1979-1987	box 15	folder 56
Harold Worthley board correspondence, 1988-1989	box 15	folder 57
Harold Worthley board correspondence, 1997-2002	box 15	folder 58

Harold Worthley board correspondence, 2002-2003	box 15	folder 59
Harold Worthley board correspondence, 2002-2003	box 15	folder 60

## Governance records, 1854-2014

Physical Description: 15 Folders

### Scope and Contents

This subseries contains records related to the governance of the American Congregational Association and its board of directors. This subseries contains mission statements, board books, by-laws, and the association's acts of incorporation.

Title/Description	Instances	
Copy of act of incorporation, 1854	box 5	folder 1
Copy of an act of incorporation, 1854	box 16	folder 38
Acts of incorporation and by-laws, 1864-1969	box 5	folder 2
By-law revisions, 1926-1929	box 6	folder 1
By-laws, 1992-1999	box 5	folder 3
Library mission statement, 1994	box 15	folder 49
Mission statements, 1996-2001	box 5	folder 4
Missions statements, 1997	box 15	folder 50
American Congregationalism Association handbook, 2002	box 5	folder 5
American Congregationalism Association handbook, 2004	box 5	folder 6
By-law revisions, 2008	box 5	folder 7
American Congregationalism Association handbooks, 2009-2012	box 5	folder 8
By-laws, 2009-2010	box 5	folder 9
By-law revisions, 2010-2014	box 5	folder 10
Restated articles of organization, 2014	box 5	folder 11

## Historical records, 1855-2003

Physical Description: 9 Folders

### Scope and Contents

This subseries contains records related to the history of the American Congregational Association. Most of this subseries is related to various anniversaries of the association.

Title/Description	Instances	
Second anniversary leaflet, 1855	box 6	folder 7
Charles Sherman complaint, 1901	box 15	folder 48

50th anniversary correspondence and program, 1903	box 15	folder 61
100th anniversary records, 1953	box 15	folder 62
Anniversaries and histories, 1953-2003	box 5	folder 33
Board highlights 1853-1900, 1970	box 5	folder 32
125th anniversary program, 1978	box 15	folder 63
100th anniversary display, 1998	box 15	folder 64
150th anniversary celebration, 2003	box 15	folder 65

## Board members, 1886-2014

Physical Description: 9 Folders

### Scope and Contents

This subseries contains records related to specific board members.

Title/Description	Instances	
James White resignation, 1886	box 5	folder 24
Thomas Todd Jr., 1898-2007, undated	box 5	folder 25
Board members activities, 1908-1975	box 5	folder 26
Board members assignments and resignations, 1955-2014	box 5	folder 27
Arvel M. Steece, 1959-2015	box 5	folder 28
Thomas Todd Jr. papers, 1966-1969	box 6	folder 5
Life memberships and honorary directors, 1971, undated	box 5	folder 29
Burdette Johnson, 1980-2005	box 5	folder 30
Board members activities, 1983-1999	box 5	folder 31

## Finance and budget committee records, 1872-2006

Physical Description: 8 Folders

### Scope and Contents

This subseries contains records created by, and for, the finance and budget committee of the American Congregational Association. The finance and budget committee was created to provide board oversight of the association's finances and budget processes. The bulk of the records are meeting minutes.

Title/Description	Instances	
Finance committee report, circa 1872	box 6	folder 4
Finance and budget committee records, 2000	box 4	folder 39
Finance and budget committee records, 2001	box 4	folder 40
Finance and budget committee records, 2002	box 4	folder 41

Finance and budget committee records, 2003	box 4	folder 42
Finance and budget committee records, 2004	box 4	folder 43
Finance and budget committee records, 2005	box 4	folder 44
Finance and budget committee records, 2006	box 4	folder 45

## Ad-hoc committee records, 1872-2007

Physical Description: 18 Folders

Physical Description: 3 Volumes

### Scope and Contents

This subseries contains the records of various ad-hoc committees formed for the American Congregational Association throughout its history. The bulk of the records contained within this subseries are meeting minutes.

Title/Description	Instances	
Executive committee for the fair, 1872	box 15	volume 1
Executive committee for the fair daybook, 1872	box 16	volume 4
Miscellaneous committee reports, 1874-1897	box 4	folder 1
Building and house committee, 1895-1896	box 15	folder 51
Joint building and house committee minutes, 1897	box 15	volume 2
Building and house committee, 1897-1900	box 15	folder 52
Rare Book Room construction committee, 1962-1966	box 15	folder 53
Financial appeals task force sub-committee records, 1993-1994	box 4	folder 2
Budget review sub-committee records, 1994	box 4	folder 3
Long-range planning committee records, 1995-1996	box 4	folder 4
Development / anniversary committee records, 1998	box 4	folder 5
Board restructure committee records, 1999	box 4	folder 6
Visitors center committee records, 2001	box 4	folder 7
Visitors center committee records, 2002	box 4	folder 8
Visitors center committee records, 2003	box 4	folder 9
Vision steering committee records, 2001	box 4	folder 10
Vision steering committee records, 2002	box 4	folder 11
Vision steering committee records, 2005	box 4	folder 12
Alternate partners committee records, 2003	box 4	folder 13
Strategic planning committee records, 2005	box 4	folder 14



Possibility planning group records, 2007

box 4

folder 15

**Library committee records, 1901-2011**Physical Description: 45 FoldersPhysical Description: 2 Volumes**Scope and Contents**

This subseries contains records created by, and for, the library committee of the American Congregational Association. The library committee was created to provide board oversight the functions of the Congregational Library & Archives. The bulk of the records are meeting minutes, though presentations, proposals, and reports to the library committee are also included.

Title/Description	Instances	
Library committee daybook, 1901-1917	box 15	volume 3
Library committee minutes, 1938-1954	box 3	folder 28
Library committee minutes, 1954-1967	box 3	folder 29
<u>Separated Materials:</u>		
<b>Separated Materials</b>		
<p>This folder was partially created out of loose materials which were originally interleaved in the volume labeled "Library Committee minutes, 1957-1967". The original order of the contents of the folder has been maintained.</p>		
Library committee minutes, 1957-1967	box 3	volume 1
<u>Separated Materials:</u>		
<b>Separated Materials</b>		
<p>Loose materials interleaved within this volume were removed for preservation purposes and placed in the folder labeled "Library committee minutes, 1954-1967".</p>		
Library committee records, 1970	box 3	folder 30
Library committee records, 1971	box 3	folder 31
Library committee records, 1972	box 3	folder 32
Library committee records, 1973	box 3	folder 33
Library committee records, 1974	box 3	folder 34
Library committee records, 1975	box 3	folder 35
Library committee records, 1976	box 3	folder 36
Library committee librarian search, 1976	box 15	folder 54
Library committee records, 1977	box 3	folder 37

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Library committee records, 1978	box 3	folder 38
Library committee records, 1979	box 3	folder 39
Library committee records, 1980	box 3	folder 40
Library committee records, 1981	box 3	folder 41
Library committee records, 1982	box 3	folder 42
Library committee records, 1983	box 3	folder 43
Library committee records, 1984	box 3	folder 44
Library committee records, 1985	box 3	folder 45
Library committee records, 1986	box 3	folder 46
Library committee records, 1987	box 3	folder 47
Library committee records, 1988	box 3	folder 48
Library committee records, 1989	box 3	folder 49
Library committee records, 1990	box 3	folder 50
Library committee records, 1991	box 3	folder 51
Library committee records, 1992	box 3	folder 52
Library committee records, 1993	box 3	folder 53
Library committee records, 1994	box 3	folder 54
Library committee records, 1995	box 3	folder 55
Library committee records, 1996	box 3	folder 56
Library committee records, 1997	box 3	folder 57
Library committee records, 1998	box 3	folder 58
Library committee records, 1999	box 3	folder 59
Library committee records, 2000	box 3	folder 60
Library committee records, 2001	box 3	folder 61
Library committee records, 2002	box 3	folder 62
Library committee records, 2003	box 3	folder 63
Library committee records, 2004	box 3	folder 64
Library committee records, 2005	box 3	folder 65
Library committee records, 2006	box 3	folder 66
Library committee records, 2007	box 3	folder 67
Library committee records, 2008	box 3	folder 68
Library committee records, 2009	box 3	folder 69

Library committee records, 2010	box 3	folder 70
Library committee records, 2011	box 3	folder 71

## Executive committee records, 1929-1999

Physical Description: 34 Folders

### Scope and Contents

This subseries contains the records of the executive committee of the American Congregational Association. Throughout the course of its history, the executive committee handled most all matters that did not need to go before the full board. After 1998, the executive committee was disbanded and its responsibilities given the numerous, more focused, board committees, to further empower the full board. Many 20th century decisions made by the American Congregational Association can be traced to decisions made by the executive committee. The bulk of the materials in this subseries are meeting minutes.

Title/Description	Instances	
Executive committee records, 1929-1942	box 4	folder 65
Executive committee reports, 1938-1977	box 4	folder 66
Executive committee records, 1943-1953	box 4	folder 67
Executive committee records, 1954-1961	box 4	folder 68
Executive committee records, 1962-1970	box 4	folder 69
Executive committee meeting minutes, 1971	box 2	folder 14
Executive committee meeting minutes, 1972	box 2	folder 15
Executive committee meeting minutes, 1973	box 2	folder 16
Executive committee meeting minutes, 1974	box 2	folder 17
Executive committee meeting minutes, 1975	box 2	folder 18
Executive committee meeting minutes, 1976	box 2	folder 19
Executive committee meeting minutes, 1977	box 2	folder 20
Executive committee meeting minutes, 1978	box 2	folder 21
Executive committee meeting minutes, 1979	box 2	folder 22
Executive committee meeting minutes, 1980	box 2	folder 23
Executive committee meeting minutes, 1981	box 2	folder 24
Executive committee meeting minutes, 1982	box 2	folder 25
Executive committee meeting minutes, 1983	box 2	folder 26
Executive committee meeting minutes, 1984	box 2	folder 27
Executive committee meeting minutes, 1985	box 2	folder 28
Executive committee meeting minutes, 1986	box 2	folder 29

Executive committee meeting minutes, 1987	box 2	folder 30
Executive committee meeting minutes, 1988	box 2	folder 31
Executive committee meeting minutes, 1989	box 2	folder 32
Executive committee meeting minutes, 1990	box 2	folder 33
Executive committee meeting minutes, 1991	box 2	folder 34
Executive committee meeting minutes, 1992	box 2	folder 35
Executive committee meeting minutes, 1993	box 2	folder 36
Executive committee meeting minutes, 1994	box 2	folder 37
Executive committee meeting minutes, 1995	box 2	folder 38
Executive committee meeting minutes, 1996	box 2	folder 39
Executive committee meeting minutes, 1997	box 2	folder 40
Executive committee meeting minutes, 1998	box 2	folder 41
Executive committee meeting minutes, 1999	box 2	folder 42

## Investment committee records, 1969-2009

Physical Description: 13 Folders

### Scope and Contents

This subseries contains records created by, and for, the investment committee of the American Congregational Association. The investment committee was created to provide board oversight of the investment accounts of the American Congregational Association. The bulk of the records are meeting minutes, though financial and investment records are also a part of the investment committee records.

Title/Description	Instances	
Investment policy, 1969	box 16	folder 37
Investment committee records, 1983	box 4	folder 27
Investment committee records, 1999	box 4	folder 28
Investment committee records, 2000	box 4	folder 29
Investment committee records, 2001	box 4	folder 30
Investment committee records, 2002	box 4	folder 31
Investment committee records, 2003	box 4	folder 32
Investment committee records, 2004	box 4	folder 33
Investment committee records, 2005	box 4	folder 34
Investment committee records, 2006	box 4	folder 35
Investment committee records, 2007	box 4	folder 36
Investment committee records, 2008	box 4	folder 37

Investment committee records, 2009

box 4

folder 38

**Treasurer's reports, 1970-1996**Physical Description: 27 Folders**Scope and Contents**

This subseries contains reports made by the treasurer of the American Congregational Association to the board of directors. The bulk of the materials within this subseries are quarterly financial reports.

<b>Title/Description</b>	<b>Instances</b>	
Treasurer's reports, 1970	box 3	folder 1
Treasurer's reports, 1971	box 3	folder 2
Treasurer's reports, 1972	box 3	folder 3
Treasurer's reports, 1973	box 3	folder 4
Treasurer's reports, 1974	box 3	folder 5
Treasurer's reports, 1975	box 3	folder 6
Treasurer's reports, 1976	box 3	folder 7
Treasurer's reports, 1977	box 3	folder 8
Treasurer's reports, 1978	box 3	folder 9
Treasurer's reports, 1979	box 3	folder 10
Treasurer's reports, 1980	box 3	folder 11
Treasurer's reports, 1981	box 3	folder 12
Treasurer's reports, 1982	box 3	folder 13
Treasurer's reports, 1983	box 3	folder 14
Treasurer's reports, 1984	box 3	folder 15
Treasurer's reports, 1985	box 3	folder 16
Treasurer's reports, 1986	box 3	folder 17
Treasurer's reports, 1987	box 3	folder 18
Treasurer's reports, 1988	box 3	folder 19
Treasurer's reports, 1989	box 3	folder 20
Treasurer's reports, 1990	box 3	folder 21
Treasurer's reports, 1991	box 3	folder 22
Treasurer's reports, 1992	box 3	folder 23
Treasurer's reports, 1993	box 3	folder 24
Treasurer's reports, 1994	box 3	folder 25

Treasurer's reports, 1995	box 3	folder 26
Treasurer's reports, 1996	box 3	folder 27

## Personnel committee records, 1999-2009

Physical Description: 7 Cubic Feet

### Scope and Contents

This subseries contains records created by, and for, the personnel committee of the American Congregational Association. The personnel committee was created to provide board oversight of the employees of the American Congregational Association. The bulk of the records are meeting minutes, though presentations, proposals, and reports to the personnel committee are also included.

Title/Description	Instances	
Personnel committee records, 1999	box 3	folder 84
Personnel committee records, 2000	box 3	folder 85
Personnel committee records, 2001	box 3	folder 86
Personnel committee records, 2002	box 3	folder 87
Personnel committee records, 2003	box 3	folder 88
Personnel committee records, 2004	box 3	folder 89
Personnel committee records, 2009	box 3	folder 90

## Board development committee records, 1999-2010

Physical Description: 12 Folders

### Scope and Contents

This subseries contains records created by, and for, the board development committee of the American Congregational Association. The board development committee, also sometimes called the nominating committee, was created to recommend new members for the board. The bulk of the records are meeting minutes and communications between board members.

Title/Description	Instances	
Board development committee records, 1999	box 3	folder 72
Board development committee records, 2000	box 3	folder 73
Board development committee records, 2001	box 3	folder 74
Board development committee records, 2002	box 3	folder 75
Board development committee records, 2003	box 3	folder 76
Board development committee records, 2004	box 3	folder 77
Board development committee records, 2005	box 3	folder 78
Board development committee records, 2006	box 3	folder 79
Board development committee records, 2007	box 3	folder 80

Board development committee records, 2008	box 3	folder 81
Board development committee records, 2009	box 3	folder 82
Board development committee records, 2010	box 3	folder 83

## Development committee records, 1999-2022

Physical Description: 11 Folders

### Scope and Contents

This subseries contains records created by, and for, the development committee of the American Congregational Association. The development committee has had different names throughout its history including the advancement committee, the financial development committee, and the finance development committee. The development committee was created to provide board oversight of the associations fundraising efforts. The bulk of the records are meeting minutes, though presentations, proposals, and reports to the development committee are also included.

Title/Description	Instances	
Finance development committee records, 1999	box 4	folder 16
Finance development committee records, 2000	box 4	folder 17
Finance development committee records, 2001	box 4	folder 18
Finance development committee records, 2002	box 4	folder 19
Financial development committee records, 2003	box 4	folder 20
Financial development committee records, 2005	box 4	folder 21
Advancement committee records, 2016-2017	box 4	folder 22
Advancement committee records, 2018	box 4	folder 23
Advancement committee records, 2019	box 4	folder 24
Advancement committee records, 2020-2021	box 4	folder 25
Development committee records, 2022	box 4	folder 26

## Program committee records, 2000-2008

Physical Description: 9 Folders

### Scope and Contents

This subseries contains records created by, and for, the program committee of the American Congregational Association. The program committee was created to provide board oversight of the Library's public programming. The bulk of the records are meeting minutes.

Title/Description	Instances	
Program committee records, 2000	box 4	folder 46
Program committee records, 2001	box 4	folder 47
Program committee records, 2002	box 4	folder 48

Program committee records, 2003	box 4	folder 49
Program committee records, 2004	box 4	folder 50
Program committee records, 2005	box 4	folder 51
Program committee records, 2006	box 4	folder 52
Program committee records, 2007	box 4	folder 53
Program committee records, 2008	box 4	folder 54

## Building committee records, 2000-2009

Physical Description: 9 Folders

### Scope and Contents

This subseries contains records created by, and for, the building committee of the American Congregational Association. The building committee was created to provide board oversight of the management and functions of the Congregational House at 14 Beacon Street, Boston, Massachusetts. The bulk of the records are meeting minutes, though presentations, proposals, and reports to the building committee are also included.

Title/Description	Instances	
Building committee records, 2000	box 3	folder 91
Building committee records, 2001	box 3	folder 92
Building committee records, 2002	box 3	folder 93
Building committee records, 2003	box 3	folder 94
Building committee records, 2004	box 3	folder 95
Building committee records, 2005	box 3	folder 96
Building committee records, 2006	box 3	folder 97
Building committee records, 2007	box 3	folder 98
Building committee records, 2009	box 3	folder 99

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## Financial records, 1851-2021

Physical Description: 71 Folders

Physical Description: 30 Volumes

### Scope and Contents

This series contains records related to the finances of the American Congregational Association. The bulk of the series contains correspondence and ledgers kept by the treasurers of the American Congregational Association. This series also contains records related to membership and pledge drives that were



intended to raise money for the association. This series also contains records related to taxes paid and owed by the American Congregational Association.

## Ledgers and receipts, 1851-2019

Physical Description: 16 Folders

Physical Description: 25 Volumes

### Scope and Contents

This subseries contains financial records related to the functions of the American Congregational Association. Most of the account books within this series were kept by the various treasurers of the American Congregational Association. This subseries also contains some records of receipts and disbursements. Financial records more specifically related to the buildings owned by the American Congregational Association and to the Congregational Library & Archives may be found in their respective series.

Title/Description	Instances	
Daybook, 1851-1871	box 5	volume 2
Daybook, 1871-1880	box 5	volume 3
Daybook, 1880-1887	box 5	volume 4
Daybook, 1872-1898	box 5	volume 5
Daybook, 1891-1900	box 5	volume 6
Daybook, 1900-1907	box 5	volume 7
Treasurer's account book, 1853-1872	box 6	volume 3
Treasurer's reports, 1857-1870	box 6	folder 8
Treasurer's account book, 1870-1872	box 22	folder 7
James P. Melledge ledger, 1871-1872	box 6	volume 4
Insurance certificates, 1873-1897	box 22	folder 4
Agreement to make up deficit, 1874-1875	box 8	volume 4
National Bank account books, 1877-1886	box 8	volume 5-6
Daybook, 1907-1912	box 8	volume 1
Daybook, 1913-1917	box 8	volume 2
Daybook, 1917-1918	box 8	volume 3
Treasurer's account book, 1912-1928	box 8	volume 7
Ledger, (1918-1926)	box 11	volume 1
Treasurer's account book, 1920-1922	box 6	volume 5
Deposit book, 1922-1924	box 8	volume 8
Comparative statements of income and expenditures, 1922-1929	box 6	folder 11

Treasurer's account book, 1924-1932	box 8	volume 9
Ledger, (1926-1933)	box 11	volume 2
Receipts and disbursements, 1927-1958	box 6	folder 12
Receipts and disbursements, 1931-1949	box 7	folder 1
Receipts and disbursements, 1949-1963	box 7	folder 2
Receipts and disbursements, 1963-1977	box 7	folder 3
Financial reports, 1932-1995	box 7	folder 4
Ledger, (1933-1940)	box 11	volume 3
Investment reports, 1935-1961	box 7	folder 5
Treasurer's account book, 1952-1961	box 8	volume 10
Treasurer's account book, 1952-1961	box 8	volume 11
Treasurer's diary, 1962-1964	box 7	folder 25
Assets and funds, 1965-1972	box 6	volume 6
Treasurer's account book, 1965-1976	box 6	volume 7
Treasurer's account book, 1968-1971	box 6	folder 9
Financial statements, 1970-1977	box 7	folder 26
Tax exemption ledger, 1977-1979	box 22	folder 5
Cambridge Trust Company loan, 2002	box 7	folder 27
Annual reports, 2012-2019	box 7	folder 35

## Memberships and subscriptions, 1853-2001

Physical Description: 9 Folders

Physical Description: 5 Volumes

### Scope and Contents

This subseries contains records which are related to membership programs or subscription drives; both are activities that the American Congregational Association has undertaken to raise funds during the course of its history.

Title/Description	Instances	
Membership list, 1853-1854	box 6	volume 8
List of members, 1853-1887	box 8	volume 12
Subscriptions, 1854-1871	box 8	folder 1
Membership list, circa 1860	box 12	folder 22
Contributions, 1866-1872	box 8	folder 2
List of members and constitution, 1869-1920		

	box 8	volume 13
Membership certificates, circa 1870-1879	box 22	folder 8
Membership certificates, 1871-1875	box 12	folder 24
List of life members, 1889	box 8	volume 14
Membership certificates, 1911	box 12	folder 23
Dues paid, 1959-1966	box 22	folder 6
Pledge books, 1964-1967	box 6	volume 9
Membership lists, 1980-1999	box 12	folder 25
Membership correspondence, 1981-2001	box 12	folder 26

## Correspondence, 1871-1977

Physical Description: 22 Folders

### Scope and Contents

This subseries contains correspondence related to the finances of the Congregational American Association at large. The bulk of the correspondence is related to William Cobb and Ralph Whitney.

Title/Description	Instances	
William Cobb correspondence, 1871-1918	box 7	folder 7
William Cobb correspondence, 1888-1924	box 16	folder 33-35
William Cobb correspondence, 1898-1902	box 7	folder 8
Treasurer's correspondence, 1923-1929	box 7	folder 9
Treasurer's correspondence, 1924-1973	box 7	folder 28
Treasurer's correspondence, 1925-1931	box 7	folder 10
Treasurer's correspondence, 1925-1932	box 7	folder 11
Ralph Whitney correspondence, 1930-1939	box 7	folder 12
Ralph Whitney correspondence, 1930-1939	box 7	folder 13
Ralph Whitney correspondence, 1930-1939	box 7	folder 14
Ralph Whitney correspondence, 1938-1943	box 7	folder 15
Ralph Whitney correspondence, 1941-1943	box 7	folder 16
Ralph Whitney correspondence, A-B, 1952-1959	box 7	folder 17
Ralph Whitney correspondence, C-L, 1952-1959	box 7	folder 18
Ralph Whitney correspondence, M, 1952-1959	box 7	folder 19
Ralph Whitney correspondence, N-Z, 1952-1959	box 7	folder 20
Financial correspondence, 1957-1977	box 7	folder 21

Ralph Whitney correspondence, A-B, 1960-1966	box 7	folder 22
Ralph Whitney correspondence, G-N, 1960-1966	box 7	folder 23
Ralph Whitney correspondence, N-Z, 1960-1966	box 7	folder 24

## Tax and audit records, 1924-2021

Physical Description: 24 Folders

### Scope and Contents

This subseries contains records related to federal, state, and city taxes. Most of the records are related to audited financial records and form 990s but this series also contains records related to tax statuses, tax abatements, and retirement accounts.

Title/Description	Instances	
Tax abatements, 1924-1944	box 6	folder 10
Tax status , 1924-1978	box 32	folder 1
Electrical modernization tax exemption, 1959-1961	box 7	folder 29
Audited financial statements, 1969-1979	box 8	folder 3
Audited financial statements, 1980-1989	box 8	folder 4
Audited financial statements, 1990-1999	box 8	folder 5
Audited financial statements, 2000-2009	box 8	folder 6
Audited financial statements, 2010-2018	box 8	folder 7
Audited financial statements, 2021	box 8	folder 8
Retirement program, 1975	box 12	folder 19
Form 990, 1975-1985	box 32	folder 2
Form 990, 1993-1999	box 32	folder 3
Form 990, 2000-2009	box 32	folder 4
Form 990, 2010-2016	box 32	folder 5
Tax abatements and real estate taxes, 1983-2005	box 7	folder 30
Pension plan, 1987-1988	box 8	folder 9
Tax exemptions, 1995-1996	box 7	folder 31
Tax, abatement, and audit records, 1996-2001	box 7	folder 6
Abatements, 2001-2007	box 32	folder 6
Tax status confirmations, 2004-2008	box 7	folder 32
Pension plans, 2006	box 12	folder 21
Pension protection act, 2007	box 7	folder 33

Return of property held for charitable purposes, 2017	box 7	folder 34
Massachusetts Charities Division filing, 2021	box 8	folder 10

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## Building records, 1846-2019

Physical Description: 165 Folders

Physical Description: 9 Volumes

Physical Description: 9 Boxes

### Scope and Contents

This series contains records related to the construction, management, maintenance, and history of the buildings owned by the American Congregational Association. The majority of the records within this series relate to the Congregational House at 14 Beacon Street, Boston, Massachusetts, whose construction was completed in 1898, though some of the earliest records relate to the Somerset Building, which housed the Congregational Library before it was moved to the Congregational House in 1898. This series contains correspondence, reports, deeds and quitclaim deeds, financial records, rent books, assessments, construction documents, legal proceedings, and architectural drawings. This series also contains records directly related to the American Congregational Association's decisions on whether to sell the building at various times during the association's history. Records related specifically to the facilities of the library may be found in the series, "Congregational Library & Archives records, 1853-2022."

## Financial records, 1846-2012

Physical Description: 10 Folders

Physical Description: 1 Volume

### Scope and Contents

This subseries contains financial and legal records related to the American Congregational Association's ownership of properties such as the Somerset Building and the Congregational House at 14 Beacon Street, Boston, Massachusetts. This subseries contains deeds and quitclaim deeds, ledgers, and records relating to financing and capital funding.

Title/Description	Instances	
Deeds and mortgages, 1846-1896	box 16	folder 8
Quitclaim deeds, 1866-1875	box 16	folder 10
Mortgage and deeds, 1874-1897	box 16	folder 15
Mortgage, 1896-1927	box 16	folder 19
Deed, 1896	box 16	folder 20
Principle deed, 1896	box 16	folder 21
Quitclaim deeds, 1897-1900	box 16	folder 22
Building ledger book, 1920-1926	box 9	volume 6

Building insurance appraisal, 1993	box 9	folder 12
Bond financing, 2005	box 9	folder 13
Capital planning, 2012	box 9	folder 14

## Assessments and reports, 1871-2019

Physical Description: 26 Folders

### Scope and Contents

This subseries contains reports, assessments, and other memos related to the Congregational House at 14 Beacon Street, Boston, Massachusetts as well as the Somerset Building. Most of the records within this collection are related to the physical status of the building and many are related to assessments taken prior to construction or renovation projects.

Title/Description	Instances	
Reports and deeds, 1871-1896	box 16	folder 11
Architect's reports, 1898	box 10	folder 4
Real estate appaisals, 1922-1942	box 16	folder 24
Building reports, 1924-1934	box 16	folder 5
Building upkeep reports, 1927-1981	box 10	folder 5
Superintendent's reports, 1931-1950	box 10	folder 6
Superintendent's reports, 1951-1961	box 10	folder 7
Superintendent's reports, 1962-1977	box 10	folder 8
Alley accident and liability, 1934	box 16	folder 27
Environmental planning memos, 1996-1997	box 10	folder 9
Massachusetts Historical Commission restoration grant final report, 1999	box 32	folder 24
Property condition report, 2001	box 10	folder 11
Infrastructure report, 2002	box 10	folder 12
Building evaluation, 2000-2001	box 10	folder 10
Limestone degradation assessment, 2001	box 32	folder 13
Alley status report, 2004	box 10	folder 13
Building environmental assessment, 2004	box 10	folder 14
Building appraisal, 2004	box 10	folder 15
Building appraisal, 2004	box 32	folder 15
Building inspection report, 2007	box 10	folder 16
Fire safety, 2007-2008	box 10	folder 17

Energy assessment, 2009	box 10	folder 18
Balfour property report, 2011	box 10	folder 19
Fire protection system report, 2014	box 10	folder 20
Building environmental assessment, 2017	box 32	folder 33
Hazardous materials survey, 2019	box 32	folder 22

## Building history, 1872-1998

Physical Description: 9 Folders

### Scope and Contents

This subseries contains records related to the history of the Congregational House at 14 Beacon Street, Boston, Massachusetts, as well as the Somerset Building. This series contains articles, newspaper clippings, anniversary programs, and records related to the Kansas City statement of faith plaque that adorns the Congregational House's front entrance.

Title/Description	Instances	
Congregational House newspaper articles, 1872-1898	folder 8	
Architectural histories and articles, 1897-1984	box 9	folder 28
Congregational House dedication and programs, 1898	box 12	folder 15
Congregational House dedication and programs, 1898	box 12	folder 16
Kansas City statement of faith 50th anniversary records, 1963	box 16	folder 36
Kansas City plaque, 1963-1968	box 9	folder 29
National Register of Historic Places documents, 1974	box 9	folder 30
Building plaques, 1979	box 9	folder 31
Congregational House 100th anniversary , 1998	box 12	folder 17

## Correspondence, 1872-2005

Physical Description: 11 Folders

### Scope and Contents

This subseries contains general correspondence about the buildings variously controlled by the American Congregational Association including the Congregational House at 14 Beacon Street, Boston, Massachusetts, and the Somerset building. A majority of the correspondence in this subseries is related to Frank D. Bradley.

Title/Description	Instances	
Somerset building legal correspondence, 1872-1884	box 16	folder 12
Congregational House construction correspondence, 1897-1898	box 16	folder 7
Athenaeum legal documents, 1897-1898		

	box 16	folder 17
William Cobb building correspondence, 1897-1920	box 16	folder 18
Correspondence, 1898	box 9	folder 15
Frank D. Bradley correspondence, A-B, 1947-1955	box 9	folder 16
Frank D. Bradley correspondence, C-M, 1947-1955	box 9	folder 17
Frank D. Bradley correspondence, Otis Elevator Company, 1947-1955	box 9	folder 18
Frank D. Bradley correspondence, P-Z, 1947-1955	box 9	folder 19
Athenaeum correspondence, 1992-2004	box 10	folder 3
Preservation agreement and correspondence, 1998-2005	box 32	folder 10

## Tenancy and rents, 1873-2010

Physical Description: 16 Folders

Physical Description: 8 Volumes

### Scope and Contents

This subseries contains records related to the tenants of the Congregational House at 14 Beacon Street, Boston, Massachusetts. The majority of the records within this subseries are related to the collection of rents, though the subseries also contains records related to disputes with tenants, such as legal actions taken against some tenants.

Title/Description	Instances	
Rents received, 1873-1879	box 9	volume 1
Rents received, 1879-1896	box 9	volume 2
Rents, 1885-1888	box 9	folder 1
Congregational House property agreements, 1897-1898	box 16	folder 16
Rent book, 1898-1901	box 9	volume 3
Rent book, 1902-1903	box 9	volume 4
Rent book, 1912-1921	box 9	volume 5
Rents, 1916-1919	box 9	folder 2
Rent book, 1919-1922	box 16	volume 1
Tenants, 1924-1997	box 9	folder 3
Legal actions against National Society of Puritan Decendants, 1932	box 16	folder 28
Rent book, 1932-1941	box 16	volume 2
Tenant roster, 1932-1970	box 9	folder 4
Legal actions against Cornelius Parker, 1934	box 16	folder 25



Legal actions against John Littlefield, 1942	box 16	folder 26
Rent book, 1957-1976	box 16	volume 3
Thomas Todd Printers, 1961-1974	box 9	folder 5
Tenants, 1967-2004	box 9	folder 6
Equalization requisition no. 147 letter, 1981	box 9	folder 7
Boston Bar Association , 1986	box 9	folder 8
General Theological Library, 1986-1987	box 9	folder 9
Rental analyses, 2003-2008	box 9	folder 10
List of tenants, 2010	box 9	folder 11
Club House estate opinion, undated	box 16	folder 23

## Architectural drawings, 1897-2019

Physical Description: 30 Folders

Physical Description: 9 Boxes

### Scope and Contents

This subseries contains architectural drawings for the Congregational House, both exterior and interior, at 14 Beacon Street, Boston, Massachusetts.

Title/Description	Instances	
Congregational House structural drawings, 1897	folder 10	
Congregational House structural drawings, 1897	folder 11	
Congregational House structural drawings, 1897	folder 12	
Congregational House structural drawings, 1897	folder 13	
Congregational House structural drawings, 1897	folder 14	
Congregational House structural drawings, 1897	folder 15	
Congregational House structural drawings, 1897	folder 16	
Congregational House structural drawings, 1897	folder 17	
Plans of land, 1897	folder 18	
Congregational House drawings, 1897	folder 19	
Shepley, Rutan & Coolidge architectural drawings, circa 1897	folder 20	
Congregational House drawings, circa 1897	folder 21	
Shepley, Rutan & Coolidge architectural drawings, circa 1898	box 22	folder 1
Architectural drawings, circa 1920-1959	folder 22	

Floor plans, 1993-2017	box 12	folder 14
Sidewalk repair drawings, 1995	box 32	folder 7
Building anchorage and ironwork drawings, 1998	box 32	folder 8
Architectural drawings, circa 2000-2009	folder 23	
Infrastructure upgrade project drawings, 2003	folder 1	
Infill project drawings, 2003	folder 2	
Tenant layout drawings, 2004	folder 3	
Library enhancement project drawings, 2004	folder 4	
Library enhancement project drawings, 2005	folder 5	
Proposed library expansion, 2005	box 12	folder 13
Infill project drawings, 2006	folder 6	
Masonry repair project drawings, 2007	box 32	folder 9
Stairwell enclosure drawings, 2014	folder 24	
Renovation project drawings, 2019	folder 25	
Proposed roof plan, undated	folder 7	
Architectural drawings, undated	box 22	folder 3
Miscellaneous architectural drawings, undated	box 23	
Miscellaneous architectural drawings, undated	box 24	
Miscellaneous architectural drawings, undated	box 25	
Miscellaneous architectural drawings, undated	box 26	
Miscellaneous architectural drawings, undated	box 27	
Miscellaneous architectural drawings, undated	box 28	
Miscellaneous architectural drawings, undated	box 29	
Miscellaneous architectural drawings, undated	box 30	
Miscellaneous architectural drawings, undated	box 31	

## Building management records, 1897-2011

Physical Description: 9 Folders

### Scope and Contents

This subseries contains records related to the management of the Congregational House at 14 Beacon Street, Boston, Massachusetts. Especially prevalent within this subseries are records related to 3rd party vendors the American Congregational Association contracted with to handle the management of the building.

**Title/Description**

**Instances**

Work orders, 1897-1898	box 12	folder 6
Charge of corruption against building superintendent, 1919	box 12	folder 18
Management contracts, 1928	box 16	folder 9
Compass management file, 1994-1995	box 12	folder 7
Maintenance concerns, 1994-2005	box 12	folder 8
Architectural Heritage Foundation proposal, 2008	box 12	folder 9
Architectural Heritage Foundation communications, 2008-2009	box 12	folder 10
Architectural Heritage Foundation reports, 2009	box 12	folder 11
Architectural Heritage Foundation contracts, 2009-2011	box 12	folder 12

## Renovations and construction projects, 1897-2016

Physical Description: 42 Folders

### Scope and Contents

This subseries contains records related to various construction and renovation projects the American Congregational Association undertook to maintain and expand the Congregational House at 14 Beacon Street, Boston, Massachusetts. This subseries contains correspondence, reports, contractor proposals, and supporting documentation and specifications for various construction projects. This series also contains records related to preservation agreements for the building with the state of Massachusetts. Records related specifically to renovations and construction projects within the Congregational Library's space, rather than the building at large, may be found in the subseries, "Facilities, 1963-2020," under the series, "Congregational Library & Archives records, 1853-2022."

Title/Description	Instances	
Architect construction agreement, 1897	box 16	folder 6
Heating renovation, 1977-1979	box 10	folder 21
Building renovations, 1994-1999	box 10	folder 22
Lobby and sidewalk renovation, 1995	box 10	folder 23
Sidewalk repair project, 1995	box 32	folder 11
Front entrance project, 1996	box 10	folder 24
Tremont Street Preservation Trust renovations, 1996-2000	box 10	folder 25
Building conservation project, 1996-2001	box 10	folder 26
Preservation restriction correspondence, 1996-2007	box 10	folder 27
Preservation project, 1997	box 10	folder 28
Massachusetts Historical Commission preservation project, 1997	box 10	folder 29
Massachusetts Historical Commission preservation agreement, 1997-1999	box 10	folder 30

Building conservation project RFP, 1998	box 10	folder 31
Massachusetts Historical Commission preservation agreement, 1998	box 10	folder 32
Conditions assessment recommendations, 1998	box 10	folder 33
Facade restoration project, 1998-2000	box 32	folder 12
Iron work project, 2000	box 10	folder 34
Conservation grant application, 2000	box 10	folder 35
Planning study "Alternate D", 2001	box 10	folder 36
Fire escape repair, 2002	box 10	folder 37
Fire escape repair project, 2002	box 32	folder 14
Infrastructure renovation, 2002	box 15	folder 66
Elevator renovations, 2002-2005	box 10	folder 38
Boiler replacement, 2002-2005	box 10	folder 39
Infill project reports, 2002-2003	box 10	folder 40
Infill project correspondence, 2003-2006	box 10	folder 41
Building enhancement plan, 2003-2004	box 10	folder 42
Construction finances, 2004	box 10	folder 43
Enhancement project financial projections, 2004	box 10	folder 44
Office refurbishing project, 2004	box 10	folder 45
Infill project application, 2004-2005	box 10	folder 46
Massachusetts Historical Commission renovation, 2005	box 10	folder 47
Fire alarm upgrade, 2005-2006	box 10	folder 48
Masonry repair project, 2007	box 15	folder 67
Masonry repair project, 2007	box 32	folder 16
South side masonry repair project, 2010-2011	box 10	folder 49
Infill project proposal, 2012	box 12	folder 1
Library and building enhancement project plan, 2012	box 12	folder 2
Construction proposal, 2012	box 16	folder 29
Stairwell project, 2014-2015	box 12	folder 3
Window report, 2016	box 12	folder 4
Fire alarm installation, 2016	box 12	folder 5

## Sale of the building records, 1927-2018

Physical Description: 12 Folders

### Scope and Contents

This subseries contains records related the possible, or actual, sale of the Congregational House at 14 Beacon Street, Boston, Massachusetts. The American Congregational Association long grappled with the idea of selling the building. The association nearly sold the building in 2008 but an economic downturn resulted in the buyer pulling out from the deal. The Congregational House was sold to Faros Properties in 2017. This sub-series contains records related to discussions had regarding the sale of the building, information and resources created in the lead up to potential sales of the building, and correspondence and communications from the board of directors about the sale of the building, and the lease the association signed with Faros Properties in the wake of the sale of the building.

Title/Description	Instances	
Sell or keep discussions, 1927-1970	box 9	folder 20
Legal correspondence related to building sale, 2006	box 9	folder 21
Building sale agreement, 2007	box 9	folder 22
Building sale, 2007-2008	box 9	folder 23
Building sale correspondence, 2007-2008	box 10	folder 1
Prospective building sale plans, 2007-2009	box 10	folder 2
Building sale board responses, 2008	box 15	folder 64
Special mailings for sale of building, 2008	box 15	folder 65
Building sale, 2012-2017	box 9	folder 24
Building sale publicity packet, 2016	box 9	folder 25
Building sale closing documents, 2017	box 9	folder 26
Faros lease, 2018	box 9	folder 27

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## Congregational Library & Archives records, 1853-2022

Physical Description: 155 Folders

Physical Description: 9 Volumes

### Scope and Contents

This series contains records related to the Congregational Library & Archives and its various functions such as external communications, fundraising, and the administration and everyday functions of the Library itself. This series also contains records about the collections held by the Library as well as some records related to the Congregational Christian Historical Society. The Congregational Library & Archives has always been the primary function of the American Congregational Association's work, and after the sale of the Congregational House in 2017, became the sole focus of the ACA.

### General correspondence, 1853-2004

Physical Description: 12 Folders

### Scope and Contents

This subseries contains correspondence related to the Congregational Library & Archives, especially correspondence from former librarians, such as Isaac Langworthy and Hal Worthley.

Title/Description	Instances	
Correspondence, 1853-1858	box 13	folder 1
Joseph Clark correspondence, 1857-1858	box 13	folder 2
Isaac P. Langworthy correspondence, 1865-1879	box 13	folder 3
Francis Allen correspondence, 1951	box 13	folder 4
John Harper correspondence, 1959-1961	box 13	folder 5
Harold Worthley correspondence, 1978-1979	box 13	folder 6
Harold Worthley correspondence, 1980-1984	box 13	folder 7
Harold Worthley correspondence, 1985-1987	box 13	folder 8
Harold Worthley correspondence, 1987-1989	box 13	folder 9
Harold Worthley correspondence, 1997-1999	box 13	folder 10
Harold Worthley correspondence, 1994-2004	box 13	folder 11
Margaret Bendroth correspondence, 2003-2004	box 13	folder 12

## Library and archives records, 1854-2016

Physical Description: 36 Folders

Physical Description: 8 Volumes

### Scope and Contents

This subseries contains records related to the administration and everyday functions of the Congregational Library & Archives. This subseries contains policy documents, records related to former librarians, especially Isaac Langworthy and Hal Worthley, library account books, and select records about former staff.

Title/Description	Instances	
Isaac Langworthy notebook, 1854-1880	box 14	volume 2
Library insurance and related correspondence, 1892-1897	box 15	folder 1
Alonzo Quint daybook, 1894-1896	box 14	volume 3
Wages and staff shortages related to World War II, 1943	box 16	folder 1
Librarian retirements and pensions, 1946-1958	box 15	folder 3
Librarian's reports, 1956-1964	box 15	folder 4
Library account book, 1961-1963	box 14	volume 4

Library account book, 1962-1969	box 14	volume 5
Library account book, 1966-1969	box 14	volume 6
Library account book, 1969-1974	box 14	volume 7
Library account book, 1974-1976	box 14	volume 8
CLA classification system, 1968	box 15	folder 15
Evelyn Vrandenburgh, 1971-2000	box 15	folder 5
Harold Worthley writings, 1975-2001	box 15	folder 6
Personnel policy, 1977	box 15	folder 7
Policy correspondence, 1978-1989	box 15	folder 9
John Harrer , 1981-1985	box 15	folder 10
Library policies, 1981-2008	box 15	folder 12
Disaster plan, 1982	box 15	folder 13
Archival collecting and accessions policy, 1982	box 32	folder 18
NEDCC preservation grant, 1983-2006	box 15	folder 14
Library insurance, 1984	box 15	folder 16
Mormon microfilm project, 1987	box 15	folder 17
Statistics, 1989-2002	box 15	folder 18
Archive policies, 1991-2006	box 15	folder 19
Records management program, 1993	box 15	folder 20
Archives processing manual, 1994	box 15	folder 21
Deaccession policy discussion, 1996	box 15	folder 22
Sexual harassment policy, 1997	box 15	folder 23
Guide to local church records, 1997	box 15	folder 24
Disaster plan, 2000	box 15	folder 25
Archives policies and procedures manual, 2000	box 15	folder 26
Oral history project, 2000	box 15	folder 27
Harold Worthley birthday bash, 2004	box 15	folder 29
Harold Worthley retirement party, 2004	box 15	folder 30
Library guest book, 2005-2006	box 14	volume 9
Staff retreat, 2007-2009	box 15	folder 31
Personnel policies statement, 2007-2010	box 15	folder 28
Patron survey, 2008	box 15	folder 32

First founders project, 2013	box 32	folder 21
Strategic plan, 2014	box 15	folder 33
New York Times article, 2014	box 22	folder 2
Workplace discrimination and harassment policy, 2016	box 15	folder 34
Book plate, undated	box 15	folder 36

## Development records, 1856-2008

Physical Description: 23 Folders

### Scope and Contents

This subseries contains records related to the Congregational Library and Archives's efforts to raise money through donations, bequests, and gifts. Included within this subseries are records related to gifts, bequests, special funds, and fundraising communications.

Title/Description	Instances	
Fundraising letters, 1856-1876	box 12	folder 27
Building fund pledge drive, 1872	box 16	folder 13
Isaac Langworthy estate, 1874-1898	box 16	folder 14
The Pitcher Memorial Fund, 1880-1936	box 16	folder 3
Henry Stickney bequest, 1893	box 12	folder 28
Mary Mitchell bequest, 1901	box 16	folder 4
Fundraising letters, 1911, undated	box 12	folder 29
Alexander MacKenzie portrait fundraiser, 1915	box 12	folder 30
Bequests, 1919	box 16	folder 2
Gifts, 1925	box 12	folder 31
Financial contribution from ACA, 1930-1931	box 12	folder 32
Fundraising letters, 1962-2002	box 12	folder 33
Library fundraising campaign, 1964-1965	box 12	folder 34
Bequests, 1974-1984	box 12	folder 35
Donations, 1978-1989	box 12	folder 36
Bequests, 1979-1997	box 12	folder 37
Arvel M. Steece fund, 1990-1999	box 12	folder 20
Capital funds literature, 1994	box 12	folder 38
NACCC Missionary Society support, 1996-1999	box 12	folder 39
Donations, 1997-2003	box 12	folder 40



Stern Memorial Trust, 2001	box 12	folder 41
Fundraising, 2002-2004	box 12	folder 42
Fundraising, 2003-2008	box 12	folder 43

## Communications, 1859-2022

Physical Description: 10 Folders

### Scope and Contents

This subseries contains records related to the Congregational Library & Archives's external communications efforts. This subseries contains brochures and pamphlets about the Library, leaflets for programs, publicity publications, and correspondence related to the Bulletin.

Title/Description	Instances	
Congregational Quarterly, 1859-1873	box 15	folder 37
Publications, 1931-1953	box 15	folder 38
Rare Book Room publicity, 1965	box 15	folder 39
Publications, 1970-1985	box 15	folder 40
Program leaflets, 1977-2022	box 32	folder 25
Bulletin correspondence, 1978-1999	box 12	folder 44
Articles about library and building, 1984-2009	box 15	folder 41
Library publicity, 1985-2008	box 12	folder 45
Library event programs, 2005-2012	box 12	folder 46
Brochures, undated	box 15	folder 42

## Collections, 1853-2004

Physical Description: 24 Folders

Physical Description: 1 Volume

### Scope and Contents

This subseries contains records about the print and manuscript collections held by the Congregational Library & Archives. This subseries contains collection inventories, appraisals, notes about portions of the collections, records relating to the loan of the Johnathan Mayhew portrait to the National Gallery, condition surveys, and records relating to specific collecting projects. Of special import in this subseries is the 1853 book list which contains a list of the first 56 books that were donated to the Congregational Library.

Title/Description	Instances	
Catalog of books belonging to the Congregational Library Association, 1853	box 16	folder 32
Book lists, 1862-1887	box 16	folder 31
Portrait List, circa 1890	box 14	volume 1

Bishop Stubbs collection notes, 1901	box 16	folder 30
Appraisal and conservation, 1927	box 14	folder 16
Insurance for collections, 1934	box 14	folder 17
Library accession survey, 1938	box 15	folder 2
Portrait lists and appraisals, 1962-1979	box 14	folder 18
Portrait appraisals, 1964	box 14	folder 19
Cambridge platform article, 1965	box 14	folder 20
A Christian covenanting confession restoration, 1967-1968	box 14	folder 21
Mayhew portrait loan, 1973-1976	box 14	folder 22
Reading room carpet, 1977-2000	box 15	folder 8
Microfilm projects, 1978-1986	box 14	folder 23
Preservation, 1981-1986	box 14	folder 24
Cambridge platform loan, 1981-1982	box 14	folder 25
Shelf lists, 1981-2001	box 15	folder 11
Manuscript collections survey, 1982	box 14	folder 26
Microfilm projects, 1993-1997	box 14	folder 27
Furniture appraisals, 1997	box 14	folder 28
Collections condition survey, 1997	box 14	folder 29
Periodical project, 1997-2000	box 14	folder 30
Microfilm projects, 1997-2004	box 14	folder 31
Microfilm projects, 1998-2004	box 14	folder 32
Book lists, undated	box 15	folder 35

## Researcher and reference correspondence, 1897-2004

Physical Description: 20 Folders

Restrictions on Access:

### Restrictions on Access

This subseries is restricted and not available to library users. This restriction is not expected to expire.

### Scope and Contents

This subseries contains records related to reference requests and correspondence with researchers.

Title/Description	Instances	
Reference correspondence, 1897-1964	box 13	folder 13

Harold Worthley reference correspondence, 1977-1979	box 13	folder 14
Researcher correspondence, 1979-1987	box 13	folder 15
Harold Worthley reference correspondence, 1980-1981	box 13	folder 16
Harold Worthley reference correspondence, 1981	box 13	folder 17
Harold Worthley reference correspondence, 1982-1983	box 13	folder 18
Harold Worthley reference correspondence, 1984	box 13	folder 19
Harold Worthley reference correspondence, 1985	box 13	folder 20
Harold Worthley reference correspondence, 1986-1988	box 13	folder 21
Researcher correspondence, 1987-1989	box 13	folder 22
Harold Worthley reference correspondence, 1988-1989	box 13	folder 23
Harold Worthley reference correspondence, 1997	box 13	folder 24
Reference correspondence, 1997	box 13	folder 25
Reference correspondence, 1997-2003	box 13	folder 26
Harold Worthley reference correspondence, 1998-2003	box 13	folder 27
Researcher correspondence, 1998-1999	box 13	folder 28
Researcher correspondence, 1999-2004	box 13	folder 29
Researcher correspondence, 2000	box 13	folder 30
Researcher correspondence, 2001-2004	box 13	folder 31
Researcher correspondence, 2002-2003	box 13	folder 32

## Congregational Christian Historical Society records, 1951-2008

Physical Description: 6 Folders

### Scope and Contents

This subseries contains records related to the Congregational Christian Historical Society (CCHS). The Society was founded by Frederick L. Fagley and following his death the society moved to the Congregational House. Over time, the functions of the CCHS were absorbed into the Congregational Library & Archives. By the 21st century, the executive director of the CCHS was also the executive director of the Library and by 2008 the CCHS, and its mission, was formally merged into the Library. This subseries contains some few records related to the history of the CCHS, as well as records related to the merger of the CCHS into the Congregational Library & Archives.

Related Materials:

### Related Materials

The Congregational Library & Archives maintains the archive of the Congregational Christian Historical Society. The collection, titled "Congregational Christian Historical Society records, 1899-2010" (RG1187) is available to researchers interested in the history of the organization upon

request. More information about the collection, as well as a link to the collection's finding aid, may be found in the collection's [catalog record](#).

Title/Description	Instances	
Establishment records, 1951	box 15	folder 43
Congregational Historical Society clippings, 1952-1959	box 32	folder 17
Employee share issues, 1963	box 15	folder 44
Finances and membership, 1990-2006	box 15	folder 45
Collaboration, 2003-2004	box 15	folder 46
Merger, 2008	box 15	folder 47

## Facilities, 1963-2020

Physical Description: 24 Folders

### Scope and Contents

This subseries contains records directly related to the physical facilities of the Congregational Library & Archive. Most of this series contains records related to construction and renovation projects solely devoted to the expansion, maintenance, or improvement of the Library's facilities. Of particular note are records related to the construction of the Rare Book Room, the construction of the Library's award-winning HVAC system, and the renovation and expansion of the Library's offices in the wake of the American Congregational Association's sale of the Congregational House.

Title/Description	Instances	
Rare Book Room construction records, 1963-1968	box 14	folder 1
Rare Book Room construction specifications, 1964	box 14	folder 2
Climate control survey, 1990-1997	box 14	folder 3
Rare Book Room maintenance, 1992-1999	box 14	folder 4
Preservation survey, 1993	box 14	folder 5
Environmental conditions survey, 1993	box 14	folder 6
Library environmental assessment, 1993	box 32	folder 19
Library security, 1995	box 14	folder 7
Reading room preservation restriction, 1998	box 32	folder 20
Environmental report, 1999-2000	box 14	folder 8
HVAC project estimate, 1999	box 14	folder 9
HVAC system sketches, 2001-2002	box 14	folder 10
HVAC records, 2001-2003	box 14	folder 11
HVAC contract, 2003	box 14	folder 12
LC Anderson maintenance program, 2003	box 14	folder 13

HVAC as built drawings, 2003	box 14	folder 14
Sprinkler system evaluation, 2010	box 14	folder 15
Renovation project owner's representative proposal, 2018	box 32	folder 26
Renovation project proposal, 2018	box 32	folder 27
Renovation project cost estimates, 2018	box 32	folder 28
Renovation project programming, planning, design proposal, 2018	box 32	folder 29
Renovation project construction documents, 2019	box 32	folder 30
Renovation project meeting minutes, 2019-2020	box 32	folder 31
Renovation project field report, 2020	box 32	folder 32

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## Photographic and audio-visual materials, 1953-2013, undated

Physical Description: 28 Folders

Physical Description: 3 Boxes

### Scope and Contents

This series contains photographic and audio-visual materials about the Congregational Library & Archives and the American Congregational Association. The photographs include images of the Congregational House, both exterior and interior, images of Congregationalists, images of building and library staff, as well as images of events. The audio-visual materials include interviews, such as an interview production with Hal Worthley, images on CDs, and materials related to programs and events related to the library and association.

Title/Description	Instances	
100th anniversary photographs, 1953	box 17	folder 2
Photographs of staff, 1963-2005	box 17	folder 9
Dedication of the Rare Book Room, 1965	box 17	folder 8
Board photographs, circa 1990-1998	box 17	folder 4
Collections photographs, 2001, undated	box 17	folder 6
Architectural drawings, 2002-2006	box 17	folder 11
150th anniversary photographs, 2003	box 17	folder 3
Carol Doherty retirement party photograph, 2008	box 18	folder 15
Historic Boston Incorporated photograph, 2009	box 18	folder 14
Mather redux photograph, 2013	box 32	folder 23
Glass plates, undated	box 17	folder 1

Congregational House photographs, undated	box 17	folder 5
Photographs of people, undated	box 17	folder 7
Slides and PR materials, undated	box 17	folder 10
Photographic materials, A, undated	box 18	folder 1
Photographic materials, B, undated	box 18	folder 2
Photographic materials, C-Dana, undated	box 18	folder 3
Photographic materials, D, undated	box 18	folder 4-5
Photographic materials, E-Fe, undated	box 18	folder 6
Photographic materials, Fi-G, undated	box 18	folder 7
Photographic materials, H, undated	box 18	folder 8
Photographic materials, J-N, undated	box 18	folder 9
Photographic materials, M, undated	box 18	folder 10
Photographic materials, P-Se, undated	box 18	folder 11
Photographic materials, Sm-St, undated	box 18	folder 12
Photographic materials, V-W, undated	box 18	folder 13
Congregational House exterior, undated	box 18	folder 16
Miscellaneous photographic materials, undated	box 19	
Miscellaneous audio-visual materials, undated	box 20	
Objects, undated	box 21	
Building exterior, undated	folder 9	

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