

EAP429: A survey of church archives in Botswana**Mr Shadreck Bayane, Public Procurement and Asset Disposal
Board****2011 award - Pilot project****£1,779 for 4 months**

A survey report was produced, containing the results of completed questionnaires and interviews given by various Christian denominations in Botswana.

Further Information

You can contact the EAP team at endangeredarchives@bl.uk

**A REPORT ON A SURVEY OF CHURCH
ARCHIVES IN BOTSWANA**

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**THE ENDANGERED ARCHIVES PROGRAMME (EAP)
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1.0 Abstract

The relevance of archives cannot be over emphasised, especially in the context of churches. This study was sponsored by the UK-based Endangered Achieves programme (EAP). The study sought to determine the state of church archives in Botswana. Data for the study was collected using a questionnaire, interviews and personal observations. The findings of the study show the existence of a variety of church archives materials in the country. The study also established that the materials are not effectively stored and preserved and as a result they remain inaccessible and susceptible to deterioration, loss and misplacement. The study recommends that these archives be salvaged through digitization. It concludes by briefly explaining the concept of digitization, as well as urging all the relevant stakeholders to play their part in the effective administration of church achieves in the country.

1.1 Introduction

In each and every village, town, city in Botswana, there is a church. The existence of churches is traceable to the last part of the 19th century. To date, the country continues to witness the emergence of different denominations. The role played by the Church in the socio-economic development of the country can only be understood through an examination of the church archives which contain evidence of the activities that have been carried out by the Church. Over the years, citizens have realised that they have basic rights and benefits which could be derived from record-keeping. The relevance of archives in the society was best captured by the Association of Canadian Archivists (2007) when they wrote saying:

- 1) Archives ensure that historically significant records are systematically described and, wherever possible available for a variety of research uses, including teaching purposes, building plans, publications, televisions and radio programs, plays and legal proceedings.
- 2) Archives serve as society's collective memory; they provide evidence of the past and promote accountability and transparency of past actions.

- 3) Archives help people to understand their history and the role of particular organisations, individuals and movements in shaping the past. Knowledge of the past creates a better future.
- 4) Archives help to foster and promote a sense of community and identity.

This report is structured as follows:

- Section 2.0 Specific and general findings of the Study
- Section 3.0 Presents the desired recommendations
- Section 4.0 Conclusion and Summary of Findings

1.2 Statement of the Problem

The value of archives can only be realised when the archives are well managed and are made available and accessible for use. It cannot be overstated that the administration of archives in Botswana has not been without challenges some of which are attributable to natural and man-made causes such as looting, floods, theft, poor weather conditions and so forth. It follows that church archives are susceptible to the same. Even though the Churches have been operating in Botswana for a period in excess of 100 years, no study has been carried out to establish the location, volume and condition under which they are held. It is against this background that this study sought to determine types, formats, volume, location and condition of church archives especially from those churches that have been in existence over a long period of time in the country.

1.3 Objectives of the Study

The broad objective of the study was to determine how church records are managed in Botswana.

Specifically, the objectives were:

- i) To establish the existence of the church archives in Botswana.
- ii) To identify the locations, condition and custodians of the archival materials.
- iii) To understand the challenges and problems involved in managing church archives in Botswana.
- iv) To produce and / or submit a report of the findings and recommendations to:
 - The Botswana National Archives and Records Services
 - The Botswana National Library
 - The EAP Programme / British Library
- v) To make recommendations on the future management and utilization of church archives in Botswana

Research Questions

This study sought to answer the following research questions:

- i. What is the current situation of the administration of church archives in Botswana?
- ii. Where are the church archives located in Botswana?
- iii. Who is responsible for managing church archives in Botswana?
- iv. What are the types and volume of church archives materials found in Botswana?
- v. What strategies are needed to effectively manage church archives in Botswana?

1.4 Scope, Limitations and Challenges of the Study

Although indigenous churches were also included in the study, the main target was the mainstream churches, of which around 11 churches were covered across the country. Besides geographical, personnel and time factors which could not make it possible for all the old churches to be covered, some of the targeted churches were reluctant to have their archives assessed to establish their volume and condition or were not willing to take part in the study by not returning telephone calls and questionnaires whilst others said that they were establishing their own archives programmes. Most of the chosen churches had their headquarters or main offices based in Gaborone and in the peripheral areas. Moreover, not all the churches listed in

Amanze's Handbook of Churches in Botswana (2004) were contacted, as some of them had either moved or disbanded or were not reachable due to timeframe, staffing and geographical factors. Despite these limitations, this study provides a general view of the administration of church archives in Botswana.

1.5 Significance of the Study

The study is important due to the following reasons:

- Firstly, it is the first study to be undertaken on Church archives in Botswana. The only other known study is that of David Lwabi (2011) on the Management of Seventh Day church Archives in Botswana. The present study provides lessons to be learnt on the current situation of church archives in Botswana.
- Secondly, to Botswana National Archives and Records Services (BNARS), the study is important in that it brings to the fore the fact that BNARS is not necessarily responsible for the management of private archives. It does this by special arrangement and it is high time that the Department advocates for statutory powers over church archives.
- Thirdly, the study is important in that it provides the basis for future work on church archives such as digitization and possible arrangement for the transfer of church archives to Botswana National Archives or any other appropriate repository.

1.6 Methodology

The population of this study comprised of churches across the country. Seven pastors were included by virtue of heading their respective churches. The target population of this study was pastors, church elders and secretaries and/or administrators. Secretaries were also in a better position to know about the materials as they work hand in hand with pastors and other church members. Two were included. The total number of people interviewed stood at nine.

Data for the study was collected through questionnaires, interviews and personal observations.

The Questionnaire.

The questionnaire (see Appendix C) consisted of five parts. Part one was designed to capture data on the profile of the participating church, such as the name and addresses of contact persons. The second part aimed at capturing data on the type and nature of the archival materials. The third part sought to collect data on the condition of the materials. The fourth part concentrated on the locations of church archives whilst the last part was concerned with the use and handling of the archives.

The questionnaire was mainly administered face to face whereat the researcher clearly explained the purpose of the study as per research ethics, demonstrating with the research permit that an approval has been given to carry out such. Where questions could not be completed on the spot, respondents were given more time (two weeks on average) with deadline dates specified, and transactions of submissions or return of the questionnaires, recorded. However, some of the questionnaires were not returned at the specified time or not returned at all, mainly out of reluctance on the part of some of the respondents. Neither could most of the materials be viewed nor church leaders interviewed. But where the questionnaires were completed and returned, materials viewed and leader interviewed, the experience and / or feedback was satisfactory, enlightening and invaluable

Structured Interviews (related to Appendix C) were carried out with church leaders wherever possible and aimed at soliciting information on the profile of the churches and type, nature, condition, volume and location of the church archives. At least seven interviews were held where it emerged that some unspecified volumes of archival materials do exist in several church branches across the country, albeit scattered and held under unfavourable conditions. From the interviews it was further revealed that there were no church archivists in Botswana as the custodianship of the materials largely rests with the Pastors and church secretaries and/or administrators. The interviews were neither recorded nor transcribed.

Physical Observation was used as one of the data collecting techniques to validate the situation on the ground. A checklist (see Appendix D) for personal observation was designed and used to gather data on accommodation, types of filing equipments, security, environment conditions, availability of control tools, records storage situation etc.

With most of the feedback from the interviewed respondents captured under the specific cases of each church (See Appendix B), the table below gives a brief illustration of how the respondents responded:

NAME OF CHURCH	NAME OF RESPONDENTS / CONTACT PERSONS	TYPE OF RESPONSE	DATE ADMINSTERED / RETURNED
1. Church of Nazarene	Rev. Lovemore G. Chikova	The leader was interviewed and the questionnaire returned.	08/02/2012
2. Jehovah's Witness	Elder Blake Frisbee	Interviewed and questionnaire returned.	31/01/2012
3. Seventh day Adventist Church	(Secretariat / Administration)	The questionnaire was not received back, neither was the interview carried out.	31/01/2012
4. Roman Catholic Church	(Secretariat / Administration)	The church could not respond as it was rather establishing its own archives (programme).	31/01/2012
5. Dutch Reformed	(Secretariat / Administration)	No feedback / interview.	31/01/12

Church			
6. Lutheran Church of South Africa	(Secretariat / Administration)	The Secretary was interviewed and access to the materials granted. The materials were photographed.	31/01/2012
7. Methodist Church	Pastor Majova	The Pastor was interviewed and said that viewing of the materials was subject to written approval from higher authorities.	02/02/2012
8. Anglican Church	(Administration)	No feedback / interview.	02/02/2012
9. Old Apostolic Church	(Secretariat / Administration - One of the church leaders was briefly interviewed at Francistown)	The church welcomed the study but could not respond pending approval from the higher authorities, for they said the materials were sensitive and confidential.	08/02/2012
10. Body Church of Christ	Pastor Majang	Interviewed, and the materials were also pictured.	09/02/2012
11. UCCSA	Pastor K.F.Mokobi	The pastor said the archives were available but in several places around the country(Gaborone	03/02/2012

		and other areas including Serowe museum, and outside (London)	
12. Assemblies of God Church	Bishops R. Habibo and S. Makgaola	Two pastors were interviewed. They availed a 1968 marriage register for viewing and acknowledged that management of church archives was generally bad in the country, let alone in their church, and said professional assistance would make a difference.	06/02/2012

2.0 FINDINGS OF THE STUDY

Specific Cases

A specific case of each church is captured on Appendix B of this report.

General Observations

2.1 Type & Nature of the Archives

The study has discovered that church archives in Botswana are mostly in English, and are predominantly paper-based. They date back to the 1960s and earlier. The owners and administrators of the materials are the respective churches. Below is a specific list of types of some church archival materials found in the country;

- Church correspondence
- Minutes (of meetings)
- Church constitutions
- Registration, baptismal, marriage, deacons, birth and dedication certificates
- Agreement of grant of lease for business plots
- Several files

Other materials, mostly secondary materials, were found at the National Archives and they include the following;

- The realization of a Dream. An Anglican Church Newspaper (1976). Ref: BNB 3753
- Photograph of the baptism of Apostolic in the Limpopo River (picture attached) and the London Missionary Society church at Kanye (1960). Ref: ILLUS.297-303
- Levy on Bakwena tribe for tribal church, Molepolole (1953-55) Ref: S.554/1
- Monthly news-sheet of Trinity church Vol.2, 1-12, January – December 1967. Ref: BNB 2599
- A monthly news-sheet mainly about the church (Anglican and Congregational) Vol. 1. April to December, 1966. Ref: BNB 2597
- Form of certificates of occupation in respect of church, school or mission sites granted in tribal areas to churches and missions. 1943-51. Ref S.74/13

Generally this study is convinced that the following types of materials constitute church archives in Botswana: church registers, correspondence, legal and property related documents, financial records, church personnel records, copies of articles of incorporation, registers of different events

and activities, newsletters and programs for special events, annual reports photographs or other graphic depictions of church buildings and events, additional materials created by, for, or about a church providing additional documentary evidence such as

- i. Local newspaper articles or histories that include information on the church
- ii. A chronological account of the major events and activities of a church.
- iii. Unpublished studies, thesis or dissertations about a church by students or researchers.

2.2 Location Condition and Handling of the Archives

Most of the church headquarters in Botswana are in the capital city Gaborone. These churches have several branches across the country which happen to keep their own records and archives, although the bulk of the archival materials are mainly with the head offices. They are stored in makeshift storerooms within the churches. The condition of church archive materials in Botswana is not satisfactory as discussed below;

- Records are not stored in proper containers except for few instances where there are few wooden and steel cabinets. Most of the materials are placed in highly acidic cardboard boxes and envelopes.
- Although the overall physical condition of the materials is not bad, some archival records have become brittle due to the tropical climate, with the physical, chemical and biological factors also contributing to the deterioration of the records.
- The personnel in charge of the archives have no understanding of techniques of preservation.
- The storage places are inadequate and unsuitable for the materials as they do not offer safe and secure environment. Some churches have experienced splits, resulting in the inevitable loss and misplacement of the records, with some ending up in private hands as evidenced by the case of the Body Church of Jesus Christ church.
- Churches in Botswana, except for very few isolated cases, hardly donate their documentary heritage to archival agencies such as the National Archives. Possible reasons were found to include the following;

- The materials are not easily traceable, are in small quantities or bad physical state, lost or misplaced.
- The archival agencies, in Botswana case – the National Archives, lack human and financial wherewithal to cause the spirited indulgence of churches in the archival of their historical documentary heritage for posterity and research. Besides, BNARS is only responsible for the management of private archives by special arrangement, with no statutory power over church archives.
- Some churches are seemingly uncomfortable with donating, transferring and allowing access to their archival materials, preferring, instead, to consider the possibility of establishing their own archival repositories. This may be due to the confidentiality they attach to the materials or simply to do with lack of understanding of the whole concept of records management and archives administration. Pastor Makgaola of the Assemblies of God sums it up when he stated that " maybe it is because the issue of records has never been a serious issue in church...it has been a forgotten issue".
- Due to lack of funds and necessary expertise, or a previous study to discover the existence and administration of church archives in Botswana, no efforts have ever been done to microfilm the materials despite an increasing demand that records and archives be digitized for their long time preservation.

2.3 SUMMARY OF FINDINGS

All in all, the study has been able to establish and confirm the existence of church archives in Botswana and their locations, current condition, types and handling although the amount and/volume has not been immediately and easily quantifiable safe to say that it is quite a considerable collection bearing in mind that some churches did not document their activities during the churches' formation years. This study has revealed that the materials are mainly located in three areas; within churches' head offices and branches across and outside the country, in private hands and to a lesser extent, considering the large number of old churches in the country, at the Botswana National Archives and Records Services. Stored in improper

containers, under unsuitable buildings with uncontrolled temperatures and handled by personnel devoid of understanding of preservation techniques, the study indicates that the loss, irrevocable damage, scattering and misplacement and physical deterioration of most of these materials, dating back to the 1960s and even way back before, is inevitable in the long term if a remedy is not found anytime soon. The churches which participated and/or were covered in this study are as follows;

1. Methodist Church of Southern Africa
 2. Assemblies of God
 3. Faith Gospel After Christ Church
 4. Roman Catholic Church
 5. Anglican Church
 6. United Congregational Church of Southern Africa (UCCSA)
 7. Body Church of Jesus Christ
 8. Church of the Nazarene
 9. Jehovah's Witness Botswana
 10. Evangelical Lutheran Church in Southern Africa
 11. Seventh Day Adventist Church
- This number is rather a small number in comparison to the number totalling around 300 churches in the country. Time, staffing and geographical factors are some of the reasons attributable to the small sample. One other notable impediment was the unwillingness of some churches in the country to participate in the study. This denied the researcher the opportunity to extensively establish the nature and volume of the materials. Neither could the inventory of Botswana church archives be compiled under the prevailing circumstances whereby the materials were unsystematically kept in makeshift and scattered places all over the country with different churches and individuals. Studies show that this challenge exists in other countries as evidenced by Samuel Njovana's (EAP 056) unsuccessful project on locating, listing and protecting the archives of Independent (or African Instituted) Churches in Zimbabwe. The researcher posits that even where archives were identified as being in existence, it proved not to be possible to

access any of the archives. He said some churches contacted did not even wish to have any contact with the project. The project, therefore, failed in its aim to survey the condition of the archives and the value of information contained therein.

3.0 RECOMMENDATIONS

With the major concerns and objectives of the study now covered in terms of identifying the types, condition, location and custodians of the materials, the verdict is now out to find lasting solutions to challenges bedevilling administration of church archives in Botswana; the challenges of which mainly border on storage and handling of the materials to which this study is amenable to the advice below provided by the Guide for Archives of Congregations (2002).

- a. The archives should be located in a locked, fireproof room, area, or filing cabinet that is least affected by extremes of light, heat, dryness or humidity.
- b. Archival materials should be placed into archival file folders or envelopes made of acid-free paper.
- c. When placing materials into folders and document cases, all fastening devices – metal paper clips and staples, rubber bands, and string – should be removed.
- d. Water, chemical sprays, all adhesives and lamination cause irrevocable damage to paper and photographs. Restoration work should only be undertaken by professionals as the cleaning or repair of documents requires special techniques
- e. Records should be inspected periodically for atmospheric and vermin damage, and adequate safeguards and protective measures should be taken if evidence of such damage is found.
- f. Normally vital records such as minutes, membership cards and ministerial acts should not be removed from the church premises, except for restoration or microfilming.

The following guidelines are more relevant to church institutions mulling over the idea of establishing their own Archive Repositories, for when these materials are with the National Archives or digitized, they are much safer.

3.1 Cooperation with others

These guidelines stress the need for churches to cooperate with communities in which they are located as working with others is an important element of any archival program. In the Botswana case it means churches actively participating in studies of this nature and solutions thereof, liaising, collaborating and establishing partnerships with local and international researchers and church bodies, local learning institutions such as the University of Botswana which offers archives training opportunities and the National Archives which has the capacity to house and manage the archives. Adequate awareness, basic understanding and buy-in of the concept of records management and archives administration in churches are paramount. Therefore, this study recommends that all stakeholders shall effectively play their part towards causing the long-term preservation of this important documentary evidence.

3.2 Digitization of archival materials as an option

Over and above the aforementioned recommendations, this study rates the possible digitization of church archival materials in Botswana as one of the best solutions. However, the study is mindful of some challenges associated with digitization brought about by increasingly powerful and changing information technologies. Marcum D (2002) quotes Don Waters and John Garrett, in their 1996 landmark report of *The Preservation of Digital Preservation*, to have stated that if we are effectively to preserve our cultural record, we need to understand the costs of doing so and we need to commit ourselves technically, legally, economically and organizationally to the full dimensions of the tasks. And it is the considered view of this study that the undertaking is possible with the requisite willingness, awareness, cooperation, collaboration, training and financial and technical assistance.

Listing some of the advantages of digitization as added security, providing compact storage therefore saving space, copies being made from copies without any loss of information or quality, with the process creating large databases with images embedded into it and that information can be disseminated on network and published in electronic format, among other

advantages of digitization, Kiran and Babu (date unspecified) define digitization as a representation of the physical image of the document created by means of a scanner preserved in binary form on an electronic medium, and then 'interpreted' by a computer to be read on screen or printed out on a paper. They point out that archive materials which are to be selected are those with administrative, fiscal, legal, historical and sacramental value, giving example of the baptism (birth) registers, marriage registers and burial (death) registers. The authors believe these types of materials to have the sacramental value in church and to its members so much so that if preserved for centuries, they would go a long way in being used by many to trace their family tree and so on.

The feedback and/or situation on the ground as discovered by this survey presupposes that there are two, three or even more churches in the country, especially that some were not covered due to limited timeframe, wishing to partake in the digitization of their materials, among other identified strategies, the success of which would serve as a key reference point for future large scale digitization exercises. Keeping in view of the current state of storage of church archive materials in Botswana, this survey concludes that digitization, now possible with the availability of international assistance, is in the best interests of the country, church authorities, researchers, archivists, posterity and all other relevant stakeholders as it ensures long-term preservation, and effective dissemination of church heritage.

4.0 CONCLUSION

The objective of the study was to establish the existence and nature of church archive in Botswana and how they are administered in terms of their use, handling and location. The idea was to draw conclusions from the findings of the study in quest to come up with some suggestions and recommendations for improvement.

This study has found and confirmed the existence of a variety of church archival materials in Botswana, which can be categorised as primary and secondary sources. However, the actual volume of the materials could not be easily and immediately quantified owing to the scattered and uncoordinated location of the archives, with some materials found within the church

premises and / or offices, others, albeit few, at the National Archives and some in private hands. What comes out clearly is that materials are not effectively stored and preserved, and as a result, they are highly exposed to misplacement, theft and physical deterioration. That they are endangered cannot be over-emphasised. With this study, therein lies the way forward in so far as the ideal administration of church archives in Botswana is concerned.

Appendix A: List of Officers and Pastors Interviewed

1. Rev. L. G. Chikova - Church of Nazarene, Gaborone
2. Sister Mogorosi – Evangelical Lutheran Church in Southern Africa, Gaborone
3. Pastor Majova – Methodist Church, Gaborone
4. Church elder c/o Ms. Mbulawa, Old Apostolic Church, Francistown
5. Pastor Majang – Body Church of Christ, Pitsane
6. Rev. K. F. Mokobi – UCCSA, Mahalapye
7. Bishops S. Makgola & R. Habibo - Assemblies of God, Gaborone

Appendix B: Individual Reports of Churches

The findings in this study are organised separately for each of the churches surveyed. In total around eleven churches were surveyed. The statement that some materials were not immediately viewable and/or not viewed during the period of the study presupposes that permission may be granted in future following an elaborate and requisite consultation process. Below are findings for each of the churches.

Methodist Church of Southern Africa

Year Established: between 1836 and 1840 from South Africa

Address: Box 260, Gaborone, Botswana

Contact Details: (+267) 3162281 / 3934403

Contact Person(s): Pastor Majova (Interviewed), Ms. Boitumelo (Secretary)

No. of Branches: around 45 spread across the country

Most of the early records of the church are said to be in Durban, South Africa. Access to these archives is only possible with prior authorization from the Church. However, some of the archival materials of latter years are in Botswana at the main (Gaborone) church office and within branches, mostly in the capital city Gaborone. It has around 45 branches in the country, all not independent from the head offices in South Africa. When it was established from South Africa, it was mainly concentrated in the Borolong area next to Lobatse, and later spread out to the northern part and other areas of the country.

Condition: Reportedly good

Nature: Some of the materials include correspondence, membership registries church reports, and minutes.

Volume: The materials were not immediately viewable during the period of the study.

Covering dates: After independence (1966)

Assemblies of God

Year Established: 1963

Address: Box 311, Tlokweng

Contact Details: Tel/Fax (267) 3952491

Contact Person(s): Pastors S. Makgaola & R. Habibo (interviewed)

No. of Branches: More than 19 across the country

The establishment of Assemblies of God church is traceable to the year 1814 in the USA but in Lobatse, Botswana, it came in 1963 from South Africa. To this end, it has more than 19 branches all over the country. Some of its archives, dating back to 1968, include registration and baptismal certificates, old correspondence and marriage registers. The church is contemplating donating some of the archives to the National archives, notably the 1968 marriage register. According to the respondents, the church appears to be amenable to any assistance which would lead to the long-term preservation of their church documentary heritage. This is not surprising taking into consideration that around 2003 on the eve of their church's 30th anniversary they permanently lost and/or misplaced some of the valuable archives which included a 1963 photo of their first ever church building (where it is now Nanogang Secondary School) when someone took the materials for printing in quest to write an article / book about the event. To this end, the church's available archives are with the Gaborone head office and the church's Bible School office in Tlokweng.

Condition: Reportedly good but the marriage register looked brittle.

Nature: Registration, marriage and baptismal certificates, and old reports and correspondence

Volume: Not viewed

Covering dates: Date back to 1968

Faith Gospel After Christ Church

Year Established: 1953

Contact Person(s): Pastor Mookami T.P. Motlhagodi

Branches & Contacts: Information available at BNARS (c/o +267 3911820)

Late last year, 2011, the church donated its archives to the Botswana National Archives and Records Services. The church was started in 1949 in South Africa and moved to Botswana in 1953. Some notable aspects of the church donation include a collection of the archival history of the church, donated by Pastor Mookami T.P. Motlhagodi.

Condition: Documents are in good condition

Nature: Correspondence, minutes of meetings, reports, church constitution and membership lists and tithes collection register.

Volume: About 3.0 cubic feet (2-3 record cartons)

Covering dates: From 1977 to 2011

Roman Catholic Church

Year Established: 1928

Address: Main Mall, Gaborone

Contact Details: (+267) 3912958

No. of Branches: 28

Roman Catholic Church is one of the oldest and biggest churches in Botswana having been established around 1928. The church has several branches in most parts of the country. Upon seeking the participation of the church in the study, it was revealed that the church would rather wait until it has established its own Archives repository.

Condition: Not known, the questionnaire was not returned.

United Congregational Church of Southern Africa (UCCSA)

Year Established: 1846, registered in 1965

Address: Box 1263, Gaborone

Contact Details: c/o +267 4714490

Contact Person(s): Reverend K.F. Mokobi

No. of Branches: 6 main regions and many branches spread all over Botswana

Formerly known as the London Missionary Society (LMS), the history of the United Congregational Church of Southern Africa (UCCSA) is traceable to 1850s. In Botswana it was registered in 1965. To date, it has 6 regions and many branches across the country. The church's archives, including membership cards, minutes of meetings, correspondence, constitutional issues, financial documents and baptismal registers, are with the head office in Gaborone, some within the 6 regions, others kept independently by branches and there is also a possibility of finding a small portion of the materials at Serowe museum. The headquarters are in Johannesburg, South Africa, where some of the older documentary heritage can be found. The respondent was of the view that some of the early archives of the church might have migrated to the Council for World Mission (CWM office), London. Any arrangements for long-term conservation and preservation of these archives should include those archives that have left the country.

Condition: Some worn-out and others in good condition.

Nature: Membership cards, minutes of meetings, correspondence, financial documents and baptismal registers.

Volume: The volume was not immediately confirmed.

Covering dates: Dates back to 1965 and earlier.

Body Church of Jesus Christ

Year Established: 1966

Address: Box 57, Pitsane

Contact Number: +267 5407119

Contact Person(s): Pastor Majang

No of Branches: 6

Introduced in Pitsane, Botswana from Mafikeng, South Africa, in 1966 by the late Bishop Lesaru, and registered in 1974 as Sarda, the name was later to be changed to Body Church of Jesus Christ. At some stage, the church split. And as a result the church archives ended up in different hands: some, which are now untraceable, were left with the family of the founder in Pitsane, some were taken along by the break-away leader, George Gojamu, who settled and formed another church in the nearby Mmathethe village whilst the other batch remained with two or three leaders in Pitsane, one of whom was Pastor Majang. It is noteworthy to point out that Body Church of Jesus Christ, old as it is, is a true reflection of churches in Botswana with very minimal resources as evidenced by the picture of the main church building in the photo gallery section. Other group of churches, on the hand, have modern church structures which include some administrative blocks, as can be seen in the gallery section.

With no office, the church elder's house, in pictures, ended up housing some of the materials, most of which constitute this project gallery. The writing on the documents is still visible but signs of deterioration are there. They are kept in envelopes and boxes. The archival materials consist of lease agreements; certificates of registration, baptism, deacons, births and dedications; minutes and other documents all of which have been photographed as part of evidence of the situation on the ground (See photo gallery attached on the Final Report Format).

Condition: Old and brittle.

Nature: Registration, baptism and birth certificates, minutes and other documents.

Volume: Two standard boxes.

Covering dates: Could not be confirmed.

Church of the Nazarene

Year Established: 1984

Address: Bontleng, Gaborone

Contact Details: N/A

Contact Person(s): Pastor Chikova

No of Branches: 6

It is headquartered in the United States of America (USA), where it was established in 1908. The church of the Nazarene was introduced in Botswana in 1984, from South Africa. They have a small collection of archives from 1989. The materials are stored in an ordinary church office in Gaborone. The ownership and use of the materials lies with the church, with the overall administration being the responsibility of the church Advisory Board.

Condition: Reportedly in good condition.

Nature: Minutes, registration and baptismal registers, church constitution and other related documents.

Volume: A room full of the materials.

Covering dates: From 1989

Jehovah' Witness Botswana

Year Established: 1974

Address: Box 42005, Gaborone

Contact Details: Tel: +267 3912346

Contact Person(s): Elder Frisbee

No of Branches: 12

The church was founded in USA in 1872. Registered in Botswana in 1974, the church now boasts several congregations in most major towns and villages. The feedback from the respondents is to the effect that the materials, kept in the custody of the church, are still in good condition; contained in boxes, envelopes and filing cabinets. Their users are church administrators and members, who also happen to be the custodians of the materials.

Condition: Reportedly good, access was not given.

Covering dates: Dating back to 1974

Evangelical Lutheran Church in Southern Africa

Year Established: Between 1969 and 1971

Address: Box 201012, Gaborone

Contact Details: Tel +267 3902144

No of Branches: 25

The formative years of the church were between 1890 and 1910, in South Africa. From South Africa it was formed in Kanye, Botswana between 1969 and 1971. The head office is in Gaborone. It has around 25 branches across the country. No archiving of the materials has ever taken place. Between 50 & 100 arch liver files were kept in two wooden shelves, others in boxes and envelopes, devoid of any systematic order and/or arrangement, rendering them not only unsafe but difficult to retrieve. Some archival materials were old and worn-out but their general condition was not too bad. There is a high likely-hood that some part of the materials might have separated, and possibly lost, during the split with which the church experienced with the birth of the Evangelical Lutheran Church in Botswana. By the look of things, the former wishes to do things right in so far as the preservation of the materials is concerned, but the church lacks necessary resources and support.

Condition: Old and worn-out

Nature: Files and boxes containing different church archival materials such as church correspondence, registers and reports.

Volume: Around 100 arch liver files kept on wooden shelving.

Covering dates: From 1976

Seventh Day Adventist Church

Year Established: 1922

Address: Box 378, Gaborone

Contact Details: Tel: +267 3973639

No of Branches: 36

It was established in 1922 in Kanye, Botswana, from South Africa; mainly concentrating in medical work among the Bangwaketse and later to other parts of the country. Today it has several church branches across Botswana with the head offices in Mogoditshane (and Gaborone). On the church's records and archives, Lwabi (2011) appreciates, without giving covering dates that different types or records such as church membership records, policies, and marriage certificates have been maintained over the years. But he laments that the church head office and the branches are not managing semi-active and archival records properly due to lack of proper storage facilities and therefore, 'the records are at a risk of being lost or destroyed prematurely'.

Condition: The condition, nature, volume and covering dates were not established as the questionnaire was not returned. Details of this church are contained in Lwabi's study.

Old Apostolic Church

Year Established: 1961

Address: Box 10124, Gaborone

Contact Details: +267 2414330

No of Branches: Main Branches in Gaborone, Francistown and Lobatse

The church started in England sometimes in the 19th century. It was introduced in Botswana in 1961 in the Ngwaketse District from South Africa, and registered in 1974. The representative of the church in Francistown explained that they could only participate in the study upon being granted permission from the top leaders of the church. However, the representative conceded that they have the materials dating back to the 1960s within their Francistown and Gaborone church offices and other branches across the country.

Condition: The condition, nature, volume and covering dates could not be immediately established in the absence of relevant church leaders at the time.

Appendix C: Questionnaire

A Survey Questionnaire for the Administration of Church Archives in Botswana – Covering Letter

Archives are generally defined as the records of any institution, public or private, preserved because of their long-term value. To the church community, government, local and international researchers, learners and citizenry, church archives will always remain as precious heritage which must be safeguarded at all times for future generations in terms of fostering unity, knowledge and development. For the purpose of this private study by a local Archivist, church archives refer to the archival materials and buildings. This study, in quest to culminating with workable solutions, seeks to establish the following:

- General Church / Institutional Information
- Type and Nature of Archives
- Condition of the Archival Materials
- Location of the Archives
- Use and Handling of the Archives

Kindly fill and return the enclosed questionnaire to:

SHADRECK BAYANE

BOX 46466

GABORONE

.....

OR

FAX NO. 3906822

OR

HAND IT BACK TO HIM AFTER COMPLETING IT

Instructions and/or Guidelines

Almost all questions need a **Yes / No** response or a list of options where the appropriate answer or answers should be ticked or circled. For few open-ended questions, please be as brief and to the point as possible. For clarifications regarding any aspect of the questionnaire, or for invitations to visit the churches/institutions to view the materials, please feel free to contact me at the aforementioned addresses or call at **3602073(w), 3188315(h) or 72152920 / 73152920 (Mobile)**.

Thanking you in advance for your highly anticipated positive and expedited response.

1. GENERAL INSTITUTIONAL INFORMATION

1. Institution / Church

Name:.....

1.1 Contact person and details:.....

2. FACTORS RELATING TO THE TYPES & NATURE OF THE ARCHIVES
--

2.1 What types of church archive materials do you have?

Primary Sources

- a. Registers of baptisms, marriages & burials
- b. Minutes
- c. Financial Records
- d. Correspondence
- e. Photographs
- f. Files

- g. Other (Please Specify):

2.2 Please state the date in which your church was first established in Botswana:

.....

2.3 Where is the headquarters of your churches located

.....

2.4 Does your church have branches in Botswana? Yes / No

2.5 If Yes where are they located?

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2.6 What years do your archives and records cover?

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.....

2.7 In which language are they written?

- a. English
- b. Setswana

- c. Other:

2.8 What type of church archival materials do you have?

- a. Paper-based archives
- b. Electronic archives
- c. Audiovisual archives

- d. Other:
.....

2.9 What is the volume of the above items?

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.....
.....

2.10 Have your church ever undergone re-structuring or name change?

- a. Yes
- b. No

2.11 If yes, who has the current ownership of the archival materials?

- a. Old church
- b. New Church
- c. Other:.....

3. FACTORS RELATING TO THE CONDITION OF THE MATERIALS
--

3.1 How is the general condition of the archives?

- a. Torn, worn out
- b. Old and incomplete
- c. The records still intact

- d. Other:

3.2 Are there any missing or destroyed archives?

- a. Yes
- b. No

3.3 Is the writing on the materials still visible?

- a. Yes
- b. Not
- c. Not bad

3.4 Does the storage place provide—

- a. Suitable and stable climate environment: **YES / NO**

- b. Secure and safe physical environment: **YES / NO**

- c. Adequate Space: **YES**
- d. Controlled temperature & relative humidity: **YES /NO**

3.5 Are the archives facilities—

a. Clean, no pests etc: **YES / NO / Not sure**

b. Protected from violent swings in climate: **YES / NO / Not sure**

3.6 Have your archives ever been microfilmed?

a. By your church / institution: **Yes / No**

b. By other agencies: **Yes / No**

3.7 Would your church/ institution be interested to partake in the microfilming project of the materials in future, if assisted with logistics and funds?

a. Yes

b. No

c. Not sure

4. FACTORS RELATING TO THE LOCATION OF CHURCH ARCHIVES

4.1 Where are the archives kept?

a. In the custody of the church

b. In private hands / By individuals

c. At the Botswana National Archives & Records Services

d. Held by other Agencies

4.2 Do you have a Register list of where the archives are stored?

a. Yes

b. No

4.3 What happened to the archive materials when the church:

Became Defunct and/or dissolved

- a. Archives were destroyed
- b. Transferred to the National Archives
- c. Taken by individuals
- d. Not applicable / None of the above

Split

- a. Archives destroyed
- b. Transferred to National Archives
- c. Sold
- d. Donated
- e. Retained
- f. Ended up in private hands
- g. Not applicable / None of the above

Merged with other church (es)

- a. Archives were merged
- b. Left in their original order and location
- c. Not applicable / None of the above

4.4 Have your church archives ever been moved to other Agencies?

a. Yes (Please specify).....

b. No

4.5 In what facilities are the materials kept?

a. Filing Cabinets

b. Boxes & envelopes

c. Cupboard

d. Basement

e. Old church building

f. Other:

5. FACTORS RELATING TO USE & HANDLING OF THE ARCHIVES
--

5.1 Who are the users of your archives?

- a. Church Administrators & members
- b. Students, Historians & Researchers
- c. Government officials
- d. Other:

5.2 Who is in charge of the handling and/or management of the materials?

- a. Archivists
- b. Church members
- c. Other:

5.3 Is the personnel responsible for the management and maintenance of the archives adequately conversant with the techniques of preservation and conservation of archival materials?

- a. Yes
- b. No.
- c. Not sure

5.4 Do you agree that enough has been done to preserve church archives in Botswana?

- a. Agree
- b. Strongly agree
- c. Disagree
- d. Strongly disagree

e. Not sure

5.5 What suggestions would you make for the improvement of the administration of private archives in the country?

- a. Microfilm the archives for long-term preservation
- b. Employ church archivists
- c. Undertaking church archives administration awareness at churches
- d. Churches establishing their own archive institutions
- e. Regular transfer of old archives to the National Archives

f. Other:

5.6 Kindly provide any other relevant information pertaining to this study and/or church archives in general including the contacts of other relevant stakeholders

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Appendix D: Physical Observation Checklist

A CHECKLIST FOR PERSONAL OBSERVATIONS AT:

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I.ACCOMODATION

A.SPACE

1. Number of offices/registries

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2. Number of records centres

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3. Adequacy of registry space: YES..../NO....

B.TYPES OF FILING EQUIPMENTS

4. Steel Cabinets: YES..../NO....: Number and quality

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5. Wooden Shelves: YES..../NO....: Number and quality

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6. Boxes: YES..../NO....: Quality

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7. File Covers: YES..../NO....: Quality

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8. Others:

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C.CONDITION OF FILING EQUIPMENTS / SECURITY

9. Lock and keys to records' offices :YES..../NO....: -----

10. Automated burglary alarm: YES..../NO....: -----

11. Security guards: YES..../NO....: -----

12. Fire detectors: YES..../NO....: -----

13. Fire extinguishers: **YES..../NO....:** -----

14. Fire alarms: **YES..../NO....:** -----

15. Strong rooms: **YES..../NO....:** -----

16. Pests: **YES..../NO....:** -----

17. Bookworms: **YES..../NO....:** -----

18. Leaking roofs/windows: **YES..../NO....:** -----

19. Dusts: **YES..../NO....:** -----

2.ENVIRONMENTAL CONDITIONS

20. Ventilation of records rooms/offices: **YES..../NO....:** -----

21. Lighting: **YES..../NO....:** -----

22. Humidifiers: **YES..../NO....:** -----

23. Air conditioners: **YES..../NO....:** -----

3.AVAILABILITY OF RETRIEVAL / CONTROL TOOLS

24. File Indexes: **YES.../NO....:** -----

25. Registers: **YES.../NO.....:** -----

26. B.U diary: **YES..../NO.....:** -----

27. File movement cards: **YES.../NO....:** -----

28. Recall slips: **YES.../NO.....:** -----

29. Passing slips: **YES.../NO.....:** -----

30. File diary: **YES.../NO.....:** -----

4.RECORDS STORAGE SITUATION

Arrangement / volumes of files:

31. Large bulged files: **YES.../NO.....:** -----

32. Small standard files: **YES.../NO.....:** -----

33. File cabinets/shelves scattered: **YES.../NO.....:** -----

34. Records piled up and difficult to retrieve: **YES..../NO....:** -----

35. Space/Working tables misused: **YES..../NO....:** -----

5.OTHER OBSERVATIONS

36. Number of records staff:
.....
.....

37. Registry space and layout:
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