

## New Hampshire State Library



### Congregational Unitarian Society – Andover, NH Finding Aid

Call#: ARC 289.1742b A552cu

Prepared by Martha Meacham

March 2011

<b>Table of Contents</b>	<b>Page</b>
Scope and Content Note	2
Span Dates	2
Provenance	2
History	2
Names	3
Condition of the Collection	4
Arrangement and Description	4
Containers List	5-9
Series I: Administrative Papers 1926-1960	5
Series II: Constitution	7
Series III: Minutes-Board of Trustees-1953-57	7
Series IV: Business 1954-1957	8
Series V: Church Drive-1953-1955	8
Series IV: Membership List-1954	8
Series IIV: Ledger 1892-1959	9
Bibliography and Additional Readings	10

**Scope and Content Note:**

This collection consists of the records from the Congregational Unitarian Society of Andover, New Hampshire. The collection was received as one large cloth and leather bound ledger and 2 3-ring binders full of papers. The content of the binders is business in nature and consists of a mixture of letters, meeting minutes, the Unitarian year book, budget information, fundraising, conference materials and attendance lists and statistics. The content of the ledger is primarily the annual meeting information and minutes, with some special and unofficial meeting information. There is information about the administration and budget of Proctor Academy. There are lists of names at the end of the ledger regarding; Ladies Industrial Society, Ministers of the church, Alliance presidents and Sunday School Superintendents. There is also a history of the Congregational Unitarian Society of Andover, NH written in 1925 at the back of the ledger. The records were mostly in chronological order. The collection has been kept with the same organization as it was received.

**Size:** The collection is 1.5 linear feet. It is 2 boxes. One box is a legal size Hollinger box. The second box is a large flat box that measures 15"x 12"x 3.5".

**Span Dates:** 1879-1960

The binders of papers, series I-VI, contain information primarily between the dates of 1926-1960. The ledger book and series VII contains information primarily between the dates of 1892-1959.

**Provenance:**

The collection was deposited at the New Hampshire State Library on an unknown date. There is not date of donation or gift agreement for the collection.

**History:**

Andover

After being sporadically settled for many years, in 1748 there was a petition for the grant of a township in lands north from Stevenstown (now Salisbury). This land is located in the foothills of Mount Kearsarge and Ragged Mountain. It is 90 miles from Boston, MA and 25 miles northwest of Concord, NH. The town at various times has been known as Brownstown, Emerystown, and New Breton. The town finally became incorporated in 1779 with the name Andover. It was originally part of Hillsborough County, but became part of Merrimack County when that county was formed in 1823. The eastern part of the town of Andover broke off to form the town of Franklin in 1828.

Throughout its history, Andover has been supported by agriculture and small industry. It is now also home to skilled building tradesmen, artists and artisans, industrial machining, and a highly regarded preparatory school.

<http://www.andovernhus.com/about.php>)

**The Congregational Unitarian Society**

One of the first formal religious organizations in Andover was a so-called First Congregational Society, officially organized on April 14, 1820. A Unitarian Society in

Andover can be traced back to circa 1830 through papers of Mr. Elijah Hilton, although this Society may not have necessarily been Unitarian as it is defined today.

The present Congregational Unitarian Society, (that these records concern) was organized in 1879. It was stated that "The object of this society shall be united effort in the study and practice of Christianity." This was to be done in conjunction and with support of the National Conference of Unitarian Churches. Rev. Calvin Stebbins was the first pastor.

#### American Unitarian Association

The American Unitarian Association (AUA) was a religious denomination in the United States and Canada, formed by associated Unitarian congregations in 1825. In 1961, it merged with the Universalist Church of America to form the Unitarian Universalist Association.

#### Proctor Academy

Unitarian thought was very popular in Andover. The school that was to become Proctor Academy began in 1848. In 1879, the Unitarian Church sought to establish a school "free from...theological dogmatizing and unnatural religious methods." The citizens of the town advocated for and helped facilitate purchase of the property by the Congregational Unitarian Society of Andover with cooperation of the Unitarian Educational Society for the maintenance of Proctor Academy. On September 1, 1881, the school opened under the name Proctor Academy, in honor of the benefactor, John Proctor.

([http://www.proctoracademy.org/chucks\\_corner/default.asp?L4=4&newsid=282524&L1=&L2](http://www.proctoracademy.org/chucks_corner/default.asp?L4=4&newsid=282524&L1=&L2))

**Names:** First listed here are the minister's names that can be found in the collection. Specifically, this list can be found on pg 411 of the ledger. Then listed are family names that appear most frequently throughout the collection. This is not an exhaustive list.

#### Ministers (from ledger pg 411)

Calvin Stebbins 1879-1881

Crawford Nightingale 1881-1882

Thomas Thompson 1882-1886

W. A. Buxton 1887-1889

Lyman Clark 1890-1900

Henry G. Ives 1904-1918

Leon S. Pratt 1918-1920

William L. McKinney 1920-1926

Daniel Welch 1926-1939

N.W. Lovely 1939-1943

Roscoe Trueblood 1943-1945

Joseph H. Guinta 1945-1950

Roy J. Hatt 1950-1960

(Other Minister in ledger)

## Angelo Hall 1900

<u>Family Names</u>			
Andrews	Dargie	Hinds	Roby
Astrella	Davis	Hopkins	Rohrle
Baxter	Denberg	Howe	Rollins
Benson	Eastman	Humphrey	Sample
Brown	Elkins	Ives	Savage
Buswell	Emerson	Kimball	Scales
Burbank	Farr	MacPhee	Sinclair
Camp	Farrell	Morey	Stone
Carr	Fenton	Morrill	Thompson
Chase	Fifeild	Morton	Ward
Clayton	Fletcher	Moulton	Waterbury
Cochran	Fuller	Mudgett	Wells
Corkum	George	Nathan	Weymouth
Corson	Gulick	Nelson	Wheeler
Crisp	Hatt	Phelps	Wilson
Currier	Harding	Proctor	Woodbury
Dahl	Harrison	Odlin	White
	Hersey	Quimby	

### **Condition of the Collection:**

The papers that were originally located in the binders are somewhat brittle and yellowing. There is some tearing. The quality of paper is generally low. All pieces should be handled with care to ensure no future damage.

The ledger is in poor condition. Bound pages from the ledger have become detached. There are quite a few loose pages throughout the ledger, so care needs to be taken to insure these loose pages remain in their original order. Many pages are starting to tear at the edges, especially in the front of the ledger. The paper quality, especially of materials added to the ledger is poor. Many pages are brittle and yellowing. There are pages contained in the ledger that have items secured with paste and tape. Some of these adhesives are very brittle and have caused staining and minor damage to the papers.

Exceptional amount of care needs to be taken when handling the ledger to ensure that pages do not become loose or detached. Material that is already loose within the ledger needs to remain secure in its original order. Care needs to be taken so no further physical damage occurs to any pages.

### **Arrangement and Description:**

This collection consists of seven series with 13 folders and one ledger book. All folders, series I-VII, are housed in one box. The ledger is housed in a separate box along with its cover which is detached.

**Box 1:**

Series I contains all the papers from the first 3-ring binder. These papers were not originally divided; only arranged in chronological order. The content of this series is a mixture of administrative papers including; business letters, meeting minutes, the Unitarian year book, budgets and member lists. The order in which the material was received has been maintained with divisions into folders at logical chronological breaks.

Series II – VI contains the papers from the second 3-ring binder. This binder had been pre-divided by the donating institution into labeled sections within the binder. The series names reflect the names that had been assigned to these divisions by the institution and the series have been kept in the same order they were originally in the binder. The papers within each division were of similar content and in chronological order and have been kept in this order. The order in which the material was received has been maintained.

Series VII contains the papers that had come loose or unbound from the ledger, because the ledger is falling apart with pages becoming unsecured. A note is made in the ledger about the location from which pages came.

Box 2 contains the bound ledger and the front/back covers which had come off.

**Box 1:**

**Series I:** Administrative Papers 1926-1960

Contents: letters, meeting minutes, Unitarian year book, budget information, conference materials and attendance lists)

**Folder #:**

**Folder 1:** 1926-1929

Items:

Meeting notes 1926 Feb 8  
Letter to Mrs. Wesley Eastman 1926 Feb 20  
Handwritten notes start date 1926 Feb 28  
Letter to Mrs. Odlin from George Patterson 1926 Mar 2  
Meeting notes 1926 Mar 8  
Letter to Mrs. Eastman from Earl Davis 1926 Mar 16  
Letter to Mrs. Eastman from Louis C. Cornish 1926 Mar 17 [2]  
Meeting notes 1926 Apr 12  
Meeting notes start 1926 Sept 19  
Letter to Mrs. Eastman from George Patterson 1926 Sep 16 [2]  
Letter to Mrs. Eastman from George Patterson 1926 Oct 8 [2]  
Letter to Mrs. Eastman from Edwin Lewis Jr. 1927 Feb 28  
Summer Service Notes 1927  
Service of Installation Program 1928 May 27  
Summer Conference Pamphlet 1928  
Summer service notes 1928-1929  
Unitarian Year Book worksheet 1928-1929

**Folder 2: 1930-1939**

Items:

Summer Service Notes 1930  
Unitarian Ministers' Institute Pamphlet 1930 Sep  
Unitarian Year Book Questionnaire 1931-1932  
Summer Service Notes 1932-1933  
Unitarian Ministers' Institute Pamphlet 1932 Sep  
Summer Conference Pamphlet 1934 Jun  
Summer Service Notes 1934  
Conference NH Unitarian Association Attendance 1934 Jun [4]  
Mid-Winter Conference Pamphlet 1935 Dec  
Twin State Federation Conference Attendance sheet 1936 Apr  
Twin State Federation Schedule 1936 Apr  
Unitarian Year Book Questionnaire 1936  
Conference Pamphlet 1937 Jun  
Conference NH Unitarian Association Attendance 1937 Jun [2]  
Unitarian Year Book Questionnaire 1937  
Unitarian Year Book Questionnaire 1939

**Folder 3: 1940-1944**

Items:

Unitarian Year Book Questionnaire 1940  
Unitarian Year Book Questionnaire 1941  
Unitarian Year Book Questionnaire 1942  
Unitarian Year Book Questionnaire 1943  
Church Statistics Pamphlet 1944  
Church Statistics Pamphlet 1944

**Folder 4: 1947**

Items:

Church Officers meeting minutes 1947 Mar 12 [5]  
Trustees meeting minutes 1947 Apr 27 [3]  
Trustees meeting minutes 1947 Jun 2 [2]  
Trustees meeting minutes 1947 Jul 7 [3]  
Trustees meeting minutes 1947 Aug 4 [2]  
Special Project Note 1947 Jul 12  
Trustees meeting minutes 1947 Sep 1 [2]  
Trustees meeting minutes 1947 Oct 6 [3]  
Trustees meeting minutes 1947 Nov 3 [3]

**Folder 5: 1948**

Items:

Trustees meeting minutes 1948 Feb 2 [2]  
Trustees meeting minutes 1948 Mar 1 [4]  
Letter to John Fenton from Rev. Frank Holmes 1948 Mar 24 [2]

Letter to Jack Fenton from Roland Burbank 1948 Apr 1 [2]  
Trustees meeting minutes 1948 Apr 5 [3]  
Trustees meeting minutes 1948 Apr 18 [3]  
Trustees meeting minutes 1948 May 3 [2]  
Trustees meeting minutes 1948 May 14  
Trustees meeting minutes 1948 Jun 7  
Special Project Note 1948 Jun 27  
Trustees meeting minutes 1948 Jul 13 [2]  
Trustees meeting minutes 1948 Aug 2  
Trustees meeting minutes 1948 Aug 30 [2]  
Trustees meeting minutes 1948 Oct 4 [3]  
Trustees meeting minutes 1948 Nov 1 [2]  
Trustees meeting minutes 1948 Dec 6

**Folder 6:** 1949-1953, 1956, 1958-1960, n.d.

Items:

Trustees meeting minutes 1949 Jan 3  
Trustees meeting minutes 1949 Feb 11  
Trustees meeting minutes 1949 Feb 16  
Trustees meeting minutes 1949 Mar 7  
Trustees meeting minutes 1949 Apr 4 [2]  
Trustees meeting minutes 1949 May 2  
Trustees meeting minutes 1949 May 16 [2]  
Trustees meeting minutes 1949 Jun 6  
Trustees meeting minutes 1949 Sep 6  
Trustees meeting report 1949 Oct  
Trustees meeting minutes 1949 Nov 7  
Trustees meeting minutes 1950 Jan 9  
Trustees meeting notes 1950-1951 [2]  
Budget information 1951 Jan  
Unitarian Year Book 1951  
Unitarian Year Book 1952  
Trustees meeting notes 1952 May 15  
Unitarian Year Book 1953  
Unitarian Year Book 1956  
Unitarian Year Book 1958  
Unitarian Year Book 1959  
Unitarian Year Book 1960  
Church Member list n.d [2]  
Inactive Member list n.d  
3x5 note cards with names n.d. [2]  
Excerpt from By-Laws n.d

**Series II:** Constitution

**Folder 7:** 1892 (transcript) [4]

**Series III: Minutes- Board of Trustees - 1953-1957**

**Folder 8:**

Items:

[1953] Nov 2 (1953-54)  
[1954] Mar 1 (1953-54)  
[1954] Apr 26 (1953-54) [2]  
[1954] Oct 11 (1954-55) [2]  
[1954] Nov 7 (1954-55) [2]  
[1954] Dec 6 (1954-55)  
1955 Feb 28 (1954-55) [2]  
[1955] May 2 (1954-55)  
[1955] Oct 16 (1955-56)  
[1955] Nov 11(1955-56)  
[1956] Apr 20 (1955-56)

**Series IV: Business 1954-1957**

**Folder 9:**

Items:

Letter to Thomas Sinclair from Mrs. Robert D. Phelps, 1954 Feb 2 [2]  
Letter to Mrs. Robert D. Phelps from Thomas Sinclair, 1954 Feb 3  
Receipt from Hermann Rohrle for painting of church, 1954 Mar 1  
Letter to Mr. and Mrs. Rohrle from Mrs. Robert D. Phelps, n.d.  
Letter from Roy J. Hatt, Minister about Easter, 1954 Apr 12  
Unitarian Year Book 1954  
Annual Meeting Agenda 1954  
Invitation to Annual Meeting  
Year Book Information Form 1954  
Letter to Lyle, unsigned 1954 Aug 11  
Letter head with ordering information  
Envelop  
Letter to Cynthia 1954 Nov 9  
Letter to Roy Hatt from T.A. [Thomas] Sinclair 1954 Dec 13  
Christmas Letter from Mrs. Roy J. Hatt 1954 Dec 15  
Unitarian Year Book 1955  
Letter 1955 Mar 14  
Annual Meeting Agenda 1955  
Invitation to Annual Meeting 1955 May 12  
Year Book Information Form 1955  
Letter to Mrs. Robert Phelps from Edward C. Dahl 1956 Apr 24  
Letter to Mr. Edward C. Dahl Phelps and Hatt 1956 Apr 30  
Annual Meeting invitation 1956 May 10



Annual Meeting Agenda 1956  
Annual Meeting Agenda 1957

**Series V:** Church Drive-1953-55, n.d

**Folder 10:**

Items:

Information on 1953 Andover Church Canvass  
Financial Information Letter [1953-54]  
Envelop addressed to Mrs. Raymond Denberg  
Letter about budget and canvass 1954 Nov 12 [2]  
Letter about donations 1954 Dec 21  
Letter about donation requests 1955 Nov 14  
Member lists of names and donations, n.d.

**Series VI:** Membership List-1954

**Folder 11:** Prospective Membership List – April 1954 [3]

**Series VII :** Ledger 1892-1959

Contents: The front 12 pages of the ledger had become completely detached and are housed separately to prevent further damage. These are in Folder 12. The back of the ledger contained a handwritten history that had been taped into the ledger. The tape was no longer adhesive. All of the taped in material had fallen off and was scattered throughout the back of the ledger, out of order. Folder 13 contains the originals and photocopies of these writings. Photocopies are also in the ledger where the pages were originally located. It is recommended that the photocopies be used to prevent further damage to the originals.

**Folder 12:**

1879 - Articles of Organization and By-Laws of Trustees (pages 1-8)  
1892 - Articles of Organization and By-Laws of Trustees Amended (pg 9-24)  
1892 – Annual Meeting (pg 25, 26)

**Folder 13:**

Paper on Andover Church History from pages 418-430 [extremely fragile, see copies in folder and ledger]

**Box 2:** Contents: Ledger – the bound ledger as received. Please note that it does include loose papers in their original positions. Care should be taken that these remain in place. The front and back covers had completely detached and are wrapped and housed separately from the ledger, but in the same box.

Additional useful information found in the ledger. Please note that the page numbers given are those that are printed in the ledger.

Ledger – Meeting Minutes  
1879-1899 – pgs 1-68  
1900-1909 – pgs 69-142  
1910-1919 – pgs 143-196  
1920-1929 – pgs 197-236  
1930-1939 – pgs 237-275  
1940-1949 – pgs 276-322  
1950-1960 – pgs 323-385  
Blank pgs 386-407  
1949 – letter to trustees from Helen Phelps – pgs 408, 409

Lists:

Ladies Industrial Society Presidents page 410  
Ministers of Unitarian Church page 411  
Alliance Presidents pages 412, 413  
Sunday School Superintendents pages 414, 415

1882 – letter from Amos B. Proctor (transcript) pages 416,417  
Paper on Andover Church History pgs 418-430 (see photocopies. Originals are housed in Box 1- Folder 13.

**Bibliography and Additional Readings**

Clark, Lyman. *Civil and Religious History of Andover Center, N.H.*. Haverhill, MA: C. C. Morse & Sons, 1901. eBook.

<http://www.ebooksread.com/authors-eng/lyman-clark/civil-and-religious-history-of-andover-center-nh-ral/1-civil-and-religious-history-of-andover-center-nh-ral.shtml>

Eastman, John R. *History of the town of Andover, New Hampshire, 1751-1906*. Concord, NH: Rumford Printing Company, 1910. E-book.

<http://www.archive.org/stream/historyoftownofa00east#page/n3/mode/2up>

"Official Website of Andover New Hampshire." Town of Andover, NH, n.d. Web. 15 Mar 2011. <http://www.andovernh.us/about.php>

Will, Chuck. "Proctor Academy-History of Proctor: Origins."

Proctor Academy, 6/22/2006. Web. 15 Mar 2011.

[http://www.proctoracademy.org/chucks\\_corner/default.asp?L4=4&newsid=282524&L1=&L2](http://www.proctoracademy.org/chucks_corner/default.asp?L4=4&newsid=282524&L1=&L2)

Rowe, Mortimer. "Unitarians: The History of Essex Hall." The General Assembly of Unitarian and Free Christian Churches, n.d.

Web. 15 Mar 2011. <http://www.unitarian.org.uk/support/doc-EssexHall0.shtml>