



**COMMISSION ON ARCHIVES AND HISTORY**  
**Alabama-West Florida Conference**  
**The United Methodist Church**

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Franklin S Moseley Depository  
Huntingdon College Library  
1500 East Fairview Avenue  
Montgomery, Alabama 36106

Below are the four forms needed for "Local Church Heritage Award" for 2009:

- 1. Guidelines for applying*
- 2. Application Form*
- 3. Blank "Historical Information on Churches" form required in criteria #2. It is not necessary to send this form in if you already have one on file at the Methodist Archives Center but if there is information you would like to add or correct, you may complete the new form enclosed.*
- 4. "Church Historian's Annual Report" form required in criteria #3 in case you did not hand this in at your 2009 charge conference.*

Please contact Sharon Tucker if you have any questions concerning these forms. You can reach her at the Methodist Archives Center 334-833-4413 or [stucker@huntingdon.edu](mailto:stucker@huntingdon.edu).

## GUIDELINES FOR THE ANNUAL LOCAL CHURCH HERITAGE AWARD

An annual award, "The Local Church Heritage Award," was established in 1988 to be given to the church most diligent in preserving its heritage during the year. **The award to be given at the 2010 Annual Conference session is for the calendar year 2009.** Following is the list of six criteria a church should meet:

1. **During 2009** the Church celebrated in a special way an anniversary and/or was placed on a state or national historic register.
2. Church has a copy of the form "Historical Information on Churches" on file in the Conference Depository. If you do not know if we have this form, contact the Archivist, Sharon Tucker (e-mail <archives@huntingdon.edu> or phone 334-833-4413).
3. Church has submitted the "Local Church Update" form to its annual Charge Conference. If your church did not receive this form, contact the Archivist, Sharon Tucker (e-mail: <archives@huntingdon.edu> or phone: 334-833-4413) to get one.
4. Church has an Historian and/or a Committee on Records.
5. Church has a written church history on file at the Methodist Archives Center.
6. Church has a designated place for storing its archives and artifacts.

### The award reads as follows:

THE 2009 LOCAL CHURCH HERITAGE AWARD  
Sponsored By  
The Commission on Archives and History  
Alabama-West Florida Conference  
The United Methodist Church  
Is Presented to the

\_\_\_\_\_ CHURCH

Paul L. Leeland, Bishop  
June 7, 2010

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After completing this form, make photocopies for your local church records and send the original form and supporting papers to the address below **BY May 3, 2010** to:

The Methodist Archives Center, 1500 East Fairview Avenue, Montgomery, AL 36106.  
Telephone: 334/833-4413 FAX: 334/263-4465 E-mail: archives@huntingdon.edu

THE COMMISSION ON ARCHIVES AND HISTORY  
Alabama-West Florida Conference, The United Methodist Church

**LOCAL CHURCH HERITAGE AWARD APPLICATION FORM**  
**SUBMITTED FOR THE CALENDAR YEAR 2009**

Name of Church \_\_\_\_\_ Number \_\_\_\_\_

Charge \_\_\_\_\_ District \_\_\_\_\_

Address/Location \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State/Zip \_\_\_\_\_

1.  During 2009 our church has celebrated our \_\_\_\_\_ anniversary and/or the following historical event/s in a special way:
  
  
  
  
  
  
  
  
  
  
2.  Attached is copy of the form "Historical Information on Churches" if one is not on file in the Methodist Archives Center at Huntingdon College.
  
  
3.  Attached is copy of the "Historian's Report" form for the 2009 calendar year submitted to our Charge Conference. (If not submitted at the charge conference, you may write for the form and fill it out.)
  
  
4.  Our church's Historian is \_\_\_\_\_.  
The members of our Committee on Records are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  
5.  Attached is/are copy/ies of our church history/ies:
  - a.  Written history published in \_\_\_\_\_.
  - b.  Supplement/s to above written history.
  - d.  Scrapbook containing events completed during the year 2009.

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**PREPARED BY:** \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

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Send form and supporting papers by **May 1, 2010** to:  
The Methodist Archives Center, 1500 East Fairview Avenue, Montgomery, Alabama 36106  
(Telephone: 334/833-4413-----FAX: 334/263-4465-----E-mail: archives@huntingdon.edu)

**HISTORICAL INFORMATION ON CHURCHES**  
**Alabama-West Florida Conference The United Methodist Church**

NAME: \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Previous Names	Time Period	Location of Church

**PRESENT LOCATION.** (If the church has relocated, fill out a form for each previous location.)

Range \_\_\_\_\_ Township \_\_\_\_\_ Section \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DATE CONGREGATION WAS ORGANIZED** \_\_\_\_\_. (If the church changed its location, the date of its first location is the date it was organized)

**DATE CHURCH CONSOLIDATED** \_\_\_\_\_. (If the church is a consolidated church, please attach details on the churches that merged)

**BEFORE UNION IN 1939 THE CHURCH WAS:**

Methodist Episcopal     Methodist Protestant     Methodist Episcopal, South

**PROPERTY INFORMATION FOR THIS LOCATION:**

Gift

Purchased--date \_\_\_\_\_ from \_\_\_\_\_

Deed recorded--date \_\_\_\_\_ county \_\_\_\_\_ book \_\_\_\_\_ page \_\_\_\_\_

Number of acres \_\_\_\_\_  Cemetery on property     Parsonage on Property

General setting:  Rural     Small town     City     Industrial     In historic district

**BUILDINGS AT THIS LOCATION:** (Attach additional information if needed.)

Building	Description and Architectural Style	Date Built	Cost

**SALE OF CHURCH AND PROPERTY:**

Date \_\_\_\_\_ To \_\_\_\_\_

Deed: Recorded in \_\_\_\_\_ County    Book \_\_\_\_\_ Page \_\_\_\_\_ Date \_\_\_\_\_

Church closed: Date \_\_\_\_\_ Members transferred to \_\_\_\_\_

Church relocated: Date \_\_\_\_\_  Same name  New name \_\_\_\_\_

Church Consolidated: Date \_\_\_\_\_  Same name  New name \_\_\_\_\_

**ATTACH** additional information such as inclusion on historic registers and other significant matters.

**FORM PREPARED BY:** \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CHURCH HISTORIAN'S ANNUAL REPORT**  
**CHURCH UPDATE OTHER THAN STATISTICAL DATA**  
Alabama-West Florida Conference ♦ The United Methodist Church

**FOR CALENDAR YEAR 2009**

NAME \_\_\_\_\_ Church Number \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_ Date Founded \_\_\_\_\_  
Charge \_\_\_\_\_ District \_\_\_\_\_

1. LEADERSHIP

Clergy Appointed January-May

Clergy Appointed June-December

Names of Deacons and Other Staff (Symbols for brackets: D=Deacon, P=Paid Staff, V=Volunteer)

[ ] _____ (Choir Director)	[ ] _____ (_____)
[ ] _____ (Organist/Pianist)	[ ] _____ (_____)
[ ] _____ (Sexton)	[ ] _____ (_____)
[ ] _____ (Business Manager)	[ ] _____ (_____)
[ ] _____ (Program Director)	[ ] _____ (_____)
[ ] _____ (Secretary)	[ ] _____ (_____)

2. BUILDING—PROPERTY—FURNISHINGS: Purchase of property, new construction, new furniture, remodeling, new equipment, memorial gifts.

3. HIGHLIGHTS OF MISSION AND MINISTRY: Mission projects, special classes, candidates from church going into ministry, etc.

4. SPECIAL OBSERVANCES AND PUBLICATIONS: Anniversaries, dedications, district and conference programs, publication of church history, other historical events.

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CHURCH HISTORIAN \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_