It is recommended that the congregational archivist maintain a chronology of the local parish by recording the most important events, both secular and religious. Such a record would be useful for the observance of anniversaries and to study the trends and developments of the parish.

I. What Are Some of the Secular Events to be Included?
   A. Local government, elections, transitions, death of leaders
   B. Notes on the erection of significant and highly important new buildings and facilities in the community
   C. Catastrophes, crises, and other events that materially affected the community and parish, including earthquakes, tornadoes and other natural disasters, also social and political crises
   D. Unusual weather developments, particularly if it affected the work of the parish and materially contributed to a stepping up or down of the parish’s program, worship services
   E. Significant changes taking place in the community’s schools and in other community institutions
   F. Important events affecting or conducted by other churches in the community
   G. Health and welfare—public housing, social reform, epidemics
   H. Scientific, industrial, and economic developments of significance

II. What Are Some of the Religious Events to be Included?
   A. Changes in congregational officers, including names and dates of transition
   B. Calls extended to pastors and teachers, and notices of acceptance or rejection
   C. Beginnings or milestones during programs conducted by the congregation, such as building programs, stewardship programs
   D. Significant actions by voters’ assembly, program boards and church council
   E. Occasions in the life of the congregation marked by special services (e.g., dedications, installations, ground breakings, confirmations)
   F. Any first or last in the life of the congregation
   G. Statistical milestones achieved (e.g., most number of people gathered for one worship service; five-hundredth baptism; day school enrollment at all time high)
   H. Purchase of major equipment or property by the congregation and also sale of same
   I. Events in congregation’s educational ministry (e.g., graduation, opening of school, vacation bible school, staff changes, textbook purchases)
   J. Events that answer these questions:
      1. When did we start doing this?
      2. When did we stop doing this?
      3. What are the dates?