This guide is intended to answer questions frequently asked by visitors to Cadbury Research Library wanting to find out which finding aids to use for their chosen topic and how to make the best use of them. It should be used alongside, not in place of, the CMS catalogues.

Underscored items in the body of the text indicate that further detail is available in the guide or refers to the title of one of the CMS finding aids listed under Archive handlists, catalogues and guides (see below).

New to the CMS collections

Frequently Asked Questions

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New to the CMS collections
New to the Church Missionary Society collections

The CMS collections comprise official records of the Church Missionary Society (now Church Mission Society) and additional papers which have been added to the archives because they relate to the work of the Society and its missionaries, including the CMS Unofficial Papers from which the watercolour featured on the front cover of this guide was taken.

Working in the UK and overseas since 1799, the CMS has amassed a wealth of records, many of which have been retained for permanent preservation in the archives. Over two million items are now available for research.

Records arranged by administrative unit

The records are largely grouped according to the CMS ‘department’ at headquarters that compiled them, just as they were when they were still in everyday use. For example, all of the records created and kept by the CMS Finance Department are kept together and are listed in the Catalogue of the papers of the Finance Department.

For each department, there are a range of records such as minutes, correspondence, legal papers, reports, finance papers, journals, printed and other materials.

As one of the Society’s founding aims was to evangelise the world, to some extent the records of every department relate to the overseas missions and the experiences of the men and women who worked in them. However, depending on what you are looking for, the records of some departments are likely to be of more interest than others.

Other record sequences

In addition to the records listed by department, there are some further sequences, including an extensive compilation of CMS periodicals, bound volumes of CMS Annual Reports, the CMS Historical Record, printed extracts of missionaries’ Annual Letters, registers of missionaries and the deposited collections. The most extensive and heavily used of the deposited collections are the CMS Unofficial Papers.

There are catalogues for some, but not all, of these records.
Answers to frequently asked questions
Published works

Cadbury Research Library holds published works relating to the history of the CMS including detailed histories written 1896-1977 and extensive and important sequences of periodicals extending for almost the full length of the Society’s history which document the organisation’s work at home and overseas. Many are illustrated with photographs, sketches, maps, plans and first-hand accounts written by missionaries and others.

The published works are an important source in themselves and a useful starting point for identifying records in the archive relevant to topics of interest. The periodicals include information on all branches of missionary work, first-hand accounts of daily life, customs, local and world events indigenous culture. Many are aimed at different audiences including, for example, children, those interested in medical work or in particular parts of the world.

Key published works are listed below with the location in Cadbury Research Library given in parentheses (...).

Publications which form part of the Church Missionary Society Archive:


- ‘The Centenary Volume of the Church Missionary Society for Africa and the East, 1799-1899’, London: CMS, 1902. An illustrated volume which includes results of a comprehensive review of the first 100 years of work in the UK and overseas; speeches, projects and events undertaken as part of the celebration; summary lists of officers, statistics, CMS periodicals, CMS institutions, bibliography of works written, compiled, translated, or revised by CMS missionaries, etc. (CMS book collection)
• ‘The Missionary Register...: containing the principal transactions of the various institutions for propagating the Gospel: with the proceedings, at large, of the Church Missionary Society’ 1813-1854 (missing 1855). Indexed volumes giving news of other protestant mission organisations as well as CMS. (CMS archives)

• CMS Annual Report 1801-1961 (CMS ‘Proceedings’ 1801-1921) (CMS archives; CMS microfilm; incomplete set of duplicates on reference shelves in the microfilm room)

• CMS Year Book 1962-1986 (CMS archives; CMS microfilm; incomplete set of duplicates on reference shelves in the microfilm room)

• CMS Historical Record, 1919, 1922-1986 (under titles ‘General Review of Missions’ 1919 and CMS Annual Report 1922-1940) (CMS archives; CMS microfilm; online)

• A number of periodicals published in the UK from 1816 onwards can be found in the records of the CMS Medical Department, CMS Home Division, records of the Church of England Zenana Missionary Society, Female Education Society and Mid Africa Ministry (CMS archive collections; CMS microfilm; most online). Miscellaneous copies can also be found in the collections of CMS Unofficial Papers.

• Copies of overseas periodicals including, for example, the official organ of the Mass Movement Commission of South India, can be found in the records of the CMS Home Division (CMS archives; CMS microfilm; online). There are also miscellaneous copies of periodicals and other printed works amongst the incoming papers of the records of the Foreign Division (Overseas (Missions) Series), in the collections of CMS Unofficial Papers and Papers of the Mid Africa Ministry (CMS archive collections; CMS microfilm; many online)

• A microfilm set of miscellaneous missionary pamphlets from the collections held by CMS Oxford can also be consulted in Cadbury Research Library microfilm room. Arranged as India Pamphlets, Africa Pamphlets, CMS Printed Publications and Missionary Pamphlets under CMS archive, Section III: Central Records, Part 22. Examples of titles are given in the printed guide which accompanies the microfilm published by Adam Matthew Publications (CMS microfilm).

• The Church Missionary Atlas (records of the CMS Home Division; CMS microfilm; see also Cadbury Research Library rare book collections; part online)

Publications which form part of the Cadbury Research Library rare book collections:

Search under University of Birmingham Library catalogue

Guides to the CMS microfilm collections published by Adam Matthew Publications:

See Adam Matthew Publications
List of CMS missions showing arrangement in archive catalogues

(in alphabetical/numerical order of mission reference eg A1-A11 for Africa missions)

The overseas mission work of the CMS began in Sierra Leone in 1804 but spread rapidly to India, Canada, New Zealand and the area around the Mediterranean. The main areas of work in Africa have been in Sierra Leone, Nigeria, Kenya, Tanzania, Uganda, Rwanda and Sudan. In Asia, the Society has principally worked in India, Pakistan, Sri Lanka, China and Japan. In the Middle East, it has worked in Palestine, Jordan, Iran and Egypt. CMS has also worked extensively in New Zealand (1809-1914) and Canada (1822-1930). Smaller missions worked out of Abyssinia (1830-1842), Asia Minor (Smyrna) (1830-1877), Greece (1830-1875), Madagascar (1863-1874), Malta (1815-1843), Mauritius (1856-1929), Seychelles (1871-1894), South Africa (1840-1843), Turkey (1819-1821), Turkish Arabia (Baghdad, 1883-1919 and Mosul, 1900-1919) and the West Indies (1819-1861).
CMS Missions 1803-1934

CMS - Overseas (Missions) series
- A1 - West Africa (Sierra Leone) mission
- A2 - Yoruba mission
- A3 - Niger mission
- A4 - South Africa mission
- A5 - East Africa (Kenya) mission
- A6 - Nyassa mission
- A7 - Uganda mission
- A8 - Tanganyika mission
- A9 - Northern Nigeria mission
- A10 - Upper Nile mission
- A11 - Ruanda mission
- C1 - North-West Canada mission
- C2 - British Columbia mission
- CE - Ceylon mission
- CH - China mission
- CH1 - South China mission
- CH2 - Chekiang mission
- CH3 - Western China mission
- CH4 - Fukien mission
- CH5 - Kwangsi and Hunan mission
- E - Egypt mission
- I - India General
- I1 - North India mission
- I1A - Himalaya mission
- I2 - South India mission
- I3 - Western India mission
- I4 - Punjab and Sind mission
- I5 - Travancore and Cochin mission
- I6 - North West Provinces mission
- I7 - United Provinces mission
- I8 - Central Provinces mission
- I9 - Telugu mission
- I10 - Tinnevelly mission
- J - Japan mission
- M - Mediterranean mission
- MA - Mauritius mission
- N - New Zealand mission
- P - Palestine mission
- PE - Persia mission
- S - Sudan mission
- SN - Northern Sudan mission
- TA - Turkish Arabia mission
- W - West Indies mission

* For Abyssinia (Ethiopia), Aden, Asia Minor (Smyrna), Egypt, Greece, Malta and Turkey search under Mediterranean mission

For Antigua, Barbados, British Guiana, Jamaica and Trinidad search under West Indies mission

For Australia, search under New Zealand mission
For Seychelles, search under Mauritius mission

Online archive catalogue: showing arrangement of Overseas (Missions) Series (online archive ref: CMS/B/OMS)
5. **Classification system for mission areas 1935 - 59**

    In its Annual Reports CMS has always listed mission areas by countries in the chronological order in which the mission work was begun. Within the country the separate missions are arranged in a similar way. The basic references for these missions and areas allocated in the archive classification system have followed this order.

<table>
<thead>
<tr>
<th>A</th>
<th>Africa</th>
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<th>Egypt</th>
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<tr>
<td>A1</td>
<td>Sierra Leone</td>
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<td>India</td>
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<td>Yoruba</td>
<td>I1</td>
<td>North India (Bengal)</td>
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<td>A3</td>
<td>Niger</td>
<td>I2</td>
<td>South India (Madras)</td>
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<td>A5</td>
<td>Kenya</td>
<td>I3</td>
<td>Western India (Bombay)</td>
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<td>A7</td>
<td>Uganda</td>
<td>I4</td>
<td>Panjáb and Sindh</td>
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<td>A8</td>
<td>Tanganyika</td>
<td>I5</td>
<td>Travancore and Cochin</td>
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<td>A9</td>
<td>Northern Nigeria</td>
<td>I7</td>
<td>United Provinces</td>
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<td>A10</td>
<td>Elgon (Upper Nils)</td>
<td>I8</td>
<td>Central Provinces</td>
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<td>Ruanda</td>
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<td>B</td>
<td>Ceylon</td>
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<td>CH</td>
<td>China</td>
<td>J</td>
<td>Japan</td>
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<td>CH1</td>
<td>South China (Hong Kong)</td>
<td>M</td>
<td>Malaya</td>
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<td>CH2</td>
<td>Mid-China (Chiang)</td>
<td>F</td>
<td>Palestine</td>
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<td>CH3</td>
<td>West China</td>
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<td>Persia</td>
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<td>Kwangsi-Hunan</td>
<td>SN</td>
<td>Northern Sudan</td>
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<tr>
<td>TA</td>
<td>Turkish Arabia</td>
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</tr>
</tbody>
</table>

Catalogue of the papers of the Overseas Division
Registers of Missionaries 1804-1928

The registers comprise lists of missionaries with brief biographical and service details. They are an important source if you wish to find out about any CMS missionary who was accepted for service up to 1928. They would also be of interest if you are engaged in demographic research. A key at the front of the register for 1804-1904 explains the abbreviations used in the text. Cadbury Research Library holds paper, microfilm and digital copies.

What are the Registers of Missionaries?

- The registers were compiled for private and confidential use by CMS headquarters. Male clerical and lay missionaries are listed separately to women missionaries and native clergy (Lists I, II and III). Within the separate listings, entries are chronological and missionaries are entered under the year that they first departed for a CMS mission.

- The entries include:
  - key life events (birth, marriage, retirement, death)
  - training with, and prior to, applying to CMS
  - dates overseas and when back ‘on furlough’ in the UK
  - name(s) of mission station
  - titles of works they wrote, etc

- Entries for women and native clergy are limited in detailed.

Where do I start?

- The registers have not been catalogued and you will not find them by searching the online archive catalogue.
If you are looking for a missionary recruited between 1804 and 1904, a good way to start is to look at the copy of the 1804-1904 ‘Register of Missionaries (clerical, lay and female), and native clergy, 1804-1904’ shelved with the paper copies of the CMS catalogues in the Reading Room. Once you have found a person of interest, keep a note of their number in the register, eg List I no. 1189, as this will help if you decide also to check the microfilm copy of the register for the same date. The microfilm copy has annotations giving more detail than can be found in the paper copy.

Use the microfilm drawer list to locate microfilm copies held in Cadbury Research Library.

To consult the archive set of registers 1804-1918, fill in a request slip using ‘Registers of missionaries’ as the finding number.

If you are a member of the University of Birmingham, use a campus computer to see digital copies of all of the registers 1804-1928 through the website of Adam Matthew Digital.

The only way to see the registers for 1919-1928 is through the website of Adam Matthew Digital or by visiting CMS headquarters (Oxford).

How do I use the archive copies of the registers 1804-1918?

The original registers held in Cadbury Research Library comprise one printed volume supplemented by 3 volumes of additional manuscript notes and a further 17 manuscript registers.

The ‘Register of Missionaries (clerical, lay and female), and native clergy, 1804-1904’

Printed by CMS for private circulation, the 1804-1904 register is arranged in two parts with each part arranged as List I, II and III. There is a separate index for each list at the end of the volume - you will need to use the index to List I, List II or List III missionaries to find the number of the entry in the register for a particular individual.
The manuscript notebooks which supplement the 1804-1904 register give additional information for many of the missionaries who were entered in the register between 1804 and 1894 (3 volumes)

- **Manuscript registers for clerical and lay missionaries, women and native clergy appointed 1905-1918** (17 volumes)

There are three sequences of manuscript notebooks for men (List I), women (List II) and native clergy (List III).

The List III volumes (labelled A-H and J) are continuously paginated. To find the entry for one of the native clergy, you will need to use the separate index volume which gives the page number.

**How do I use the microfilm or digital copies of the registers 1804-1928?**

The microfilm and digital copies were prepared using registers held by CMS Oxford; they are in a slightly different format to the archive copies held by Cadbury Research Library.

The filmed copies comprise:

- The ‘Register of Missionaries (clerical, lay and female), and native clergy, 1804-1894’ annotated with supplementary information.

- The ‘Register of Missionaries (clerical, lay and female), and native clergy, 1804-1904’ annotated with supplementary information.

- **Manuscript registers for clerical and lay missionaries, women and native clergy, 1905-1918**

  Four volumes arranged as Men and Women and thereunder alphabetically.

- **Manuscript registers for List I and List II missionaries, 1919-1928**

  Eight volumes arranged by List and thereunder chronologically.

![Register of Missionaries ... 1804-1904: with manuscript annotation](image)
CMS Annual Letters c 1850-1959

The Annual Letters are one of the types of records you will find listed with the records of the CMS Foreign Division. There is also a master set of ‘Extracts of Annual Letters’ 1886-1912 printed by the CMS Editorial Department. The Letters are highly informative and accessible source for anyone interested in missionaries, their work and life experiences overseas and worth considering whatever the focus of your research.

What are the Annual Letters?

- From the 1850s-1974, the missionaries were expected to write a letter each year, reporting on their activities to the Secretary at CMS headquarters in London responsible for administering the work of the missions in their area. For example, missionaries working in East Asia in the 1880s wrote their Annual Letters to the Group 1 Secretary.

- As well as news of mission work, the letters typically include references to things the missionary had seen or done, from practising the local language to being attacked by bandits.

- Over time the Annual Letters came to be used as the foundation of the Society’s Annual Reports and Historical Record.

- Although predominantly from CMS missionaries, there are some Letters from wives of missionaries. The Annual Letters for 1886-1912 include a few letters from missionaries working under other organisations (the Church of England Zenana Missionary Society; the Zenana Bible and Medical Mission; the Indian Female Normal School Society and the New Zealand Church Missionary Association).

How do I find Annual Letters written before 1880?

- Annual Letters are filed with the rest of the incoming mission correspondence ie the ‘Original Papers’. To identify the archive finding number that you will need to request the material in the Reading room, use the online archive catalogue or whichever of the handlists to the Overseas (Missions) Series is relevant (eg the catalogue to the South India Mission papers) and then search for the files in the missionary’s name in the sequence of ‘Letters, journals and papers of individual missionaries and catechists’. From 1871 to 1879, you will find copies of the Annual Letters in the Mission Books.
How do I find Annual Letters written 1881-1885?

- Annual Letters are filed with the rest of the incoming mission correspondence ie the Original Papers. Use the online archive catalogue or whichever of the handlists to the Overseas (Missions) Series is relevant (eg the catalogue to the South India Mission papers) and then use the Précis Books to identify Annual Letters of interest.

How do I find Annual Letters written 1886-1912?

- The only surviving copies of Annual Letters written during this time are printed extracts compiled by the Editorial Department in the CMS Home Division and circulated in annual volumes entitled ‘Extracts of the Annual Letters of the Missionaries for the year …’ and ‘Letters from the Front’.
- Microfilm copies of the volumes can be seen in Cadbury Research Library. The volumes do not have an archive reference number but once you have identified material you wish to see, you will be able to search by title and year using the microfilm drawer list held in Cadbury Research Library microfilm room.
- A digital copy of Annual Letters for 1911 can be seen online through the website of Adam Matthew Digital under the title ‘Letters from the Front’.
- To identify which volumes hold Annual Letters for a particular missionary or mission station, use the ‘index to printed Annual Letters’ held with the archive finding aids in Cadbury Research Library. The index is in two parts covering Annual Letters for the years 1886-1904 and 1905-1912. Pddf copies of the index can also be found attached to the online archive catalogue (go to the Fonds level record and scroll down to the ‘Document’ field).

How do I find Annual Letters written 1913-1915?

- No Annual Letters for these dates are held in the archive.
How do I find Annual Letters written 1916/17-1959?

- The Annual Letters from 1916-1959 are held separately from the rest of the incoming mission correspondence. The Letters for all of the missionaries under each Group Secretary are held together in four date sequences (1917-1934; 1935-1939; 1940-1949; 1950-1959) and filed alphabetically by surname (see below).

- You will not find the Annual Letters for these dates listed in the online archive catalogue but there are four ways to find out if there are any for the missionary you are interested in:

  - once you know where the missionary was overseas, you can simply request all the Annual Letter files for the dates in which you are interested (see Finding numbers below)

Alternatively:

  - use the CMS name card index: Annual Letters are recognisable by having the letters ‘AL’ as part of the archive finding number eg G1 AL

  - use the Précis Books in the Overseas (Missions) series to locate Annual Letters which the missionary wrote between 1916 and 1934

  - Annual Letters for missionaries who served in Japan, China and Canada 1917-1949 have been microfilmed by Adam Matthew Publications and you will find them listed in the guide to the CMS Archive: East Asia Missions (Section I, Part 20)

- To consult Annual Letters written 1916-1959 you will need to know the name of the missionary, your dates of interest and which of the Group Secretaries at CMS headquarters they would have sent their Annual Letters to at the time (eg the Group 1 Secretary). Use the finding numbers below followed by the surname of the missionary.

**Group 1 (East Asia) missionaries** (China, Japan, Canada missions; also Malaya mission 1950-59):

CMS G1 AL 1917-1934  
CMS G1 AL 1935-1939  
CMS ASE AL 1940-1949  
CMS ASE AL 1950-1959

**Group 2 (West Asia) missionaries** (India, Persia, Turkish Arabia, Mauritius and Madagascar, Ceylon missions; also Egypt and Palestine missions 1950-59):

CMS G2 AL 1916-1934  
CMS G2 AL 1935-1939  
CMS ASW AL 1940-1949  
CMS ASW AL 1950-1959

**Group 3 (Africa) missionaries** (Africa missions; also Egypt and Palestine Missions 1917-49):

CMS G3 AL 1917-1934  
CMS G3 AL 1935-1939  
CMS AF AL 1940-1949  
CMS AF AL 1950-1959
• If you are interested in Letters which span more than one of the time periods above, you must fill in a separate slip for each.

For example, to request Annual Letters for Rev Smith stationed in China 1921-1948, you will need to fill in three slips giving finding numbers:

CMS G1 AL 1917-1934 Smith
CMS G1 AL 1935-1939 Smith
CMS ASE AL 1940-1949 Smith

How do I find Annual Letters written 1960-1974?

• The Annual Letters written after 1959 have been retained by CMS Oxford and are not currently available for research.
Annual Report 1801-1962

Whatever your reason for looking at records in the Church Missionary Society archive, it is worth considering the Annual Report which is one of the most important of the Society’s periodicals. You will find information on all aspects of work in the UK (‘Home’) and overseas, including reference to the wider socio-political context impacting on developments, lists of CMS missions and missionaries.

What is the Annual Report?

- The Report was issued from 1801-1962 (under the title ‘Proceedings of the Church Missionary Society for Africa and the East’ 1801-1921/1922). The first volumes have detailed remarks about the earliest missionaries, the evolving missionary enterprise and names of prospective candidates. The contents vary over time but typically include:
  - Annual Report of the Committee
  - text of the Annual Sermon
  - statistics
  - lists of all of the Society’s missions and mission stations
  - lists of missionaries, business agents, native clergymen and wives of European missionaries and
  - names of European labourers (missionaries and others) arranged by mission station and thereunder broadly in date order (from 1813)
  - names of missionaries who have died during the year (also marriages and births)
  - summary history and report on the work of the mission for each year
  - lists of Secretaries, Officers, Staff, Governors and honorary members
  - abstracts of expenditure; financial statements, etc
  - financial contributions

- The lists of missionaries by mission give: year when the missionary first sailed or started work in the field; date of ordination; name of college; source of funding (some); a note identifying missionaries whose offers of service were accepted by the CMS representative in the mission rather than by CMS headquarters; maiden names of wives of European missionaries, etc.

- Many volumes include an ‘Index of Special Topics’. This is particularly helpful if you are interested in using the Annual Reports to find out about different branches of mission work (for example: education; work among women; promotion of industry and civilization; literary and translational work) or the welfare of those who went overseas with CMS (‘difficulties and trails of missionary warfare’).

- Many volumes have fold-out maps showing mission stations.

- The detailed reports of work in each mission become much less detailed over time but the volumes can be used alongside the excellent ‘Historical Record’.
Is there anything after 1962?

- In 1962, the Society began to issue the ‘CMS Year Book’ (under the title, ‘CMS Directory’ from 1981)

- The reports of work, sermons and detailed lists of benefactors which characterised the Annual Report are not present but the Year Books are still a valuable aid to research. They comprise annual lists of current CMS missionaries arranged by location and a list of CMS Secretaries, Officers and Staff.

- Use the Year Book alongside the ‘Historical Record’ which has reports of mission work up to 1986.

How do I find Annual Reports and Year Books in Cadbury Research Library?

- Neither the Annual Reports nor the Year Books are listed in the CMS catalogues.

- In order to preserve this very heavily used resource, where a microfilm or duplicate of the volumes are available, these are made available for research in place of the archive copy. The reels and duplicates must not be taken out of the Library but there is no need to complete a request slip – they can be consulted on a self-serve basis, one volume or one reel at a time.

  1801-1921
  - Microfilm copies of the Annual Reports up to 1921 are available for consultation in the Cadbury Research Library microfilm room. Use the microfilm drawer list to locate the reels you need.

  1801-1970
  - An incomplete, duplicate set of Annual Reports and Year Books 1801-1970 is held on the reference shelves in the microfilm room.

  1922-1986
  - To consult archive copies of Annual Reports and the CMS Year Book you will need to fill in a request slip in the Cadbury Research Library Reading Room. Give the title and year(s) of the volume you wish to see.
Church Missionary Historical Record 1919-1986

Unpublished, typescript volumes comprising detailed accounts of work in each of the Society's overseas missions for the past year. With lists of contents.

Prepared annually, under three titles:

1919 ‘General Review of Missions’
1922-1944 ‘Annual Report’ (not to be confused with the printed Annual Report 1801-1962)
1944-1986 ‘Church Missionary Historical Record’

Why use the Historical Record?

- The volumes are a highly informative and accessible source with much on different branches of mission work, including references to named educational and medical institutions.

- They are particularly important if you are looking for news of individual missionaries and first-hand accounts of work in the missions from 1960-1986 as they are largely based on the missionaries’ Annual Letters/Link Letters, the originals of which are only open for research up to 1959.

How do I find copies of the Historical Record in Cadbury Research Library?

- In order to preserve this heavily used resource, microfilm copies are made available for research in place of the originals. The reels must not be taken out of the Library but there is no need to complete a request slip. They may be consulted on a self-serve basis, one reel at a time.

- The Historical Record is not listed in the CMS catalogues. You will find microfilm copies of the complete sequence 1919, 1922-1986 in Cadbury Research Library microfilm room. Each volume covers all of the Society’s missions so you will just need to find the volume for the year(s) in which you are interested. Use the microfilm drawer list to locate the reels you need.

- If you are a member of the University of Birmingham, you can see full text digital copies of all of the volumes in this sequence by logging on to the Adam Matthew Digital website from a campus computer (go to Church Missionary Society periodicals and search under the three titles).
CMS Foreign (Overseas) Division 1799-1959

The records of the Foreign (later 'Overseas') Division arise from the work of the departments at CMS headquarters that were responsible initially for the administration of the Society's overseas work and later, as local churches developed and themselves administered the work, dealt with most of the day-to-day correspondence with the churches and countries. They include the main sequences of correspondence between CMS headquarters and the Society's missions and its missionaries. They are the most heavily used of all of the CMS records and are a valuable and extensive source for understanding the work of CMS overseas and the experiences and observations of the men and women who worked there. The type of records that can be found vary over time reflecting the administrative changes which took place at CMS headquarters between 1799 and 1959.

There are a number of catalogues listing the records of this Division, some cover all overseas work and others relate to specific missions. Which ones you use will depend on the mission station or country you are interested in and the dates range of your research.

For records dated 1799-1934, use the Catalogue of the Papers of the Foreign Division 1799-1949 and whichever of the handlists to the Overseas (Missions) Series 1803-1934 are relevant to your area of interest.


The catalogues of the papers of the Foreign Division and the Overseas Division can be seen in Cadbury Research Library. The Overseas (Missions) Series 1803-1934 can be searched by using the handlists in Cadbury Research Library or by using the online archive catalogue.

[Image of the Catalogue of the Papers of the Foreign Division 1799-1949]

[Image of the Overseas (Missions) Series 1803-1934]
Overseas (Missions) Series

The Overseas (Missions) Series refers to the most extensive series of records compiled by the CMS Foreign Division. There are separate sequences of papers for each of the Society’s mission areas.

- The papers include correspondence sent to CMS headquarters from the mission (‘incoming’) and copies of correspondence sent to the mission from headquarters (‘outgoing’). Records vary over time, and from mission to mission, but the incoming correspondence may include letters, minutes, reports, local publications, finance statements, personal journals and Annual Letters.

- The Overseas (Missions) Series covers a lengthy period of time and includes files compiled when the work of the Foreign Division was administered by the Committee of Correspondence (1799-1880), the Group Sub-Committees (1881-1934), and the Africa/Asia committees (1935-1959).

The administrative changes are important if you are searching for mission records which cross one or more of these time periods as the records of each Committee (or department of work) are kept, and listed, separately. For example, if you wish to see the Sierra Leone Mission papers for 1870-1932, you will need to find the Sierra Leone Mission files kept under the Committee of Correspondence and Sierra Leone files kept by the Group 3 Sub-Committee.

- Between 1880 and 1934 the records are categorized as:
  - Early correspondence 1803-1820
  - Individual Letter Books 1852-c 1880
  - Letter Books 1820-1934
  - Mission Books 1820-1880
  - Original Papers 1820-1934
  - Précis Books 1880-1934

- From 1935-1959 the mission files are arranged as:
  - [Correspondence with the mission secretary];
  - Dioceses;
  - Education (including material relating to CMS bookshops)
  - General
  - Medical

- Finding numbers for records in the Overseas (Missions) series are made up of 3 parts starting with the administrative body in the UK which dealt with the records of that mission, for example, the Committee of Correspondence (C) or the Group 1 (G1), Group 2 (G2) or Group 3 (G3) committees; the next part of the finding number is the unique mission reference, for example, ‘A2’ for Yoruba Mission (the second CMS mission established in Africa); the end of the finding number indicates the type of record, for example, L for Letter Book. Understanding the finding numbers makes it easier to use the catalogues.

G3 A2 L10
How do I find records in the Overseas (Missions) Series 1803-1934?

- There are 20 paper handlists listing the pre-1935 records of the Overseas (Missions) Series. The handlists can be seen in Cadbury Research Library. You can also search them remotely through the online archive catalogue.

- The records are listed alphabetically and chronologically by archive finding number. Once you have found the catalogue for your mission area, you will find the records dating from before 1881 when the missions were administered by the Committee of Correspondence listed first (finding numbers prefixed C). They are followed by catalogue entries for records compiled 1881-1934 when the mission was administered by one of the Group Sub-Committees (finding numbers prefixed G1, G2 or G3).

- If you are searching using the online archive catalogue, be aware that the finding numbers for this series of records are all prefixed by the letters ‘CMS/B/OMS’ (eg CMS/B/OMS G3 A2 L10)* and the online catalogue only covers records up to 1934. Enter CMS/B/OMS as the finding number and then click on the entries for the mission in which you are interested.

* This allows the electronic catalogue to open up correctly.
How do I find files for the mission I am interested in for the years 1935-1959?

- Whichever mission you are interested in, you will need to use the ‘Catalogue of the Papers of the Overseas Division 1935-1959’

- This handlist has not been entered into the online archive catalogue. You will need to consult the paper copy in Cadbury Research Library.

Is all the mission correspondence which was sent to CMS headquarters kept in the Overseas (Missions) Series?

- The Overseas (Missions) Series refers to a particular series of records kept by the CMS Foreign Division. Other departments of work at CMS headquarters corresponded with the missions and so you will also find correspondence to and from mission personnel in the records of those departments.

- When the files were still in active use by CMS, sometimes papers from the Overseas (Missions) Series were transferred from the Foreign Division to another department, for example, if they were needed by the Finance Department. As some papers were never returned to the Foreign Division, you will find them filed in with the records of the receiving department.
Letter Books

There are Letter Books in the records of different departments of work of the CMS. They comprise copies of letters sent from Secretaries at CMS headquarters writing on behalf of the Committees. Most have name indexes.

Letter Books are one of the types of records kept by the CMS Foreign Division 1803-1934. You will find them in the Overseas (Missions) Series.

What are the Letter-books in the Overseas (Mission) Series?

- The volumes comprise copies of correspondence from Secretaries at CMS headquarters to missionaries and others concerned with mission affairs (ie the ‘outgoing’ mission correspondence).

- Separate Letter Books were kept for each mission station.

- Occasionally the Letter Books include correspondence and papers from others concerned with mission affairs in Britain and overseas.

- Many of the letters are addressed to the mission secretary. If you find an entry in the name index, it might refer to a letter addressed to the person but might also refer to a letter about them.

- From 1890, some letters are marked in red ink with cross-references to minutes of the local committee which administered the work of the mission in the field (‘the Corresponding Committee’). *

What are the Individual Letter books in the Overseas (Mission) Series?

- Between the 1850s and c 1880, some of the Secretaries at CMS headquarters kept separate volumes for their private and confidential letters to individual missionaries.

- Most of these volumes contain not only personal letters, such as those of condolence or censure, but, for some Secretaries, topics in which they had a special interest.

* The ‘Corresponding Committee’ in each mission should not be confused with the ‘Committee of Correspondence’ which administered the work of the overseas missions from CMS headquarters in the UK.
**How do I find Letter Books in the Overseas (Missions) Series?**

- To find the Letter Books in the Overseas (Missions) Series, use the [online archive catalogue](#) or whichever of the handlists to the Overseas (Missions) Series is relevant to your search.

- If you are interested in records pre-1881, you will find the Letter Books towards the front of the handlist and prefixed ‘C’ (or CMS/B/OMS/C in the online catalogue).

- If you are interested in Letter Books compiled 1881-1934, you will find them listed amongst records prefixed G1, G2 or G3 (or CMS/B/OMS G1 etc in the online catalogue).

- In many instances the paper in the Letter-Books is very fragile - **pages must be turned slowly and with extreme care.**

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**Hierarchy Browser**

- XCMS - Church Missionary Society Archive
  - B - Foreign Division
    - OMS - Overseas (Missions) series
      - E1 - West Africa (Sierra Leone) mission
        - CE - Early correspondence
        - C1 - Individual letter-books (outgoing)
        - CL - Letter-books (incoming)
        - CM - Mission books (incoming)
        - C0 - Original papers (incoming)
        - G1 L - Letter-books (outgoing)
        - G0 O - Original papers (incoming)
        - G3 F - Precia books (incoming)
        - A2 - Yoruba mission
        - A3 - Niger mission

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**Online archive catalogue**

**Handlists to the Overseas (Mission) Series**
Mission Books

The Mission Books are one of the types of records kept by the CMS Foreign Division 1820-1880. Most researchers interested in correspondence sent from the missions to headquarters choose to focus on either the Mission Books or the Original Papers.

What are the Mission Books?

- When correspondence from the missions arrived at CMS headquarters (ie the ‘Original Papers’) it was copied into Mission Books to provide a legible working copy for use by whichever of the Foreign Division committees administered the work of the mission at that time.
- From the 1860s the Original Papers are numbered, usually in red ink, and the numbers in the Mission Book correspond with these numbers.

Why choose the Mission Books instead of using the Original Papers?

- The indexes and uniformly legible script makes the Mission Books useful for research.
- Occasionally a Mission Book copy survives where the original document is missing from the archive.
- Consider the Mission Books if you are interested in pre-1881 papers and prefer to search papers arranged chronologically.

Was every document copied into the Mission Books?

- The type of correspondence copied out in full changed over time. Initially, all of the letters and the missionaries’ journals were copied in to the Mission Books; finance papers were not copied out but a brief note was made recording that they had been received. From 1849, only the letters were copied in full.
In the 1870s, copies of the missionaries' *Annual Letters* were written or pasted in to the back of the Mission Books.

**How do I use the Mission Books?**

- The Mission Books are held with the records of the *Overseas (Missions) Series*. Use the online archive catalogue or whichever of the handlists to the Overseas (Missions) Series is relevant to your search.
- You will find the Mission Books listed towards the front of the handlist and prefixed ‘C’ (or CMS/B/OMS/C in the online catalogue)
- As some records were not copied out in full, you may wish to consult other record sequences, particularly the Original Papers, to follow up particular items of interest.
Original Papers

The ‘Original Papers’ are one of the types of records kept by the CMS Foreign Division 1803-1934. The term is used to describe all the original documents sent to CMS headquarters by the mission secretaries, missionaries and others working overseas for consideration by the Secretaries of the Foreign Division.

They are the most extensive and also the most frequently consulted records in the Overseas (Missions) Series and indeed across the whole CMS archive.

What are the Original Papers?

- The Original Papers (also referred to as ‘incoming’ correspondence) mainly consist of letters, journals and reports, but also include minutes and papers of local CMS committees and other printed papers.

- When the correspondence arrived at CMS headquarters, it was marked with the date of receipt and sometimes a date of answer and/or date on which the committee dealt with them. If you are looking at papers received between 1820 and 1880, you will find that many of them have also been numbered in red ink recording the order they arrived at headquarters and some are initialled by the Secretary who read or dealt with them.

- For correspondence dated 1820-1880, similar items can be found filed together eg correspondence from bishops, education papers, minutes of local CMS conferences, etc. Letters from individual missionaries can be found under their own name.
From 1880-1934, the incoming correspondence is arranged in a single chronological sequence for each mission. It is necessary to search the papers to find correspondence relating to a particular individual, or of a particular type.

During the years when the work of the Foreign Division was administered by the Committee of Correspondence, the clerks at CMS headquarters copied the letters, and many of the other Original Papers, into Mission Books so that the Committee had a legible working copy. Most researchers interested in correspondence sent from the missions to headquarters choose to consult either the Original Papers or the Mission Book copies.

Between 1880 and 1934, when the work of the CMS Foreign Division was divided amongst three ‘Group Committees’, summaries of the Original Papers were made for meetings of the Group Committees and copied or pasted into Précis Books. Most researchers consulting the Original Papers of this date use them alongside the Précis Books.

**How do I find the Original Papers in the Overseas (Missions) Series?**

- Use the online archive catalogue or whichever of the handlists to the Overseas (Missions) Series is relevant to your search.

- If you are interested in records compiled before 1881, you will find the Original Papers towards the front of the handlists and prefixed ‘C’ (or CMS/B/OMS/C in the online catalogue)

- If you are interested in Original Papers compiled 1880-1934, you will find them listed amongst records prefixed G1, G2 or G3 (or CMS/B/OMS G1 etc in the online catalogue).

**Hierarchy Browser**

- **CMS - Church Missionary Society Archive**
- **E - Foreign Division**
- **CMS - Overseas (Missions) Series**
  - **A1 - West Africa (Sierra Leone) Mission**
    - **C - Early correspondence**
    - **C I - Individual letter-books [outgoing]**
    - **C L - Letter-books [outgoing]**
    - **C M - Mission books [incoming]**
    - **C O - Original papers [incoming]**
    - **G1 L - Letter-books [outgoing]**
    - **G2 O - Original papers [incoming]**
    - **G3 P - Précis books [incoming]**

Online archive catalogue

Handlists to the Overseas (Missions) Series
• When searching the online catalogue, you will find information in the ‘Arrangement’ field about what happened to the correspondence once it arrived at headquarters, including an explanation of annotations made on the records.

**I want to find all the incoming mission correspondence for a particular year**

• Before 1880, the quickest way to find all the incoming papers for a particular time period is to use the Mission Books instead of the Original Papers.

• From 1880-1934, the Original Papers are filed chronologically by date of receipt so, once you have identified the archive reference for the mission in which you are interested, you will be able to request the Original Papers you need by giving the reference and the year.

  For example, CMS G3 A1 O 1904 for West Africa Mission Original Papers for the year 1904 or CMS G3 A1 O 1889 for West Africa Mission Original Papers for the year 1889.

**How do I find mission correspondence sent to CMS headquarters after 1934?**

• See Catalogues of the papers of the Foreign/Overseas Division 1799-1959
Précis Books

The Précis Books are one of the types of records kept by the CMS Foreign Division 1880-1934. They are usually studied alongside the Original Papers. Précis Books contain summaries of all of the correspondence sent from the overseas missions to the Committees at CMS headquarters which administered the work of the missions at the time (ie the incoming correspondence known as the ‘Original Papers’). They are a valuable record in themselves but can also be used as a contemporary index to find items of interest in the ‘Original Papers’ and to find out if any action was taken as a result of the correspondence. In some instances, you will find entries in the Précis Books where the original documents are no longer available.

What are the Précis Books?

- Between 1880 and 1934, when correspondence from one of the missions arrived at CMS headquarters, it was filed in chronological order according to the date it arrived. A summary (précis) of each item of incoming correspondence was prepared for meetings of whichever Group Committee administered the work of that mission and a file copy pasted into the Précis Book for that mission.

- Each item on the Précis was given a running number. This same number can be seen written in red ink on the corresponding item in the files of Original Papers. A new number sequence was started for each year.

- Any Committee decision or action resulting from the discussion of the correspondence was entered into the Précis Book on the right-hand page.

- You will find three different types of Précis Book in the catalogues and handlists to the papers of the Foreign Division. Each mission had its own Précis Books (see Overseas (Missions) Series). There are also Précis Books which cover more than one mission area (see General Groups archives and Group 1, 2 and 3 archives in the Catalogue of the Papers of the Foreign Division 1799-1949).

- The Précis Books in the Overseas (Missions) Series are most heavily used. The Précis in the general series can help to fill gaps in the mission Précis Book sequences.

How do I use the Précis Books in the Overseas (Missions) Series?

- Use the handlists or online archive catalogue to identify the finding number for the Précis volume which matches the mission and dates you are interested in. You will find the Précis books listed under the 1881-1934 records (ie those with finding numbers prefixed G1, G2 or G3 or CMS/B/OMS G1 etc).

- Use the same finding aids to request files of Original Papers for the corresponding years.
When using the Précis Books, use the item number in the left hand column of the Précis and the year to find the corresponding document in the Original Papers.

South China Mission Précis Book for May 1900-July 1913: G1 CH1 P3

South China Mission Original Papers for the year 1900: G1 CH1 O1900/213
A pencilled ‘M’ in the margin of the Précis Book, indicates that you will not find the item in the corresponding sequence of Original Papers. The item is ‘Missing’ from the Original Papers because at some point it was extracted and filed elsewhere or disposed of. Some of the ‘Missing’ items can now be found in the records of other CMS departments - this is indicated in the catalogues with a reference to the original archive reference number.

Where the item is a missionary’s Annual Letter, although the original can no longer be seen, topped and tailed versions can be found in the annual volumes of ‘Extracts of Missionaries Annual Letters …’ 1886-1912.
Church Missionary Society Unofficial Papers c 1290-2016

The Unofficial Papers are privately deposited papers relating to the work of the Church Missionary Society, both at home and through its overseas missions, and to its missionaries and their families. With the exception of a few early deeds and records held in collections of family papers, they date from the early days of the CMS to the present day.

What are the Unofficial Papers?

- The Unofficial Papers are effectively lots of little collections arranged in sequence according to when they were received for inclusion in the archive. The collections vary in size from one item to more than 30 boxes.

- Many of the collections are the personal papers of CMS missionaries (including their own copies of ‘official’ records). There are also records of local CMS Associations, records of organisations which supported the Society’s work and research papers relating to the history of CMS.

- Some of the papers duplicate the type of records found in the official CMS archive (sometimes filling gaps in the official record). There are also many examples of items rarely or not at all present in the official CMS archive, including paintings, sketches, artefacts and wider family papers.

How do I search the Unofficial papers?

- The catalogues of the CMS Unofficial Papers can be searched by using paper handlists in Cadbury Research Library or by using the online archive catalogue.

- The archive finding numbers for the Unofficial Papers are all prefixed CMS/ACC. For an overview of all of the collections, enter CMS/ACC* as the finding number in the online archive catalogue and then click on the entries for the collections in which you are interested.
How do I find out about the collections using the online archive catalogue?

Several of the CMS catalogues have been entered into Cadbury Research Library online archive catalogue and can be searched at [http://calmview.bham.ac.uk/](http://calmview.bham.ac.uk/).

Follow the example illustrated to open up different levels of the catalogue from an overview of the whole CMS collection to the catalogue entry for a single Letter Book in the Yoruba Mission papers.

- Select ‘Advanced Search’ (1)
- Enter CMS in the Finding Number field and use the drop down list to narrow your search to ‘Fonds’ level (2)
- Click on the titles and highlighted text to open up successive levels of the catalogue (3-14)

To search for records relating to particular topics or people:

- Select ‘Advanced Search’ (1)
- Enter your chosen search term in the Any Text field (eg Bombay) and/or enter a CMS finding number (eg CMS/ACC33) (15)
- Entering a term in the Any Text field will highlight every mention of it in the online archive catalogues, regardless of collection. Use the text above the blue box to identify the collection (16-17) or use the Finding Number field to limit your search to records in the CMS collections (18)
- When using the online archive catalogue to get an overview of the records held by a particular CMS department of work, use the Related Material field to find out about records held elsewhere in the collection which might also be of interest. For example, the Catalogue of the papers of the Educational Auxiliary lists the papers which were compiled c 1898-1917 but there are suggestions as to how to find information relating to educational work throughout the Society’s history in the related material field.
- The online archive catalogue is quick to use but it is important to not assume that you have found everything relevant to your research once you have searched in this way. There are some CMS catalogues which have not been entered into the online archive catalogue and there are some parts of the collection which have not yet been catalogued at all.
- Personal names are usually entered in the catalogue with the spelling that is given in the records and place names change over time: you may need to try different spellings and terms when searching for a particular place or person.
What can I see online?


- Extensive sequences of CMS periodicals and miscellaneous other records have been published by Adam Matthew Digital, including:
  - CMS Registers of Missionaries 1804-1928
  - Church Missionary Historical Record 1919, 1922-1986
  - Church Missionary Intelligencer 1849-1906
  - Church Missionary Review 1907-1927
  - Extracts of missionaries Annual Letters [all missions] 1886-1912
  - Annual Letters for missionaries to China, Japan and Canada 1917-1949
  - Periodicals from the records of the CMS Home Division, 1816-2009
  - Miscellaneous papers from the CMS Overseas (Missions) Series
  - Miscellaneous papers from the CMS Unofficial Papers

  Collections digitized by Adam Matthew are subject to access restrictions.

- An online exhibition featuring digital copies of a selection of photographs from the archive can be seen through Cadbury Research Library Flickr pages under the title ‘Turn of the century China: an exhibition of late 19th, and early 20th, century photographs’ at [https://www.flickr.com/photos/cadburyresearchlibrary/sets/72157643584339255](https://www.flickr.com/photos/cadburyresearchlibrary/sets/72157643584339255).

- If you are searching using the online archive catalogue, check the ‘Copies’ field to see if the records have been digitized by Adam Matthew Digital or Cadbury Research Library.

- Miscellaneous digital copies of CMS records and publications are available online through the Internet Archive ([http://www.archive.org](http://www.archive.org)), Google Books ([http://books.google.co.uk](http://books.google.co.uk)) and Hathi Trust digital library ([http://www.hathitrust.org/](http://www.hathitrust.org/)).
## Examples of other repositories which hold material relating to the CMS

<table>
<thead>
<tr>
<th>Name of institution</th>
<th>Examples of material held</th>
</tr>
</thead>
<tbody>
<tr>
<td>British Library: Asia, Pacific and Africa Collections (previously Oriental and India Office Library)</td>
<td>Miscellaneous papers of Rev Thomas Patrick Hughes; correspondence and papers of Major-General George Hutchinson; sermons of Bishop Edward Alfred Livingstone Moore; recording of interview by Rt Rev Leslie Wilfrid Brown; photographs of scenes of Indian life and missionary work; unpublished memoir of Joyce M. Peel</td>
</tr>
<tr>
<td>British Museum</td>
<td>Over 1500 artefacts previously the property of CMS, many originating from overseas</td>
</tr>
<tr>
<td>Cambridge University: Department of Manuscripts and University Archives</td>
<td>Letters of Helen Moore, Church of England Zenana Missionary Society missionary</td>
</tr>
<tr>
<td>Cambridge University: Royal Commonwealth Society Library</td>
<td>Photographs of CMS work</td>
</tr>
<tr>
<td>Church Mission Society, Oxford</td>
<td>The Crowther Centre Library houses 29,000 books, back copies of missionary journals, including complete runs of CMS periodicals and overseas diocesan reports, and takes about 250 current journals</td>
</tr>
<tr>
<td>Horniman Museum</td>
<td>Artefacts purchased from the CMS in the 1950s and 1960s including Inuit seal skin clothing and musical instruments</td>
</tr>
<tr>
<td>Lambeth Palace Library and Church of England Record Centre</td>
<td>The Archbishops Papers include letters ‘from and on’ CMS missionaries</td>
</tr>
<tr>
<td>Norfolk Record Office</td>
<td>Records of Norfolk and Norwich CMS Associations</td>
</tr>
<tr>
<td>Royal Geographical Society</td>
<td>Journals of Rev J.M. Isenberg and Rev J. L. Krapf; correspondence between Richard Francis Burton and CMS</td>
</tr>
</tbody>
</table>
How to ... find records about a missionary
How to ... find records about a missionary

The Church Missionary Society sent missionaries overseas from 1804 and, over time, recruited within the countries in which it was working. Recruits included ordained and lay men from Europe, ‘native’ clergy and women who served CMS as wives of missionaries or as missionaries themselves. Many committed their lives to working in the field, others were recruited on short-term Agreements.

What do I need to know?

Could I just enter the name of the missionary in the online archive catalogue?

Where do I start?

Searching the mission papers

Records of the General Secretary’s Department

Records of the Medical Department

Periodicals and published works

Records of the CMS Finance Department

Church Missionary Society Unofficial Papers

Are there any records for missionaries after 1959?

How do I use the archive to find out about a missionary before they went overseas?

Where else can I search for records relating to CMS Missionaries?
Could I just enter the name of the missionary in the online archive catalogue?

- If you enter the name of a missionary as a search term in the electronic catalogues and do not get any results, this does not mean that there are no records about that person in the archive. Equally, if you enter a name and the catalogue shows, for example, 3 entries mentioning that person by name, this does not mean that there is nothing more to find.

The catalogues and other finding aids are intended to give an overview of the type and extent of records in the archive but they do not indicate every time the name of a missionary is mentioned. Furthermore, there are some records in the archive which are not listed in the electronic catalogues, for example, the Registers of missionaries.

- To find records relating to a missionary, it is usually necessary to consider what sort of records the Society might have kept for a missionary of that date and then to use the finding aids to search through the records.

Where do I start?

- For men and women accepted as missionaries 1804-1928, start with the Registers of missionaries. The Registers give brief biographical information, the dates when the missionary entered training and of their service with CMS, the names of their mission station(s) and other summary facts.

Note: the Registers do not include the names of everyone working in the missions. They do not, for example, record those recruited in the mission and paid under a local agreement rather than through CMS headquarters in the UK.

- For missionaries to China, Japan and Canada, there is a file of record sheets for missionaries recruited or working overseas 1926-1953 in the personal and confidential papers of the Group 1 Secretary (the Secretary at CMS headquarters who administered the work of these missions). The records give brief biographical and service details including names and dates of missionaries’ children, etc. (See the entry in the Catalogue to the Papers of the Foreign Division 1799-1949 in Cadbury Research Library).

- When researching ‘Native clergy’ appointed after 1927, biographical information matching that given in the Registers can be found from the returns sent to headquarters 1904-1951 held in the records of the Editorial Secretary (CMS/H/H5 A1)
• If a missionary is not listed in the Registers, the CMS \textit{name card index} can help to determine when, and where, someone served with CMS.

• The printed \textit{Annual Reports} and Year Books include names of missionaries, business agents, native clergymen and wives of European missionaries listed alphabetically and by mission station.

Once you know where, and when, a missionary was overseas, and the name of their mission station(s) you will be able to find the mission papers relevant to your search.

• The records kept by the CMS \textit{Foreign/Overseas Division} are the most heavily used of all in the CMS archive. They include letters to, from, and about individual missionaries, and for some men and women, additional records such as personal journals which they wrote whilst overseas, committee minutes relating to their service, and reports of the medical or educational institutions in which they worked. The records of this Division include the \textit{Annual Letters} which missionaries wrote back to CMS headquarters describing their experiences in the mission over the year.

• Up to 1880, the records of each mission include files of correspondence arranged by name of missionary; the archive reference for these files can be found by entering the name in the online archive catalogue.

• From 1881-1934 the mission correspondence sent to CMS headquarters was filed chronologically by date of receipt; although there is much correspondence from and relating to individual missionaries, it is not possible to identify these records by entering a name in the online archive catalogue - you must visit and search the records.

• Personal files which were kept in the Foreign Division for each serving missionary from 1935 are not currently available for research. However, \textit{Annual Letters} originally held in this file sequence are available for consultation as part of the CMS archive.
Records of the CMS General Secretary’s Department

- The records of this Department include the earliest material relating to recruitment and training of missionary candidates; records of the Church Missionaries’ Children’s Home; correspondence with missionaries on leave or who had retired in the UK and personal and confidential correspondence concerning welfare of missionaries and their families overseas.

- The unbroken sequence of minutes (dated 1799-1953) varies considerably from individual to individual, and over time, but can give:
  - committee decisions regarding appointments, transfers, marriage, retirement, the awarding of allowances;
  - in memoriam tributes;
  - records of committee interviews with missionaries on furlough (ie whilst back in the UK);
  - names and ages of children admitted to the Church Missionaries' Children's Home;
  - lists of students in training from 1826;
  - summaries of offer of service letters and testimonials (largely pre-1880);
  - dates of correspondence between the individual and CMS headquarters.

- To find out more, see the Catalogue of the papers of the General Secretary’s Department 1799-1949; Catalogue of the papers of the General Secretary’s Department 1950-1959 and the guide to the committee records in the General Secretary’s Department.

Records of the CMS Medical Department

- The periodicals in the records of the Medical Department are a particularly valuable resource for anyone interested in doctors and nurses who went overseas as medical missionaries.
- There is a sequence of overseas correspondence which includes circular letters and appeals from medical missionaries sending news of their work to supporters back in the UK and notes of Medical Committee interviews with missionaries.

- The records of this department include material relating to the health of non-medical missionaries.

- To find out more about the records relating to named individuals in the records of the CMS Medical Department, see the Catalogue of the Papers to the Medical department 1891-1949; Catalogue of the Papers to the Medical department 1950-1959 and Guide to the records of the Medical Department of the Church Mission Society 1863-1978

**Periodicals and published works**

- The CMS periodicals have numerous articles written by, or about, CMS missionaries and the Annual Report and Historical Record are illustrated with extracts of their correspondence.

  CMS periodical: Awake, 1899

- Even if a missionary is not mentioned by name, the Annual Report, CM Historical Record and periodicals have accounts of local events and work in the missions giving a picture of what life was like for the missionaries.

- Where there is an article by a missionary, or an obituary, in one of the main indexed periodicals, there is usually a reference to this in the name card index.
If you are a member of the University of Birmingham, you will be able to search most of the periodicals and the CM Historical Record by entering the name of the missionary into the search engine of Adam Matthew Digital.

There are small compilations of biographies and ‘brief sketches’ of named CMS workers within the records of the CMS Home Division 1840-1959.

Microfilm copies of biographical works held at CMS Oxford are available to consult in Cadbury Research Library. The printed guide which accompanies the microfilm is available in Cadbury Research Library and online through the website of Adam Matthew Publications (CMS archive: Section III: Central Records: Part 13: CMS collection of Lives of Missionaries)

Records of the CMS Finance Department

In most cases, it is not possible to use the catalogue to identify records relating to individual missionaries in the records of the Finance Department. However, there are a number of record sequences of potential interest, for example, minutes and papers of the Personal Grants Committee 1898-1930s; papers relating to mission staff employed through the National Agents scheme 1937-1951; reports of retired missionaries 1948-1949; a list of missionary children compiled in 1848; correspondence concerning candidates for grants and correspondence with the CMS missions.

To find out more about the records of the CMS Finance Department, see the Catalogue of the papers of the Finance Department (CMS/F)

Church Missionary Society Unofficial Papers

The privately deposited CMS collections can be an excellent source for finding out about a CMS missionary.

The papers may include journals and correspondence written for personal use rather than the official record and, in some instances, records relating to wider family members.

The Unofficial Papers are the best source to try if you are looking for original photographs of missionaries.

To find out if there are any records relevant to your search in the Unofficial Papers, enter the person’s name in the online archive catalogue.
Records of the Church of England Zenana Missionary Society

- The records of the Church of England Zenana Missionary Society (CEZMS) were transferred to CMS when the two organisations amalgamated in 1957. The Society's main aim was to evangelise the women of India by means of normal schools [teacher training colleges], zenana visiting, medical missions, Hindu and Muslim female schools and the employment of Bible Women. From its foundation in 1880, CEZMS and CMS worked very closely and the records include references to work by missionaries from both organisations.

- The CEZMS periodicals, such as ‘India’s Women and China’s Daughters’, can be searched for articles by, and references to, CMS men and women.

- Search the Catalogue to the Records of the Church of England Zenana Missionary Society to find out more about the records and links between the two organisations.

- The CMS records are also a useful source for information on CEZMS missionaries. For example, the CMS name card index includes entries for some CEZMS missionaries. There is correspondence from CEZMS missionaries in the CMS Annual Letters and news of CEZMS in the CMS periodicals.

Are there any records for missionaries after 1959?

- Most of the original documents currently available for research date from 1799-1959.

  However:

  - The published works and the growing sequence of CMS 'Unofficial Papers' mean that it is possible to find accounts of CMS work overseas into the 21st century.

  - Also, of particular note is the highly informative ‘Historical Record’ with references to missionaries, extracts of their correspondence and detailed accounts of work in the mission compiled annually until 1986.

How do I use the archive to find out about a missionary before they went overseas?

- Check the Registers of missionaries for names of higher education and training institutions.

- Search the Catalogue to the Candidates Department and Catalogue of the papers of the General Secretary’s Department 1799-1949, Catalogue of the papers of the General Secretary’s Department 1950-1959 and related guides to find out about the CMS training institutions and records relating to the training and recruitment of CMS missionaries.
If there is a privately deposited collection relating to the missionary in the CMS Unofficial Papers, you may find summary biographical information about their life before and after CMS in the Administrative History field of the online archive catalogue.

The CMS Medical Department records include minutes and papers of the Medical Board that assessed candidates' fitness for service 1863-1921, minutes of the Medical Training Home Committee 1900-1907 and brief notes of candidates' medical examinations compiled by the Society's Physician 1890s-1903.

Obituaries in the CMS periodicals may provide further detail although, for most missionaries, they are brief. Lengthier obituaries are more often given in the minutes of the General Secretary's Department.

Where else might I search for records relating to a CMS missionary?

- Catalogue to records of the Women's Department
- Catalogue to the records of the Educational Auxiliary
- Catalogue of the records of Overseas Missions
- Catalogue of miscellaneous papers
- Other repositories which hold material relating to the CMS

Example of one of the miscellaneous records listed in the Catalogue to the records of Overseas Missions: showing entry in baptism register for the daughter of Ernest and Grace Sergeant (CMS/Q/CH2/O1/1)
How to ... find records about a mission
How to … find records about a mission

As one of the founding aims of the Church Missionary Society was to evangelize the world, to some extent all of the record sequences have information relating to work in the missions. This guide highlights the record sequences, finding aids and selected key sources for anyone researching a particular mission or geographical area.

What do I need to know?

Could I just enter the name of the mission in the online archive catalogue?

Where should I start?

Searching the mission papers (records of the CMS Foreign Division)

Records of the CMS General Secretary’s Department

Records of the CMS Home Division

Records of the CMS Finance Department

Church Missionary Society Unofficial Papers

How do I find maps …?

How do I find plans …?

Are there any records of work in the missions after 1959?

Where else can I search for records relating to the areas in which CMS was working?
What do I need to know?

- The dates in which you are interested will affect which catalogues you need to use.

- As you work through the records, note the names of missionaries working in the area in which you are interested. This will enable you to identify additional records with information about your area of interest.

- A great deal of information about the missions, and the countries in which they were based, can be found in the periodicals and other published works, especially when combined with Annual Letters of missionaries working in the area.

- In some instances, names of mission stations, the area they covered and the administrative body at CMS headquarters to which they reported, changed over time. Read the guidance in the catalogues so that you can be sure to locate all of the records relevant to your search.

CMS work in the countries bordering the Mediterranean began in Malta in 1815 and extended to Greece, Turkey and Asia Minor, Egypt and Palestine. It also included Abyssinia. Work in Malta was given up in 1843. In the Greek Islands the main station was Syra [Syros], occupied in 1830 and relinquished in 1875. Work in Turkey centred on Constantinople 1819-21, 1858-77, while in Asia Minor Smyrna was occupied 1830-77. Work in Abyssinia began in 1830. In 1841 the administration was transferred to the East Africa mission [C A5]. The mission closed in 1842. The Egypt mission began in 1826 at Cairo and was given up in 1861. In 1882 it was revived as a separate mission in the Africa Group of missions [G3 E]. In 1880 the Mediterranean mission closed and the work of the CMS in this geographical area was taken over by the Palestine mission [see G3 P].
Could I just enter the name of the mission in the online archive catalogue?

- If you enter the name of a mission as a search term in the electronic catalogues and the search brings up very few entries, this does not mean that there is nothing more to find.
- There are many records in the archive which are not listed in the electronic catalogues.
- Try different spellings/terms for the places that you are interested in, especially if these have changed over time.

Where should I start?

Use the published works to establish exactly when and where CMS was working overseas, what sort of issues were affecting progress of the mission (for example, health of missionaries, socio-economic or political climate, CMS finances) and the names of key personnel.

- Start with the published histories.
- Once you know the dates relevant to your search, the CMS Annual Report (‘Proceedings’) can be searched for names of mission stations and missionaries working in them, a summary history of each mission and brief report of the year’s work.
- From 1919, supplement the Annual Report with more detailed accounts of mission work given in the CMS Historical Record. These volumes are especially valuable for research into educational and medical work.
- The illustrated CMS periodicals have articles on the Society’s missions written to engage a European audience in life and work overseas.
Identifying records relating to a particular mission using the CMS place card index

- A microfiche copy of a card index to countries and places referenced in the CMS records and periodicals is available in Cadbury Research Library microfilm room.

- The fiche can be tricky to handle and, in most instances, it is now preferable to search using the electronic catalogues and, in the case of the periodicals, the website of Adam Matthew Digital (http://www.churchmissionarysociety.amdigital.co.uk/)

Once you know names and dates relevant to the mission(s) you wish to study, you will be able to decide which record sequences and which archive catalogues are best suited to what you need.

Records of the Foreign (later Overseas) Division:

- The records of this Division include the main sequences of correspondence between CMS headquarters and the missions, including letters, missionaries’ journals, reports, minutes, statistical returns, copies of local publications and other printed papers.

- Papers currently available for research fall into three broad date ranges: pre-1880, 1881-1934 and 1935-1959. The type of records you find, and the archive finding aids which you need to use, will be determined by which of these date ranges are relevant to your research.

- Use this guide to find out more about the Foreign Division and related catalogues and to see copies of supplementary guides to the key record sequences.

Records of the General Secretary’s Department:

- The records of this Department are important for studying the overseas missions because of the central role played by the General Secretary in all aspects of work in the UK and overseas.

- Records currently available for research date from the foundation of the Society in 1799 to c 1960.

- Highlights include an unbroken sequence of minutes recording new developments, policy, decisions and resolutions concerning the Society’s work overseas 1799-1953. The minute books are accompanied by indexes which can be used to search for references to specific missions. The tour reports and overseas mission correspondence sequences are also particularly relevant to study of the missions.
- The records are arranged in two sequences: the working papers of the Department 1799-1949 and the working papers of the Department 1950-1959.

- To find out more, use the online archive catalogue to search the Catalogue to the Records of the General Secretary’s Department (CMS/G) and to see the Guide to minutes in the records of the General Secretary’s Department. The Catalogue to the records of the General Secretary’s Department 1950-1959 (CMS/G59) is available to consult in Cadbury Research Library.

**Records of the Home Division:**

- The records of this Division include copies of periodicals, pamphlets and other printed material designed to raise awareness, funds and recruits for the Society’s missions.

- They are an excellent source for summary facts about the missions and different branches of work overseas including medical and educational institutions.

- The catalogue to the records of the Home Division cannot be seen online. A paper copy is available to consult in Cadbury Research Library Reading Room.

- Use this guide to find out more about how to use the Catalogue to the papers of the CMS Home Division. See also ‘Published works’ and ‘What can I see online?’

**Records of the Finance Department:**

- The records are particularly useful for information on the funding of mission work and papers relating to schools, hospitals and other mission properties.

- Highlights include early correspondence with the British government, records of the Church Missionary Trust Association (an incorporated body established in 1885 to hold CMS property all over the world), building plans and property registers.

- There are some items which were originally held by the CMS Foreign Division having arrived at CMS headquarters as part the incoming papers of the Overseas (Missions) Series and are a good place to consider if you find papers marked ‘M’ (Missing) in the Overseas (Missions) Series (see under ‘Précis Books’ in this guide).

**CMS Unofficial Papers:**

- There is much relating to missions in these collections of privately deposited papers, including stunning examples of sketches and paintings made by missionaries whilst living overseas and journals and correspondence written for personal use rather than the official record.
• They are the best source for mission photographs other than those printed in the CMS publications.

• Some of the catalogue entries are very brief so try searching the online archive catalogue by country, by region or by name of missionary as well as the name of the mission in which you are interested.

• To find out more, see Church Missionary Society Unofficial Papers c 1290-2015 in this guide.

How do I find maps of the mission areas?

• The archive includes a small compilation of original maps, dated 1804-1945, which are arranged by overseas Group (for example, West Asia or Group 1) and thereunder by mission area.

  Search the Catalogue of Maps held in Cadbury Research Library.

• There are printed maps in the Annual Reports, CMS periodicals and Church Missionary Atlas.

  To find out more, see under Published works in this guide.

• There are some maps in the Overseas (Mission) Series compiled by the CMS Foreign Division ie. in the Original Papers.

  Use this guide to find out more about searching and using the records of the Foreign Division.

• Use the online archive catalogue to locate further miscellaneous copies of maps in the Church Missionary Society collections.

How do I find plans of mission property?

• The archive includes a small compilation of original plans, dated [c 1870]-c 1960, which are arranged by overseas Group (for example, West Asia or Group 1) and thereunder by mission area.

  Search the Catalogue of Plans held in Cadbury Research Library.

• Printed and manuscript plans of CMS property can be found in the records of the CMS Medical Department in the periodicals, the finance papers and overseas correspondence.

  Use the online archive catalogue to search the Catalogue of the papers of the Medical Department 1891-1949. A copy of the Catalogue of the papers of the Medical Department 1950-1959 is held in Cadbury Research Library.
• There are some plans in the Overseas (Mission) Series compiled by the CMS Foreign Division ie. in the Original Papers.

Use this guide to find out more about searching and using the records of the Foreign Division.

• Use the online archive catalogue to locate further miscellaneous copies of published and manuscript maps in the Church Missionary Society collections.

• See also the records of the Finance Department above.

**Are there any records of work in the missions after 1959?**

• Most of the original documents currently available for research date from 1799-1959.  

*However:*

• The published works and the growing sequence of CMS 'Unofficial Papers' mean that it is possible to find accounts of CMS work overseas into the 21st century.

• Of particular note is the highly informative ‘Historical Record’ with detailed accounts of each mission written annually to 1986.

**Where else can I search for records relating to the areas in which CMS was working?**

• The CMS collections include records of the other organisations which were deposited with CMS prior to transfer to Cadbury Research Library, for example, the records of Church of England Zenana Missionary Society which amalgamated with CMS in 1957, the Loochoo Naval Mission, the Society for Promoting Female Education in the East (FES), and the Mid-Africa Ministry. The mission organisations were closely connected.

• Use the online archive catalogue to find out if any of these organisations worked in areas relevant to your research. Look under ‘Administrative History’ in the Fonds level catalogue entry. Alternatively search the paper copies in Cadbury Research Library Reading Room.
Consider also:

- **Catalogue of the records of Overseas Missions**
- **Catalogue to the records of the Educational Auxiliary**
- **Catalogue of miscellaneous papers**
- **Other repositories which hold material relating to the CMS**
Archive catalogues

See also pp 20-23
Archive handlists, catalogues and guides

A list of key finding aids to the CMS collections held in Cadbury Research Library. Those in italics are also available through the online archive catalogue. All include important guidance on understanding and using the records.

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<td>• Guide to the records of the Candidates Department</td>
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<th>Educational Auxiliary</th>
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<td>• Catalogue of maps</td>
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<th>Miscellaneous: CMS theses</th>
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<tr>
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<th>Deposited archives: Local CMS Associations</th>
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<th>Deposited archives: Missionary Leaves Assoc’ion</th>
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Catalogue of the papers of the Home Division 1840-1959

The Catalogue covers the records of 36 departments of work at CMS headquarters. The records of the Home Division reflect all aspects of the Society’s work in the UK and overseas with material relating to CMS missions, missionaries and much concerning the methods used by the Society to promote its aims and activities to a European audience and overseas. The records are diverse, including highly informative circulars, extensive sequences of periodicals produced in the UK, China, Japan, India and Sudan, illustrated pamphlets, children’s games, records relating to the CMS museum, exhibitions, deputations, anniversary and other events as well as the minutes, correspondence, reports and printed papers of the type found in other CMS departments of work.

- The 36 departments of work making up the Home Division are listed at the front of the catalogue together with their archive finding numbers (H1-H36).

- The bulk of the catalogue comprises a brief list of the records arranged by department (pp 1-169). At the end of the catalogue are appended supplementary, separately paginated lists including ‘Periodicals’ (CMS/H/H5 E1), ‘Pamphlets’ and ‘Pamphlet boxlists’ (CMS/H/H5 E2) which should be used alongside the related catalogue entries under ‘Editorial Secretary’ (pp 54-55).

- The term ‘pamphlets’ is used for a diverse range of material from board games to fundraising ephemera and tour reports.

- Some of the records listed in the catalogue did not survive and so are not available for research; these entries are scored through.

- The catalogue of the papers of the Home Division is not yet available through the online archive catalogue. It can be seen in Cadbury Research Library.
Catalogue of the Papers of the Foreign Division

The catalogue provides an overview of all of the records arising from the work of the CMS Foreign Division 1799-1949. Although predominantly dated 1819-1949, it includes reference to a few records from the 1950s.

Use the catalogue alongside the handlists for the Overseas (Missions) Series 1803-1934 and the Catalogue to the Papers of the Overseas Division.

- The entries are broadly arranged according to the various departments responsible for the work of the division over this time period. There are also small sequences under the headings Africa/Asia archives (AF/AS) and General Groups archives (G1-3).
  - For records relating to any of the overseas missions 1799-1880, search under Committee of Correspondence archives.
  - For records relating to missions* administered by the Group 1 (East Asia) Committee 1880-1949, search under Group 1 archives.
    *China, Japan, Canada, Malaya
  - For records relating to missions* administered by the Group 2 (West Asia) Committee 1880-1949 search under Group 2 archives.
    *India, Ceylon, Mauritius and Madagascar, Persia, Turkish Arabia
  - For records relating to missions* administered by the Group 3 (Africa) Committee 1880-1949, search under Group 3 archives.
    *Africa, New Zealand, Egypt, Palestine

- Within the records of each department, the entries are broadly divided between general records relating to more than one mission area and the extensive sequences of papers kept for each mission area known as the Overseas (Missions) Series (or mission series).

The entries in this catalogue largely comprise a list of the general records kept by each department. At the end of the entries for each department, there is a list cross referencing the supplementary handlists for the Overseas (Missions) Series.
What type of records will I find listed in the general sequences?

- Under the Committee of Correspondence, the papers comprise copies of correspondence between the missions and the Secretaries at CMS headquarters (London), 1819-1883. The records compiled under the Group Committees broadly comprise correspondence, minutes, circulars, reports, memoranda and other printed papers. They include material relating to candidates, missionaries and external organisations, much regarding educational institutions overseas, policy issues, missionaries’ pensions, correspondence with bishops, personal and confidential papers kept by each of the Group Secretaries and a few photographs.

- Some of the records entered under Africa/Asia archives 1935/49 are not currently available for research and have been retained by the CMS. Those which are held by Cadbury Research Library are listed in the Catalogue to the papers of the Overseas Division.

Can I search the catalogue online?

- This finding aid has not been entered into the online archive catalogue. A copy of the handlist can be seen in Cadbury Research Library.
‘Catalogue of the papers of the Overseas Division’

The files covered by this catalogue comprise working papers of the Foreign/Overseas Division compiled between 1935 and 1959 when the work of the Division was administered by the CMS Africa and Asia Committees. They include some material of an earlier date from the Overseas (Missions) Series 1803-1934 and a few other items dating back to 1890 and forward to 1962 which were transferred to the 1935/59 files at some point during the time when the files were in active use at CMS headquarters. There are records relevant to more than one mission area (eg ‘Africa/Asia general’) and records filed by mission (eg the Yoruba Mission files).

- During this time period, correspondence on the same subject, including correspondence to and from CMS headquarters (‘incoming’ and ‘outgoing’), was filed together.

This arrangement of the records makes it easy to locate material for research on a particular branch of mission work, for example, the history of a CMS school or hospital.

- The records relating to more than one mission are arranged as: correspondence; tours, deputations; conferences, meetings; missionaries, bursars (or missionaries and missions); policy; commissions; miscellaneous; committee work; education; finance; medical; outside organisations; politics and religious questions.

- The mission files are arranged as: [correspondence with the mission secretary]; dioceses; education; general and medical. The education records include material relating to CMS bookshops.

- This catalogue has not been entered into the online archive catalogue. You will need to consult the paper handlist held in Cadbury Research Library.

- When filling in a request slip to see the papers in Cadbury Research Library Reading Room, it is important to include the full archive finding number using the information given at the top of each page of the handlist and on the left hand side. For example, the finding number for the file of papers on the Industrial Institute in Abeokuta is:

  CMS Africa 35/59 G3 A2 e1
Is all the mission correspondence sent to CMS headquarters between 1935 and 1959 listed in the Catalogue of the papers of the Overseas Division?

- Further records relating to the work of the Overseas Division are listed in the Catalogue of the Papers of the Foreign Division 1799-1949.

- Other departments of work at CMS headquarters corresponded with the missions and/or dealt with matters arising from the work of the overseas missions so you will also find correspondence to and from the missions in the records of those departments. See, for example, the catalogues to the papers of the General Secretary’s Department.

How do I find earlier files for the mission I am interested in?

- For records of the Foreign (later Overseas) Division compiled 1799-1934, search the Catalogue of the papers of the Foreign Division 1799-1949 and whichever of the handlists to the Overseas (Missions) Series 1803-1934 are relevant.
Card indexes
Card indexes

Three card indexes accompany the CMS archive. Use them alongside the catalogues and handlists to find records of interest.

CMS name index

An index to names of missionaries and others mentioned in the CMS records.

- It is worth consulting the name index if you are looking for records relating to anyone connected with CMS. There are also entries for women who went out under the Church of England Zenana Missionary Society (CEZMS), an organisation which worked very closely with CMS throughout its history and amalgamated with CMS in 1957.

- The name index is particularly important if you wish to find out about a missionary who went overseas after 1880 when the mission records are filed by date rather than name of missionary, or about someone who was connected with CMS in some way but was not a missionary.

- Entries include, for example, lists of committee roles, names of children of missionaries, cross-references to articles in the CMS periodicals and records in the Overseas (Mission) Series.

- The original card index is available for consultation in Cadbury Research Library. A microfiche copy of the cards is also available in the microfilm room.

CEZMS name index

An index to names of missionaries and others mentioned in the records of the Church of England Zenana Missionary Society.

- Be aware that the archive references on the CEZMS card index do not match all the current file references if you are searching for correspondence with the CEZMS missions. However, once you have the year and mission that the correspondence relates to from the card index, you will be able to find the current archive reference for the correspondence by using the Catalogue to the records of the church of England Zenana Missionary Society (see records of the CEZMS Foreign and Candidates Secretary's Department).
CMS place index

An index to countries and places referenced in the CMS records and periodicals.

- The place index held in Cadbury Research Library comprises a microfiche copy of the original cards.

- Search by country and thereunder by place name for the archive reference number (finding number) of records relating to that area and page references for illustrations in CMS periodicals including the Missionary Papers (M. P) and the Church Missionary Gleaner.

- The fiche can be tricky to handle and, in most instances, it is now preferable to search using the electronic catalogues and, in the case of the periodicals, the website of Adam Matthew Digital (http://www.churchmissionarysociety.amdigital.co.uk/)

Things to be aware of when using the card indexes

- The indexes are not comprehensive being largely based on items listed in the contemporary indexes. If you find entries in the index for a particular name or place, do not assume that you have found every record of interest.

- The indexes use abbreviations which might not be clear until you become familiar with the archive finding numbers. Before using the cards, please ask Cadbury Research Library Helpdesk staff for an introduction to the CMS catalogues and finding numbers.
University of Birmingham library catalogue
University of Birmingham Library catalogue

To find books relating to the Church Missionary Society or its missionaries in any of the University of Birmingham’s libraries, follow the link to the Library catalogue:
http://findit.bham.ac.uk/primo_library/libweb/action/search.do?vid=44BIR_VU1

How do I use the library catalogue?

- Enter “Church Missionary Society” or your own search term.

- Check the location field to identify which of the University’s libraries hold the titles you would like to see. In order to request material from book collections held by Cadbury Research Library, when you visit you will need to fill in a blue request slip giving the title and classmark.

- Where location is given as Cadbury Research library Store, we shall need to retrieve the item for you from an off-site store. Place you requests before 11.15 or 14.15 to ensure that it is available for your visit.

Can I see copies of any of the publications online?

- If you are a member of the University of Birmingham, you will be able to follow links to online copies of CMS publications which have been digitized by Adam Matthew Digital.

I am not a member of the University, may I use the libraries?

- Once you have registered for a Special Collections reader ticket, you will be able to use the Cadbury Research Library book collections as well as the CMS archives.

- Different conditions apply to accessing books held in other University of Birmingham libraries. Details of facilities for visitors and how to find the libraries are given at https://intranet.birmingham.ac.uk/as/libraryservices/library/membership/access-and-membership/index.aspx.
Adam Matthew Publications: microfilm and digital copies of CMS records
Adam Matthew Publications

A significant number of items in the CMS archive have been microfilmed by Adam Matthew Publications. Members of the participating institutions can also see high quality copies of selected original documents through the website of Adam Matthew Digital [http://www.amdigital.co.uk/].

- Whether or not you are using the microfilms, the guides which accompany them include descriptions of the type of records which have been filmed and examples of how to search the CMS collections by person, place or subject. The guides are available in Cadbury Research Library and online through the website of Adam Matthew Publications at [http://www.ampltd.co.uk/].

- Adam Matthew has digitized records from a number of different libraries and archive institutions (including collections held by the University of Birmingham), arranging them by theme such as ‘Slavery, Abolition and Social Justice’ or ‘China: Trade, Politics and Culture’.

If you are a member of the University, you will have free access to digital copies of all of the records on the website which are held by the University, including records from the Church Missionary Society archive. As a general rule, you will not be able to access copies of records from other institutions. You will need to log on from a campus computer.

Use the ‘AMExplorer’ link to search for records relating to your topic of interest across all of the collections ([http://www.amdigital.co.uk/m-products/view-all/]). Alternatively, limit your search to a particular product, such as the Church Missionary Society Periodicals.

By entering your chosen search term, for example the name of a missionary, it is possible to go straight to a copy of the documents, articles or other records in which your search term appears.

Explore the website to find out about the full range of resources which have been created to support use of the digitized records from the CMS archive including lists of titles, an interactive map and brief biographies.

[http://www.churchmissionarysociety.amdigital.co.uk/Introduction/TakeATour]
[http://www.churchmissionarysociety.amdigital.co.uk/Help/PageByPage]