

Records of the First Parish Church in Beverly (1667-2016)

MSS: #036

Processed by: Barry Kernfeld, October 2022

Volume: circa 35 lin. ft.

Abstract:

Records of the First Parish Church of Beverly document activities from its establishment in 1667 as a Congregationalist Church through its adoption of Unitarianism in 1830 and its continuation into the 21st century. There are local vital records (i.e., of births, marriages, baptisms, and so forth), financial records, meeting minutes of church committees and societies, Sunday School records, newsletters, and transcriptions of sermons. Photographs and prints, audio-visual materials, and several artifacts supplement the written records.

Collection Creator:

First Parish Church of Beverly.

Provenance:

The records were housed at the church until 2019, when they were transferred to Historic Beverly.

Conservation/Processor's Note:

Bindings of numerous historic volumes suffer from red rot.

A number of 18th- and 19th-century documents reside within the alphabetical subject file, comprising seven record cartons. For the sake of preservation, this file has been split into two parts, with an alphabetical run of historic documents transferred into archival storage, and the larger alphabetical run of modern records stored elsewhere.

Original photographs situated within the subject files have been photocopied, the copies left in place, and the originals transferred to photographic storage (Box 28).

Copyright:

Request for permission to publish material from the collection must be submitted in writing to the Associate Director for Collections and Exhibits in the Cabot House of Historic Beverly.

Preferred Citation:

Title of Document: Records of the First Parish Church in Beverly, Historic Beverly, 117 Cabot Street, Beverly, MA 01915.

Historical Note

Bass River (the early name of the north side of Salem in the Commonwealth of Massachusetts) did not have its own church in the 1630s and 1640s; inhabitants worshipped at the First Church in Salem. In the 1650 and 1660s Bass River locals employed, successively, Josiah Hobart, Jeremiah Hobart, and finally John Hale as religious teachers. In 1656 they erected a meeting house. The First Parish Church of Bass River was founded was a Congregationalist church in 1667, with Hale as its pastor; in the following year, 1668, Bass River became the town of Beverly. Edwin M. Stone: *History of Beverly, Civil and Ecclesiastical, from its Settlement in 1630 to 1842* (Boston, 1843), 204-255.

In the first decade of the 1800s, a portion of the congregation separated to form the Third Parish Church in Beverly. In 1810, Johanna Prince and Hannah Hill founded the First Parish Church Sunday School. In 1830, with the employment of its seventh minister, Christopher Toppan Thayer, the Congregationalist First Parish Church became a Unitarian church. It continues as a vital local Beverly institution in the 21st century.

Extensive essays on the early history of the First Parish Church, its ministers, its Sunday School, its music, and other topics may be found at the church's own website:

<<https://firstparishbeverly.org/about-us/history/>>.

Scope and Content Note

Records of the First Parish Church of Beverly span nearly 350 years, from its establishment in 1667 into the 21st-century. Bound volumes hold vital records, documents on meeting house construction and renovation, financial records, records of church committees and societies, and Sunday School records. There are also loose-leaf items, predominantly financial documentation. A substantial alphabetical subject file holds newsletters, sermons, items pertaining to music in the church, and reference materials, while also supplementing many of the aforementioned categories in the bound volumes. In addition to written materials, Records of the First Parish Church in Beverly include photographs and prints, cassettes of recorded sermons, meetings, and services, a few digital audio-visual items, and several artifacts.

Related Materials**Series List**

The collection is arranged in 8 series:

Series I: General Records, 1667-1996

Series II: Treasurer's Records, 1720-1973

Series III: Committees and Organizations, 1751-2007

Series IV: Sunday School Records, 1823-1963

Series V: Subject File, Church Publications, Bibles, Secondary Sources, and Memorabilia, 1700-2016

Series VI: Photographs, Print Drawings, and Postcards, 1855-2010 and undated

Series VII: Audio-Visual Materials, 1979-2015

Series VIII: Artifacts, 1776 - circa 2000 and undated

Many of the church's documents were originally created within bound volumes that proceed more or less in chronological order. Accordingly, loose-leaf financial documents have been arranged chronologically in binders, to mirror and slot into the relevant handwritten volumes. However, unlike most historical church collections held at other Massachusetts institutions, Records of the First Parish Church in Beverly also include an alphabetical subject file that spans more than two centuries and cuts across the chronological organization. Cross references in the collection inventory highlight links between the subject file and the bound volumes.

In the Content List that follows, many boxes do not have folder numbers. They consist of freestanding items, including bound volumes, scrapbooks, and photo albums. FPC numbers refer to individual items in a comprehensive inventory supplied by the church in an Excel spread sheet entitled <First Parish Archive Finding Aid>. Assigned numbers were duplicated for a few items; some unnumbered items, missing from the inventory, appear here.

Content List

Series I: General Records (1667-1996)

Series/Arrangement Note: Bound volumes collect vital records (marriages, births, deaths, and burials; baptisms, communions, and covenants; dismissals and resignations), financial records, Parish Committee meeting minutes, and records of building and enlargement. The earliest volume begins with Rev. Hale's account of the founding of the church. 1867 and 1882 floor plan of the meeting house are attached within 1830-1872 volume of meeting minutes and treasurer's records. Additional Parish Committee meeting minutes appear in the subject file, Series V.

Portions of the ink on some 17th- and early 18th-century pages in the first volume have now faded to illegibility, but fortunately the entire volume had already been transcribed and published at the beginning of the 20th century, as *Records of the First Church in Beverly, Massachusetts, 1667-1772*, transcribed by William P. Upham (Salem, Mass: Essex Institute, 1905).

Location	Box	Folder	Content	Date(s)
CHMV-	1		general records (FPC 116, 56-58)	1667-1923

Location	Box	Folder	Content	Date(s)
	1		photocopy of volume 1 of general records (FPC 87)	1667-1772
	2		Parish Committee meeting minutes, Ministerial Fund records, and Treasurer's records (FPC 49, 50, 52, 117)	1718-1882
	3		vital records (FPC 4945, 121, 36, 27)	circa 1890-1996
	3		scrapbook of church correspondence (FPC 41)	1737-1915
	3		guest/visitor books (FPC 4629 and unnumbered)	1942-1995
	3		membership book (FPC 53)	1958-1976
	3		address book (FPC 4944)	undated
	10		cemetery site plans: Old Cemetery in North Beverly, off Conant Street; Old Cemetery, Abbot Street; Dodge Row Cemetery (FPC 5676-5678) OVERSIZE	1937 and undated

**Series II: Treasurer's Records
(1720-1973)**

Series/Arrangement Note: In 1637 the General Court of Massachusetts ruled that the First Parish Church in Newbury, Massachusetts, should be supported by a tax on personal property and real estate. A system of compulsory support of religious worship was fully in place by the time that the First Parish Church at Bass River was founded in 1667 (becoming Beverly in 1668), and this system continued into the 1830s, long after the U.S. constitution separated church and state. Series II consists of bound volumes and loose-leaf items concerning financial matters: warrants, assessments, and other documents relating to tax collection in support of the church; cash books; pew rentals, including deeds and a pew floor plan; pledges and subscriptions; the management of church funds, including Ministerial Fund by-laws and minutes (1830-1942) and Capital Campaign minutes and reports (2006-2007); and documentation of a Christie's auction of church silver (2009-2010).

Because of the normal practice of integrated chronological recordkeeping, extensive portions of the church's financial records are situated within the bound volumes of general records (Series I). Also, substantial additional material resides in the subject file, Series V, under the headings annual meeting reports, financials, ministerial fund, pews, receipts, and tax records.

Conversely, a few documents in the binders of loose-leaf items extend beyond financial considerations. These include an agreement to purchase a bass viol to improve the music at services (undated); committee minutes on parishes and their populations (undated, circa 1800-1810); discussions of the separation into First Parish and Third Parish churches (1802-1803 and undated); a letter demanding that William Lee restrain his wife from disrupting services (1809); and minutes of a committee on the Act Respecting Public Worship and Religious Freedom (1814). Additional documents pertaining to the separation into First and Third parishes reside in the subject file, Series V, under the heading "churches, neighboring: Dane Street."

Location	Box	Folder	Content	Date(s)
	4		Collector's book	1720-1801
	4		tax assessments (FPC 22, 51, 35, 4514-4518, 172, 43, 38, 52, 26, 5391, 4952-4958, 4968, 4970, 4969)	1752-1881
	9		tax assessments (FPC 176) OVERSIZE	1826-1833
	5		tax estimates (FPC 118/1-2-3, 186, 4522, 4521, 4520, 119, 17, 171, 4519, 4514, 4527, 4528, 4526, 4529-4536, 4538, 4539, 4537, 4540-4544, 4509)	1785-1828

Location	Box	Folder	Content	Date(s)
	5		tax list (FPC 174)	1860
	5		tax abatements (FPC 4512, 53)	1831-1864
	5		calculation of taxes (FPC ??)	circa 1806
	5		parish committee financial minute books (FPC 4508, 12)	1816-1830
	5		charitable donations at Thanksgiving (FPC 4935)	1750-1915
	5		Ministerial Fund (FPC 18, 34, 29, 4940, 5582)	1831-1917
	6		Ministerial Fund (FPC unnumbered and 193)	1917-1942
	6		Ministerial Fund scrapbook (FPC 105)	1796-1912
	6		pew rentals (FPC 33, 4548, 5223)	1835-1910
	6		cash books (FPC 32, 5173, 54, 5174, 16, 30, 39, 5178, 5181)	1764-1940
	9		cash book (FPC 46) OVERSIZE	1802-1843
	7		cash books (FPC 5180, 123, unnumbered, 5225, 4939)	1940-1984
	7		men employed and supplies purchased (FPC 5170)	1835-1836
	7		House Fund account book	1901
	7		loose-leaf financial documents (FPC 76, 94, 124, 218, 282, 1529-1532, 1547-1548, 1551-1554, 2026-2029, 2038-2044, 2047-2054, 2072-2075, 2077-2082, 2084-2096, 2098, 2130-2141, 2143-2149, 2152, 2154-2155, 2157-2158, 2163-2164, 2168, 2170, 2176-2206, 4483-4485, 5609-5610, 5618)	1762-1791 and undated
	8		loose-leaf financial documents (FPC 3, 40, 54, 124, 129, 224, 272-276, 278-281, 283-284, 286-7, 1519-1525, 1528, 1533-1535, 1537-1546, 1553, 1556-1559, 1849-1851, 1853-1866, 1868-1874, 1876-1882, 2018-2022, 2024-2025, 2030-2037, 2046, 2049, 2055-2057, 2059-2067, 2069-2071, 2076, 2085, 2099-2101, 2103-2129, 2142, 2150-2151, 2159-2162, 2165-2169, 2171-2175, 2183, 2205, 2209-2229, 2231-2250, 2252-2262, 2264 2267-2280, 2282, 4069, 4329,	1792-1847 and undated

Location	Box	Folder	Content	Date(s)
			4351, 4355, 4372-4392, 4395-4409, 4425-4427, 4429, 4486-4503, 4505, 4545-4547, 4622, 4987, 5427, 5607-5618, 5620-5655, 5657-5675, 5679, 5682-5692, 5695-5704, 5706-5729, 5731-5770, 5772-5776)	
	9		warrants (FPC 4623, 135, 4624, X?, X?) OVERSIZE	1770-1973

**Series III: Committees and Organizations
(1751-2007)**

Series/Arrangement Note: Series III holds records of church committees and organizations.

Most of the Parish Committee meeting minutes and financial records are integrated into general records volumes and financial records volumes in series I and II; only a few separate meeting minutes books appear here. Other committees addressed seating at the meeting house, in the 18th century, on buildings and enlargement in the 18th and 19th centuries, and an early 21st-century Capital Campaign. In addition to the scrapbook on buildings and enlargement, an oversize volume collects complete architectural floor plans and elevations for the meeting house as remodeled in 1835, and another oversize volume documents the establishment of the Second Parish House Fund in 1901.

First Parish Church organizations include the Parish Aid Society and its successor, the Parish Aid Alliance, for which there are by-laws, meeting minutes, membership lists, and financial records. The first volume begins with an account of the formation of the Parish Aid Society in 1877 as a women's society for charitable and social purposes. In 1895 it became a "branch alliance," "to bring themselves into harmony with the great body of Unitarian Women" (from the by-laws). Substantial additional documentation of the Parish Aid Alliance resides in the subject file, Series V.

A booklet holds membership lists and by-laws of the Unitarian Total Abstinence Society. There are constitutions/by-laws, meeting minutes, and membership lists for a late 19th- to early 20th-century young person's organization: the Young People's Society, which became the Unity Club (or Unity Guild); and a membership list for the Junior Church in 1944. Meeting minutes and memorabilia preserve activities of a 20th-century social organization, the Old South Club; it is unclear whether it was affiliated with the club of the same name at Boston's famous Old South Church, or whether this is simply a reference to the Old South Chapel within the Beverly church.

Location	Box	Folder	Content	Date(s)
	11		"The Return of the Committee who new Seated the People in the Public Meeting House" (FPC 14)	1762-1783
	11		scrapbook of records of committees on building and enlargement	1751-1834
	13		architectural floor plans and elevations for the meeting house as remodeled in 1835 (FPC 145) OVERSIZE	1835

Location	Box	Folder	Content	Date(s)
	13		Second Parish House Fund (FPC 5175) OVERSIZE	1901
	13		blueprint of First Parish Church belfry (OVERSIZE)	undated [circa 1929]
	11		Parish Committee minute books (FPC 20, 13, 5176, 4551)	1799-1921
	11		Capital Campaign committee meeting minutes, feasibility report, and master plan	2006-2007
	11		Parish Aid Society history and meeting minutes (FPC 4984, 4980)	1877-1895
	11		Parish Aid Society and Parish Aid Alliance membership lists (FPC 4985)	1891-1899
	11		Parish Aid Alliance by-laws and meeting minutes (FPC 4986, 5000, 5003)	1895-1931
	12		Parish Aid Alliance meeting minutes, cash books, and membership lists (FPC 5791, 5792, 5797, 5782, 5794, and unnumbered)	1930-1977
	12		Parish Aid Alliance scrapbook (FPC 5781)	1940-1941
	12		Unitarian Total Abstinence Society membership lists and by-laws (FPC 4937)	1864
	12		Young People's Society, Unity Club, and Unity Guild meeting minutes, constitutions, membership lists (FPC 4948, 4949, 5392)	1881-1905
	12		Junior Church membership roll (FPC 4938)	1944
	12		Old South Club meeting minutes and memorabilia (FPC 4950, 4999)	1926-1951

Series IV: Sunday School Records (1823-1963)

Series/Arrangement Note: Founding regulations of the First Parish Church Sunday School, with Robert Rantoul as Superintendent, appear within a roll book of attendance, behavior, and recitations from 1823. Numerous volumes hold meeting minutes, registers of teachers and scholars, and attendance records spanning 150 years; the 1860 volume also includes an essay on the founding of the Sunday School. In addition to these functional records, series IV includes a Sunday School library catalog from the mid-1830s, library circulation records, an 1885 edition of the *Sunday School Service Book and Hymnal*, and two scrapbooks of memorabilia, one of which

resides together with, and at the reverse end of, Adelaide A. Lovett's book of exercises for Miss Sanborn's 1910-1911 Physiography class. Substantial additional documentation of the Sunday School resides in the subject file, series V.

Location	Box	Folder	Content	Date(s)
	14		Sunday School founding regulations, meeting minutes, registers of teachers and scholars, and attendance records (FPC 5183, 4973, 4972, 4971, 5218, 5202, 5777, 5201, 5200, 5171, 5572, 5796, 5784, 5785, 5795, 5786, 5787, 5801)	1823-1909
	15		Sunday School meeting minutes, attendance records, and memorabilia (FPC unnumbered, 109, 128, 98, 4974, 5809, 5804, 5808, 5199, 5806, 5805, 5807, unnumbered, 84, 5803, 113, 5793, 99)	1909-1938
	16		Sunday School meeting minutes	1924-1938
	15		Sunday School attendance records (FPC 5217)	1962-1963
	15		Sunday School library catalog (FPC 4630)	1883
	16		Sunday School library circulation records FPC 107, 5221, 5220, 5219, 5182, unnumbered, 114)	1907-1931
	15		Sunday School Service Book and Hymnal (FPC 5798)	1885
	16		scrapbook of memorabilia for the 100th anniversary of the Sunday School	1810-1910
	15		scrapbook of Sunday School memorabilia (FPC 11)	1910-1935

**Series V: Subject File, Church Publications, Bibles and Hymnals, Secondary Sources, and Memorabilia
(circa 1700-2016)**

Series/Arrangement Note: This series gathers together a variety of primary and secondary sources. An alphabetical subject file holds information on ministers and other prominent church officials; modern-era annual financial reports; documentation of the formal incorporation of music into church services from 1760 onwards; 20th-century newsletters; transcripts of sermons; and source materials on diverse topics. Some of these folders supplement, or carry forward into

the late 20th century, information found in handwritten volumes; cross-references appear within previous series descriptions. The subject file also contains a small collection of memorabilia.

There are bound volumes of sermons and other writings of First Parish Church ministers. Historical religious tomes include bibles, hymnals, and an 18th-century book of Sacred Harmony. A small reference library complements secondary source materials situated in the subject file.

Location	Box	Folder	Content	Date(s)
	17	01	Abbot, Abiel: sermons on his installation, and his death (FPC 156, 311)	1804-1828
	18	01	Abbot Street Cemetery: newspaper clippings	1966-1996
	18	02	ADA ramp (includes blueprint)	1996-1998
	18	03	antiques: appraisal	1982
	18	02	annual meeting reports	1931-1998
	18	03	ASAPROSAR newspaper clipping (Salvadoran Association for Rural Health)	undated
	18	04	Asprooth-Jackson, Kelly Weisman: memorabilia from her installation	2011
	18	05	auctions: annual church auction (24 auction credit card slips have been withdrawn and shredded)	1990-2005
	18	06	auctions: Christie's auction of church silver	2009
	27		auctions: proposal from Sotheby's; Christie's catalog, correspondence, and photographs	2009-2010
	17	02	Barrett, Thomas, sexton: booklets of accounts for burials (FPC 10, 4989, 4991-4997)	1797-1842
	18	07	Baylies, Holly: clippings and memorabilia	1994-1996
	18	08	Beverly archives project: meeting minutes	2002
	18	09-10	Beverly Female Charitable Society: reports, history, correspondence, financial reports, and memorabilia	1910-2001
	17	03	Boyden, Albert: parish clerk correspondence. See also below: cemetery	1901-1936
	18	11	broadcast services: correspondence	1991-1992

Location	Box	Folder	Content	Date(s)
	17	04	Building committee records and memorabilia	1837-1936
	18	12-15	Building committee records and memorabilia	1943-2000
	17	05	Bulkeley, Benjamin Reynolds: printed sermons, poetry, biography, and memorabilia	1897-1930
	17	06	Butler, Ellery Channing, and Butler, Mary Adelaide: correspondence and memorabilia	1916-1942
	18	16	by-laws	1950-2000
	18	17	calendar of events	1992-2002
	18	18	Candlelight Tour flyer	1984
	17	07	cemetery: notes of Albert Boyden, parish clerk, on ownership of the burial ground; newspaper clippings	undated (circa 1940)-1998
	17	08-09	chimes, bells, and clocks: newspaper clippings, correspondence, secondary sources	1925-1992 [bulk 1931]
	17	10	churches, neighboring: Dane Street: correspondence, petitions, and memorabilia	1802-1888
	17	11	churches, neighboring: First Baptist Church: correspondence, petitions, and memorabilia	1805-1976
	17	12	churches, neighboring: Beverly Farms: correspondence	1830-1917
	17	13	churches, neighboring: First Universalist Church: program from a service	undated (circa late 1930s)
	17	14	churches, neighboring: Washington Street Congregational Church: correspondence and Christmas program	1899-1936
	18	19	clippings	1964-2006 and undated
	18	20	congregational leadership: report and memorabilia	circa 1978-1998 and undated
	18	21	Couples Club: by-laws and memorabilia	1949-1953
	17	15	Cressy, Pemberton Hale: correspondence and memorabilia	1916-1920
	17	16	Dane, Nathan: estate document	1830

Location	Box	Folder	Content	Date(s)
	18	22	dedications: typescripts of services	1975-1991 and undated
	18	23	Denny, Peter: correspondence, sermons, contract, and memorabilia	1970-1975
	18	25	Edson, Cynthia: sermons and memorabilia	1984-1985
	18	26	employment: job descriptions (2 personal employment evaluations have been withdrawn and shredded)	1993-1997 and undated
	18	27	fairs/fundraisers: memorabilia, including <i>First Parish Cooks, Two</i> , a 1992 recipe book.	1877-1995
	18	28	Ferry Beach: programs and memorabilia	1996-1999
	18	29	Finance Committee: agendas and meeting minutes	1991-1992
	18	30	financial procedures manual	1999
	17	17	financials	1852-1950
	18	31-33	financials: meeting minutes, correspondence, reports, and warrants	1954-1970
	19	01-12	financials: meeting minutes, correspondence, reports, and warrants	1971-2007
	19	13	FUSS: First Universalist Society in Salem: history	1955
	19	14	Gale, Howard C.: correspondence, sermon, and memorabilia	1920-1935
	19	15	genealogy	1914-1995
	19	16	Geoghegan, William B.: memorabilia from installation and testimonial	1895
	19	17	Girl Scouts at First Parish	1929-1991
	19	18	Gyson, William: programs of services, lease for housing, and memorabilia	1942-1987
	19	19-20	Hale Hall: building construction and usage reports	1973-1990
	19	21-22	Hale, John: memorabilia, 350th anniversary celebration, and history of Hale House	1991-1993
	24	26	Hale, John: commemorative services	1992-2005
	19	23	Historical Committee: reports, histories, and correspondence	1916-2011

Location	Box	Folder	Content	Date(s)
	17	18-19	history, church	1917-2010
	19	24-26	history, church: 200th, 250th, and 300th anniversaries	1867-1968
	19	27	Hoehler, Harry H.: sermons, correspondence, newspaper clippings, and memorabilia	1972-2010
	19	28	Howe, Sylvia: sabbatical reports, newspaper clippings, memorabilia, and photographs	1998-2005
	20	01	Ingersol, Nancy: dismissal petition, to transfer to Third Parish Church (FPC 289)	1812
	19	29	Jones, Robert Edward: minister's reports, correspondence, contractual and housing papers, newspaper clippings, memorabilia	1980-1989
	19	30	Junior Church: membership list and memorabilia	1967
	20	02	Kilham, Tamma: dismissal petition and committee records, to transfer to Third Parish Church (FPC 635-641)	1820-1821
	20	03-04	Kimball, John C.: correspondence (with photocopies and typescript transcriptions), published sermon, and portraits	1859-1870
	19	31	King, Martin Luther: memorabilia	1989-1990 and undated
	19	32	Lanzillotta, Peter: sermons, minister's reports, correspondence, contractual agreements, newspaper clippings, and memorabilia	1985-1993
	21	01	Lewis, Fred R.: printed sermon, newspaper clipping, and memorabilia	1926-1941
	20	05	Library, Sunday School: letter and library by-laws	1891
	21	02	Lipp, Fred: newspaper clipping and memorabilia	1964 and undated
	21	03	Littlefield, Robert, organist: contractual agreements, newspaper clippings, and memorabilia	1983-2013
	20	06	Lothrop Club: New Year's program	1907
	21	04	marriage and funeral records	1899-1995

Location	Box	Folder	Content	Date(s)
	21	05	Marsters, James A., deacon: obituary	undated
	21	06	McKeen, Joseph: biographical secondary source	1982
	21	07	Membership Committee: committee manual, correspondence, memorabilia	1975-1994
	21	08	membership lists	1920-1958
	21	09-11	membership records	1967-1985
	21	12	Members and Friends: directories	1972-2003
	21	13	Mendelsohn, Jack: newspaper clippings	1993
	21	14	Mingo, Robin	2002 and undated
	20	7-9	Ministerial Fund: bequests, correspondence, and investment fund	1915-1986
	20	10	Ministerial Search Committee: correspondence	1803-1870
	21	15	Ministerial Search Committee: meeting minutes	1975-1994 [bulk 1993-1994]
	21	16	Monday Night Suppers: letter	1987-
	21	17	Morrill, Carrol Elliott: oral history transcription, correspondence, newspaper clippings, and memorabilia	1991-2008
	20	11	music: Beverly Musical Institute constitution, by-laws, membership list, and meeting minutes	1855-1857
	20	12	music, choir: documentation of formation and finances of the choir and the Parish Musical Society; correspondence; and memorabilia	1780-1959 [bulk 1780-1810]
	20	13	Music Committee: correspondence, memorandum on music series, and note on organist salaries	1964-1983
	20	14	music: organs, organists, and pianos (FPC 207, 5405)	1835-1983
	20	15	music and worship: music preference survey, booklet on church musicians, and list of services	1983-1993
	22	01-21	newsletters	1913-2000
	20	16-17	Old South Club: correspondence	1928-1954

Location	Box	Folder	Content	Date(s)
	21	18	Opitz, Edmund A.: program for ordination service	1939
	20	18	Orders of Service: programs	1889-1921
	21	19-34	Orders of Service: programs	1936-1995
	22	22-26	Orders of Service: programs	1996-2012
	20	19-20	Parish Aid Alliance: by-laws, correspondence, membership lists, inventory, programs, memorabilia, and newspaper clippings (FPC 5847)	1887-1975
	20	21	Parish Committee: correspondence, reports, meeting minutes, and booklet on hiring ministers (FPC 4237)	1796-2005
	22	27-31	Parish Committee meeting minutes	1959-1987
	20	22	Parish House: correspondence, maintenance and usage records, and images	1905-1988
	23	01	people at First Parish: newspaper clippings, memoranda, and memorabilia	1874-1991
	20	23-25	pews: correspondence, financial documents, seating and floor plans, and deeds	1835-1916
	23	02	pledging: correspondence and flyers	1926-1990
	23	03	press releases	1975-2009 and undated
	20	26	Rantoul, Robert, Sr., and Robert, Jr.: historical documents and secondary source materials	1805-1984
	20	27	receipts	1867-1870
	20	28	receipts	1900-1902
	23	04	Religious Education Committee: mission statement, meeting minutes, reports, and Sunday School parents' questionnaire	1969-1976
	23	05	same-sex unions: correspondence and newspaper clippings	2004-2006
	25		sermons and other writings of Abiel Abbot, Ellery Channing Butler, Paul Revere Frothingham, William Bernard Geoghegan, John C. Kimball, Joseph McKeen, and Christopher T. Thayer (FPC 59, 104, 4941, 4943, 5779, 5780, 5800)	1812-1910 and undated

Location	Box	Folder	Content	Date(s)
	23	06-15	sermons, typescripts	1985-2008
	20	29	sextons: correspondence, memorandums, newspaper clippings	1785-1995
	23	16	Sikkim school: correspondence and newspaper clippings	1981-1984
	23	17-19	silver: correspondence, documentation of artifacts, catalog, and secondary sources	1958-1987
	23	20	sister church in Romania: correspondence	1991-1994
	23	21	Snake Hill pasture: deed trace	undated
	20	30-31	Sunday School: correspondence, reports, lesson books, attendance records, programs, and memorabilia (FPC 143, 150, 1597, 1572-1579-1580, 1582, 1584-1591, 1593-1595, 1596, 4976, 5198, 5204, 5216}. A sampler of quilt stitching, FPC 4975, has been photocopied here and then transferred into the Sampler Collection, Box 2.	1823-2000
	20	32	Sunday School financial reports (FPC 5818-5824, 5826-5835)	1887-1915
	20	33	Sunday School history (FPC 1633, 1641, 3120)	1888-1999
	20	34	Sunday School membership lists and lists of officers (FPC 1643-1648, 1650-1651, 3471-3472)	1887-1979
	24	01	Sunday School special services (FPC 217, 1652-1690, 5190, 5191)	1842-1917
	23	22	Taft, William Howard: memorabilia and newspaper clippings	1909-1999
	24	02	Thayer, Christopher Toppan: correspondence and printed bicentennial address (FPC 111, 1714-1717, 5414)	1827-1868
	24	03	tax records: correspondence, certificates, and warrants (FPC 175, 85, 1694 6-1713, 5398, 5403)	1793-1854
	24	04	Thorndike, Israel: papers relating to distribution of his firewood (FPC 222)	1823
	24	05	Unitarianism: correspondence, history, memorabilia, and secondary sources (FPC 133, 1740-1747, 3044, 3445, 3468)	1815-1994

Location	Box	Folder	Content	Date(s)
	23	23	Van Buren, Edgar Tobias: correspondence, minister's reports, memorabilia	1975-1979
	24	06	vestry: correspondence, committee reports, financial documents, and history (FPC 1718-1732, 1734-1739)	1820-1993
	23	24	Willard, Joseph: typescript of sermon	1777
	23	25	women's equality: newspaper clippings and memorabilia	1898
	24	07	Woodberry, Joseph: committee meeting minutes concerning his wife (FPC 191)	1810
	23	26	witch trials: Bridget Bishop	1992
	23	27	Youth Group: mission statement, correspondence, and membership list	1972-1979
	24	08	Rules, Orders, and By-laws of the Town of Beverly	1805
	24	09	loose-leaf receipt, warrant, program, and church calendar (FPC 4410, 5959, 5961)	1865-1901
	24	10	loose-leaf Unitarian memorabilia (FPC 5964)	1863-1920
	24	11	Butler, Mary Adelaide: last will	1928
	24	12	scrapbook of distinguished Unitarian ministers (FPC 4627)	1954
	24	13	correspondence	1995 and undated
	24	14	newspaper clippings and memorabilia	1991-2015
	24	15	State of the Church transcript	2004
	24	16	Religious Education Trust: thoughts and recommendations	2016
	24	17-25	ministerial search packets, and ministerial submission packets from Cynthia Edson and Sylvia L. Howe (FPC 3033, 3698, 3699, 4511, 6012)	1978-2010
	25		bibles, hymnals, and the Worcester Collection of Sacred Harmony (FPC 351, 5961)	circa 1700-1943
	26		Book of Common Prayer, with annotations on its history and usage (OVERSIZE) (FPC 5)	1773

Location	Box	Folder	Content	Date(s)
	27		exhibition catalog, including First Parish Church items: New England Meeting House and Church: 1630-1950	1979
	27		John Hale: a Man Beset by Witches (FPC 5799)	1992
	27		The Life and Times of Pemberton Hale Cressey	2002
	27		Bowdoin College Chapel Messages of ... Joseph McKeen	2011
	9		Beverly First Night posters	undated

**Series VI: Photographs, Print Drawings, and Postcards
(1855-2010, and undated)**

Series/Arrangement Note: This series consists primarily of photographs from church events in Beverly and at Ferry Beach Park; photographs of the interior and exterior of the First Parish Church, as well as aspects of its construction and maintenance; and photographic and print portraits of First Parish Church ministers, and First Parish Church Sunday School teachers and administrators. Several postcards show the church and other Beverly buildings.

Box 28 consists of photographs transferred from the alphabetical subject file into photographic storage.

Box 31, folder 1, holds 19th-century photographs removed at an unknown time from the photograph album presented to Deacon Charles Davis, Sunday School superintendent. This album resides with other artifacts in Series VIII.

Location	Box	Folder	Content	Date(s)
	28		Baylies, Holly	
	28		Cressy, Pemberton Hale	
	28		Edson, Cynthia	
	28		Ferry Beach	
	28		history, church: 200th, 250th, and 300th anniversaries	
	28		Howe, Sylvia	
	28		Jones, Robert Edward	
	28		Kimball, John C.	

Location	Box	Folder	Content	Date(s)
	28		Lewis, Fred R.	
	28		Parish House	
	28		sextons	
	28		silver	
	28		Sunday School history	
	28		Thayer, Christopher Toppan	
	29		group portrait (with names on reverse) in front of church organ	undated [circa 1890]
	29		scrapbook of photos of the meeting house, and related memorabilia	1889-1917
	29		church cemetery	circa 1890
	29		photo album documenting construction of Hale Hall	1974
	29		Abbot Street church cemetery	circa 1890
	29		Bulkeley, Benjamin: portrait (FPC 11)	undated [circa 1900-1910]
	29		Carroll Morrill Appreciation Night photo album	1991
	29		box of unidentified photographs	undated
	30	01	buildings adjacent to First Parish Church, with captions	1910
	30	02	meeting house	1917 and undated
	30	03	Columbus Day parade	undated [circa 1940-1950]
	30	04	pulpit, plaques, and sculpture (FPC 3033H-3033J)	undated [circa 1945-1960]
	30	05	unidentified group portrait of women	undated [circa 1950-1960]
	30	06	members of First Parish Church and principal of Ryal Side School, with captions	undated (circa 1955)
	30	07	baseball team at Balch Playground, with captions	1956
	30	08	circus fair, with captions	1961
	30	09	student group photo [Sunday School?],	1967

Location	Box	Folder	Content	Date(s)
			with captions	
	30	10	Christmas pageant	1968 or 1969
	30	11	unidentified event in the church [at Halloween?]	undated [circa 1970-1980]
	30	12	Native American ceremony during ministry of Tobias Van Buren	undated [1975-1979]
	30	13	meeting house, fair, exhibit, gong show, and clambake, with captions (FPC 3033A-3033E)	1979 and undated
	30	14	silver	undated
	30	15	unidentified event [church fair?]	1984
	30	16	church painting crew, with captions	1985
	30	17	unidentified church event	1987
	30	18	Christmas events, with captions	1988-1989
	30	19	church people	1989-1995
	30	20	excursions to Robert Frost home and Strawberry Beach, and beach party, with captions	1990
	30	21	unidentified event [church fair?]	1990
	30	22	New Member Sunday	1990
	30	23	unidentified church event	1991
	30	24	church fair (FPC 3032A-3032Z + negatives 3032AA)	1992
	30	25	church reroofing	1992
	30	26	installing church weathervane	1993
	30	27	painting the church	1995
	30	28	meeting house, and views of Beverly	1997
	30	29	church fair	1998
	30	30	Ferry Beach album of photos and sketches	undated [circa 1990-2005]
	30	31-32	Ferry Beach, with captions	1996
	30	33	Ferry Beach	undated [circa 1996]
	30	34	church fair, with captions	1998
	30	35	Ferry Beach	1999

Location	Box	Folder	Content	Date(s)
	30	36	Ferry Beach	2006
	30	37	unidentified group photo inside meeting house (FPC 5960)	undated
	31	01	photographic portraits of Sunday School teachers and administrators, with captions (FPC 5430-5433A, 5433B, 5435-5442, and 4 unnumbered)	1866-1914 [bulk undated]
	31	02	Abbot, Abiel, print drawing (FPC 5279)	undated
	31	03	Asprooth-Jackson, Kelly Weisman (FPC 5959A, 5959B)	2010
	31	04	Baylies, Holly (FPC 102)	1997
	31	05	Gyson, William H.: installation, with captions (FPC 5284)	1942
	31	06	Gyson, William H. (FPC 7)	circa 1945-1955
	31	07	Howe, Sylvia L. (FPC 2780)	2011
	31	08	Jones, Robert Edward (FPC 5282)	1980
	31	09	Kimball, John, and his wife (FPC 5297)	undated
	31	10	McKeen, Joseph, print drawing (FPC 5283)	undated
	31	11	Peabody, A. P., print drawing (FPC 5958)	undated
	31	12	Rantoul, Robert, Jr., print drawing (FPC 5283)	undated
	31	13	Robinson, Frances, and unidentified woman	undated
	31	14	Thayer, Christopher Toppan (FPC 5285)	undated
	31	15	Van Buren, Edgar Tobias (FPC 1750)	undated
	31	16	unidentified man at the pulpit	1977
	31	17	postcards of First Parish Church, first Sunday School building, Beverly Historical Society building, and President Taft's summer home	undated

**Series VII: Audio-Visual Materials
(1979-2015)**

Series/Arrangement Note: This series consists audio and video recordings of sermons, services, weddings, music festivals, and meetings, as well as an interview of Sylvia L. Howe. Electronic

files also holding textual transcriptions of sermons, and a transcription, with images, of volume 2 of the First Parish Church records, 1772-1803.

Location	Box	Folder	Content	Date(s)
	32		cassette tapes of sermons, services, weddings, music festivals, and meetings (FPC 5470-5472, 5475-5476, 5479, 5483-5485, 5488, 5491-5493, 5495, 5498-5500, 5503-5509, 5511-5517, 5519, 5521-5529, 5531-5532, 5534-5537)	1979-2000, and undated
	33		Howe, Sylvia L.: Sermons, Member Weddings, Child Dedications, and Memorial Services (CD of transcripts in Word format) (FPC Sermon tab, 270+ documents beginning at item 2897)	1998-2008
	33		First Parish Church, Beverly, Massachusetts: History and Community (DVD)	2008
	33		Records of the First Church of Christ in Beverly, Massachusetts, with images: volume 2: 1772-1803, transcribed by Charles E. Wainwright	2008
	33		sermons, Music Sunday, and guest speaker (DVDs, also including <mp3> files)	2011
	33		Howe, Sylvia L.: interview (CD)	2015

**Series VIII: Artifacts
(1776 - circa 2000 and undated)**

Series/Arrangement Note: Artifacts include a number of copper plates holding images of the church exterior and interior (a bust, a plaque), of church silver, and a street map. There is an ornate, empty photographic album, presented to “Dea[con] Charles Davis, superintendent, from the First Parish S[unday] School”; the photographs were all removed at some unknown time and now reside in Series VII, box 31. Other artifacts consists of textiles, curtain rings, and a button.

Location	Box	Folder	Content	Date(s)
	34		copper plates	undated

Location	Box	Folder	Content	Date(s)
	35	01	“This is Your Church”: copper plate	undated
	35	02	cloth fragments from the grave of John Hale	1700
	35	03	curtain cloth fragment and curtain rings from the Old South Church	1776
	35	05	Davis, Charles: empty photographic album (FPC 5429)	undated
	35	06	Ferry Beach button	undated [circa 1990-2000]