DESCRIPTION
Board minutes, financial statements, property deeds, membership lists and profiles, church bulletins, newsletters and histories, scrapbooks and photographs, and a small amount of correspondence produced mostly during the last hundred years of the First Congregational Church operations. Board minutes, annual reports, and church bulletins are present beginning in 1916, 1929, and 1903 respectively. Most other materials were created more recently.

28 boxes, 17 linear ft.

ACQUISITION
Gift of First Congregational Church in August 2011.

ACCESS
There are no restrictions on access to this collection.

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PROCESSING
The finding aid was prepared by Kim Frontz in April 2012.

ARRANGEMENT

HISTORICAL NOTE
The First Congregational Church was organized in 1881. Its first building, purchased from the Presbyterians, was located at Courthouse Plaza in downtown Tucson until 1916. In 1915, the congregation voted to move to the University area on the corner of Second Avenue and Third Street and the first building was first sold to the City of Tucson, and then demolished. The North Second Avenue church building opened on January 30, 1916. It was designed as a replica of the first building except that it was made of brick. Additions and remodeling occurred throughout the following years and adjacent lots were purchased for various expansion plans. In 1959, members voted to build a new church to face University Blvd (formerly Third Street). This required the purchase of the Altus Lodge and the Black home on University. The church was completed in September 1960. In 2000, the property was sold to a developer and the congregation moved to several locations over the next ten years before it disbanded in 2011.
SCOPE AND CONTENT NOTE

Board minutes, financial statements, property deeds, membership lists and profiles, church bulletins, newsletters and histories, scrapbooks and photographs, and a small amount of correspondence representing the operations of the First Congregational Church. There are Articles of Incorporation from the original church, dated 1881, as well as later versions. Board of Trustee minutes, from 1916-2005, concern finances; building acquisition, remodeling, and maintenance; and personnel and membership issues. Deacon’s committee minutes are also present from 1954 to 1974. In some years, the minutes include correspondence and other committee reports. Annual reports are primarily financial but some years also include committee reports. There are gaps in every type of record. Missing years were not present at the time of processing.

Highlights of the collection include a 1909-1910 cookbook with members’ recipes; notes concerning the use of a vacated parsonage as a hospitality house for men enrolled in the Navy Officer’s Training Program at the University of Arizona during World War II; and mentions of 1950s housing and support for American Indian students, primarily Tohono O’odham students, at the church-owned Amerind Lodge at 610 E. Second Street. Other materials describe the organ built by David McDowell from original parts of historic church organs. The Women’s fellowship supported the Arizona Childrens Home, migrant families in farm labor camps, the creation of the Community Food Bank, the local chapter of Habitat for Humanity and many other concerns.

Church leaders and members include many of Tucson’s pioneer families and University of Arizona faculty. These include Estelle Buehman, Helen d’Autremont, Imogene Myrland, Edwin Carpenter, Mary Estill Caldwell, Douglas and Alice Holsclaw, Robert Forbes, G. E. P. Smith, Victor and Mary Kelley, Muriel Upham, Fred Enke, A. V. Grossetta, Rollin T. Gridley, John M. Sakrison, and many others. Photographs are present of several members including Mary Caldwell, Douglas and Alice Holsclaw, and Mary Kelley.
BOX AND FOLDER LIST

Box 1

SERIES 1: Administrative records, 1881, 1921-2011
Chiefly consists of minutes of Board of Trustee’s meetings about finances, buildings, and membership; some correspondence and committee reports to the board are also present.

f.1 Articles of Incorporation, 1881
f.2 Articles of Incorporation, By-Laws, Constitution, 1921-1940
f.3 Articles of Incorporation, By-Laws, Constitution, related correspondence, 1951-1959
f.4 Articles of Incorporation, 1964-1983, 2001

f.5 Membership class list, 1914-1919
f.6 Reports to Board of Trustees, 1916
f.7 Reports to Board of Trustees, 1917
f.8 Women’s Fellowship minutes (ledger), 1917-1927
f.9 Reports to Board of Trustees, 1918
f.10 Board of Trustees minutes, 1919
f.11 Board of Trustees minutes, 1920
f.12 Board of Trustees minutes, 1921
f.13 Board of Trustees minutes (ledger), 1921-1925
f.14 Reports to Board, 1921-1923
f.15 Board of Trustees minutes, 1922
f.16 Board of Trustees minutes, 1923
f.17 Board of Trustees minutes, 1924
f.18 Board of Trustees minutes, Jan.-Sept. 1925
f.19 Reports to Board, 1925
f.20 Board of Trustees minutes, Oct. 1925-Sept. 1926
f.21 Board of Trustees minutes, Oct. 1926-Sept. 1927
f.22 Board of Trustees minutes, Oct. 1927-Sept. 1928
f.23 Board of Trustees minutes, Oct. 1928-Sept. 1929
f.24 Board of Trustees minutes, Oct. 1929-Sept. 1930
f.25 Board of Trustees minutes, Oct. 1930-Sept. 1931
f.26 Board of Trustees minutes, Oct. 1931-Sept. 1932
f.27 Board of Trustees minutes, Oct. 1932-Sept. 1933
f.28 Board of Trustees minutes, Oct. 1933-Sept. 1934
f.29 Board of Trustees minutes, Oct. 1935-Sept. 1936
f.30 Board of Trustees minutes, 1937
f.31 Board minutes, 1938
   (incl. list of charter members and pastors 1881-1918)
f.32 Budget committee report, 1938-1939

Box 2

f.33 Board of Trustees minutes (ledger), 1938-1945, handwritten
f.34 Board of Trustees minutes, 1939
f.35 Constitution and by-laws, 1940
f.36 Board of Trustees minutes, 1940
f.37  Board of Trustees minutes, 1941
f.38  Board of Trustees minutes, 1942
f.39  Board of Trustees minutes and committee reports, 1943
f.40  Board of Trustees minutes and committee reports, 1944
f.41  Board of Trustees minutes and reports, 1945
f.42  Board of Trustees minutes and reports, 1945-1946
f.43  Board of Trustees minutes, 1946-1947
f.44  Board of Trustees minutes, 1948-1949
f.45  Board of Trustees minutes, 1950
f.46  Board of Trustees minutes, 1951
f.47  Reports to board, 1951
f.48  Deacon Committee’s record book, 1950-1954
f.51  Deacon Committee minutes, 1954
f.52  Board of Trustees minutes, 1955
f.53  Deacon Committee minutes, 1955
f.54  Board of Trustees minutes, 1956
f.55  Deacons minutes, 1956
f.56  Board of Trustees minutes, 1957
f.57  Deacons minutes, 1957
f.58  Board of Trustees minutes, 1958
f.59  Deacons minutes, 1958
f.60  Board of Trustees minutes, 1959
f.61  Deacons minutes, 1959

Box 3

f.62  Board of Trustees minutes, correspondence, etc., 1960
f.63  Deacons minutes, 1960
f.64  Board of Trustees minutes, correspondence, etc., 1961
f.65  Deacons minutes, 1961
f.66  Board of Trustees minutes, correspondence, etc., 1962
f.67  Deacons minutes, 1962
f.68  Board of Trustees minutes, correspondence, etc., 1963
f.69  Deacons minutes, 1963
f.70  Board of Trustees minutes, correspondence, etc., 1964
f.71  Deacons minutes, 1964
f.72  Board of Trustees minutes, correspondence, etc., 1965
f.73  Deacons minutes, 1965
f.74  Board of Trustees minutes, correspondence, etc., 1966
f.75  Deacons minutes, 1966
f.76  Board of Trustees minutes, correspondence, etc., 1967
f.77  Deacons minutes, 1967

Box 4

f.78  Board of Trustees minutes, correspondence, etc., 1968
f.79 Deacons minutes, 1968
f.80 Board of Trustees minutes, correspondence, etc., 1969
f.81 Deacons minutes, 1969
f.82 Board of Trustees minutes, correspondence, etc., 1970
f.83 Deacons minutes, 1970
f.84 Board of Trustees minutes, correspondence, etc., 1971
f.85 Deacons minutes, 1971
f.86 Board of Trustees minutes, correspondence, etc., 1972
f.87 Deacons minutes, 1972
f.88 Deacons minutes, 1973
f.89 Deacons minutes, 1974
f.90 Board of Directors minutes, etc., 1975

Box 5

f.91 Board of Directors minutes, etc., 1976
f.92 Board of Directors minutes, etc., 1978
f.93 Board of Directors minutes, etc., 1979
f.94 Board of Directors minutes, etc., 1980
f.95 Board of Directors minutes, etc., 1981
f.96 Board of Directors minutes, etc., 1982-1983
f.97 Board of Directors minutes, etc., 1985
f.98 Board of Directors minutes, etc., 1986
f.99 Board of Directors minutes, etc., 1987
f.100 Board of Directors minutes, etc., 1988
f.101 Board of Directors minutes, etc., 1989
f.102 Board of Directors minutes, etc., 1990
f.103 Board of Directors minutes, etc., 1991
f.104 Board of Directors minutes, 1992
f.105 Board of Directors correspondence, etc. 1992

Box 6

f.106 Board of Directors minutes, etc., 1993
f.107 Board of Directors minutes, etc., 1994
f.108 Board of Directors minutes, etc., 1995
f.109 Board of Directors minutes, etc., 1996
f.110 Board of Directors minutes, etc., 1997
f.111 Board of Directors minutes, etc., 1998
f.112 Board of Directors minutes, etc., 1999
f.113 Leadership Council minutes, etc., 2000
f.114 Leadership Council minutes, etc., 2001
f.115 Leadership Council minutes, etc., 2002
f.116 Leadership Council minutes, etc., 2003
f.117 Leadership Council minutes, etc., 2004
f.118 Administrative Council minutes and strategic planning, 2005
f.119 Administrative Council minutes, 2006
f.120 Administrative Council minutes, 2007
f.121  Administrative Council minutes, 2008

Box 7

f.122  Administrative Council by-laws, 2009
f.123  Administrative Council minutes – Dissolution of church, 2011

SERIES 2: Financial, 1929-2010
Types of financial records present vary by time period but include financial statements, treasurer’s reports, check stubs, accounts receivables and payables.

f.124  Annual report, 1929-30
f.125  Annual report, 1930-31
f.126  Annual report, 1931-32
f.127  Annual report, 1932-33
f.128  Annual report, 1933-34
f.129  Annual report, 1934-35
f.130  Annual report, 1935-36
f.131  Annual report, 1936-37
f.132  Annual report, 1939-40
f.133  Annual reports, 1952, 1954
f.134  Annual report, 1955
f.135  Annual report, 1956
f.136  Annual report, 1957
f.137  Annual report, 1958
f.138  Annual report, 1959
f.139  Annual report, 1960
f.140  Annual report, 1961
f.141  Annual report, 1962
f.142  Annual report, 1963
f.143  Annual report, 1964
f.144  Annual report, 1965
f.145  Annual report, 1966
f.147  Annual reports, 1998-2001
f.148  Annual reports, 2009-2010

Box 8

f.149  Fleeda Carl Weyer Memorial Fund, 1977-1995
f.150  Choir scholarships, 1984-1988
f.151  Estates and trusts, 1999-2005
f.152  United Church Foundation, 1995-1996
f.153  United Church Foundation, 1997
f.154  United Church Foundation, 1998-1999
f.155  United Church Foundation, 2000
f.156  Southwest Conference Support, 2000-2003
f.157  General ledger, part 1, 1996
f.158  General ledger, part 2, 1996
f.159  Check stubs, 1996

Box 9

f.160  Accounts payable, etc., Jan-Mar 1996
f.161  Accounts payable, etc., Apr-May 1996
f.162  Accounts payable, etc., Jun-Aug 1996
f.163  Accounts payable, etc., Sep-Oct 1996
f.164  Accounts payable, etc., Nov-Dec 1996
f.165  Income statements, Jan-Dec 1997
f.166  General ledger, 1997
f.167  Check stubs, 1997

Box 10

f.168  Accounts payable, etc., Jan-Feb 1997
f.169  Accounts payable, etc., Mar-Apr 1997
f.170  Accounts payable, etc., May-Jul 1997
f.171  Accounts payable, etc., Aug-Oct 1997
f.172  Accounts payable, etc., Nov-Dec 1997
f.173  Accounts payable, etc., Jan-Feb 1998
f.174  Accounts payable, etc., Mar-May 1998
f.175  Accounts payable, etc., Jun-Aug 1998
f.176  Accounts payable, etc., Sep-Oct 1998
f.177  Accounts payable, etc., Nov-Dec 1998

Box 11

f.178  Check stubs, 2001
f.179  Accounts receivable, etc., 2001
f.180  Statements, 2001
f.181  Check stubs, 2002
f.182  Statements, 2002
f.183  Accounts receivable, etc., 2002
f.184  Statements, 2003
f.185  Check stubs, 2003
f.186  Accounts receivable, etc., Jan-Jun 2003
f.187  Accounts receivable, etc., July-Dec 2003
f.188  Statements, 2004
f.189  Check stubs, Jan-Feb 2004
f.190  Check stubs, Mar-Apr 2004

Box 12

f.191  Check stubs, May-Jun 2004
f.192  Check stubs, Jul-Oct 2004
f.193  Check stubs, Nov-Dec 2004
f.194  Accounts receivable, etc., Jan-Mar 2004
f.195  Accounts receivable, etc., Apr-Jul 2004
f.196  Accounts receivable, etc., Aug-Dec 2004
f.197  Statements, 2005
f.198  Accounts receivable, etc., Jan-Mar 2005
f.199  Accounts receivable, etc., Apr-Jun 2005
f.200  Accounts receivable, etc., Jul-Sep 2005
f.201  Accounts receivable, etc., Oct-Dec 2005
f.202  Check stubs, Jan-Mar 2005
f.203  Check stubs, Apr-Jun 2005
f.204  Check stubs, Jul-Sep 2005

Box 13

f.205  Accounts payable, etc., Oct-Dec 2005
f.206  Accounts payable, etc., Jan-Mar 2006
f.207  Accounts payable, etc., Apr-Jun 2006
f.208  Accounts payable, etc., Jul-Sep 2006
f.209  Accounts payable, etc., Oct-Dec 2006
f.210  General, 2007
f.211  Accounts payable, etc., Jan-Mar 2007
f.212  Accounts payable, etc., Apr-Jun 2007

Box 14

f.213  Accounts payable, etc., Jul-Sep 2007
f.214  Accounts payable, etc., Oct-Dec 2007
f.215  General, 2008
f.216  Accounts payable, etc., Jan-Mar 2008
f.217  Accounts payable, etc., Apr-Jun 2008
f.218  Accounts payable, etc., Jul-Sep 2008
f.219  Accounts payable, etc., Oct-Dec 2008
f.220  Accounts payable, etc., Jan-Mar 2009

Box 15

f.221  Accounts payable, etc., Apr-Jun 2009
f.222  Accounts payable, etc., Jul-Sep 2009
f.223  Accounts payable, etc., Oct-Dec 2009

SERIES 3: Property records, 1932-2005
Various records related to property owned or leased by the church.

f.224  Abstract of title, correspondence – Block 23, lots 7, 10, 11, 1932-1933
f.225  Deed/title – Block 28, 1932
f.226  Bill of sale 614 E. Second St., 1948
f.227  Miscellaneous documents, 1948-1959
f.228  Correspondence and planning, Youth Building, 824 N. Second Ave., 1948
f.229  Mortgage and correspondence, 620 E. Second St., 1957-1958
f.230  Deed and correspondence, 623 E. 3rd St., 1958
f.231  Deed, mortgage, correspondence, Altus Lodge, 621 E. 3rd St., 1959
f.232  Deed, mortgage, correspondence, Sale of Catalina Farms Addition lots 25, 26 1959
f.233  Sanctuary and Fellowship Hall Construction correspondence, 1960
f.234  Lease and correspondence, 2817 E Waverly, 1961-1962
f.235  Deed and correspondence, Mission Terrace Lot, 1965-1968

Box 16

f.236  Air conditioning system, 1350 N. Arcadia, 1980s
f.237  Mortgage, 2nd Avenue, 1981
f.238  Quit Claim Deed, Block 6, lots 11,12, 13  1996
f.239  Stained Glass Window, Arcadia, 1970-2004
f.240  Deed and asbestos, Arcadia, 2004
f.241  Lease, 8808 E. Broadway, 2000
f.242  Sale of church building, 824 N. Second Ave., 2001
f.243  Improvements, 8808 E. Broadway, 2001
f.244  Purchase, 1350 N. Arcadia, 2004
f.245  Renovations correspondence, 1350 N. Arcadia, 2005

Box 17

SERIES 4: Miscellaneous church operations, 1927-2009
This series consists of a small amount of correspondence, personnel and program information including correspondence on the sale of the church’s organ.

f.246  Correspondence, General – B. Dickey, Clerk, 1927-1941
f.247  Correspondence – Pastor George Andrews, 1931-1932
f.248  Correspondence – Pastor Niedringhaus, 1939
f.249  Correspondence – Pastor R. Dawson, 1941
f.250  Correspondence re: Buehman Chapel, 1946
f.251  Correspondence – Pastor Richard Smith, 1993-1994
f.252  Correspondence – Estates and trusts, 1996-2004
f.253  Church reports “Congregational Yearbook”, 1929-1939
f.255  Correspondence, etc. – Sale of organ, 1983-2002
f.256  Phone logs, 2006
f.257  Personnel policies and job descriptions, 1982-2004
f.258  Strategic planning and job descriptions, 2006
f.259  Job descriptions, 2005-2006
f.260  Correspondence, Tucson Housing Foundation, Inc. low income housing, 1973
f.261  Profiles of church (used for recruiting new leaders), 1993-2003
f.262  Women’s Fellowship, 1977-2005
f.263  Summer camp, 2005
SERIES 5: Membership records, 1928-2009
Scattered membership lists, index cards with member information, and profiles filled out by members with biographical data.


Box 18

f.265 Membership list, n.d.
f.266 Membership list, 1928
f.267 Membership lists and honor lists (for longtime members), 1964-1970
f.268 Membership update, 1972
f.269 Membership lists, 1994-2004
f.270 Membership list, 2006
f.271 Membership lists, 2007-2009
f.272 Membership transfer correspondence, 1919-1932
f.273 Membership transfers, 1933-1944
f.274 Member profiles – Anderson, Amelia (Mrs. Martin)
f.275 Member profiles – Baker, Genevieve
f.276 Member profiles – Bergfalk, Virginia
f.277 Member profiles – Denn, Nellie
f.278 Member profiles – Haney, J.W. & Prudence
f.279 Member profiles – Harris, Alan
f.280 Member profiles – Hohmann, Pauline
f.281 Member profiles – Jones, Del & Merle
f.282 Member profiles – Kelley, Mary (Mrs. Victor)
f.283 Member profiles – Mace, Elizabeth (Mrs. J. P.)
f.284 Member profiles – Nettleton, Virginia
f.285 Member profiles – Nichols, Joan
f.286 Member profiles – Small, Barbara
f.287 Member profiles - Schoonmaker, John
f.288 Member profiles – Solar, Thelma
f.289 Member profiles – Underhill, Naomi (Mrs. J. B.)
f.290 Member profiles – Wu, Sam & Margaret
f.291 Member profiles – Zastrow, Donald E.
f.292 Attendance record, 2005
f.293 Guest register, 2000-2005
f.294 Guest register, 2006
f.295 Guest register, 2007
f.296 Guest register, 2008
f.297 Guest register, 2009

Box 19

Box 20


Box 21

Album “Our Abiding Memorials”, 1953-1974

SERIES 6: Printed materials, 1903-2011
Church publications including a cookbook dated 1909-1910, bulletins, newsletters, and histories.

Box 22

f.298 Church service bulletins, 1903-1905
f.299 Church bulletins, 1914-1919
f.300 Church bulletins, 1920-1925
f.301 Church bulletins, 1926-1927
f.302 Church bulletins, 1928
f.303 Church bulletins, 1929
f.304 Church bulletins, 1930
f.305-311 Church bulletins, 1931-1939
f.312 Church bulletins, 1940s
f.313 Church bulletins, 1950s
f.314 Church bulletins, 1960s
f.315 Church bulletins, 1980s-2000
f.316 Church bulletins, 2002
f.317 Church bulletins, 2003

Box 23


Box 24

f.322 Church bulletins, 2008
f.323 Church bulletins, June 11, 2011 (last service)
f.324 Church calendar, 1959
f.325 Cookbook, “The Bazar Cook Book, Congregational Church”, 1909-1910
f.326 Memorial service program for Rev. George Andrews, 1932
f.327 “The Proposed New Congregational Church and Fellowship Hall,” ca. 1959
f.328 Order of Service for the Dedication of the new church, 1960
f.329 Untitled church guide, ca. 1960s
f.330 “First Congregational Church, 1881-1956”
f.331 “Church History, 1956-1967”
f.332 “A Century in the Life of the First Congregational Church, 1881-1981”
f.333 “A Brief History, 1881-2011”
f.334 United Church of Christ history and program, 1978
Box 25

f.335  Poem “Death of a Church” by Dorfay
f.341  Newsletter, “The Light”/ “Soul Feast”, 2004
f.342  Newsletter, “Soul Feast”, 2005
f.343  Newsletter, “Soul Feast”, 2006
f.344  Newsletter, “Soul Feast”, 2007
f.345  Newsletter, “Soul Feast”, 2008

SERIES 7: History, Scrapbooks, and Photographs, ca. 1940-1980s
Research collected about the history of the church as well as scrapbooks put together by staff and photographs.

f.346  History and notes
f.347  History of buildings and windows, 1980
f.348  History of church organ
f.349  History – WWII Servicemen’s center, 1942-43
f.350  News clippings about pastors
f.351  News clippings about building demolition and cornerstone
f.352  News clippings about church
f.353  News clippings about members
f.354  News clippings about Centennial celebration, 1981
f.355  Certificates and letters of appreciation, 1960s-n.d.
f.356  Newsletters – Congregational Historical Society, 1950s
f.357  Old Fort Lowell Union Church incorporation, 1933

Box 26

f.358A  Scrapbook part 1 of 2, 1958-60s
f.359B  Scrapbook part 2 of 2, 1958-60s
f.358C  Photographs removed from f.358A & B

f.359A  Scrapbook part 1 of 2, 1959-60
f.359B  Scrapbook part 2 of 2, 1959-60
f.359C  Photographs removed from f.359A
f.359D  Photographs removed from f.359 B

f.360A  Scrapbook, part 1 of 4, 1960-63
f.360B  Scrapbook, part 2 of 4, 1960-63
f.360C  Scrapbook, part 3 of 4, 1960-63
f.360D  Scrapbook, part 4 of 4, 1960-63
f.360E  Photographs removed from f.360A & B
f.360F  Photographs removed from f. 360C, part 1
f.360G  Photographs removed from f. 360C, part 2
f.360H  Photographs removed from f. 360D, part 1
f.360I  Photographs removed from f.360D, part 2

Box 27

f.361  Photographs – Pastors, 1950s-70s
f.362  Photographs – Pastors and services, 1960s-70s
f.363  Photographs – Members’ groups, 1941-2000
f.364  Photographs – Members- Kitty Bookman, 1979-1985
f.365  Photographs – Centennial celebration 1981
f.366  Photographs – Buildings, 1916-1960s
f.367  Photographs – Windows and architectural details
f.368  Photographs – Youth building dedication, 1952
f.369  Photographs – Parade float 1975
f.370  Photographs copied from Arizona Historical Society collections

Box 28  Oversize materials

Includes painting of church; photograph of last service in downtown church, 1915; and newspapers and other miscellaneous local interest items which were retrieved from the cornerstone of the church built in 1915 when it was demolished in 1960.