

Archive Involvement Levels

<p style="text-align: center;">Level 1 One to Two Persons</p>	<p style="text-align: center;">Level 2 Committee of Two or More</p>	<p style="text-align: center;">Level 3 Individual / Committee Enhanced Role</p>	<p style="text-align: center;">Level 4 Committee Expanded Scope & Activity</p>	<p style="text-align: center;">Level 5 Committee</p>
<p>A local Communicant member authorized by the local congregation and working closely with the local Pastor, will:</p> <ul style="list-style-type: none"> • Secure and preserve known potential archival level materials relevant to local congregational and Conference history. • Working with local congregation to secure archive materials on church property. • Concentrating on collecting and preserving materials 5 years and older that are in archival danger. • Act as a local liaison with the *CLC archives committee. • Hold potential documents for future copying, scanning, mailing or uploading to CLCA web site. • Using the CLCA Consent/Release Form acquire permission from congregation or individuals to release the materials to CLCA. <p>* Committee consisting of Conference President, Secretary and appointed laymen.</p>	<p>A local committee of two or more communicant members authorized by the local congregation and working closely with the local Pastor, will:</p> <ul style="list-style-type: none"> • Fulfill & continue with Level 1 scope of involvement. • Evaluate <u>known</u> potential archive materials to determine if important or of value to local congregation and CLC archives. • Make backup copies of important documents by photocopying or scanning. • Seek out potential <u>new</u> archival documents from individual members and securing a Consent/Release form for acquired materials. • Meet periodically with the local pastor as a committee to give updates on efforts, evaluate and determine future work. • Work with CLCA committee to have archive materials or copies of the material sent to CLCA for further processing if you or the committee do not go beyond Level 2 involvement. • Submit reimbursement expense voucher for copying and mailing expenses etc.. to CLCA. • Assist local Pastor in any way in forwarding computer documents to CLCA. 	<p>An individual communicant or the local committee of two or more communicant members authorized by the local congregation and working closely with the local Pastor, will:</p> <ul style="list-style-type: none"> • Fulfill & continue with Level 1 & Level 2 scope of involvement. • Using the CLCA Document Worksheet, review, tag and categorize the archival level documents or folders. • Seek out and acquire important archival level photos, audio/video or unique items from local members. • E-mail electronic version of the documents or upload documents to CLCA web site. 	<p>A local committee of two or more communicant members authorized by the local congregation and working closely with the local Pastor, will:</p> <ul style="list-style-type: none"> • Fulfill & continue with Level 1 through Level 3 scope of involvement. • Seek out supporting documents (Local church records etc...) or reference documents for CLCA web posted materials. • Seek out and secure ANY relevant current or past electronic documents or E-mails, to be uploaded or E-mailed to CLCA. • Collect and preserve any audio/video or unique artifacts of historical value to CLC. 	<p>A local committee of two or more communicant members authorized by the local congregation and working closely with the local Pastor, will:</p> <ul style="list-style-type: none"> • Fulfill & continue with Level 1 through Level 4 scope of involvement. • Acquire hardware and computer software etc... that will help with the archiving process. Funding for such expense shared by the local congregation and the CLCA budget. • Collect NON Concordia Lutheran Conference documents or online information that has relevance to OLC/CLC history. • Work with CLCA committee to expand and enhance archives web site and the scope of work in general for the conference archives.