

Workshop Choices

Workshop Session #1 Friday, May 25, 4:45-6:00 p.m.

A-1 Archives 101--Basic Steps. How to establish policies, secure funding, locate and stock the archives, and recruit workers, taught by Henry Fulmer, Manuscripts Librarian, South Caroliniana Library.

B-1 Doing Research. Gathering data for writing your history. Dr. Carl Ficken, Professor Emeritus, Southern Seminary.

C-1 Worship in the Anniversary Year. Preaching and music for the anniversary celebrations. Rev. James C. Parham, Lutheran Church of the Incarnation, Columbia, SC.

Workshop Session #2 Saturday, May 26, 10:00-11:15 a.m.

A-2 Archives 102--Further Steps & Maintenance. More on identifying, arranging, and describing archival materials, from Elisabeth Wittman, Chief Archivist for Collections Development and Outreach, ELCA.

B-2 Writing History Creatively. Telling your congregation's story effectively and meaningfully; the "how-to's" of writing a history. Dr. Susan McArver, Associate Professor, Southern Seminary.

C-2 Planning the Anniversary Celebration, from both Large and Small Congregation Perspectives. Organizing committees, designing events, developing resources, promoting participation, with separate break-out sessions for large and small congregations. Representatives from Ebenezer Lutheran, Columbia, SC, and Union Lutheran, Leesville, SC, will share their experiences.

Workshop Session #3 Saturday, May 26, 12:45-2:00 p.m.

A-3 Taking Down an Oral History. What do you do when the records don't exist? Ideas and solutions for recording the oral history. Herb Hartsook, Director of the South Carolina Political Collections, USC Libraries.

B-3 Dirty Linens. How do you deal with those skeletons in the closet? Overall perspectives on how to manage negative aspects of the history. Dr. Raymond Bost and Rev. Mel Amundson share stories of truth-telling with integrity.

C-3 Designing Displays. How to convey your church's rich history on a shoestring budget in interesting and educational ways. Jeanette Bergeron, Region 9 Archivist, ELCA.

Workshop Session #4, Saturday, May 26, 2:15-3:30 p.m.

A-4 Creating the 2 Most Important Archives: Parish Register and Council Minutes. Why are they so important, and how do you keep them? Rev. Osborne Herlong, Director of Stewardship, SC Synod and ELCA.

B-4 Making the Most of the Media. Dealing with the press and modern-day technology. Cristy Fossum and Gene Palmer, both from the Southern Seminary staff.

C-4 Involving Young People in the Celebration. Dr. Susan McArver, Associate Professor, Southern Seminary, offers ideas that will get youth engaged in celebrating the congregation's history.

Schedule at a Glance on Back

Schedule at a Glance

ALL Events are at Southern Seminary

Friday, May 25, 2007

2:00 p.m. Registration & Exhibits, Lineberger Memorial Library

4:00-4:30 p.m. Welcome & Orientation

4:45-6:00 p.m. Workshop Session #1
(Choice of 3)

6:00 p.m. Celebratory Banquet & Keynote Address by Dr. Marcus Miller, President, Southern Seminary, Reinartz Hall

8:45 p.m. Evening Worship led by Rev. James C. Parham, Lutheran Church of the Incarnation, Columbia, SC, Christ Chapel

Saturday, May 26, 2007

8:30-9:15 a.m. Breakfast, Refectory

9:15-9:45 a.m. Morning Worship led by Rev. James C. Parham, Lutheran Church of the Incarnation, Columbia, SC, Christ Chapel

10:00-11:15 a.m. Workshop Session #2
(choice of 3)

11:30-12:45 p.m. Lunch, Q&A With the Archivists, Jeanette Bergeron and Elisabeth Wittman, Reinartz Hall

12:45-2:00 p.m. Workshop Session #3
(choice of 3)

2:15-3:30 p.m. Workshop Session #4
(choice of 3)

3:30-4:00 p.m. Closing, Stavros Lecture Hall

**FREE Large-Sized Tan Drop-Front
Acid-Free Storage Box!**

For the first 8 congregations to register.

20" X 24" \$23 value

**Holds up to 3" stack of oversized documents or
photographs.**

The James R. Crumley, Jr. Archives presents:

Congregational Heritage Workshop 2007

*"Time . . . Like an
Ever-rolling Stream"*

**Friday, May 25, and
Saturday, May 26, 2007**

**At Lutheran Theological Southern Seminary
Columbia, SC**



*On keeping archives, planning
anniversaries, and writing histories.*

Evangelical Lutheran Church in America

Helping You Discover and Celebrate Your Heritage

The Congregational Heritage Workshop helps congregations, institutions and other organizations discover and celebrate their own rich histories.

- **Twelve workshops** will cover a variety of pertinent archival and anniversary topics in three tracks—Archives, History Recording, and Celebrations. All are led by experts, including noted historians, event planners and members of the Society of American Archivists.
- **The keynote address** will be given by **Dr. Marcus Miller**, President of Lutheran Theological Southern Seminary and former bishop of the Northeastern Ohio Synod.
- **Question-and-Answer Session with the Archivists** will provide the opportunity to ask congregation- or issue-specific questions on archival processes and history-keeping practices.
- **The cost of \$90 per person includes all meals and materials.** On campus housing is also available on a first-come, first-served basis for an addition \$25 per night, per person.
- **The first 8 congregations** to register will receive a free Large-Sized Tan Drop-Front Acid-Free Box during the conference as our thanks to you for your interest in this important work.

About Our Speakers

This year’s Workshop features some of our most popular and highly evaluated speakers from past years, along with some talented newcomers and others we haven’t heard from in awhile. Featured speakers include Dr. Susan McArver , ELCA Regional Archivist Jeanette Bergeron, Dr. Carl Ficken, Henry Fulmer, ELCA Archivist Elisabeth Wittman, Dr. Ray Bost, Rev. Mel Amundson, and Osborne Herlong, among others. Each is well respected in his/her field.

Featured Keynote

Friday evening’s keynote address will feature Dr. Marcus Miller, President of Lutheran Theological Southern Seminary and former bishop of the Northeastern Ohio Synod. President Miller will speak to the importance of preserving our history for our future.

Question-and-Answer with the Archivists

Come with your questions, problems and concerns and have the professionals settle your issues—anything from “Is this really important to save?” to “What do I do with these odd-shaped items?” This session will be held over lunch, in a casual setting. No question is too outlandish or insignificant to be addressed.

Who Should Attend?

- Pastors & other church leaders responsible for records
- Anniversary planning committee members
- Members of congregation and Regional History Committees
- Persons maintaining historical records or archives
- Persons who keep and write history
- Administrative assistants and records managers in synods and social ministry organizations
- Public relations staff at institutions

Each participant may attend one workshop in each of the four sessions. Discuss the topics in advance with others from your congregation/group in order to cover all your areas of interest.

EXHIBITS

Visit with Exhibitors and tour the James R. Crumley, Jr. Archives in Lineberger Memorial Library upon arrival.

Congregational Heritage Workshop 2007 Registration Form

Costs: \$90 per person covers *all meals* (including banquet) and *materials*. For those needing overnight accommodations, campus housing is available for **\$25 per person** for Friday night (additional nights upon request). *Campus housing is extremely limited and will be provided on a first-come, first-served basis.* Registration is limited to the first 75 participants. **Deadline for registration is May 1, 2007.**

Congregation/institution and location:

Contact person _____
Phone _____ **Email** _____

Participant #1: _____

Address: _____

Phone _____ Email _____

Participant #2: _____

Address: _____

Phone _____ Email _____

Participant #3: _____

Address: _____

Phone _____ Email _____

*Please list additional participants on a separate sheet.

Major interests:
___ Working with Archives ___ Writing/Using History
___ Organizing Events/Celebrating an Anniversary

Registration worksheet:

Registration/meals: # people__ X \$90 = \$_____

Lodging: # people__ X \$25 = \$_____

Extra Banquet Tickets: #people__ X \$30 = \$_____

TOTAL DUE: \$ _____

Please mail payment and registration form to:
James R. Crumley, Jr. Archives
4201 N. Main Street, Columbia, SC 29203
Make check payable to **James R. Crumley, Jr. Archives.**
Contact us at 803-461-3234 or jbergeron@ltss.edu.

Thank You!

ABOUT OUR SPEAKERS

The Congregational Heritage Workshop features some of our most popular and highly evaluated speakers from past years, along with talented newcomers and friends of the Archives.

Dr. Susan W. McArver, Associate Professor, Southern Seminary, will lead workshops on writing the congregational history and involving youth in the celebration.

Elisabeth Wittman and **Jeanette Bergeron**, ELCA Archivists, will share their expertise in two work-shops and an informal Q&A session.

Henry Fulmer and **Herb Hartsook**, both from the USC Libraries, help us get started with setting up an archives and setting down the oral history.

Rev. Dr. Raymond Bost, Lutheran historian, and **Rev. Mel Amundson** SC Synod staff, share wisdom and insights into dealing with controversies of the past with integrity and honesty.

Southern Seminary staffers **Cristy Fossum**, Director of Church and Public Relations, and **Gene Palmer**, Director of Information Technology, give us the nuts and bolts of dealing with modern media.

Rev. Dr. Carl Ficken, Professor Emeritus, Southern Seminary, discusses the basics of researching methods.

Rev. Dr. James C. Parham, III, Associate Pastor and Cantor, Evangelical Lutheran Church of the Incarnation, Columbia, SC, offers suggestions and insights into worship services in the anniversary year.

Ozborne Herlong, Director of Stewardship, SC Synod and ELCA, discusses the historical import of maintaining the parish register and council minutes.

Lay Leaders **Annette Metz** and **Helen Sanders** from **Ebenezer Lutheran**, Columbia, SC, and **Ann Derrick** and **Judy Shealy** from **Union Lutheran**, Leesville, SC, share anniversary celebration year ideas for congregations of all sizes.

Friday evening's keynote address and celebratory banquet will feature **Dr. Marcus Miller**, President of Southern Seminary and former bishop of the Northeastern Ohio Synod.

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ACCOMMODATIONS

Make reservations directly with the hotel

The Ramada Limited

1315 Garner Lane, Columbia, SC 29210
803-731-9997 or 800-228-3344
\$66.49 plus tax per room per night
Ask for CHW rate, Conference # 67642623
Book by April 25, 2007

Columbia Marriott

1200 Hampton Street, Columbia, SC 29201
803-771-7000 or 800-228-9290 or
www.marriott.com
\$79 per room per night (weekend special)
No deadline to book based on availability

Hampton Inn I-26/Harbison

101 Woodcross Drive, Columbia, SC 29212
803-749-6999
\$89-\$159 per room per night
(Deluxe breakfast buffet and high-speed internet included)

The Whitney

700 Woodrow Street, Columbia, SC 29205
803-252-0845 or 800-637-4008
\$119 for one-bedroom suite
\$139 for two-bedroom/two bath suite
(Includes breakfast and airport shuttle.)
Ask for Lutheran Seminary rate.

Seminary Campus Housing

4201 North Main Street, Columbia, SC 29203
803-786-5150
\$25 per night *Extremely limited*
Indicate on Registration Form and include payment.
Availability based on first-come, first-served basis.
Inquiries may be directed to Karen Harris at phone number above.

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