



SC SHRAB Historical Records Program- Final Report
St. Matthew's Lutheran Church
July 24, 2023

Project Title: Establishing the Bethany and Hampstead Cemetery Collections
Project Director: Sara Massey, 504-330-4746, smmassey504@gmail.com
Attachments: Reimbursement Form, including Cost Sharing Tracking Form and Invoice
Disaster Preparedness Plan-Table of Contents
Archive Collection Management Policy
Vocation of Remembering Outreach Event Agenda

Summary of Project Activities and Accomplishments

After reviewing the project outcomes, the project team of Melinda Summer, English Draws, and Sara Massey concluded that all three objectives were met and personal expectations exceeded.

1) Access: To establish two new digital collections: *Cemeteries- Bethany Cemetery and Hampstead Cemetery and Parish Record- Marriage and Death Records 1840-1900.*

The project team delivered the collections to the Lowcountry Digital Library in October. The collections were returned in January, and the project team worked on reviewing the collections and preparing the metadata from February to early April. From Leah Worthington, Digital Projects Librarian at Lowcountry Digital Library on April 21:

"I am happy to report that the two newest St. Matthew's LCDL collections—Hampstead and Bethany Cemeteries and Parish Records—are now available online! These new materials help add to our region's understanding of life in Charleston as well as the specific experiences of German Americans who were making Charleston their new home. It's wonderful that these collections are now easily accessible to members of your congregation as well as students and researchers. Thank you for your continued partnership!"

- [Hampstead and Bethany Cemeteries](https://lcdl.library.cofc.edu/content/hampstead-and-bethany-cemeteries/) (<https://lcdl.library.cofc.edu/content/hampstead-and-bethany-cemeteries/>) 58 records

The St. Matthew's German Evangelical Lutheran Church's Hampstead and Bethany Cemeteries Collection consists of documents that relate to the church's first cemetery, Hampstead, and the current, active cemetery, Bethany. The earliest record dates back to 1813 regarding land conveyance eventually becoming Bethany Cemetery in 1856. Also included is a booklet in German containing a list of people who purchased plots and were buried in Hampstead Cemetery in Charleston, South Carolina. The collection includes an 1883 abstract of a title search to a tract of land purchased in 1883 to add to Bethany Cemetery.

- [Parish Records](https://lcdl.library.cofc.edu/content/parish-records/) (<https://lcdl.library.cofc.edu/content/parish-records/>) 318 images

The St. Matthew's German Evangelical Lutheran Church Parish Records Collection consists of marriage and death records from 1840 through 1901 written in German. From 1848 through 1898, Pastor Ludwig (Louis) Müller, D.D. served as the Pastor of St. Matthew's German Evangelical Lutheran Church and for



SC SHRAB Historical Records Program- Final Report
St. Matthew's Lutheran Church
July 24, 2023

each year he concluded the marriage and death records with a prayer. In 1898 the life and death of Pastor Müller is highlighted in German in the death records, summarizing the number of baptisms, confirmations, marriages, and burials (including those during the 1854 yellow fever epidemic).

2) Preservation and Program Enhancement: To review and revise the policies of SMLC to ensure the Disaster Preparedness Plan addresses the archive housed at 405 King Street and to create an Acquisition/Collection policy.

With permission from SC SHRAB, the project team hired two consultants from the Charleston Library Society to assist in the creation of the two documents. Work on both commenced in February 2023 with a planning meeting. The consultants met with the project team at an on-site meeting in the Archive to acquaint the consultants with the location, set-up, materials, cataloging, and filing and to establish the baseline of what the church members were/were not doing related to both disaster planning and collection management. The consultants followed up with a thorough questionnaire to guide the project team in collecting information and highlighting gaps in information, process, and policy.

James Davis provided draft materials and a template of Charleston Library Society's plan as guidance for the Disaster Preparedness Plan and led the project team through data gathering and what-if scenario visualization. He provided guidance in each review of the draft. The project team gathered the supplies for the emergency bin while completing the draft of the Disaster Preparedness Plan. The plan was thoroughly reviewed with the Pastor, Church Director of Operations, Facilities Manager, and Church Council President and enthusiastically recommended for adoption given that the church has experienced a fire, cyclone, earthquake, and hurricanes. The Church Council adopted it at its April 23 meeting. Council members noted that other ministry teams should also use the plan as a guide to create their preparedness plans. A copy of the table of contents is attached.

Laura Mina led an extensive process to develop the SMLC Archive Collections Management Policy. Using the Charleston Library Society's policy as a template, the project team created a thorough yet pragmatic Collections Management Policy. The process forced many excellent internal conversations about priorities for the Archive collection, process and forms for gift acceptance, and clarifying disposition boundaries. The policy gives a stronger focus to items and materials the church desires to collect in real time and provides guidance for future "collection calls" to fill out the collection of historical items. The process of developing the policy shed light on the need to be diligent in collecting and storing current-day materials, which might only be in electronic form now. The Church Council adopted the policy at its May 22 meeting. A copy of the table of contents is attached.

The project team is grateful for the SHRAB grant which enabled St. Matthew's to hire such competent consultants to guide us in the development of the Disaster Plan and Collection Policy. The consultants enthusiastically encouraged the sharing of the materials with other churches.

3) Public Engagement: To provide an educational session for the public to announce the creation and digital accessibility of the collections, to share the historical significance of the collections, and plan to continue the dialogue of exploring SMLC's history and relationship with the Hampstead community.



SC SHRAB Historical Records Program- Final Report
St. Matthew's Lutheran Church
July 24, 2023

The project team coordinated two public engagement initiatives. The first was recommended by Leah Worthington at Lowcountry Digital Library. Mt. Moriah Baptist Church in North Charleston had reached out to her a year ago to talk about their Archive goals. Leah connected them to the project team in March, and the project team hosted a Zoom call and then a visit to the SMLC Archive. Rev. Robinson and Min. Montgomery spent more than two hours gathering information, taking pictures of archival tools and supplies, learning about SMLC's first two digital collections, and collecting numerous management tools. It was a joyful day and laid the foundation for a mutually supportive relationship that everyone intends to nurture.



That interaction influenced the project team to invite all the area Lutheran Churches to the Sunday morning outreach session at which the project team planned to share the outcome of the project. While no other churches attended, the project team educated 49 people on publishing the two new collections and how to access them, creating the Disaster Preparation Plan and the Archive Collections Management Policy, and our outreach efforts which led to the new relationship with Mt. Moriah Baptist Church. The project team provided helpful handouts to participants including a step-by-step guide to access the digital collections, a salvage guide for their personal use, and the Deed of Gift Form to encourage attendees to follow the new guidelines for acquiring items for the Archive. Please note that this event was held on June 4, four days past the project performance period. This could not be avoided because one of our pastors accepted a call to another church in mid-Spring, and the Sunday morning schedule would not accommodate this outreach until June 4. Nevertheless, the project team met the objective and fielded numerous individual questions about the Archive and the digital collections.

Project Cost Sharing

The project team used the full \$3000 grant award to compensate the Charleston Library Society for James Davis and Laura Mina's time and expertise. SC SHRAB approved the hiring of the consultants and the budget amendment.

The proposal projected a cost share of \$1329.50, to be provided as an in-kind match from 50 hours of volunteer time from the project team at the Independent Sector volunteer rate of \$26.59/hr. The project team recorded 121.5 hours between 9/1/2023 and 5/31/2023 for an in-kind match of \$3,230.68. The tracking sheet is attached to the final reimbursement request.



St. Matthew's

LUTHERAN CHURCH



CELEBRATE • GROW • SERVE

Archive Disaster Plan

Adopted by Church Council:

April 24, 2023

Next Review and Renewal Date:

April 24, 2024

Table of Contents

Key Staff Contact Information	2
Emergency and Vendor Contacts	3
Initial Response Instructions	4
First Responder Instructions	4
Staff Responsibilities	4
Emergency Bins	6
Specific Response Instructions	7
Water	7
Mold	7
Fire/Smoke	8
Instructions for Proper Documentation	9
Recovery Information	10
Salvage Priorities	
Salvage-at-a-Glance (insert document)	
Pre-event Hurricane Preparation Checklist 2023	11
Post-event Hurricane Checklist (no damage) 2023	12
Forms and Addendums	13
Floor Plans	
Incident Report Forms	
Disaster Recovery Object Form	15
Pocket Plan	



ARCHIVE COLLECTIONS MANAGEMENT POLICY

Adopted by Church Council:
Next Review and Renewal Date:

May 22, 2023
May 22, 2024

Table of Contents

Part I: Introduction

- Overview
- Authority and Responsibility
- Archive Mission
- Institutional Values and Guiding Principles
- Collection Goals
- Conflicts of Interest
- Glossary

Part II: St. Matthew's Archival Collection

- Acquisition of Archival Collection Materials
- Gift Policy
- Selection of Materials
- Deposit Arrangements
- Deaccessioning of Archival Materials
- Procedures for Deaccessioning
- Access for Research
- Use of Research
- Fees

Appendices

- A. Mission Statement
- B. Deed of Gift
- C. Reproduction and Fee Schedule

June 4, 2023
 Vocation of Remembering
 SMLC Sunday School Hour
 Featuring SMLC Archive and SC SHRAB Grant Funded Activities
 St. Matthew's Lutheran Church, Charleston, SC

9:00	Welcome -Greet everyone *Specifically Welcome Leah and Steve. Ask if anyone from other Lutheran Churches here? -Overview of Archive *Mission *Volunteers *Categories of Stuff you Keep -Introduce Sara	Melinda
9:10	SC SHRAB Grant -Purpose of funding -St Matt's Team -St Matt's Proposal *Digitize 2 Collections *Develop 2 Policies *Outreach	Sara
9:15	Introduce Two New Collections -Show Slides, provide handouts on how to access -Acknowledge Leah and offer chance to talk -Acknowledge Steve and this next step to put Hampstead Cemetery docs out there for his community	English
9:25	Introduce Two New Policies -Acknowledge assistance of Charleston Library Society -Disaster Planning-Handout "Salvage at a Glance" -Collections Management-Handouts of Deed of Gift Form	Disaster-Sara Collections-Melinda
9:35	Outreach -Mt Moriah: new relationship and ministry -Invited all Lutheran Churches to be here -Hampstead-research not able to be done, but digital collection is another small step in authentic commitment to grow in relationship and support; Invite Steve to share about upcoming event	English
9:45	Wrap-Up	

June 4, 2023
Vocation of Remembering
SMLC Sunday School Hour
Featuring SMLC Archive and SC SHRAB Grant Funded Activities
St. Matthew's Lutheran Church, Charleston, SC

PREPARATIONS

Invites to Lutheran Churches-Melinda

Invite Leah-English

Invite consultants- Sara

Invite Mt Moriah-Sara

Invite Steve Bailey from Hampstead/Eastside Community- English

Publicity

-Church Bulletin 5/21 and 5/28-Pastor Eric

-Announcement at Worship Services 5/21 and 5/28- Pastor Eric

-June/July "The Messenger" SMC newsletter-digital and mailed- English, Melinda, Pastor Eric

Displays-Melinda and Sara

- Bulletin Board- Melinda
- Disaster Plan and Collection Management Policy (Sara put in books)
- Bin with Disaster supplies- Melinda and Sara

Technology- Melinda is coordinating with Dennis Bates and Jason Bazzle; Sara bring laptop

Handouts

- Digital Collections Access- English
- Salvage at a Glance- Sara
- Deed of Gift Forms- Sara will print, Melinda will talk about it