

Note: this USB is in two parts - (1) this Preface and (2) Boxlist, which is an index to the archived papers in fifty boxes. To toggle between 'Preface' and 'Boxlist', click on the names at the bottom left of this screen.

Preface to explain the reasons why the boxes under Ref. No. 994 are set out as they are, and to provide an overview

When Charlotte Chapel moved from Rose Street to Shandwick Place in 2016, no space was available for 50 boxes of archived material, covering the history of the Chapel from 1808 to 2009. The boxes were therefore deposited with the City of Edinburgh archives at their Murrayfield depot. There was no opportunity to make a detailed index of the boxes before they were deposited. This had not been a problem in Rose Street, because they were available on open shelves, with the contents listed on the side of the box. To examine a subject referred to across different boxes, for example Minutes of Meetings, the monthly Record or the weekly Sunday Bulletins, boxes could be taken off the shelf, rearranged, and the contents read chronologically. The City therefore kindly made the boxes available to Ian Balfour, at the depot, but only four boxes at a time. It was therefore not permissible to lay out all the boxes and to rearrange the contents into chronological order. This meant that documents had to be indexed 'as we went along' and as a result Minutes, the Record and Bulletins are scattered over many different boxes, often numerically far apart, and often not in chronological order.

(1). Minutes of Meetings
(2). The monthly Chapel magazine, The Record, and
(3). Sunday Bulletins
Through human error, there are two boxes both labelled '10'- the second one should be called '10a' (a) and is described as such in the Boxlist with this USB. Permission to view archived material must be obtained through the Charlotte Chapel Office, and not addressed to the City of Edinburgh archives in the first instance.

PAPER APART ONE - LOCATION OF MINUTES IN BOXES

Bold if original and signed
LEFT COLUMN - MAIN BOXES RIGHT COLUMN - OTHER BOXES

ELDERS' MINUTES

36/1	13/12/1877 to 12/12/1898 3/9/1916 to 27/7/1927	Bound in same book, signed by Chair.	1899 to 1903 No minutes- (was one on 9/12/03)	Perhaps because the Chapel was at a low ebb- see "Revival in Rose Street" (2007) at pages 89-90.
36/2		Abstract of 1877-1898 Minutes, with a letter explaining why it was prepared		
36/3	1/2/1904 to 25/6/15	Bound in book, signed, paginated 1 to 492		
36/4	27/7/1927 to 20/9/1961	Bound in book, signed, paginated 1 to 219.		
36/5	25/10/1961 to 2/4/1980	Typed to 3/3/1965 (death of William McDuff Urquhart) Handwritten after that, as Jack Cochrane didn't type Bound in folder, signed		
36/6	8/5/1980 to 6/4/1983	Loose in envelope, with index at front.		
36/7	4/5/1983 to 29/6/1989	Accounts for 1989 at back. There are no minutes from 7/1/1989 to 6/1/1990, because the Church Secretary chaired the twice-monthly meetings during the Vacancy and no one else was prepared to take Minutes. The agenda, with the Chairman's notes on it, at the back of the previous entry, to 12/1989, are the only record of these meetings. For other information about this period, see the weekly Bulletins, monthly Records, Deacons Minutes and correspondence with guest preachers during the vacancy.		
37/1	6/6/1190 to 5/8/1992	In ring-binder, signed		
37/2	9/9/1992 to 5/3/1997		Right column - 1992-3 20/3 1994 25/1 1995 25/10 1996 46/10 1997 24/4 1998 26/2 1999 27/2	
37/3	2/4/1997 to 3/3/1999	In ring-binder, signed		
37/4	7/4/1999 to 9/2003	Loose in Envelope Ministry and Pastoral Elders met separately from 2001 to 2004	2001 29/4 +5 2002 32/3 +4 2003 32/12 2004 33/1 2005 33/4 2006 34/1 2007 34/6 2008 35/1 2011 31/7 2012 31/8 2014 31/9 2015 31/11	

OFFICE-BEARERS

There was a new structure from 1996 to 2005, with Elders and Deacons meeting together as 'Office-bearers'. Followed by separate meetings of Elders and Deacons.

37/5	5/6/1996 to 31/5/2001 also available in right-hand column		1996 46/9 1998 26/1 1999 27/1 2000 28/1 2001 29/5 2004 33/1 2005 33/4	
------	--------------------------------------------------------------	--	-----------------------------------------------------------------------------------------	--

DEACONS

3/2	1891-96 - Minute Book,	then a gap to 1/1903. From then, see 38/3 below		
	10/1916 to 2/1920	Bound in same book as 1891-96		
38/2	Abstract of 1877-1889 1900 to 1902	with a letter explaining why this was done		The Chapel was at a low ebb - see "Revival in Rose Street" (2007) at pages 89-90.
38/3	1/1903 to 9/16	Bound book, printed page number 3 to 749 Then gap to 3/1920		
38/4	3/1920 to 11/1944	Deacons correspondence files in eight folders		
41/1-8	1927 TO 1938	Deacons correspondence files in eight more folders		
42/1-8	1939 TO 1949	Envelope, paginated 1 to 444. Signed		
38/5	12/1944 to 3/1960	Handwritten 6/6/1951 to 2/3/1960 as Jack Cochrane, Deacons Court Secretary, didn't type Bound large book, printed pages 445 to 843		
38/6	4/1960 to 5/1970	Handwritten to 2/6/1965 for reason in last entry Typed copy of part of last entry		
39/1	2/1967 to 3/1970			
43/3	3/1970 to 6/1978	Deacons Minute Book, bound and signed		
43/4	1/1978 to 6/1980	Deacons Minute Book, bound and signed		
43/5	1/1980 to 4/1985			
43/6	10/1980 to 6/1982	Papers for Deacons Court		
43/7	12/1980 to 4/1990	Deacons correspondence file		
43/8	5/1985 to 4/1990	Deacons Minute Book, bound and signed		
39/2	6/1982 to 5/1990	Large ring-bind folder, working backward, Committee Minutes interleaved		
39/3	1990 to 1995	ditto		

Complete sets but not signed	1990-92		
	1992-93	20/4	
	1994	23/8	
	1995	25/2	
	1996	25/11	
	1997	46/11	
	1998	24/5 +39/4	
	1999	26/3	
	2000	27/3	
	4/1999 to 5/2003	28/3 +39/4	
		39/4	

In addition to the above: Deacon Tom Sim collated his own copy of the Deacons' Minutes from 1984-1993, with his own pithy comments added. On his death, his widow gave the complete set to Ian Balfour. They are an excellent overview of these years as seen by a Deacon, and they are at 35/4

Membership Lists	1930-79		
	1980-2005	17/4	
	1988-92	17/8	
	1994	20/2	
	1995	25/1	
	1997	25/10	
	2010	27/8	
	2011	31/6	
		31/7	

PAPER APART TWO - CHARLOTTE CHAPEL MONTHLY 'RECORD'

1907	bound	photocopy	comment
1908 1A/2	1A/1		
1909 1A/3	1A/2		
1910	1A/3		
1911	4/4		
1912	1A/4		
1913 no copy in archive			
1914	1A/5		
1915	4/4		
1916	5/7		
1917	5/7		
1918	5/7		
1919 no copy in archive			
1920			
1921	5/7		
1922)	5/7		
1923)	5/7		
1924)			
1925)			
1926)			
1927)	5/7		
1928)			
1929)			
1930)	5/7		
1931)			
1932)			
1933 no copy in archive			
1934 no copy in archive			
1935 no copy in archive			
1936)	1A/6		
1937)			
1938)			
1939 no copy			
1940) 6/8			
1941)			
1942)			
1943 no copy in archive			
1944 no copy in archive			
1945) 1A/7			
1946)			
1947)			
1948) 6/12			
1949)			
1950)			
1951) 6/13			
1952)			
1953)			
1954)			
1955) 1A/8			
1956)			
1957)			
1958)			
1958) 1A/9			
1959)			1959 + 1960 are here and are also in 1959-1963
1960)			
1959) 1A/10			
1960)			
1961)			
1962)			
1963)			
1964) 1A/11			
1965)			
1966) 1A/12			
1967)			
1968) 1A/13			
1969)			
1970)			History of the Record to 1970 in article called CC News at 30/1
71-1978 no copy available for archive. May be	16/11		
1979	16/12		
1980	16/13		
1981			
82-1987 no copy available for archive. May be	16/14		
1988	16/15		
1989	22/1		
1990	22/2		
1991	22/3		
1992	22/4		
1993	22/5		
1994	22/6		
1995	46/6		
1996	24/2		
1997	26/8		
1998	27/5		
1999	28/5		
2000	29/3		
2001	32/5		
2002	32/11		
2003	33/2		
2004	33/5		
2005	34/3		
2006	34/7		+16/17 1 only
2007	35/2		1 and 2 only of 4 *+16/8 has issue 2
2008			+16/19 has issue 2

Box 16/1 1941-95 - 11 individual monthly issues over 44 years to illustrate styles
Box 30/1 1932-95 - 24 individual monthly issues over 63 years to illustrate styles

PAPER APART THREE - LOCATION OF WEEKLY SUNDAY BULLETINS IN BOXES

	Box		
	10/8		
1963-67	not available		
1968-79	46/3		
1976-1987	16/1-10	9 bulletins from across these years to illustrate different styles	
1980-89	22/1		
	1990 22/2		
	1991 22/3		
	1992 22/4		
	1993 22/5		
	1994 22/6		
	1995 24/1 and 46/12		
	1996 24/1		
	1997 26/9		
	1998 27/4		
	1999 28/4		
	2000 29/1		
	2001 32/2		
	2002 32/10		
	2003 33/2		
	2004 33/5		
	2005 34/2		
	2006 34/5		
	2007 35/3		
	2008 not available		
	2009 not available		
	2010 30/4		
	2011 30/5		
	2012 31/2		
	2013 31/3		
	2014 31/4		
	2015 31/5		

END OF PREFACE