

Guide to Trinity Wall Street Archives

Our Mission

To further the goals of Trinity Wall Street by preserving, protecting and making available their records of enduring value.

Acknowledgments

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Rector's Office

1711-2010

241 boxes; 120.5 linear feet

Historical Note:

Trinity Church's charter of 1697 decreed "that there shall be a **Rector** to have care of the souls of the inhabitants of said Parish, and a perpetual succession of Rectors there." Only sixteen rectors have served during the first 300 years of the parish. Trinity's first three rectors after the American Revolution were also Bishops of the Diocese of New York. In the 20th Century, William Manning resigned as Rector of Trinity Church to become Bishop of New York.

The current rector heads an influential parish, oversees approximately 200 employees, directs a major New York real estate corporation, and manages a grant program that serves the world-wide Anglican Communion.

Scope and Content Note:

The bulk of the material in this record group dates from the late 1930s through 2014. Records that date earlier than 1930 were donated from various sources. The records consist primarily of subject-based office files. Biographical material such as correspondence, diaries, induction items, and obituaries can also be found for some rectors.

The Reverend William Vesey, D. D., 1697-1746

No Records

Birth: August 10, 1674 **Place:** Braintree, Massachusetts

Education: Harvard University, graduated 1693
Honorary MA, Oxford, 1697

Ordained: August 2, 1697

Inducted as Rector: December 25, 1697 in Dutch Church on Garden Street.

Died: July 11, 1746 **Burial place:** Trinity Church, location unknown

Historical Note:

William Vesey was called as Rector of Trinity Church at the age of 23 on November 2, 1696. Not yet a priest, Vesey sailed immediately for England, as required, where he was

ordained by the Bishop of London in August of 1697. He was inducted as rector by Benjamin Fletcher, the Governor of New York, on December 25, 1698 in the Dutch Church as the first Trinity Church had not yet been completed. Under the Reverend Vesey's long tenure, Trinity Church was endowed with the **Church Farm**. Through the auspices of the **Society for the Propagation of the Gospel**, a Charity School was established in 1709 and a catechist was appointed to instruct Indians and Africans. Vesey, a commissary to the Bishop of London, struggled unsuccessfully to have his Church recognized as the established Church in a city where Anglicans were in the minority. Nonetheless he saw his congregation grow while setting the Church on a sound footing.

Scope and Content Note:

The archives has no papers of William Vesey. See Vestry Minutes and Vestry Papers for information on the Rev. Vesey's rectorate.

The Reverend Henry Barclay, D. D., 1746-1764

1 File

Birth: 1712 **Place:** upstate New York

Education: Yale, BA, 1734, MA 1740; Oxford, D. D., 1760

Ordained: January 1738

Inducted as Rector: October 22, 1746 by Governor George Clinton

Died: August 20, 1764 **Burial place:** Trinity Church, family vault

Historical Note:

Henry Barclay followed in the footsteps of his father, the Reverend Thomas Barclay, as a missionary to the Mohawks and Rector of St. Peter's Church in Albany. As Rector of Trinity Church, the Reverend Barclay saw to the erection of a building for the Charity School on the South Side of Rector Street between Broadway and Church Street. In addition, he had the first **Chapel of Ease**, St. George's Chapel, built on Cliff and Beekman Streets in 1752 and by 1755 was making plans for the Chapel that would become St. Paul's. Trinity Church contributed to the founding of **King's College**, now Columbia University, endowing it with a portion of land from the **Church Farm** in 1754.

Scope and Content:

The Barclay sermons are a gift from the Archives of the Diocese of Pennsylvania and the Reverend Henry W. Ducachet, Rector of St. Stephen's Church in Philadelphia. See also Vestry minutes and Vestry Papers for information on the Rev. Barclay's rectorate.

Box	File	Title	Date
1	1	Sermons	1711-1764

The Reverend Samuel Auchmuty, D. D., 1764-1777

1 File

Birth: January 26, 1722 **Place** Boston, Massachusetts
Education: Harvard, graduated 1742, King's College 1767
Ordained: 1747 by the Bishop of London
Inducted as Rector: September 1, 1764 by Lieutenant Governor Cadwallader Colden
Died: March 4, 1777 **Burial place:** St. Paul's Chapel under chancel

Historical Note:

Samuel Auchmuty was appointed catechist of Trinity Church by the **Society for the Propagation of the Gospel** in 1748. His work included assisting the Rector in his parochial duties. The Rev. Auchmuty succeeded as rector in 1764 seeing the completion of the Chapel of St. Paul's in 1766. The colonies soon became roiled with the discontent that led to the Revolution. The Rev. Auchmuty sided with the loyalists and because of ill health, retired to New Brunswick, New Jersey in the spring of 1776. His assistant minister, Charles Inglis, shut up Trinity's churches after the Declaration of Independence had been read rather than forego prayers for the King. After the British regained control of New York, Auchmuty made his way back through Patriot lines to discover Trinity Church and his own house destroyed in the Great Fire of 1776. The Chapels of St. George and St. Paul were re-opened for worship but Auchmuty died a year later.

Scope and Content Note:

For information on the Rev. Auchmuty's rectorate, see also Vestry minutes and Vestry Papers.

Container List

Box	File	Title	Date
1	2	Family Letters	1764-1797
1	3	Sermons	1751-1766

The Right Reverend Charles Inglis, D. D., 1777-1783

1 Item

Birth: 1734, **Place** Glencolumbkille, County Donegal, Ireland
Education: BA, King's College, 1767; D.D. Oxford, 1778
Ordained: 1758 in London
Inducted as Rector: March 20, 1777
Died: February 24, 1816 **Burial Place:** Under chancel of St. Paul's Church, Halifax, Nova Scotia

Historical Note:

Charles Inglis immigrated to America in 1755 and taught in the Free School of Lancaster, Pennsylvania. In 1758 he made his way to London for ordination into the priesthood, after which he returned to serve his first ministry at the mission in Dover, Delaware. In 1765, Inglis became an assistant minister at Trinity Church. An active Loyalist, he countered Tom Paine's pro-independence pamphlet *Common Sense* with *The True Interest of America Impartially Stated*. Since the ailing Rector, Samuel Auchmuty, was away in New Jersey, Inglis took responsibility for closing Trinity Church and its chapels after the Declaration of Independence was proclaimed. He wrote of the clergy's dilemma, "To officiate publicly, and not pray for the King and royall family according to

the liturgy, was against their duty and oath, as well as dictates of their conscience; and yet to use the prayers for the King and royal family would have drawn inevitable destruction on them.” Inglis removed himself to Flushing but returned September 16 after the British re-occupied Manhattan. During the Great Fire of September 21, Trinity Church was destroyed but Inglis sent bucket brigades to water down the roofs of St. Paul’s Chapel and [King’s College](#) thereby saving those buildings. After becoming rector in 1777, Inglis continued to write Loyalist tracts under the name of Papinian. On November 1, 1783, his cause lost, Inglis resigned his rectorate and fled for England. In 1787, he was consecrated in London as Bishop of Nova Scotia where he spent the remainder of his life.

Scope and Content Note:

The archives only contains Inglis’ farewell sermon to the Congregation of Trinity Church, a gift from Andrew Oliver as noted in the Vestry meeting of February 8, 1960. For other information on the rectorate of Charles Inglis, see Vestry Minutes and Vestry Papers.

Container List

Box	File	Title	Date
1	4	Farewell Sermon	1783

The Right Reverend Samuel Provoost, 1784-1800

3 Items

Birth: Feb 26, 1742 **Place** New York

Education: King’s College, 1758

Ordained: March 25, 1766 by Bishop of Chester, Rt. Rev. Edmund Keene

Inducted as Rector: April 22, 1784

Died: Sept 6, 1815 **Burial Place:** Trinity Church Cemetery, Plot 732, W.D.

Historical Note:

Samuel Provoost graduated in 1758 from the first class of [King’s College](#). He then went to England in 1761 to attend St. Peter’s College Cambridge. In 1766, Provoost was ordained a priest after which he returned to New York where, on December 23, he was made assistant minister of Trinity Church. Provoost resigned this position in 1771 and retired to upstate New York. After the English accepted defeat in 1783, Charles Inglis resigned the rectorate of Trinity Church and fled New York. The vestry immediately called the Assistant Minister, Benjamin Moore, to take his place. However, [Whig Episcopalians](#) were unwilling to allow the Church to continue under a Loyalist vestry and rector. Benjamin Moore reluctantly stepped down and Samuel Provoost, who had always supported American independence, was called to the rectorate in 1784.

Provoost was also appointed regent of the University of the State of New York and in 1785 chaplain of the Continental Congress. He was elected the first bishop of New York at the Convention in Wilmington, Delaware on October 10, 1786. He then went to England with William White of Pennsylvania for consecration by the Right Rev. John Moore, Archbishop of Canterbury. In 1789, Provoost officiated at the service held in St. Paul’s Chapel after the first inauguration of George Washington. In March 1790, he

consecrated the re-built Trinity Church. For personal and health reasons Provoost resigned the rectorship in 1800 and the Vestry again called Benjamin Moore to the position. The House of Bishops refused to allow Provoost to similarly resign the bishopric but Benjamin Moore was installed as bishop coadjutor allowing Provoost to withdraw from active ministry.

Scope and Content Note: The few items contained in the Archives are the result of gifts. For information on Provoost's rectorate, see Vestry minutes and Vestry papers.

Container List

Box	File	Title	Date
1	5	Seal used by Bishop Provoost	1787
1	5	Letter	1765
1	5	Book of Common Prayer	1760

The Right Reverend Benjamin Moore, S.T.D., 1800-1816 3 Volumes, 3 Files

Birth: October 5, 1748 **Place** Newtown, Long Island, NY

Education: King's College, 1768; D. D. Columbia College, 1789

Ordained: June 29, 1774 by Richard Terrick, Bishop of London

Inducted as Rector: December 22, 1800

Died: Feb 27 1816 **Burial Place:** Trinity Church, George Bind vault

Historical Note:

Benjamin Moore graduated first in his class from [King's College](#) in 1768, then studied theology under Samuel Auchmuty before going to England for ordination. He became Assistant Minister of Trinity Church under the Rectorate of Samuel Auchmuty in 1775. A Loyalist, Moore served as president pro tempore of King's College after their official president had fled a Patriot mob and returned to England. When Charles Inglis resigned the rectorate of Trinity Church, Moore was inducted as Rector; however, he was turned out by [Whig Episcopalians](#) in favor of the Patriot, Samuel Provoost. Moore continued to serve as Assistant Minister between 1784 and 1786. He was also Professor of Rhetoric at Columbia College, formerly King's College. When Provoost resigned the rectorate in 1800, Moore was again called to assume the office. He was also consecrated as Bishop Coadjutor and assumed Provoost's Episcopal duties. In the same year, he became the third President of Columbia College.

Under Moore's rectorate the Society for Promoting Religion and Learning was organized to encourage learning among the clergy. St. John's Chapel was consecrated in 1807 and Trinity's first Chapel, St. George's, was made independent. In February 1811, Moore suffered an attack of paralysis. Abraham Beach was appointed as Assistant Rector to assume his parish duties. John Henry Hobart was named as bishop coadjutor to deal with diocesan duties.

Scope and Content Note:

The few items contained in the Archives are the result of gifts. For information on Moore's rectorate, see Vestry minutes and Vestry papers.

Container List

Box	File	Title	Date
1	5	Two Marriage registers	1776-1805
1	6	Memorandum Book	1800-1812
1	6	Chapel Assignments	1800-1811
1	7	Biography	1816
1	7	Sermons	1791-1804
1	8	General Convention ms.	1792-1811

The Right Reverend John Henry Hobart, D. D., 1816-1830

No Material

Birth: September 14, 1775 **Place** Philadelphia, Pennsylvania

Education: B.A. College of New Jersey (Princeton), 1793; MA 1796

Ordained: 1801 by Bishop Samuel Provoost of New York

Inducted as Rector: March 11, 1816

Died: September 12, 1830 **Burial Place:** Under chancel of 2nd Trinity Church

Historical Note:

John Henry Hobart was appointed Assistant Minister at Trinity Church in 1801. A charismatic preacher, he had a keen intellect and an energetic zeal. Hobart was a prolific writer and his titles include *A Companion for the Altar* (1804), *The Clergyman's Companion* (1806) and *An Apology for Apostolic Order and its Advocates* (1807). Since 1809, Hobart was a frequent contributor to *Churchman's Magazine*. In his writings, he articulated his high church position. He stressed that the Episcopal Church derived its authority from its adherence to the practices of the primitive Christian church with a bishopric descended in direct line from the apostles. The Church, he believed, offered a special place to receive God's grace.

In 1806, Hobart established the Protestant Episcopal Theological Society, later named the General Theological Seminary. In 1822, he founded Geneva College, eventually renamed Hobart College, in upstate New York. In 1809, he founded the Bible and Common Prayer-Book Society of New York.

Hobart was elected Assistant Bishop of New York in 1811 and, in 1813, he was chosen as Assistant Rector at Trinity Church. Both appointments were due to the incapacity of the ailing Right Reverend Benjamin Moore. Hobart became rector of Trinity Church and Bishop of the Diocese of New York in name as well as in fact in 1816 following Moore's death.

Despite frail health, Bishop Hobart threw himself into his work. At certain times, his authority reached to the Dioceses of New Jersey and Connecticut in addition to New York. Hobart became seriously ill in 1822 and he took a two year visit (1823-1825) to England and Scotland to recover his health. He filled his leave with study, writing, and

conversations among the British clergy. He returned to the United States revived and immediately resumed his former workload without regard to the consequences. He was taken ill and died while on a visitation to a Church in Auburn, New York in 1830. Hobart was buried under the chancel of the second Trinity Church. When the third Church was built, his burial monument was moved to the room currently known as the Verger's Office.

Scope and Content Note:

The papers of John Henry Hobart are housed in The Archives of the Episcopal Church in Austin Texas, www.episcopalarchives.org. For other information about the rectorate of Hobart, see Vestry Minutes and Papers.

Box	File	Title	Date
2312	5	Sermon Preached at the Funeral of John Henry Hobart	1830
2318	3	Consecration Centennial Service	1911

The Reverend William Berrian, D.D., 1830-1862

No records

Birth: April 20, 1787 **Place** New York

Education: Columbia College, 1808

Ordained: 1812 by Bishop John Henry Hobart

Inducted as Rector: October 12, 1830

Died: November 7, 1862 **Burial Place:** Family vault, St. Mark's in the Bowery

Historical Note:

The Reverend William Berrian was called as Rector in 1830 having served as Assistant Minister of Trinity Church since 1811. A disciple of Bishop Hobart, Berrian continued support of Hobart's principals, firmly aligning Trinity Church with the **high church** party. Benjamin Onderdonk, also a high church supporter, succeeded Hobart as Bishop of the Diocese. In 1845, Bishop Onderdonk was suspended by the General Convention for licentious conduct. Many believed the true cause of his ouster was his high church tendencies. The Rev. Berrian and Trinity Church offered the fallen Bishop financial and spiritual support throughout his ordeal.

Reportedly an uncompelling preacher, Berrian immersed himself in the duties of a parish priest and the details of parish administration. During his tenure, the Trinity Church Cemetery between 153rd and 155th Street was purchased and burials were discontinued in the downtown Churchyard. The second Trinity Church, found to be unstable in 1839, was replaced by 1846 with the third Trinity Church, designed by Richard Upjohn in the Gothic style. A new chapel, Trinity Chapel, was opened in 1855 on West 25th Street to serve the northward moving congregation.

Berrian's tenure also experienced rocky times. Trinity Church was spending more than it was taking in and property was sold to make up the deficit. During the late 1850s, the

State Legislature attempted to spread ownership of the Church property among all New York Protestant Episcopalians, a move that after bitter struggle and a heated pamphlet war, was ultimately unsuccessful.

Toward the end of his rectorate, Berrian's health declined. Morgan Dix was appointed assistant rector in 1859 and took on many of the Rector's duties. The Reverend Berrian died at the age of 76 in 1862.

Scope and Content Note:

The archive has no records of the Reverend Berrian. For information on his rectorate, see vestry minutes and vestry papers. There is a painting of the young Berrian by Frederick R. Spencer dated 1842.

Container List:

Box	File	Title	Date
1	10	Berrian	c. 1840

The Reverend Morgan Dix, S.T.D., D.C.L., D.D. 1862-1908

18 Boxes, 9 linear feet

Birth: November 1, 1827 **Place:** New York

Education: Columbia College, 1848; General Theological Seminary, 1852

Ordained: 1853

Died: April 29, 1908 **Burial place:** Under altar of All Saints' Chapel, Trinity Church

Historical Note:

During the Rev. Dr. Morgan Dix's forty-six year rectorate, the Parish of Trinity Church grew in a number of ways. Trinity added the chapels of St. Chrysostom's (1866), St. Augustine's (1868), St. Cornelius' on Governor's Island (1868), St. Luke's (1892), St. Agnes (1892), and the Chapel of the Intercession (1908). Charities that were formed under Dix's leadership include the Sisterhood of St. Mary (1865-66), Trinity Church Association (1880), St. Margaret's Guild (1873), the Home for Aged Women (1874), and Trinity Mission House. In addition, the old Varick Street rectory was converted into Trinity Hospital.

Dix served as president of the Standing Committee of the Diocese and represented the Diocese to the General Convention from 1877 on. He was a trustee for the new Cathedral of St. John the Divine, whose charter was granted in 1873, as well as for many New York City institutions. Dix was also a member of several clubs and societies.

The Rev. Dr. Dix was an avid supporter of the **high church** movement. He was intellectually curious, and pursued research on a wide variety of theological and historical topics. Dix was also a patron of the arts, and was active in the development of musical standards at Trinity during his rectorate. His literary activities included numerous publications, most notably a biography of his politically and militarily prominent father, John A. Dix. The Rev. Morgan Dix began the institutional history *The Parish of Trinity*

Church in the City of New York (since expanded to seven volumes), as well as the practice of issuing parish yearbooks.

Morgan Dix died on April 29, 1908 and was buried under the altar of All Saints Chapel in Trinity Church. The Chapel had been completed in 1913 to honor Dix's life and ministry.

Scope and Content Note:

The records of Morgan Dix were donated to Trinity from outside sources, most notably the Dix family. The bulk of this material is diaries that detail the rector's daily activities over a 50-year time period (1856-1907). Correspondence is arranged primarily by subject, and deals with a variety of issues. Also included is material used by Dix in preparation of his writings, especially a biography of his father, John A. Dix.

Container List:

Box	File	Title	Date
Correspondence			
2	2	Address Book	n.d.
	3-6	General Correspondence	1851-1908
by Subject			
2	7	Church Eclectic	1887-1889
	7	Emigration Chaplaincy	1885-1886
	8	Free Church	1836-1867
3	1	Hitchings Controversy	1872-1882
	2	Hobart College	1872-1881
	3	Invoices	1872, 1902
	4	Jans, Anneke	1868
	5	Keble Memorial	1866
	6	New Years	1893-1894
	7	St. Cornelius Chapel	1868-1908
	7	St. Paul's	1906
	7	St. Peter's, Westchester	1869
	7	Sisters of St. Mary	1890s
Outgoing			
3	8	Letters and drafts, outgoing	1901-1907
	9	Letter Copy Book	1886-1890
2317	2	Outgoing Correspondence	1869-1886
Office Files			
4	1	Church and Parish Business	1851-1899
893	8	Church and Parish Business	
		Gobert, case against sexton	1897
4	2	Reports and Pamphlets	1857-1882
	3-4	Private Registers	1853-1908
1304	5	Marriage Registers	1870-1907
4	5	Memorial for Ridleys	1863-1865
5	1	Memorial for Ridleys	1863-1865

	2	Confirmation Manual	1881
	3-5	Finance--Rector's Fund	1862-1908
Biographical			
2	1	Induction materials	1862
Research and Writings			
5	6	General Research Material	1754, 1837, 1879
	7-8	Sermons	1903-1906
6	1	Sermons	1905-1908
	2	Notebook re: Catholic Church	n.d. [1868]
	3-4	John A. Dix letterbooks	1869-1873
	5	Clippings scrapbook re: writings	1883-1893
Diaries			
6		Diary--Trip to Europe	1842-1844
6-17		Diaries	1856-1907
Clippings			
17-18		Clippings scrapbooks, notebook	1873-1892
Honors			
18	4-5	Birthdays, Anniversaries	1902
2318	2	Commemoration Service	1902
Library			
19	1	Hymns inscribed by Wm. C. Bryant	1864
	2	Spirit of the Fair	1864
Ephemera			
19	3	Ephemera	n. d.
Death			
19	4	Memorabilia, Clippings and Programs	
	5-6	Memorial Books	1908
Genealogy			
19	7-8	Dix and related families	1883-1945
Personal			
2333	1	Ordination and Educational Documents	1846-1853

The Right Reverend William Thomas Manning D.D., S.T.D., D.C.L., 1908-1921

12 Files

Birth: May 12, 1866

Place: Northampton, England

Education: University of the South D.D.

Ordained: 1891

Died: Nov. 18, 1949

Burial place: Cathedral of St. John the Divine

Historical Note:

Prior to his rectorate, Manning served as vicar of Trinity's St. Agnes' Chapel in 1902, and in 1903 was elected Assistant Rector for Trinity parish.

Soon after Manning's induction, the parish was plunged into the controversy surrounding St. John's Chapel, slated for closing in late 1908 due to the changing nature of its Hudson Square neighborhood and its diminishing congregation. The announcement of the closing attracted much negative press, with Trinity facing opposition from St. John's congregation as well as from preservationists who wished to save the historic chapel building. A committee representing St. John's congregation filed for an injunction before the State Supreme Court in an effort to prevent the closing. Judgment was made in favor of Trinity in the spring of 1909 and the Rev. Manning closed the chapel.

The controversy over the closing of St. John's Chapel stirred up interest in Trinity's real estate holdings, leading to accusations of poor conditions in the parish's **Church Farm** tenement housing. The Rev. Manning called for an independent investigation of the tenements, which was conducted in 1909 by Emily Dinwiddie, of the Charity Organization Society. The results of the survey were generally favorable, and Trinity undertook improvements in its housing structures and policy where necessary. In response to these events, the Rev. Manning issued a rare public account of Trinity's finances in 1909.

During Manning's rectorate, open air services were conducted on Wall St. from 1909-1917, church pews were made free in Trinity Church in 1919, and the finances of the parish were reorganized. Manning served as a chaplain to U.S. troops at Camp Upton, Long Island, during the First World War.

Manning had a strong interest in church unity, and was very active in the development of the Cathedral of St. John the Divine. In 1921, he left Trinity to become Bishop of New York, a position he held until 1946.

Scope and Content Note:

Manning's material includes a small amount of general correspondence, and several office files arranged by subject. Two files concern the controversy over the closing of St. John's Chapel. Also included is a diary of Manning's from 1908.

Container List:

Box	File	Title	Date
Correspondence			
20	1-2	Correspondence	1908-1921
	3	Correspondence with Rev. John Mockridge	1910-1957
Office Files			
20	4	Sailor's Snug Harbor	1910-1911
	5-6	St. John's Chapel, closing of	1907-1917
	7	Trinity Mission House	1918-1919
	8	Trinity Parish Honor Roll, WWI	1919-1920
	9	General	1918-1920
2318	1	Testimonial Dinner, Program and Menu	1941
Sermons			
20	10	Sermons	1909-1921

Biographical

21	1	Diary	1908
	2	Articles, Pamphlets	1908-1933

The Reverend Caleb Rochford Stetson, S.T.D., 1921-1932**1 Box, .5 linear feet****Birth:** April 16, 1871**Place:** Boston, Mass.**Education:** Harvard A.B., 1894; Johns Hopkins; Virginia Theological Seminary; General Theological Seminary**Ordained:** 1899**Died:** June 15, 1932**Burial place:** Trinity Church Cemetery**Historical Note:**

The Rev. Caleb Stetson studied medicine prior to entering the seminary. Before being elected rector, Stetson served as vicar for Trinity Church from 1907-1911 and as rector of St. Mark's Church in Washington D.C. from 1911-1921.

As rector, Stetson was strongly **high church** in sympathies, and outspoken on the issues of divorce and the remarriage of divorced persons—both major social concerns during the 1920s. During his tenure, Trinity broadcast sermons over the radio, the parish conducted a ministry outreach to Wall Street, and the Chapel of St. Chrysostom's was closed. In the years before Stetson's sudden death in 1932, Trinity organized Depression relief assistance and faced a diminishing congregation.

Scope and Content Note:

Only a small amount of material exists for Stetson's rectorate, the bulk of which is office files, arranged alphabetically by subject. Some personal items of Stetson's include a diary and two files of correspondence with his father.

Container List:

Box	File	Title	Date
Office Files			
21	3	Cordozo	1932
	3	O'Beirne sermon	1931
	3	Radio, New Year's broadcast	1926
	3	St. Chrysostom	1924
	4	St. Cornelius	1923-1931
	5	St. Mark's	1911-1925
	5	St. Paul's (chandeliers, renovation)	1925-1929
	5	Seabury	1930
	5	Seaside home	1924
	6	Trinity Chapel survey	1930
	7	Trinity Church reredos	1929-1930
	7	Upjohn, Hobart	1930-1931

	7	Trinity Church Vicar	1907
Biographical			
21	8	Diary and Photo	1899
	9-10	Correspondence with Father	1899-1920
1208	3	Clippings and Ephemera	1925-1926
Induction			
22	1	Clippings, Letters and Order of Service	1922
Death			
23	1	Service, Letters, Articles and Memorabilia	1932-1933

The Reverend Frederic Sydney Fleming, D.D., LL.D, S.T.D., 1932-1951

20 Boxes, 10 linear feet

Birth: March 7, 1886

Place: Calais, Maine

Education: Western Theological Seminary, 1911

Ordained: 1911

Died: June 19, 1956

Burial place: Trinity Church Cemetery

Historical note:

Frederic Fleming began his working life as a baker's assistant for the National Biscuit Company at age 14; by the age of 20 he was an assistant to the company president. After becoming ordained, he served as rector of the Church of Atonement in Chicago (1915-1927), rector of St. Stephen's Church in Providence, R.I. (1927-1930), and vicar of the Chapel of the Intercession of Trinity Parish (1930-1932). In 1924, he was twice called to the rank of bishop, but declined.

During his rectorate, Fleming advocated the creation of an Archbishop of the Protestant Episcopal Church, and opposed the admission of women as wardens and vestrymen. He instituted a five-year plan to revive work at All Saints Church on Henry St., which was later acquired by the parish and renamed St. Augustine's. During Fleming's tenure, Trinity purchased the office building at 74 Trinity Place (1934), and celebrated anniversaries of the construction of the present church and the founding of the parish (1946-1947). St. Agnes' Chapel and Trinity Chapel were closed in 1943.

Scope and Content Note:

The Rev. Fleming's material consists primarily of office files, arranged chronologically, then alphabetically by subject within each designated time span. Subjects pertain primarily to Parish matters, especially the chapels, the vestry, and events. Fleming's files also concern New York organizations he served as a trustee, for example Sailors' Snug Harbor, Seamen's Church Institute, and the Leake & Watts Children's Home. In addition, topics include other churches and local societies.

Also included are several boxes of Fleming's sermons, as well as some biographical information.

Box	File	Title	Date
Office Files			
23-33	43	Office Files	1926-1951
Sermons			
34-43		Sermons and Lectures	1918-1951
Biographical			
43	4	Diaries/Record Books	1911-1951
1418.1, 23		Scrapbooks	1932-1945
	5	Induction & anniversary	1932, 1943
	6	Resignation	1951
	7	Death	1951
	8	Ephemera	n.d.

The Reverend John Heuss, D.D., S.T.D., L.H.D. 1952-1966

66 Boxes, 33 linear feet

Birth: July 30, 1908 **Place:** Hastings-on-Hudson, NY

Education: St. Stephen's (now Bard) College, 1929 B.A.; Seabury-Western Theological Seminary, 1931 B.D.

Ordained: 1932

Died: March 20, 1966 **Burial place:** Trinity Churchyard

Historical note:

The Rev. Heuss was the rector of St. Matthew's Church in Evanston, IL from 1937-1947.

During Heuss' rectorate, Trinity instituted the Trinity Episcopal Conference Center at West Cornwall, the Every-member Canvass, and weekday programs for businessmen in the Wall Street area. Heuss was the author of several books, and his articles appeared in such publications as *Anglican Church World*, *Living Church*, and *Reader's Digest*.

Heuss died suddenly in his office on March 20, 1966 from a heart attack.

Scope and Content Note:

The Rev. Heuss continued the Rev. Fleming's practice of arranging office files chronologically, then alphabetically by subject within each year. Subjects pertain primarily to Parish matters, especially the chapels, the vestry, and events. Heuss' files also concern New York organizations he served as a trustee, for example Sailors' Snug Harbor, Seamen's Church Institute, and the Leake & Watts Children's Home. In addition, topics include other churches and local societies. Heuss' material also contains numerous boxes of sermons, arranged alphabetically by title, as well as biographical material.

Files for individual chapels are found in two separate locations: Chapel of the Intercession and St. Cornelius are located in "C," the rest of the chapels are under individual names in "S." Financial material is generally located at the end of each year. Office files from 1966 contain some material for Bernard C. Newman, who was named

Acting Rector following Heuss' death in March. In addition, some office files from 1966 continue into the Rev. Butler's subgroup.

Box	Title	Date
Office Files		
44-98	Office Files	1951-1967
2334 2	Gilson Family Correspondence	1946-1950
Sermons		
98-109	Sermons and Visiting Speakers	1952-1966
2322 1	Sermon	1954
Biographical		
109 5	Rector Search	1951
6	Induction	1952
7	Personal Data	1963-1966
8	Tenth Anniversary	1962
9	Articles by or about	1955-1965
10	Events	1958-1965
110 1-2	Scrapbook	1952-1954
3	Death and Burial	1966
4	Memorial Books	1966
5	Memorial Book	1966
2334 3	Institution	1952
4	Memorial Minutes	1966
5	Staff and Congregational Memorial Notebook	1966

The Reverend John Vernon Butler Jr., D.D., S.T.D., 1966-1972

33 Boxes, 16.5 linear feet

Birth: April 29, 1906

Place: Worcester, Mass.

Education: B.A. Amherst, 1927; S.T.B. General Theological Seminary, 1932

Ordained:

Died: Sept. 19, 1983

Burial place: All Saints Episcopal Church;
Princeton, NJ

Historical Note:

The Rev. Butler was curate at Trinity's Chapel of the Intercession from 1931-1933. Prior to his selection as rector, he served as the Dean of the Cathedral of St. John the Divine (1960-1966). Butler was called to Trinity after the sudden death of the Rector John Heuss.

Butler determined at the outset that he would bring reform to Trinity Church and that he would retire at age 65 guaranteeing a short tenure. To effect reform, a strategic plan entitled "One Peppercorn" was developed. It called for the eventual elimination of the chapel system and a renewed focus on service and outreach.

Dr. Butler established Trinity Institute, a continuing education program for clergy and laity, in 1967. The Trinity Grants Program was organized in 1971. The basement of 74 Trinity Place was converted into a coffee house for music and conversation. Dance, theatre, and music performances were celebrated in and around the Church. Dr. Butler updated the liturgy, making changes in the chancel and sanctuary to bring the congregation closer to the service. In line with this objective, the altar was made free-standing so that the celebrant could face the congregation.

As he promised, Butler retired in 1972 leaving the implementation of “One Peppercorn” for his successor.

Scope and Content Note:

The Rev. Butler’s office files are arranged chronologically, then alphabetically by subject. Subjects pertain primarily to Parish matters, especially the chapels, the vestry, and events. Butler’s files also concern New York organizations he served as a trustee, for example Sailors’ Snug Harbor, Seamen’s Church Institute, and the Leake & Watts Children’s Home. In addition, topics include contemporary issues, other churches, and local societies. There is a small amount of biographical material. Butler filed chapels under “C,” and financial material was placed at the beginning of each year.

Box	File	Title	Date
Office Files			
111-142,		Office Files	1950-1974
1209-1211			
Biographical			
143	1-2	Induction	1966
	3	Articles about Butler	1966-1983
	4-6	Morehouse History Vol. VII	1966-1971
	7	Library	
144	1-2	Library	
	3-4	Vault Plans/ Death and Burial	1971-1974, 1983

The Reverend Robert Parks, D.D., S.T.D. 1972-1987

101 Boxes, 50.5 linear feet

Birth: Jan. 2, 1918 **Place:** Ty Ty, GA

Education: University of the South, Sewanee

Ordained: 194?

Died: 2009 **Burial place:** Trinity Churchyard

Historical note:

The Rev. Dr. Parks implemented the parish re-organization plan “One Peppercorne” developed under the rectorate of his predecessor, John Butler. The vestry and the staff were re-structured to encourage participatory management, three chapels were made independent, new emphasis was put on downtown ministry, and the Grants Program was established.

Dr. Parks supervised the construction of St. Margaret's House to provide housing for the elderly and established The Frederic Fleming House for the frail, homeless elderly. He instituted Trinity Center for Ethics and Corporate Policy to minister to Wall Street. He expanded the Communications Department and saw to the establishment of a state-of-the-art television studio.

Under the rectorate of Dr. Parks, Trinity Church began the development of Hudson Square, offering office space at reasonable prices and joining with the surrounding neighborhood and the city to nurture a vibrant community around its real estate holdings. Upon retiring, Dr. Parks initiated the construction of the pedestrian bridge that united the Church to the parish center and church offices.

Scope and Content Note:

The Rev. Parks' subject-based office files pertain primarily to Parish matters, especially the chapels, the vestry, and events. Parks' files also concern New York organizations he served as a trustee, for example Sailors' Snug Harbor, Seamen's Church Institute, and the Leake & Watts Children's Home. In addition, topics include contemporary issues (such as the ordination of women and arms control), other churches, and local societies. Parks' material contains several boxes of files concerning General Conventions and the reminiscences of Ellis Carson on his years as a Vestryman.

The arrangement of office files in this subgroup reflects the various systems kept by Parks. The first group of files is arranged alphabetically by subject. A second group is filed by subject based acronyms, then alphabetically within each designation.* The third group of office files are also arranged alphabetically by subject, and appear to be distinct from the first set.

*The acronyms stand for the following:

ADM: Administration

ASN: Association

FIN: Financial

LEG: Legal

ORG: Organization

PAS: Pastoral

PER: Personnel

PRO: Program

RECH: Real Estate Church

RECO: Real Estate Commercial

TEC: Trinity Episcopal Church

Box	Title	Date
Office Files		
144-202, 1211-1212	Office Files, by Subject	1967-1987
202-211	Office Files, by Acronyms	1971-1983
211-224	Office Files, by Subject	1966-1986

General Convention files

224-238, 1212	General Convention	1968-1985
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Carson

238-239	Ellis H. Carson Papers	1971-1977
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Biographical

239	6-7	Induction	1972
	8	Honors Awards and Ceremony	1973-1984
	9	Retirement and Biographical	1986-1987
1213	1	Retirement, copies of letters	1987
2316	4	Funeral and Burial Information	2009
2319	3	Memorial Order of Service	2010
2337	1	Condolence and Memorial Packet	2009

Executive Assistant to the Rector

1970-2004

11 boxes, 5.5 linear feet

Historical Note:

The position of Executive Assistant to the Rector, initially entitled Associate Rector, resulted from the 1970 re-organization known as “One Peppercorn.” The position was created to relieve the Rector of the burdens associated with the daily administration of the parish and, as originally envisioned, was to be held by a priest. Duties included, but were not limited to, supervision of vestry support staff and services, acting as representative of the Rector, and oversight of a variety of parish programs.

Barring a brief period in 1993-4, when the position was eliminated as a cost cutting measure, the Executive Assistants to the Rector continued to fulfill these functions until 2004 when the Rector James Cooper eliminated the position.

Scope and Content Note:

This subgroup comprises the office files of the Associate Rector and Executive Assistants to the Rector. Files document Trinity Church departments and programs, vestry coordination, and communication with other religious and/or local organizations.

The Revd Canon Bertram Herlong, Associate Rector, 1972-1976

The Reverend Canon Bertram Herlong was Associate Rector from 1972 until 1977 when he became vicar of the newly joined unit Trinity/St. Paul’s. The records of the Reverend Herlong can be found in the Congregational Office where he served as vicar.

The Revd George Henry Woodard, Ex. Assistant to the Rector, 1976-1977

The Reverend George Henry “Jack” Woodard succeeded Fr. Herlong under the title Executive Assistant to the Rector. Fr. Woodard had helped to write “One Peppercorn” as

a consultant to Dr. Butler and then aided Dr. Parks in implementing the re-organization. He resigned in May 1977 to become missionary to the Dominican Republic. The Reverend Woodard's files can be found in the Grants record group where he served as director.

The Revd Richard L. May, Ex. Assistant to the Rector, 1977-1979

The Reverend Richard L. May was Executive Assistant from 1977 until appointed vicar of Trinity/St. Paul's in November 1979. The records of the Reverend May can be found in the Congregational Office where he served as vicar.

The Revd James G. Callaway, Jr., Ex. Assistant to the Rector, 1980-1987

11 boxes, 5.5 linear feet

After a nation-wide search, the Reverend Jamie Callaway received the call to assist the Reverend Parks and served until 1987, when he became Director of Grants.

Office files are in two sets: arranged alphabetically by subject in the first set and divided under Organization [Org] and Technical [Tech] in the second. The files cover staff, clergy housing, Parish programs and the Vestry.

Box	File	Title	Date
247-257		Office Files	1915-1987
1787	6-8	Office Files	1980

William H. Martin, Ex. Assistant to Rector, 1987-1992,

32 boxes, 15.5 linear feet

Shortly after becoming rector, the Revd. Daniel Matthews chose the first lay person, Bill Martin, to serve in the post. Martin resigned in December 1992 and the position was eliminated as part of downsizing throughout the organization.

Office files are arranged in two sets: alphabetically by subject in the first set and organized under sections in the second set. The sections are Vestry, Accounting, Administrative, Associations, Financial, Legal, and Organization. Some of the subjects covered by the files include anniversaries, Lower Manhattan, Parish programs, the Diocese, the Vestry, Staff, and Budget.

Box	File	Title	Date
258-286		Office Files	1970-1992
1477-1479		Office Files	1980-1987

Director/Deputy of Special Parish Studies/Deputy to the Rector, 1991-1994

10 boxes, 5 linear feet

Historical Note

The position of Director of Special Parish Studies was created in January 1991 at the same time that William H. Martin first tendered his resignation as Executive Assistant to

the Rector. As originally envisioned, the incumbent in the new position was to assist the Rector in the management of the Rector's Division and take the lead role in developing new programs to further Trinity's global mission. To fill the position, the Rector chose the Rev. Charles Cesaretti. Cesaretti had spent the previous 13 years at the National Church office where he had directed the Hunger Program, served as Public Issues Officer, and acted as Deputy for Anglican Relations.

As it transpired, Martin quickly withdrew his resignation as Executive Assistant and remained until the end of 1992, leaving Cesaretti free to focus almost exclusively on the development of new programs. The position was quickly changed from Director to Deputy of Special Parish Studies. With Martin's second and final resignation at the beginning of 1993, however, and the decision to eliminate the position of Executive Assistant, some administrative demands were shifted to the Deputy of Special Parish Studies; Cesaretti, for instance, began regularly attending vestry meetings, a duty previously performed by the Executive Assistant.

Charles Cesaretti resigned as Deputy for Special Parish Studies during the summer of 1994 and was not replaced. The following October, the position of Executive Assistant to the Rector was resuscitated and filled by Maria Campbell.

Scope and Content

This subgroup comprises the office files of the Director/Deputy of Special Parish Studies. The files are divided into several sub-series reflecting the original order: general office files, vestry files, event files, meeting files, program files and administrative documents. Subjects documented include a short-lived program of Trinity sponsored conferences titled "Values in Vocation". The first of these featured the Archbishop of Canterbury, who visited the United States in 1992. The files also document President Jimmy Carter's visit to Trinity Church in 1991 and relationships between Trinity and other Episcopal organizations.

Box	File	Title	Date
Office Files			
1484-1488		A-Z	1989-1994
Vestry Files			
1488	4-6	Potential Vestrymen	1989-1990
Event Files			
1488-1490		Archbishop of Canterbury Visit	1991-1993
1490	6-9	Jimmy Carter Visit	1991
Meeting Files			
1491-2		Trinity, A-Z	1990-1991
1492	3-6	General Convention	1991
Program Files			
1492-3		A-Z	1990-1991
Administrative Files			
1493	5	A-Z	1990-1991

**Maria B. Campbell, Ex. Assistant to Rector, 1994-1999,
4 boxes, 3.5 linear feet**

The position of Executive Assistant to the Rector was reinstated in October 1994 with the appointment of the first woman to the post, Maria Campbell. She resigned in January 1999.

Office files are arranged in alphabetical order. Subjects documented include the Clergy Leadership Project, Episcopal Organizations and Trinity initiatives.

Box	File	Title	Date
1479-1482		Office Files	1996-2001
1984-1985		Office Files	1991-1998

Dr. Delbert Glover, Ex. Assistant to Rector, 1999-2000

Dr. Delbert Glover, a former executive with DuPont, was hired as Executive Assistant to the Rector in March 1999. He served in the position only a few months, resigning in January 2000. No files survive for the tenure of Dr. Delbert Glover.

**Revd. Stuart H. Hoke, Ex. Assistant to Rector, 2000-2004,
2 boxes, .5 linear feet**

The Revd. Stuart Hoke was appointed Executive Assistant to the Rector in April 2000. The Revd. Hoke, an episcopal priest since 1972, had just completed five years of study at the General Theological Seminary. He remained in the position until the end of Dr. Matthews' tenure as rector.

Office files are arranged in alphabetical order. Most of the files concern Hoke's involvement in the Leake and Watts childrens' home. One folder contains correspondence pertaining to the aftermath of the World Trade Center collapse on September 11, 2001.

Box	File	Title	Date
1483-1484		Office Files	1996-2003
2293	5	Vicar Candidates and Credentials	2003

**The Vestry
1694-2004
Boxes, linear feet**

Historical Note

The Vestry is the governing Board that manages the affairs of the Parish. It is composed of the Rector, two Church-Wardens and twenty Vestrymen, all of whom (except for the Rector) are elected annually. Members are parish, community, and business leaders nominated from various fields to fill the significant stewardship needs of the Parish of

Trinity Church, such as ministry, outreach, investment, and property management. Prominent vestrymen of the past have included John Jay, Rufus King, Richard Harison, James Duane, Philip Hone, George Templeton Strong, and John Jacob Astor.

Scope & Content

Vestry and Vestry Committee meeting records consist of minutes and papers. Minutes provide an official account of resolutions discussed and adopted, while papers are the supporting material for the vestry and committee meetings. Vestry minutes and papers are arranged chronologically; Vestry Committee materials are arranged alphabetically by committee name. Some gaps exist in the records of individual committees.

Vestry

Location		Dates
11.7, 9.2, 1243-1244 286-371, 1244, 1493-5, 2048, 2057 2060-2061, 2079	Minutes, Volumes 1-25	1697-2012
2158-9, 2216-7, 2233, 2262, 2319-5, 2320-1 Papers		1694-2016
Digital folderID 4165, 5251, 5253, 5258, 5709 Papers		2012-2015

Vestry Committees

Committee Minutes

Location	Committee	Dates
10.1, 9.2	Standing, A-U	1827-1996
9.3	Ad Hoc and Joint	1981-1986
	Ad Hoc-Review and Revision of Options	1975-1976
	Ad Hoc-Chapel Independence	1976
	Administration and Budget	1971-1977
	Auditing	1862-1912, 1978-2000
	Auxiliary Enterprises	1994-1998
	Budget	1916-1970
9.3-4	Budget and Finance	1977-2009
9.4	Building	1839-1847
	Building and Grounds	1971-1978
7.8, 9.4	Cemetery	1862-1957
9.4	Cemetery and Churchyards	1957-1959
	Cemetery Management	1979-present
	Church Building	1887-1906
	Church and Program Property	1977-2005
	Church Property and Business Enterprises	2005-present
	Commercial Property	1977-2006
	Committees	1941-1971
	Communications, Education and Publication	1994-2009
	Congregation Life Stewardship	1972-1976

9.5	Faith Formation and Education, Outreach book	2005-present
9.5	Faith in Action, Grants book	2009-present
9.4	Faith Inspiration, Spirituality and Health book	2012-present
	Frederick Fleming House	1986-2001
9.3	Gifts and Allowances	1968-1971
9.4	Grand Varick Corporation	1991-2001
9.3,4-5	Grants Board	1972-2010
9.5	Hospital	1873-1907
9.4	Institutional Support and Budget, Budget book	2009-present
9.3	Investment, Special	1961-1976
9.4-5	John Heuss Corporation	1987-1999
9.3	Legal	1940-1978
9.5	Music	1867-1916
	Nominating	1981-present
	Outreach	1972-2005
	Parochial Conference	1974-1976
	Parochial Policy	1940-1952
	Parochial	1952
	Pension and Personnel	1949-2009
	PTC Properties Corporation	1981-1999
9.4;9.5	Real Estate	1951-1971; 2006-
9.5	Rehabilitation of Trinity Church	1941-1950
9.5-6	Resources	1971-present
9.6	Retirement	1938-1949
	St. Margaret's House Board	1978-1998
	Sales	1917-1932
	School	1886-1918
	Special	1909-1967
	Special, Long Range Financial Policy	1953-1954
9.4	Spirituality and Health, Member	1998-1999
9.6-7	Supplies and Repairs	1862-1916
9.7	Trinity Episcopal Center	1961-1999
	Work of the Parish	1880-1900

Committee Papers

Box	File	Committee	Dates
371-389, 1518		Standing	1842-1997, 2004
2242	4-5	Standing	2004, 2008, 2010
461	1-2	Standing—Greenwood Cemetery	1838-1840
389	5	Ad Hoc—Vulnerability	1969
	6-7	Ad Hoc—Review and Revision of Options	1975-1976
	8	Ad Hoc—Review of Budget Studies	1975
390	1, 3	Ad Hoc—Audit	1976
	1-2	Ad Hoc—Chapel Independence	1976
	3	Ad Hoc—68 Trinity Place	1977

	4	Ad Hoc—Grant to St. John the Divine	1983
	5	Ad Hoc—South Africa/Investment Policies	1986
1495	2	Ad Hoc – Alternative Investment Fund	1995
390-391		Administration & Budget	1971-1976
391-392		Audit	1979-1991
1495-1496		Audit	1992-2001, 2003-4
2322		Audit	2005
Virtual File		Audit	2012-2015
1496	6	Auxiliary Enterprises	1991, 1994
2055	1	Auxiliary Enterprises	1994
393-394		Budget	1934-1970
394-398		Budget and Finance	1977-1992
1497-1500		Budget and Finance	1992-7, 1999-2004
398	4	Building— Upjohn Accounts	1839
	5	Building— Organ	1839-1846
	6	Building—Chancel, Stained Glass	1842-1846
	7-8	Building— Stone	1839-1840
	9	Building—Bills	1840-1842
	10	Building— Vaults and Graves	1839-1842
	11	Building— Estimates, Drawing	n.d.
	12-13	Building—Clock	1841-1845
	14	Building—Committee	1839
	15-16	Building—Committee	1840
399	1	Building—Committee	1841
	2-3	Building—Committee	1842
	4-5	Building—Committee	1843
	6-7	Building—Committee	1844
400	1	Building—Committee	1845
	2	Building—Committee	1846
	3	Building	1844-1845
	4	Building	1851-1856
	6	Building—Trinity Chapel, Organ	1852-1853
400-401		Buildings and Grounds	1971-1976
Virtual File		Buildings and Grounds	2012-2015
401	4-8	Cemetery	1869, 1938-1959
401-403		Cemetery Management	1979-1994
403	2-9	Church and Program Property	1977-1994
1500-1		Church and Program Property	1995-7, 2000, 2002-2004
404-407		Commercial Property Management	1977-1994
1501-4		Commercial Property Management	1995-7, 2000, 2002-2004
1998	1-4	Commercial Property Management	1997-1999
407	3	Committee Lists	1950-1954
	4	Committees	1955-1965

1504-5		Communications, Education, Publications	1996-2004
2111	7		1995, 1997
2233	7	Communications and Marketing	2006-2007
407-408		Congregation Life and Stewardship	1972-1976
408	6	Data and Word Processing	1984
	7	Editorial	1961
	8-9	Examining	1936-1937
409	1-5	Fabric	1951-1968
2057	3	Faith Formation and Education	2005
Virtual File		Faith Formation and Education	2012-2015
Virtual File		Faith in Action, including Grants	2012-2015
409-410		Finance	1932-1940
410-411, 461		Gifts and Allowances	1967-1971
411-412, 461-464, 1244-1247; 2029-2045;		Grants Board	1972-2014
1505-6		Human Resources	2000-2004
Virtual File		Institutional Support and Budget	2012-2015
412-416		Investment	1955-1971
1247; 1506-9; 2175		John Heuss Corporation (see also Separate Corporations Papers)	1988-2005
416	2	Joint—Standing, Finance	1937-1938
	3	Joint—Fabric, Parochial Policy	1967
	4	Joint—Congregational Life, Outreach	1972
	5	Joint Program Committees	1974
	6	Joint—Admin. and Budget, Buildings and Grounds	1974
	7	Joint—Buildings and Grounds, Congregational Life and Stew	1975
	8	Joint—Budget and Finance, Comm. Property Management, Res.	1986
	9	Joint—Budget and Finance, Comm. Property Management/Res.	1986
	10	Leases	1793-1794
416-417		Legal	1940-1977
417	4	Liaison Committee of Trinity and Seabury Bk	1984
1509	5-6	Magazine Advisory Committee	1996-7
417-423		Nominating	1978-2002
1509-10		Nominating	1994-1995, 2002-6
423-425		Outreach	1972-1990
1510-11		Outreach	1991-3, 1995-7, 1999-2002, 2004
2055	2-7	Outreach Enterprises	1995-1998
2056	1-6	Outreach Enterprises	1999-2003
2057	1-2	Outreach Enterprises	2004
425	7	Parochial	1974

426	1-2	Parochial Conference	1974-1976
	3-7	Parochial Policy	1936-1972
426-427		Pension	1947-1957
427-428		Pension and Personnel	1972-1979
2294	1-2	Vestry Procedural Manual	1988-2005
428		PTC Properties Corporation	1981-1999
		(see also Separate Corporations Papers)	
429	1-2	Real Estate	1971
Virtual File		Real Estate	2013-2015
	3	Rehabilitation	1942-1948
429-438,		Resources	1971-1991
1511-17, 2058	1-3	Resources	1992-2004
Virtual File		Resources and Investments	2012-2015
1247, 1517-18		St. Margaret's House	1977-1992,
2104, 2105	1-2	St. Margaret's House	1993-1995
		(see also Separate Corporations Papers)	2000-2002, 2004
1518, 5-7		Separate Corporations	1996, 2000-2001*,
2175	9	Separate Corporations	2004
2049, 2061, 2079			2006-2010
438	4	Special—Hobart Monument/Comm Table	1831-1833
	5	Special—Cave Jones	1812-1813
	6	Special—Legislative Proceedings	1846-1857
	7	Special—Nominate Churchwarden	1958
438	8	Stewardship	1975-1976
	9-10	Succession/Search	1971
439-440		Succession	1986-1987
1518	9	Succession	2003-4
440	6	Supplies and Repairs	1867
Virtual File		Sustainability & Risk Oversight	2014-2015
440		Trinity Episcopal Center Association	1977-1978
440-441		Trinity/St. Paul's—Downtown	1972-1974
		Ministries Council	
441-443	3-7	Trinity/St. Paul's Council	1975-1983
Retreats			
2293	3	Vestry Retreat	2016

Clerk of the Vestry

Historical Note:

The Clerk of the Vestry (also known as Clerk of the Parish) is an officer of the corporation who was, according to the charter, originally appointed by the rector with life term tenure, and entitled to a stipend. In 1845, the vestry resolved that the clerk of the Vestry also act as the solicitor of the Corporation. The legal responsibility was encoded in the ordinances by 1866. The revised ordinances of 1940 removed the role of attorney from the position. Currently the clerk is elected by the vestry, and customarily waives

the right to life tenure and to financial compensation that pertains to the office. The position of Clerk has sometimes been held by a non-Vestryman.

Scope and Content Note:

Clerk of the Vestry records consist mainly of correspondence, office files, and ordinance revisions. They are arranged chronologically under individual clerk names, followed by records of the secretary to the clerk of the vestry.

Location	Title	Dates
7.11	Volume-Charter, Acts, Letters	1781-1812, n.d.
443 3	Ogden, Thomas-Correspondence	1831
7.7	Ogden, G.M.-Ordinances, By-Laws, Resolutions	1863-1868
443 4	Prior, Gift-Orthodox Liturgy of Eastern Church	1869
	5 Jay, William-Office Files	1895, 1904-1912
	6-7 Jay, William-Cancellation of Church Mortgages	1910
7.8	Jay, William-Appropriations	1812-1910, n.d.
7.8	Jay, William-Appropriations	1910-1917, n.d.
443 8	Burleigh, George-Correspondence	1932-1939
	9-10 Stickney, Albert-Office Files	1940-1954
444 1	Stickney, Albert-Heuss Induction	1952
	2 Carson, Ellis-Office Files	1955-1959
	3 Oliver, Andrew-Correspondence	1959-1969
	4 Evans, John-Format for Commendatory Letters	1979
	5-9 Ordinances Revisions	1948-1957
445 1-7	Ordinances Revisions	1969-1980
1518 10	Ordinances Revisions	1990-1996
2057 4	Code of Ethics, Brunches	2004-2007

Elections

Historical Note:

Vestry elections occur annually on the Tuesday following Easter.

Scope and Content Note:

Election material is arranged chronologically and contains voting lists, inspector's minutes and information on Vestry Election dinners.

448-459, 464	Elections	1909-2006
1518 11		
2313 8		
460	Dinners	1975-1994
10.1	Inspectors Minutes	1714-present
2057 5-6	Elections, Nominations	2005-2007
2278 1-6	Nominations	2007-2013

2333	2	Vestry Elections	2015
2336	4-5	Vestry Elections	2016

Real Estate (1700-1815)

Historical Note:

Anglicans were a minority religion in a city of [dissenters](#) when Trinity Church was founded in 1697. As the Vestry itself put it in a letter to the Bishop of London “the planting of the Church amongst us was the Glory & delight of some, so was it the object of Fear & envy of others, no less numerous in these parts.” Dissenters controlled the New York Assembly and, though they were happy to publicly support a Protestant Minister, they had no intention of confining the Act of Ministry of 1693 to the Church of England. The Assembly did consent to the disbursement of the £100 designated by the 1693 Act to the Rector of Trinity Church, but the public money and subscriptions barely covered the completion of the Church building and the raising of the steeple. To assist the Church, Royal Governor Benjamin Fletcher leased a tract of land to the parish for a period of seven years from 1697. That rural area, which stretched approximately from present day Fulton to Christopher Streets on the West side of Manhattan, was originally intended for the use of the Royal Governor under British rule. In 1705, Queen Anne granted the land by royal patent to Trinity Church, to serve as “a lasting foundation for its support.” Formerly known as the Kings Farm or the Queens Farm, the grant became known as the [Church Farm](#) after Trinity acquired the land.

In 1733, the Vestry wrote the Bishop of London that they were bringing in £25 from the Church Farm but they predicted that “as it is so near the Town, We could in a few years make the same very beneficial by laying part of it out into lotts, which would bring in a yearly ground rent and in time make the whole very valuable.” The population of New York quickly pushed North and, in 1751, the Vestry Committee of Leasing was ordered by the Vestry to begin naming the streets and numbering the lots on the Church Farm. Lots were leased for twenty one years with the proviso that, after that term, the buildings erected by the tenants could either be bought by the Church or moved by the tenant. In 1754, the land between Church, Barclay, Greenwich, and Murray Streets was granted to King’s College, the forerunner to Columbia University. By the 1760s long term leases for large pieces of land were assigned to Adam Mortier and Leonard Lispenard.

Trinity Church weathered the American Revolution allied with the losing Loyalist side. In October of 1783 the Vestry tallied the rents taken during the War and agreed to pay “the tenants of which have been absent from NY during the late disturbances” the rents taken during their absence. The Vestry also directed its Committee on Leases to personally visit blocks of the Church Farm to determine which lots to sell or lease to help it recover from the effects of the war. By the 1790s, the Vestry felt comfortable enough with its holdings to indulge in city planning resolving to make improvements that “may conduce to the interest of this Corporation and the Ornament of the City.” A good deal of land, especially South of Canal Street, was sold. The Church also generously granted lots “for the benefit and support of other Churches”. They provided land to Episcopal Churches in New York, both City and State, as well as to the Lutheran, French, and

Presbyterian Churches. Trinity also granted land to the Episcopal Charity School, the Public Free School and the Society for Promoting Religion and Learning.

By 1815, the Vestry felt it should develop a strong management system to control the remaining estate. They appointed a Comptroller and Committee of Advice from their own ranks. Richard Harison was made the first Comptroller.

For Real Estate after 1815 see "Finance – Real Estate"

Scope and content Note:

The Vestry real estate files contain maps, rent rolls, and registers of lots dating from 1767 to 1813. This series also holds Account books of pew rents for Trinity Church (1790) and St. Paul's Chapel (1782). Pew rents were a common practice in the 18th century providing a resource for maintenance of the Church and payment of the Clergy and entitled the pew holder to the rights of membership. After 1815, pew rents were overseen by the Comptroller and records are found in the Finance record group.

10.1	Chas. Loss Land Map	1799
10.2	Rent Roll	1767-1794
10.2	Registers of Lots, Four Volumes	1700-1813

Pews

597	1	Pew Book Trinity Church Account	1790
	2	St. Paul's Chapel Pew Book Account	1782

**Finance
1700-2001**

195 boxes, 97.5 linear feet plus bound volumes and oversize

Historical Note:

The Vestry of the Parish of Trinity Church made all decisions regarding finance and real estate from the Church's founding until 1815. In that year, the Vestry formed a committee to examine the management of the Church estate and offer recommendations for improvement. Trinity, whose rectors were also the Bishops of New York at that time, had been using its endowment to spread churches throughout the Diocese, a practice which had left the Church with a worrisome deficit. The result of the Committee's study was the creation of the office of Comptroller. The new position, equipped with a stipend and an office, was to be filled by a vestryman. Church Warden Richard Harison was chosen as the first comptroller.

The Comptroller managed the temporal affairs of the church with the advice and consent

of the Vestry from 1815 to 1971. In 1936, a Vestry Committee concluded that the duties of the Comptroller were a fulltime obligation and that therefore the position should be held by a dedicated professional, not a vestryman. Alden D. Stanton, formerly the manager of real estate, was chosen to be the first such comptroller.

The Comptroller's Office was abolished in 1971 as the parish began to implement a major reorganization known as One Peppercorne. The core financial functions of Budget, Accounting and Administrative Services became part of the new Department of Parish Administration. Management of Trinity's commercial properties became part of the Department of Parish Resources, later the Real Estate division. Oversight of a new Property Management department, responsible for church and program property management, originally remained with Parish Administration, but has since moved a number of times. (See the Property Management record group.)

Since the One Peppercorne implementation, the department of Parish Administration and its successor, Finance, have been split into a number of sub-departments with specialized functions. These have included, in various combinations: accounting, budget, information systems, insurance, investments, payroll, purchasing, and real estate finance. At times, the department has also had oversight of a number of administrative functions such as the mail room, printing services and food services.

Scope and Content Note:

This record group contains parish financial records, the files of financial officers, and the records of selected Finance departments. It also includes real estate and property management records for the period between the creation of the Comptroller's Office and its abolition under One Peppercorne.

OFFICERS, 1815-1997

81 boxes, 40.25 linear feet

Historical Note:

The Comptroller was responsible for the temporal affairs of the Church from 1815 to 1971 when Trinity went through a major re-organization known as One Peppercorne. The position of Comptroller was re-titled Deputy of Parish Administration. The assistant to the Comptroller position was replaced with a structure whereby a number of department heads reported directly to the new Deputy. When Parish Administration became Finance in 1979, the title of comptroller (changed to controller) was revived. After Ralph Plumer resigned in 1990, the title for the head of finance was changed to Chief Financial Officer. In 2004, the title changed again to Executive Vice President of Finance, Business and Services.

Comptrollers, 1815-1971

Scope and Content Note:

Documentation for the comptroller is not extensive until the late 20th Century. See individual historical and scope and content notes for more information.

Harison, Richard, 1815-1827**3 files****Historical Note**

Richard Harison was a Vestryman in 1783 and from 1788 to 1811, and a Church Warden from 1811 to 1827. He was a delegate to the New York Constitutional Convention, a member of the New York Assembly from 1788 to 1789, and the first U. S. District Attorney for New York. Harison was a lawyer by profession and a member of the Federalist Party. In 1815, he was appointed the first comptroller of Trinity Church.

Scope and Content Note:

The records of Richard Harison were donated to Trinity Church by a descendant, Elizabeth Harison. They include the 1644 deed to freeman Symon Congo, the 1667 reconfirmation of the Congo deed, letters from Bishop John Henry Hobart, Bishop William White, and Bishop Benjamin T. Onderdonk, and letters on Harison's resignation as comptroller and Church Warden due to the infirmities of age. There is also a booklet in which deeds and leases were copied, and the minutes of the Standing Committee dealing primarily with real estate issues.

464	7	Misc. documents	1644-1827
	8	Copies of deeds, notes on farm animals	n.d.
	9	Standing Committee minutes book	1818-1827

Johnson, William (1827-1842) 1788-1835**5 files****Historical Note**

William Johnson was a lawyer who served as vestryman from 1821 to 1846. He resigned the Comptrollership in 1842 and the Vestry in 1846 due to age.

Scope and Content Note:

The records include bills relating to the sudden death of the Rector and Bishop, John Henry Hobart, and loans to Benjamin T. Onderdonk. Onderdonk first requested a loan because of sickness in the family in 1826 while he was assistant minister. Trinity Church continued to provide him with financial assistance into the early years of his bishopric.

464	10	Charter	1788
	10	Onderdonk loan	1827-1830
465	1	Onderdonk loan	1831-1835
	2	General Theological Seminary Bond	1837
	2	Hobart Letter	1828
	2	Letters	1828-1840
	3	Trinity Title, Harison et al	1824-1833
	4	Bills relating to Hobart's illness and death	1830

Harison, William H, 1842-1853
5 files

Historical Note

William H. Harison was the son of the first Comptroller Richard Harison. Also a lawyer, he served Trinity Church as Vestryman from 1833 to 1852 and as Warden from 1852 to 1855. He resigned as comptroller because of failing health in 1853. Mr. Harison's tenure covered the beginnings of a major fight between Trinity Church and downtown property owners over a plan to have Albany Street extended through the Churchyard to Broadway. Trinity strongly opposed the extension based on the Churchyard's status as a more than 200 year old burial ground and their claim that the remains of patriots who had been imprisoned by the British in the Sugar House north of the Churchyard during the Revolutionary War were interred there. At a town meeting discussing the issue in 1852, the suggestion was made that a monument be erected in honor of the martyrs of the Revolution. The Soldier's monument on the northeast corner of the churchyard was erected soon thereafter.

Scope and Content Note:

Letters in this collection are a donation from Elizabeth Harison and relate to Trinity Church matters. There is material on the Albany Street extension and on the beginnings of St. Luke's Hospital as a Christian hospital for the poor.

465	5-7	Letters	1842-1860
	8	Albany St. Extension	1832-1854
	9	St. Luke's Hospital	1848-1852

Dunscomb, William, 1853-1870
2.5 boxes, 1.25 linear feet

Historical Note

Mr. Dunscomb, a lawyer, was a vestryman from 1830 to 1851 and Warden from 1851 to 1873. He was appointed comptroller upon the resignation of William H. Harison, his fellow warden. Mr. Harison was unable to perform his duties for five months before he actually resigned and Mr. Dunscomb served as Acting Comptroller. The Albany Street extension fight ended during Mr. Dunscomb's tenure with the Churchyard intact. In 1855 to 1857, the New York State legislature held hearings on Trinity Church alleging that the Church Farm was held in trust for all the citizens of New York, that all New York Protestant Episcopalians should be able to vote for the Trinity Church Vestry, and that Trinity had not used its endowment to build free Churches for the poor or provided other charities. John A. Dix responded in 1857 that Trinity Church had given away most of its income to build churches and was therefore in debt and obliged to sell property to make up the deficit. In the end, no changes were made in Trinity Church's governance. Both the Albany Street extension and the State Senate campaign of 1855-1857 generated

a heated pamphlet war. Mr. Dunscomb resigned as comptroller in 1870 due to old age but remained a Church Warden until his death in 1873.

Scope and Content:

Mr. Dunscomb's files contain legal matters, letters regarding real estate, papers dealing with the attempt of the New York legislature to spread control of the Church property among all city parishes, and papers on the Albany Street extension issue.

466-468		Office Files	1834-1861
468	4	Vestry Committee Pamphlets	1857, 1858

Dix, John A. (1870-1872) 1866-1873
2 files

Historical Note:

John A. Dix, the father of Morgan Dix (rector 1862-1908), had served as Secretary of the Treasury of the United States from January to March 1861 in the last days of the administration of James Buchanan. Buchanan's successor, Abraham Lincoln, made Dix a major-general in the Union Army. Dix was a vestryman from 1849 to 1879 and a warden from 1875 to 1879. At age 72, he became Acting comptroller upon the resignation of William Dunscomb. Dix had defended Trinity Church before a hostile New York Senate during the 1855-1857 attempt to diffuse ownership of the Church Farm among all New York Episcopalians. Dix's defense showed a keen awareness of the Church's troubled finances pointing out that the Church was spending more than it was earning and therefore, needed to rein in its charitable goals or risk insolvency. Dix resigned as comptroller at the end of 1872 after he, a life-long Democrat, was elected Governor of New York as a Republican.

Scope and Content Notes:

Dix's records consist of two files that contain matters of general financial business including pews, churches, and real estate.

468	5-6	Office Files	1866-1873
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Strong, George Templeton, 1872-1875
1 box, .5 linear feet

Historical Note:

Mr. Strong, like all the preceding comptrollers, was a lawyer. An abridged version of his informative diary was published in 4 volumes in 1952. (*The Diary of George Templeton Strong*. Edited by Allan Nevins and Milton Halsey Thomas. New York: The Macmillan Company, 1952. The original diary is held by the New York Historical Society.) Strong served on the Trinity Church vestry from 1847 to 1870 and as warden from 1870 to 1875. He was elected comptroller in 1872 and served until his death in 1875.

Scope and Content Note:

The collection consists primarily of letters dealing with the Church real estate. There are several files on the case of Alvah Wiswall, a deacon of St. John's Chapel whose marital and financial troubles caused his dismissal in 1874.

468-469		Office Files	1873-1875
469	2-6	Wiswall file	1872-1874

Dix, John A., 1875-1879

2 files

Historical Note:

After the death of George Templeton Strong, John A. Dix, now 76, was again elected Comptroller. Dix himself died in April of 1879. His fellow Church Warden, Gouverneur M. Ogden, served as acting Comptroller until February 1880.

Scope and Content Note:

The files contain letters dealing with real estate, Church bills, the Meneely Bell Foundry, and the building of St. Augustine's Chapel. St. Augustine's was erected in 1877 on East Houston Street near the Bowery to serve as a mission on the east side.

469	7	Office Files	1874-1876
470	1	St. Augustine's	1876-1878

Cruger, Stephen Van Rensselaer (1880-1898) 1819-1898

3 boxes, 1.5 linear feet

Historical Note:

Stephen Cruger was the first non-lawyer to be elected Comptroller. His experience was in managing real estate including the properties of Trinity Church. He was elected Comptroller at the same time he was elected to the Vestry. Mr. Cruger died in 1898 at the age of 54.

Scope and Content Note:

Mr. Cruger's records contain letters mostly dealing with Trinity real estate but also pews, Trinity Church Cemetery, and letters to the Meneely Bell Foundry. There is material on the purchase of 34 Varick street for a school near St. John's Chapel, building papers on St. Agnes Chapel, and a booklet listing payments of pensions to parishioners.

470	2	34 Varick Street	1880
	3-7	Letters, including St. Agnes Chapel	1882-1891
471	1-8	Letters including John Watts statue	1892-1896
472	1-2	Office Files	1897-1898
	3	Pension List	1880-1890s
	4	Misc Real Estate	1819-1884
1248	4	Report on tenement Mortality	1895

Prudential Insurance Company

Cammann, Hermann H. (1898-1917) 1898-1919

4 files

Historical Note:

Hermann H. Cammann, a realtor, was a vestryman at Trinity Church from 1882 to 1929 and a Church Warden from 1915 to 1921. Mr. Cammann served as comptroller when William T. Manning assumed the rectorate after the long tenure of Morgan Dix. At the time, Trinity Church was being attacked in the press on the condition of tenements either owned by Trinity or on Trinity land. After some study, the vestry decided to sell selected properties and concentrate on improving the remainder. Cammann's comptrollership was noted by the vestry for his wise investments and the erection of commercial buildings with a major increase in income. Mr. Camman resigned from the vestry in 1929 due to ill health and died December 20, 1930 at the age of 85.

Scope and Content Note:

Mr. Cammann's files include information on real estate, St. Paul's chandeliers, St. Cornelius, the Chapel of the Intercession, and notes on buildings.

472	5	Office Files	1898-1915
	6	Trinity Ordinances	1900
	7	St. Edmunds Church loan	1905
	8	Notebook on employees, buildings	1904-1919
494	1	Office files	

Crane, George F. (1917-1933) 1922-1933

4 files

Historical Note:

George F. Crane, a financier and director of several insurance companies, was a vestryman from 1903 to 1928 and a Church warden from 1928 to 1933. He was appointed comptroller in 1917 and resigned due to poor health in 1933. Mr. Crane continued the practice of selling lots while concentrating on the improvement of the remaining properties, and of moving the real estate from tenement housing to commercial buildings. Mr. Crane resigned as comptroller just as the Great Depression was having an impact on Trinity's finances.

Scope and Content Note:

Mr. Crane has a few files on fund raising for St. John the Divine, the building of a columbarium at the Chapel of the Intercession, and the selection of a new rector after the sudden death of Caleb R. Stetson.

472	9	Office Files	1922-1933
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Purdy, Lawson (1933-1937) 1933-1937

4 files

Historical Note:

Lawson Purdy, after a brief time as a lawyer, was the President of the City Department of Taxes and Assessments from 1906 to 1917. He was general director of the Charity Organization Society from 1918 to 1933. Mr. Purdy was a prominent advocate for tax reform, zoning regulations, and better housing for the poor. He was a vestryman from 1919 to 1933 and a Church warden from 1933 to 1939. Mr. Purdy resigned as comptroller citing doctor's orders in September 1937. The following month, the vestry resolved that the comptroller should not be a member of the vestry.

Scope and Content Notes:

Mr. Purdy's files deal mostly with the Freethinker's suit against the "Washington's Prayer" displayed in St. Paul's chapel.

473	11.2	Maps and Charts, published By Slum Clearance Committee	1933-1934
	4	Office Files	1934-1937

Stanton, Alden D. (1938-1942) 1938-1942

3 files

Historical Note:

Alden D. Stanton was the first comptroller of Trinity Church who was not a member of the vestry. The vestry had resolved in a meeting of October 1937 to separate the office of comptroller from the vestry upon the advice of a Special Committee. Before becoming comptroller, Mr. Stanton served under Mr. Purdy, his predecessor, as Manager of the Estate. Mr. Stanton resigned on November 30, 1942.

Scope and Content Note:

Mr. Stanton's files contain material on issues, on the Trinity Church bells and on World War II storage of church valuables.

473	7	Office Files	1938-1942
	8	Meneely Bell Foundry	1938-1940
	9	World War II	1942

Bates, A. Elliott (1943-1960) 1922-1960

6 boxes, 3 linear feet

Historical Note:

A. Elliott Bates spent 23 years as a realtor before coming to Trinity Church. He was hired as Assistant Comptroller in 1942. In 1943, he was promoted to comptroller after the resignation of Alden D. Stanton. Mr. Bates served eighteen years as comptroller.

Scope and Content note:

Mr. Bates files are arranged in the following subseries: General, Legal, Property Management, Gifts and Allowances, Contracts, and Clergy Housing. His correspondence contains letters on the Episcopal Fund and the landmarking of St. Luke's Chapel. The Gifts and Allowances subseries refers to grants from Trinity Church to other churches and institutions. Contracts covers the release of Columbia University from land agreement stipulations, the Church organ, and the property in West Cornwall.

474	1	Correspondence	1922-1960
	2	Publication of History of Trinity Church	1948
		Property Management	
475	4-5	Trinity Church restoration	1946
	6	Trinity Bells	1948
	7-10	Trinity Churchyard	1940-1946
	10	Sexton	1959
		Gifts and Allowances	
475-478			1936-1954
		Contracts	
478	5-8		1936-1951
478	9	Columbia release from land agreement stipulations	1952
479	1	Organ	1934-1946
	2	West Cornwall	1925-1960
		Clergy Housing	
479-480			1946-1960

Crawford, Desmond (1960-1971)

3 boxes, 1.5 linear feet

Historical Note:

Desmond Crawford was promoted to comptroller after the resignation of Mr. Bates. Mr. Crawford, a certified public accountant, started employment with Trinity in 1948 as treasurer of the Real Estate Committee. In 1954 he became Director of Real Estate. The position of comptroller was abolished in 1971 during the "One Peppercorne" re-organization when Mr. Crawford was appointed financial advisor to the Rector. He resigned August 31, 1973.

Scope and Content Note:

Mr. Crawford's correspondence includes letters on the monument to John Heuss, on St. Cornelius, and on St. Luke's. His files contain information on finances, on Trinity

Churchyard, St. Christopher's Chapel, and West Cornwall.

480	3	Correspondence	1940-1970
481	4-8	Trinity Churchyard	1861-1970
	9	Long Range financial policy	1950-1962
482	1	St. Christopher's chapel	1968-1971
	2-6	West Cornwall	1961-1971
	7	Westminster Abbey Plaque	1965-1966
	8	Bank loan report	1971

Deputy of Parish Administration

Turner, Warren H. (1971-1974) 1925-1975

3.5 boxes, 1.7 linear feet

Historical Note:

Vestryman Warren H. Turner was the first to fill the new position of Deputy of Parish Administration. His duties were that of the chief financial and budget adviser. Real Estate was moved under the direction of the Deputy of Parish Resources. Mr. Turner had been a vestryman since 1967 and he resigned the vestry to take the position. Before coming to Trinity, Mr. Turner had been assistant director of the National Security Agency, Department of Defense in Washington. In 1959, he became the Executive Vice President of the Executive Council of the Episcopal Church USA in their New York Office and a parishioner of Trinity Church. His interests were ecumenism and strong clergy/laity co-operation.

Scope and Content:

Mr. Turner's files are for the most part in alphabetical order by subject. They provide information especially on the re-organization of the department.

482	9	Chapels	1971-1973
	10	Correspondence	1972-1974
	11	Diocesan Fund	1972-1974
	12	Downtown Ministries	1973
483	1	Knight Gladieux and Smith	1971-1972
	3	Management Data Processing	1973
	4	Music at Trinity	1973
	5	Parochial Ministries	1973
	6	PEA (Prof, Admin, Exec) Conferences	1974
	7	Rector's Management Team	1972-1974
	8	St. Clement's Church	1925-1972
	9	St. Paul's Chapel	1972-1974
	9	St. Luke's Chapel	1974
	10	St. Luke's School	1974
	11	St. Peter's Church	1839-1964
	12-13	St. Peter's School	1970-1974

484	1	St. Peter's School	1970-1974
	2	Staff Meetings, Department Parish Admin	1972-1974
	3	Standing Committee	1974
7.9		Opinion of Counsel	1918-1974
484	4	TCA Fund	1974
	5	Total Return	1974
	6	Vestry	1973-1974
	7-8	West Cornwall	1970-1975
	9	Chapel Councils, Parochial Conferences	1973-1974

Pruitt, Charles W., 1974-1979

10 boxes, 5 linear ft.

Historical Note:

Charles W. Pruitt, Jr.'s background was in the building and administration of homes for the elderly. He was instrumental in developing the plans for St. Margaret's House. Mr. Pruitt resigned to become president of The Presbyterian Association in Pennsylvania.

Scope and Content Note:

Mr. Pruitt's files are organized under subject headings: Financial, Organizational, Personnel, Programs, Real Estate Church, Real Estate Commercial, Vestry, West Cornwall and Manuals. His files deal with chapel independence, restructuring of the department, personnel, and real estate.

484-485		Chapel Independence	1976
		Financial	
485	4	Diocesan Funds	1976-1977
	5	Long Term Financial	1973-1978
	6	Restricted Funds	1972-1978
	7	Special Funds	1966-1975
	8	Ad Hoc Committee	1975-1977
	9	Grants Board	1973-1977
		Legal	
485-486	4	Oral Histories	1979
		Organizational	
	5	Admin and Budget Committee	1976
	6	Building and Grounds Committee	1976
	7	Miscellaneous	1977-1978
	8	Robert C. Kingston meeting	1976
	9-10	Parish Elections	1972
487	1	Ordinances Revisions	1971-1973
	2	Ordinances, Cemetery Management	1978-1979
	3	Management Structure	1976
	4	Restructure of the Parish	1976
	5	St. Margaret's House,	1972-1975
	6	Trinity Church Cemetery	1975

552	7	Mausoleum	1977-1978
487	7	Trinity Institute	1969-1975
	8	Vestry Structure Committee	1976
		Personnel	
487-490		Benefits	1975-1979
		Programs	
490	7	Ad Hoc Camp Development	1979
	8	Bi-Centennial	1976
	9	Human Services ministry	1977
	10	Trinity Parish Camp	1977-1978
		Real Estate Church	
490	11	Housing	1975
	12	Religious Properties	1973-1977
	13-14	68-74 Trinity Place	1975-1977
491	1-2	68-74 Trinity Place	1978-1979
	3	Trinity Church Mural	1976
	4-7	Trinity Church, St. Paul's Heritage Trail	1976-1978
650	3	Trinity Church Renovations	1960-1985
	14-15	Hobart Upjohn Drawings	n.d.
651	1	Trinity church and Chapels- Photos	[1950s-1970s]
	2	Trinity/St. Paul's Stained Glass damage	1977
	3	Rambusch- Trinity Church Chancel	1979-1983
	8	St. Cornelius	1976
		Real Estate Commercial	
491	9-11	Commercial Real Estate	1971-1978
	12	Investments and Corporate Structure	1976
	13	65 Broadway	1970-1976
	14	24 Harrison Street, Washington Market	1979
	15	2 Oliver Street, Sisters of St. Margaret	1976-1978
	16	114-122 Varick Street	1978
	16	68 Trinity Place	1976-1977
	17	Trinity Property	1976-1979
492	1-12	Commercial Property	1976-1979
		Vestry	
493	1	Vestry Conference at Seabury House	1976
		West Cornwall	
493	2-3	TECA milk program,	1974-1978
		Manuals	
493	4-8	Policy Books	1973-1975

Controller, 1979-1990

Plumer, Ralph R., 1979-1990

12 boxes, 6 linear feet

Historical Note:

After Charles Pruitt resigned, his position was renamed controller with responsibility for accounting, budget, and administrative services. Ralph R. Plumer, the Director of Accounting and Finance, was promoted to the new position. Mr. Plumer rose through the ranks having first been hired at Trinity in 1967. He took early retirement in 1990.

Scope and Content Note: Mr. Plumer's files are organized by subject. The majority of the files pertain to housing for the elderly at St. Margaret's House.

Subject Files

493	9	Chart of Accounts	1972
	10	Episcopal Mission Society	1983
	11	Seabury/Trinity Bookstore	1985
	12-13	West Cornwall	1979
	14	Insurance summary	1987
	15	Taxes	1940-1990
	16	Grants Program	1985
601-610		St. Margaret's House	1975-1986
	8	Cathedral of St. Sava	1988
610-611	9-10	West Cornwall	1950-1985

Chief Financial Officers, 1990-2010**Historical Note:**

The title Chief Financial Officer was adopted by resolution to modify the ordinances in 1990.

Sherk, Wilfred, 1993-1997

22 boxes, 11 linear feet

Scope and Contents:

The Chief Financial Officer files currently comprise the office files of Wilfred Sherk, CFO between 1993 and 1997. They include general information on finance and real estate, with separate files concerning contracts, insurance and other legal matters. Also documented is the parish-wide strategic planning initiative that began in 1992 and the implementation that followed, both within the finance department and throughout Trinity more generally. Of special note are two sets of documents inherited by Sherk from other financial officers. These include documents concerning the separation of the Chapel of the Intercession in 1976 (found among Sherk's real estate files) and a legal opinion and supporting documents concerning a vestry investigation into Mortmain and the Trinity charter conducted in 1983 (found among Sherk's insurance files).

1994	2	Arthur Anderson Contract	1994
1519	1-3	Audit	1992-1997

1519-1522		Budget	1988-1999
1522	6	Contracts	1996-1998
1522-1523		Corporate Officers	1993-1997
1995	1	Conference Center	1992
1523-15244		Department Files – Multiple Depts.	1994-1997
1524-1525		Department Files - Finance	1993-1997
1526		Department Files - Human Resources	1992-1996
1994	3-13	Department Files – Human Resources	1992-1994
1995	2-5	Department Files – Real Estate	1991-1996
1995	1	Diocesan Capital Campaign	1992
1527-1528		Insurance	1989-1997
1529		Legal	1990-1996
1529-1530		Personnel	1994-1998
1530-1532		Real Estate	1989-1997
1532-1533		Records Retention	1973-1995
1533	2-4	Restructuring	1987-1997
1994	1	Salary Committee	1990-1991, 1994
1533-1538		Strategic Planning	1981-1997
1538	2-3	Technical Services	1991-1998
1538-1539		Vestry	1988-1997

John McKegney, 1998-2003

2237	1	Gifts/Bequests	1990-1994
	2	Mrs. Parks	1998-1999
	3-10	Diocesan Budget, Parochial Report	1988-1998
	11	Parks' Residence Renovation	1987-1988
	12	Discretionary Fund Clergy	1990
	13	Sale of Rectory	1998
	14	Sale of 105 Chambers Street	1998
	15-16	Tax reduction proceedings	1998

Steve Duggan, 2003-2010

Church Property

Box	File	Title	Date
2215	4	Rectory, 37 Charlton Street Title	2004-2005
2348	4	Closing Documents, 37 Charlton Street	2004
2322	6	Resignation	2009

Stacy Brandom, 2010-

Box	File	Title	Date
1971	Digital	Sale of Aeolian Skinner Organ	2010

Susan MacEachron

Box	File	Title	Date
2348	5	Closing Documents, 404 Riverside Drive	2017

Subordinate Officers, 1905-1973**6 Boxes, 3 linear feet**

This series includes the files of persons who acted as administrative assistants to the Head of Finance.

Aigeltinger, W.F.L. [William Frederick Leopold], 1905-1932**1 box, .5 linear feet****Historical Note:**

Mr. Aigeltinger started at Trinity as a clerk in 1885. In 1905, he was appointed Chief Clerk. In 1921, he was also made Manager of Real Estate, a position he held until his retirement in 1933.

Scope and Content Note

Aigeltinger's files concern the churchyard and the cemetery

494	2-5	Office Files	1905-1932
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Gregory, Robert T., 1929-1971**2 boxes, 1 linear foot****Historical Note:**

Gregory was Assistant to the Comptroller from 1943 to 1960.

Scope and Content Note

His files, dated from 1929 to 1971, primarily concern management of parish and commercial properties. Also included are gifts and allowances.

494-495		Office Files	1929-1962
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Stroud, Durant, 1942-1973**3 boxes, 1.5 linear feet****Historical Note:**

Durant Stroud was hired as an office manager in the comptroller's office in 1954, and was appointed Assistant to the Comptroller in 1960. He retired in January 1972.

Scope and Content Note:

Stroud's files primarily concern property management and insurance of the parish's buildings and chapels.

495-498		Office Files	1942-1973
722-723		Library Accessions	1953-1971
2319	4	St. Paul's Insurance Documents	1949, 1957

Controller/CFO Office Files, 1945-1999
6 boxes, 3 linear feet

Scope and Content Note:

The Controller/CFO Office Files were maintained by several people holding the top financial office, in particular: Ralph R. Plumer, Wilfred Sherk, Charles Pruitt, and Kristine M. Dahlberg. Most files contain documentation from several creators across several years relating to long-held resources like bank accounts, funds, and bequests.

For a full file list see Finding Aid database.

2187-2192

Office Files

1945-1999

PEWS, 1718-1962
5 boxes, 2.5 linear feet

Historical Note

As was customary in the Anglican, and later Episcopal Church, pews at Trinity and its chapels were sold or rented to communicants. Pew rentals provided some income for the parish, and encouraged the worship attendance of entire households. By the mid-to-late 19th century, Trinity's wealthier congregants had moved northward as the city developed, leaving lower Manhattan to less well-off residents. Free pews were first proposed by the Rev. Morgan Dix in 1856, while serving as Assistant Minister, though no action was taken at that time. Dix had hoped that by making pews free in St. Paul's Chapel, the parish could minister to the neighborhood's needy.

As the century progressed, many pews in Trinity Church, St. Paul's Chapel, and St. John's Chapel became free as the Vestry was able to purchase them from descendants of original possessors. Those that were still rented could only be claimed on Sundays and on high feast days; all pews were free on weekdays and at night services. Soon after becoming rector in 1908, the Rev. William Manning advocated making all pews free throughout the parish at all times. The First World War proved to be a catalyst—in December 1918, shortly after the armistice ended the war, Manning again proposed that pews in Trinity Church and its chapels be made free. He argued that

“[t]he men who are coming back to us will find it easier to understand the spirit of democracy that should be existent here if the churches are open to all comers and they are not under obligations to pewholders for seats. The free seats should be a thank offering for the victory they have won, for the blessings of the church should be thrown open to every one.”

The Vestry was quick to respond, and in January of 1919 resolved to make pews free when their current leases expired during the year. As an incentive to those who may have

been reluctant to surrender their pews (many of which were held by families for decades), Trinity offered to affix plaques of donorship on the pews if they were surrendered to the church. By the time leases expired in Trinity, in May of 1919, most pewholders had surrendered their pews.

Scope & Content

Pew records are primarily for Trinity Church, St. Paul's Chapel, and St. John's Chapel. Also included are some pew records for Trinity Chapel and St. Agnes' Chapel. Most pew records are financial rent accounts. Pew record books prior to the creation of the Comptroller's Office in 1815 can be found in the Vestry record group though some records from that earlier period can also be found in this series. See also Vestry Minutes and Vestry Papers for scattered pew records. The Pew Owners volume (1839-1849) includes, in some cases, detailed histories of ownership.

Pew Rents

596-600, 10.4,

2208/6 Pew Records

1718-1962

DEPARTMENTS, 1800-1988, 2016

40 70 boxes, 35 linear feet plus oversize

Historical Note:

Financial matters were initially handled by the Vestry until the position of comptroller was created in 1815. In the 1971 parish re-organization, the Comptroller was renamed the Deputy of Parish Administration. The Office of Parish Administration and its successor, Finance, have been split into a number of sub-departments with specialized functions. Between the beginning of One Peppercorne's implementation in 1971 and the completion of the Office's restructuring in 1976, the departments were somewhat fluid. From 1976-1994, the structure was relatively stable, with two Directors emerging and power increasingly becoming consolidated under Ken Swan, the Director of Accounting and Budget. During this period, the new function of Information Systems – now Technology and Information Systems – also emerged.

When Swan left in 1994, a second Finance restructuring was envisioned, with the division being split into four departments. Although some of the new departments were created, this restructuring was never fully realized and there have been subsequent restructurings in 1998-9, 2004, and 2010.

General Office Records, 1812-1984 -2016

38 boxes, 18.5 linear feet plus oversize

Scope & Content Note:

The series contains financial records, including ledgers, account books, budgets, comptroller reports, financial reports, parochial reports, and audits. Also included are records pertaining to gifts made by Trinity Parish and bequests made to the parish. Some of the records date from before the creation of the Comptroller's Office in 1815.

Accounting

561-590		Accounting Records	1846-2000
2229-2231		Financial and Audit Reports	1979-2002
7.2-3 and 9, 10.3-4		Accounting Ledgers	1812-1985, 1993
12x15.18-21			
2347	1-4	Consolidated Financial Reports	1994-2016
2348	1-3	Resource and Investments Budget and Finance Audit	2004-2006

Gifts

590-591		Gifts	1800-1972
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Bequests

591-596		Bequests	1891-1990
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Accounting and Budget/Controller's Office, 1979-1987**4 boxes, 1.5 linear feet****Historical Note:**

Between 1971, when the new office of Parish Administration was established, and the completion of its restructuring at the end of 1976, accounting and budget functions were managed by separate departments. Between 1976 and 1994, they were housed in the same department, first named Finance and Accounting (or Accounting and Finance); then, from 1979-1990, the Department of Accounting and Budget. In 1990, the Department of Accounting and Budget became the Controller's Office.

Scope and Content Note:

This sub-group comprises the office files of Ken Swan, Director of the department of Accounting and Budget between 1979 and 1990, and Controller from 1990-1994. They contain information about Trinity's finances and real estate, including tax files and real estate assessments, as well as administrative matters.

Audit			
1539-40		Correspondence and Reports	1979-1983
Finance			
1540	4	Chart of Accounts	1988
1540	5	Permanent Exhibit-Federal Grant	1979
Organization			
1541	2	Parish Resources Development	1977-1979
Personnel & Subordinate Departments			
1541	2	Procedure, Job Search	1977-1979
1541	3	Food Services	1980
Programs			

1541	4	Camp and Conference Center, Grants	1979-1982
1541	5	Program Objectives	1985-1987
	Property		
1541	6-8	Multiple Properties	1980-1981
1542	1-3	Multiple Buildings	1978-1981

Asset Management, 1995-1998
9 boxes, 4.5 linear feet

Historical Note:

When Finance was reorganized in 1994-5, a new structure for the division was envisioned consisting of four departments. One of these departments was Asset Management. The department was to provide financial strategy and support to the Real Estate Division, Real Estate collections and accounting, risk management, and treasury and cash management. The department ceased to exist after another restructuring in 1998.

Scope and Content Note:

This sub-group comprises the office files of the first and only Director of Asset Management, James Groden. It includes information about real estate finance, asset management and risk management.

Director's Files

Administration and Budget

1542	4	CFO Advisors	1997
1542	5	Certiorari	1992
1542	6-8	Budget	1996-1998
1543	1	Parish Financial Services	1994-1996
1543	2	Chart of Accounts	n.d.
1543	3	Cash Flow	1997

Committees

1543	4-5	Mission Priorities Team	1990-1995
1543-4		Vestry Committees and NICO	1981-1993

Planning, Procedures, Personnel

1544	2-4	Real Estate Planning	1997
1544-5		Dyna Strategy	1995-1996
1545	3-4	Cemetery	1996
1545	5-6	Real Estate Buildings	1990-1996
1545	7-8	Departments	1996
1545	9	Rent Arbitration- Reference Manual	1985
1545-6		Personnel	1996

Real Estate

1546-8		Tenant Files	1993-1997
1549		Real Estate Taxes and Submetering	1991-1996

Administrative Assistant Files

1549	4-5	Tax Assessment	1991-1994
1550		Planning and Budget	1986-1996
	12	Estate of Charles R. Gaines	2003

Insurance, 1986-2003
32 boxes, 16 linear feet

Historical Note:

Although there has never been an “Insurance Department”, Trinity’s insurance files appear to have been routinely isolated from other functions and passed *in toto* from each responsible party to the next. Until 1971, insuring Trinity’s personnel, programs and properties lay within the purview of the Comptroller’s Office. Since the One Peppercorne reorganization, a number of departments have been responsible for that function, including the Administrative Services Department, the Purchasing Department and the Assistant to the Chief Financial Officer. Insurance is currently overseen by the Manager of Real Estate Investments.

Scope and Content Note:

This sub-group comprises insurance claims, certificates and policies for Trinity properties and personnel. The files document insurance for the parish, including church and program properties, as well as commercial real estate. There are specific files concerning St. Paul’s Air Rights, Frederick Fleming House, John Heuss House, and St. Margaret’s House, as well as Trinity’s fine arts collection.

1550-65		Claims, Certificates and Policies	1986-2001
2165	6-8	Claims and Policies	1999-2002
2166-2171		Claims and Policies	1992-2002
2196-2204		Claims – 9/11	2002-2003
2234	1-7	Insurance Review, Policies	1997-2001
	8	9/11 Claim Support	2001-2002
2235		9/11 Claim Support	2001-2002
2236		Claims	1990-2000

Treasury, 1988-1999
5 boxes, 2.5 linear feet

Historical Note:

A separate Treasury function - responsible for management and analysis of Trinity’s cash accounts and investments – had begun to be recognized by 1990 when the General Ledger Manager became the General Ledger and Treasury Manager. When the finance department was restructured in 1994-5, specific Treasury Analysts were placed in the short-lived Department of Asset Management. A separate Treasury Manager existed in Finance from 2002 until the summer of 2005, when a new Treasury Department was established.

Scope and Content Note:

This sub-group comprises the files of Treasury analysts within the Department of Asset Management, and their precursor, the General Ledger and Treasury Manager within the Controller's Office. The records consist primarily of documentation for funds and accounts pertaining to restricted assets. These include, for example, certain funds from bequests that can only be put to specific uses. Also contains the records of Joseph M. Graske as well as relevant records created after the department was disbanded. Spanning 1982-2006, these records include bequests, insurance claims and real estate records.

1565-7		Funds for Specific Purposes	1988-1999
1567	6	Royalties, sub-lease, taxes	1989-1997

Joseph M. Graske

2295	1	D.L. Terwilliger Company, Bankruptcy	1982-196
	2	Clergy Housing, Sales	1996-1998
	3	King, Kenneth L. Donation	2001
	4	Battery Park City Authority Strike	2001-2002
	5	Naomi J. Tate Memorial Scholarship	2003
	6	Pease, Richard R. Taxes	2004
	7	Estate of Marion R. Visotsky	2005
	8	Estate of Isabel F. Bross	2006

General Files

2296	1	Bequests and Endowments	1773-2001
	2	Fund Transfers, St. Margaret's House	1993-1995
	3	Estate of Frances E. Land	2000-2002
	4	Bleeker, Richard W.; Donation	2001
	5	Estate of Olga Lengyel	2001
	6	Graske, Joseph M.; Correspondence	2001-2002
	7	Estate of Herbert C. Pentz	2001-2002
	8	Organ Insurance Claim, Trinity Church	2001-2003
	9	Estate of Clifford C. Weibert	2002
	10	Water and Sewage	2002-2003
	11	Interrogatories	2003

Corporate Finance, 2004-**Historical Note:**

By 2004 the financial functions of Trinity were consolidated under the CFO and Controller as "Finance." By 2006 there was a slight restructure, with a delineated separation of "Corporate Finance," which dealt with programs, and "Real Estate Finance" for Real Estate operations. The Treasury function remained its own entity.

Scope and Content Note:

This group contains the records of corporate finance, by function. Also included is

material relating to the implementation of the Yardi financial system, a computer program used to automate and standardize financial processes across the institution. They are the records of John Rivers, the project manager, including minutes, progress reports, benchmarks, and other administrative records.

Budgeting

2089	1-3	2004 Proposed Budget	2004
	4	Approved Budgets	2006-2008
2651	digital	Approved Budget for 2012	2011
2058	5-9	Budget Presentations	2000-2001
2059	1-3	Approved Budget	2001

Yardi Implementation

2088	1-7	Administrative Files	2002-2003
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Specialized Accounting Departments

Real Estate Accounting, 1988-1995

1 boxes, .5 linear foot

Historical Note:

By the early 1980s, the finance department had begun to consider its real estate accounting as a specialized function. Originally part of the Department of Accounting and Budget, the function has since been grouped with other Real Estate finance functions within the Asset Management Department (1995-1998), and the Real Estate and Investment Controller's Office (1999-2004). By 2005, it was part of the Real Estate Finance Department.

Scope and Content Note:

This sub-group consists of tax files for the parish of Trinity Church, subsidiary corporations and affiliated corporations.

1567-8	Tax Files – PTC and other Corporations	1988-1995
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Cemetery Accounting, 1955-98

2 boxes, 1 linear foot

Historical Note:

From roughly 1995 to 2004, the finance department considered cemetery accounting as a specialized function. It was grouped with Real Estate finance functions within the Asset Management Department between 1995-1998. Staff was reduced when Finance was restructured at the end of 1998 and oversight given to the Real Estate finance manager

within the Real Estate and Investment Controller's Office (1999-2004). Cemetery accounting is no longer separate.

Scope and Content Note:

This subgroup comprises financial records pertaining to the Trinity Church Cemetery and related documents.

1568	6-7	Master Plan (including budget and contracts)	1976-1977
1568	8	Mis-disposed Cremated Remains	1992-1993
1568-9		Inscriptions	1993-1996
1569	4	Sales – Prepaid Cremations	1986-1991
1569	5-7	Sales	1998
7.3.17		Endowed Cemetery Plots Ledger	1955-1960

John Heuss Corporation Accounting, 1988-1996

6 boxes, 3 linear feet

Historical Note:

The John Heuss Corporation, consisting of the rector, church-wardens and vestrymen of Trinity Church, was incorporated as a non-profit corporation in January 1988. The corporation holds title to John Heuss House – a drop-in center for homeless adults - and is ultimately responsible for its management. For further information about John Heuss House, see its entry under Programs and Ministries.

Scope and Content Note:

This sub-group consists of financial records pertaining to John Heuss House. Primarily, the records document the relationship between Heuss House and external funding agencies, including the New York City Department of Mental Health and the New York City Department of Human Resources. These records include contracts and supporting documentation. The sub-group also contains year-end financial statements (when not preserved elsewhere) and insurance information.

1569	8	Financial Statements (audited)	1988-1991
1570-1		Contracts with Funding Agencies	1988-1996
1571	6	Insurance	1993-1995
2089	5	Year end Financials	1994-1999
	6-10	Contracts and supporting documents	1999
2090	1-11	Contracts and supporting documents	1999
2171	5-8	Contracts with Funding Agencies	1998
2172		Contracts with Funding Agencies	1995-2000
2059	4-11	Contracts and supporting documents	2001
	12	Carnegie Grant	2005

Real Estate, 1700 – 1975

30.5 boxes, 15.25 linear feet plus oversize

Historical Note

For real estate information prior to 1815, see Vestry record group.

In 1815, the office of the Comptroller was created to manage Trinity's Real Estate. The position was the result of a study done by the Committee on the Present System of Managing the Corporate Estate Created by the Vestry. In their desire to spread the Church throughout the state of New York, the Vestry had freely given away land and money from the [Church Farm](#), leaving Trinity constantly indebted. The first Comptroller, Church Warden Richard Harison, took out loans to cover Trinity's debt but the problems continued. In August of 1820, the Vestry decided to stem the outflow by resolving not to loan to any churches outside of Manhattan and to sell lots to replenish the Treasury. The Vestry set up a standing committee "to attend to the general Concerns of the Corporation, embracing the Care, disposition and Improvement of the Church Estate, the procuring of Supplies, the direction of repairs & Collections and the regulation of the Books and accounts." This Committee hoped to bring the Church to a sound financial footing by better record-keeping, accountability, and belt tightening.

In the mid 19th century, the State Legislature began an investigation of Trinity's exclusive right to the Church Farm. Their inquiry was prompted by Low Church critics within the Diocese of New York troubled by Trinity's increasingly [High Church](#) stand. They argued that the Church Farm was meant to belong to the wider church, not just Trinity. Trinity was also criticized for extravagant expenditures in building chapels, for being partial in its grants, and for not building churches with free pews. Trinity responded with a full account of its spending that contradicted its accusers' assertions. The investigation eventually came to nothing but it instigated a heated pamphlet war and brought Trinity's internal workings to public attention.

In the late 19th century, Trinity again came under attack for the conditions of tenement dwellings on the Church Farm. In 1909, the newly installed Rector William Manning swore to improve the situation. "I hold that in this matter (i.e., tenement housing) we ought to set not only a high standard, but the very highest. Far better, if necessary, that all our charities should be given up and all our churches and schools closed than that we should maintain any of them by revenue derived from property in an unsanitary or questionable condition." The Vestry did a study and recommended that residential buildings be torn down and replaced by larger commercial buildings in order to attract new and diverse industry into the neighborhood. Manning began publishing Trinity's annual reports to discourage unfavorable speculation on Trinity's use of its wealth.

Following the tenement controversy, the parish focused on commercial, rather than residential, buildings. During the boom years of the 1920s, Trinity decided to encourage others to erect buildings on their property rather than to incur the expense themselves. They offered their land as security as an enticement to build. As the Great Depression began to take hold, the comptroller decided to put real estate in the hands of outside

professionals to deal with the troubled properties. A contract was made with two real estate firms and a fully owned subsidiary, the Junior Leasing Corporation, was formed in 1933. Other wholly owned subsidiary corporations during the 1930s included Yorvic Realty and Royton Realty.

Some members of the Vestry were opposed to the use of outside firms to manage the real estate and called for an investigation of the practice. The Junior Leasing Corporation was dissolved in 1940 and the newly-formed Trinity Operating Company allowed Trinity to regain direct management of its real estate. The difficulties experienced in real estate management during the Depression led to a reorganization in which Trinity strove to further separate parochial concerns from business matters. The Comptroller would no longer be a vestryman, but rather a professional trained in finance. Trinity Operating Company was dissolved in 1950.

In the decades following World War II, Trinity Real Estate emerged from its heavy mortgage debt incurred during the Depression, and continued to purchase and sell commercial properties, at times using subsidiary corporations. The parish also made improvements to its commercial buildings. During this period, the bulk of its tenants were involved in the paper and printing industries, and the area around Canal Street was primarily industrial.

After 1971, the Deputy for Parish Resources handled real estate matters (see Real Estate record group).

Scope & Content

Real estate material includes account books, lease registers, maps, lot registers, deeds, leases, appraisals, titles and abstracts, petitions, indentures, tax documents, contracts, petitions, insurance policies, and agreements. In addition, there are numerous surveys, ground plans, and other architectural drawings of church and commercial properties. Files in this section also concern various Trinity Real Estate Corporations. Some items relate to multiple properties.

The Real Estate files were dispersed. They have been brought together and arranged by division and block. The Division system, instituted by Trinity Church in the early 19th century, covered most of the area originally known as the [Church Farm](#). This area was divided into five divisions, which in turn were divided into blocks. See the map in archives for reference.

Properties are also identified, when possible, by address in the database. Some properties fall outside of the [Church Farm](#) divisions, and are arranged as “below Church Farm” (including Trinity Place properties), and “above Church Farm”. This section also contains numerous photographs of commercial properties, the bulk of which date from the 1940s and 1950s.

For real estate material prior to 1815, see the Vestry record group. For material after

1971, see the Real Estate record group.

Real Estate

498	12	Rents Church Farm	1700-1837
	13	Index to Register of Deeds, Volume 1-2	1797-1852

Lower Manhattan

498	14	Trinity Churchyard	1849-1904
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St. Paul's Chapel

498	15	St. Paul's Vestry Building	1847-1925
	15	St. Paul's Churchyard	1928

Chapels

499	1	Chapel of the Intercession	1887-1970
	2-4	St. Agnes Chapel	1888-1944
	5-6	St. Luke's	1869-1962
	5-7	St. Augustine's	1875-1965
500	1-2	St. Augustine's	1949-1968
	3	St. Christopher's	1970-1971
	4	St. Chrysostom	1868-1940's
	5	St. Cornelius	1904-1965
	6	St. George's	1849-1903
10.3.8		St. George's Workmen's Time	1814-1815
10.3.9		St. George's Accounts	1814-1815
500	7	St. John's	1919-1920
	8	St. Luke's	1869-1962
	9	St. Luke's Block	1946-1953
501	1-2	Trinity Chapel	1847-1982

Missions

501	3	Trinity School	1889-1914
	4	Trinity Mission House, 211 Fulton Street	1855-1957
	5	2 Oliver Street	1976-1978
	6-7	West Cornwall	1916-1961
502	1	West Cornwall	n.d.

Lower Manhattan

502	2-3	50, 68 Trinity Place	1936-1945
	4-7	68 Trinity Place	1936-1970
	8	74 Trinity Place	1933-1934
503	1-7	74 Trinity Place	1946-1967
504	1	Thames Street	1850-1889
	2	Lower	1794-1892
	3	Grace Church	1904-1970

Church Farm Divisions

504	4	450, 548	1808, 1817
	5-6	Division I, 1; Fulton, Church, Vesey, Greenwich	1864-1955
	7-8	Division I, 2; and East Vesey, Church, Barclay, West Broadway	1919-1950
	9-10	Division I, 3; and East Barclay, Broadway, Park	1850-1957

505	1	Division I, 3; East of 92 and 100 Sixth Avenue	1943-1957
	2	Division I, 4; Murray, Broadway, Warren, Church	1856-1939
	3	Division I, 5; Murray, West Broadway, Warren, Church	1892-1922
	4	Division I, 6; Murray, Greenwich, Warren, West	1850-1951
	5-6	Division I, 7; Warren, Greenwich, Chambers, West	1913-1947
	7	Division I, 8; Warren, West Broadway, Chambers, Church	1895-1947
506	1	Division I, 9; Warren, Church, Chambers, Broadway	1946
	2-3	Division I, 10; Chambers, Church, Reade, Broadway	1810-1934
	4	Division I, 11; Chambers, West Broadway, Reade, Church	1924-1934
	5	Division I, 12; Chambers, Greenwich, Reade, Hudson	1898-1958
	6	Division 1,14; North of Reade, West Broadway, Duane	1861-1944
	7	Division I, 15; Franklin, Washington, North Moore,	1850-1957
	8	Division I, 16; Franklin, Greenwich, Moore, Hudson	1919-1958
	9	Division 1, 17; Moore, Greenwich, Beach, Hudson	1922-1952
	10-11	145 Hudson Street	1934-1945
507	1	Division I, 18; Hubert, Greenwich, Laight, Collister	1866-1903
	2-3	Hudson Square East of Division I, 18	1819, 1826, 1867
	4	Division I, 19; Laight, Greenwich, Hudson	1884
	5	Division I, 20; Canal, Vestry	1925
	6-9	Division II, 1; Canal, Varick	1877-1967
508	1-5	Division II, 1; Canal, Varick	1877-1967
	6-7	Division II, 2; Canal, Varick, Grand, Avenue of Americas	1921-1968
509	1-2	Division II, 2; Canal, Varick, Grand, Avenue of Americas	1921-1968
	3	Division II, 3; Grand, Varick, Watts, Avenue of Americas	1902-1952
	4-5	Division II, 3; East of	1952, 1993
	6-7	Division II, 4; Watts, Varick, Broome, Avenue of Americas	1847-1919
	8	Division II, 5; Ave. of Americas, Sullivan	1905
	9	Division II, 6; Broome, Varick, Dominick, Avenue of Americas	1875-1945
510	1-2	Division II, 7; Dominick, Varick, Spring, Avenue of Americas	1893-1969
	3	Division II, 8; Broome, Holland Tunnel, Dominick, Varick	1868-1944

	4	Division II, 10; Canal, Renwick, Spring, Hudson	1898-1919
	4	Division II, 9; Dominick, Hudson, Spring, Varick	1898-1919
	5	Division III, 1; West Houston, Greenwich, Clarkson, Hudson	1871-1919
	6-7	Division III, 2; West Houston, Hudson, Clarkson, Varick	1866-1946
511	1	Division III, 2; West Houston, Hudson, Clarkson, Varick	1866-1946
	2-3	Division III, 3; Clarkson, Greenwich, Leroy, Hudson	1922-1955
	4-6	Division III, 4; Leroy, Greenwich, Morton, Hudson	1891-1970
	7	Division III, 5; Morton, Washington, Barrow, Greenwich	1900-1910
	8	Division III, 6; Morton, Greenwich, Barrow, Hudson	1845-1958
512	1	Division III, 7; Morton, Hudson, Barrow	1848-1955
	2	Division III, 8; Barrow, Hudson, Grove, Bedford	1870-1931
	3-6	Division III, 9; Barrow, Greenwich, Christopher, Hudson	1846-1975
7.1.1		Division III, 9; St. Luke's Block & Sold Buildings	1950-1955
	7	Division III, 10; Barrow, Washington, Christopher	1866-1892
512	8	Division IV, 1 (Greenwich, Vestry, Hudson)	1865-1947
	9	Division IV, 2; Vestry, Greene, Desbrosses, Hudson	1825-1965
513	1-9	Division IV, 2; Vestry, Greenwich, Desbrosses, Hudson	1825-1965
514	1	Division IV, 3; Desbrosses, Greenwich, Watts, Hudson	1862-1964
	2-4	Division IV, 4; Vestry, Hudson, Canal	1849-1934
	5-6	Division IV, 5; Canal, Hudson, Watts	1841-1903
515	1	Division IV, 5; Canal, Hudson, Watts)	1890-1903
	2	Division V, 1; Spring, Greenwich, Vandam, Hudson	1866-1928
	3-7	Division V, 2; Spring, Hudson, Vandam, Varick	1920-1957
	8-9	Division V, 3; Spring, Varick, Vandam, Avenue of Americas	1866-1949
516	1-2	Division V, 3; Spring, Varick, Vandam, Avenue of Americas	1866-1949
	3	Division V, 4; Vandam, Varick, Charlton, Avenue of Americas	1919-1955
	4	Division V, 5; Vandam, Hudson, Charlton, Varick	1865-1943
	5	Division V, 6; Vandam, Greenwich, Charlton, Hudson	1929-1946
	6-7	Division V, 7; Charlton, Greenwich, King, Hudson	1866-1932
517	1-2	Division V, 8; Charlton, Hudson, King, Varick	1866-1963

	3	Division V, 9; Charlton, Varick, King and Avenue of Americas	1846-1917
	4	Division V, 10; King, Varick, W. Houston, Avenue Americas	1919-1959
	5-9	Division V, 10; 200 Varick Street	1926-1969
518	1	Division V, 10; 200 Varick Street	1968
	2	Division V, 11; King, Hudson, West Houston, Varick	1896-1928
	3-4	Division V, 12; King, Greenwich, West Houston, Hudson	1953
Street Photographs			
518-520		Streets Photographs	ea. 20th c.-1960's
Streets Above Division			
520	6	Washington Square, Christie, 25th, 26th and 39th	1856-1931
	7	West 27th	1867-1872
521	1	56 Park Avenue	1922-1946
	2	L'Eglise Du Saint Esprit, 111 East 60th Street	1930-1959
	3	133 East 64th, 155th Street, 160th Street	1888-1966
	4-5	West 108th St. Wyndham House	1968-1975
	6	155th and Broadway	1947
	7	Real Estate Brochures	1924
Upstate New York			
522	1	Buffalo, Albany	1853-1951
Trinity Corporations			
522	2	Royton Realty	1936
	3-4	Yorvic Realty	1936
	5-9	Junior Leasing Corp. and Trinity Operating	1934-1946
	10	Curtis Electric Contracts	1926-1936
523	1-2	Curtis Electric contracts	
	3-6	Freese Realty Corp.	1939-1975
	7	Franchise Tax	
523-524	8	Trinity Operating Company	1941-1953
524-525		Greenwich Street Realty	1946-1951
525	2-4	Mid-Canal Realty Corp.	1946-1957
7.1.2		Royton Realty Minute Book	1935-1937
7.1.3		Yorvic Realty Minute Book	1936-1937
7.1.4		Royton, Yorvic Realty Corp. Ledger	1935-1937
7.1.5-6		Junior Leasing Corp.	1933-1938
7.1.7-11		Trinity Operating Company Minutes	1939-1950
7.1.12		563-565 Greenwich Street Realty, Minute Book	1946-1950
7.1.13		Mid-Canal and Greenwich Street Realty, General	1946-1947
1.8.21		Mid-Canal Realty, Minute Book	1946-1969
7.8.7		Junior Leasing Corp.--Minutes Volume 2	1938-1941
Multiple Properties			
525-528		Multiple Properties	1898-1971

7.1.15-19	Multiple Properties	1935-1962
Gere/Insurance		
528-531	Insurance--Church and Commercial Properties	1953-1972
Account Books		
10.3.3-5	Ground and Pew Rents, Collections	1822-1843
10.3.6	Rents	1922-1931
10.3.7	Cash Accounts	1835-1846
10.3.7	Lots	1834-1853
Leases		
10.3.1-2, 11.5	Registers of Deeds	1818-1946
11.16	Original Leases, 1-100	1750-1766
10.2, 11.6	Register of Leases	1812-1917
14x18.5.16	Lease, Lot 33, Samuel Cocks	1847
Rent Registers		
10.2.36	Rent Roll of Lots	1836-1843
10.2.37	Leases and Rent Roll	1828-1866
11.9-10	Rent Roll	1900-1943
Lot Registers		
10, 11	Lot Registers	1769-1825
10.2.30	Bond and Mortgages Sales	1795-1805
11.6	Cash Accounts	1798-1815
11.6	Lots and Vaults	1794-1822
10.2.34	Accounts of Real Estate	1815-1825
Maps		
10.1, 11.11-12	Church Farm Maps	1815-1827

PROPERTY MANAGEMENT, 1839-1972

31.5 boxes, 15.75 linear feet plus oversize

For Property Management after 1971 see Property Management

Historical Note:

Property Management deals with the maintenance and upkeep of the Church's properties. Initially the duties of this department were performed by the sexton under the supervision of the Vestry. In 1784, the Vestry appointed a committee out of their members to oversee the upkeep of the Church and Cemeteries. In 1802, the Vestry named a member as Superintendent of Repairs to report to the Vestry Committee of Repairs. Property Management became part of the duties of the Comptrollers Office once that office was established in 1815. In the 1971 re-organization known as One Peppercorne, commercial property management was moved under Real Estate (Parish Resources) while management of church properties remained under finance (Parish Administration). The department was headed by the Parish and Chapel Maintenance Officer who reported to the Buildings and Grounds Vestry Committee. In 1977 after Trinity had divested itself of the Chapels, Commercial and Church Property management were rejoined under Finance now known as the Office of Administration and Operations. In 1979, Property

management was moved from Finance to Real Estate which was then known as the Department of Operations. For records from 1979 onwards, see Property Management.

Scope and Content Note:

The records provide documentation on the maintenance of the properties. The series is divided into Church Properties which includes Trinity Church, its chapels, missions, and cemeteries, and Commercial Properties which deals primarily with the properties of the **Church Farm**. The records contain architectural drawings, specifications, proposals, bills, reports, and correspondence

PROPERTY MANAGEMENT/CHURCH PROPERTIES

Trinity Church, 1839-1968

14 boxes, 7 linear feet

Historical Note:

In 1839, Richard Upjohn was commissioned to build the third Trinity Church building after the structure of the second building was deemed unsafe. The cornerstone was laid in 1841, and the building, a large neo-gothic structure, was consecrated May 21, 1846. In the early 20th century, the City laid subway lines underneath Trinity Church and its properties. The effects of the underground construction soon began to show wear and tear on the above ground buildings. In 1912, H de B Parsons was hired as consulting engineer to appraise the effects the subway had on Trinity church, its chapels, and buildings. The first addition to the Church, All Saints Chapel, was added in 1913. It was erected on the North side in memory of the long-time Rector Morgan Dix who had died in 1908. Thomas Nash designed the chapel along with the Astor cross in the churchyard. The architect F. Delancey Robinson was employed by Trinity Church for work on the Church and some of its chapels in 1930. Hobart Upjohn, Richard Upjohn's grandson, in tandem with the engineer Robert H. Chambers saw to strengthening the steeple with underpinnings in the late 1930s. Upjohn also designed the vestry room and Rector's office at 74 Trinity Place in a Gothic style. Thomas M. Bell, associate architect in Hobart Upjohn's office, continued as Trinity's consulting architect after Upjohn retired in 1945. In 1966, the Manning wing was added on the South side of the Church and included a museum space, a new sacristy, and an upper story for the choir.

Scope and Content Note:

The records contain drawings by Richard Upjohn donated by the Richard Upjohn Estate in 1903. Also included are estimates, proposals, contracts, bills, reports and correspondence on the building of the third Trinity Church. H de B Parsons files contain building assessments, photographs, drawings, diagrams, and reports. In the Manning wing files, records on the relocation of vaults, reports, and photographs can be found. There are also records on the acquisition of Church treasures and art objects along with appraisals.

11.23-25

Architectural drawings

1839

531-535		Third Church Building papers	1840-1845
535	6	Retaining Wall, Reredos, Heating	1863-1879
		H de B Parsons Engineering Consultant	
	7	Parsons reports re effects of subway	1903-1925
536	1	Trinity assessment photos, underpinning	1912-1925
	2	Church Examination Report	1925
	3-5	Report Churchyard, Retaining wall	1912-1928
	6	Trinity-Subway Lawsuit	1925-1929
537	1-2	Trinity-Subway lawsuit	1925-1929
	3	Repairs	1925
	4	Underpinning	1925-1929
	5	Stonework conservation	1926-1929
	6	Irving Trust Company	1929-1931
537-538	7, 1-6	Wurts Bros. Photos—Interiors, Exteriors	1929-1931
538	7	F. Delancey Robinson drawings	1930-1931
	7	Acoustical report	1932
		Hobart Upjohn	
	8-9	Underpinnings	1935
539	1-3	Church Tower Examination--Photos	1935
	4	Plans	1936
	5	Repairs (Parsons to Upjohn)	1924-1939
	6	Exam and Survey of Fabric of Foundations	1942
		Thomas M. Bell	
	7	Condition survey, painting and decoration	1942-1947
	8	Retaining Wall	1947-1950
540	1	Roof repair	1964
540-543		Building of Manning wing	1961-1966
543	7	Alterations to the Chancel	1967-1968
544	1	Landmarks Preservation Commission	1966
	2-6	Church treasures-Art and valuables	
		Trinity Churchyard (see also under Trinity Church above)	
544	7	Vault Condition report	1868
	8	Vault Surrenders	1840-1912
	9	LaSalle letters on porch repair	1963-1964
	10	Monuments, mission house proposal	n.d.
	11	18th Century Coffin plates	

Chapels

		Trinity Church and all Chapels	
544	12	F. Delancey Robinson, Architect	1929

St. Paul's Chapel, 1855-1962

Historical Note:

St. Paul's Chapel was consecrated October 30, 1766. The Georgian-style chapel was probably built from a pattern book, a common practice in 18th century America. It resembles London's St. Martin in the Fields whose architect, James Gibbs, produced a very popular and widely disseminated pattern book, *A Book of Architecture* (1728). The steeple, designed by James C. Lawrence, was completed in 1794. The interior contains a painting of the Great Seal of the United States that was commissioned in 1785 and chandeliers that were installed in 1802. In 1787, the monument to Richard Montgomery, who died in the 1775 attack on Quebec, was installed on the portico of the chapel. Pierre L'Enfant was commissioned to provide an embellishment to the monument in order to disguise its silhouette rising above the altar in the Great Window. Seen from the interior, the embellishment represents the Glory; seen from the exterior, it represents mourning for the fallen hero while celebrating the new nation.

In the late 19th century, the chapel was renovated in a Gothic style with dark pews and stained glass. The Gothic features were removed in a subsequent restoration of the 1920s. Another major renovation took place in the 1960s.

In the early 19th century, a city fire house was placed on the North West corner of the churchyard. In 1855, a girl's school and offices were added. The Vestry Building, stretching from Vesey to Fulton Street, replaced the several buildings in 1887. This edifice contained clergy and real estate offices, clergy quarters, and a vestry meeting room. The building was destroyed in 1928 because of street widening and subway construction.

Scope and Content note:

The records contain architectural drawings, proposals, specs, letters, bills, reports, and photographs.

544	13	Steeple	late 19th C.
545	1-2	Wurts Bros. photographs	1929-1931
	3-4	Parsons, Engineering Consultant	1914, 1932
	5	Renovations	1926-1960
	6	Street Widening	1927-1934
	7	Parish House proposal	1933
546	1-2	Taxes/subway contract	1935-1937
	3	Tool Shed	1951
	4	Restoration photographs	1947-1951
	5	Churchyard, tree planting	1937
	6	Structural Survey	1959
	7	Flooring	1962
	8	Artifacts	
	9	Engineering Inspection	1958-1968
	10	Chairs	1965
	11	St. Paul's School--Building Papers	1855

Chapel of the Intercession, 1910-1956
.5 box

Historical Note:

The Chapel of the Intercession at 155th and Broadway near Trinity Church Cemetery was an independent church that was taken into the Trinity Church chapel system in 1907. Trinity Church erected the present building designed by Bertram G. Goodhue in 1914. Intercession became independent again in 1976 when Trinity divested itself of its chapels.

Scope and Content Note:

The records contain specifications, bids, contracts, agreements and letters on the building of the chapel. There are also letters on windows for the lady's chapel in 1930, a property inventory, and documents on the columbarium.

547	1-2	Building Papers	1910-1917
	3	Maintenance, inventory, columbarium	1930-1956

St. Agnes' Chapel, 1888-1968
2 boxes, 1 linear foot

Historical Note:

St. Agnes' Chapel was built on West 92nd Street near Columbus Avenue in 1892 by the architect, William A. Potter. The buildings were sold to Trinity School in 1944 and the chapel was subsequently razed.

Scope and Content Note:

The records contain specifications, drawings, correspondence, reports, and inventories.

547	4-7	Building Papers	1888-1891
548	1-2	Survey of Neighborhood	1930
	3-6	Maintenance, property inventory re sale	[1920s]-1944

St. Augustine's Chapel, 1856-1963
1 box, .5 linear feet

Historical Note:

Trinity Church erected St. Augustine's Chapel designed by William A. Potter on 105 E. Houston in 1877. In 1945, the E. Houston chapel was sold and the congregation was merged with All Saints at 290 Henry Street. In 1949, Trinity Church took over the Henry Street church as St. Augustine's Chapel. The Chapel was made independent again in 1976 when Trinity Church divested itself of its chapels.

Scope and Content Note:

The records contain specifications, contracts, letters, agreements, drawings, and photographs along with reports on the effects of subway construction.

548	7	Building Papers	1856-1877
549	1	E. Houston maintenance, sale	1926-1945
	2-5	Henry Street maintenance, alterations	1934-1963

St. Christopher's Chapel, 1937-1967

1 file

Historical Note:

St. Christopher's was originally a chapel attached to the Trinity Mission House at 211 Fulton Street. In expectation of the Mission House's closing, the Trinity Church Association purchased a mission chapel at 48 Henry Street. The Fulton Street St. Christopher's was moved to Henry Street in 1952. The Henry Street St. Christopher's was transferred to the Diocese in 1971.

Scope and Contents Note:

The records contain photographs of the 211 Fulton Street chapel and letters regarding improvement of the gymnasium at the Henry Street address.

549	6	Photos, gymnasium	1937-1967
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St. Chrysostom's Chapel, 1916-1941

1 file

Historical Note:

Trinity Church erected a chapel at 7th Avenue and 39th Street designed by Richard M. Upjohn, the son of the Trinity Church architect, Richard Upjohn, in 1869. The Chapel was closed and the building was demolished in 1924.

Scope and Content Note:

Most of the records deal with the effect of the subway on the Chapel. These include specifications, photographs and reports. There are also letters from the Reverend James B. Sill requesting the windows from St. Chrysostom after the chapel was closed.

549	7	Subway, altar, windows	1916-1941
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St. Cornelius' Chapel, 1905-1981

3 files

Historical Note

St. Cornelius on Governor's Island was assumed into the Trinity Church chapel system in 1868. In 1906, Trinity replaced the small wooden chapel with the present structure designed by Charles C. Haight. Governor's Island was a United States Army base from 1800 to 2003 when ownership of the island was transferred to New York. Trinity Church continues to retain ownership of the chapel.

Scope and Content Note:

The files contain specifications, proposals, and agreements on the building of the Chapel in 1905. The later files contain information on furnishings, plans, inventories, correspondence regarding restoration work, and condition surveys.

549 8-10 Building papers, inventories, maintenance 1905-1981

St. John's Chapel and Burying Ground, 1840-1947

2 files

Historical Note:

St. John's Chapel at 46 Varick Street between Beach and Laight Streets was built in 1807 after a design by John and Isaac McComb. In 1909, the congregation was merged with that of St. Luke's and the chapel was closed. It was demolished due to street widening in 1918.

Land bordered by Clarkson, Hudson, Leroy Streets and 7th Avenue was set aside as a burial ground by 1806. In 1896, the burial ground was taken over by the City for a park. The park, originally named Hudson Park, was renamed the James J. Walker Park in 1946.

Scope and Content Note:

Most of the records deal with the City takeover of the burial ground. There are records of the court battle fought by Trinity Church to oppose the park plans, vault deeds, and correspondence dealing with the disposal of the remains. There are also records on St. John's Chapel organs.

550 1-2 St. John's Chapel and Burying Ground 1840-1947

St. Luke's Chapel, 1926-1960

4 files

Historical Note:

St. Luke's was founded in 1820 as an independent church supported in part by land endowments from Trinity Church. The building was constructed in 1822. Trinity Church brought the Church into its chapel system in 1892. St. Luke's became independent again in 1976 when Trinity Church divested itself of its chapels. In 1945, Trinity Church opened a school at St. Luke's to satisfy a pressing neighborhood need. The school was completed in 1955.

Scope and Content Note:

The records contain plans, specifications and correspondence regarding the gymnasium constructed for St. Luke's Chapel and the construction of the school in 1955.

550	3-4	St. Luke's Chapel Gymnasium	1926, 1942-1949
	5-6	St. Luke's School	1955, 1960

Trinity Chapel, 1815-1916

1 file

Historical Note:

Trinity Chapel, on 25th Street west of Broadway, was designed by Richard Upjohn and was consecrated in 1855. The chapel was closed in 1943 and sold to the Serbian Eastern Orthodox Church. The building still stands as the Cathedral of St. Sava.

Scope and Content Note:

The files contain specifications, agreements, accounts and letters, most having to do with the construction of the chapel buildings.

550	7	Building papers including drawings	1851-1916
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Missions, 1943-1970

6 files

Historical Note:

Trinity Mission House was established at 211 Fulton Street by the Trinity Church Association, the organization that funded Trinity's missions. In 1919, the sisters of St. Margaret replaced the sisters of St. Mary in running the mission. The Trinity Mission House was closed in 1956 to concentrate on two Lower East side missions. Trinity Church acquired St. Margaret's House at 2 Oliver Street as housing for the Sisters of the Order of St. Margaret. Seaside House on Long Island was a camp for girls also run by the sisters of St. Margaret.

Scope and Content Note:

The files contain deeds, agreements, letters, and plans on Trinity Mission House, St. Margaret's House, and the Seaside House.

550	8-9	St. Margaret's House, 2 Oliver Street	1956-1970
	10	Trinity Mission House plans, 211 Fulton Street	1943
551	1-2	Trinity Mission House, 211 Fulton Street	1955-1956
	3	Seaside House, Great River NY	
		Fire escape	1953

West Cornwall, the Trinity Episcopal Conference Association

5 files

Historical Note:

The Trinity Episcopal Conference Association (TECA) refers to the parish Conference Center in West Cornwall, Connecticut. The property was purchased in 1915 by the vicar of St. Luke's Chapel, Edward H. Schlueter (1909-1945) who used it as a summer camp for boys. When the vicar retired in 1945, Trinity Church purchased the 350 acres to continue the camp. In 1953, it was decided to create a center for conferences, retreats,

and education in addition to the summer camp. The center was dedicated in April of 1954 as a place to “provide opportunity to groups from throughout the Episcopal Church to meet together to demonstrate Christian faith and action . . . to demonstrate that the Holy Ghost works through the Church.”

Scope and Content Note:

The files document work on the building of cabins, property maintenance, the relocation of Rte 7, the chapel, and tax exemption status.

551	4	Episcopal Center	1955-1965
	5	Proposed Relocation of Rte. 7	1958-1963
	6	Chapel of the Holy Spirit	1960-1964
	7	Trinity Mountain Camp chapel	1961
	8	Tax Exemption	1963

Cemeteries

Trinity Church Cemetery, 1847-1977

1 box, .5 linear feet

Historical Note:

Trinity Church purchased land for a cemetery on the Hudson River at 155th Street from Richard F. Carman in 1842. The property is today bounded on the East by Amsterdam Avenue, on the South by 153rd St., on the West by Riverside Drive overlooking the Hudson River, and on the North by 155th Street. James Renwick Jr. was chosen to lay out the grounds. The first interment took place in May 1843.

In 1867, the City decided to open 11th Avenue (Broadway) through the Cemetery splitting it into an easterly and westerly division. The Vestry, in 1870, commissioned Calvert Vaux to build a bridge to connect the two halves of the cemetery. Calvert Vaux's services were retained until 1880 and, in addition to the bridge, he designed the landscaping and the wall enclosing the cemetery.

The pedestrian bridge was dismantled in 1911 to make way for the new Chapel of the Intercession complex. The Chapel, designed by Bertram Goodhue, situated on the corner of 155th Street and Broadway, was consecrated in 1915. Intercession was made independent of the Parish of Trinity Church in 1976.

Scope and Content Note:

The files document cemetery maintenance and city development. There are records on the 19th century passage of the Hudson River Railroad Company and the extension of Broadway through the property. See also Chapel of the Intercession above and the Trinity Church Cemetery record group.

551	9	Hudson River Railroad Co.	1847-1849
	10	Stones removed & inscriptions, opening of	1868
	11	Deeds and Survey	1842-1912

	12	Corr re: Broadway, stones moved	1869
	13	Corr. re: land taken for Riverside Drive	1903-1907
	14	Contract for Wall at 153rd Street	1908
	15	Assessment Cancellation	1903-1930
552	1	Endowments to	1921-1969
	2	Corr. re: state cemetery questionnaire	1865-1949
	3	Corr. re: paving and drainage	1950
	4	Corr. re: repair, restoration of headstones	1956-1957
	5	Records of repairs, headstones	1937
	6	Construction Contracts	1847-1977

Cemeteries, other 1902-1979
1.5 boxes, .75 linear foot

Historical Note:

In 1870, the cemetery requested that the rector make inquiries to obtain ground in which to bury the poor communicants of Trinity Parish. By 1871, the vestry had authorized the rector to make an agreement with St. Michael's Cemetery in Queens. St. Michael's Church in Manhattan had founded this cemetery in 1852 precisely to provide a dignified resting place for the poor. In 1905, the vicar of Saint Augustine's Chapel purchased plots in Pinelawn Cemetery on Long Island and at Mount Hope Cemetery in Westchester County. Trinity Church assumed ownership of the lots since St. Augustine's was a chapel of the Parish.

Scope and Content Note:

The files in the section deal with maintenance of the plots, fees, interments, and removals concerning St. Michael's Cemetery, Pinelawn Memorial Park and Mount Hope Cemetery.

552	8	Key to Delafield Vault, Greenwood Cem.	
	9	Pinelawn Memorial Park, Trinity plots	1907-1961
	9-10	St. Michael's Cemetery	1902-1972
553	1-2	St. Michael's Cemetery	1974-1975
	3-4	Mount Hope Cemetery	1910-1975
	5	St. Michael's and Mount Hope Cemeteries	1972-1979

Property Management/Commercial Properties, 1895-1959
8 boxes, 4 linear feet

Historical Note:

The maintenance and upkeep of the Commercial Properties fell under the Comptroller's direction until the parish re-organization in 1971 when it was moved to the newly created real estate department known as the Department of Parish Resources. See Property Management record group for records after 1971.

Scope and Content Note:

This series contains the maintenance files on Trinity Church's Commercial properties. The majority of the files refer to properties on the **Church Farm** and are arranged according to the Division/block numbering system instituted in the early 19th century. The Farm was divided into 5 divisions designated by Roman numerals and each block of the division was designated by an Arabic numeral. The files contain architectural drawings, specifications, reports, bills, and correspondence. There are also large ledger books dating from 1938 to 1947 showing entries on operating expenses and income for commercial properties.

Church Farm Divisions

554-556		Division I, 4; 253 Broadway, Longchamps Restaurant	1936-1938
556	3	Division I, 8; 42 Warren Street	1930-1932
	4	Division I, 17; 395-397 Greenwich Street	1934
	5	East of Division I, 16 and 17 Varick; 34 and 50 Varick	1879-1881
	6	Division I, 20, Division II, 1; Canal and Varick, Parsons survey	1914-1918
	7-8	Division II, 2; 417-421 Canal	1911-1927
	9	East of Division II, 3; 18 Watts	1900
557	1-2	Division II, 7; 1 Dominick Street	1926-1949
	3	Division II, 7	undated
	4	Division III, 2; 181-187 Hudson	1909-1910
	5-7	Division III, 3; 405-421 Hudson	1911-1938
558	1	Division III, 4; 431-443 Hudson	1910-1911
	2-3	Division III, 4; 423-433 Hudson	1930-1936
	4	Division III, 5; Morton and Washington, tunnel railway	1903-1932
	5	Division III, 6; Morton and Greenwich, NY and NJ RR	1903-1905
	6	Division III, 8; 464-480 Hudson	1925-1933
	7-8	Division III, 9; St. Luke's Block	1944-1948
559	1-5	Division III, 9; St. Luke's Block	1926-1965
560	1	Division IV, 4; Holland Tunnel	1923-1925
	2	Division V, 1; 515 Greenwich	1909, 1956-1959
	3-4	Division V, 2; Hudson warehouse: Hudson, Spring, Vandam	1895-1898
	5-9	Division V, 2; Varick warehouse, 143 and 145 Varick, shops	1895-1928
	10	Division V, 5; Charlton buildings	1909-1912
561	1	Division V, 5; 324-344 Hudson	1909-1925
	2	Division V, 12; Greenwich and King	1881-1882
Below Church Farm			
553	6	68-70 Trinity Place, Horn and Hardart Co.	1936-1937

553-554		74 Trinity Place	1939-1946
554	6	90 Trinity Place	1969
Above Church Farm			
561	3	56 Park Avenue	1934-1939
Multiple Properties			
561	4	Correspondence	1939

Account Books, 1938-1947

Large ledger books showing entries on operating expenses and income for commercial properties.

7, 11	Ledgers	1938-1947
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Real Estate

1879, 1944-1988, 1998-1999, 2003-2010

37 boxes or 18.5 linear feet **67 Boxes, 33.5 linear feet**

For Real Estate prior to 1971, see Vestry/Real Estate (to 1815) and Finance/Real Estate (1815-1971).

Historical Note:

Real Estate was removed from the Finance Department and placed under the new office of Deputy for Parish Resources during the parish reorganization of 1971. The name of the division and its executive officer changed multiple times since then. The Deputy for Parish resources became the Deputy for Resource Development in 1976, then Deputy for Operations in 1979. In 1992, the division was renamed Real Estate headed by an Executive Vice President. The areas included in the Real Estate division were Tenant Relations and Lease Administration/ Real Estate Planning, the Cemetery, Property Management, and Leasing. The head of the real estate division has been titled President of Trinity Real Estate since 2006.

Since 1971, Trinity Real Estate has weathered a number of market fluctuations. During the city's fiscal crisis of the 1970s, Trinity suffered a high vacancy rate and some tenants went into bankruptcy. In the 1980s, the parish implemented plans to modernize its properties. The printing industry, which made up the bulk of tenants, was in flux, as technological advances required far less work space, and a number of companies moved to cheaper spaces in the outer boroughs or New Jersey. Trinity Real Estate anticipated a shift in the neighborhood from manufacturing to office space and renovated their buildings to attract a different clientele.

Following the economic downturn of 1987, a number of businesses failed, and the vacancy rate was as high as 27 % in the early 1990s. Forty percent of tenants were in the printing industry, down from a high of 65%. As the economy improved throughout the

90s, the neighborhood saw a shift to new media industries. Trinity Real Estate revived the name “Hudson Square” for its main commercial area. The original Hudson Square, also a creation of Trinity, was an early 19th century residential development just south of Canal Street and was anchored by St. John’s Chapel. The late 20th century Hudson Square neighborhood attracted new and diverse tenants to the parish’s renovated commercial buildings, including retailers. By 2005, Trinity was leasing and managing approximately six million square feet of office space in 18 buildings.

Trinity Real Estate had two subsidiary corporations during this time period: PTC Corporation was created in 1981 for acquisitions of commercial properties outside of the original Church Farm, and the Grand Varick Corp. was created in 1991 as a wholly owned stock subsidiary. PTC was dissolved in 2011, see Jedlicka.

Throughout the early 2000s, Trinity continued to contribute to the revitalization of the Hudson Square neighborhood, particularly through a push to rezone the historically commercial area. The rezoning effort proposed such changes as an increased maximum building height, which would allow for increased residential occupancy. This effort affected many properties in Trinity’s Real Estate portfolio by introducing more residents, as renters and consumers, to the area. Carl Weisbrod, who served as President of Trinity Real Estate from 2006-2010, oversaw this and a many other projects related to the rejuvenation of the Hudson Square neighborhood.

In 2008 Trinity Real Estate created an additional subsidiary corporation in the form of Trinity REIT Inc. Trinity REIT Inc. was a self-administered, self-managed real estate investment trust and consisted of the ownership and operation of income-producing real estate properties.

Also at this time, Trinity began to explore opportunities for improvement of its 68/74 Trinity Place property, as the building which housed most of Trinity’s staff offices laid 24% vacant as of March of 2009. In addition to Trinity’s offices, the Trinity Preschool, and various congregational meeting spaces were also in the combined building. Proposals for both renovated and new construction buildings were considered, though all proposals were ultimately tabled with the intention of revisiting these opportunities in the future.

Scope & Content

This record group contains material relating to parish and commercial real estate after 1971 though there are some records from an earlier date. The purchase, lease and sale of Trinity properties, as well as strategic planning, marketing and development are documented.

The records contain the files of the Deputy for Parish Resources (Head of Real Estate) from 1972 to 1979. They are grouped under subject headings—Organization (Org), Personnel (Per), Real Estate Church (RECH), and so on, and concern parish and administrative matters. In addition, the records of Carl Weisbrod, the President of Real Estate from 2006-2010, are also contained in this record group. There are also departmental files on real estate, both Church and Commercial. The files are arranged by

street, then by address and pertain especially to the properties of 99 Ave. of the Americas, 101 Ave. of the Americas, 304 Hudson Street, 345 Hudson Street, and 375 Hudson Street.

Found here also is material relating to Trinity's clergy housing, property appraisals, parish chapels (especially regarding the 1976 separation agreements), and parish programs.

Executive Officers

Camp Mason, Deputy for Parish Resources/ Resources Development, 1972-1979 Office Files

Grants			
611	5	Caribbean Center for Advanced	1975
	6-9	Program Related Investments	1972-1978
612	1-6	Program Related Investments, Space Grants	1974-1977
Legal			
	8	Trinity Camp	1975-1976
ORG			
	9	Chapel and Council's Independence	1976
	10	St. Augustine's	1975-1976
	11	St. Cornelius	1976
	12	Intercession	1976
	13	St. Luke's	1976
613	1	Correspondence	1972-1975
PER			
	3	Holidays and Vacations	1972-1976
	4	Housing	1973-1975
	5	Insurance	1974-1975
	6	Real Estate	1973-1976
	7	Resumes	1973-1978
	8	Retired	1974
	9	Staff	1972-1974
	10	Salary Committee Minutes	1974-1976
614	1	Salary Committee Background	1974-1976
	2	Manning Tables	1973-1976
RECH			
	3	Parish Support and Financial Data	1976
	4	Parish, Rambusch	1978-1979
RECO			
	5	Delinquency and Vacancy	1973-1975
	6-9	Electric Sub-Meter	1969-1976
	10	Graphic	1975-1976
	11	Real Estate Meetings	1975
	12	Steam Cost Study	1976
615	1	MDW	1973
	2	Cross and Brown--Status Reports	1974-1975

	3	Cross and Brown--11 Properties	1974-1975
	4	C&B Background	1974-1975
	5-7	Real Estate Investments Trinity	1973-1978
615-616		Windham House	1975
616	2-3	99 Avenue of the Americas closing	1976-1977
	4-11	68 Trinity Place closing	1974-1976
TEC			
617	1-7	Executive Programs—Various Universities	1975-1978
	8	References--Bibliography	1976
	9	Elderly Housing, Seminar on Aging	1973-1974
	10	Meetings	1976
	11	Telephone	1976
618	1-5	Telephone	1974-1976
	6	Meetings	1975
	7	Travelers Aid	1975
	8	Other Courses, Seminars	1976
619	1	DPR	1973
	2	Telephones	1974-1975
	3	Elderly Housing	1972-1974
	4-6	Meetings	1973-1974
	7	Fire Drill	1973
	8	Purchasing Study	1975
	9	Parochial Conference	1974
	10	Planning	1976-1977
	11	Interim Executive Structure	1974
620	1	Team Management Skills	1972-1973
	2	Management Objectives	1975
	3	Team Management Skills	1973
	4	Management Seminar	1974
	5	Trinity Church	1974
	6	Stewardship Development	1975
	7	Real Estate Management Program	n.d.
	8	Minutes	1972

Kenneth Ellis, Deputy for Operations, 1979-1988

Office Files

651	4	Brooklyn Bridge anniversary	1983
	5	Jane P. Carson, Bahamas	1974-1980
	6-7	RECO Electric Submetering	1979-1981
	8-9	Trinity/St. Paul's--URS Survey	1983-1988
	10-11	Chapels--St. Paul's	1986
652	1-4	Chapels--St. Paul's-- Development	1986-1988

Thomas Dolan, Executive Vice President for Operations, 1988-1992

Office Files

Frederick Fleming House

1571-1573	Meeting Minutes, Agreements, Insurance	1985-1994
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West Cornwall Conference Center

1573-1574	Maps, deeds, correspondence, development	1974-1992
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Commercial Real Estate

PTC Corporation

1574	5	Legal and Financial Documents	1981-1984
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Joe Palombi, Executive Vice President of Real Estate, 1992-2004**Office Files**

Administrative Files

1577-1579	Correspondence, proposals, contracts, information systems	1989-1996
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Church and Program Property

Trinity Church

1579	2-4	Correspondence, stonework, churchyard	1979-1992
1579-1580		Steeple restoration	1988-1992
1580	4-6	Soldier's monument	1987-1992
1581	1-3	Pedestrian bridge	1980-1991
1581	4-5	Gravestone project	1982-1989

Chapels

1581-1582	St. Paul's Chapel – restoration, landmark preservation commission	1978-1991
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1582	3-4	St. Cornelius Chapel	1978-1986
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Programs

1582	5	Clergy Housing	1993
1582-1583		John Heuss House	1985-1993
1583	2-7	Neale House	1981-1995
		(including closing documents)	
1583-1584		West Cornwall Conference Center	1993-1996
1584	5-6	Trinity Institute Service Mark	1982-1991
2348	4		

Commercial Property

1584-1585		Contacts, planning, reports	1991-1994
1585	3-8	Development rights – St. Paul's	1983-1990
1586		Edwards Heirs	1982-1988
1587	1	Leasing guidelines	1981-1985
1587-8		Property Files (by property)	1956-1966, 1980-1992
1588-1591		Tenant Files (by tenant – incl. NYSDOL)	1980-1997

Robert Fumo, Assistant to the Deputy/Executive Vice President of Operations, 1986-1990

Frederic Fleming House

1595	1-2	History and Background	1986-1988
1595	3	Meetings	1987-1989
1595	4-7	Contracts and Agreements	1986-1989
1595-6		Correspondence	1985-1991
1596	5	Opening	1991
1596-7		Legal and Regulatory Documents	1986-1989
1597-8		Construction and set-up	1986-1990
1598-9		Administrative Files (construction and finance)	1986-1989
1599	9	Miscellaneous	1987-1989

Church and Program Property

1600	1-2	74 Trinity Place	1986-1987
		Commercial Real Estate	
1600	3	Purchase possibilities (by address)	1986
1600-1		Building Files (by building)	1984-1989
		Administrative Files	
1601	5	Community Board, Food Service, Reference	1986-1989
		Legal and Regulatory Files	
1601	6-7	Building Certificates, Violations, Permits, Contracts	1957-1975
		St. Paul's	
2156	13	St. Paul's Development under Canon Law	1987
	14	St. Paul's Air Rights	1986-1988
2157	1-3	St. Paul's Air Rights	1986-1988
	4	St. Paul's – Development of Park	1986-1987
	5	Permits	1989-1990
	6	St. Paul's Roof	1985-1986
		Trinity Church	
2157	7	All Saints Chapel	1984-1985

Stephen Heyman, Director of Leasing

Tenant Disputes/Legal

2205	1	Audrey Cohen College	1995-2000
	2-3	Bank of New York	2001-2002
	4	Bergazyn	2001
	5	D.A.D. Trucking	2000
	6	Didel Enterprises 3 Meigas	2002
	7	Macro International, 100 Avenue of Americas	1999
	8	NBR	2002
	9	Rampersand Food Court	2001
	10	StarMedia	1999-2000
2206	1	Trinity Footbridge	1994-1995
	2	West Coast Entertainment	1999
	3-4	Whitehall Business Archives	1998-2001

Subject Files

2206	5	Building Remeasurements, 75 Varick Street	1999
	6	Certificate of Occupancy Status	1998
	7	Chelsea Rezoning	1999
	8	Great Ink	1999
	9	Hudson Square Partnership	2001-2002
	10	Speeches	1999
	11	Development Sites	1988-1997
	12	Tax Incentives	1997

Marketing

	13-16	Hudson Square Marketing Campaigns	2000-2001
2345	5	Advertising, Sun & Moon	2009

Properties

620	9	All--Sales Agency Contract-Cross and Brown	1975
	10	All--Commercial, 5 year Capital	1986-1990
1248	5-6	All--Property Statistics-Title and Index	1950-1980s
620	11-13	Lower--68 Trinity Place	1879-1981
	14	Lower--74 Trinity Place, Dining Floor	1973
	15	Lower--55 and 18 Vesey Street	1971-1975
621	1-3	105 Chambers Closing	1982-1998
	4	Greenwich Street between Moore and Franklin	1974
	5	Varick and Canal--75 Varick and 480 Canal	1989-1990
	6	76 Varick--Grand Varick Corp.	1991-1998
	7	99 Sixth Avenue--Avenue of the Americas	
		Realopco Inc	1947-1982
622	1	95-109 Avenue of the Americas	1991-1992
622-624		99 Avenue of the Americas	1982-1990
625-626	1	100 Avenue of the Americas	1982-1997
626	5	520 Broome	1983
	6	132 Varick	1982-1985
	7	435, 479 Hudson	1974-1993
	8	39-47 Vestry, 200 Hudson	1946-1973
	9	137-141 Varick Closing	1983
627	1	137 Varick, PTC Properties	1983-1990
627-628		304 Hudson, Fleetwood Litho--Bankruptcy	1993-1995
628	5	326-344 Hudson	1979-1988
628-632		345 Hudson--Pandick Bankruptcy	1990-1996
632	5	82 King St.	1936-1987
	6	Houston, King, Greenwich, Hudson--Peter Pattison	1978
633	1	577-83 Greenwich, 299-301 West Houston	1979
633-634		375 Hudson--Tishman Speyer	1982-1991
634-635		Upper--121 E. 78th Street	1973-1975
635	2	Upper--St. Peter's Westchester	1911-1981
2345	6	Lease Proposals	2008-2009

Clergy Housing 635-640, 1248		Clergy Housing	1966-2000
Appraisals			
641	1-3	Multiple Properties	1967-1971
	4	74 Trinity Place	1971
	5	105-107 Chambers	1997
	6	95-109 Avenue of the Americas	1986
	7	99 Avenue of Americas	1982
	8	145 Avenue of the Americas	1982
	9	155 Avenue of Americas	1980
	10	75 Varick Street	1981
	11	480 Canal Street	1981
	12-13	74 Varick Street	1982-1983
642	1	417 Canal Street	1982
	2	122 Varick Street	1988
	3	131 Varick Street	1982
	4	143-155 Varick Street	1980
	5	627 Greenwich	1985
	6	350 Hudson	1984
	7	363-385 Hudson	1972
	8	383 Hudson	1981
	9	III,9: St. Luke's Block	1976
	10	38-42 Bleecker	1982
	11	505-507 West Street	1985
	12	324 and 326 West 108th Street	1972
Titles			
642-643		TICOR Title Reports	1990
644	1	Church Properties	1990
644-645		Commercial Properties	1990
Marketing			
645-646, 1248		Promotional Material and Clippings	1944-2003
Chapels			
646	7	St. Paul's, Land Rights	1988
647	1-3	Intercession Separation	1976
	4-6	St. Augustine Separation	1976
648	1	St. Cornelius--Lease Renewal	1980
	2-5	St. Luke's Separation	1976
	6	Trinity Chapel, Serbian Church	1980-1982
Programs			
648-649		Frederic Fleming House	1989-1991
649	3-4	Neale House, 50 Fulton Street—	

		Purchase Documents	1981-1983
5		Trinity Institute--Application for	1991
649-650		TECA, West Cornwall—Appraisals, etc.	1945-1995

Legal Amy Jedlicka, Attorney for Real Estate

Scope and Content Note:

Dissolution papers for John Heuss Corporation, the Homeless Drop in Center. See Programs and Ministries. Dissolution of PTC 6/2011, [See Real Estate: PTC Corporation was created in 1981 for acquisitions of commercial properties outside of the original Church Farm.]

1151	digital	John Heuss Corp Dissolution	1987-2011
2599	digital	PTC dissolution	2011

PROPERTY MANAGEMENT

(1956) -1989 -2016

18 boxes 219.5 boxes, 9 linear feet 109.76 linear feet

For Property Management prior to 1971 see Finance/Property Management

Historical Note:

The care and upkeep of the Church's properties has been a part of church administration since Trinity's foundation; however, the property management function has only been split from other administrative functions since the parish re-organization of the early 1970s. Trinity Church has historically divided the duties of Property Management between its commercial properties (a source of income since the original grant of the Church Farm) and its church and program properties (those used for worship and ministry). In the 1970s, a separate Commercial Property Management department was formed and placed in the Real Estate division, where it has since remained. Church and Program Property, formed at the same time, has been periodically shifted back and forth from Finance to Real Estate.

In 1971, the Church and Program Property was under the head of Parish Maintenance who reported to the Finance Department. By September 1979, the director of Church and Program Property is reporting to the Deputy of Operations, as Real Estate was then known. Between 1998 and 2004, Church and Program Property was combined with Commercial Property Management under the Director of Commercial Property Development in Real Estate. In 2004, Church and Program Property was moved back under Finance where it remains at this time (2013)

Church and Program Properties and the Commercial Properties are discussed separately below. The exception is 1998-2002 when Church Property and Commercial Property were combined under the Director of Commercial Property Development Jim Doran.

Historical Note

Church and Program Properties

Church and Program Properties have seen significant changes since the early 1970s. In 1976, many of the chapels in the parish became independent and shortly thereafter projects were undertaken in the parish's remaining places of worship. Between 1977 and 1982, the interior of Trinity Church was relighted, cleaned, and repainted. The sound system was upgraded and the chancel was modified. Restoration was also done on St. Paul's Chapel including a re-enforcement of the steeple. In 1988, a chunk of sandstone fell from the Trinity Church steeple generating a new round of restoration and renovation. The Church was cleaned removing decades of black grime to reveal the original pink of the stone. The Chancel window was renovated in 1992.

In addition, program spaces were significantly modified and expanded. In 1976, 68 Trinity Place was re-acquired and major renovations were made to both 68 and 74 Trinity Place, including a television studio, a Christian education space, Day Care space, a lounge, and a cafeteria. In the same year, the pedestrian bridge connecting the Church to 74 Trinity Place was begun. In the late 1970s and early 1980s, the mausoleum was built at Trinity Church Cemetery to provide more burial space and sales income, and Trinity built and opened St. Margaret's House for the elderly. In 1989-90, the West Cornwall Conference Center in Connecticut was expanded. West Cornwall was closed in 2012.

In 2011, Tricia Atallah was hired as Director of Mission Properties and Businesses, the new name for Church property management. Atallah directed a program of overdue restoration for Church properties beginning with the restoration of the Montgomery Monument.

Scope and Content Note:

Church and Program Property 1956-1986 1997

The records contain the files of the Property Managers for Church Properties. Hank Norde, whose files date from 1977 to 1986, oversaw plans for the Trinity Cemetery mausoleum, the Rambusch renovation of Trinity church between 1977 and 1982, the beginnings of the pedestrian bridge to join the Church to the Parish and staff offices, the retaining wall for the Church yard, the independence of the chapels and the construction of St. Margaret's House. In 1986, Hank Norde was named Project Director and Michael R. Nobles became manager of Church and Program Property. He oversaw the cleaning of Trinity Church and the Allen & Harbison renovations. Nobles also continued Norde's work on the Trinity Cemetery mausoleum, St. Margaret's House, Trinity Institute, and West Cornwall. Nobles saw the completion of the Pedestrian Bridge in 1988 and the major renovation of 68/74 Trinity Place. Also included here are the security files of Frederick C. Hoehn and the files of the Construction Manager, Jack Jones. Mr. Jones, working under Mr. Nobles as did Mr. Hoehn, was the point man for the cleaning and restoration of Trinity Church.

The Church Properties Drawings & Index is a large quantity of small-scale (8x10) reproductions of architectural drawings of various Church properties, including Trinity and St. Paul's. There is an index and series of codes to locate and determine what each drawing depicts. Though they haven't been checked against the other architectural drawings in the archives, it is assumed that these are primarily duplicates.

Scope and Content Note:

Church and Program Property 1956-1986 1997

The records contain the files of two of the Property Managers for Church Properties, Hank Norde and Michael R. Nobles. Hank Norde, whose files date primarily from 1977 to 1986, oversaw plans for the Trinity Cemetery mausoleum, the Rambusch renovation of Trinity church between 1977 and 1982, the beginnings of the pedestrian bridge to join the Church to the Parish and staff offices, the retaining wall for the Church yard, the independence of the chapels and the construction of St. Margaret's House. In 1986, Hank Norde was named Project Director and Michael R. Nobles became manager of Church and Program Property. He oversaw the cleaning of Trinity Church and the Allen & Harbison renovations. Nobles also continued Norde's work on the Trinity Cemetery mausoleum, St. Margaret's House, Trinity Institute, and West Cornwall. Nobles saw the completion of the Pedestrian Bridge in 1988 and the major renovation of 68/74 Trinity Place. Also included here are the security files of Frederick C. Hoehn and the files of the Construction Manager, Jack Jones. Mr. Jones, working under Mr. Nobles as did Mr. Hoehn, was the point man for the cleaning and restoration of Trinity Church.

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Hank Norde 1956 (1977)-1986

Head of Parish Maintenance 1977-1978

Director of Church and Program Property Management 1978-1983

Assistant Deputy of Operations 1983-1986

9 boxes or 4.5 linear feet

Budget

652	5	Budgets	1956-1976
	6	Capital Expenditures	1982

Office

652	7	Speed dial numbers	1986
	8	Fumo memos	1986
	9	Historic Properties	1983

Departments

652	10	TV, Video	1983-1984
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Legal

652	11	Claims	1976-1982
653	1	Claims (including retaining wall)	1976-1981
Trinity Church			
653	2-5	Condition reports, renovations	1942-1986
	6	Upjohn drawings, photos of	n.d.
	7-8	Air Conditioning	1984-1985
	9	All Saints Chapel	1982
	10	Bronze doors	1983-1984
	11	Furniture	1981
	12	Lighting Designers	1985
	13	Nave Inspection	1977
	14	Organs	1975-1984
654	1-2	Rambusch renovations	1977-1982
	3	Broadway Entrance	1979-1980
	4	Rambusch plans -nave, chancel	1977-1982
	5	Rambusch plans -narthex	1974
	6	Rambusch plans - light	1978
	7	Rambusch plans -Pulpit	n.d.
	8	Museum Project	1982-1983
	9	Bell Tower Restoration	1985
	10	Pedestrian Bridge	1976-1977
	11-12	Retaining wall and subway construction	1972-1984
	13	Stained Glass	1978-1981
2150	11-13	Trinity Church, Churchyard Renovations	1965-1985
2151	1-7	Trinity Church Renovations	1964-1986
	8-11	Trinity Church HVAC	1960-1986
2152	1-18	Renovations including chancel, sound system, organs	1964-1981
2153	1-7	Renovations including organ, Rambusch	1967-1984
	8-9	Exterior Renovations	1964-1996
Trinity/St. Paul's			
654	14-16	Condition reports, surveys	1976-1986
655	1	Landmark, Rambusch restoration	1978-1982
	2	NYS Preservation, Restoration	1982-1983
	3	St. Paul's cleaning and repair	1980
2150	10	Trinity, St. Paul's Landscaping	1984-1985
2153	10	Trinity, St. Paul's Maintenance and Improvement plan	1993
	11	Renovations, Permits	1964-1965
St. Paul's			
2148	11-18	St. Paul's Restoration Project	1977-1981
2149	1-17	St. Paul's Repairs	1970-1987
2150	1-9	St. Paul's Renovations	1960-1988

Chapels

655	4-9	Chapel of the Intercession	1965-1980
656	1-7	St. Augustine's Chapel	1962-1976
	8	St. Christopher's Chapel	1956
	9	St. Cornelius' Chapel	1970-1977
657	1-4	St. Luke's	1965-1976
	5	St. Luke's pipe organ	1976-1977
	6-7	St. Luke's Block	1974-1976
	8-9	St. Luke's School	1967-1976
658	1-3	St. Luke's School	1963-1976

Church Properties

658	4-11	Trinity Church Cemetery, Mausoleum	1975-1980
659	1-3	Trinity Church Cemetery, Mausoleum	1977-1980
	4	Trinity Settlement House, 48-50 Henry Street	1952
	5	West Cornwall	1977
	6-7	68 Trinity Place renovation	1976-1977
	8-10	68-74 Trinity Place	1973-1984
	11-12	Neale House 46, 48, 50 Fulton Street	1981-1982
660	1-2	Neale House, 46, 48, 50 Fulton Street	1985
	3	Food Co-op, 22-24 Harrison Street	1978-1981
	4	St. Margaret's House, 2 Oliver Street	1955-1977
	5-10	St. Margaret's House	1979-1982

Clergy Housing

660	11	Williams, Frederick B., 100 Haven Avenue	1973-1976
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Directors of Church and Program Property

Michael Kettring (1983-1984) and Robert Fumo (1985-1986)

Kettring, Michael

Trinity Church

2157	14	Rambusch – Chancel Removal	1983
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Michael R. Nobles

Director of Church and Program Property, 1986-1998

24 boxes or 12 linear feet

Administrative

661	1-3	Church Program Property	1996
	4	Property Management Manual	1997
	5-8	Correspondence	1988-1997
662	1	Correspondence	1996-1997
	2	Email documents	1996
	3-4	Telephone study, reports	1990-1996
	5	Future of Lower Manhattan	1974
	6	Staff events	1976

	7	Tercentennial	1997
Security			
662	8	Hoehn, Fred - Policies and Procedures	1972-1990
663	1-11	Hoehn, Fred - Organization, Reports, Correspondence	1992-1996
664	1-10	Hoehn, Fred - Reports, Schedules, Correspondence	1989-1999
665	1-9	Hoehn, Fred-Correspondence, Claims	1989-1997
Trinity Church			
666	1	Nash Alterations	1965
	2-11	Renovations	1988-1990
667	1-9	Renovations	1990-1991
668	1-12	Renovations-Work files	1989-1991
669	1-15	Renovation-Work files	1988-1992
670	1-6	Renovation and Conservation	1988-1991
671	1-6	Renovation and Conservation	1989-1996
	7-11	Light, Sound	1965-1991
672	1-3	Light, Sound	1990-1997
2313	2	Tower Repair Drawings	1990
Trinity Churchyard			
672	4-12	Monuments, Gravestone project, Wall Artifacts, fragments	1987-1998 n.d.
Trinity/St. Paul's			
673	1-5	Surveys, specs	1983-1996
	6-11	Allen and Harbinson restoration	1996-1998
2156	11	Bell and Clock	1985-1996
	12	Painting	1994-1995
Chapels			
674	1	St. Paul's Shelter for the Homeless	1982
	2	St. Paul's Condition Surveys	1983
	3-4	St. Paul's Air rights	1986-1987
	5	St. Paul's Churchyard stone	1990
	6	St. Paul's Allen and Harbinson Survey	1996-1997
	7	St. Cornelius Allen and Harbinson	1996
2156	2-10	St. Paul's Repairs	1985-1998
Church Properties			
674	8-10	Trinity Church Cemetery	1982-1996
675	1	Trinity Church Cemetery	1993-1994
	2	St. Margaret's House	1979
	3	Trinity Institute	1993-1994
	4-6	West Cornwall	1989-1990
	7-8	68 Trinity Place	1976-1984
676	1-3	74 Trinity Place renovations	1987-1996
	4-9	Pedestrian Bridge	1981-1989
677-680		Pedestrian Bridge	1977-1991
2154	1-9	Neale House, 50 Fulton	1983-1995
2316	2	Pedestrian Bridge, photos	1988

Clergy Housing

680	6-7	Fr. Richardson, Brooklyn	1992
681	1-5	Parks, Casson, 12th Street, etc.	1986-1992
2154	10	Maintenance/Service	1988-1990
	11	45 West 10 th Street	1995-1996
2155	1	178 Hicks Street	1999
	2	73 Remsen	1997
	3	311 Greenwich Street	1996-1997
	4	111 Broadway	1997-1990
	5	133 East 80 th Street	1997
	6	24 Monroe	1995-1997
	7	200 Rector Place	1990-1993
	8-9	5 Tudor City	1991-1996
	10-11	404 Riverside Drive	1981-1994
2156	1	404 Riverside Drive	1987-1994

Jack Jones, Construction Manager, 1966-1991**7.5 files or 3.5 linear feet****Trinity Church**

681	7-8	Landmarks Applications and Approvals	1966, 1987-
	9	Building Permits	1988
682	1-4	Photographs of surveys	1942-1990
	5-8	Stone Restoration	1987-1992
683	1	Stone Restoration	1990-1992
	2-6	Steeple Restoration	1988-1992
	7-8	Chimney	1990-1991
	9	Stained Glass Windows	1989-1991
684	1	Stained Glass Windows	1990
	2-4	North, South, West	1988-1991
	5	Interior Renovation	1990
	6-7	Scaffolding	1989-1991
	8-9	Brisk Waterproofing	1989-1991
	10	George Wheeler- Progress Report	1990-1991
685	1	George Wheeler- Invoices	1986-1991
	2-4	Contracts	1988-1991
	5-6	Temperature and Humidity readings	1990-1991
	7	Chemicals, Safety Data	1989-1990
	8	Renovation Budget	1989-1991
	9	Insurance	1988-1991
	10	Newspaper articles re: renovation	1990
	11-12	Conservation, Renovation files	1989-1991
686	1-7	Conservation, Restoration files	1988-1992
687	1-5	Conservation, Restoration files	1987-1991
2157	9	Organ Gallery Repairs	1987-1988

	10	Cleaning All Saints Chapel	1986
Trinity Churchyard			
687	6	Cleaning of 110-111 Broadway	1988-1989
St. Paul's/Trinity			
2157	8	Lighting	1986-1987
St. Paul's			
2157	11-13	Roof	1985-1986

For 1998-2002, see also Commercial Properties

Drawings & Index

3 boxes or 1.5 linear ft.

2142	2	Index to Drawings	n.d.
	3-5	Trinity Church	n.d.
2143	1-2	Trinity Church	n.d.
	3	Subway System (St. Paul's)	n.d.
	4	St. Paul's Chapel	n.d.
	5-6	St. Margaret's House/Frederic Fleming House	n.d.
2144	1	Neale House	n.d.
	2	St. Paul's Chapel	n.d.
	3	St. Paul's Churchyard	n.d.
	4	Trinity Church – Manning Wing	n.d.
	5	Trinity Churchyard	n.d.
	6	Subway System, Trinity Church	n.d.
	7	Trinity Church – All Saints Chapel	n.d.
	8	Trinity Church – Retaining Wall, Cherub Gate	n.d.
	9	Trinity Church – Gift Shop	n.d.

Mission Properties and Businesses, 2009-

Trinity Church Renovation

3444		Renovation, Stained Glass analysis	2012
3444		Renovation, Roof Asbestos Abatement	2012
Trinity Churchyard Renovation			
3448		Renovation, Retaining	
		Wall/Pedestrian Bridge	1989
2316	5	Archaeological Monitoring,	
		Trinity Churchyard/St. Paul's Churchyard	2009
2319	2	Tomb Fragment	2009
2322	2	Montgomery Monument and L/Enfant	
		Sculpture Restoration	2006-2011
2329	1	Renovation Initial Survey, Trinity Church	2004

Historical Note

Commercial Properties

Since the 1970s, there have been equally significant changes in Trinity's commercial properties. In the early 1980s, the decision was made to diversify the properties, populated up to that time by the printing trade, and buildings were converted from light industry to office use. The neighborhood - bordered on the north by Greenwich Village, on the east by Soho, on the south by Tribeca, and on the west by the Hudson River - began to be marketed as Hudson Square, reviving the name the Church had given to its development of the nearby St. John's Chapel neighborhood in the early 1800s. In combination with new legal and regulatory requirements, the decision to convert the buildings led to a number of changes, including lobby and façade renovations, improved fire safety systems, and the modernization and conversion of elevators to adapt to increased passenger traffic.

Scope and Content Note

Commercial Property

On the commercial buildings side, the property management files contain information on the conversion of buildings from industrial to office use, including lobby renovations, elevator modernizations and tenant build-outs. They also document projects to bring the buildings into compliance with fire safety and other standards, and provide information about utility services and regular maintenance.

The Department **Central Files** have been divided into the following series: correspondence, building files and project files.

In the first series, director's correspondence precedes office correspondence. This series has limited chronological scope, covering only the period 1999 to 2000 and 2002. The bulk of extant correspondence can be found in the Director's files.

The **Building Files** have been divided into three subseries: operations files, violations, and local law compliance. The operations files contains a variety of information about building tenants, as well as information about incidents and accidents, insurance claims, utilities billing and other administrative information. Between 1987 and 1997, the files are arranged by year with information from all buildings concerning a particular subject (e.g., insurance claims) mixed together. Between 1998 and 2003, the files are also arranged by year, but within each year they are also arranged by building number, each having its own set of subject files (for information on building numbers, see note below the scope and content section). The violations series includes citations from the Environmental Control Board, the Buildings Department, the Fire Department and other New York City agencies as well as information concerning violation correction. Files concerned with specific buildings precede those for all buildings. Occasionally included are files concerning a specific aspect of the process (e.g. cured violations), or a specific type of violation (e.g. parking violations). Local Law Compliance files contain information, including building evaluations, specific to keeping buildings up to code.

The Project Files provide information about specific repair, renovation and conversion projects, including projects effecting the buildings themselves (or base building), additions, and changes to internal systems. The latter might include modifications to the mechanical or electrical system, plumbing, HVAC or fire alarms. Notable projects include conversions at 330 and 350 Hudson (in the late 1990s and mid-1980s,

respectively), as well as a lobby renovation at 205 Hudson in the early 2000s. Materials include architectural drawings, financial information (including information about bids and project costs), legal information (including contracts for services and project specifications) and administrative files (including project meeting minutes). The Project Files have been divided into subseries by building. The Project files contain Church Property files from 1998-2002.

In addition to the paper files, there are virtual files, first added in 2009. Two building and one project files were taken from E:\Records Management. These files, thought to not be duplicates of existing paper files, represent electronic documents created and received by Rennick Despeignes, property manager, related to all buildings from the time period 2001-2004. Original file names have been retained.

Special Note on Building Numbers:

The following building numbers used by Property Management correspond to buildings at the following addresses

52	137 Varick Street	69	100 Avenue of the Americas
54	68 Trinity Place	72	155 Avenue of the Americas
55	74 Trinity Place	73/74	160/170 Varick Street
56	76 Varick Street	77	304 Hudson Street
61	12-16 Vestry Street	79	350 Hudson Street
62	200 Hudson Street	83	345 Hudson Street
63	480 Canal Street aka 205 Hudson Street	86	435 Hudson Street
64	75 Varick aka 1 Hudson Sq	87	225 Varick Street
65	417 Canal Street	92	143 Varick Street
		94	330 Hudson Street

Commercial Buildings Management

Edward DeNicola

Director of Commercial Building Management (c. 1981-1996) 1928-1995

32 boxes, 16 linear feet

Inherited Office Files

Legal and Regulatory Files

1601-2 6-7 Certificates, Violations, Permits, Contracts 1935-1986

Service Contracts and Correspondence

1602-4 8 Cleaning, Steam, Fire Alarm 1928-1986

Office Files

Administrative

1604 3-5 Budget Work Papers 1990-1994

6-7 Staff including meetings, handbook 1984-1991

1604-5 Building Operations including security,
utilities, costs 1977-1988

1605 3 Safety 1988-1989

4 Local Law, Regulatory Compliance 1981-1991

5 Legal - Insurance, NY Transit Contract 1968-1981

	6-7	Sprinklers and Water Damage	1965-1981
		Service and Maintenance	
1606-7		Elevators, conversion, modernization	1977-1994
1607-8		Heating and Cooling (Steam, Oil, Air Conditioning)	1968-1987
1608-10		Cleaning, Maintenance, Security	1974-1993
		Local Law Compliance	
1610-12		Local Law #5 (Fire Alarm Systems)	1973-1984
1612-14		Local Law #10 (Façade and Elevators)	1981-1986
1614	5	Local Law #16 (Emergency Lighting, Evacuation)	1984
1614	6	Local Laws #36-58 (fire safety fees, exterior, handicapped safety)	1983-1988
1614	7	Miscellaneous correspondence, plans, bills	1983-1985
		Project Files – Church and Program Property	
1614-15		74 Trinity Place	1972-1994
1615	5-7	68 Trinity Place	1976-1981, 1992
1616	1	68/74 Trinity Place	1982-1991
1616	2-3	Frederic Fleming House	1987-1989
1616	4	West Cornwall	1990
		Project Files – Commercial Property	
1616	5	92 Avenue of the Americas	1991-2
1616-17		100 Avenue of the Americas	1983-1994
1617	4	145 Avenue of the Americas	1985
1617	5	155 Avenue of the Americas	1981-1990
1617	6	417 Canal	1983-1994
1617-18		480 Canal	1975-80, 1990
1618	3	116 Chambers	1988
1618	4	11-18 Grand and 388 Greenwich	1980-1, 1994
1618-20		200 Hudson	1981-9, 1992-4
1620	2-6	304 Hudson	1981, 1991-5
1620	7	330 Hudson	1981
1621-4		345 Hudson	1984-1994
1624-5		350 Hudson	1987-1994
1625-6		435 Hudson	1988, 1991-5
1626	6-8	50-60 Vandam	1977-1982, 1990,
1995-7			
1627-9	1-7	75 Varick (including NY Restaurant School)	1980-1995
1629	7	76 Varick	1993
1630	1	137 Varick	1983
1630	2	160-170 Varick	1989-1994
1630-2		225 Varick	1971-1995
1632	4	12-16 Vestry	1991
1632	5-7	Multiple Buildings, 75 Varick and 345 Hudson	1986-1987
1633	1-2	Multiple Buildings - Letters of Agreement	1980-1982

Jim Doran (1996-2002) 1980-2002
Director of Property Management
18 boxes, 9 linear feet

Personal Desk Files

Administrative Files

1633	3-4	Audit and Business Process Review	1996-1998
1633	5-8	Budget Work Papers	1997-1999
1634	1	Insurance	1997-1998
1634	2-4	Taxes	1996-1998

Regulatory Files

1634	5	Asbestos, Inspections	1997-2000
1634-5		Environmental Site Assessments	1998

Building Operations Files

1635-6		Cleaning, Security, Utilities	1996-2001
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Project Files

1636	5-6	Department of Labor	1996
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Office Files, 1996-1998

Church and Program Property

1636	7	Sale of 2 Oliver Street and Sharon, West Cornwall	1978-1991
1637	1-6	50 Fulton, Street Paul's Preservation, Preschool	1980-1987, 1996
1638	1-3	Preschool project, Trinity Church	1996-1998

Commercial Property

1638	2-8	Violations, tenants, projects	1984-1996
1639	1-5	Tenants, projects, Hudson Square Market Study	1990-1996

Administrative Files

1639-40		Regulations and Internal Procedures	1989-1997
1640-1		Meeting Minutes/Notes (including dept. staff, facilities comm., West Cornwall)	1996-1998
1641	3-7	Finance (including audit, budget work papers)	1996-1998

Correspondence

1642	1	Misc. Memos and Letters	1997-1998
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Agreements and Contracts

1642	2	Vandam Street pipe, Elevator agreements	1992-1997
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Office Files, 1998-2001

1642-9		A-Z (includes: clergy housing; professional contacts; maintenance, security and utilities negotiations; regulatory compliance; strategic planning)	1992-2002
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Office Files, 2001-2002

1649	9	Asbestos - 143 Varick	1989
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1649-50	10	Certificates of Insurance	2001-2002
1650	2-3	Elevator Contracts	2002

Rennick Despeignes, Property Manager, 2001-2004

Building Files, 2001-2004

FileSurf	Property Management	Building File Vol. 001	All Buildings	2001-2002
FileSurf	Property Management	Building File Vol. 002	Administrative Meeting Notes	
2003-2004				

Project Files, 2003-2004

FileSurf	Property Management	Project File Vol. 001	68-74 Trinity Place, Trinity Church
2003-2004			

Department Central Files, 1939-2016

122 boxes, 51 linear feet

Correspondence

1650-1		Director's Correspondence	1999-2000, 2002
1651	5-7	Office Correspondence	1999

Administrative

1998	5	Real Estate Planning Minutes	1999
2146	1-5	Property Management Policy and Procedure Manual	1997
2210	2-4	Trinity Real Estate Policies and Procedures	1998-1999
2240	9	Trinity Real Estate Standard Operating Procedures	1996
2312	9	Presentations, CD-R, CD-RW	2006-2011

Building Files

Operations

1652-74		All Buildings, by year	1987-1997
1674-1719		All Buildings, by year and building number (See special note above for addresses corresponding to building numbers)	1998-2003
1999-2012		All Buildings, by building	1939-2006
2209	1-4	Maintenance Specifications including floor plans	2001
	6	Heating	2000

Violations

1719-20		75 Varick	1986-1992
1720	4	Cured violations (all buildings)	1996-1997
1720-23		General Files (all buildings, by building)	1997-2004

1723	3	Sidewalk, parking, hazardous materials (all)	1997-2004
2240	5	Violations (all buildings)	2007

Local Law Compliance

2012-2018		All Buildings, by building	1981-2000
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Project Files

1 Hudson

2343	1	Tenant Files	2004-2007
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10 Hudson

2343	2	Tenant Files	2006
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200 Hudson

2238	1-4	Yurman Design	2002-2003
	5	Bid Document	1998
	6	E-Tabs	2003
2239	1-2	E-Tabs	2003

205 Hudson

1723-5		Lobby Renovation	1999-2003
2342	4	Lobby Renovation	2000-2001
1725-6		Compliance Projects	2000-2003
1726	4-7	"The Feedroom" tenant build-out	2000-2001
2019	2	Renovations	1999
2240	6-9, 4162	Real Simple Test Kitchen	2005

304 Hudson

2343	3	Tenant Files	2004-2007
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330 Hudson

1727-8		Building Conversion and Additional Floor	1996-2001
2210	5	Marketing Office and Restroom Renovation	2002
2312	8	Architectural Drawings, Slides	2008

345 Hudson

1728-1736		New York Department of Labor (Architectural, Financial, Legal and Subject Files)	1994-1997
2019	9	Great Performances, Lobby Modernization	1994-1999
2020	1-3	Penguin Putnam Project	1997-1998
2021	2	Renovations	1997-1998
	3	Second Floor	1997-1998
	4	Air Conditioning	1978-1981
2240	4	RFP Electrical Engineering Services	2007
2343	4	Tenant Files	2004-2007
2346	1-2	Elevator Modernization	1999

350 Hudson

1736-41		Manufacturing-Office Conversion (Base Building, Interior, Penthouse and Admin Files)	1981-1990
2022	2	Fifth Floor Renovation	1997
2212	7-10	Elevators	2000-2003
2343	5	Tenant Files	2007
2349	4	Elevator	2004
Multiple Buildings			
1741	2-6	Asbestos Removal (105 Chambers, 304 and 345 Hudson, 50-60)	1990-1998
2209	7-8	Facade Repair – All buildings	2000-2001
2210	1	Facade Repair – All buildings	2000-2001
2212	11	Elevators – All buildings	2000-2004
2213	3	Elevators – 137 Varick, 417 Canal, 74 Trinity, 304 Hudson	2000-2003
2213	4-9	Elevators (Slade, Central, BOCA)	2000-2005
2214	1-6	Elevators – BOCA	2000-2002
2215	1-3	Elevators – Century	2000-2003
2293	3	Irrevocable Letters of Credit, Parking	2001-2016
2342	1-2	Move In/Out Documents, Various	1997-1998
2345	3-4	Move In/Out Documents, Various	2010-2011
	3	Floorplans, Various	2001
	5	Square Footage, Various	1999
2346	3	Backflow Preventer, Plan Approvals	2003
	4	Backflow Preventer, PC Prefiling Checklist	2003
	5	Backflow Preventer, Proposals and Invoices	2003
2349	1	Violation Reports, Multiple Properties	1998
	2	Renovation Project Files, Multiple Properties	2003
	5	Insurance Claims, Multiple Properties	2004
155 Avenue of the Americas			
2019	1	British Knights Renovation	1990
		92 Avenue of the Americas	
2019	3	Demo and Reconstruction/Texaco Station	1991-1992
435 Hudson			
2019	4	Lobby/Front Modernization	1991-1992
	5	Fire Alarm	1995
	6-7	Third Floor/Rosenbaum	1983-1984
2213	1-2	Elevators	1999-2001
2343	6	Tenant Files	2006-2007
74 Trinity			
2019	8	Elevator/Lobby/Corridor Renovation	1987-1988
2022	3-4	Renovations	1995-1996
	5	26 th Floor	1994-1995
2148	10	Renovations	1930
2212	2-3	Elevators	1998, 2001
2312	7	Redevelopment Plan and Community	

		Feedback	2013
		105 Chambers	
2020	1	2 nd Floor	1990
	2	Astro Waterproofing	1997-1998
2021	1	Astro Waterproofing	1997-1998
		75 Varick	
2021	5	Europa Disk – Steam	1994-1995
2210	6-7	Morgan Stanley – Third floor	2002-2003
2211	1-2	Morgan Stanley—Third floor	2002
	3-5	Morgan Stanley – Fourth-Sixth floor	2002-2003
2212	4-6	Elevators (Nouveau)	1998-2002
2241	1	Design Proposal	ca. 2002
	2	Morgan Stanley Third Floor Kitchen	2002
	3	Project Manual	1999
	4	Command Financial Press Fifteenth floor	2000
	5	Mechanical and Engineering Report	1998
	6	Mechanical/Engineering/Plumbing Specs	1999
	7	Project Closeout	1997-2002
2242	1-3	Project Closeout	1997-2002
		68 Trinity	
2022	1	Preschool Ceiling Fan	1998
2212	1	Elevators	2001
		225 Varick	
2022	6	Window Replacement	1997
2023	1-4	Brick Replacement	1996-1997
	5	Fire Alarm	1997
	6	Elevator Modification	1998
2024	1	Windows	1996-1997
	2	Exterior Renovations	1996-1997
	3	Façade Cleaning	1997-1998
	4	Exterior Renovations - Engineering Reports	1996-1997
	5	Roof Leaks	1998
	6	Fire Alarm	1997
2343	7	Tenant Files	2005-2006
		100 Avenue of the Americas	
2025		Renovations	1988-1992
2026		Jobson Publishing Renovations	1991-1992
2027	1-2	Jobson Publishing Renovations	1991
	3-4	Uniworld Renovations	1989-1991
	5-12	Renovations	1988-1992
2028	1	Toilet Renovation	1987-1988
	2	Drawings – all jobs	1988
	3	Lobby Renovation	1988
	4	Electrical	1988
	5	Exterior Repairs	1987-1988
	6-16	Renovations	1987-1992

2239	3	Renovations	1998-2005
	4	Strategic Planning	2005
	5-6	Aveda	2001-2003
2240	1, 4163	Aveda	2001-2003
2249	3	Aveda Settlement	2004
	12/16 Vestry		
2211	6	Elevator – World	1999-2000
	417 Canal		
2240	3	Demolition	2007
	311 Greenwich		
2311	1	Closing Documents	2017
	St Paul's Chapel		
2079	2	Coat of Arms/Seal	2002
2147	9	Churchyard – Vaults	1986-1990
2148	4-9	Renovations	1978-1994
	Trinity Church		
2079	3	Ireland Vault Opening	2002
	4	Wall Restoration	2002
2145	1-14	Alterations & Additions – Reference Files	1946-1986
2146	6-10	Churchyard including Gravestone Project	1966-1987
2147	1-8	Churchyard – Stones and Monuments	1947-2002
2148	1	Photos – Trinity Churchyard	1980s
	2	Drawings, plans	1960-1991
	Frederic Fleming House		
2148	3	Frederic Fleming House	1986
	Operations		
2209	5	Engineering Report, Maintenance	1998

CONGREGATIONAL OFFICE

Clergy 1832-2013

222 boxes, 92.5 linear feet

Historical Note:

The 1697 charter of Trinity Church made provision for an assistant to the Rector. In December, 1894, the Vestry resolved to replace the title of Assistant Minister with Vicar or Curate. The Vicar would be the primary priest for each church or chapel. The Curate's position was below Vicar.

Although each chapel in Trinity Parish had its own Vicar and clergy, Archives holds records only from a few of the clergy of Trinity Church and St. Paul's Chapel.

Trinity Church Clergy

Ogilby, Frederick, Assistant Minister (1855-1878)

1 file

Historical Note:

According to the 1879 yearbook obituary, Dr. Ogilby “organized the Sunday School, in 1855, and in 1859 he formed an Industrial School.” He also oversaw the charitable work among the poor and was in charge of the Daily Parish School.

Scope and Content Note:

The Rev. Ogilby’s records are letters dating from 1852 to 1857.

Box	Folder	Title	Date
693	8	Letters	1852-1857

Newman, Bernard C. (1948-1968)

2 boxes, .5 linear feet

Historical Note:

Father Newman was appointed Vicar in 1948. During his tenure, the congregation grew and more clergy staff was added. Newman created outreach ministries to Wall Street and the financial community. His brother, Charles Newman, served as Vicar of St. Paul’s Chapel from 1947 to 1949.

Scope and Content Note:

Father Newman’s files include information on Wall Street activities and special services. The dates covered are 1944 to 1970.

Office Files

694	1	Archbishop of Canterbury Visit	1962
	2	Bishop of London	1963
	3	Blessing of the Courts of Justice	1956-1968
	4	Columbia University 200th Anniversary	1954
	5	Correspondence	1944-1969
	6	Correspondence re: Services	1944-1969
	7	Ecumenical Movement	1964-1965
	8	Eggleston Memorial Service	1964
	9	Every Member Canvas Dinner	1958
	10	Guest Book	1904-1965
	11	High Services	1962-1967
	12	Honorary Church Wardens, Hasler	1966
	13	Law Panel of Church and Work	1956
	14	Pews	1959

	15	Prayer for Christian Unity	1964-1969
	16	St. Christopher's, Consecration	1962
	17	St. George Assoc.	1961-1969
	18	St. George's Society	1963-1967
695	1	St. Mary-le-bow	1952-1957
	2	Schizophrenics Anonymous	1967-1970
	3-4	Services	1957-1966
	5	Slovak Individual Sick Benevolent	1962-1971
	6	Stock Exchange Memorial Service	1959-1960
	7	Trinity Sunday	1959-1968
	8	Vital Statistics	1950-1973

Woodward, Donald R. (1968-1973) 1966-1973

1 box, .5 linear feet

Historical Note:

The Reverend Woodward came to Trinity from Kansas City, Missouri where he was dean of the Cathedral. He left in 1973 to become Rector of the Church of Holy Communion.

Scope and Content Note:

Woodward's records contain files on services, vestments, and church silver.

695	9	Ascension Day	1966-1969
	10	Budget	1970-1971
	11	Christmas	1968-1971
	12	Correspondence re: services	1969
	13	Masters, Mates and Pilots	1971
696	1	The Salvation Army	1970
	2	Silver, Trinity Church	1968-1971
	3	Special Services	1966-1973
	4-5	Vestments	1968-1972
	6	World Council, Upsalla Denmark	1968

Trinity/St. Paul's Chapel

Trinity Church and St. Paul's Chapel merged congregations in 1975.

Herlong, Bertram, (1977-1979) 1973-1979

1 box, .5 linear feet

Historical Note:

Bertram Herlong was appointed Associate Rector in 1972. He was made vicar of Trinity/St. Paul's in 1977. He resigned the position to become Dean of St. Paul's Cathedral in New York in 1979.

Scope and Content Note:

Most of Vicar Herlong's records date from his time as Associate Rector—files on stewardship, the Wall Street Ministry, Real Estate, Chapel independence, and Parish Management.

696	7	Ascension Day	1977-1979
	8	Career Development Workshop	1977
	9	Chapel Independence Agreement	1976
	10	Columbia College Plaque	1976
	11	Congregation Life and Stewardship	1974-1977
	12	Future of Lower Manhattan	1974
	13	Goals	1976-1979
697	1	Parish Management Structure	1972-1976
	2	Real Estate Holdings- Market Study	1973
	3	St. Luke's School Study Committee	1974
	4	Stewardship Campaign	1975-1978
	5	Vault- Whalie-Mulligan	1979
	6	Wall Street Ministry	1968-1973
	7	Weissinger Report- ISTEM	1977

May, Richard L (1979-1987) 1977-1987

2 boxes, 1 linear foot

Historical Note

The Reverend May was appointed Vicar of Trinity/St. Paul's in 1979. He had been the Executive Assistant to the Rector since 1977. He resigned in 1987 to become the Rector of Bruton Parish in Virginia.

Scope and Content Note:

The Reverend May's files include information on the West Cornwall Conference Center, the Cemetery Mausoleum, St. Cornelius and the Rector's succession.

697	8	Camp and Conference Center	1984
	9	Cemetery Mausoleum	1977-1980
698	1	C.V.	n.d.
	2	Gift of Painting by T. Shell	1983
	3	Grants and Proposals	1978-1983
	4	Human Services Ministry	1976-1980
	5-10	Induction/ Institution Dr. Matthews	1987
	11	Rector's 10th Anniversary	1981-1982
699	1	Parks - Farewell Activities	1987
	2	St. Cornelius	1976-1984
	3	Senior Staff Conferences	1981-1985
	4	Trinity Parish Goals	1978-1982
	5	WQXR Meditations and Transcriptions	

Casson, Lloyd (1988-1992)
5 boxes, 2.5 linear feet

Historical Note:

The Rev. Casson served as Deputy for Special Ministries and Deputy for Parochial Ministries from 1972 to 1976. He returned to Trinity as Vicar in 1988. See Programs series for files relating to deputy positions.

Scope and Content Note:

The Reverend Casson's files contain information about Ascension Day services and other special events at Trinity Church, pastoral and administrative duties, oversight of the Congregational Council and oversight of the outreach ministry at John Heuss House for the homeless. See Programs series for files relating to deputy positions.

1741-2		Events	1990-1993
1742	2-6	Administration	1990-1992
1742	7	Weddings and Marriage Counseling	1990-1993
1743-4		Congregational Council elections & retreats	1987-1993
1744-6	2-7	John Heuss House minutes, contracts, etc.	1988-1992

Donovan, Herbert (1993-1997, interim vicar 2003-2004)
5 boxes, 2.5 linear feet

Scope and Content Note:

These records contain subject files, correspondence and administrative files, as well as materials concerning the oversight of Trinity Programs and special events. The subject files are a short series, arranged in alphabetical order from A-I and include information about aspirants to holy orders, the Congregational Council and the Copley portrait. Correspondence is arranged chronologically. Administrative files are mostly concerned with personnel.

1746-7		Subject Files	1993-1996
1747	2-3	Budget work files	1995-1996
1747-8	4-8	Correspondence	1993-1996
1748-9	6-7	Administrative files	1988-1997
1749	3-6	St. Margaret's House	1992-1996
1749-50		John Heuss House	1991-1996
1750-1		Tercentennial	1994-1995
1751	2-4	Vestry reference materials (including information on structure, ordinances, charter)	1977-1992

Howard, Samuel (1997-2003)

1 box, .5 linear feet

Samuel Howard destroyed most of his files before leaving Trinity Church in 2003. The archives has only a small series of subject files, arranged in alphabetical order from A-G, and a stray file concerning the University of the South. Subjects include the 1996 Ascension Day service, the Congregational Council and the Gravestone Project.

1751-2		Subject Files	1996-2003
		(includes a file on the Edwards Heirs, 1999)	
699	6	University of the South- Sewanee	1987
2318	6	St. Paul's (articles, photos, correspondence)	1997-2005

Harris, Lyndon (-2002) Associate for Ministry at St. Paul's Chapel

2322	4	Correspondence	2002-2006
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Vicars, St. Paul's Chapel

Geer, William Montague (1894-1918) 1910

1 file

Historical Note:

The Reverend Geer introduced programs to reach out to the business community. He inaugurated the first noonday and midnight services for surrounding workers. He organized the Business Women's Club to minister to women, who were only then entering the work force in large numbers. Geer resigned in 1918.

Scope and Content Note:

The Reverend Geer's file contains mostly information about services at St. Paul's.

699	7	Office Files	1910
2208	7	Communion Alms Cash given to the poor	1911-1913

McComas, Joseph (1918-1936) 1914-1938

1 box, .5 linear feet

Historic Note:

Dr. McComas was known, according to his obituary, for his liberal sermons addressing contemporary social controversies. He introduced the annual British Harvest Festival in 1921. He supervised the renovation of the chapel, returning it from its late 19th neo-Gothic incarnation to an approximation of its original appearance. Dr. McComas resigned in 1936.

Scope and Content Note:

Dr. McComas' files cover services, his sermons, the George Washington pew, and the Washington prayer.

699	8	Correspondence	1914-1937
	9	Patronal Feast and other services	1900-1936
	10	Letters, Clippings and Sermons	1914-1938
	11	George Washington	1924-1936
	12	Clippings	1927-1938
700	1	Clippings	1927-1938

Newman, Charles W. (1947-1949) 1947-1948

3 files

Historic Note:

No vicar was appointed at St. Paul's after the retirement of Joseph McComas in 1938. In 1940, Robert J Gibson was appointed curate with duties at St. Paul's. He was named vicar in 1943 and served until he was forced to retire due to illness in 1947. Charles W. Newman was then named vicar of St. Paul's. He joined Trinity as a priest in 1946, primarily to serve as Secretary of the Parish Anniversary Celebrations for the parish's 250th anniversary. Newman's brother, Bernard C. Newman, served as Vicar of Trinity Church from 1948 to 1968.

Scope and Content Note:

See the Anniversaries/ Events/ Celebrations series for Father Newman's files on the parish's 250th Anniversary. This series contains a 1948 scrapbook of clippings, articles and orders of service for Saint Paul's as well as a flower budget.

693	9-10	Scrapbook	1948
	11	Flower Budget	1947-1948

Hunsicker, Robert (1950-1975)

1878-1979, 23 boxes, 12.5 linear feet

Historic Note:

The Rev. Hunsicker was named Acting Vicar in 1949 and Vicar of St. Paul's Chapel in 1950. In 1975, the congregations of Trinity and St. Paul's merged and the St. Paul's office was closed. The positions of Vicar, Curate, and organist were terminated. At that time, Hunsicker was named parish historiographer.

During Hunsicker's 25 years as Vicar of St. Paul's, the chapel developed a program of five daily services, and a pastoral ministry at hospitals and nursing homes. St. Paul's experienced a revival of the liturgical practices of Good Friday, Palm Sunday and Easter Eve. It was host to numerous religious and political dignitaries, such as Eleanor

Roosevelt. Under Hunsicker, the chapel was given a thorough renovation and a new organ was added.

Scope and Content Note:

Hunsicker's copious files concern St. Paul's events, services, anniversaries, historical subjects, and chapel renovation. There is also a small amount of administrative and financial material. Hunsicker's records contain several boxes of photographs, the bulk of which are of the chapel interior. His files, especially subject files, contain numerous clippings. See also "Historiographer"

3x5.4-5	Index cards to files	n.d.
700-701	Official Acts, Services	1950-1975
702-703	Scrapbooks	1884-1967
703-704	Sermons, Recitals	1910-1964
704-706	Financial, Administrative	1946-1975
706-709	Anniversaries	1916-1976
709-720	Subject Files	1878-1979
720-722	Photograph Files	

Curate

The position of Vicar at Trinity Parish began in the 19th century as Assistant Minister. In December, 1894, the Vestry resolved to replace the title of Assistant Minister with Vicar or Curate. The Vicar would be the primary priest for each church or chapel. The Curate's position was below Vicar. Robert Herrick is the only curate represented.

Herrick, Robert, Trinity Church (1969-1974)
1953-1974, 3 boxes, 1.5 linear feet

Robert Herrick was called to Trinity as a curate. When he resigned, his position had been recently renamed Liturgical Officer.

Scope and Content Note:

Fr. Herrick's files contain library accessions, Parish Programs, Services, Correspondence, and a file on the Institution of Dr. Parks as rector.

722-723	Library Accessions	1953-1971
723 3-4	Parish Programs	1970-1974
723-724	Services, Correspondence	1961-1974
725 1-6	Sermons, Correspondence	1971-1974
7 7	Institution of the Rector, Robert Parks	1972

Mallonee, Anne, Trinity Church (2004-2014)
2006-2014, 3 files

The Rev. Canon Anne Mallonee was appointed Vicar of Trinity Church in 2004.

Scope and Content Note:

Mallonee's series contains four records, including materials from the 2004 Vicar Search Committee.

2279	2	Letter of Resignation	2014
2313	7	Carpenter, Cameron	2008
	8	9/11 Fifth Anniversary Planning	2006
2321	5	Vicars Search Committee, Anne Mallonee Documents	2004
2340	5-6	Vicar Search	2004

Liturgical Officers**Camp, Peter (1974-1980)**

1975-1977, 3 files

Historical Note:

The Rev. Camp was appointed Liturgical/Cultural Affairs Officer for Trinity Church on 1974. He left in 1980 to accept a call as rector in New Hampshire.

Scope and Content Note:

Camp's files are on special services relating to the American Bicentennial and on a program to train seminarians by placing them in an urban setting (ISTEM).

725	8	Service for Soldiers of the American Revolution	1975
	9	Bicentennial	1975-1977
726	1	ISTEM	1976-1977

Brown, Percival (1980-1989)

Liturgical/Mission Officer for Trinity/St. Paul's
1987, 1 file

726	2	Office Files	1987
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Verger, 1945-1957

4 files

Historical Note:

Vergers are lay ministers who work with clergy on service planning and production, and assist in the marshalling of processions. At Trinity, Vergers are also responsible for hospitality ministry in the church, including running the gift shop and conducting tours. Trinity Church received approximately 1.8 million visitors per year, circa 2005.

Scope and Content Note:

The records contain photographs and poor box income dating from 1945 to 1957.

726	3	Verger Photos	n.d.
	4-5	Poor Box Income	1945-1957
	6	Crystal Impressions	2000

CHAPELS

1824-1983, 11 boxes or 5.5 linear feet

Historical Note:

At various times in its more than 300 year history, Trinity Parish has included a total of twelve different chapels. Some were created to serve scattered communicants who followed the general shift uptown in Manhattan. Others were founded to further missionary work in less well-to-do communities or were independent parishes that were absorbed by Trinity. Six of the chapels were added under the rectorate of the Rev. Morgan Dix in the late 19th century. Most chapels still in existence in the 1970s were made independent in 1976. The exceptions were St. Paul's Chapel and the Chapel of St. Cornelius the Centurion on Governor's Island.

Scope and Content Note:

This small series contains mostly material regarding events, artifacts, and chapel histories. For records on chapel buildings see Finance—Property Management; for official acts, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

All Chapels, n. d.

1 file plus artifacts

Scope and Content Note:

This series contains artifacts from parish chapels which include flags, vestments, and tools used to install chapel cornerstones.

Box	Folder	Title
833	3	Artifacts, List of

St. Paul's Chapel

1866-1970, 1 Box, .5 linear feet

Historical Note:

St. Paul's Chapel was built on the Broadway and Fulton Street in 1766 as the parish's second chapel-of-ease for its more northern members. Following the destruction of Trinity Church in the fire of 1776, the chapel became the parish's primary location of

worship. George Washington attended services at St. Paul's after his inauguration in 1789 at New York's Federal Hall.

By the mid-19th century, the chapel was suffering from a depletion in congregation, and it sought to broaden its services. The Rev. Morgan Dix worked closely with St. Paul's from 1855 to 1872, developing its neighborhood ministry. The chapel had a Sunday school, a girls' school, and a number of guilds. In the late 19th century, St. Paul's Vicar the Rev. William Geer began to actively recruit the downtown business community to join the congregation.

In the early 20th century, communicants had further fallen off, and the girls' school and kindergarten closed. The Sunday school and guilds were not well attended. However, weekday services, feasts, and festivals were still popular. St. Paul's conducted outreach into the local community, forming a popular lunch club for working women, ministries for sailors and night workers and a Chinese Sunday school.

In 1950, St. Paul's named the Rev. Robert Hunsicker Vicar. His tenure lasted 25 years. The chapel developed a program of five daily services, and a pastoral ministry at hospitals and nursing homes. St. Paul's experienced a revival of Anglo-Catholic liturgical practices for Good Friday, Palm Sunday and Easter Eve. It was host to numerous religious and political dignitaries, such as Eleanor Roosevelt.

In 1975, the congregations of Trinity Church and St. Paul's Chapel merged and the St. Paul's office was closed. The positions of Vicar, Curate, and organist were terminated. A homeless shelter was begun in the balcony of the chapel in 1983. Following the Sept. 11, 2001 attack, St. Paul's, located directly across from the World Trade Center, served as a refuge for recovery workers at Ground Zero.

Scope and Content Not:

For records on St. Paul's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers. The Clergy series in Congregational Office has material on St. Paul's vicars.

St. Paul's material includes stained glass, scrapbooks, school paraphernalia, medals, souvenir plates, anniversary files, and 18 parish and church history books and pamphlets that had been located in the Vestry building cornerstone. The Vestry Building, stretching from Vesey to Fulton Street, stood from 1887 to 1928.

Box	Folder	Title	Dates
833	4	Scrapbook	1879-1884
	5	Namebook (memorial?)	1919-1949
	6-7	Artifacts	1866-1970
	8	100th Anniversary	1916
834	1	175th Anniversary	1941
	2	Vestry Building Cornerstone	

	3	Churchyard- Trees	1902
7.6.1-18		Vestry Building Cornerstone- Eighteen books and pamphlets	1886
2331	2	Orders of Service	2012

**Chapel of St. Cornelius the Centurion,
1868-1983, 3 boxes, 1.5 linear feet**

Historical Note:

The Chapel of St. Cornelius the Centurion was built on Governor's Island in New York Harbor in 1846 through the efforts of the army chaplain, the Rev. John McVickar. Trinity Church provided McVickar and his successors with continuous support. By 1866, the War Department stopped providing chaplains to Governor's Island. Trinity Church offered to maintain a chaplain at their own cost if the army would agree to place the chapel under the parish's control. St. Cornelius became a part of Trinity Parish as a free chapel in 1868.

The Parish replaced the small wooden church with a new chapel designed by Charles C. Haight in 1906. In 1924, the agreement between the Army and Trinity was modified so that the Army paid the chaplain's salary while Trinity maintained the building. St. Cornelius' chaplains were honorary vicars and part of parish clergy. A 1954 agreement allowed chaplains from other Protestant denominations to use St. Cornelius to conduct services. This arrangement lasted until 1966, when the army turned over control of Governor's Island to the U.S. Coast Guard. Under the Coast Guard, the Navy Chaplain Corps had the responsibility of assigning chaplains.

In the early 1970s, Trinity parish discontinued ordinary maintenance and janitorial services for St. Cornelius, but it continued to assist with major maintenance and provide insurance coverage.

In 1980, the parish and St. Cornelius reached an agreement by which Trinity would lease the chapel to the U.S. Government for \$1 per year. Then in 1986, Trinity donated the chapel to the U.S. Government, under the stipulation that it would revert to the parish if the government ceased to own the land underlying the chapel or to use the building as a military chapel. The Coast Guard vacated Governor's Island in 1996, and Trinity regained ownership of the chapel, which is no longer in use.

Scope and Content Note:

For records on St. Cornelius' buildings, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

St. Cornelius the Centurion harbored a substantial collection of military flags from a variety of battles and regiments, from the Mexican, Civil, Spanish-American, World and

other wars. Much of the material relating to the chapel concerns the military flags and the history of the island. Office files contain correspondence regarding chapel business. Artifacts include carvings, altar pieces, a communion plate, and wooden panels. The flags were given to the United States Army Center of Military History in 1981.

837	3	Office Files	1868-1948
837-839		Flags	1907-1983
839	3	Artifacts	1982
	4	Governors Island, It's Military History under Three Flags	1948-1949
840	1	History of Governors Island	1948

Chapel of the Intercession 1913-1966, 3 files

Historical Note:

The Church of the Intercession was founded in 1847 in Upper Manhattan. It was situated near Trinity's uptown cemetery, founded in 1843. By the 20th Century, Intercession was in need of a new building to contain its increasing congregation and Trinity had long intended to erect a parish chapel in its uptown cemetery. The two negotiated their needs and, in 1907, Intercession became a chapel of Trinity Parish. A new building designed by Bertram G. Goodhue was erected, opening in 1914. By 1921, the chapel had nearly 3,300 communicants. The Chapel of the Intercession was made independent in 1976.

Scope and Content Note:

For records on the Chapel of the Intercession's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

The archives contains correspondence on the altar stone dated 1913, a file on the 50th Anniversary, and a history by the Chapel's vicar, the Rev. Milo Gates.

834	4	Correspondence re: altar stone	1913
	5	Description of ---- by the Rev. Milo Gates	1930
	6	50th Anniversary	1965-1966

St. Agnes Chapel, 1890-1942 3 files

Historical Note:

In 1887, the committee charged with parish development recommended expanding Trinity to the west side of the city, north of 59th Street, due to the rapid development of the Upper West Side in the late 19th century. In 1892, St. Agnes Chapel opened on W.

92nd Street near Columbus Avenue. The Rev. William Manning—later rector of Trinity and bishop of New York—was Vicar of St. Agnes from 1903 to 1908.

St. Agnes prospered in the early 20th century. Its communicants list was twice as large as any other chapel, and by 1908 had exceeded that of Trinity Church. By 1916, St. Agnes had approximately 2,500 communicants. In addition, the chapel had a day school, a Sunday school, kindergarten, and numerous clubs and guilds.

The chapel continued to prosper until around 1930. The upper west side neighborhood experienced an influx of Catholics and Jews, and St. Agnes members moved to the Upper East Side and further. Numbers for communicants and official acts steadily declined throughout the decade, and the chapel was officially closed in 1943, having sold its property to the nearby Trinity School. The chapel was demolished in 1944.

Scope and Content Note:

For records on St. Agnes' building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

The archives contains papers on the Consecration of St. Agnes and Vestry Minutes. There is also a written record of the Chapel's activities, and parish registers.

834	7	Consecration, Vestry Minutes	1890-1942
10.4.17		Parish History St. Agnes	1892-1893
10.7.6-7		Church Work and Family Registers	1892-1898
2334	1	Record of Services	1925-1943

St. Augustine's Chapel / All Saints, 1824-1945

7 files

Historical Note:

Trinity's mission work on the Bowery in the mid-19th century led to the creation of a temporary mission for the area in 1868. In 1877, St. Augustine's was consecrated at 105 E. Houston Street as a free mission chapel. Mission chapels had free pews, and their congregations could not vote in vestry elections. Early in its history, St. Augustine's worked primarily with the German immigrants in the neighborhood. Later it administered to the new Italian immigrants, as well as Russians and Eastern Europeans, who came to New York in the late 19th and early 20th centuries. The chapel had schools for English and practical arts; in 1910, services in Italian were begun.

World War I caused a cut back in the work at St. Augustine's, and the industrial classes at the mission house were shut down. In 1921, the major portion of the parish house was turned over to the Diocese's Commission on Social Service, which conducted social

welfare and “Americanization” programs. During the 1920s, the chapel’s primary function was social work. The chapel also shared its space with a Russian Orthodox congregation.

The changing nature of the neighborhood, coupled with the severe economic hardship of the depression, created a decline in the chapel’s communicants. In 1945, St. Augustine’s merged its congregation with that of All Saints Church at 292 Henry Street, using the Henry Street location for its permanent home. From 1945 to 1949, the chapel was known as St. Augustine’s-All Saints, becoming simply St. Augustine’s after that. The chapel catered to a neighborhood comprised of mostly low-income housing. St. Augustine’s was made independent in 1976.

Scope and Content Note:

For records on St. Augustine’s building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector’s papers.

Files for St. Augustine’s are mostly the contents of the cornerstone. Also included are clippings regarding gang violence and murders on the Lower East Side and youth work at the chapel. Volumes contain information on membership and finances. Artifacts include the cornerstone items, pins, and a seal. Items for All Saints predate its merge with St. Augustine’s. They include minutes, accounts, and a service register.

St. Augustine’s

834	8	Anniversaries, Artifacts	1879-1902
835	1	Gang Violence clippings	1959
10.8.2		Membership	1873-1921
10.8.12		Financial Ledger	1909-1940

All Saints

7.11.18		Parochial School Board Minutes	1840-1845
7.4.8-12		Vestry Minutes, Financial Accounts	1824-1935
7.5.1		Church Services Register	1933-1945

St. Christopher’s Chapel

1949-1961, 2 files

Historical Note:

Trinity Parish had two chapels with the name of St. Christopher’s. The first was located in the Trinity Mission House at 211 Fulton Street. It opened in 1896 and closed with the Mission House in 1956.

Trinity purchased the former Jacob Riis Settlement on Henry Street in 1950, creating a second St. Christopher’s Chapel. The chapel administered to Lower East Side residents, and closed in 1971. The building became the Church of Our Savior, a Chinese mission.

Scope and Content Note:

For records on St. Christopher's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

The archives holds a photo album and service records.

837	2	Photo Album	1953-1955
7.7.17-20		Service Records	1949-1961

St. Chrysostom's Chapel, 1862-1914

3 boxes

Historical Note:

In 1867, a New York State statute authorized the erection of free churches and chapels. That year, Trinity Chapel opened St. Chrysostom's on the corner of 39th St. and Seventh Ave. as a mission chapel with free pews. The chapel building, designed by Richard Upjohn, opened in 1869. In the late 19th Century, St. Chrysostom's area was composed primarily of Irish and West Indian immigrants, living in boarding homes and tenements. The neighborhood was becoming more commercial, as hotels, saloons, and theaters proliferated.

St. Chrysostom's was led by the Rev. Thomas Henry Sill from its inception until 1910. Following his death, the chapel went into further decline as the commercial nature of the neighborhood increased. It was closed in 1924, and its members transferred to St. Clement's Church. The building was demolished.

Scope and Content Note:

For records on St. Chrysostom's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

The bulk of St. Chrysostom's material relates to its Vicar, the Rev. Thomas Sill, and includes correspondence, sermons, notebooks, a visit book, and Sill family material. The contents of the cornerstone time capsule include mostly religious publications. The scrapbook contains ephemera regarding the chapel's services and festivals.

835	2-5	Cornerstone Box	1868
	6	St. Chrysostom's Magazine	1873-1874
836	1-3	Scrapbook	1871-1883
836-837; 2207-8		Thomas Henry Sill	1862-1914

St. George's Chapel, 1861-1872

2 files

Historical Note:

By the middle of the eighteenth century, Trinity deemed it desirable to construct its first chapel-of-ease for its increasingly far-flung communicants. St. George's Chapel opened on the corner of Beekman and Cliff Streets on the eastern side of the island in 1752. St. George's was made independent in 1811, and was endowed with 33 Church Farm lots on condition that the Beekman Street property always be used as a Church. As the neighborhood changed to commercial interests, the vestry of St. George's began the building of a new Church at Stuyvesant Square. Trinity Church agreed in 1850 to take back the Beekman Street Building in order to continue its use as a Church. The congregation of the Church of the Holy Evangelists worshiped at the site with financial assistance from Trinity from 1851 to 1860. The congregation was then re-organized as The Free Church of St. George's Chapel. Trinity finally agreed to the Church's sale in 1868. George Templeton Strong wrote in his diary on May 19 of that year, "They are beginning to pull down old St. George's in Beekman Street, a venerable landmark."

Scope and Content Note:

For records on St. George's 1752-1811 parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers. The archives has registers (1860-1867) and financial records (1861-1872) from the congregation of The Free Church of St. George's Chapel and registers (1831-1860) of the Church of the Holy Evangelist.

840	2	Drawing (St. George's Church—Stuyvesant Square) n.d.
10.9.22		Treasurer's Accounts 1861-1872

St. John's Chapel, 1883-1912

2 files

Historical Note:

St. John's Chapel anchored the original Hudson Square, an early nineteenth century residential development just south of Canal Street in the Church Farm. The chapel was located on Varick Street facing St. John's Park, a private area reserved for local residents. By the mid-1800's, the neighborhood had begun to shift from well-to-do residential to commerce and manufacturing. As wealthy residents migrated further uptown, many of their homes were carved up into tenement housing for immigrants. In 1867, Trinity sold St. John's Park to the Hudson River Railroad Co. for use as a railway terminal.

With its congregation moving northward and many of the neighborhood's new residents immigrant Catholics, Eastern European Orthodox, Jewish or Muslim, the St. John's congregation diminished throughout the late 19th century. The Rector Morgan Dix moved his rectory from St. John's further uptown to Trinity Chapel on W. 25th St. The old rectory was turned into Trinity Hospital in 1872.

Trinity's takeover of St. Luke's in the West Village in 1892 further contributed to a movement to close St. John's and merge its congregation with that of St. Luke's. Action was finally taken after Dix's death in 1908 when the new rector, the Rev. William Manning, moved to close the chapel at the end of the year. The announcement of the closing attracted much negative press, with Trinity facing opposition from the remaining St. John's congregation as well as from preservationists who wished to save the historic chapel building. A committee representing the St. John's congregation filed for an injunction before the State Supreme Court in an effort to prevent the closing. Judgment was made in favor of Trinity in the spring of 1909 and the Rev. Manning closed the chapel, merging the congregation with St. Luke's Chapel. The building was demolished in 1918 by the city in order to widen Varick Street.

St. John's Burying Ground was bounded by Leroy, Clarkson, Hudson, and Carmine (now part of Seventh Ave.) Streets in Greenwich Village. It was taken over by the city in 1896 for a public park, now called James J. Walker Park.

Scope and Content Note:

For records on St. John's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

The archives only holds two files on hymns and articles.

840	3-4	Hymns, articles	1883-1912
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St. Luke's Chapel, 1946-1972

1 box, .5 linear feet

Historical Note:

St. Luke-in-the-Field's began in 1820 as an autonomous parish in the West Greenwich Village neighborhood. Trinity donated lots from the Church Farm to the new church. Clement Clarke Moore, author of 'The Night Before Christmas,' was a founding warden. Following a fire in 1886, the church's congregation moved uptown to a new site in Harlem. In 1892, Trinity bought the land and buildings, restored the church, and brought St. Luke's into the parish as a mission chapel.

After St. John's Chapel closed in 1909, its congregation was merged with St. Luke's. The Rev. Edward H. Schlueter was Vicar of the chapel from 1909 to 1945. Under his

leadership, St. Luke's was very active, with a number of societies, classes, and recreational pursuits. The chapel opened St. Luke's School in 1945. St. Luke's was made independent in 1976.

Scope and Content Note:

For records on St. Luke's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

Files include directories that list names and address of parishioners and students. Also included are guides, services, and a donated chasuble. There are enrollment lists dating from 1945 to 1964 for St. Luke's School.

840	5	Guides, booklets	n.d.
	6	Service for Religious Orders	1946
	7-8	Calendar and Directory	1956-1972
	9	Donation of Chasuble	1960
St. Luke's School			
840	10	Enrollment Lists	1945-1964

Trinity Chapel, 1855-1930

2 boxes, 1 linear foot

Historical Note:

As Trinity's congregation continued to migrate northward in Manhattan, the parish opened Trinity Chapel at 25 W. 25th Street, serving the once residential neighborhood around Madison Square. By the late 19th century, the area had changed from residential to retail, replete with theaters, hotels, boarding houses, and restaurants. The chapel faced a decline in communicants as parishioners migrated to the Upper East Side and areas beyond Manhattan.

In 1913 and 1914, discussions about moving Trinity Chapel's congregation farther uptown and selling the chapel amounted to nothing. The parish still harbored hopes that the neighborhood would revive as a residential one, even while facing the reality that a number of churches in the area were competing for a dwindling number of Episcopalians. The chapel experienced a brief revival under the leadership of the Rev. J. Wilson Sutton, who was appointed vicar in 1917. However, the parish's financial difficulties in the late 1930s forced it to again consider dissolving Trinity Chapel. The chapel closed in 1941 and the building was purchased by the Serbian Orthodox community, becoming the Cathedral of St. Sava.

A short-lived day school for girls at Trinity Chapel was discontinued in 1862, when a new school building was erected. The Trinity Chapel School became a day school for boys, growing from grammar and primary to high school during its history.

Scope and Content Note:

For records on Trinity Chapel's building, see also Finance—Property Management; for parish registers, see Congregational Office—Official Acts. Chapel information can also be found in Vestry Minutes and Papers, Vestry Committee Minutes and Papers, and Rector's papers.

Trinity Chapel records include printed items regarding the chapel's consecration, canon leaflets, and a dedication plaque from the chapel's library. The majority of records for Trinity Chapel are for the chapel's school.

841	1-2	Printed Material, Plaque	1855-1930
2317	1	Minute Book	1899-1916
	6	Photographs	1988-1988
	7	Guide to Chapel Murals	circa 1940
	8	Sutton, Joseph Wilson	1924-1961
	9	Memorials and Gifts	circa 1925
	10	Printed Material	1898-1930
2334	1	Record of Services, Expense Journals and Ledgers	1915-1946

Trinity Chapel Home

2317	4	Admission, Reports and Charter	1905-1934
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Trinity Chapel School

841	3-6	Roll Books	1902-1917
	7-8	Grade Books	1915
841-842		Attendance Records	1915
2317	5	Trinity Triangle, Volume 4 Number 18	1916

Anniversaries/ Awards/ Events

1895-1994 1997, 7 boxes, 3.5 linear feet 23 boxes or 11.5 linear feet

Scope and Content Note:

The bulk of this series is the files of the Rev. Charles W. Newman, who joined Trinity as a priest in 1946, primarily to serve as Secretary of the Parish Anniversary Celebrations for the parish's 250th anniversary in 1947. He was later Vicar of St. Paul's Chapel from 1947 to 1949. (See Clergy series for Newman's vicar files). There are also, in the case of Trinity Church, on the 225th Anniversary, the Bicentennial, the Centennial of the Consecration of John Henry Hobart, and various other special events of the 20th century. There is information on the 200th anniversary of St. Paul's Chapel; and the Bicentennial of the United States. Material includes event planning, programs, photographs, and publications.

Charles W. Newman, 250th Anniversary

687	7-8	1946 Events	1946
688-689		Bishop Ward's Dinner	1947

689	2	Ascension Day	1947
	3	Ascension Day/ Max Raymer Painting	1947-1949
	4-5	Parish Dinner Hotel Astor	1946
		Decorations Committee	1946-1947
689-690	7	Bach Choir	1947
690	4-5	St. Martin's Day	1947
	6-7	Christian Education Services	1946-1947
	8	Daughters and Sisters Service	1947
691	1	Small Services	1946-1947
	2	Social Service and Hospital Work	1946-1947
	3	Other Anniversaries, Examples	1944-1946
	4-6	New York Historical Society Exhibits	1946-1947
	7	Churchyards of Trinity Parish booklet	1947-1949
	8	Historical Committee	1947
692	1	Articles by E. Clowes Chorley	1947
	2-5	Anniversary Committee Minutes	1944-1946
	6	Trinity Church 1697-1932 outline	1932-1947
	7	Trinity History	1945-1946
	8	1897 Bicentennial Papers	1946
693	1	Music Pageants	1946
	2	Anniversary plans	1944-1946
	3	Publicity Press Broadcasting	1946-1947
	4	Schools and Colleges	1946
	5	St. Cornelius Chapel 100th Anniversary	1946-1947
	6	St. Paul's Chapel	1941-1946
1296	6	250th Anniversary	1947
1297	2	New-York Historical Society Exhibit	1947
Trinity Church			
11.2.3		Bicentennial Scrapbook	1897
842	2	Bicentennial	1895-1897
	3	Centennial Hobart Consecration	1911
	4-5	Church Programs/Ceremonies	1919-1994
7.11.17		Trinity Church Hundred Year Association plaque	1976
225th Anniversary			
693	7	Trinity Church	1922
St. Paul's Chapel			
842	6	200th Anniversary	1966
7.11.16		200th Anniversary Comm recording	1966
U.S.A.			
842	7-9	U.S.A. Bicentennial Planning	1975

Tercentennial Celebration

1994-1997, 16 boxes or 8 linear feet

Historical Note:

The Vestry began planning in 1994 for the 1997 300th birthday of Trinity Church by appointing a Tercentennial Committee. Four subcommittees were then organized—Publications, May 1996, May 1997, and Congregation. The Church Warden Lawrence Huntington launched the tercentennial planning by noting the importance of Trinity Church to the City of New York over its 300 years of existence and expressing the hope that the celebration would be a reminder of Trinity’s ministry, its global outreach, and its potential impact for the next 300 years. The celebration was entitled “New Ways of Knowing”.

The Publication Committee produced a coffee table book of the Church and its history. The 1996 Ascension Day opened the year of celebrations with a noon day Wall Street celebration and a service to which civic and religious leaders were invited. The festivities included a colonial street fair co-sponsored by the Alliance for Downtown New York. The Grants Department celebrated its 25th birthday by compiling a book on Trinity’s 300 years of giving entitled *300 Years of Philanthropy* and invited all the Church’s grant recipients to attend the closing day festivities. In April, the Vestry went to London to visit with the queen and participate in a ceremony at Trinity’s sister church, St. Mary le Bow. The year’s festivities ended on Ascension Day 1997 with the visit of the Archbishop of Canterbury and a dinner held on Ellis Island. More than 1000 guests attended the dinner from the congregation, staff, extended family, neighbors and grantees. Twelve Archbishops of African provinces participated in the Ascension Day services and attended the dinner at the invitation of the Grants Department.

Scope and Content Note:

The archives contains Vestry Committee files, planning files, publicity and photographs for the 1997 celebration of the Trinity Church Tercentenary.

Box	File	Description	Date
1285-1286		Tercentennial Committee and Subcommittees	1994-1997
Maria Campbell			
1286-1288		Planning Files	1994-1997
Bill Hicks			
1288-1292		Planning Files	1994-1997
1292	2-8	Publicity	1996-1997
1292	9	Artifact/Gift	[1997]
1292-1296		Photographs, Elena Oliva, Grace B. Georg Leo Sorel	1996-1997

SERVICE MATERIAL, 1846-2014

20 boxes, 9 linear feet plus oversize and digital

This series contains items produced for worship services at Trinity Church and the chapels. The bulk of the material is orders of service. Also included are promotional items for Trinity events and programs that were handed out at services, as well as newsletters for parishioners.

Trinity Church

726-728		Orders of Service	1846-1970
728-729		Bulletins, Orders of Service	1970-1975
7.12.11		Blessing of the Courts, Guest Book	1962-1979
735	6	Prayer Booklets	1901-[2000]
	9	Invitations, Announcements	1935-1996
	10	Church Pamphlets, Brochures	1957-1989
736	1	Christmas	1960-1997
	2	Parish Directory	1992-1993
2277	1-4	Guest Book	2014
2338	3	Trinity Church Catechism	1880

Trinity/ St. Paul's

729-732		Orders of Service	1976-1997
735	7	Welcome Cards	1996-2000
	8	Weekly Calendar	1974, 1991
	4-5	Parish Handbook	1980-2000
2049	4-5	Guest Book	1996-2006

St. Paul's Chapel

732-733	2-6	Orders of Service	1882-1997
733	5-6	Music Lists	1918-1959
733-734	7	Service Lists	1927-1960
734	3-5	Service Cards	1908-1958
	6	Writers Reading	1990-1991
	7	Brochures	n.d.
735	6-7	Music Services	1883-1965

Chapels

734-735	10	Orders of Service	1855-1966
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Chapel of the Intercession

734	8	Brochures	1923-1959
	9	Newsletter- <i>The Vine</i>	1963-1971

St. Christopher's Chapel

7.7.10-20		Service Record Books	1925-1961
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St. John's Chapel

735	1-2	Orders of Service	1867-1908
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St. Luke's Chapel

7.8.8-15		Service Record Books	1908-1940
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Trinity Programs

736	3	Welcome Center Cards	
	4	Guidebooks	1944-1950
	5	Church Properties Guides	1968-1989

	6	Guidebooks	1955-1994
	7	Congregational Council- Election Brochures	1981-1990
	8	Christian Education Program	1975-1979
	9	Discovery	1980-1984
	10	Parish Handbook, Discovery	1984-1989
737	1-3	Discovery/ Christian Education	1989-1999
	4	Colloquy Series	1985
	5	Trinity Journey Program	1990-1991
	6	Youth Ministry- Meditations	1998-2001
	7	Flyers	1980s-2001
1752	4-5	Trinity/St. Paul's flyers, and pamphlets (including education, events, guides)	2002-2005
	3	Tourist material (slides for sale)	1980s-1990s
737	8	Lent Service Schedules	1970s-1996
737-738	9-12	Newsletter- <i>The Chimes</i>	1968-1973
738	2-4	Newsletter- <i>Trinity Week</i>	1973-1977
738-739		Newsletter- <i>Trinity Life</i>	1978-2004

SERMONS, 1728-1999

5 boxes, 2.5 linear feet plus tapes and pamphlet boxes

Scope and Content Notes:

The sermons in this series are handwritten, or in audio and video formats. Included here are sermons of the Reverends Beach, Hobart, Auchmuty, and Provoost. See also the Rectors Office series for other rectors' sermons.

739-741	Rev. Abraham Beach	1784-1813
741	The Rev. John H. Hobart and Unknown	1822-1836
741-743	Sermons	1889-1985
Pamphlet boxes		
30-33	Sermons, Trinity Parish	1759-1795
33-35	The Rev. Samuel Auchmuty	1747-1775
35-36	The Rev. Samuel Provoost	1766-1799
36-37	Author/ Date Unknown	
7.6.27-29	St. Paul's—Good Friday—Video Tapes	1975, n.d.
3x5.6-27	Audio cassettes	1972-1999
3x5.48	Index cards—Chapels	1892-1929
3x5.61-67	Audio cassettes	1997-2005

OFFICIAL ACTS, 1716-2007

29 boxes, 14.5 boxes plus oversize

Historical Note:

Protestant Episcopal Church General Convention canons require that parishes keep records of baptisms, confirmations, communicants, marriages, and burials, and these

records “shall be preserved by the Vestry or Board of Trustees as a part of the records of the congregation.” Trinity Parish records also include some transfers and members.

Scope and Content Notes:

Material includes official bound registers, as well as slips filled out by clergy following services. Records are for Trinity Church and St. Paul’s Chapel as well as chapels when they were part of Trinity Parish.

Trinity Parish

3x5.2-3	Communicants Cards	1963-1975
ST2.10/VID3	Communicants (cards)	1880-1940
ST2.10/VID3	Confirmations (cards)	1877-1919
772 8	Communicants	1871-1873
772-773	Sacramental Monthly Reports	1935-1942
773-774	Official Act Reports	1951-1979
Banks 7, 10, 11	Baptisms, Marriages, Burials, Communicants	1772-

Trinity Church

743-752	Baptisms, Marriages, Burials, Communicants, Confirmations	1716-2003
10.4-6	Baptisms, Marriages, Burials, Communicants, Confirmations	1746-1991

Trinity/ St. Paul's

749-753	Communicants, Marriages, Burials, Transfers	1948-200X
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St. Paul’s Chapel

753-755	Baptisms, Confirmations, Marriages, Burials	1822-1976
7.11.11-15, 10.9-15	Baptisms, Confirmations, Communicants, Marriages, Burials	1809-1977

Chapel of the Intercession

10.6.12-7.1	Baptisms, Confirmations, Marriages, Burials	1918-1953
755-761	Baptisms, Confirmations, Marriages, Burials	1917-1976

St. Agnes Chapel

10.7.2-11	Baptisms, Confirmations, Marriages, Burials	1892-1943
10.7.5	New Communicants	1892
761-764	Baptisms, Confirmations, Marriages, Burials	1934-1943
762-763	Transfers	1920-1973

St. Augustine’s/ All Saints

10.7-8	Baptisms, Confirmations, Marriages, Burials	1872-1953
10.8.3	Communicants	1873-1888
764	Official Acts- Certificates	1875-1890
764-767	Baptisms, Confirmations, Marriages, Burials (also Received)	1930-1976

All Saints

Trinity holds registers for All Saints that predate the merging of the two churches.

7.4.13-19	Baptisms, Confirmations, Marriages, Burials, Communicants [GIVEN TO DIOCESAN ARCHIVES 2016]	1824-1944
7.5.4	Madison Street Free Church Mission	1857-1874

St. Christopher's Chapel

10.8.13	Baptisms	1951-1966
767-768	Baptisms, Confirmations, Marriages, Burials	1935-1966

St. Chrysostom's Chapel

10.8.14-15, 10.9.4-10	Baptisms, Confirmations, Marriages, Burials	1866-1925
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St. Cornelius Chapel

10.9.11-19	Baptisms, Confirmations, Marriages, Burials	1870-1986
768-769	Baptisms, Confirmations, Marriages, Burials	1928-1976

St. Georges' Chapel

10.9.20	Baptisms	1782-1798
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St. George's Free Chapel

10.9.21	Baptisms, Communicants	1860-1867
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St. John's Chapel

10.10.1	Baptisms, Marriages, Burials, Communicants, Confirmations	1857-1870
7.12.12	Burials	1834-1865
769 8	Burials- Interment Records	1822-1840
9	Burials- Headstone Inscriptions	1896

St. Luke's Chapel

769-772	Baptisms, Confirmations, Marriages, Burials	1921-1976
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St. John's/St. Luke's

10.10.2-4, 7-8	Baptisms, Marriages, Burials	1869-1910
10.10.5-6	Communicants/ Confirmations	1870-1909

Trinity Chapel

7.3.13-7.4.7, 10.10.17-18 772	Baptisms, Confirmations, Marriages, Burials	1864-1942
	Baptisms, Confirmations, Marriages, Burials	1930-1952

Chapel of St. Joseph & the Angels (West Cornwall)

755 3	Baptisms	1952-1953
755 4	Confirmations	1937-1942

St. John the Divine

772 6-7	Baptisms, Confirmations, Burials	1935-1975
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PARISH MINISTRY PROGRAMS**Trinity Church Association (TCA), 1883-1973**

12 boxes, 6 linear feet

Historical Note:

The Trinity Church Association was formed in 1879 to provide financial and administrative support to the charitable work performed by Trinity Church in downtown Manhattan. The association was incorporated in 1887 to, according to the charter, "establish, support, maintain or assist" a Mission House, an industrial or trade training school, a dispensary and a sea-side home as well as "lectures, instruction and

entertainment for the poor and other religious, benevolent and charitable works and to elicit the active interest and co-operation of Christian laymen therein.” By 1973, it was decided that the parish could assume the responsibilities of the Association. In 1974, when the TCA was formally dissolved, it was supporting St. Margaret’s House Convent at 2 Oliver Street, Trinity Mountain Camp for Girls, as well as other charitable work.

Treasurer, 1882-1948

George M. Coit, vestryman from 1885 to 1903, was a member and Treasurer of the TCA at its conception.

Scope and Content Note:

Coit’s and successive Treasurers’ files contain charters, deeds to TCA properties, reports, financial records, and minutes. See also Comptroller for financial files on the TCA.

774	3	Charters	1883-1891
774	4-7	Deeds to TCA properties	1887-1896
774	8	Treasurer's Report	1882-1901
Miscellaneous Treasurers			
775	1	Treasurer's Report	1902-1912
	2-5	Minutes	1904-1931
	6	Financial	1932-1933
	7	Deeds	1940-1948
subb1.38		Seal	n.d.
pambx27-29		Annual Reports	1883-1928

Secretary, 1887-1973

9 boxes, 4.5 linear feet

Historical Note:

Howard Praker was secretary to the Clerk of the Vestry since 1953 and Secretary to the TCA since 1954. Mr. Praker served until his death in 1971.

775	8	Charter and By-laws	1887-1956
	9	Secretary's Handbook	1950-1969
776	1	Secretary's Handbook	1950-1969
	2-3	Forms, Notices, Agenda	1956-1973
	4	Endowments, Gifts	1955-1959
	5	2 Oliver Street, Tax Exemption	1956-1968
	6-10	Correspondence, Minutes	1880-1962
777	1	Certificate, By-laws	1956-1963
	2	Agenda	1963
777-779		Board of Trustees Minutes	1954-1970
780	1	Minutes/Financial Statements	1939-1972

	2-7	Investment Committee Minutes	1956-1964
	8	Annual Meeting	1973
	9	List of Members	nd
781	1	List of Members	nd
	2-3	Cyril G. Cogswell, Auditor	1933-1981
	4	Budgets	1957-1971
	5-6	Fund Appeals	1957-1967
	7	Bank Accounts	1967
7.7.12-15		Minute Books (four)	1880-1975
782	1	Bishop Clough Memorial Fund	1962
	2	History Booklets	1956-1958
	3	Memorial Resolutions	1955
	4	Miscellaneous	1951-1963
	5-8	Gifts/Bequests to TCA	1949-1971
7.10.5		Film reels, six	1964-1967
783	1	Gifts	1958-1966
	2	Seaside Home and Camp re Sale	1960-1962
	3	St. Luke's Investments and Trial Balances	1968-1970
	4	St. Margaret's Day Pilgrimages	1964-1965

Helen Rose Cline

Helen Rose Cline, parish recorder since 1957, was elected secretary in the annual meeting of April 5, 1972 after the death of Howard Praker. Ms. Cline saw the Association through its dissolution.

783	5-6	Minutes	1973
784	1-2	Dissolution	1974

Vice President, 1914-1973

2 boxes, 1 linear foot

Historical Note:

Warren H. Turner was the Deputy for Parish Administration (CFO) for Trinity Church from 1971 to 1974. He was elected Vice-President of the TCA on April 5, 1972 and oversaw the dissolution.

Scope and Content Note:

The vice president's files contain incorporation papers, bylaws, membership files, financial files, and files on the St. Luke's Hospital Fund, the Downtown Relief Bureau and the Trinity Church Dispensary.

784	1	Incorporation and Bylaws	n.d.
	2	Proposed amendments to ordinances	1973
	5	Calendars and membership rosters	1972
	6-7	Membership	1952-1972
	8-9	Financial Reports	1936-1973

785	1	Budget and Bequests	1957-1971
	2	TCA and TECA	1967-1972
	3	Appeals	1965-1968
	4	Miscellaneous	1968-1974
	5	St. Luke's Hospital Fund (Nichol's Trust)	1973
	6	Downtown Relief Bureau	1915-1916
	7	Dispensary	1914-1920

Trinity Church Association (TCA) Missions

The records of the various mission activities supported by the Trinity Church Association include letters, clippings, annual reports, minutes, financial records, photos and film.

St. Mary's Guild, 1891

1 file

Historical Note:

A guild for older girls.

786	1	Constitution, rules, bylaws	1891
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St. Monica's Guild, 1910-1976

1.5 boxes, .75 linear feet

Historical Note:

A guild for women

Scope and Content Note:

The files contain minutes, membership information, treasurer's files, correspondence, and Diamond Jubilee files.

786	2-8		1958-1967
787	1-4		1959-1976
	7.7.22	Service record book	1910-1948

St. John the Evangelist Guild, 1889-1890

1 file

Historical Note:

A guild for boys from 13 to 16 years that encourages them in the fulfillment of their religious duties.

787	5	Membership dues book	1889-1890
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St. Stephen's Guild, 1929-1975

1 box, .5 linear feet

Historical Note.

A guild for young men of 16 and over.

Scope and Content Note:

The files contain minutes, correspondence, activity programs and photographs. Photograph scrapbooks were donated by Martin Rizek. See also *The Financial District's lost Neighborhood, 1900-1970* by Barbara and Martin Rizek and Joanne Medvecky (Portsmouth, NH: Arcadia Publishing, 2004)

787	6-8	Minutes, correspondence, programs	1931-1975
1304	3-4	Photo scrapbook	1940s
7.7.16		Minutes	1929-1946

St. Margaret's House, 1958-1974

2 files

Historical Note.

St. Margaret's House was the residence for the sisters of St. Margaret beginning September 1956 after the Trinity Mission House at 211 Fulton Street was closed. The 2 Oliver Street address was convenient to their mission work at the two Lower East Side chapels on Henry Street.

7.7.23-24	Services Record	1958-1974
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Trinity Seaside Home, 1893-1958

3 boxes, 1.5 linear feet

Historical Note.

Trinity Seaside was a summer home for children at Great River near Islip, Long Island

788-789, 1297	Annual Reports, Minutes, slides, film	1893-1957
7.7.21	Services record	1951-1958

Trinity Mountain Camp for Girls, 1961-1974

2 files

Historical Note.

The mountain camp was a summer camp for girls in Sharon Connecticut that replaced the Trinity Seaside Home. The camp was opened in 1961.

1296	7.7.25	Film, Chapel services record	1961-1974
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Trinity Hospital, 1897-1906
1 file

Historical Note.

The Hospital began in 1874 as Trinity Infirmary housed in the former rectory at 50 Varick Street. In 1885, its name was changed to Trinity Hospital. It was under the care of the Sisters of St. Mary until 1901. The hospital was closed in 1908 when the building became too old and cumbersome to maintain.

Scope and Content Note:

The archives holds the case register. See also Hospital Committee minutes and Parish Yearbooks.

7.8.16	Case register	1897-1906
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Missionary Society, 1908-1944
1 box, .5 linear feet

Historical Note.

The Missionary Society met weekly to do good works, visit the sick, and promote a good Christian life.

788	1-3	Minutes	1913-1944
	4-5	Treasurer Reports	1908-1939

Here ends missionary programs managed and funded by the Trinity Church Association.

Trinity Church Organizations

Sunday School, 1821-22, 1983
3 files

Historical Note:

The first formal Sunday School of the parish was instituted at St. John's Chapel in 1817. It was immediately popular and spread throughout the parish.

789	4-5	Attendance records	1821-1822
		Drawings	1983

Altar Guild, 1898-1969
2 boxes, 1 linear foot

Historical Note:

The Altar Guild tends the vestments, decorations of the altar and the flowers for the Church.

Scope and Content Note:

The records contain Minutes, Treasurer reports, account books, and letters

789-790

1898-1969

The Women's Auxiliary, 1902-1980

4 boxes, 2 linear feet

Historical Note:

The Trinity Church branch of the Women's Auxiliary was organized by Trinity Church Rector Dr. Morgan Dix on March 18 1902 to provide support for the Board of Missions.

Scope and Content Note:

The records include minutes and financial accounts. An evening branch of the Women's Auxiliary was founded in 1953.

790-791

1902-1934

792-793

Evening Branch

1953-1980

1752 8

Men's Committee, 1914-1918

2 files

Historical Note:

The Men's Committee was formed in 1914 as an organization of laymen who could be of service to the Church.

Scope and Content Note:

The records are mainly documentation of the social survey of Lower Manhattan done to provide the committee with information on the social needs of the neighborhood.

794 1-2

1914-1918

Trinity Parish Group of Youth Consultation Service, 1938-1957

1 file

Historical Note:

The service later became the **Trinity Church Group of the Mission of Help**. This was a society that held benefits to provide assistance to troubled youth.

Scope and Content Note:

The archives holds minutes and accounts.

794 3

1938-1957

Noon at Trinity/Summer Festival, 1968-1974

3 files

Historical Note:

Noon at Trinity was, according to its brochure, a ministry to the Wall Street area in which the clergy offered services, dialog, special events and fellowship over sandwiches and coffee. In the summer of 1969 it expanded to present an arts program outdoors to reach out to the Wall Street Community and to encourage participation.

Scope and Content Note:

The files contain minutes, brochures and flyers.

794	4	Noon at Trinity	1968-1969
	5-6	Summer Festival	1969-1974

Summer Youth Workshop, 1972-1973

2 files

Historical Note:

This program brought children of downtown employees to work with the summer festival and be introduced to downtown businesses.

Scope and Content Note:

The archives holds statement of goals and sermons.

794	7-8		1972
	3x5.50	audiocassettes	1973

Vilas, the Rev. Franklin, Priest in Charge and Assistant Deputy for Parochial Ministries from 1973 to 1976. The letters contain information on his healing ministry.

795	5	Correspondence	1966-1974
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Special Ministry in the Courts, John M. Corn, 1969-1975

30 boxes, 15 linear feet

Historical Note:

This ministry began as a program to work with young people who had come under the jurisdiction of the courts and developed into a ministry of prison reform, immigration, and counseling. It was terminated in 1975 due to budget cutbacks.

Scope and Content Note:

The Rev. Corn's files are arranged by categories: Administrative, Aid to Offenders, Associations, Clients, Correspondence, Financial, General, Legal, Legal Advisory, Organization, and Programs. The files contain memos, letters, manuals, invoices, flyers and publications.

Administrative			
795	6-11	Appointment Books	1970-1975
796	1	Administrative Services Memos	1975
	2	Charles W. Pruitt	1971-1975
	3	Furniture and Equipment	1970-1971
	4	Landmarks	1973
	5	Printing and Graphics	nd
	6	Records Retention	1972
	7-9	C-D	1970-1975
	10-17	E-P	1970-1975
797	1-4	R-V	1969-1975
Aid to Offenders			
797	5-8	Board of Corrections Clergy Volunteer Program	1971
	9-11	Board of Corrections Chaplaincy Task Force	1964-1972
798	1	Offender Aid and Restoration	1973-1975
Associations			
798	2	American Arbitration Assoc.	1971
	3-9	American Bar Assoc.	1970-1975
	10	American Civil Liberties Union	nd
	11	American Committee for Ulster Justice	1972
	12	American Federation of TV Radio Artists	1974
	13	American Jewish Committee	1973-1974
	14	American Judicature	1973
	15	American Society for Industrial Security	1973-1974
	16	Andersen – Moberg Sydicates	1974
	17	The Anglican Episcopate	1971
799	1	Assistance Requests	1974-1975
	2	Baldwin – Wallace College	1972-1975
	3	Bank of America	1970
	4	New York Bar Association	
	5	Beekman Downtown Trinity Parish Methadone Clinic	1971
	6	B'Nai B'Rith	1973-1975
	7	Catholic Lawyers Guild	1970
	8	Catholic News	1974
	9-10	Chinatown Mission	1974-1975
	11	Church Pension Fund	1975
	12	Citizen Action Group	1973

	13	Citizen's Inquiry on Parole & Criminal Justice	1974-1975
	14	College of Preachers	1970-1975
	15	Columbia Human Rights Law Review	1972
	16	Common Cause	1972
800	1-10	Community Service Society of New York	1973-1975
801	1-4	Community Services Society	1973-1975
	5	Composers Recordings	nd
	6	Consumer Credit Counseling Service	1974
	7	Correctional Association of New York	1975
	8	Coudert Brothers, Jesus Christ Superstar	
	9	Council of Churches	1972-1974
	10	District of Columbia Bar	1972-1975
	11	Downtown Lower Manhattan	1975
	12	E.N.T.E.R	1972
	13	Episcopal Church Executive Council	1975
	14	Episcopal Bishops, House of	nd
	15	Episcopal Church Foundation	1974
	16	Episcopal Church General Conventions	1970-1973
	17	Episcopal Church Liturgy	1973
802	1	Episcopal Church Ministries	1971-1972
	2	Episcopal Missionary Society	1971
	3	Episcopal Church Women	1972-1975
	4	Episcopal Diocese of California	1970
	5	Episcopal Diocese of Chicago	1970-1973
	6	Episcopal Diocese of Long Island	1972-1974
	7	Episcopal Diocese of Massachusetts	1971-1972
	8	Episcopal Diocese of New Hampshire	1969-1970
	9-14	Episcopal Diocese of New York	1970-1975
803	1-10	Episcopal Diocese of New York	1970-1975
	11	Episcopal Diocese of Pennsylvania	1971
	12	Episcopal Diocese of Rochester	1970-1972
	13	Episcopal Diocese of Washington	1973-1974
	14-16	Episcopal Mission Society	1972-1975
	17	Episcopal Radio TV Foundation	1971
	18	Ethical Culture Society	1972-1973
	19	Federal Bar Council	1972-1974
	20	Fortune Society	1972
	21	Foundation Freedom and Democracy	1974
		Community Life	
	22	General Theological Seminary	1975
804	1	Genesee Ecumenical Ministries	1974
	2	Georgetown Univ.	1970-1971
	3	GW Henry Foundation	1971
	4	Gold Star Mother Methadone Treatment Ctr	1974
	5	Holy Cross Monastery	1971

	6	Home Lines Agency	1971-1972
	7	IRS Church and State	1972-1973
	8-16	I -L	1970-1975
805	1	Lawyers Club	1972-1974
	2	Lawyers Committee for Civil Rights	1971
	3	Lawyers for Effective Action to End the War	1971-1973
	4	Legal Aid Society	1970-1975
	5	The Living Church	1973
	6-16	L - M	1970-1975
806	1-2	Modern Courts Inc	1973-1976
	3-4	Mo - Na	1970-1975
	5	National Conference of Black Lawyers	1973
	6	National Gay Task	1974
	7-8	National Legal Aid	1970-1974
	9	New York Archdiocese	1971-1975
	10-11	New York Bar Association	1972-1975
807	1-4	New York Bar Association	1972-1975
	5-17	New York City	1970-1975
	18	New York Civil Liberties Union	1970
	19	New York Clergy Coalition	1971-1972
808	1	New York Community Trust	1974
	2	New York County	1974
	3-4	New York County	1970-1975
	5	New York Historical Society	1975
	6	New York Law Journal	1974
	7	New York Society for Ethical Culture	1972
	8-14	New York State	1970-1975
	15	New York Telephone	nd
	16	New York Times	1975
	17-18	New York Urban Coalition	1971-1975
809	1-31	O-W	1970-1975
	Correspondence		
810	1-31	A-T	1970-1975
	Clients-Confidential		
810	32-45	A-B	1970-1975
811	1-51	B-G	1970-1975
812	1-31	G-K	1970-1975
813	1-25	L-M	1970-1975
	Financial		
813	26-28	A-D	1965-1973
	29-31	Ministry in the Courts Budget	1971-1975
814	1-3	Ministry in the Courts Budget	1971-1975
	4	Minority Banks and Business	1970-1972
	5	Selma Inter Religious Project	1973
	6-8	Trinity Grants	1971-1975

9	US Justice Department	1970-1973
General Files		
814 10-18	A-H	1970-1975
815 1-6	I-T	1970-1975
Legal Advisory		
815 7-8	A	1970-1975
	9-18	A-M
816 1-8	M-Z	1970-1975
Legal		
816 9-18	A-Ch	1970-1975
817 1-9	C	1970-1975
818 1-10	Cr-G	1970-1975
819 1-13	G-L	1970-1975
820 1-18	L-V	1970-1975
821 1-2	W	1970-1975
Organization		
821 3-6	Corporate	1970-1975
	7	Every Member Canvass
	8	History and Recording
	9	Knight, Gladieux, Smith
	10-16	Outreach and Planning
	17	Parish Resources Deputy
	18-21	Pastoral Ministries
822 1-7	Pastoral Ministries	1969-1974
	8	Professional Staff
	9	Rector's Management Team
	10	Reorganization Plan
	11	Seminary of the Streets
	12	Special Ministry Personnel
	13	St. Margaret's House
	14	Staff Lounge
	15	Trinity Episcopal School
	15	Vicars Meetings
823 1-5	Trinity Vestry	1972-1975
Programs		
823 6	#462, Law Associates	1975
824 1-2	# 462, Law Associates	1975
	3	# 463, NYC Board of Corrections Clergy
	4-5	#516, Law Associates
825 1	#516, Trinity Fellowship	1970-1975
	2	#517 NYC Board of Corrections

Weekday Ministries Program. 1968-1973
1 box, .5 linear feet

Historical Note:

The Reverend John W. Moody was director of the Weekday Ministries from 1968 to 1973. He employed the arts to attract downtown workers to the message of Trinity Church. Fr. Moody left Trinity in 1973 to help launch the Lower Manhattan Cultural Council, a group whose inception had been partly inspired by Fr. Moody's work at Trinity.

Scope and Content Note:

The files contain minutes, programs, reports, correspondence, schedules, clippings, and publications.

795	1	74 Below and Weekday Committee Minutes	1973
	2-4	Broadway Wall Street events schedules	1969-1973
825	3	Coffee House	1970-1973
	4	Papers	1968-1972
	5	Summer Program	1969-1973
2105	3-6	Weekday Ministries	1968-1974
	7	Sermons	1968-1974

Pastoral Ministries

Robert W. Cowperthwaite, 1981-1988

827	3-4	Pastoral Committee	1983-1986
	5	Budget	1987
	6	Pastoral Committee	1985-1986
	7	Reading:	1991
	8-9	Trinity Center for Ethics	1986-1988

John W. Moody, 1988-1991

John Moody returned to Trinity in 1988 as Associate for Pastoral Ministries until he resigned in 1991.

825	6	AIDS, House Church for	1989
826	1	AIDS, House Church for	1989
	2	Aging	1989-1990
	3	Arts, Events, Public Ministry	1991
	4	Congregational Membership Summary	1986-1990
	5	CHDC Board	1990-1991
	6	Customaries	1989
	7	Epiphany, Trinity Hour	nd
	8	Gallery	1990
	9-10	Healing Missions	1991
	11	Homilies/Sermons	1991
827	1	Nurturing and Stewardship	1989
	2	Monthly Reports: Official Acts	1989

Olive Chilton, 1964-1976

1 box, .5 linear feet

Historical Note:

Ms. Chilton was the Assistant for Christian Education.

Scope and Content Note:

Her files contain booklets, reports, flyers, photographs, workshops, film and tape on Community Studies in Lower Manhattan, the Trinity Summer Festival and the Summer Youth Program.

828	1	Community Studies Lower Manhattan	1946, 1974
	2-17	Trinity Summer Festival	1964-1976
829	1-3	Summer Youth Program	1972-1973

Deputy for Parochial Ministries

Lloyd S. Casson,

1972-1976, 4 boxes or 2 linear feet

The position of Deputy for Special Ministries was created in 1972 during the re-organization known as One Peppercorne. In 1973, the title was changed from Special Ministries to Parochial Ministries. The duties were to oversee the budget and development of the several parish programs, including the work of the Chapels. Fr. Casson's files reflect program activity and include the separation of the chapels from Trinity Church.

871	3	Personnel	1972-1973
871-873		Chapel of the Intercession	1972-1976
873-874		St. Augustine's Chapel	1972-1976
874-875		St. Cornelius Chapel	1972-1976
875	2-9	St. Luke's Chapel	1972-1976
875-876,877		St. Luke's School	1972-1976
877	7-9	St. Paul's Chapel	1973-1975
877-883		Chapel Independence	1975-1986, 1976
882	1	Church of the Saviour, Washington, DC	1975
883	11	Trinity/ St. Paul's Condition Survey	1972
	12	Trinity Church- Correspondence	1973
884	1-6	Trinity Church	1972-1975
	7	Trinity Video Network	1974
	8-9	Office of Communication	1974
	10	Correspondence- Deans and Seminary	1973
885	1-3	Vicars	1973-1976
	4-7	Camps	1971-1975
	8-10	Councils	1973-1974
886	1-8	ISTEM	1973-1975
886-888		Lower Manhattan Inter-Parish Council	1972-1973
887	3	Chinese Community in Lower Manhattan	1968
	4-7	Downtown Ministries Council	1971-1975
	11-12	Wall Street	1973

888	2	Maintenance Order Trinity Organization	1974
	3	Naremco Records Management	1973
	4	Organ Study	1975-1976
	5	PEA Staff Folder	1974-1975
	6-8	Parochial Conference	1974-1976
888-889		Seminary of the Streets	1971-1974
889	4	Sisters of St. John the Baptist	1975-1976
	5	Urban Conference Center	1972
	5	Sisters of St. Margaret	1975-1976
	6-8	Special Ministry Camps	1973
889-890		Urban Conference Center	1972-1973
890	2	Vicars and Program Directors	1972-1973
	3	Job Descriptions	1973

Chapel Programs

St. Paul's Chapel

The file labeled "Organizations" has material on various activities held at St. Paul's including the Glee Club and the Men's Club.

829	4	Organizations	1876-1926
	5	Altar Guild minutes and reports	1940-1946
	6	Women's Auxiliary Branch minutes	1933-1944
	7	Luncheon Club Minutes	1921-1925
830	1	Midday Club Minutes, Treasurer's Report	1925-1927
	2	St. Teckla's Guild Accounts	1954
	3	St. Teckla's Guild/Seamen's Institute	1968
		Episcopal Mission Society membership, Letters accounts	
	4	Filipino Congregation newsletters Orders of Service, Hymns, photos	1971

St. Chrysostom's

830	5	St. Agnes Guild accounts, minutes clippings	1910-1924
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St. Christopher's/St. Augustine's Chapel

830	6-8	Lower East Side Mission Leadership Training Program	1942, 1954-1959
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Congregational Council 1983-1992

In 1972, Trinity's rector Dr. Robert Parks recommended the establishment of congregational councils for Trinity/St. Paul's and the parish's chapels. Each council would consist of the priest-in-charge and not more than 15 persons, elected annually from

the congregation. The rector would be an ex-officio member. Congregational councils were intended “to provide an effective means of including the members of the congregation in the work and worship” of the church. Members would also cooperate in special ministries, and initiate and carry out special programs. After the chapels (except St. Paul’s) were made independent in 1976, the Trinity/St. Paul’s Council was the only one remaining. In 1984, it changed its name to the Congregational Council. It reports to the Vestry as the Trinity/St. Paul’s Committee.

830-833		Minutes	1983-1992
1752	9		
2049	3	Minutes	2006
3304	digital	Minutes	2005-2013
8.4.10		Minutes	1992-2012
832	3	Orientation	1987
	4	Retreat	1987
	4	Nominations	1987
2173-2175		Papers	1989-1999

Gifts 1696-1981

This series includes a variety of artifacts that have been donated to Trinity. Items include documents, clothing, portraits, souvenirs, prints and photographs, correspondence, small pieces of furniture, and scrapbooks.

Trinity Parish

7.4.4	Gift and memorials index	1696-1932
842-844	Gifts	1702-1981
Subbasement	Gifts	1702-1981

MUSIC, 1847-1968

26 boxes plus oversize, 13 linear feet plus

Historical Note:

Trinity Church first opened its doors for services in March of 1698 but it wasn’t until 1703 that its Vestry formed a committee to consider acquiring an organ. Thirty six years later, in 1739, John Clemm of Philadelphia made a proposal to build an organ for the Church which was accepted. Trinity Church had its first organ installed in the West gallery in 1740. The Church gave itself another three years before sending to England in 1743 to “procure for the Church a good sober organist.” John Rice arrived from England in 1744 to fill the position. In 1739, probably in anticipation of the first organ, the vestry resolved to hire someone to teach boys to sing. William Tuckey, who immigrated to this country from England in 1752, took up choral duties the following year. He had been

vicar choral of the Cathedral Church of Bristol and Clerk of St. Mary Port in Bristol. At Trinity Church, he was made clerk and his chores, besides teaching choir, were to set out the music for the service and to lead the singing of psalms. The Vestry removed Mr. Tuckey from his clerk position when he refused to officiate during Divine Service but he continued with music. In 1766, he was paid by the vestry for “preparing the Musick and assisting at the performance” at the opening service for St. Paul’s Chapel. He introduced parts of Handel’s *Messiah* to New York, in a benefit concert for himself in January of 1770. Trinity Church featured the *Messiah* at a special service for the relief of the widows and children of clergymen on October 3, 1770.

By 1761, Trinity was ordering a new organ from England. The organ was received in 1764 but was destroyed with the Church in the Great Fire of 1776. Its replacement was again ordered from England in 1791. In 1820, Peter Erben became the organist, a position he held until 1839. He had been an organist for St. George’s and St. John’s Chapels since 1807 and he was the father of the organ builder Henry Erben. In 1838, Trinity Church contracted for a new organ and the Vestry appointed a committee to review the state of the music of the Church. The committee resolved to appoint a Chorister to have charge of the vocal music of all the churches and to establish a school for music. Peter Erben, who was now 70 years old, was informed that he and his choir were to be replaced when the new organ was installed. He protested his dismissal and, in a letter of November 11, 1839, gave his perceptions on the state of Trinity Church music before and during his tenure. He says that when he began as organist for St. George’s Chapel:

The music was at that time scarcely attended to at all by the Congregations of this City, and the chanting was entirely devoid of any thing like propriety, in the adaptation of the words recited. At the suggestion of the Rev. Bishop Moore, I established a school, procured all the best publications then to be had on the subject of chanting, made collection of previous manuscript compositions, and made every exertion in my power to have the performance of the musical part of the service conducted with the propriety its importance demands. These labours were continued for years, and the improvement made must still be in the recollection of many of the Congregations. Most of the music then introduced, still continues in use in the Churches, such various opinions are existing relative to the manner and style of music called the modern School differing from that of a half a Century past, that it is now very difficult for me or any one performer to do his duty satisfactorily, in a Style to suit every one. Under these various opinions no doubt complaints have been made, although I still flatter myself my performance has not been unacceptable to the elder members of the congregation. It is by those who are younger considered antiquated and

uninteresting.

Mr. Erben was retired on a pension and Edward Hodges replaced him as organist.

Tuckey, William, (ca.1753-1765)

1 file

Historical Note:

William Tuckey, who came to New York from England in 1752, was hired in 1753 as Parish Clerk. He was appointed to officiate at Trinity Church and St. George's Chapel on alternating Sundays. While he was removed from his Clerk position by the Vestry in 1756, he continued a musical relationship with Trinity Church, composing and conducting music in the church for years to come.

Scope and Content Note:

One piece of published choir music for a Tuckey composition entitled "Jehovah Reigns."

2102	1	"Jehovah Reigns"	n.d.
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Hodges, Edward, (1839-1863)

2 files

Historical Note:

Edward Hodges was born in Bristol England in 1796. He became an organist in his home town where he composed and made improvements to the organ. He received a doctorate in music from Cambridge in 1825. Hodges took a position in Toronto in 1838 but was immediately dissatisfied with the conditions. He soon moved to New York where in 1839 he was appointed organist of Trinity Church. The third church building was in the process of being constructed so Dr. Hodges began his work at St. John's Chapel. The organ intended for Trinity Church was sent to St. John's Chapel and Hodges worked with Henry Erben and the architect Richard Upjohn to create a new organ for the new Trinity Church. Erben constructed the organ according to Hodges' directions but the two could not bear each other and they quarreled throughout Hodges' tenure.

The Vestry paid Hodges' salary to be instructor of music at Trinity School beginning in 1843. By 1854, the Vestry accepted Hodges' resignation from the school as he devoted his efforts to building his own choir. The same year, Hodges asked to be allowed to move from Trinity Church to Trinity Chapel where he was again advising on the building of the organ. He stated his reasons were because of his knowledge of the Chapel's organ, because the move was "the general desire and expectation of the people who will constitute the congregation" and because it would remove himself from proximity to Henry Erben. But by the end of the year, Hodges was in failing health suffering in part from paralysis. He was given leave to go to England in 1858.

In the meantime, Henry S. Cutler became organist of Trinity Church on a yearly basis.

Cutler began pushing through changes that were in line with the High Church liturgy but opposed by members of the congregation. In 1859, Cutler moved the choir into the chancel dressed for the first time in surplices. Dr. Hodges, who had recommended Dr. Cutler as his temporary replacement, was incensed at these bold steps which were contrary to his practice. After returning to New York from England, Hodges was unable to play. He hung on as the titular organist while he petitioned for compensation for his services. He finally resigned June 1863. The vestry expressed their appreciation for his service as a composer, performer, and conductor of Church Music but they refused him the pecuniary assistance he desired.

Scope and Content Note:

The Choir Attendance Book and one folder of published choir music composed by Hodges are the only records from Dr. Hodge's tenure. See the vestry minutes and vestry papers for other information.

844	5	Choir Attendance Book	1847-1858
2102	2	Published Compositions – Choir Music	ca.1860-1880

Cutler, Henry Stephen (1858-1865)

1 file

Historical Note:

Dr. Henry Stephen Cutler, an organist out of Boston, came to Trinity first in a temporary capacity, coming on permanently as Organist in 1858. Cutler made several occasionally controversial changes during his tenure, including taking the music at a quicker tempo, removing the last remaining ladies from the choir, and moving the choir to the chancel.

Scope and Content Note:

One file containing two published compositions for choir.

2102	3	Published Compositions – Choir Music	n.d.
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Messiter, A. H. (1866-1897)

2 files

Historical Note:

Dr. Messiter was born in 1834 in England. He studied music in Europe and moved to the United States in 1863. He was appointed the Trinity Church organist and choirmaster in 1866. His predecessor, Dr. Cutler had been dismissed in 1865 after he took Trinity choir members on a concert tour leaving no provision for Trinity Church services. Dr. Messiter established a choir library and wrote *A History of the Choir and Music of Trinity Church, New York from its organization to the Year 1897* published in 1906. The vestry arranged for retirement with a stipend following the bicentennial celebration of the founding of Trinity Church. Dr. Messiter willingly accepted in June 1897.

Scope and Content Note:

The only records for Dr. Messiter are one folder of published compositions of choir music and a copy of a choir boy's diary which dates from his tenure as the choirmaster. Also available are a Hymnal and Psalter published and used during his time at Trinity. See vestry minutes and vestry papers.

844	6	Elisha Haight Gedny choir boy diary copy	1887
2102	4	Published Compositions – Choir Music	n.d.
2338	1	The Psalter, for Use in Trinity Church	1879
	2	Hymnal with Music, as Used in Trinity Church	1893

Baier, Victor (1897-1921), 1897-1921**3 files****Historical Note:**

Mr. Baier was a lifelong member of the parish of Trinity Church having been baptized and confirmed there. He was a singer in the choir from boyhood and all his training in music was with Dr. Messiter. In December 1884, he was made assistant organist. He was named temporary organist in 1897 and permanent June 13, 1898. He became ill January 1921 but returned to Trinity to play in July services. He died August 11, 1921.

Scope and Content Note:

Mr. Baier's file contains clippings and items on the choir, published choir music compositions, and items from a pupil relating to the Trinity School of Music, which date to his tenure.

844	7	Files	1897-1921
2102	5	"Communion Service"	n.d.
2103	22	Trinity School of Music	1906-1914

Wetzler, Henry Herman, Assistant Organist 1898-1901

2103	4	Published Compositions – Church Music	n.d.
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Lefebvre, Channing (1922-1941), 1906-1932**6 files****Historical Note:**

Channing Lefebvre was appointed organist May 1, 1922. After a new organ was installed in 1924, Dr. Lefebvre began midday organ recitals. Dr. Lefebvre started a singing group which became the Downtown Glee Club in 1927. He resigned his post as organist in 1941 to take a position at St. Paul's School in Concord, New Hampshire.

Scope and Content Note:

Contains three folders of published choir and organ music.

844	8	Queen Alexandra Memorial	1925
	9	Trinity Church Choir photo album	1900-1926
		Trinity Choir Alumni Assoc. photo	1927
	10	Trinity Choir Roll Book	1906-1932
2102	6-8	Published Compositions – Choir Music	n.d.

Mead, George (1941-1968), 1933-1963

1 box, .5 linear feet

Historical Note:

George Mead was a composer, conductor, and opera translator. He attended the Chapel School of Trinity Church and earned a master's in music from Columbia University. His roots at Trinity were deep. His father was Sexton of Saint Paul's Chapel from 1920 to 1944. He himself was baptized, confirmed, and married in Trinity Church, and sang in the choir beginning in 1930. Mead was assistant organist from 1925 to 1936 under Channing Lefebvre. He then became organist at Central Congregational Church in Brooklyn. He returned to Trinity as organist in 1941. He was the first accompanist for the Downtown Glee Club and he became its conductor in 1941. He initiated the weekly radio music show, Trinity Radio Choir, on CBS from 1948 to 1949. George Mead resigned as organist and choir master on June 9, 1968. The Vestry memorialized Mr. Mead with these words: "He never gave us more pleasure, and we believe himself more joy, than when he was performing under the influence of Sir Arthur Sullivan who reveled in the loud braying of the trumpets and the proud banging of the brasses."

Scope and Content Note:

Mr. Mead's files refer to the Choir and organs. Some of the records are those of Mead's assistant organist, Robert Arnold. The photographs are historical photographs of the organ, the former choirmaster Henry Stephen Cutler, the Trinity Church Boy's Choir, and panorama photographs of the Choir Alumni Association. Also included are two folders of Mead's choir music compositions.

845	1-3	Trinity Choir Roll Books	1933-1962
	4	Downtown Glee Club, photos	1963
	5	Trinity Organs, Robert Arnold	1957-1961
	6	Trinity Choir Recitals	1958-1961
846	1	Schlicker Organ Specs	1967
	2	Trinity Church Music, Photographs	1858-1964
2102	9-10	Published Compositions – Choir Music	n.d.
2323	8	Music Calendars and Programs	1954-1968

King, Larry (1968-1990)

2.5 feet plus media

Historical Note:

Larry Peyton King was appointed Organist and Choirmaster at Trinity Church on June 1,

1968. A Californian, he received his master's degree in 1960 from the School of Sacred Music at Union Theological Seminary in New York. He had a special interest in the use of electronics in instrumental and choral music. In January 1973, the position of organist was renamed Director of Music. Mr. King organized the Family Choir in 1977 and contributed to a radio ministry, Trinity Church Hour, on WQXR from 1979 to 1986. As a composer, King "could mesh classical choirs and organs with contemporary rock in wonderful, unusual music that spoke to everyone." (Tom Horan, 1989) King retired in September 1989 and died April 12, 1990.

Scope and Content Note: Mr. King's office files are arranged chronologically. His files include information on Church feasts, the Festival of Lights, the Family Choir, the Trinity Church Choir, assistants, music, musicians, personnel, the Noonday Concerts, the organs, the chimes, the bells, recordings, and radio. Also included are several contemporary works of "experimental" and avant-garde music commissioned by King for performances at Trinity Church.

846-867		Office files	1968-1990
867	20-21	Orders of Service	1968-1981
		Whitsunday, Thanksgiving	
	22-24	Music Programs, Orders of Service	1970-1981
868	1	Music Programs, Orders of Service	1982-1990
	2	Choral Programs	1954-1990
	3	Trinity/St. Paul's Organ recitals	1908-1979
2292	8	Organ, Repairs and Contracts, TC	1957-1965
	9	Organ, Repairs and Contracts, TC	1958-1968
	10	Organ, Repairs and Contracts, TC	1958-1972
2323	9	Music Calendars and Programs	1969-1971
	10	Music Calendars and Programs	1972-1974
	11	Music Calendars and Programs	1975-1980
2324	1	Music Calendars and Programs	1981-1983
	2	Music Calendars and Programs	1984-1986
	3	Music Calendars and Programs	1987-1989
2328	1	The Feast of Lights, Programs and Script	1979-1982
2331	3	A Tribute to Larry King	1990
Choir music			
		180 audiotapes	1970-1991
		Eight audiocassettes	1984-1989\
2103	7-20	Commissioned Music	n.d.

Chapels, 1880s-1985

Scope and Content Note:

The individual chapels all had their own organist and choir. There are only a smattering of records on the chapel music programs, mainly organ specifications and photographs.

St. Paul's Chapel

868	8	Organs and Organists	1910-1964
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Jaques, Edmund

2103	1	Published Compositions – Choir Music	n.d.
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Chapel of the Intercession

868	9	Organ	1961-1985
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St. Augustine's Chapel

868	10	Report by Robert Arnold	1958
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St. Chrysostom's Chapel

868	11	Choir photographs	1880s
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St. Luke's Chapel

868	12	Choir LP record	nd
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St. Agnes' Chapel**Stubbs, Edward**

2103	2	Published Compositions – Choir Music	n.d.
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St. John's Chapel**Le Jeune, George**

2103	3	Published Compositions – Choir Music	n.d.
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Noonday Concerts

The noonday concerts evolved out of the noontime organ recitals that began with Channing Lefebvre in the 1920s. Larry King broadened the organ concerts to showcase different forms of music in 1968. By 1976, the concerts had attracted a benefactor, an anonymous donor whose funding has helped nurture the noonday concerts to the present. David Varnum was hired as the first concert manager in 1981. In 1983, he introduced Concerts to Go, taking the noonday concert programs into hospitals and nursing homes. In 1996, Noonday Concerts was renamed Concerts Administration and separated from the music department. See Programs and Ministry

Scope and content Note: The records contain flyers, brochures and schedules.

868-869		Concert contracts	1982, 1986
869	2	Concert schedules and programs	1970-1981
		David Varnum, Concert Manager	
869	3-4	Noonday Concert Schedules	1981-1988
		James Schlefer, Concert Manager	
869	5-6	Noonday Concert Schedules	1989-1995
869	7-8	Noonday Concert Programs	1991-1993
870	1-2	Noonday Concert, To Go Programs	1993-1995
870	3	Opera at Noon	1992-1995

870	4	Sundays at Four	1991-1994
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Church Services

Contained in this subgroup are a litany kyriale book used by the congregation in Trinity Church Services

2103	5-6	Litany, Kyriale	n.d.
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Programs and Ministry

Society for Promoting Religion and Learning

1802-1982, 23 boxes or 11.5 linear feet plus oversize

Historical Note:

The Protestant Episcopal Society for Promoting Religion and Learning in the State of New York (SPRL) was founded by Trinity Church in 1802 for the purpose of supporting an informed clergy. The Vestry endowed the Society with properties from the Church Farm and required that it report annually to the Vestry on its proceedings. Over the years, the SPRL fulfilled its goals by providing financial assistance, professorial chairs, and/or fellowships to Hobart College, Columbia University, the General Theological Seminary, and St. Stephen's College, Annandale

In 1978, the SPRL appointed the Committee to Study the Viability of the Society to review its purpose and suggest possible changes. The Committee recommended that the Society be dissolved and that its assets be distributed. The SPRL disbanded in 1981 and its funds were provided to the General Theological Seminary for a professorial chair and a visiting professorship, to the Hobart College Chaplaincy, to the Episcopal Mission Society, to the Diocese of New York, and to the McVickar prize fund at Trinity School.

Scope and Content Note:

This series contains a complete set of minutes from 1802 to 1981. There are also files dating from 1871 to dissolution in 1982. In addition to the minutes, the files contain the charter and bylaws, financial files, real estate files, Grants, and liquidation files.

Box	File	File Description	Date
Treasurer			
1248	11	Financial Committee	1966-1980
1248-1250		General Correspondence	1962-1978
1250-1252		Treasurers' Reports	1871-1980
1252	2-4	Audits	1955-1978
1252-1255		Stock Files	1962-1978
1255	3-5	Annual Report- Hanover Trust	1951-1959
Geer, John F.			
1255	6	Correspondence	1980
1256	1	Correspondence	1979

	2	Education Committee	1979
	3	Proceedings	1979
	4-11	Bundage, Story and Rose	1979-1981
1257	1-2	Manufacturers Hanover Trust	1981
	3	Auditor's Report	1981-1982
	4	Proceedings	1980
	5	Manufacturers Hanover Trust	1980
	6	Minutes	1967-1976
	7	Auditors' Reports	1974-1979
	8	Treasurers' Reports	1970-1978
	9	Tax Returns	1971-1982
1258	1	Tax Returns	1971-1982
	2	Correspondance	1981-1982
	3-7	Liquidation Files	1981-1982
1259	1	Liquidation Documents	1981
Real Estate			
1259	2	Fort Hunter Glebe Trust	1949-1966
	3	50 Broadway	n.d.
	4-5	7-11 Warren Street	1910-1967
	6	10-12 West Broadway	1913-1965
	7	91 Hudson; 93-101 Hudson; 169-171	1964-1965
	8	125-133 Hudson	1938-1963
	9	8 World Trade Center; 10-12 West Broadway	1963-1968
	10	Beach; Hudson; North Moore, multiple properties	1938, 1953
	11	34 Barclay Street	1927
1260	1	99 Hudson Street	1928-1965
	2-3	Legal	1955-1964
	4-6	68-70 Warren Street; 80-86 West Broadway	1957-1966

Superintendent of Education

1260-1261	Correspondence- Grants	1951-1979
1261-1262	Funds and Scholarships	1836-1981
1262-1266	Beneficiaries	1959-1964
1266-1269	Grants	1952-1982

Secretary

1269	5-6	Charter and By-laws	1839-1982
	7	Correspondence	1827-1892
1270	1	St. Stephen's College- Minutes of Trustees	1860-1866
	2-8	Proceedings	1951-1978
	9	Minutes	1980-1981
1271	1	Proceedings- Dissolution of SPRL	1980-1981
11.2.2		Minutes	1926-1947
1271	2-4	Proceedings- Education Committee	1951-1980
	5	Proceedings- Financial Committee	1962-1976
7.12.1-6		Minutes (six volumes)	1802-1925

7.12.7	Minutes Education Comm.	1842-1845
7.12.8	Scholarship Book	1875-1903
7.12.9	Register of Loans	1823-1830
7.12.10	Ledger	1946-1954
7.7.26-27	Executive Committee (two volumes)	1908-1965
7.7.28-29	Finance Committee (two volumes)	1945-1980
7.7.30	Beneficiary	1842-1893

**Center for Ethics and Corporate Policy Box title Ethics
1981-1990, 13.5 boxes or 6.75 linear feet**

Historical Note:

The Rev. Francis C. Huntington, a curate of Trinity Church, began a ministry specifically geared to Wall Street in 1967. Trinity Church supported this effort through 1973 when a financial downturn curtailed work in the neighborhood. Afterwards Trinity supported Downtown Ministries which carried on Huntington's Wall Street mission. In 1978, the Reverend Dr. Parks decided to create a ministry tailored to Wall Street Corporations. He contacted the Center for Ethics and Social Policy at the Graduate Theological Union in Berkeley, California for inspiration in developing a program. Under the auspices of the Vestry Outreach Committee, a two year pilot program was launched in 1981. The first stage was a time of development: meeting with Trinity clergy and staff, then with academia, then with the Corporate world. After this period of discussing, listening and learning, the Outreach Vestry Committee recommended to the Board that they proceed to Stage II which dealt with the organization of the Center.

In June 1984, the Vestry recommended that the Center for Ethics and Corporate Policy be made a permanent outreach ministry of Trinity Church. Richard Vanasse was appointed the first Assistant Director. Vannasse resigned after only a few months and David L. Schmidt became Assistant Director in 1985. That same year the Vestry decided that its passive investment policy was not suited to their "tumultuous times" and asked Schmidt to make a report. The vestry approved his "Policy "Relating to Trinity's Social Responsibility in Investments" in November of 1985. One of the recommendations was to divest all holdings in apartheid South Africa.

In January 1987, William F. May, Dean of the Graduate School of Business Administration of New York University became the Director of the Center for Ethics. By the end of the year, May resigned the directorship and the Assistant Director David P. Schmidt was promoted to Director. In 1989 the Center for Ethics and Corporate Policy created an AIDS Task Force to develop a dialogue with corporations to deal with AIDS in the workplace. David Schmidt resigned as Director in May of 1989. The Center for Ethics was discontinued as Trinity redirected its funding toward a new outreach initiative The Special Parish Studies Program, a cooperative effort between Episcopal leaders along with public, private and not for profit sectors.

Scope and Content Note:

The files from this series are all from the office of David P. Schmidt. See also Vestry

minutes and Outreach Committee Minutes.

Box	File	File Description	Date
1271	6-10	History and Promotional	1981-1987
1272	1-5	Promotional	1981-1989
	6-11	Board & Committee Meetings	1982-1990
	12-14	Advisory Council	1982-1990
1272-1274		Company Files, A-T	1982-1989
1274-1277		Person Files, A-W	1981-1990
1277-1279		Chronological Files	1988-1990
1279-1284		Conference Files	1981-1990

Office of Special Parish Ministries

1982-1988

8.25 boxes, 3.5 linear feet

Historical Note:

The Office of Special Parish Ministries was created by the Rector Dr. Parks and the Vestry in 1983 as a formal outlet for the continuation of existing outreach ministries, and for exploring and developing new areas for outreach ministries. The Office was under the Directorship of the Reverend John M. Palmer III, who had been doing similar work for Trinity as Christian Education Officer since 1979. The office was staffed by Palmer, with support from a secretary and from consultants as needed. The initial main outreach areas were identified as: aging, homeless and housing, education resources, the criminal justice system, arms control, Christian family relations, and advocacy. The Frederic Fleming House grew out of the Office of Special Parish Ministries, and the Office was instrumental in the support of Saint Margaret's House and creation of John Heuss House. The Office of Special Parish Ministries was especially active in holding colloquies, weekend-long conferences on subjects within the office's outreach areas. Reverend Palmer served as Director of the Office until he resigned in 1986, at which point the Office's work continued under the supervision of consultants already on staff. Around 1990, the projects supported by the office broke off to individually recognized areas and the Office of Special Parish Ministries was phased out.

Scope and Content Note:

Files include internal and external correspondence, promotional materials, and office and project files. Files document the organization and execution of the office's various projects, both realized and unrealized. Especially well-documented are the several colloquies organized and held by the office. Of particular note are files related to the office's involvement with ministry to the homeless and aging, which documents its relationship with Frederick Fleming House, John Heuss House, and St. Margaret's House.

Box	File	Title	Date
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John M. Palmer III, Director**Office Files**

1976	1-9	Office Files	1982-1986
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Colloquies

1976	9-12	"Nuclear Control"	1982
1977	1-12	"Nuclear Control"	1982-1984
	13-15	"Averting Nuclear War"	1984
1978	1-16	"Central America in Focus"	1983-1984
	17	"New Sentencing Guidelines"	1985
1979	1-3	"New Sentencing Guidelines"	1983-1985
	4-10	"South Africa: An American Dilemma"	1985
1980	1-8	"International Debt: America and the Third World"	1986

Outreach Ministries

1981	1-4	Aging	1983-1985
	5-8	AIDS	1985-1986
	9-10	Housing for the Homeless	1983-1986
1982	1-7	Housing for the Homeless	1981-1986
	8-9	Curriculum on Human Sexuality	1985-1986
1983	1-3	Curriculum on Human Sexuality	1986
	4	Trinity Community Services Foundation	1986
	5-6	Proposed "Trinity School"	1984-1988
	7	Executive Council South America Visit	1985
1984	1-2	Trinity Peace Project	1984
	3	Martin Luther King Symposium	1984
	4	Bishop's Pastoral Letter Address	1984

Frederic Fleming House**2.5 boxes, 1 linear foot****1982-1992****Historical Note**

Frederic Fleming House was incorporated in 1986. After financial setbacks and years devoted to renovation of the site where it was to be located, Frederick Fleming House was formally opened and accepted its first residents in May of 1991. Located in a State-owned building at 443-445 West 22nd St., the 47-bed adult home was developed to serve as a residence for the frail and elderly homeless in Manhattan as part of Trinity's ministries on aging and on homeless and housing. Though it was a subsidiary corporation developed to be a financially independent entity, Fleming House, like Trinity's other residences, appeared on the organizational chart under the office of Special Parish Ministries, headed at the time of its creation by The Rev. John M. Palmer, III, to whom the home's head reported. In May of 2001 it was decided that ownership of the Fleming House should be transferred to the Westside Federation for Senior and Supportive Housing, Inc., who had been managing day-to-day operations of Fleming House since

1991.

Scope and Content Note

Material relating to the creation and opening of the Frederic Fleming House, including incorporation, licensing, construction, policy creation, and By-laws.

Box	File	File Description	Date
2046-2048		Administrative Files	1982-1992

John Heuss House Box title JHH 1987-2010, 2013 8 boxes or 3.7 linear feet

(Needs rewriting)

Historical Note

Trinity Church opened a Homeless shelter in the gallery on the second floor of St. Paul's Chapel January 31, 1983. The shelter which was licensed to provide for 10 clients at a time was staffed by volunteers under the supervision of Trinity's Mission Officer the Rev. Chester L. Talton. The Rector, the Reverend Dr. Parks continued to pursue other ideas for caring for the homeless believing that with Trinity's Resources it could create a model for others to follow. Trinity Grants had given two grants to the Coalition for the Homeless which was doing ground breaking work in this area.

In 1985 the Vestry Outreach Committee began considering the purchase of a building to shelter the homeless. In 1987, Vestry approves going forward with JHH. In 1988, John Heuss Drop in Center project. Rev. Joel Gibson is consultant. HRA and Port Authority contribute. 44 Beaver Street is chosen. Neighborhood businesses protest fearing increased crime and deterioration of the quality of life. After the Center opened it was considered well run and quiet. The former opponents became supporters.. 1/4/1989 Some of the strongest opponents to the opening of the Center are now in support of it and making contributions of food and services. 5/3/1989 Matthews presents articles to the Vestry.

5/2/1990 vestry gets April issue of Guideposts where Ed Huber tells how he was won over. Huber was restaurateur who refurbished Delmonico's. Helped organize the neighborhood against the homeless shelter in Coalition to Advance Lower Manhattan (CALM). Filed a lawsuit. Dropped it. Trinity and city consulted with neighborhood and met some demands. Created an advisory board made up of residents and business leaders. In a meeting with the advisory board, Winfield Peacock, the director of the center said that Dropin centers were a new idea that could be small facilities providing meals, clothes but no beds. Would be manageable and less disruptive to neighborhood. Huber after losing the fight decides to help.

2/1/1995, Peacock introduced and gives report.
John Heuss House is a 24 hour drop-in center for the chronically homeless mentally ill

and medically frail. Purpose to “break the vicious cycle of homelessness”, find homes for them and “We interrupt a person’s homelessness at whatever level they can be reached and then tenaciously, unflaggingly, move that person at whatever speed and by whatever means possible toward becoming a full contributing member of his/her community, empowered to help and be helped by others. John Heuss Corp. was dissolved in 2010 when the City changed its policies on homeless care and withdrew its support.

Scope and Content Note:

The records contain files on planning, anniversaries, publicity, clippings and photographs dating from 1987 to 2000. Dissolution papers are under Real Estate Departments/Legal and filed in the ERMS under folder id 1151.

Box	File	File Description	Date
1206	6	Proposal for Lower Manhattan Drop-In Center	1987
	7	Tenth Anniversary Celebration	1998
	8	Annual Holiday Benefit	1999
	9	Printed Materials	[1988], 1999-
2000	10	Photographs	n.d.
	11	Clippings	1988-1992
2313	5	DHS Audit Report, Close-Out of JHH Drop In Center	2013
2339	1	Homeless Outreach Services Contract	2002-2004
	2	DHMH Audit	2001-2003
	3	DHMH Desk Audit	2003
	4	DHMH Desk Audit	2003
	5	DHMH Desk Audit	2003
2340	1	DHMH Desk Audit	2002
	2	DHMH Audit	2002
	3	Contract Awards	1998-2001
	4	General Ledger	2002
2357	1	2006 HUD NOFA Renewal	2007
	2-3	HUD 2006-2007	2006-2007
	4	Alliance for Downtown New York Contracts	2004-2009
	5	NYC Coalition on the Continuum of Care, FY 2004	2003
	6	HUD 2005	2006
2358	1	DHMH Audit Reports	2002-2004
	2	DHMH Contract FY 2003	2001-2003
	3	Program Descriptions and News Articles	1997-2009
	4	Correspondence and Reports	1989-2008
	5	HUD Grant Renewal FY 2005, 2006	2003-2004
	6	Technical Submission, FY 2006 SHP (01/01-12/31/08)	2000-
2007	7	Grant and Business Correspondence	2008-2009

2359	1-2	DHMH Contract #02-675 FY 2002	2001-2005
	3-4	DHMH Contract #02-675 FY 2005	2003-2005
	5-6	DHMH Contract #02-675 FY 2004	2002-2005
2360	1	DHMH Contract #02-675 FY 2007, 2008	2007-2009
	2-3	DHMH Contract #02-675 FY 2006	2003-2008
	4	DHMH Contract #02-188 FY 2003	2002-2005
	5-6	DHMH Contract #02-188 FY 2002	2001-2002
2361	1	2008 HUD NOFA Renewal	2008
	2-5	HUD Annual Progress Reports	2003-2007
	6	2007 HUD NOFA Renewal	2007
	7	2006 HUD NOFA Renewal	2006
2362	1	Facilities Documents	1988-2007
	2	NYC DHS Facilities Evaluation Items	2004
	3	FY '08 Budget	2008
	4	Goddard/DHS Outreach Contract	2007
	5	Board Minutes FY '01	2000-2001
	6	Board Minutes FY '00	2000
	7	Board Minutes FY '99	1998-1999
	8	CTF of Incorporation and Bylaws	1987-1988
	9	Bylaws	1988
	10	Certificate of Incorporation	1987-1988

Concerts Administration Box title Concerts

1996-2010, 1 box or .5 linear feet

In December 1996, the Concerts Program was made independent of the Music Department with Earl Tucker as Director. In 2003, Concerts became incorporated as a not-for-profit to facilitate financial independence and financial accountability. Trinity Concerts, Inc was dissolved in 2010.

Scope and Content Note:

The records contain programs and schedules for Concerts at Noon and Concerts To Go.

870	5	Concerts/Concert to Go Schedules	1996-2003
870-871		Concert Programs	1997-2003
1148 digital		Dissolution petition and correspondence	2010
2103	24	Concerts at One Programs	2003-2005
2330	4	Morgan Stanley Dean Witter and Co. Grants	1993-2005

Spirituality & Health Box Title S&H

2 boxes, 1 linear foot

1996-2004

Historical Note:

Spirituality & Health magazine was conceived under the rectorate of the Rev. Dr. Daniel Matthews as a mass market publication that would encompass multiple religious philosophies and approaches to spirituality. Planning began in 1996 with Trinity soliciting the assistance of nationally-recognized editor T. George Harris to help get the project off the ground. In 1997, Trinity created a Publications Department (splitting off from the Communications Department) primarily to develop the new magazine.

In 1998, Bob Scott was named editor, and the first issue of *Spirituality & Health* was mailed to thousands of people in a direct marketing campaign. As the magazine circulation increased, it went from a quarterly to bimonthly. The publication outsourced many of its functions including circulation, design, and editorial sources. The magazine was sold in 2005. Spirituality & Health Publishing, Inc. was finally dissolved in 2010.

Scope and Content Note:

Files for the publication include early planning and promotion material, editorial meetings, copies of the magazine. For dissolution records see also Communications/Linda Hanick who supervised the electronic dissolution records.

Box	File	Description	Date
1206	12	Ads	2000-2001
	13	Correspondence	1996
	14	Strategic Planning	2001
1207	1	Editorial Meeting	1996
	2-3	Preview Issue	1996
	4-5	Promotion	1996-2004
	6-9	Spirituality and Health Magazine issues	1996-2002
1208	1-2	Spirituality and Health Magazine issues	2003-2004
1150	digital	Dissolution papers	2007-2010
1208	5	Dissolution papers	2011

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TRINITY CHURCH CEMETERY

1843-2014

76 boxes, 38 linear feet plus oversize

Historical Note:

Trinity Church began searching for more burial space far from the ever-growing city by 1838. New York City had forbidden burial South of Canal Street fifteen years earlier and Trinity's only useable burial ground, St. John's, located about ten blocks North of Canal, was already filling up to capacity. In 1842, Trinity, after having reviewed several options, including space in the new Greenwood Cemetery, decided to accept an offer from Richard F. Carman for 24 acres in upper Manhattan. The property is today bounded on the East by Amsterdam Avenue, on the South by 153rd St., on the West by Riverside Drive overlooking the Hudson River, and on the North by 155th Street. James Renwick

Jr., best known as the architect of St. Patrick's Cathedral, was chosen to lay out the grounds. The first interment took place in May 1843.

Trinity Church had intended to construct a chapel at the cemetery from the beginning but none was built until the 1910s. Funerals were initially performed in the chapel at St. John's Burial Ground, a considerable distance from the cemetery. By 1848, Trinity began making payments to the Church of the Intercession, founded in 1847 on 154th Street and Amsterdam Avenue, in order to use the nearer Church for funerals.

In 1867, the City decided to open 11th Avenue through the Cemetery splitting it into an easterly and westerly division. The Vestry, in 1870, commissioned Calvert Vaux to build a bridge to connect the two halves of the cemetery. Calvert Vaux's services were retained until 1880 and, in addition to the bridge, he designed the landscaping and the wall enclosing the cemetery.

By 1907, the Church of the Intercession agreed to become a chapel of Trinity Church. The rector Milo Gates needed a bigger church for his growing congregation and Trinity Church had always wanted its own chapel for its burial ground. In 1910, Trinity commenced the building of a larger Intercession on the Easterly side of the Cemetery grounds. The pedestrian bridge was dismantled in 1911 to make way for the new complex. The Chapel of the Intercession, designed by Bertram Goodhue, situated on the corner of 155th Street and Broadway, was consecrated in 1915.

In 1978, Trinity put in mausoleum facilities in order to continue providing burial space in Manhattan. A crematory was added in 1980 but closed in 1991 after the City cited it for non-compliance to Environmental Protection Agency standards. The crematory, while successful and heavily used, had annoyed the neighboring residents which ran counter to the Church's intentions of extending its ministry through burial services.

Trinity Church Cemetery is the final resting place of several well-known New Yorkers including: members of the Astor family; former Mayor Fernando Wood; New York Governor John Adams Dix; mistress of the Morris-Jumel Mansion Eliza B. Jumel; author of the "Night Before Christmas" Clark Clement Moore; and author Ralph Ellison. In 1893, the Academy of Sciences erected a monument over the grave of the naturalist artist John James Audubon who had lived on an estate bordering the land the Cemetery occupies.

Scope and Content Note:

The records contain burial registers, plot information, cremation records, contract cards, contracts and account histories. The administrative records of the Managing Director of the Cemetery/Mausoleum Department include files dating from 1933 to 1989 on forms, regulations, plants and grounds, plots for the indigent, and the columbarium. See also Finance—Property Management, Property Management, and Congregational Office--Chapels

Administrative**Casey, Edwin, Managing Director of the Cemetery/Mausoleum Department (1979-1993)**

973-977	Office files	1933-1989
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Marketing

978	1	Promotional files	1996-2000
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Burial Registers

978	7.11.1	Trinity Church Cemetery	1864-1866
	7.11.2	Number Two Trinity Church Cemetery	1866 - 1911
	7.11.3	Number Three Trinity Church Cemetery	Jan 1912 -
	7.11.4-5	Lot Owners	
	7.12.13	Number One Trinity Church Cemetery	1843-1865
	7.12.14	Number Two Trinity Church Cemetery	1866-1999
	7.12.15	Number One Trinity Church Cemetery	1843- 1864

Plot files

978	11.1.3	Plot Map	
978	11.1.4	Plot Map	
978	11.17.1-2	Plot maps (19x25)	n.d.
978	2-3	Eastern Division, Audubon Plot	
978	4-35	Eastern and Western Divisions, plots 2 – 29,	
979-1004		Eastern and Western Divisions, plots 30 – 1221,	n.d.
1005	1	Assoc. for Relief of ...Aged Indigent Females	n.d.
	2	House of Mercy	
	3	Institution for the Blind	
	4-20	Mounds, plots 8 – 71,	n.d.
	21-29	Church Ground	
1005-1006		Parish Ground, plots 1 - 47	

Cremation Records

1007-1053	0001 - 017023	1980-1991
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Contract Cards

1054-1058	A - Z	1978-1990
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Client Contracts and Account History

2090-2101	A-Z	1979-1993	
2332	6	Contract and Account History, C11/3/2	2014

Services

2279	3	A Living Tribute Trinity Cemetery Memorial Tree Planting	2014
2312	8	The Consecration of Trinity Mausoleum	1979

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Grants 1971-XXXX

Historical Note:

In 1705, Queen Anne of England granted the struggling Trinity Church a large swath of land on the west side of Manhattan. Rented in the beginning for agricultural purposes, the income from the land hardly covered the cost of the Rector's living expenses. But in time, as New York City pushed inexorably north, it became very profitable. The remaining properties of this bountiful gift today provide the funding for the Trinity Grants Program.

By the 1790s, Queen Anne's land grant, also known as the [Church Farm](#), had been divided into lots and leased. Petitions for aid from other churches began to pour in to the Vestry which responded generously, at times with land as well as funding. Recipients of land endowments include the former King's College (now Columbia University), the Charity School (now Trinity School at 91st Street), and the Society for the Promotion of Religion and Learning. Trinity was enthusiastic about spreading the Episcopal Church throughout the state but provided aid to churches of other denominations as well.

During the 19th century, the vestry routinely found itself spending more than it was taking in. It resolved several times to rein in spending but parish needs, the volatile real estate market, and gift-giving worked against it. By the mid-nineteenth century, the Church determined to restrict aid to the parish except for a select few outside churches and missions that Trinity had long and regularly supported. At the same time, Trinity resolved to devote its resources to missionary efforts in the lower Manhattan area. The neighborhood had much changed since Trinity's founding, going from single family dwellings and shops to tenements and industry. Trinity missions sprouted--St. Chrysostom's Chapel in 1864 in the vicinity of Trinity Chapel, the East Side mission, St Augustine's Chapel, begun in 1869, and the Trinity Mission House in 1876. As time went on, the neighborhoods changed again, becoming less residential, and the missionary work was cut back.

In 1968, the Vestry formed a Committee on Gifts and Allowances to study requests for aid and make recommendations to the Vestry. For the first time, recipients of Grants were asked to submit a report on the grant's usefulness. In 1970, when the Rector Dr. Butler was directing a major re-organization of the corporate structure, the Reverend G. H. "Jack" Woodard was hired as a consultant. The next year, Woodard helped organize a retreat that included the presiding Bishop, the Bishop of New York, members of the Trinity Vestry and outside advisors to formulate policies and procedures for a Trinity Grants Program. After the program had been approved, Woodard himself was appointed the first deputy for the Grants Department and the Vestry Committee on Gifts and Allowances was changed to the Grants Board. The new department focused on proposals that would offer a significant transitional effect upon the human condition. Early grants went to programs on race and poverty in the American South, and to seminaries and other

means of clergy education. Overseas grants focused on the Anglican Communion in the Caribbean and Africa.

In 1976, Woodard was appointed Executive Assistant to the Rector while remaining head of Grants. The Executive Assistant to the Rector continued to manage the Grants program until 1987 when the incoming Rector Daniel Matthews had the Reverend James G. Callaway, who had been Executive Assistant to the previous Rector, appointed solely as Deputy of Grants. In the five year plan of 1983, Callaway expressed the future goal of the program to focus on strengthening the church in the US, strengthening the church in the third world, strengthening the ordained ministry and responding to the needs of New York. Callaway's title has changed many times over the years, but in general his position (once it was no longer Executive Assistant to the Rector) is head of the Grants department, and a member of Trinity's top-most group of leaders and decision-makers (Executive Team), presiding over a group of departments including at various times Trinity Institute, Trinity Preschool, Archives, Trinity Conference Center, Trinity Bookstore, Saint Margaret's House, and Concerts.

Scope and Content Note:

This series contains the department head files as well as general office files on individual grants. The files of the first Deputy for Grants, Jack Woodard, also contain records on the development of the Grants Department.

Woodard, George H. "Jack", (1972-1977), 1971-1977

Deputy for Grants, 1972-1973, Deputy for Parish Development, 1973-1977, Executive Assistant to the Rector, 1977

5 boxes, 2.5 linear feet

Trinity/St. Paul's

1059	1	Planning Grants program	1971-1972
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Chapels

1059	2-4	Planning Chapel Separation	1971
	5	St. Augustine's	1971
	6	St. Christopher's	1971
	7-12	St. Luke's Chapel, School	1971-1972

One Peppercorne

1060	1	Grants Program	1971
	2-5	Budget	1971
	6	Regional Plan Association	1971
	7-8	Other Churches	1970-1971
1061	1	Other Churches, Dioceses	1971

Management Team

1062	1-6	Meeting minutes	1973-1974
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Correspondence

1063	1-2	Grants related	1972
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Administrative files

1063	3-12	Budget, Appeals,	1973-1977
2313	6	Report and Recommendations on Financial Resources Utilization	1971
2312	4	The Hispanic Ministry of the Episcopal Church	1985

Richard L. May, Executive Assistant to the Rector, (1977-1979) 1977-1978**4 files****Grants Approved**

1064	1-4	incl. Venture in Mission	1977-1978
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General Office Files, 1972-2003**209 boxes, 87 linear feet**

2291	1	Jimmy Carter, Letter and Photograph	1991
	2	The Planting of the Lord	1995
	3	St. Anges Chapel in the Parish of Trinity Church	1892-1943
	4	The Episcopal Diocese of New York, Journal of Convention	2004-2007
	5	Schlueter, Edward Henry	1980-1993
	6	Program, Handbook, Strategy	circa 1985-2010
	7	Edwards, Robert Court Documents and Press	1999-2000

Grants Projects, Organizational Files

1760	6-15	Global South/Third World, A-B	1988-1991
1761	1-19	Global South/Third World, B-H	1988-1998
1762	1-20	Global South/Third World, K-P	1988-1997
1763	1-14	Global South/Third World, R-W, Photos	1988-1998
1971	1-5	Global South/Third World, TEE	1995-1997
1764	1-13	Church in NYC, B-S	1982-1998
1765	1-7	Church in NYC, R-W	1991-2002
	8-11	Anglican Telecomm, A	1995-2000
1766	1-12	Anglican Telecomm, A-T	1985-1998
1767	1-10	Anglican Telecomm, T	1988-1996
2284	1	Africa Consultation, West Cornwall	2004
	2	Africa Consultation, West Cornwall	2008
	3	Africa Consultation, Zambia	2008
	4	Africa Consultation, Ghana	2009
	5	Walking to Emmaus Consultation	2007
2285	1-6	Commitment to Discipleship	2009-2014
	7	Africa Partnerships	1989-1999
2286	1	Anglican Heritage Visit	1997
	2	World Council of Churches, 8 th Assembly	1998
	3	Zacchaeus Project	1999

	4	ECUSA HIV/AIDS	2004
	5	China Note	2005
	6	Partners in Mission, St. James Church	2005
	7	Evaluation Design, Articles and Meeting Notes	2007-2009
	8	Global South Evaluation, Notes and Chart	2008-2010
	9	Executive Program Group	2010
	10	Mission and Ministry, Retreat and Budget	2010
	11	Clergy Leadership Project	2010
2316	6	Church in the Global South, photos	1970-2003
Grants, Approved and Declined			
1066	1-8	#72-14 - #852-603	1972-1977
1067	1-14	#852-620 - #854-099	1973-1976
1068	1-6	#854-528 - #856-822	1973-1975
1069	1-10	#856-829 - #858-653	1973-1977
1070	1-16	#858-706 - #868-706	1973-1976
1071	1-2	#868-706 (cont.)	1975-1976
	3-7	Small Grants	1973-1978
	8-9	Grants - A	1981
1072	1-12	Grants C - I	1981
1073	1-9	Grants I - S	1981
1074	1-13	Grants S - V	1981
	14-15	Grants	1982
1075	1-3	including St. Luke's, Trinity School	1982
	4-6	including VIM, Cathedral	1983
	7-11	C	1984
1076	1-11	C - H	1984
1077	1-8	H - N	1984
1078	1-10	N - V	1984
	11	Declinations	1984
	12-14	C - E	1985
1079	1-7	G - T	1985
	8-9	Declinations	1985
	7.10.3	Transformations film reel	1985
1080	1	The Episcopalian	1986
	2-12	D-S	1987
	13-16	B-H	1988
1081	1-11	H - W	1988
1082	1-9	D-S	1989
1083	1-2	S	1989
	3-8	A-T	1990-1991
1084	1-3	Anglican Consultative, Province of Papua	1991-1993
	4-7	South Bronx	1992-1997
1085	1-6	South Bronx	1988-2000
1788-1970		Closed Grants	1975-2003

General Project Files

1768	1-11	Tercentennial	1997
1769	1-3	Tercentennial	1997
7.8.19		"Sowing and Reaping" VHS, Tercentennial	1997
	4-10	Membership	1989-1998
1770	1-2	Membership	1989-1994
	3-7	Seminars	1989-1992
	8-13	Evaluations and Consultancies	1992-1998
1771	1-9	Evaluations and Consultancies	1991-2001
	10-11	Other	1992-1999
1772	1-10	Other	1986-2000
3x5	60	Index to Grants	

General and Personal Files

2280	1	Books	1950-2003
	2	Magazine and Pamphlets	1962-2008
	3	Publicity	1979-1995
	4	Real Estate Maps and Images	1991
	5	9/11: A Spiritual Response	2002
	6	Clippings and Trinity Publications	1968-2008
	7	Prayers	1974-1988
	8	Birthday List	1994
	9	Homeowners Insurance Papers	1973-2001
2281	1	Funerals	1994-2009
	2	Weddings	1991-2008
	3	Tutu, Desmond	1988-2008
	4	Deng Bul, Daniel	2009-2010
2282	1	Heath, Chip	2005
	2	Cooper, James Correspondence	2004-2008
	3	Young, Fung	1996-2012
	4	On the Ministry of John Heuss	1952-1966
	5	The Parable of Sadhu	1983
	6	Sewanee	1987-1989
	7	Marshall, Towell and Emerson	1991-1997
	8	Long Range Planning Notes	2001
	9	68-74 Trinity Place Redevelopment	2005
	10	Travel Documents	2006-2008
2292	1	Bridging the Millennium, Desmond Tutu medal	1999
2238	4	Gavel used by Desmond Tutu at the New York Stock Exchange	1999

Communications

1955-2014, Published Material 1957-2004
97.5 boxes or 48.25 linear feet plus odd sizes

Historical Note:

The Communications Department grew out of the first Every Member Canvass in 1954. Ellsworth E.R. Wallace, the temporary director of the canvass, was retained to become the first Director of Communications, focusing on parish publications (which were printed in-house) and press representation. The Communications Department also conducted the subsequent Every Member Canvasses.

The Rev. William B. Gray became Director in 1970 upon Wallace's retirement. Under Gray's tenure the department instituted Trinity's use of television as a medium for ministry, first airing Sunday services on local cable in 1974. The Rev. Leonard W. Freeman became Communications Director in 1981, serving until 1987. *Trinity News*—the parish's magazine—began during this period, and Freeman oversaw the publication of the parish report *One Peppercorne*. The department undertook the redesign and translations of church brochures and handled an increase in media requests and public relations activities. A state-of-the-art television studio was completed in 1985.

Following the departure of Freeman, the department experienced a period of short tenures and instability. From 1988 to 2000, Communications had three different directors (Christopher Walters-Bugbee, Diedre Taylor, and Pam Guyot) as well as periods with acting or interim directors. Trinity entered the computer age in the late 1980s through the department's adoption of desktop publishing. Television became a separate department in 1988; publishing broke off in 1997, temporarily taking the parish publication *Trinity News* with it. The department was heavily involved in Trinity's 1997 Tercentenary, especially in the publication of a parish history coffee-table book, and with public relations surrounding numerous celebration events.

In 2000, John Allen was appointed Director of Parish Communications. Under Allen, *Trinity News* magazine was returned to the department and expanded to four annual issues. The magazine was redesigned, as was *Trinity Life*, the parish newsletter; *News to Us*, the staff newsletter, was revitalized. Trinity's website was overhauled, and was relaunched in 2002. Communications was especially active following 9/11 in disseminating updates on the parish's status and handling numerous media requests. Allen responded to the disaster quickly by finding a web server to reconnect members of the staff after computers and telephone communication had been lost. Allen was peculiarly qualified to guide the Parish through the crisis as he had been the press agent for Bishop Tutu of South Africa during the dangerous times that Tutu was facing down the Government's apartheid policies. Allen left Trinity and returned to South Africa after he obtained an advance to write the biography of Desmond Tutu.

Scope & Content:

The Communications Department record group contains a wide variety of material, including director's files, parish publications, photographs, clippings, audio and video

tapes, and film reels. Parish publications include two that predate the Communications Department: *Trinity Record* (1886-1917) and *Trinity Parish Herald* (1946-1951). Also included are the *Trinity Parish Newsletter* (1954-1986), *News to Us* (1984-present), and *Trinity News* (1987-present). The material contains over 30 boxes of photographs, most of which were used in parish publications. The photographs are arranged alphabetically by subject. There are approximately 11 boxes of newspaper and magazine clippings, plus several scrapbooks of clippings. Most of these clippings are from clipping services (Burrelle's since 1998) and involve a wide variety of subjects at Trinity Church and her chapels. The large number of post-9/11 articles concern the relief efforts at St. Paul's Chapel, and the two exhibits commemorating them. The audio tapes are of the Trinity Church Hour on WQXR radio (1979-1986).

Communications material also contains files from department staff. *Trinity News* staff writer Kathryn Soman's nine boxes include items relating to Trinity department events and activities, 1998-2002. Also included in this record group are office files of Deborah Bly, Assistant Editor of *Trinity News* in the early 1990s, those of Kathryn Kurs, Managing Editor of *Trinity News* in the early 90s. (See John Allen's entry for his Scope and Content note.)

Wallace, Ellsworth, Director of Communications (1954-1970), 1955-1971
2 boxes, 1 linear foot

1297	3	Bibliography	n.d.
	4	Biography Files	n.d.
1298	1-2	Butler, Press Releases	1966-1970
	3-12	Chapels, Press Releases	1957-1971
1299	1-13	Press Releases	1955-1970
1300	1-2	Press Releases	1955-1970

Directors of Communication

Gray, William B., Director of Communications, (1970-1981) 1909-1981
3 boxes, 1.5 linear feet

1093	6	Articles	1972-1975
	7	Bicentennial	1976
	8-9	Budget	1975-1979
1094	1-2	Budget	1980-1981
	3	Churches Designed by Upjohn	n.d.
	4	College of Preachers Conference	1980
	5	Council on Religious and International Affairs	1979
	6	Diocese of Maryland, Total Ministry	1979
	7	Pendelton, Dudley	1972
	8	Episcopal Theological Seminary	1978
	9	Episcopal Peace Fellowship	1980
	10	Episcopal Television Network	1980
	11	General Convention	1979

	12	Graphics	1964
	13	Graymoor	1979
	14	Kigevere Mission	1976
	15	Laymen's National Bible	1980
	16-17	Letters	1980-1981
	18	Clifford P. Morehouse	1977
	19	Rector- Dr. Parks	1972-1973
	20	Television	1982
1095	1-3	Dr. Robert Parks	1972-1980
	4	Religious Films- King of Kings-	n.d.
	5	Sermons	1974-1979
	6-12	Trinity Institute	1972-1980
	13	Trinity Parish History	1909-1978
1096	1	Trinity Tour	n.d.
	2	Venture in Mission	n.d.
	3	Vestry Biographies	n.d.
	4	Printed Material	1970

Freeman, Leonard, Director of Communications, (1981-1987), 1970-1988
2.5 boxes, 1.25 linear feet

1096	5	Anglican Communion	n.d.
	6	Brochures	1983
	7	Discovery Brochure	1984-1985
	8-12	Budget	1982-1985
	13	Churchyard Poem	1970
	14	Congregational Growth	1984
	15	Declaration of Interdependence	1983
	16	The Episcopalian	1984
	17	Five Year Plan	1983-1988
1097	1	Fleming House	1985
	2	Future of Trinity Chapels	1976
	3	Inter-Anglican Information	1986
	4	Kingevere, Festo	1983
	5	Needlepoint	1985-1987
	6	Photo Log Book	1979-1985
	7	Slide Presentation- Patrimony	1983
	8	Press Releases	1984-1986
	9-10	Rector's Reports	1981-1985
	11	Rambusch- Historic Religious	1984
	12-14	Real Estate	1982-1985
1098	1	Russia Trip- Slide Script	1982
	2-4	St. Margaret's House	1981-1983
	5	Seeley, Martin Allan	1984
	6	Special Parish Ministries	1984
	7	T.V.	1982

	7.10.4	Celebration of Life film	
	8	Trinity Center for Ethics and Corporate Police	1983
	9	Trinity History- Booklet	n.d.
	10-15	Trinity Institute	1982-1993
	16-17	Vestry Committees	1979-1982
	18-19	Vestry Nominations	1984-1985
1099	1	Vestry- Trinity News	1983

**Taylor, Dierdre, Director of Communications/Publishing, (1995-2000) 1994-1997
3 files**

1100	5	History of Trinity Church	1995
	6	Coffee Table Coffee Book	1994-1996
	7	Trinity News Photos	1997
2111	8-17	Project Files (including Bookstore, Tercentenary)	1995-1997
2112	1-23	Project Files (including Website, Radio, Pews)	1995-1997
2113	1-16	Project Files (including Guidebook, Coffee Table Book)	1995-1997
2322	3	Tercentenary Calendar	1997

**Guyot, Pam, Director of Marketing and Communications, 1997-1999
4 files**

1100	8	Accounting- Coffee Table Book	1996-1997
	9	Ascension Day Service	1999
	10	Holiday Cards	n.d.
	11	Psychotherapy and Spirituality	1998-1999
2114	1-12	Project Files (including Bookstore)	1996-1999
2115	1-7	Project Files (including Bookstore, conference center)	1997-1999
2116	1-8	Project Files (including Fundraising, Grants dept.)	1997-1999
2117	1-14	Project Files (including Heuss House)	1995-1999
2118-2119		Project Files (including noon concerts, Trinity Institute)	1995-1999
2122-2123		Project Files (including Terce, Sisk, Real Bottom Line)	1996-1999

John Allen, Director of Communications (2001-2004)

Scope and Content Note:

John Allen was the first to do most of his work electronically. His files are saved in CARM. Admin correspondence is to press, and staff about communications issues. Includes Press releases 2001-2004, Project files includes proposal for 911 book with material, emails and correspondence from Allen's home right after the disaster, first hand accounts of the 9/11 experience. See also 9/11 Collection for additional 9/11-related files.

Administrative

1084	digital	Administrative Correspondence	2001-2004
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Events

1088	digital	Events: Press Releases	2001-2004
		Projects: 9/11 Book Material	2001-2004
		Subjects: 9/11, Trinity News	2001-2004

Project Files

1073	digital	9/11 Book files	2001-2004
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Subject Files

1072	digital	9/11 emails	2001-2004
1075	digital	9/11 website	2001-2004
1076	digital	9/11 Trinity News Magazine	2001
1090	digital	9/11 work at home files	2001

Staff

Bly, Deborah, 1990-1993

Associate Editor and Contributing Correspondent

1.5 boxes, .75 linear feet

1099	2-13	Office Files	1990-1993
1100	1-4	Office Files- Values in Vocation	1992

Kurs, Kathryn, 1990-1993

Managing Editor, Assistant to Director of Communications

3 boxes, 1 linear foot

Kathryn Kurs served as Assistant to the Director and Managing Editor of *Trinity News*. The *Trinity News* underwent a major redesign under her tenure, the planning for and after-effects of which are documented in her files.

1985	8-13	Administrative Files	1989
1986	1-18	Administrative Files	1990-1992
1987	1-7	Administrative Files	1991-1993

Soman, Kathryn, 1995-2002

Staff Writer

9 boxes, 4.5 linear feet

1100	12	Office Files	1999-2002
1101	1-6	Ad Placements	2000
	7	Budget	2001
	8-9	Clippings	1999-2000
	10	Deletions	1998
	11-12	Bookstore	1998-2002
	13	Cemetery	2002
	14	Grants	2000

	15	John Heuss House, 10th	1998
1102	1-2	John Heuss House	1998-2000
	3	St. Margaret's House	2001-2002
	4	Spirituality and Health	1998
	5	Department Restructure	1999
	6	Email Database Lists	n.d.
	7	Hudson Square Newsletter	1998
	8	Jewish Organizations	1998
	9-10	Kanuga	2001-2002
	11	Kasirer Organic	1998
	12	Lent	2001-2002
	13	Katherine Lawson	n.d.
1103	1-8	Music and Concerts	1998-2002
	9	News to Us	2002
	10-12	Noonday Concerts mailer	1999-2001
	13	Other Institutions	1995
	14	Phone Service	1998-1999
	15	Press Clipping Service	1999-2000
	16	Press Releases	1999-2000
	17	Production Meetings	1998-1999
1104-1106		Real Bottom Line	1998-2000
1106	2-3	St. Paul's Chapel	2001-2002
	4	Staff Recognition Lunch	2001
	5	Support Center Classes	2000
	6	Temps	2001
	7	Tercentenary Press Kit	1997
	8	Trinity Ads	2001-2002
	9-12	Trinity Institute	1998-2001
1107	1-4	Trinity Institute	2000-2001
	5-6	Trinity Life	2002
	7	Trinity News	2000-2001
	8-14	Trinity Marketing	1997-2002
	15-16	Video	1998
1108	1-3	Video	1997-1998
	4-10	Trinity Website	1998-2000
1109	1-12	Trinity Website	1999-2000
	13	Youth Day	1999

General Office Records

Publications, 1957-2004

4.5 boxes, 2.25 linear feet

1093	4-5	Printed Material	1957-1962
1109	14	Trinity Record	1886-1917
1110	1-3	Trinity Parish Herald	1946-1951

	4-7	Trinity Parish Newsletter	1954-1962
1111	1-7	Trinity Parish Newsletter	1962-1984
1112	1	Trinity Parish Newsletter	1986
	2-7	Trinity News	1987-2002
	8	News To Us	1984-2001
1113	1	News to Us	2002-2004
	2	Books and Religion	1991-1992
2128	24	Brochures	1970s

Photographs, 1955-2004

42.5 boxes, 21.25 linear feet

1113	3-7	Bio Files, A-Do	1960-1970
1114	1-6	Bio Files, Don-My	1960-1970
1115	1-6	Bio Files, My-W	1960-1970
1116	1-2	Special Services	1955-1969
	3-5	Misc	
	6-11	Trinity Church	1956-1971
	12-19	A - I	1970-1981
1117	1	Iringa-Mvumi	1972
	2-10	Misc	1955-1980
	11	Missions	
	11-12	S	1970-1980
1118	1-2	S - T	1962, 1972
	3-16	Trinity	1970-1980
	17	V	
	18-19	Slides	1968-1970
1119	1-7	Slides	1970-1982
	8-9	A - Ap	1960-1987
1120-1140		Ar - Trinity	1940-2000
1140	subbST1.12	One film reel- "Frontiers of Faith"	n.d.
1140	subbST1.12	Three film reels- Archbishop of Cant.	1962
1140	subbST1.12	Five film reels- various sizes-	n.d.
1140	subbST1.12	CBS News film of Queen's visit	1976
1140	subbST1.12	CBS film "Lamp Unto My Feet.."	1967
1140	subbST1.2.12	One film reel, 63rd General	1970
1140	subbST2.6/VID	Three video tapes	1987
1140	subbST2.6/VID	Five Beta tapes inc. Matthews	1986-1987
1140	subbST2.6/VID9	Four Beta tapes	n.d.
1140	VID11	Two 3/4 inch tapes	n.d.
1141	1-14	Trinity Institute - Trinity Place	1960-1970
1142	1-7	Trinity Place - Y	1950-1960
1143-1145		A - W	1989-1995
2123	5-19	St. Paul's Interior	1959-1995
2123	20-29	St. Paul's Exterior	1960-2000
2124	1-5	Trinity Church Interior	1964-2002

2124	6-25	Trinity Church Exterior	1960s-1997
2125	1-6	Trinity Church Exterior	1966-2002
2125	7-25	Alpha by subject: 74-M	1960-2002
2126	1-17	N-S	1950-2001
2127	1-11	T-Y	1990-2002
2127	12-19	Trinity News photos, by issue	1985-1986
2128	1-21	Trinity News photos, by issue	1977-1998
2128	22-23	Unidentified	n.d.
2192	13-23	Trinity Television Photos	1980-2000
2193	1-9	Trinity Television Photos	1980-2000
2338	5	Managerial West Cornwall Seminar Attendees	2004

Clippings, 1947-2003

13.5 boxes, 6.75 linear feet

1145	1418/16-17	Scrapbooks- clippings/ photos	1954-1957
1145-1146		Clippings	1947-1996
1146-1156		Burrelles Clippings Service	1998-2003
1303-1304		Burrelles Clippings Service	2000-2003

Radio

3 boxes plus odd sizes or 1.75 linear feet plus odd sizes

1300	3-6	WQXR Radio Services- Scripts	1954-1955
1301	1-9	WQXR Radio Services- Scripts	1952-1955
1302	1-13	WQXR Radio Services- Visiting	1953-1957
1303	1	WRFM- Trinity Church Hour	1979-1981
	2-3	WQXR- Trinity Church Hour	1980-1981
	subbBR6/RS2	WQXR Trinity Church Hour #1-	1979-1980
	subbBR6/RS3	WQXR Trinity Church Hour	1980-1982
	subbBR6/RS4	WQXR Trinity Church Hour	1982
	subbBR6/RS5	WQXR Trinity Church Hour	1982-1983
	subbBR6/RS6	WQXR Trinity Church Hour	1983
	subbBR6/RS7	WQXR Trinity Church Hour	1984-1985
	subbBR6/RS8	WQXR Trinity Church Hour	1985
	subbBR6/RS9	WQXR Trinity Church Hour	1985-1986

Design [??]

2087	6	St. Paul's Chapel Final Design Report	2004
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Subject Files

2178	7-9	Bio/Photo files	1984-1995
2179	1-5	Bio/Photo files	1997-2005

Project Files

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.....
**Trinity Institute
1967-2003**

43 boxes or 20.75 linear feet plus odd sizes

Historical Note:

Trinity Institute was formed in 1967 amidst the social turbulence of the late sixties. The Rector John Butler sensed a need to arm the clergy with the tools to address faith issues in contemporary terms. He “expressed the hope that the program . . . [would] make a new and important contribution to the problems of the great urban centers throughout this country and possibly abroad.”

The Reverend Dr. Robert E. Terwilliger was appointed as the first director of the Institute. He built the program around continuing week-long workshops and seminars for the clergy. The first annual conference, entitled “The Actuality of Christ” was held in 1970.

In 1976, Dr. Terwilliger left Trinity to become the suffragan Bishop of Dallas. The Rev. Dr. Durstan McDonald was appointed Director July 1977. Dr. McDonald expanded the reach of the Institute from urban clergy to include clergy isolated in remote areas. He initiated the publication of a newsletter *Phos* in 1982 and organized several special conferences as well as continuing the Annual Conference. Dr. McDonald resigned at the end of 1983 to become dean of the Seminary of the Southwest. Frederic Burnham became the third director of Trinity Institute on September 1st 1984, coming to Trinity from the Association of Episcopal Colleges, where he had served as President.

1998 Trinity News p. 10 on Wall Street Dialog, New Ways of Knowing. In 1992, ECTN connected TI’s conference to 23 downlink sites.

Scope and Content Note:

This series contains Director files with correspondence and conference planning spanning the tenures of the first two Directors. Dr. Terwilliger’s records include information on the ordination of women. Dr. McDonald’s records contain files on the Advisory Board that did a study of the Institute at the time of Dr. McDonald’s resignation. Included as well are general office files on the conferences which contain photographs, videotapes, audiotapes and publications from the conferences. Burnham’s files contain Administrative files relating to Trinity Institute’s different offerings—the annual conference, consultations which gathered clergy to discuss theological issues, and smaller conferences. Burnham’s files also illuminate the partnership between Trinity Institute and the Television department.

**Terwilliger, Robert E., Director of Trinity Institute (1967-1976), 1967-1978
2 boxes, 1 linear foot**

1157	1-25	Correspondence, A-G	1967-1978
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1158	1-27	Correspondence, G - Z	1967-1978
1158	28-30	Ordination of Women	1974-1975

Durstan McDonald, Director of Trinity Institute, (1977-1983) 1977-1983

6.5 boxes, 3.25 linear feet

1158	31	Advisory Board	1977-1983
1159	1-18	A - S	1977-1980
1160	1-6	S	1978-1979
1160-1165		Chronological Files	1978-1983

Burnham, Frederic, Director of Trinity Institute, 1984-2002

6.5 boxes, 3.25 linear feet

1165-1166		Chrono Files	1984-1997
1166-1167		Sermons	1984-1995
1167-1169		New Ways of Knowing	1995-1998
1169-1171		Wall Street Dialogue	1998-2002
1987	9-37	Correspondence, A-O	1984-1993
1988	1-23	Correspondence, P-W	1986-1997
	24-25	Advisory Board	1987-1988

Minor Conferences

1988	26	Chaos Conference	1990
	27	Clergy Conferences	1987
	28	Clergy Leadership Project	1993
	29	House of Bishops	1989
	30	Intensive Day	1989
	31	Invited Clergy Congergance	1989
	32	Ministry of Bishops	1991-1992
1989	1-4	Science & Religion	1986-1993
	5-10	Theology of Priesthood	1991

Consultations

1990	1-6	Authority of Scripture	1992
	7	Continuing Education	1983-1985
	8	Intellectual Life of the Church	1988
1991	1	Religion in Public Life	1988-1990
	2	'Official Position' on Authority of Scripture	1991
	3	Center for Theology and Natural Sciences Proposal	1985-1988
	4	Religion & Science	1982-1986
	5	Science, Technology, & the Church	1989
	6-8	Theology of Priesthood	1989-1994

National Conferences

1991	9	18 th Conference	1987
	10	20 th Conference	1989
	11	22 nd Conference	1991
1992	1-3	22 nd Conference	1991

	4-11	23 rd Conference	1992
	12-18	24 th Conference	1993
1993	1-30	24 th Conference	1993
	31	27 th Conference	1996
2227	4-6	29 th -34 th Conferences	1998-2003

Alphabetical Subject Files

2159	4-7	A-C	1994-2000
2160	1-9	C-E (incl. Clergy Leadership Project)	1991-2001
2161-2162		E-P	1994-2001
2163	1-13	P-W (incl. Wall Street Dialogues)	1994-2003
2164	1-9	W-Z (incl. Zacchaeus Project)	1997-2001
2165	1-5	Zacchaeus Project	1999

General Office,

Conference files, 1967-2001

17 boxes, 8.5 linear feet

1172	1-9	Early Conferences	1967-1977
	10	8th and 9th Conferences	1977-1978
1173	1-5	9th Conference	1977-1978
	6-7	10th Conference	1978
1174	1-8	10th Conference	1978-1979
	7.6.31	10th Conference- The Myth / Truth of God	1979
1175	1-10	10th and 11th Conferences	1979-1980
	7.6.32	11th Conference- Scripture Today	1980
1176	1-10	11th and 12th Conferences	1979-1981
1177	1-8	12th - 14th Conferences	1980-1982
1178	1-11	14th and 15th Conferences	1983-1984
1179	1-11	15th and 16th Conferences	1983-1985
1180	1-6	17th Conference	1986
1181	1-6	17th Conference	1986
1182	1-11	17th Conference	1986
	12-13	18th Conference	1986-1987
1183	1-11	18th Conference	1986-1987
1184	1-4	18th Conference	1986-1987
	5-6	19th Conference	1988
2219	4-8	19 th Conference	1988
2220	1-4	19 th Conference	1988
	7	20th Conference	1989
2220	5-9	20 th Conference	1989
2221	1-5	20 th Conference	1989
	8-9	21st Conference	1990
	7.6	21st Conference- Sacred Stories	1990
1185	1-7	21st Conference	1990

2221	6	21 st Conference	1990
	8-13	22nd Conference	1991
1186	1-17	22nd Conference	1991
	18	23rd and 24th Conference brochures	1992-1993
1187	1-4	25th and ECTN Conference	1994-1995
	5-9	26th - 29th Conferences	1995-1998
2221	7-9	28 th Conference	1997
1188	1-2	29th Conference	1998
2221	10-13	29 th Conference	1998
2222	1-11	29 th Conference	1998
2222	12-13	30 th Conference	1999
2223	1-16	30 th Conference	1999
2224	1-7	30 th Conference	1999
	8	31 st Conference	2000
2225	1-10	31 st Conference	2000
2226	1-3	31 st Conference	2000
	4-6	32 nd Conference	2001
	3-5	30th - 32nd Conferences	1999-2001
2226	7-13	33 rd Conference	2002
	13-17	34 th Conference	2003
2227	1-3	33 rd -35 th Conference	2002-2004

Photographs, 1967-1994

3 boxes, 1.5 linear feet

1188	6-8	Inauguration and Jenkins Conference	1967-1968
1189	1-16	Conferences	1968-1970
1190	1-13	Conferences	1971-1972
1191	1-10	Conferences	1973-1982
2228	1-10	Conferences	1988-1994
2228	8-14	Conferences	1979-1987

Wall Street Dialogues, 1997-2001

1 box, .5 linear feet

1191	11-13	Transcripts	1997
1192	1-7	Transcripts	1997-2001

Audio Cassettes, Tapes, 1971-2000

1192	3x5.27-43	Conferences	1971-1998,
n.d.	3x5.44-47	Wall Street Dialogues	1997-2003
	subbBR3.4/RS1	Conferences- Ten Reel to Reel Audio Tapes	1972-1980
	subbBR3.4/RS1	Wall Street Dialogue- Twenty Seven reel to reels	1997

subbST2.1/8x8.1	35mm Film, Do This Liturgy of 1967	1967
subbST2.1/8x8.1	12 Reel to Reel Audio Tapes	1965-1971,
nd.		
subbST2.1/8x8.2	2 Video Tapes	1973
subbST2.1/8x8.2	7 Reel to Reel Audio Tapes	1971-1973
subbST2.10-11/VID3-Wall Street Dialogues-	Nineteen tapes	2000

West Cornwall Conference Center

1942-1992

1 document case or .5 linear feet

Historical Note:

The West Cornwall Conference Center lies on a bend of the Housatonic River across the New York border in Connecticut. The Rev. Edward H. Schlueter, vicar of St. Luke's Chapel from 1909 to 1945, bought the property as a farm in 1915. The neighborhood of St. Luke's at the time was crowded with poor tenement dwellers and Schlueter, influenced by the social ministry of Father James Otis Sargent Huntington, aspired to better the life of the members of his community. He opened his farm as a summer camp for boys to provide them with religious instruction and recreation away from the teeming city.

When Fr. Shlueter retired in 1945, he sold his farm to Trinity Church, to ensure that his summer camp would be continued as an Episcopal ministry. In 1954, Trinity expanded the use of the facility to a year-round operation, adding a conference, educational, and retreat center during the winter. In 1962 the Center was incorporated as the Trinity Episcopal Center Association (TECA) to provide religious worship, instruction, rest and recreation.

By 1967, the Rector, the Rev. Dr. Butler, decided to move the conference center to the Chapel of the Intercession. He continued the summer camp at West Cornwall but explored the possibility of selling the property due to the high cost of operation. No acceptable buyer was found and when the Chapel of the Intercession became independent from Trinity in 1976, the Rev. Dr. Parks returned the Conference Center to West Cornwall. While West Cornwall continued to be a drain on Trinity's resources, by 1980 it was reported to be fully booked providing a retreat facility and a summer camp for the churches of New York and Connecticut.

In 1990 expansion of Dix House.

Continues to be a drain on resources. 1992, hired manager with experience in marketing conference centers for corporate business. [VM 3/4/1992] Camp begins to be phased out in 1994 "over a three year period" Denn's come on in 1994 and turn it around. Clergy Leadership Program. West Cornwall continues to lose money and be heavily subsidized. Decision made to close it down November 2012.

Scope and Content Notes:

The records contain minutes, reports, clippings, publications, and photos dating from 1942 to 1992. See also Finance/Property Management and Property Management.

Box	Files	File Description	Date
1199	1-2	TECA minutes, reports, clippings	1942-1975
	3	Trinity Parish Camp- Yearbook	1986-1992
	4	Trinity Conference Center- Printed Material	n.d.
	5-9	Camps- photos	1958-1973,
			n.d.
1200	1	Girls Camp- Photos	1970-1973
2087	8	Boys Camp – Photos	1957

Human Resources**1931- 2008****13 boxes or 5.5 linear feet****Historical Note:**

Mildred Buckley became the first director of Trinity's first personnel department in 1971. Before her arrival, employees were managed by office managers and paid by payroll clerks but there was no unified personnel policy or procedure. Mrs. Buckley set up a personnel manual, amended the retirement plan to conform to current governmental standards, and adopted health insurance plans. She retired in 1982 and was succeeded by Sarah Peveler.

Peveler resigned in 1993. By 1989, Department is known as Human Resources but don't know if the change occurred in 1988 or 1989.

Head of the department has been a part of the Salary Committee as an invited guest to each meeting since its inception in 1976. The Salary Committee is a committee of the Executive Officers, dedicated to determining salary ranges for new and modified positions and staff members

Scope and Content Note:

This group contains the Director's and General Office files which include retirement plans, policy manuals, staff memos, and Minutes of the Salary Committee. For 1976 Salary Committee Minutes, see Real Estate. There are no minutes on file from the years between 1976 and 1988, and between 1990 and 1995.

Department Heads**Buckley, Mildred, Personnel Director, 1971-1982****1.5 boxes or 1 linear feet**

1197-1198	Office Files	1931-1979
2341 1	Employee Manuals	1979- circa 1985

Peveler, Sarah, Director of Personnel/Human Resources, 1982-1993

2 files

1198	7	Office Files	1985
1972	1	Salary Committee Minutes	1988-1990

Porter, Christine, Director of Human Resources, 1994-2000

11 files

1972	2-5	Salary Committee Minutes	1995-1997
1973	1-4	Salary Committee Minutes	1997-1998
1973	5-6	Salary Committee Minutes	2000
1974	1	Salary Committee Minutes	2000

Hughes, Kevin R., Director of Human Resources, 2000-2001

1 file

1974	2	Salary Committee Minutes	2001
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LaManna, Raymond T., Director of Human Resources, 2001-2003

8 files

1974	3-6	Salary Committee Minutes	2001-2002
1975	1-4	Salary Committee Minutes	2002-2003

Fletcher-Walden, Beth, Director of Human Resources, 2003-

1 file

1975	5	Salary Committee Minutes	2003
2331	5-6	Neighborhood Strategy Team	2006
2331	7	Management Workshop	2005
2332	1	Performance Management Resource Book	2006-2008
	2-3	Strategic Planning, Research and Analysis Findings	2006-2007
2341	2	Strategic Planning, Preliminary Materials	2005-2006
	3	Strategic Planning, Planning Phase	2006
	4	Strategic Planning	2006
	5-6	Episcopal Diocese of New York, Compensation Study	2002

General Office, 1954-1976 1996

5 boxes or 2.5 linear feet

5.5 boxes or 2.75 linear feet

Employees Retirement Plans

1192-1195		Buck Consultants- Actuary Reports	1954-1984
1195-1196		Chase Manhattan - Trust Reports	1952-1976
1197	1-3	Morgan Guarantee - Trust Reports	1976-1986
2345	2	Lay Employee Retirement Documents	1972-1979

Office Files

1198	8-11	Policies	1983-1995
	12-16	Staff and Programs	1989-1996
1975	6-7	Photographs, Staff Recognition Events	1997-2002
2276	9	All Staff Summer Outing	2008
2344	1	Employee Salary Information	2005
	2	Employee Salary Information	2006
	3	Employee Salary Information	2007
	4	Employee Salary Information	2008
2345	1	Employee Salary Information	2009

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St. Margaret's House
1977-1990 2000
2 boxes or 1 linear foot

Historical Note:

From the outset of his rectorship, the Rev. Dr. Parks dreamed of transplanting to Trinity Church the success in elderly housing he had achieved at his earlier position in Florida. In Jacksonville, Parks had built three towers to provide affordable housing to the elderly that allowed them to lead active, independent lives with involvement in the community. At Trinity, Parks hired as Comptroller Charles W. Pruitt, an expert in elderly care who had contributed to the Florida project. Following the same procedure as before, Pruitt applied for and received funding from the Department of Housing and Urban Development (HUD) Section 202 program. He then contacted the Department of Housing Preservation and Development and received support to build on the Pearl and Fulton Street urban renewal site.

In 1977, Gruzen & Partners were chosen as the project architect. The Vestry Outreach Committee proposed that the building be named St. Margaret's House in honor of the Sisters of St. Margaret who had agreed to join Trinity in their ministry to the elderly. Trinity provided the sisters with a residence at 50 Fulton Street named Neale House after their founder John Mason Neale.

St. Margaret's House was incorporated as a wholly owned subsidiary in 1978 and its dedication took place on Sunday, June 6, 1982. The actress Helen Hayes spoke at the anniversary Gala Birthday party held in April 1988. In 1991 10th anniversary. Joe Breed appointed 1991.

Scope and Content Note:

The records contain incorporation papers, agreements, annual reports, anniversary commemorations, promotional materials and photographs covering the years from 1977 to 1999 2000. For construction files, see Property Management record group.

1200	2	Certificate of Incorporation,	1977-1979
	3	Agreement with Society of St. Margaret	1981

	4-5	Dedication	1982
	6	Annual Reports	1988-1990
	7	Auditors Reports	1979-1987
	8	Legal	1981
	9	Food Service Agreement	1984
	10-11	Fifth Anniversary	1986
1201	1-3	Fifth Anniversary	1986
	4	Tenth Anniversary	1991
	5	Activities- Brochures	1987-2000
	6	Appreciation Meeting	2000
	7	Photographs	1980-1982,
2276	8	Joseph Breed Letter of Resignation	2014

Television and New Media
1991-2000
3 boxes or 1.5 linear feet plus tapes

Historical Note:

The Department of Trinity Television and New Media evolved from a 1972 program in which the Director of Communications, the Reverend William B. Gray, purchased taping equipment to teach parishioners of Trinity Church and its chapels to make videos. The Department became official when the Vestry approved and funded the Trinity Video Network Program in December of 1974. While continuing the video classes, the Department was soon producing two weekly programs on local cable: "Searching," a half-hour documentary-style program and Trinity's Sunday Service. In 1985, when the Reverend Leonard Freeman was Director of Communications, a state-of-the-art studio was installed on the 4th floor of 68/74 Trinity Place.

The Department of Video was separated from the Department of Communications in 1988 and Jeffrey C. Weber was appointed Director of Video Production. The following year, the rector Dr. Daniel P. Matthews was made Chairman of the board of Trustees for the National Interfaith Cable Coalition (NICC) which spawned the Vision Internet Satellite Network (VISN), an interfaith cable network. VISN became the outlet for Trinity's video productions, including the series "Trinity Playhouse" and "Writer's Reading."

In 1992, Television expanded their audience by equipping the studio with live broadcast by satellite. Trinity Church became a partner in the Episcopal Cathedral Teleconferencing Network (ECTN) whose first telecast connected Trinity Institute's National Conference to 23 downlink sites across the country. "The Real Bottom Line," a program that featured prominent guests discussing the values that shaped their lives, debuted in 1998 and was broadcast on the Odyssey cable. Linda Hanick, Acting Director since 1995, produced and later hosted the program which was discontinued in 2001.

Television found itself playing a major role in the tragedy of 9/11. Videos chronicling the spirituality of the Ground Zero experience were produced focusing on the ministry of St. Paul's Chapel to the rescue workers.

Trinity Video received its first Emmy in 1981 for an interview program produced and hosted by Fr. Gray and aired on ABC Network. Since then, its productions have won numerous awards including 3 additional New York Emmys.

In 2004, the Television and New Media Department was brought back under Communications, under the Vice President of Communications and Marketing, Linda Hanick.

The present-day Department of Television and New Media, under the leadership from 2001- ?? of Bert Medley and from ?? - 2010, William Jarrett, produces DVDs, live webstreams, and teleconferencing. From its founding in 1974, it has been the mission of the department to spread the ministry and nurture spiritual formation. In the words of the 16th rector of Trinity Church, Daniel P. Matthews, "I dream of the day when the electronic network proves to be the wide net of interconnectedness that supports and links us all in the One Body of Christ."

Scope and Content Note

The archives contains very little documentation of the Television Department as of 2005 except for the office files on the Episcopal Cathedral Teleconferencing Network (ECTN). There are promotional files and a few files on the 1998-2000 program "The Real Bottom Line." Archives also holds a collection of videos produced by Trinity Television through the 1990s, as well as various DVDs and VHS through the 2000s. The TV department maintains custodial control of all their content digitally, as they are best equipped to do this, and do not typically send final products to the archives.

Radio Spots from WNCN are 60 second PSAs which aired on the News and Classical Music radio station starting in 1990. The radio spots garnered TV several awards including a "Gabriel" award from the National Catholic Association of Broadcasters and Communicators.

Also included are four boxes of production files spanning the years 1988-1996, reflecting the process of making logistical arrangements, both internal and external, for video shoots and production. Documented in these files are the Trinity TV projects "Faces on Faith," produced by Linda Hanick, (which includes documentation of shoots with luminaries such as Desmond Tutu, Madeleine L'Engle, Chaim Potok, and rector Daniel Matthews providing commentary on religion and spirituality) and video projects associated with Trinity's Tercentennial celebration. Included are shot lists, transcripts, correspondence, biographical info for guests, and lists of interview questions.

Container List

Box	File	Title	Date
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Promotional Material

1201	8	Photographs	n.d.
	9	Ads, clippings, brochures	1991
	10	Brochures	n.d.
1202	1	Odyssey, Making Faith Visible	1998
2084	1-2	Video Catalog, Ads, brochure	2003-2004

Videotapes

1201	7.6.20	Voices	
	7.6.21	Ascension Day: Civil Service	1996
	7.6.22	Ascension Day: 10:00AM	1996
	7.6.23	Ellis Island Celebration	
	7.6.24	Tercentenary	
	7.6.25	Ascension Day	1997
	7.6.26	New Ways of Knowing	
1202	2	Videotapes list	1997
2079	7.8.21	Dr. Matthews on CBS Evening News	2003
	7.8.25	Religion and Ethics News	2003

Betatape

1202	7.3.14	Installation of Rev. Howard Vicar	n.d.
1202	subbST2	Various videos incl. Trinity Playhouse	n.d.

Cassette Tape

3X5	57-59	WNCN Radio Spots	1990-1993[?]
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Reel-to-Reel

2084	4	Heroes on Conscience, unidentified	1992, n.d.
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Photographs

2084	6-8	From Faces on Faith, Trinity Playhouse	circa 1995
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Episcopal Cathedral Teleconferencing Network (ECTN)

1202-1206		Planning, marketing, mailings conferences	1992-1998
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The Real Bottom Line

1206	3-5	Memos, planning, programs Schedules	1997-2000
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Tercentennial

2084	9-10	Production Files	1996
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Faces on Faith

2085	1-5	Production Files, alpha by guest	1988-1996
2086	1-5	Production Files, alpha by guest	1988-1996
2087	1-4	Production Files, alpha by guest	1988-1996

Matthews Retirement

2084	3	Biography, photos	2004
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DVDs

2079	7.8.22	Revelations from Ground Zero	2003
	7.8.23	Tribute to Daniel P. Matthews	2004
	7.8.24	A Called Priest	2004
Services			
2084	7.17.5	Service DVDs	2004-2005
2316	7	Church of the Province of Uganda, TEE	circa 1995

Concerts

2084	7.17.6	Concert DVDs	2004-2005
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HISTORIOGRAPHER

30 boxes, 15 linear feet

1897-1991

Historical Note:

In the Trinity Parish Newsletter of September 1959, then Historiographer Charles Bridgeman described his position as that of an historian who serves as the official writer of history for an institution. The first history of the Parish was written by the Rector William Berrian in 1847. In 1869, his successor Morgan Dix began a more detailed study under the supervision and authority of the Vestry. Dix was meticulous about keeping records and avidly interested in the lessons of history. He labored until 1898 at which time he presented to the Vestry the first volume of *The Parish of Trinity Church in the City of New York*, an account of Trinity's history up to 1784. He then issued successive volumes more quickly: Volume II in 1901, III in 1905, and IV in 1906. When Morgan Dix died in 1908 the published history of the parish had been completed up to his own rectorship. An instinctive annalist, Dix instituted the informative Parish Year Books in 1874 which continued until 1939.

After Dix's death, several historiographers were appointed to continue the history of the Parish but were unable to complete it due to health or mortality. The pattern continued when, in 1943, the Vestry organized an historical committee to prepare for the 100th anniversary of the Church in 1946 and the 250th anniversary of the Parish in 1947. Vestryman John A. Dix, the son of Morgan Dix, headed the committee which determined to continue the Parish History as part of the celebrations. However, John A. Dix died in 1945. The Rev. Dr. Leicester Crosby Lewis, vicar of St. Luke's Chapel, gathered

together the work of Dix and his predecessors and saw the project through to the galley proofs when he too passed away in 1949. Volume V, taking the history of the parish through the rectorship of Morgan Dix, was finally published in 1950. Dr. Stephen Bayne, appointed historiographer in 1950, worked on Volume VI until illness prevented him from continuing in 1956. The Rev. Charles T. Bridgeman succeeded him.

Bridgeman was able to complete Volume VI of the Parish history and did extensive research on Volume VII. He also found time to write the story of the Trinity Church Association recounting its work in running Trinity missions from its founding in 1879. Bridgeman worked closely with the keepers of the archives, first Helen Owen, then Helen Rose Cline, and declared them indispensable to the work of an historiographer.

When Bridgeman retired in 1964, Clifford P. Morehouse, former vestryman and Church Warden, was appointed Historiographer. Morehouse completed the last published Volume of the Parish History, Volume VII, in 1972 which takes the history of the Parish through the Rectorship of Frederic Fleming. In 1973, Morehouse published a short popular history of the Parish entitled *Trinity: Mother of Churches*. The Reverend Robert C. Hunsicker, the former vicar of St. Paul's Parish, became Historiographer in 1975. Hunsicker, who retired in 1980, was the last formally appointed historiographer. In June 1980, the Rev. Dr. Parks hired John Goodbody, the Communications Officer of the Executive Council of the Episcopal Church, to write a popular paperback history of the Parish. Goodbody's *One Peppercorne* was published in 1982.

Scope and Content Note:

This record group contains working papers for publications on the history of Trinity Church. There are research files, reference files, and drafts on volumes II through VIII (seven volumes were published) of *The Parish of Trinity Church in the City of New York*. Also represented here are background work and drafts for *Trinity: Mother of Churches* and *One Peppercorne*.

Box	File	Description	Date
Dix, Morgan			
1213	2	History of Trinity, Volume III	n.d.
Lowndes, Arthur			
1213	3	History of Trinity, Volumes II - IV, Correspondence	1897-
		1904	
Rogers, B. Talbot			
History of Trinity			
1213	4	Volume V	1929-1933
	5-8	Volume V- Dix Diary and notes	1929, n.d.
1214	1	Volume V- Dix Diary and notes	n.d.
Dix, John A.			
History of Trinity,			

1214	2-5	Volume V- Notes of Hobart Upjohn	n.d.
1214-1216		Volume V	1907-1945
1216	5	Volume V-- Copyright	1955-1965

Bridgeman, Charles T.

1216-1219		Annals of Trinity Parish	1956-1962
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History of Trinity

1219-1223		Volume VI Research- Manning	1958-1963
1223	4	Volume VI Research- Manning, copies of letters	1958
	5-6	Volume VI Research- Manning, calendar of ms at GTS	1963-1966
	7-8	Volume VI Research- Manning, annotated diary	1957
1224	1-2	Volume VI Research- Manning, annotated diary	1957
	3	Volume VI Research- Manning, corresp. Copies	n.d.
	5-6	Volume VI Research- Manning, clippings	1926-1923
1225-1227		Volume VI Research- Manning, clippings	1928-1931
1227	4-5	Volume VII Research- Financial	1947-1948
	6-8	Volume VII Research- Parish	1921-1952
1228	1-12	Volume VII Research- Stetson	1925-1967,
		n.d.	
1229	1-4	Volume VII Research- Fleming	n.d.
1229-1234		Volume VII Research- Parish	n.d.
1235	1-3	Financial History of Trinity Church	1964

Morehouse, Clifford

History of Trinity

1235	4	Volume VII Research- Financial	1964-1974
	5-6	Volume VII Research- Correspondence	1966-1969
1237	1-8	Volume VII Correspondence & Drafts	1969-1971
1238	1-7	Volume VII Correspondence, drafts	1968-1971

Trinity- Mother of Churches

1235-1236		Book drafts	1968-1973
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Hunsicker, Robert (1975-1980)

1242	5-9	Reference Files	1965-1979
1243	1-15	Reference Files	1864-1981

Goodbody, John

History of Trinity & One Peppercorne

1238	8-9	Volume VIII Research & One Peppercorne	1982
1239	1-7	Volume VIII Research	1982-1989
1240	1-5	Volume VIII Research	1947-1987
1240	6-9	One Peppercorne	1970-1971
1241	1-2	Volume VIII Research	1947-1985
	3-7	Volume VIII Research- Ellis Carson Papers	1972-1977
1242	1	Volume VIII Research- Ellis Carson Papers	1972-1977

Archives**1920-2002****101.5 boxes or 51 linear feet plus oversize****Historical Note**

Trinity Church Archives contains documentation from as early as 1695 when plans were made for the construction of the first church. Trinity consistently recognized its responsibility to preserve the record as evident in the Vestry Minute of 1698 calling for “The Church Wardens [to] purchase books for the use of the Church for the keeping of the Church Acco^{ts} & also for the keeping a Register for Christnings & Burialls”. The Standing Committee agreed in 1827 “that the Comptroller be authorized to purchase trunks or boxes suitable for containing the papers and documents of the Corporation of Trinity Church after they have been arranged and proper lists made of them.” In 1826, the Vestry proposed a fire proof building “for the Comptroller’s office, for the safe keeping of the Books and papers of the church and for the accommodation of the Vestry.” In 1853, the Vestry proposed an additional safe for “the better presentation and arrangement of the papers of the Vestry.”

Two Rectors, the Right Reverend Henry Hobart (1816-1830) and the Reverend Dr. Morgan Dix (1862-1906) took a particular interest in preserving the documentation of both Trinity and the wider Episcopal Church. Dr. Hobart realized that the Episcopal Church had been negligent about retaining its documentation especially in regard to the governing body, the General Convention. With the help of the Right Reverend William White of Philadelphia, Hobart saw to it that the past records of the Episcopal Church were gathered together or reconstructed. His son, also named John Henry Hobart, became the first keeper of the records of the Episcopal Church as Registrar of the General Convention. In 1842 and 1853 Trinity Church temporarily took custody of the records of the Convention, storing them in a safe at the request of the Registrar.

The Reverend Dr. Dix was an inveterate annalist and took particular pride in the Trinity Church records. His own research in the Archives was the basis for what became the seven volume *History of the Parish of Trinity Church*.

At the end of the 19th century, Trinity began to receive outside inquiries seeking genealogical information from the Church Registers. Initially, the Assistant Controller answered these requests. In 1940, Trinity appointed the secretary to the Clerk of the Vestry, Ida N. Hand, as parish recorder and placed her in charge of the records. When Ms. Hand retired, the secretary Helen Owen was appointed. Ms Owen began a program of restoration and preservation in the 1950s. She retired in 1957 and was replaced by Helen Rose Cline from the Rector’s secretarial staff. Ms Cline, who carried the titles of

Parish Recorder, Archivist, and Historian, continued Ms. Owen's preservation work and indexing.

Ms. Cline retired in 1976. She was succeeded in 1978 by Phyllis Barr who began her employment with Trinity Church as a consulting archivist. In 1980, Barr was made Director of Archives, becoming the first trained archivist to work at the then 283 year old Church. Barr immediately sought to draw attention to the archives by acquiring an NEH grant to set up the Church Museum for the display of Trinity's records. She also conducted an oral history project, wrote articles, trained docents, and provided educational information geared towards schools. In 1992, the Archivist was laid off along with others due to an economic downturn. The Archives was closed and there was talk of sending it to an outside institution. Such talk ended, however, when it was realized that the 300th Anniversary of Trinity's founding loomed in 1997 and the Vestry realized the usefulness of having the historical research material on site. An archivist was hired to do research and provide reference for the planning of the tercentennial under the auspices of the Communications Department. He recommended that Trinity revive its Archives program. In 1999, a trained archivist was hired and the department was placed under the Executive Assistant to the Rector. The 300 years worth of records were made accessible and available, organized for the first time according to archival standards, in 2003.

Scope and Content Note:

The Archives files contain administrative, accession, reference and research files on the maintenance and management of the Archives. Records Management and Museum files are also present. There is a large collection of photographs most of which originally belonged to the Communications Department.

Box	File	Description	Date
Owen, Helene			
Finding Aids			
1374	9	Art Inventory, Trinity and Chapels	1920-1956
VID11		Inventory, Trinity and Chapels artifacts, documents	n.d.
Gifts			
1374	10	Wedding Veil	1948
1374	11	Historical Sermons and Pamphlets	1956
Reference			
1374	12	General	1950-1956
	13	Baily Plaque	1956
	14	Fleming	1932-1957
1620/6-8		Clippings Scrapbooks	1945-1953
1375	1	L'Enfant, Pierre	n.d.
	2	Mission House Memoirs	1881-1887
	3	Moore, Benjamin	1954-1955
	4	Pews	1945-1946

	5	St. John the Divine	1935
	6	St. Luke's Churchyard	1922-1955
	7	Trinity Church	1932-1949
	8	Trinity Church Bells	1860-1947
	9	Trinity Church Clippings	1840s, 1940
	10	Trinity Churchyard	1938-1955
	11	Vestry	1945
2332	7	Old Labels for Objects in the Sacristy Safe	1709-1710
*Date is for items. Labels created circa 1950.			

Cline, Helen Rose

Administrative

1375	12-13	Correspondence	1955-1976
	14	Clerk of the Vestry	1898-1972
	15	Investment Policy Guidelines	1972-1975
	16	General Convention Deputies	1972
2313	3	Fine Art Appraisal	1965
2333	3	Sacristy Safe Inventory, Trinity Church	1971
	4	Sacristy Safe Inventory, St. Paul's	1971

Parish Recorder

1375	17	Job description	1973
	18-19	Official Acts	1956-1972
	20	Baptism Records Corrections	1903-1971
	21	Letters of Transfer	1959-1972

Anniversaries

1375	22	Anniversaries	1922-1972
	23	250th Anniversary	1942-1947
	24	Bicentennial	1974

History

1376	1-3	History of Trinity Parish, Vol. I-VII	1908-1977
	4	First Recorded Minutes	1696-1697

Museum

1376	5	Exhibit Room Committee	1967-1976
	6-9	Guidebooks	1945-1970

Accessions

1376	10	Photograph collection	1948-1976
	11	Books	1958-1970
	12	Gifts to Chapel of the Intercession	1958-1959

Records Management

1377	1	Policy	1973-1976
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Finding Aids

1377	2-5	Indices of permanent files	n.d.
	6-7	Books, Pamphlets	n.d.
	8	West Cornwall Inventory	1951-1965
1378	1	Portraits	n.d.
	2	Church and Office	1946-1949

	3-8	Fine Arts Inventories and Appraisals	1923-1975
	9-10	Agreements, Leases, Deeds	n.d.
1379	1	Deeds and Contracts	n.d.
Preservation			
1379	2-6	Minutes, Documents, Art	1949-1975
2331	4	Needlepoint Restoration	1956-1999
Reference			
1379	7-8	General Reference	1960-1975
1380	1-2	General Reference	1957-1969
	3	Requests to Read Vestry Minutes	1963-1976
	4	Archbishop of Canterbury	1976
	5	Bayne, Rt. Rev. Stephen F.	1972-1974
	6	Bradford, William	1943-1964
	7	Calendars	1959
	8	Chapel of the Intercession	1931-1971
	9	Chapels	1940s
	10	Church Farm	1953-1955
1381	1	Chapels	1938-1957
	2	Churches	1956-1967
	3-4	Columbia (King's College)	1951-1954
	5	Conference Center, 155th Street	1968-1969
	6	Dauphin, the Lost	1945-1948
	7	Dix, Morgan	1929-1973
	8	Edwards	1965-1967
	9	Eggleston gift of Major Patterson book	1937-1973
	10	Fleming, Frederic S.	1958-1966
	11	Fraunces, Samuel	1957-1975
	12	G	1961-1974
1382	1-23	H-St. Agnes	1941-1976
1383	1-13	St. Augustine - St. John's	1924-1976
1384	1-19	St. Luke's - St. Paul's	1925-1976
1385	1-20	St. Paul's - 74 Trinity Place	1925-1975
1386	1-13	Sisters of St. Margaret - Trinity Church	1947-1976
1387	1-15	Trinity Church	1923-1976
1388	1-9	Trinity-Westminster Plaque	1947-1974
Gifts			
1388	10-20	Gifts to Trinity Church and Chapels	1890-1976
1389	1-14	Gifts from Trinity	1944-1964
Phyllis Barr			
Administrative			
1389-1391		Chronological Files	1988-1992
1391-1395		Correspondence	1985-1992
1397	10-12	Archives Reports	1978-1985

	13	Callaway memos	1984-1986
	14	Churchyard Signs	1983
	15	Clergy	1991-1992
	16	Correspondence	1987
1398	1	Parish Recorder Responsibilities	1981
	2	Policies	1978-1981
	3	Procedures, old	n.d.
	4	Records Management	1973
	5-6	Rector and others	1988-1989
	7	Repositories, other	1987-1988
	8-9	Vestry	1989-1990
Subject files			
1395	2	Data Processing	1989
5	3	Diocese of New York	1988
	4	Election, Vestry	1980-1986
	5	Gift Shop	1985
	6-8	Goodbody, John	1987-1990
	9	Gravestone and Upjohn Grant Proposals	1985-1987
	10	History of Trinity Church	1984-1985
	11	Listings	1991
	12-13	Lower Manhattan	1986
	14	Martin, Bill	1990-1991
	15-16	Memos	1990-1991
1396	1-3	Miscellaneous	1987-1991
	4	Microfilming	1986-1988
	5	Museum Council	1988
	6	New York Historical Society	1981
	7-8	NHPRC	1980-1985
	9	Norde, Hank	1981-1983
	10-13	Office	1978-1985
	14	Public Relations	1988
Committees			
1397	1	Outreach Committee	1989-1992
Budget			
1397	2-6	Budget Worksheets	1979-1988
	7-9	Five Year Plans	1984-1994
Anniversaries			
1398	10	Various	1979-1980
	11-16	Diocesan Bicentennial	1982-1987
1399	1	Diocesan bicentennial	1982
	2	Statue of Liberty	1986
	3	Episcopal Constitution	1987
	4-7	Washington's Inauguration	1989
	8	Tercentennial	1991
Security			
1399	9-10	Security	1978-1987

Projects			
1399	11	Episcopal Church Archive	1982
Gravestone project			
1400	1-6	Proposal and procedures	1982-1990
	7-8	Personnel	1987-2002
	9	Computers	1990
1401	1-3	Computers	1989-1990
	4-6	Preservation	1997-2000
	7-10	Tombstone lists	1897
1402	1-10	Tombstone data	1897, 1988
1403	1-8	Data entry	1986
	9	Site maps	1985-1987
	10	No stone found	1985-1986
3x5/50.6-9		Data entry [?]	1989-1991
1404	1-2	Epitaphs, no tombstone	1985-1986
	3-7	Rubbings, brochures	1986
1404-1409		Photographs of stones	1986
1410-1411		St. Paul's	1989
Oral History			
1411	5-6	Administrative	1979-1981
	7-13	Banks to Budlong	1978-1982
1412	1-13	Butler to Kennedy	1988-1991
1413	1-4	Lang-Newman	1982-1989
	5-9	Parks	1986-1988
	10-11	Pratt-Priest	1981-1992
1414	1-14	Sisters-Wright	1982-1990
	15	Trinity School	1983-1984
50.10-17		Aren-Broughton tapes	1981-1989
51.1-17		Bross-Cowperthwaite tapes	1981-1991
52.1-18		Cowperthwaite-May tapes	1987-1989
53.1-18		McDonald-Parks tapes	1981-1991
7.6.33-36		Parks video (Four Sony umatics)	1986
7.6.38		Parks video dub 3M umatic	nd
54-55		Parks-Wright tapes	1982-1990
7.6.37		Vestry (Sony Umatic)	1986
Staff			
1415	1-6	Assistants and interns	1983-1991
Outreach			
3x5.55-56		Articles and talks tapes	1978-1988
1415-1416		Articles and talks	1978-1992
Clergy Meetings			
1416	5-6	Clergy Meetings	1991-1992
Loans			
1416-1417		Exhibit loans to and from	1980-1999

2279	1	Christians in the Visual Arts Loan Agreement	2007
Conservation			
1417-1418		Conservation projects	1980-1990
Museum			
1418	13-14	Correspondence	1989-1992
1418-1420		Grants	1978-1991
1420-1421		Facilities and Security	1978-1983
1421	8-10	Plans	1983-1989
	11-14	Administrative	1979-1990
1421-1422		Public Relations	1982-1989
1422-1423		Exhibits	1978-1990
1424-1425		Education and docents	1982-1988
1426-1427		Talks and tours	1982-1987
1428	1-3	Talks and tours, Tapes of slide talks	1983
56.11-13	3	History tapes to go with filmstrip	1984
56.14-16		3 tapes of Bicentennial	1987
56-57		Talks and tours, cassettes	1983-1985
7.10		History of Trinity Church, 3 plastic canisters	1984
Records Management			
1428	4-9	Retention schedules and manuals	1985-1987
1429	1-7	Retention Schedule and listings	1987-1986
Archives			
1429	8	Articles and talks	1990
1430	1-8	Accessions	1979-1992
1430	9-12	Arrangement and Description	1978-1986
Finding Aids			
1430	13-14	Art	1905
1431	1-2	West Cornwall; pre 1980	1978
1431-1432		Appraisals	1978-1980
1432	2-7	Inventories	1980-1988
1432-1434		Old finding aids	1988
1434-1435		Fine Arts Inventories	1975-1990
7.3.15-16		Fine Arts Photographs	n.d.
1435	9	Books	1975
1435-1436		Photographs	1981-2000
Clippings			
1215/10		Newspapers and articles	1878-1957
Scrapbooks			
1215/4		Pictures from Trinity Yearbooks	19th c.
1215/9		Two of Trinity Church and Chapels	1913, 1920
Reference			
1436-1438		Use of Archives	1978-1992
1438	7-12	Archbishop of Canterbury - Bells	1981-1997
1439	1-9	Bishops - Burials in Churchyard	1986-1992
1440	1-19	Edwards - Chapels, St. Paul's	1955-1988

1441	1-22	Chapels, St. Paul's - Heuss Vault	1953-1990
1442	1-15	Historical pictures - Parks	1932-1988
1443	1-15	Phyfe, Duncan sofa - Seton, Elizabeth	1950-1991
1444	1-16	Social History of Parishes - Trinity Charity	1903-1988
1445	1-13	Trinity Charity School - Washington	1974-1992
1445-1451		Genealogical Requests, Chronological order	1981-1989

Susan Skata, Records Manager

1451-1452	Correspondence	1989-1995
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John Panter

Subject Files

1452	4-13	Archives Report - Negro Burial Ground	1997
1453	1-12	One Peppercorn - St. Cornelius	1995-1996
1454	1-10	St. Cornelius - Trinity Church	1995-1996
1455	1-9	Trinity Church - West Cornwall Conference	1996-1998
2321	2-3	Historical Overview of St. Cornelius	1996

Administrative

1455	10	Archives	1996-1998
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Reference

1455-1456		Genealogy	1995-1997
1456	2-6	General Reference	1996-1997

Jessica Silver

Administrative

1456	7-10	Budget and Planning	1998-2000
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Indexes

1457	1-9	Fine Arts, Archives, Gifts	1996-2001
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Loans

1457	10-12	To and From	1998-2001
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Museum

1457-1458		Planning, Exhibits	1998-2001
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Special Projects

1458	5	Photo Archivist for Graphics	1999-2000
	6-11	Records Management	1999-2000
	12	Trinity Life	1999-2000
	13	Vestry Minutes, Architectural drawings	1998-2000

Preservation

1458-1459		Sub-Basement leak/cleanup	1998-2000
1459	3	Framing	2000

Reference

1459-1460		General	1998-2000
1462-1464		Genealogical	1998-1999
1464	2-3	Reproduction	1998-1999

Clippings

1464-1465		Newspapers and articles	1886-2001
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Subject Files

1465	8-22	B-G	1927-1991
1466	1-18	Damen's Holding - Slave Gallery St.	1964-2000
1467	1-7	Statue - Welsh	1996-2000

Gwynedd Cannan, 2001-2013**Administrative**

1083	Digital	Reports to Vestry Committee	2003-2005
1147	Digital	Goals	2000
843	5-6	Staff Positions	2000
843	7-8	Reports to Ex Asst to the Rector	2001-2004
843	9-10	Budget	2003-2007
843	11-12	Policies and Procedures	1999-2000
1134	Digital	Policies and Procedures	2000
843	13	History of TC Archives	n.d.
843	14	Departments-Property	2001-2003

Exhibits

843	15	Exhibitions content	2001-2003
843	16-17	Museum, Visitor Center	1999-2000
2106	1	Columbia	2004
1095	Digital	9/11, Matthews	2002-2004
2335	1	Highly Favored: Contemporary Images of the Virgin Mary Exhibit	2008
	2	Visions of Wholeness Exhibit	2009
	3	Familiar Faces, Portraits of Our Neighbors Exhibit	2008
	4	Stations of the Cross Exhibit	2008
	5	Museum of Biblical Art Exhibit	2008
	6	Phenomena Project Exhibits	2010-2012
2336	1	The Faces of Trinity, Staff Photos	circa 2013
	2	A Variety of Gifts Exhibit	2008
	3	Picturing an Ethical Economy Exhibit	2010

Loans

2106	2-6	including NYHS, Fraunces Tavern	2003-2005
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Projects

2106	11	Brazile report on Archives	1993
2106	12	Techbooks digitization	2005-2006
2106	13	Gravestone project	1987-2001
2106	14	Heritage New York	2002-2006
2106	15	Communications digital photos	2003
2106	16	Encoded Archival Description	2004-20050
1069	Digital	Montgomery Monument	2004
1071	Digital	Guide to Archives	2006
1129	Digital	Registers-Techbooks digitization	2005

1130	Digital	Registers digitized for website	2003
1131	Digital	St. Augustine	2000
1132	Digital	EAD Finding Aid	2004
1133	Digital	Madrid Archive project	2005-2006
1135	Digital	St. Mary le Bow Book	2004-2005
1136	Digital	Records Management, ERMS	2004-2007

Finding Aids

1972	Digital	Old inventoried, records disposition	2000-2007
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Records Management

2106	17-18	Policies, retention	1987
2107	1-6	Naremco consultants, EMRS	2000-2007
2107	7	Archives One Offsite storage	2002-2004

Professional

1106	Digital	Parish Archivists	2003-2005
1127	Digital	Episcopal Archives	2002
2106	7	ARMA	2001-2002

Accessions

1119	Digital	Art	1998-2002
1120	Digital	Books	2002-2005
1121	Digital	Clippings	2003
1122	Digital	Collections	2000-2007
1123	Digital	Gift Lists	1992-1996
1124	Digital	Pamphlets	2002-2007
1125	Digital	Photographs	2002-2010
1126	Digital	Postcards	2002

Preservation

1139	Digital	Art preservation/conservation	2000
1140	Digital	Choir room mold	2000
1141	Digital	Paper records	2000
1142	Digital	Subbasement disaster	1999-2000
1143	Digital	Gravestone Repair Policy	1999
2106	8-10	including Edison cylinder, Upjohn	1998-2002

Reference By Subject

1114	Digital	African Burial Ground	2005
2107	12	Auchmuty, Samuel	1950-1975
2107	13-14	Edwards/Bogardus claims	1998-2003
1085	Digital	Edwards/Bogardus land claims	1998-2004
2107	15	Hamilton, Alexander monument	2004
2108	2	L-P	2002-2004
1087	Digital	Montgomery Monument including	2003-2004

1116	Digital	Music	2006
2108	1	On Flanders Field	2003
1115	Digital	St. Cornelius Chapel	2004
2108	3	St. James Elmhurst	2005
2108	5	St. Luke's Organ	1954-2005
2108	4	St. Mary Le Bow	1981-1987
2108	6	St. Paul's Chapel	2002-2004
1111	Digital	St. Paul's Chapel	2003-2007
2108	7	Seton, Elizabeth	1971-1975
2108	8	Talbot, Silas marker	1997-2001
2108	9	Trinity Church	1958-2001
2108	10	Trinity Church Fayetteville	2004
1112	Digital	Trinity Churchyard	2005
1113	Digital	Trinity Clergy	2003-2004
2108	11	Trinity Museum	2003
2108	18	U-Z	2001-2003
2108	12	Upjohn drawings	2000
2108	13	Washington, George	1924-2004
2108	14	Wells, John bust article	2002
1117	Digital	World Trade Center, 9/11	2001
2108	15-17	World Trade Center, 9/11	2001-2002
2109	1-2	By subject, Daily files	2001-2002

Readers

2107	8-11	Readers registration	2001-2004
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Reference Requests

2109	3-11	Genealogical queries, A-H	2001-2003
2110	1-10	Genealogical queries, H--R	2001-2003
2111	1-6	Genealogical queries, S-Z	2001-2003
1065-1066	Digital	Genealogy	2005-2006
1067-1068	Digital	Queries	2005-2006
1110	Digital	Stats	2001

Photographs

Trinity Church

1467	8	Exterior - 1st Trinity Church, 1696-1776	n.d.
	9-10	Exterior - 2nd Trinity Church, 1789-1827	n.d.
1467-1468		Exterior - 3rd Trinity Church	1846-circa 1975
1468	2	Clippings	circa 1950
1468	3-10	Interior	1949-1999
1468	11-12	Churchyard	1850-1988
and n.d.			
1468-1470		Events	1897-2000
1470	3	Trinity Museum	1954-1988

1470-1471	People	circa 1950, nd
12x15.11-12	Exterior, Interior, Events, Churchyard, People	n.d.
14x18.20-21	Exterior, Interior, Churchyard, Clergy, People	n.d.
16x20.9	Exterior, Events, Rectors	n.d.
20x24.8-9	Exterior, Interior, Churchyard, Rectors	circa 1950, nd
20x24.9	Clippings	circa 1850
23x28.4	Exterior	circa 1800-2000
2297 2	Fulton and Hamilton Monuments photographs	circa 1910

St. Paul's Chapel

1471 2-7	Exterior, Interior, Churchyard	1900-1981
and n.d.		
8	Clippings	circa 1900-1966
9	Interior and Details	n.d.
1471 10-11	Churchyard	n.d.
1471-1472	Events	1985-1990
1472 3	Vestry Building	n.d.
12x15.13	Exterior, Interior, People	1940-1970
14x18.21	Exterior, Interior, Churchyard	n.d.
16x20.9	Exterior, Interior, Churchyard	n.d.
20x24.8	Exterior, Interior	1890 and n.d.
23x28.4	Exterior	1881 and 1936

Chapels

1472 4	Chapel of the Intercession	
1930s?-1971		
5	St. Agnes	1944 and n.d.
6	St. Augustine	1960-1970
7-8	St. Christopher	1951-1960
9	St. Chrysostom	n.d.
20x24.8	St. Chrysostom	n.d.
1472-1473	St. Cornelius-Church, Events, Battle Flags, Governor's Island	1926-1972, nd
1473 2	St. George's	1950-1960, nd
3	St. John's	n.d.
20x24.8	St. John's - Exterior	n.d.
23x28.5	St. John's	1867-1873
1473 4	St. Luke's	1946, nd
5	Trinity Chapel	n.d.
12x15.14-15	All Chapels	circa 1950
14x18.19,22	All Chapels	n.d.
1475 1-2	Trinity Parish	1971-1973

Missions and Schools

1473 6	Frederick Fleming House	n.d.
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1473	7	St. Luke's Hospital	n.d.
1473	8	St. Luke's School	1946-61
1473	9	St. Monica's Guild	1970
1473	10	Seabury House	1953
1473	11	Trinity Boys' Camp	1958-63
1473	12	Trinity Seaside Camp	circa 1900, 1959-1961
1475	3	John Heuss House	1962-1969

Photographer's Bauer/Shepard

1473	13-14	Shepard	1953-1954
1474	1-4	Frank Bauer (arranged by number)	1950-1970
12x15.15-16		Cleveland, Shepard, Bauer	1940-1970
16x20.10-11		Bauer Photos	1950-1970

Other

1474	5	Columbia College	n.d.
1474	6	Seaman's Church Institute	1910-1929, nd
1474	7	Trinity School	n.d.
1474	8	New York History	n.d.
1474	9	New York, etc.	n.d.
14x18.22		People, Places (mostly New York)	n.d.
16x20.11		Other Photos and Prints	n.d.
20x24.8		People, Map	n.d.
20x24.9		Texts, Drawings	n.d.
23x28.5		Lower New York	n.d.
Glass Plate 2		Maps of New York	n.d.

Slides

1474	10-11	Other Institutions	1950-1971
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Other Collections 1821-2004 19 boxes plus oversize

The Rt. Rev. Horatio Potter

1821-1915

2 boxes

Historical Note

Horatio Potter (1802-1887), Bishop of New York 1854-1887, younger brother of Alonzo Potter (Bishop of Pennsylvania 1845-1865), and uncle of Henry Codman Potter, who succeeded him as Bishop of New York, led the diocese during a troubled period for the Episcopal Church, the nation, and the city. He became provisional bishop in 1854, in the

wake of the suspension of Bishop Benjamin Onderdonk, and became diocesan bishop upon Onderdonk's death in 1861, serving until his own death in 1887. His leadership was during years of national division, ecclesiastical tensions between high and low church factions, and momentous economic and social changes in New York.

Potter was born in 1802 to Quaker parents Joseph and Anne Potter. He followed his older brother Alonzo into the Episcopal faith when he was confirmed and ordained in his 20s. In 1833 he was called to the rectorate of St. Peter's Church, Albany, where he remained for 21 years, during which time he modernized the church both spiritually and physically. Potter remained at St. Peter's until his election as provisional bishop of New York in 1854.

Potter was married to Mary Jane Tomlinson, with whom he had six children. Tomlinson died in 1847, and in 1853 he remarried. Potter's children, all from his first marriage, included Horatio Potter Jr., Anna, Mary Jane, David, and Phebe.

(historical note adapted in large parts from notes made by Don Gerardi)

Scope and Content Note

A small (1 linear ft.) but illuminating collection of personal and church-related papers, 1821-1915, documents Potter's rectorate at St. Peter's Church in Albany, his tenure as Bishop of New York, as well as his relationship with his family, particularly his children. The material is divided into three series: Ecclesiastical, Personal/Family, and Scrapbook.

Family correspondence reveals the personal character of Potter and his family. The series contains letters sent within the Potter family, not necessarily to or from Potter himself, a large portion being letters written by his children to one another. Also included among Potter's personal papers is a folder of manuscripts on various topics in physical science such as "descriptive astronomy."

Much of the ecclesiastical papers represent routine elements of Potter's duties, including a large number of transfers of priests from one diocese to another, but much is also an enlightening window into the Episcopal Church at the time, and to Potter's professional relationships. Morgan Dix, rector of Trinity Church, is a primary correspondent, and the correspondence, all incoming, reveals a warm professional friendship. Several outgoing letters to the Rev. Dr. Herman Dyer in the 1870s are characterized by very candid admissions.

In addition to the loose papers, the collection contained a disintegrating scrapbook filled with a variety of material, all of which has been removed from the scrapbook in the interest of preservation, but is grouped together to respect original order. The first section of the scrapbook contained several telegrams, the majority of which are from friends and family to Anna expressing their regret over Bishop Potter's death. There is a small segment of personal and family papers including papers relating his son Horatio Potter Jr.'s military service, and Potter's passport, bearing the signature of then Secretary of State and later President, James Buchanan. The remainder of the material is ecclesiastical in nature and similar to the material in the ecclesiastical series. Particularly well documented is the 1883 General Convention, which Potter did not attend, but had agents, including his daughter Anna who in many cases acted as his secretary, and the

Rev. Morgan Dix, send letters making known his desire to retire from active duty. A small amount of material relating to the formation of a “Cathedral Church of the Diocese,” (later St. John the Divine), is present as well.

The material appears to have been collected and maintained by family members, likely his daughters, and as such contains papers created by them, including one folder of genealogical research of the Chauncey family (daughter Mary Jane married Elihu Chauncey, Vestryman at Trinity Church 1885-1916) and a folder of miscellaneous items belonging to Anna Potter, such as tax information. The notion that the papers were collected by his daughters is supported by a 1901 note from Henry Codman Potter to “Minnie,” explaining that he was enclosing letters written by her father, given to him by the correspondent’s (Dyer) daughter.

Container List:

Personal/Family Papers

Box	File	Title	Date
2050	1	Potter Family Correspondence	1821(1842)-1874
	2	Writing—Manuscripts	n.d.
	3	Chauncey Family Papers	n.d.
	4	Miscellaneous	n.d.

Ecclesiastical

Box	File	Title	Date
2050	5	Sermons	n.d.
	6	Diocesan Papers	1854-1885
	7	Diocesan Correspondence	1863-1886
	8	Diocesan Correspondence—Dix	1862-1883

Scrapbook

Box	File	Title	Date
2051	1	Personal/Family—Telegraphs	1866-1887
	2	Personal/Family Papers	1835-1867
	3	Pastoral Correspondence, St. Peter’s Church Albany	1834-1844
	4	Diocesan Papers	1855-1880
	5	Diocesan Papers	1863-1885
	6	Invitations to Consecration as Provisional Bishop; Commemorative Reception	1854, 1879

St. Stephen’s Church

After the closure of Trinity Chapel, the Vicar Reverend Sutton moved to St. Stephen’s Church. These items in this folder were acquired in a donation.

Box	File	Title	Date
2317	3	St. Stephen’s Church photos, orders of service	1950-1957

Trinity Church 9/11 Collection

2001-2004

17 boxes (7 feet) plus oversize

Historical Note

The twin towers of the World Trade Center (WTC), located across Church street from St. Paul's Chapel, was attacked on September 11, 2001. St. Paul's was spared from damage, and became a base for pilgrimage and relief. Many visitors to St. Paul's felt compelled to leave "grave goods," hand-made memorials on the fence outside the chapel, in the form of drawings, letters, banners, flowers, etc.

Trinity Church and its staff, located just a few blocks away were likewise impacted by the event (Trinity Church was also spared from damage). While the area around the WTC was closed to the public, Trinity's staff was set up in temporary offices in another building further uptown.

Scope and Content Note

This artificial collection is comprised of material documenting and related to the attacks on the World Trade Center of September 11, 2001, created by, collected by and donated to the Parish of Trinity Church. This collection is divided into groups based on the material's department of origin. In many cases, this means the material was collected by or donated to the department, who then turned it over to the archives. For the most part, this material, while not created by the department, does reflect its function. Material with no department of origin is grouped under the Archives department, as Archives was responsible for collecting with the intent of creating a documentary collection.

There is much of note in the Rector's Office group, including a letter from President George W. Bush, information about the donation of the Whitechapel Bells, a thank you from the City of New York, and several folders of letters mailed to the church expressing hope and sadness at the events of 9/11, often accompanied by donations.

The Archives group contains material collected by the Archives department for the purpose of creating the 9/11 collection at the behest of Daniel Matthews, the rector at the time. Notable in the group are the 9/11 drawings and letters left at St. Paul's Chapel as "grave goods" by visitors, which the Archivists collected from among the many left on the gates of the chapel for documentation and preservation. Materials left at Trinity and St. Paul's in the first several weeks after 9/11 were donated to the New York Historical Society by the rector Daniel Matthews. The material collected here is from later months.

The material in the Congregational Office group is comprised primarily of more letters, drawings, posters, similar to those in the Rector's Office and Archives groups. Though the exact provenance is unknown, it appears that the materials were both mailed to and collected by the Congregational Office.

Other notable groups include Director of Communications – John Allen, and Finance – St. Paul's Relief Fund. For More information on John Allen see Communications – Director of Communications – John Allen. The material in the 9/11 collection contains VHS and transcripts of staff and volunteer interviews and other material intended to be

used in creating a book about the St. Paul's 9/11 experience, which was later shelved. Other material includes press and news clips donated by Allen; e-mails and website print outs that tell the story of how the Trinity Staff, led by Allen's efforts, communicated and stayed in touch while Trinity's e-mail system was down and phone lines in the city were jammed. The Finance group contains the financial records of the St. Paul's Relief fund, which provided food and other amenities to the relief effort at St. Paul's Chapel for rescue workers at Ground Zero, headed by Martin Cowart and Lyndon Harris. Records include primarily reports, correspondence and other supporting documentation.

See Also

Hoke, Stuart (In particular records in 1484/1)

Matthews, Daniel (In particular records in 1343/14-17)

Allen, John (In particular records in CARM)

The above, and other material from the early 2000s-on that is related, has not been included in the 9/11 collection. The material in this collection was collected and maintained separately for the express purpose of documenting 9/11. Material elsewhere in the archives inevitably deals with the parish's experience surrounding the events and aftermath of 9/11, but was maintained by the creator or custodian commingled with everyday business records, and thus remains there.

Container List:

Rector's Office

Box	File	Title	Date
2062	1	Smithsonian Gift	2003
	2	City of New York Thank You	2003
	3	Letter from George W Bush	2002
	4	Whitechapel Bells	2002
	5	Poem about St. Paul's in "Episcopal Life"	2002
	6-10	Donation Letters	2001-2002
2063	1-6	Donation Letters	2001-2002
2059	13-15	9/11 Memorial 2002	2002

Archives

Box	File	Title	Date
2064	1	Staff Memos, Press Releases, News Clippings	2001-2002
	2	St. Paul's Photos	2001
	3	WTC Photos	2001
	4-6	Press Clippings	2002
	7	Correspondence	2001
	8-9	Trinitywallstreet.org Printouts (see also archive.org)	2001-2002
	10-11	Publications	2001
2065	1-5	Drawings and Letters from St. Paul's	2001-2002
2066	1	Drawings and Letters from St. Paul's	2001-2002

2293	2	Note Presented by Sadiq Khan	2016
2332	6	Book of Condolence from St. Mary-le-Bow	2001

Congregational Office

Box	File	Title	Date
2066	2-6	Drawings and Letters	2001-2002
2067	1-4	Drawings and Letters	2001-2002
	5	St. Paul's Guest Book Pages	2002
2068	1-4	St. Paul's Guest Book Pages	2002-2003

Director of Communications – John Allen

Box	File	Title	Date
2068	5-8	9/11 Book Project – Staff Interviews	2004
2069	1-6	9/11 Book Project – Interviews	2004
	7-8	9/11 Book Project	2004
7.17.6		9/11 Book Project – Matthews interview CDs	2004
1444	digital	9/11 Book Project – Matthews transcript	2004
2070	1	9/11 Book Proposal	2004
	2-6	9/11 Book Project	2004
2071	1-5	9/11 Book Project	2004
6		9/11 Emails	ca. 2001
7		Publications	2002
8		Transcripts, News Articles	2001-2002
2072		Interview VHS Tapes	ca. 2001-2002
2073		Interview VHS Tapes	ca. 2001-2002
2074		VHS and cassette tapes – new clips, etc.	ca. 2001-2002

Director of Communications

Box	File	Title	Date
1444	digital	Night Shift at St. Paul's	2002

Vice President for Communications

Wendy Coates

Box	File	Title	Date
2075	1	St. Paul's Visitor Survey	2002
2321	1	St. Paul's Visitors' Survey	2002

Director of Special Projects/Vice President for Communications and Marketing

Linda Hanick

Box	File	Title	Date
2179	6	St. Paul's Chapel Management Review	2002
	7-11	St. Paul's Chapel Operations	2001-2002
2180	1-6	St. Paul's Chapel Operations	2001-2002
2180	7-16	St. Paul's Volunteer Sign-In Notebooks	2001-2002
2181	1-7	St. Paul's Volunteer Sign-In Notebooks	2001-2002

	8	Ohio Massacre Disaster Response Stickers	n.d.
	9	Donations Ledger	2001-2002
	10	"Witness at Ground Zero"	2002
	11-12	Exhibit Planning	2004-2005
2182	1-7	Exhibits	2001-2006
2183	1-3	Exhibits	2002-2005
	4	Photo Dispute	2001-2005
	5	9/11 Book – Children's Letters	2005
	6-7	Exhibits & Events	2002-2004
2184	1-5	Exhibits & Events	2002-2005
2185	1	Artifact Box List	2004
	2	Artifact Loan Agreement	2006
	3	"Trinity and St. Paul's Before, During and After"	2001-2004
	4	"9/11: A French Guidebook"	2001
	5	St. Paul's Chapel Final Design Concept Report	2004
2320	3	Volunteer Schedule and Time Sheets for Post 9/11 Recovery and Respite	2001-2002
	4	Credentials for Volunteer Professionals, Post 9/11 Recovery and Respite	2001-2002
	5	St. Paul's Post 9/11 Management Review	2001-2002

Lynn Brewster, Manager of Design & Creative Services

2185	6-7	Press	2001-2004
	8-9	Exhibit	2002-2003
2186	1	Exhibit Contacts	2003-2004
	2	St. Paul's Advisory Committee	2003
	3-4	Photos and Images	2001
	5	SPC Administration	2001-2004
	6	Fence Beginnings	2002
	7	Sales	2003
	8	One Millionth Visit	2004
	9	NHK Video	2003
	10	Decker Projects	2004
	11	Trinity Bell	2002
	12	Exhibit Item Notes	2003
	13	Exhibit Travel/Installation – Grace Cathedral, SF	2004
	14	1 Year Anniversary Exhibit Proposal Agreement	2002
	15	"Out of Dust" Artifact Inventory	2004
	16-18	Photographs	2004
2297	1	Museum Exhibit Materials	2004-2006
2334	5	9/11 Organ Exhibit	2006

Television

Box	File	Title	Date
2074		Ground Zero Spirituality at St. Paul's (VHS)	ca. 2002

The Spirit of St. Paul's (VHS)

ca. 2002

Finance – St. Paul's Relief Fund

Box	File	Title	Date
2075	2-8	St. Paul's Relief	2001-2002
2076	1-7	St. Paul's Relief	2001-2002
2077	1-7	St. Paul's Relief	2001-2002
2078	1-6	St. Paul's Relief	2001-2002

Real Estate

Box	File	Title	Date
2078	7	Request for Judicial Intervention	2002

Property Management

Box	File	Title	Date
2078	8	Flags	ca. 2001-2002