



E6 Archivist & Records Manager Report

The Archivist and Records Manager is the official custodian of diocesan records and is responsible for the direction and implementation of the Archives and Records Management Program of the Diocese of Olympia.

<http://archives.ecww.org>



It has been another exciting year for the archives. The archives continue to make progress in improving access to increase findability, but I am also becoming more active within the profession than in the past.

I have completed the processing and appraisal of records of the now-closed St. James in Sedro-Woolley. The papers of former Archdeacon Gen Grewell have also been completed. I also collected the records of St. Joseph-St. John in Lakewood, which closed in February, and the records have been processed.

The archives continue to recatalog the archival collections using the ArchivesSpace database. Progress is slow, but many of the archival collections are very large and will take time to catalog. I am currently working on the 300 Record Group, which is the Governing Bodies Records. The benefit is that this has led to collections being reprocessed, meaning revisiting old collections and revising them to make them more accessible and preserve their contents. This

will involve creating new finding aids that adhere to current archival standards, Describing Archives: a Content Standard (DACS). While working with digital files, I have also taken the time to organize and delete duplicate files to free up space and make the collections more accessible. These collections are then added to the ArchivesSpace database. By reorganizing these collections, they are now more easily findable and accessible.

The archives continue to utilize its digital asset management database, Preservica. Adding records to the database has slowed to update the metadata and correct spelling errors. As reference requests are answered, those records are digitized and added to Preservica. Work is also being done to make some of those records available to the public. The goal is to start making records available sometime in 2027.

I remain actively involved within the Diocese. I have advised several congregations this year and assisted with retaining records and determining what needs to be shredded. One example is my visit to Christ Church in Seattle in late September, where I collaborated with the church to provide information on managing their collection and advising on digitization strategy. Both presentations were well-received and attended. This year has also been spent researching and working on a history of the Church of the Advent, which was closed by Bishop Bayne in 1958. While this is a work in progress, it has been a fascinating journey. In addition, I have been researching the history of St. Paul's Chapel, a Japanese American mission that existed in Kent but closed in 1951.

This year I presented at the Congregation Leadership Conference. The topic was on why archives matter. Both the in-person and online sessions were well attended and well received.

I continue to make progress with my efforts to stress the need for emergency preparedness in congregations. I have been working with two congregations on developing various aspects of emergency preparedness. For example, in August I provided St. John's Church in Gig Harbor with resources to begin drafting an emergency policy, and in September I visited St. Paul's in Mount Vernon to discuss the topic.

In August, I was invited to speak at the Diocese Treasurer's, Bookkeepers, and Accountants group. I spoke about why Treasurers, Bookkeepers, and Accountants need to not only organize their records but also take care of them and shred them on a regular basis. There was a good turnout over Zoom, and the presentations and questions were well received. Also, in August, I was present for the unveiling of Bishop Provisional Melissa Skelton's portrait, which the archive worked to complete. The work could not have been done without the assistance of the Canon for Finance Charles Thorne, and Lori Hardow for their work in making the payment to the photographer.

Work in the St. Mark's Cathedral Archives continues and would not be possible without the support of the Dean and the Cathedral staff – I extend my thanks and appreciation to them. Since becoming the archivist at St. Mark's, progress has continued, and collections have become more organized. I have developed an Integrated Pest Management (IMP) Policy and a collections management policy. As of September 2026, the majority of the Vestry records have been transferred from the Diocese to St. Mark's and arranged and described. This has led to an

update to the Cathedral's Archive Classification System. The Treasurer's records still need work; specifically, the historic ledgers are still at the Diocese but will be transferred in the future.

I remain actively engaged in the archival profession. I served on the Northwest Archivists 2026 Program Committee, which took place in Tacoma. The annual meeting was a success, and the sessions were well-received. I remain involved with the National Heritage Responders (NHR). In May, I was a phone volunteer. This means when people called the NHR hotline, I would offer assistance. I have been particularly active with the Society of American Archivists. I was elected Chair of the Archivists of Religious Collections Section in December 2025. This group comprises "professional archivists who work for national, international, and local Church organizations, religious societies and orders, and theological schools." [1] In addition, I remain active with the Society of American Archivists Crisis, Disaster, and Tragedy Response Working Group. I plan to make further progress on this topic in the upcoming year.

Professional development is part of the archives' success. In 2026, I was selected as a History Leadership Fellow by the American Association for State and Local History. This is an honor to be chosen because each fellow brings "with them a wide range of experiences, perspectives, and professional roles—from curators and educators to executive directors and emerging innovators—working at history organizations large and small, rural and urban, all across the country." [2] As part of being named a fellow, I attended the History Leadership Institute (HLI) Seminar in Minneapolis, Minnesota, which lasted two weeks. One of the most impactful and interesting sessions was "When Grief Becomes Heritage," which explored how the caretakers of the George Floyd and Alex Pretti memorials have grappled with grief and memory, and the role museums and archives play as inheritors of the memory and objects associated with violence and grief.

While participating in HLI, I was interviewed for the Cascade of History podcast about my experience at HLI and my work with the Diocese. The interview can be heard at the following link <https://on.soundcloud.com/vst057rdqMo3WPF9RP>.

I have also published several articles this year. The first article was published in the winter issue of [History News](#), which is published by the American Association for State and Local History. The article is about the history and my experience of deaccessioning rare books when I worked at the Peabody Institute Library in Peabody, MA.

The second article was published in the autumn 2025 issue of "The Historiographer," which is published by The National Episcopal Historians and Archivists, the Historical Society of the Episcopal Church, and the Episcopal Women's History Project. The article was about the history and importance of the Children's Educational Foundation, which was located on Mercer Island. "The Historiographer" received an honorable mention for the Polly Bond Award in 2026, and the article on the Children's Educational Foundation was cited as an example of "well-researched historical narratives that highlight overlooked stories within the church." [3] The next article was also published in "The Historiographer." The topic was on the history of TV Eucharist, which "became one of the longest-running religious TV programs of its kind by a mainline denomination." [4] The two other articles were accepted by "The Historiographer." One is why

churches need a top-ten list of what to salvage during an emergency; the other is the history of St. Bernard's Chapel at Snoqualmie Pass. It is not clear which issue they will appear in.

For more information about the Archives and Records Management Program, for reference, or for recordkeeping assistance, please give me a call, send me an email, or visit the Archives web page at <http://www.ecww.org/departments/archives>.

I'm looking forward to hearing from you!

Respectfully submitted,

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[1] "Archivists of Religious Collections Section," The Society of American Archivists, accessed May 27, 2026, <https://www2.archivists.org/groups/archivists-of-religious-collections-section>.

[2] "Introducing the 2025 History Leadership Institute Fellows," American Association for State and Local History, accessed May 27, 2026, <https://aaslh.org/introducing-the-2025-history-leadership-institute-fellows/>.

[3] "Episcopal Communicators Awards," *The Historiographer* 66, no. 2 (Spring 2026): 3.

[4] Erik R. Bauer, "Postal outreach evolves into TV Eucharist," *The Historiographer* 66, no. 1 (Winter 2026): 12-13.