



## Unitarian Church records, 1819-2000 SCHS 395.00

**Creator:** Unitarian Church (Charleston, S.C.)

**Description:** 34 linear ft. + oversized material

**Biographical/historical note:** This church, located on Archdale Street in Charleston, S.C., is the oldest Unitarian church in the South. Rev. Samuel Gilman, a New Englander and graduate of Harvard, ministered here from 1819 until his death in 1858. The early records and church furnishings were destroyed in 1865 in the burning of Columbia, S.C. The church building underwent extensive renovations and repairs after serious damage from the earthquake of 1886.

**Scope and content:** This collection consists of building and property records (1870s-1990s); correspondence; financial records (1844-1990s); membership and ministerial records; vestry records; scrapbooks (1904-1990); records of auxiliary organizations; and miscellaneous items, including papers of Samuel Gilman.

A small amount of correspondence dates from 1861 to 1917, but the bulk of general correspondence begins in 1943. Membership records include a register (1819-1979) of marriages, births, baptisms, and communicants, as well as a record of marriages (1822-1857) and burials (1846-1925). Vestry records (1865-1989) include minutes and correspondence. Miscellaneous items include church bulletins; directories; papers pertaining to Alva Gage and Gage Hall; papers of Samuel Gilman, including correspondence (1819-1852) and sermons (1819-1850s); papers concerning Caroline H. Gilman; sermons of various ministers; visitors' registers; newsletters; and a small file of research requests which includes some genealogical information on church members.

Records of auxiliary organizations mainly consist of those of the Alliance, which began in the 1840s as the Ladies' Sewing Society and was later known as the Women's Alliance. Records of the Ladies Sewing Society, including cash books, minutes, and membership lists, date from 1847 into the 1920s, during which time the name was changed to the Women's Alliance of the Unitarian Church. Records of the Women's Alliance, and later the Alliance, date from the 1920s into the 1990s.

**Preferred citation:** Unitarian Church (Charleston, S.C.). Unitarian Church records, 1819-2000. (395.00) South Carolina Historical Society.

**Note:** Photographs have been removed to the SCHS Visual Material Collection.

**Search terms:**

Gage, Alva, 1820-1896.

Gilman, Caroline Howard, 1794-1888.  
 Gilman, Samuel, 1791-1858.  
 Unitarian Church (Charleston, S.C.)  
 Unitarian Church (Charleston, S.C.) -- Records and correspondence.  
 Church records and registers -- South Carolina -- Charleston.  
 Unitarian churches -- South Carolina -- Charleston.  
 Unitarians -- South Carolina -- Charleston.  
 Church records.  
 Letters (correspondence)  
 Minutes.  
 Sermons.

**Series outline:**

395.01 *Building and Property Records*  
 395.02 *Constitutions, bylaws, charters*  
 395.03 *Correspondence*  
 395.04 *Financial Records*  
 395.05 *Landmark Program Records*  
 395.06 *Membership Records*  
 395.07 *Ministerial Records*  
 395.08 *Vestry Records*  
 395.09 *Miscellaneous Records*  
 395.10 *Newsletters*  
 395.11 *Scrapbooks*  
 395.12 *Records of Auxiliary Organizations*

**Container List:**

Box 1

395.01 *Building and Property Records*  
 395.01.01 (1788-1919) Land records (copies of RMC records, 1788-1919)  
 395.01.01 (1870s-1890s) Deeds, plats, etc., 1870s-1890s  
 395.01.01 (1921-1958) Correspondence, related vestry records, etc.  
 395.01.01 (1942-1982) Correspondence, etc., 1942-1982  
 395.01.01 (1940s-1992) Bottle Alley/Gateway Walk records, 1940s-1992  
 395.01.01 (1955-1974) Letters, contracts, etc. re rectory & other properties

Box 2

395.01.02 Re parsonage, Clifford Alley; property transactions  
 395.01.03 Buildings & Grounds Committee records, 1956-  
 395.01.04 Churchyard Committee Records  
 395.01.05 Churchyard & Garden of Remembrance records  
 395.01.06 Church furnishings  
 395.01.07 Organ repair records, 1956-1962  
 395.01.08 Tower repair records, 1956-1957

|           |  |
|-----------|--|
| 395.01.09 | Stained glass windows repairs, 1914; 1962-1983 |
| 395.01.10 | Lease records, permits, etc., 1980s-1990s      |
| 395.01.11 | Sexton records, 1941-1991                      |
| 395.01.12 | Church maintenance records, 1946-1982          |

### 395.01 Oversized Building and Property Records

Seven oversize files (located in flat file drawers) including copies of a plat (1784) of "public lands lying between King and Archdale Streets;" a plat of church land (1876); a plat (1930) of church property "by lines of occupation;" plans relating to renovations of Gage Hall (1966); and a plat (1966) of the church and the cemetery.

### Box 3

|           |   |
|-----------|---|
| 395.02    | <i>Constitutions, bylaws, charters</i>          |
| 395.02.01 | Constitution and bylaws, 1867-1899              |
| 395.02.02 | Charter records, 1896-1902                      |
| 395.02.03 | Acts and charters; bylaws & amendments, to 1924 |
| 395.02.04 | Constitutions, bylaws & amendments, 1940s-      |
| 395.02.05 | Constitutions and bylaws                        |

### Box 4

|                    |  |
|--------------------|--|
| 395.03             | <i>Correspondence (and general material)</i>     |
| 395.03 (1861)      | Letter to Dr. Ingersoll, 1861                    |
| 395.03 (1865-1866) | Correspondence and general material, 1865-1866   |
| 395.03 (1866-1867) | Correspondence, 1866-1867                        |
| 395.03 (1868-1869) | Correspondence, 1868-1869                        |
| 395.03 (1875-1888) | Letter [1875?]; and letter, 1888                 |
| 395.03 (1917)      | Letters to C.E. Gibbon, 1917                     |
| 395.03 (1943-1952) | Correspondence and general material, 1943-1952   |
| 395.03 (1953-1957) | Correspondence and general material, 1953-1957   |
| 395.03 (1958)      | Correspondence and general material, 1958        |
| 395.03 (1958-1990) | Letters to visitors and new members, 1958-1990   |
| 395.03 (1959)      | Correspondence; and letters re gift of a US flag |

### Box 5

|               |   |
|---------------|---|
| 395.03 (1960) | Correspondence and general material, 1960 |
| 395.03 (1961) | Correspondence and general material, 1961 |
| 395.03 (1962) | Correspondence and general material, 1962 |
| 395.03 (1963) | Correspondence and general material, 1963 |

### Box 6

|                        |  |
|------------------------|--|
| 395.03 (1964-1965) -01 | Correspondence, etc. re Mr. Lelong's report    |
| 395.03 (1964-1965) -02 | Correspondence, etc. re Mr. Roehsler           |
| 395.03 (1964-1969)     | Correspondence and general material, 1964-1969 |
| 395.03 (1968-1984)     | Correspondence and general material, 1968-1984 |
| 395.03 (1977-1985)     | Letters, etc. re college preparatory school    |

### Box 7

395.04            *Financial Records*

395.04.01            Financial records: OVERSIZE bound volumes  
395.04.01 (1844-1879)            Ledger, 1844-1879 (oversize volume, wrapped)  
395.04.01 (1879-1881)            Ledger, 1879-1881 (in oversize Box 7)  
395.04.01 (1884-1908)            Pew rents and contributions, 1884-1908 (in Box 7)  
395.04.01 (1923-1945)            Gage Fund cash book, 1923-1945 (wrapped)  
395.04.01 (1948-1951)            Financial record book, 1948-1951 (wrapped)  
395.04.01 (1952-1956)            Pledge payment book, 1952-1956 (wrapped)  
395.04.01 (1959-1961)            Treasurer's record, 1959-1961 (in Box 7)  
395.04.01 (1965-1967)            Pledge payment book, 1965-1967 (in Box 7)  
395.04.01 (1967-1969)            Pledge payment book, 1967-1969 (in Box 7)

Box 8

395.04.02            Financial records: bound volumes (boxed)  
395.04.02 (1860-1879)            Cash book, 1860-1879  
395.04.02 (1879-1895)            Cash book, 1879-1895

Box 9

395.04.02 (1895-1908)            Cash book, 1895-1908  
395.04.02 (1897-1923)            Ledger, Alva Gage Fund, 1897-1923  
395.04.02 (1908-1918)            Ledger, Current Funds, 1908-1918

Box 10

395.04.02 (1925-1945)            Ledger, Current Funds, 1925-1945  
395.04.02 (1938-1945)            Ledger, Estill Fund; A.U. Assoc.; Capital Funds

Box 11

395.04.02 (1940-1947)            Petty cash book, 1940-1947  
395.04.02 (1933-1945)            Treasurer's record book, 1933-1945  
395.04.02 (1945-1947)            Treasurer's record book, 1945-1947  
395.04.02 (1946-1947)            Treasurer's records, 1946-1947 (2 v.)  
395.04.02 (1948-1949)            Treasurer's records, 1948-1949 (2 v.)  
395.04.02 (1950-1951)            Treasurer's records, 1950-1951 (2 v.)

Box 12

395.04.02 (1951)            Treasurer's record book, 1951  
395.04.02 (1952)            Treasurer's record book, 1952  
395.04.02 (1952-1954)            Treasurer's records, 1952-1954 (3 v.)  
395.04.02 (1955-1957)            Treasurer's records, 1955-1957 (3 v.)  
395.04.02 (1957-1960)            Treasurer's record book, 1957-1960  
395.04.02 (1958-1959)            Treasurer's records, 1958-1959 (2 v.)

Box 13

395.04.02 (1960-1964)            Treasurer's record book, 1960-1964  
395.04.02 (1962)            Treasurer's record book, 1962  
395.04.02 (1968-1972)            Treasurer's record book, 1968-1972

395.04.02 (1943-1947) Financial record book, 1943-1947  
395.04.02 (1948) Pledge payment book, 1948  
395.04.02 (1957-1960) Parsonage fund records, 1957-1960

Box 14

395.04.02 (1961-1970) Weekly contribution record, 1961-1970 (disbound)

Box 15

395.04.03 Financial records: loose records  
395.04.03 (1858-1873) Financial records, 1858-1873  
395.04.03 (1861-1862) Financial records, 1861-1862  
395.04.03 (1866-1867) Records re service book; treasurer's account; etc.  
395.04.03 (1867-1868) Treasurer's records, 1867-1868  
395.04.03 (1869) Treasurer's reports, etc., 1869  
395.04.03 (1870) Treasurer's report, 1870  
395.04.03 (1870-1871) Receipts; treasurer's report; etc.  
395.04.03 (1898-1943) Stock and investment records, 1898-1943  
395.04.03 (1942-1962) Audit and budget records, 1942-[1962]  
395.04.03 (1961-1984) Treasurer's reports, 1961-1984  
395.04.03 (1962-1992) Investment records, 1962-1992

Box 16

395.04.03 (1960-1980s) Financial records: miscellaneous, 1960-1980s  
395.04.03 (1962) Preservation campaign financial records, 1962  
395.04.03 (1960s-1990s) Budget records and financial reports, 1960s-1990s

Box 17

395.04.04 Financial records: correspondence, 1960s-1980s  
395.04.05 Financial records: wills and bequests (Orth & Estill)

Box 18

395.05 *Landmark Program Records*  
395.05.01 Specifications, surveys, annual reports, 1976-1980  
395.05.02 South Carolina Dept. of Archives and History  
395.05.03 Landmark Program records, 1976-1977  
395.05.04 Landmark Program records, May-Dec. 1977  
395.05.05 Unitarian Church historic landmark, Jan.-April 1978  
395.05.06 Landmark program records, May-Dec. 1978  
395.05.07 Annual committee reports  
395.05.08 Chairman's notes (Charles Miller)  
395.05.09 Chair's notes (Maxine Larisey)  
395.05.10 Chair's notes (Maxine Larisey)  
395.05.11 Chair's records, 1976-1979

Box 19

395.05.12 Chair's records: electrical renovation specifications

395.05.13 Chair's financial records  
 395.05.14 Reports, etc.  
 395.05.15 Grant, SCDAH, 1977-1987  
 395.05.16 Grant project bids  
 395.05.17 Correspondence  
 395.05.18 Miscellaneous records  
 395.05.19 Electrical renovation specifications

Box 20

395.05.20 Plans  
 395.05.21 Architectural specifications  
 395.05.22 Architectural specifications  
 395.05.23 Stained glass windows; tower room; fund raising  
 395.05.24 Stained glass windows  
 395.05.25 Stained glass window survey  
 395.05.26 Brochure, leaflet, news

Box 21

395.05.27 Committee meeting minutes and reports  
 395.05.28 Cross (1964?)  
 395.05.29 Donations, 1976-1984  
 395.05.30 Invoices, bills, contractor letters  
 395.05.31 Memorials  
 395.05.32 Organ  
 395.05.33 Organ  
 395.05.34 Plaque  
 395.05.35 Promissory note, 1986  
 395.05.36 Appraisal  
 395.05.37 Masonry and stucco renovation  
 395.05.38 Building washing

Box 22

395.05.39 Tiles sold  
 395.05.40 Roof repair  
 395.05.41 Bracket project  
 395.05.42 Chancel stair iron railing by Philip Simmons  
 395.05.43 Altar cloths  
 395.05.44 Hearing-impaired system for sanctuary  
 395.05.45 Landmark committee, 1991-1994  
 395.05.46 Landmark committee, 1991-1994

Box 23

395.06 *Membership Records*  
 395.06.01 Registers  
 395.06.01 (1819-1979) Register of marriages, births, baptisms, burials, and communicants,  
 1819-1979 (oversize bound volume, wrapped)

- 395.06.01 (1900-1924) Register of voting members, 1900-1924 (ovsz. bound volume, wrapped)
- 395.06.01 (1922-1996) Corporate member registers, and lists of officers (in Box 23)
- 395.06.02 Corporate membership meetings and reports
- 395.06.02 (1951-1973) Corporate (congregational) meetings, 1951-1973
- 395.06.02 (1974-1989) Corporate meetings, 1974-1989
- 395.06.02 (1990-1999) Corporate meetings, 1990-1999
- 395.06.02 (1991-2000s) Annual reports to corporate members, 1991-2000s
- 395.06.03 Other membership records
- 395.06.03.01 Marriage records, 1822-1857 (a gathering which includes some financial records of the Tract Society); also, later marriage records up to 1990
- 395.06.03.02 Funeral records (20th century)
- 395.06.03.03 Membership transfers
- 395.06.03.04 Membership resignations
- 395.06.03.05 Membership statistics; Celebration of Membership
- 395.06.03.06 Articles on membership
- 395.06.03.07 Record of burials, 1846-1925 (oversize bound volume, wrapped)

Box 24

395.07

*Ministerial Records*

- 395.07.01 Ministerial records arranged by individual ministers
- 395.07.01.01 Rev. William Tennett
- 395.07.01.02 Rev. Thomas H. Smith
- 395.07.01.03 Rufus P. Cutler
- 395.07.01.04 Ralph E. Bailey
- 395.07.01.05 M.M. Nielson
- 395.07.01.06 Horace Westwood
- 395.07.01.07 Rhys Williams
- 395.07.01.08 Spencer Lavan
- 395.07.01.09 G. Tolleson
- 395.07.01.10 Justin Kahn
- 395.07.01.11 George Exoo (includes sermon notes, etc.)

Box 25

- 395.07.01.11 George Exoo (sermon notes, etc.)
- 395.07.01.12 Jacqueline Collins

Box 26

- 395.07.02 Other Ministerial records
- 395.07.02.01 Pulpit committee records, etc.
- 395.07.02.02 Ministerial Relations Committee records, etc.
- 395.07.02.03 Ministers' reports
- 395.07.02.04 List of ministers and biographical information

Box 27

395.08                    *Vestry Records*  
 395.08.01                Vestry Records, bound volumes  
 395.08.01 (1865-1892)    Minute book, 1865-1892  
 395.08.01 (1892-1902)    Minute book, 1892-1902

Box 28  
 395.08.01 (1902-1917)    Minute book, 1902-1917

Box 29  
 395.08.01 (1917-1929)    Minute book, 1917-1929  
 395.08.01 (1929-1933)    Minute book, 1929-1933 (oversize volume, wrapped)  
 395.08.01 (1941-1947)    Minute book, 1941-1947 (oversize volume, tied)

The following volumes are stacked on the shelf following Box 29 :

395.08.01 (1964-1966)    Minute book, 1964-1966  
 395.08.01 (1966-1968)    Minute book, 1966-1968  
 395.08.01 (1968-1969)    Minute book, 1968-1969  
 395.08.01 (1969-1971)    Minute book, 1969-1971  
 395.08.01 (1972-1973)    Minute book, 1972-1973  
 395.08.01 (1973-1974)    Minute book, 1973-1974  
 395.08.01 (1974-1976)    Minute book, 1974-1976

Box 30  
 395.08.02                Vestry records: series of disbound or loose records (chiefly minutes)  
 395.08.02 (1943-1947)    Minutes, 1943-1947  
 395.08.02 (1950-1951)    Minutes, etc., 1950-1951  
 395.08.02 (1953-1954)    Minutes, 1953-1954  
 395.08.02 (1955)        Minutes, 1955  
 395.08.02 (1956-1959)    Minutes, 1956-1959  
 395.08.02 (1961-1962)    Minutes, 1961-1962  
 395.08.02 (1962-1963)    Minutes, 1962-1963  
 395.08.02 (1963-1964)    Vestry records, 1963-1964

Box 31  
 395.08.02 (1976-1980)    Minutes, 1976-1980  
 395.08.02 (1977)        Vestry records, 1977  
 395.08.02 (1978-1979)    Vestry records, 1978-1979  
 395.08.02 (1980-1982)    Vestry records, 1980-1982  
 395.08.02 (1980-1983)    Vestry records, 1980-1983  
 395.08.02 (1983-1984)    Minutes, 1983-1984

Box 32  
 395.08.03                Other Vestry records  
 395.08.03 (1860s)        Vestry records, 1860s  
 395.08.03 (1870s)        Vestry records, 1870s  
 395.08.03 (1941-1949)    Vestry records, 1941-1949



|                       |                           |
|-----------------------|---------------------------|
| 395.08.03 (1950-1959) | Vestry records, 1950-1959 |
| 395.08.03 (1960-1961) | Vestry records, 1960-1961 |
| 395.08.03 (1962)      | Vestry records, 1962      |
| 395.08.03 (1963-1969) | Vestry records, 1963-1969 |
| 395.08.03 (1970-1979) | Vestry records, 1970-1979 |
| 395.08.03 (1980-1989) | Vestry records, 1980-1989 |

Box 33

|                       |   |
|-----------------------|---|
| 395.08.03 (1984-1991) | Vestry records: corporate meeting minutes |
| 395.08.03 (1985)      | Vestry minutes, 1985                      |
| 395.08.03 (1986)      | Vestry minutes, 1986                      |
| 395.08.03 (1987)      | Vestry minutes, 1987                      |
| 395.08.03 (1987-1988) | Vestry minutes, 1987-1988                 |
| 395.08.04             | Vestry records: constitutions             |

Box 34

|               |                                 |
|---------------|---------------------------------|
| 395.09        | <i>Miscellaneous Records</i>    |
| 395.09 (A) 01 | Annual reports, 1960-1988       |
| 395.09 (B) 01 | Bicentennial records, 1972-1976 |
| 395.09 (B) 02 | Bookstore                       |

Box 35

|               |  |
|---------------|--|
| 395.09 (B) 03 | Bulletins (order of service), 1943-1975 (O.I. # 108) |
|---------------|--|

Box 36

|               |  |
|---------------|--|
| 395.09 (B) 03 | Bulletins (order of service), 1972-1988 (O.I. # 109) |
|---------------|--|

Box 37

|               |                                |
|---------------|--------------------------------|
| 395.09 (B) 03 | Bulletins, 2000- (O.I. # 109B) |
|---------------|--------------------------------|

Box 38

|               |  |
|---------------|--|
| 395.09 (C) 01 | Cemetery records                         |
| 395.09 (C) 02 | Charleston Progressive Community Council |
| 395.09 (C) 03 | Clippings                                |

Box 39

|               |   |
|---------------|---|
| 395.09 (C) 04 | Committee Records : Adult Ed., Archives, Long Range Planning, Membership, Paraministry, Publicity, Social Action, Social Affairs, Worship |
|---------------|---|

Box 40

|               |                          |
|---------------|--------------------------|
| 395.09 (D) 01 | Directories (O.I. # 122) |
|---------------|--------------------------|

Box 41

|               |                    |
|---------------|--------------------|
| 395.09 (E) 01 | Earthquake records |
| 395.09 (E) 02 | Employee records   |

395.09 (G) 01 Gage Hall records (see also Financial Records for Gage Fund records)

Box 42

395.09 (G) 01 Gage Hall records  
395.09 (G) 02 Samuel Gilman papers  
395.09 (G) 02.01 Samuel Gilman : correspondence, 1819-1852  
395.09 (G) 02.02 Addresses, etc., 1819-1856  
395.09 (G) 02.03 Addresses, etc., 1820-1855  
395.09 (G) 02.04 Sermon, 1819  
395.09 (G) 02.05 Sermons, 1820s  
395.09 (G) 02.06 Sermons, 1830s

Box 43

395.09 (G) 02.07 Sermons, 1840s  
395.09 (G) 02.08 Sermons, 1850s  
395.09 (G) 02.09 Sermons, undated  
395.09 (G) 02.10 Writings and letters to editors  
395.09 (G) 02.11 Clippings of newspaper articles  
395.09 (G) 02.12 Clippings (photocopies)  
395.09 (G) 02.13 Published writings (includes "Woman in Her Relation to Liberal Christianity")  
  
395.09 (G) 02.14 Papers pertaining to Samuel Gilman  
395.09 (G) 02.15 Papers pertaining to Samuel Gilman  
395.09 (G) 02.16 Writings about Samuel Gilman  
395.09 (G) 02.17 Ordination record, 1819-1904  
395.09 (G) 02.18 Gilman Centennial papers, 1952  
395.09 (G) 02.19 Papers pertaining to the Samuel Gilman portrait

Box 44

395.09 (G) 03 Papers pertaining to Caroline H. Gilman  
395.09 (G) 04 Griggs Collection  
395.09 (M) 01 Memorial Society of Charleston  
395.09 (M) 02 Music  
395.09 (N) 01 New Wine  
395.09 (N) 02 Newspaper notices (paid notices)  
395.09 (P) 01 Presidents reports  
395.09 (P) 02 Printed material : pamphlets, brochures, etc.

Box 45

395.09 (Q) 01 Questionnaires  
395.09 (R) 01 Regional conference records, 1949-1982  
395.09 (R) 02 Research (includes genealogical information)

Box 46

395.09 (S) 01 Sermons  
395.09 (S) 01.01 Sermons : Rhys Williams

395.09 (S) 01.02 Sermons : Horace Westwood  
395.09 (S) 01.03 Sermons : H. Paul Osborne  
395.09 (S) 01.04 Sermons : Spencer Lavan  
395.09 (S) 01.05 Sermons : George Tolleson  
395.09 (S) 01.06 Sermons : miscellaneous  
395.09 (S) 01.07 Sermons : printed sermons

Box 47

395.09 (S) 02 Sunday school (religious education) records  
395.09 (U) 01 Unitarian Universalist Association material (denominational affairs)

Box 48

395.09 (V) 01 Video recordings (O.I. # 190)

Box 49

395.09 (V) 02 Visitors' registers, 1921-1964

Box 50

395.09 (V) 02 Visitors' registers, 1964-1990

Box 51

395.09 (W) 01 Wayside Pulpit  
395.09 (W) 02 Writings  
395.09 (W) 02.01 Writings : church histories  
395.09 (W) 02.02 Writings : addresses, etc.  
395.09 (W) 02.03 Writings : miscellaneous (articles re Anthony Forster)

Box 52

395.10 *Newsletters, 1946-1969 (O.I. #111)*

Box 53

395.10 Newsletters, 1970-1986 (O.I. #112)

Box 54

395.10 Newsletters, 1987-1996 (O.I. #112A) (includes "The Cast Net" and "The Gateway")

395.11 *Scrapbooks (bound volumes on shelf following Box 54)*

Scrapbook, 1943-1945, of the ministry of Marius M. Nielsen (O.I. # 123)

Scrapbook, 1904-1945 (O.I. # 124)

Scrapbook, 1942-1943 (O.I. # 126)

Scrapbook, 1977-1978, of events during the ministry of George Exoo (O.I. # 143)

Scrapbook, 1980s, of Women's Alliance, including photographs (O.I. # 159)

Scrapbook, 1959-1962, mostly clippings

Scrapbook, 1968-1990, mostly clippings

Binder, 1998, containing videotape of interviews with Prevost, Tarvin/Nelson, and McAllister/Ross family members; and photos.

### Box 55

#### *395.12 Records of Auxiliary Organizations*

- 395.12.01 Ladies' Sewing Society Records : series of bound volumes
- 395.12.01.01 Subscribers account book, 1847-1859
- 395.12.01.02 List of subscribers. 1859-1912
- 395.12.01.03 Cash book, 1859-1871
- 395.12.01.04 Minute book, 1868-1871
- 395.12.01.05 Membership list and minutes, 1871-1873
- 395.12.01.06 Membership list and minutes, 1874-1878
- 395.12.01.07 Membership list and minutes, 1879-1884

### Box 56

- 395.12.01.08 Cash book, 1883-1916
- 395.12.01.09 Membership list and minutes, 1885-1890
- 395.12.01.10 Membership list and minutes, 1891-1899
- 395.12.01.11 Membership lists and minutes, 1898-1908 (2 v.)
- 395.12.01.12 Membership list and minutes, 1909-1920

### Box 57

- 395.12.01.13 Cash book, 1912-1920
  - 395.12.01.14 Membership list and minutes, 1920-1925
  - 395.12.02 Ladies' Sewing Society : series of loose records
  - 395.12.02.01 Constitutions and bylaws, 1831; n.d.
  - 395.12.02.02 Correspondence, 1870-1888
  - 395.12.02.03 Miscellaneous, 1871-1961
  - 395.12.02.04 Photocopies of various records
- (Note: During the 1920s the name changed to the Women's Alliance of the Unitarian Church)

- 395.12.03 Women's Alliance Records
- 395.12.03.01 Women's Alliance records : series of bound volumes
- 395.12.03.01.01 Minute book, 1931-1933
- 395.12.03.01.02 Cash book, 1933-1953
- 395.12.03.01.03 Membership list and minutes, 1939-1946

Box 58

395.12.03.01.04 Membership list and activities, 1947-1949  
395.12.03.01.05 Minute book, 1956-1972  
395.12.03.01.06 Cash book and membership list, 1957-1972  
395.12.03.01.07 President's file, 1957-1964

Box 59

395.12.03.01.08 Minute book, 1972-1977  
395.12.03.01.09 Account book and membership list, 1972-1996  
395.12.03.02 Women's Alliance records : series of disbound or loose records  
395.12.03.02.01 Scrapbook, 1886-1961 (includes info on "Helping Hands")  
395.12.03.02.02 Records, 1920s-1960  
395.12.03.02.03 Records, 1922-1927  
395.12.03.02.04 Correspondence, 1930s-1950s  
395.12.03.02.05 Records, 1960-1969

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395.12.03.02.06 Records, 1970-1974  
395.12.03.02.07 Records, 1975-1976  
395.12.03.02.08 Records, 1975-1980  
(Note: In early 1981 the name of the Women's Alliance was shortened to Alliance)

395.12.04 Alliance Records  
395.12.04.01 Alliance records : series of loose records  
395.12.04.01.01 Minutes, 1980-1986  
395.12.04.01.02 Records, 1980-1988

Box 61

395.12.04.01.02 Records, 1980-1988  
395.12.04.01.03 Treasurer's reports, 1985-1989  
395.12.04.01.04 Minutes, 1986-1989  
395.12.04.01.05 Minutes, etc., 1989-1994  
395.12.04.01.06 Records, 1990-  
395.12.04.01.07 Minutes, etc., 1995-1997

Box 62

395.12.04.02 Alliance records: miscellaneous loose records  
395.12.04.02.01 Printed histories, 1955  
395.12.04.02.02 Misc. loose records, 1960-1991  
395.12.04.02.03 Misc. loose records, 1988-1993  
395.12.04.02.04 Minutes, 1990-1993  
395.12.04.02.05 Minutes, 1995-1997  
395.12.04.02.06 Misc. loose records, 1995-1999  
395.12.04.02.07 Misc. loose records, 1996-1998  
395.12.04.02.08 Treasurer's reports, 1988-1992  
395.12.04.02.09 Membership lists

### Box 63

|                 |   |
|-----------------|---|
| 395.12.04.03    | Alliance records : “Alliance President Current” files |
| 395.12.04.03.01 | Alliance President Current file : miscellaneous       |
| 395.12.04.03.02 | Annual reports, 1959-1990                             |
| 395.12.04.03.03 | Constitutions   |
| 395.12.04.03.04 | Treasurer’s reports, 1968-1989                        |
| 395.12.04.03.05 | Programs, etc.  |
| 395.12.04.03.06 | Correspondence, 1962-1988                             |
| 395.12.04.03.07 | Membership lists                                      |
| 395.12.04.03.08 | Minutes, 1975-1985                                    |

### Box 64

|              |   |
|--------------|---|
| 395.12.05    | Helping Hands Records   |
| 395.12.05.01 | Helping Hands records, 1900-1908 (includes minutes and membership lists)                              |
| 395.12.05.02 | Cash book, membership list, 1906-1932   |
| 395.12.05.03 | Minutes and membership list, 1921-1931  |
| 395.12.06    | Laymen’s League Records   |
| 395.12.06.01 | Laymen’s League records, 1921-1955  |
| 395.12.06.02 | Minutes, 1943-1946; also, in the same bound volume, accounts, 1894-1897, of the Liberal Church League |

### Card Indexes

(The card files are located following Box 64.)

- Shelf List – the original inventory of the Unitarian archives. Items and/or groups of items were assigned a number. The “original inventory,” or O.I. number, is usually noted on the new folders. Some items or groups of items were not part of this original shelf list and therefore have no “O.I.” number.
- Chronology File – original inventory arranged by date.
- Catalog A through L – original inventory arranged alphabetically.
- Catalog M through W
- Library Catalog
- Archival Information – cards in two small metal card file boxes marked “Oct. 1993”