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## **OTTAWA LAY SCHOOL OF THEOLOGY**

### **MG 17, F 4**

**Finding Aid No. 943 / Instrument de recherche no 943**

Prepared in 1975 by Jim Lambert of the Social and Cultural Archives.  
Revised in 1998 by Robert Fisher and Christiane Prévost of the  
same section.

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sociales et culturelles. Révisé en 1998 par Robert Fisher  
et Christiane Prévost de la Section des archives sociales et  
culturelles.

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## INTRODUCTION

The archives of the Ottawa Lay School of Theology consists of the papers of the School itself as well as those of W.A. Monaghan, a former Chairman of the General Committee, and of Professor Lawrence M. Read, a Chairman of the Curriculum Committee. Both W.A. Monaghan and L.M. Read were among the founders of the National Lay Schools of Theology, the national directing body. Their papers, therefore, reflect the history of both the Ottawa Lay School and the National Steering Committee.

### History of the National Steering Committee for Lay Schools of Theology.

The Lay Schools of Theology movement began in 1959 although its roots can be traced back to 1953 at which time a series of Sunday afternoon lectures were begun at Immanuel College, Toronto. Another pioneering endeavour was the “University of Religion” conducted at Dominion-Chalmers United Church, Ottawa. During the years 1953 to 1959 the founders of the Lay Schools movement were also influenced by similar endeavours developing in the United States and at the University of Glasgow.

The goal of the Lay Schools of Theology as stated in the National Steering Committee’s brochure was “an informed and intellectually alert laity”.

A Committee on Lay Schools of Theology was established by the Board of Men of the United Church of Canada at its meeting in 1959. Among its members were W.A. Monaghan, Chairman, and Professor Lawrence M. Read, both of Ottawa. In the following year the organization, method of operations and basic curriculum structure were all established and pilot project schools begun in Montreal and Toronto. Supervision of the Lay Schools was transferred to the Inter-Board Committee on the Co-ordination of Adult Work which established a National Steering Committee for Lay Schools of Theology early in 1964. The National Steering Committee was responsible for setting and maintaining high academic standards. It also provided financial support to fledgling local schools, national publicity support, and academic support through the printing of such aids as book lists and basic course outlines. The Committee also held Bi-ennial Meetings at which time it assembled representatives from all local lay schools to establish policy and compare experiences. In 1965 the Steering Committee became a Committee of the Division of Congregational Life and Work of the United Church. Seven schools operated under the authority of the National Steering Committee in 1964, and this number doubled by 1967-1968. By 1968 most local schools were operating on an ecumenical basis and it was proposed to make the National Steering Committee ecumenical as well. However, the Committee folded in 1969, following the resignation of Professor Read as Chairman.

### History of the Ottawa Lay School of Theology.

W.A. Monaghan resigned as Chairman of the National Committee on Lay Schools of Theology in 1964 and was replaced by Professor Read. Mr. Monaghan immediately became Chairman of the Ottawa Presbytery Lay School of Theology, and directed its

establishment and subsequent development until 1973. Professor Read eventually became Chairman of the Curriculum Committee of the Ottawa Lay School.

In 1963 Ottawa Presbytery of the United Church of Canada established an Interim Committee to explore the possibility of establishing a Lay School to succeed the University of Religion at Dominion-Chalmers United Church. The feasibility having been confirmed, a General Committee was formed with representatives from various bodies within Ottawa Presbytery, the organization of the school was set out, and the dates of the first and second terms established.

The School began its first term at Dominion-Chalmers Church in October 1964 and was an immediate success. While the School was a United Church institution its pupils and teachers came from various religious backgrounds, although the United Church naturally dominated. In the School's first term in October 1964 Rabbi J.B. Friedberg lectured on "The History of Judaism" in post-Biblical times. The determination to make the Lay School ecumenical in nature bore fruit in 1967 when the Anglican Church joined the United Church as co-sponsor. However, exploration the following year of the possibility of a joint operation with the Roman Catholic St. Paul University did not advance very far. In 1974 the Presbyterian Church joined the Anglican and United Churches as a sponsor.

The Lay School is run by a general Committee, the members of which are divided into two other Committees responsible for the Curriculum and the Publicity. The position of Dean is an honorary one. The Executive Committee does not appear to have met since 1969.

The Ottawa Lay School's curriculum has always followed closely that established at the beginning of the Lay Schools of Theology movement in 1959-1960. "Graduation" follows completion of a three year cycle of courses. The basic courses in this cycle cover the study of the Bible, Church History, Basic Reliefs, Christian Ethics and Christian Worship. Optional courses offered vary with the availability of lecturers and changing problems facing the Church and society in general. The Ottawa Lay School varied slightly from the national pattern by offering a second stream of courses chiefly to maintain the interest of graduates. For one reason or another the Ottawa Lay School has been by far the most durable of all and is still (1975) a modest but successful operation.

### Finding Aid 943

Finding Aid 943 includes a file list and a descriptive list of the documents although there are variations depending on the nature of the various series.

# OTTAWA LAY SCHOOL OF THEOLOGY

## MG17-F4

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Vol.	File	File Title	Date
<b>W.A. MONAGHAN PAPERS</b>			
1	1	National Steering Committee for Lay Schools of Theology: Minutes, Reports, etc.	1959-1968
1	2	National Steering Committee for Lay Schools of Theology: Correspondence	1962-1968
1	3	Ottawa Lay School of Theology: Correspondence	1962-1966
1	4	Ottawa Lay School of Theology: Correspondence	1967-1973
1	5	Ottawa Lay School of Theology: Miscellaneous Papers	1964-1966
<b>L.M. READ PAPERS</b>			
2	1	National Steering Committee for Lay Schools of Theology: Minutes and Supporting Docs.	1960-1963
2	2	National Steering Committee for Lay Schools of Theology: Minutes and Supporting Docs.	1964-1967

Vol.	File	File Title	Date
2	3	National Steering Committee for Lay Schools of Theology: Minutes and Supporting Docs.	1967-1968
2	4	National Steering Committee for Lay Schools of Theology: Consultation on Lay Schools of Theology and related papers	1966
2	5	National Steering Committee for Lay Schools of Theology: Miscellaneous Docs.	ca.1960-1970
2	6	National Steering Committee for Lay Schools of Theology: Correspondence (Part 1)	1959-1968
2	7	National Steering Committee for Lay Schools of Theology: Correspondence (Part 2)	1959-1968
2	8	Ottawa Lay School of Theology: Curriculum Committee Correspondence	1964-1968
2	9	Ottawa Lay School of Theology: Curriculum Committee Miscellaneous Papers	1959-1971

#### GENERAL COMMITTEE SERIES

2	10	National Lay Schools of Theology: Pamphlets	1961-1969
2	11	National Lay Schools of Theology: General and Executive Committees Minutes	1964-1969
3	1	Ottawa Lay Schools of Theology: General Committee Minutes	1970-1973
3	2	Ottawa Lay Schools of Theology: General Committee Minutes	1975-1979
3	3	Ottawa Lay School of Theology: General Committee Lists of Members	1964
3	4	Ottawa Lay School of Theology: General Committee Lists of Graduates	1967-1972
3	5	Ottawa Lay School of Theology: Publicity Committee Correspondence, etc.	1965-1972

Vol.	File	File Title	Date
3	6	Ottawa Lay School of Theology: Publicity Committee Newspaper Clippings	1965-1975
3	7	Ottawa Lay School of Theology: Publicity Committee Printed Brochures	1964-1965, 1978-1979
3	8	Ottawa Lay School of Theology: Curriculum Committee Questionnaires and Curriculum	1967

**PATRICIA McCLENAHAN PAPERS**

3	9	General Committee - Membership Lists	1981-1985
3	10	Committees - Minutes and Agendas	1981-1982
3	11	Committees and Correspondence (1/3)	1983
3	12	Committees and Correspondence (2/3)	1983
3	13	Committees and Correspondence (3/3)	1983
3	14	Committees and Correspondence (1/4)	1984
3	15	Committees and Correspondence (2/4)	1984
3	16	Committees and Correspondence (3/4)	1984
3	17	Committees and Correspondence (4/4)	1984
3	18	Committees and Correspondence (1/2)	1985
3	19	Committees and Correspondence (2/2)	1985



Date	General (G) or Executive (E)	Agenda	Minutes	Registrar's Report Attached	Treasurer's Report Attached	Other Documents Attached
<b>1. GENERAL COMMITTEE</b>						
<b>1.1. Minutes, 1964-1973</b>						
14/5/73	G	X		X	X	Proposed Budget, 1973/74
19/3/73	G		X			
24/1/73	G	X	X	X	X	
8/5/72	G	X	X			
10/4/72	G	X	X	X	X	Curriculum Committee Report; Questionnaire (blank) to members of the Curriculum Committee; Minutes of meeting of Curriculum Committee 14/2/72; Proposed budget, 1972-73
13/12/71	G		X	X	X	
13/9/71	G	X	X		X	
10/5/71	G	X	X			Curriculum for 1971/72; Report of the Nominating Committee; Budget 1971/72; Minutes of the Curriculum Committee, 19/4/71
29/3/71	G	X	X	X		Blank questionnaire to students; attendance sheet for course on group dynamics

(N.B. X indicates document exists; a blank indicates it does not)

Date	General (G) or Executive (E)	Agenda	Minutes	Registrar's Report Attached	Treasurer's Report Attached	Other Documents Attached
11/3/70	G	X	X	X		Minutes of the Curriculum Committee meeting 25/2/70
11/2/70	G	X	X	X	X	Report of the Nominating Committee
18/9/69	E		x			
28/4/69	G		X		X	Draft constitutions
8/4/69	G	X	X	X	X	Report of Nominating Committee; Draft constitutions
6/3/69	E		X			
23/9/68	E		X			
29/4/68	G	X	X			List of members at large of the General Committee
22/4/68	E	X	X			
11/3/68	E	X	X			
12/12/67	G	X	X			Proposed policy re membership of the General Committee
19/6/67	G	X	X		X	Curriculum 1967/68
20/2/67	G		X			
8/2/67	E	X				

(N.B. X indicates document exists; a blank indicates it does not)

Date	General (G) or Executive (E)	Agenda	Minutes	Registrar's Report Attached	Treasurer's Report Attached	Other Documents Attached
7/2/67	E		X		X	Tabulation of answers to a questionnaire; Questionnaire, 20/1/67
30/5/66	G	X	X			List of nominees
24/3/66	G	X	X	X	X	Advance notice of courses 1966/67
25/11/65	E	X	X			Outline of optional course on "The Church and the City"
13/9/65	E		X			
19/5/65	G	X	X			
17/5/65	E	X	X			
29/3/65	G	X	X	X	X	Proposed policy re membership of the General Committee; Tabulation of answers to a questionnaire; Comments received on questionnaire; Suggestions for optional courses; Comments received on questionnaire distributed for the spring term; Comments received on questionnaire distributed to drop-outs from fall term
8/3/65	E	X	X			Proposed policy re membership of the General Committee
1/3/65	E	X	X			

(N.B. X indicates document exists; a blank indicates it does not)

Date	General (G) or Executive (E)	Agenda	Minutes	Registrar's Report Attached	Treasurer's Report Attached	Other Documents Attached
6/3/65	E	X	X	X	X	Proposed establishment for Lay School of Theology, Ottawa Presbytery
29/9/64	E	X	X			
10/9/64	G	X	X			
29/4/64	G	X	X	X		Proposed pattern of courses; Courses for the year 1965/65
18/3/64	G	X	X			Minutes, Sub-Committee on Lay Schools of Theology, 16/3/64; Working paper for discussion by Committee on Co-ordination of Adult Work; Report of Lay Schools of Theology, records registrations by school; Proposed general principles; Proposed policy re membership of the General Committee

### 1.2 Lists of the General Committee, 1964-1973

### 1.3 Lists of Graduates, 1967-1972

## 2. EXECUTIVE COMMITTEE

(N.B. X indicates document exists; a blank indicates it does not)

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Date	General (G) or Executive (E)	Agenda	Minutes	Registrar's Report Attached	Treasurer's Report Attached	Other Documents Attached
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No Documents

See 1.1, 5 and 6 for documents relative to the Executive Committee

(N.B. X indicates document exists; a blank indicates it does not)

## Date

## Type of Documents

## 3. PUBLICITY COMMITTEE

## 3.1 Correspondence and Minutes, 1965-1972

7/1/72	Letter	Leonard G. Peskett (chairman)	Miss M. Powers, Editor, Church Page, <i>Ottawa Journal</i>	Enclosing press releases and photographs
7/1/72	Letter	Leonard G. Peskett	Mr. E. Cawdron, Editor, Church Page, <i>Ottawa Citizen</i>	Enclosing press releases and photographs
[Dec. 1971 or Jan. 1972]	Press release			Winter term courses
n.d., [1971?]	Biographical notice			Professor Roger E. Reynolds
30/12/71	Letter	Leonard G. Peskett	Mr. E. Cawdron, Editor, Church Page, <i>Ottawa Citizen</i>	Enclosing display and for Church Page; promising press release
30/12/71	Letter	Leonard G. Peskett	Miss M. Powers, Editor Church Page, <i>Ottawa Journal</i>	Enclosing display and for Church Page; promising press release <u>Enclosure</u> : Draft display advertisement

Date	Type of Documents	From	To	Subject
22/12/71	Letter	Leonard G. Peskett	Rev. W. Clarke Macdonald Secretary, Board of Evangelism and Social Service	Summary of enrollment, 1969/70, to 1970/71; disappointment with current enrollment; enthusiasm of students
13/12/71	Report			Registrar's report, fall term, 1971-172
1/10/71	Letter	Rev. W. Clarke Macdonald, Secretary, Board of Evangelism and Social Service, United Church of Canada	Leonard G. Pleskett	Asking for report on response to the Lay School
1/9/71	Letter	Leonard G. Peskett	Miss M. Powers, Editor, Church Page, <i>Ottawa Journal</i>	Enclosing press release re: fall term and advertisement
1/9/71	Letter	Leonard G. Peskett	Mr. E. Cawdron, Editor Church Page, <i>The Ottawa Citizen</i>	Enclosing press release re: fall term and advertisement <u>Enclosures</u> : Press release on winter term courses. Draft display advertisement
11/8/71	Letter	Leonard G. Peskett	Archdeacon W.D. Christie Anglican Diocesan Offices Ottawa	Enclosing draft letter re: Lay School for Bishop Robinson to send to Anglican and United Church congregations. <u>Enclosure</u> : draft letter presenting and endorsing Lay School
10/5/71	Agenda			General Committee meeting
19/4/71	Minutes			Curriculum Committee meeting
[1971]	Budget			Budget, 1971-1972

Date			Type of Documents	
30/12/70	Letter	Leonard G. Peskett	All ministers of the Ottawa Presbytery, United Church and all clergy of the Anglican Diocese of Ottawa	Requesting they announce beginning of Winter Term of Lay School; outlining programme
30/12/70	Letter	Leonard G. Peskett	Miss M. Power, Editor, Church Page, <i>Ottawa Journal</i>	Enclosing press releases re: Winter Term, photos and draft advertisement
30/12/70	Letter	Leonard G. Peskett	Mr. Cragg, Editor, Church Page, <i>Ottawa Citizen</i>	Enclosing press releases re: Winter Term, photos and draft advertisement <u>Enclosure</u> : Press Release
26/9/70	Press release			Courses for Fall Term
11/9/70	Letter	Leonard G. Peskett	All ministers of the Ottawa Presbytery, United Church, clergy, Anglican Diocese of Ottawa	Enclosing brochure regarding programme for 1970-71; requesting support; declined enrollment last year; availability of brochures, soliciting suggestions
[ca. Jan. 1970]	Advertisement			Winter Term courses, "The Challenge to Christian Worship (Professor Ernest Skublics) and "God's Revolution - Man's Responsibility" (Reverend Hallman Johnston)
Dec. 1969	Questionnaire			Tabulated questionnaire
28/9/69	Press release			Courses for 1969-970



Date	Type of Documents	From	To	Subject
25/8/69	Letter	Leonard G. Peskett	All ministers of the Ottawa, Presbytery, United Church, clergy, Anglican Diocese of Ottawa	Enclosing brochures and copy of a press release re: programme for 1969-70; requesting support; success of previous year; repeat of Rev. Johnston's course; availability of brochures; soliciting suggestions. <u>Enclosure</u> : Press release (see above 20/9/69)
ca. Jan. 1969	Letter	Leonard G. Peskett	All ministers of the Ottawa, Presbytery, United Church, clergy, Anglican Diocese of Ottawa	Record breaking registration in fall 1968; great success of Rev. Johnston's course, "God's Revolution- Man's Responsibility" enclosing press release re: Winter Term; requesting support. <u>Enclosure</u> : Press release on winter courses
1969	Mailing List			
2/8/68	Letter	Leonard G. Peskett	All ministers of the Ottawa, Presbytery, United Church, clergy, Anglican Diocese of Ottawa	Enclosing brochure and press release re: programme fro 1968-69; need for laymen to have knowledge of theology; availability of brochures; soliciting suggestions. <u>Enclosure</u> : Press release, 1968-69 programme; biographical sketch of Desmond Bowen who gave a course on "Church History and Doctrine"
29/4/68				List of members at large of the General Committee
8/1/68	Press release			Spring term courses
18/9/67	Press release			Fall term courses
5/9/67	Letter	Leonard G. Peskett	All ministers of the Ottawa Presbytery	Fall Term; requesting their support

Date	Type of Documents			
3/1/67	Press release			Spring Term courses
2/1/67	Letter	Leonard G. Peskett	All ministers of the Ottawa Presbytery	Announcing Spring term courses and requesting ministers to encourage congregations to participate
24/8/66	Press release			Describing the school and its programme; Fall Term courses
22/8/55	Letter	Leonard G. Peskett	All ministers of the Ottawa Presbytery	Enclosing brochures for 1966-67 programme; requesting support: sponsorship of young people from each congregation; suggesting advertising time-table. <u>Enclosure</u> : Proposed course outline of "The Church in International Affairs"
10/1/66	Letter	Leonard G. Peskett	All ministers of the Ottawa Presbytery	Lay School and Christian education disappointment with enrollment; requesting support of ministers
4/1/66	Press release			Spring Term courses
[ca. Jan. 1966] (N.B.: mistaken-by dated 1965)	Course outline			"Church and the City"
[ca. Jan. 1966?]	Mailing list			

Date	Type of Documents	From	To	Subject
14/9/65	Letter	W.A. Monaghan, general Chairman, Lay School of Theology	The Secretary, Ottawa Presbytery, United Church	Beginnings of the School; registrations; financial situation; requesting the co-operation of ministers; place of the Lay School within the bureaucracy of the United Church. <u>Enclosures:</u> Registrar's and treasurer's reports 1964-65; brochure 1964-65
n.d. [ca. Oct. 1965?]	Letter	Leonard G. Peskett	All Members of Ottawa Presbytery, United Church	Thanking them for helping distribute brochure; disappointing registration despite heavy publicity; "New Frontiers in Lay Ministry" course outline
[ca. Aug. 1965]	Course outline			"New Frontiers in Lay Ministry"
7/9/65	Press release			Importance of Lay School; description of its operation; Fall Term courses
2/9/65	Letter	Leonard G. Peskett	All Members of Ottawa Presbytery, United Church	Courses for year 1965-66; sending brochures; enclosing outline of "New Frontiers in Lay theology" <u>Enclosure:</u> Course outline
28/5/65	Letter	Leonard G. Peskett	All Members of Ottawa Presbytery, United Church	Announcing operation of Lay School in 1965-66; suggesting congregational representatives; enrollment
July 64	Brochure			"United Church of Canada. Lay Schools of Theology". Describing purposes, basic curriculum, organization, financing and procedures for establishing a lay school
n.d., [ca.1964?]	Memorandum			Organization of "Ottawa Presbytery United Church Lay School of Theology"

**Date**

**Type of Documents**

**3.2 Newspaper clippings, 1965-1975**

**3.3 Printed brochures, 1964-1965, 1971-1972**

#### **4. CURRICULUM COMMITTEE**

##### **4.1 Questionnaires and curriculum, 1967-1973**

5/3/73	Blank questionnaire
13/3/72	Response of Axel Heyerdahl to proposed curriculum, 1972-73
13/3/72	Response of William Dunning to proposed curriculum, 1972-73
13/3/72	Response of Roger McCulloch to proposed curriculum, 1972-73
13/3/72	Response of [W.A. Monaghan?] to proposed curriculum, 1972-73
13/3/72	Response of Pat McClenaghan to proposed curriculum, 1972-1973
13/3/72	Response of Mrs. A.O. Gibbons to proposed curriculum, 1972-1973
1972	Résumé of replies to a questionnaire
1970	Curricula, 1967/68 to 1969/70

## 5. W.A. MONAGHAN PAPERS

### 5.1 Ottawa Lay School of Theology: correspondence, 1962-1973

1/6/73	W. A. Monaghan, Chairman General Committee Ottawa Lay School of Theology	Col. V. Innman, Administrator, Synod of the Diocese of Ottawa	Enclosing cheque repaying loan from Synod
28/3/73	Robert E. Osborne	W.A. Monaghan	Thanking him for cheque
14/3/73	W.A. Monaghan	Prof. Desmond Bowen	Thanking him for lecturing and enclosing cheque; worship period each evening of Lay School
14/3/73	W.A. Monaghan	Rev. P.W.E. Jones	Thanking him for lecturing and enclosing cheque; regretting small attendance for his course
14/3/73	W.A. Monaghan	Prof. R.E. Osborne	Thanking him for lecturing and enclosing cheque
14/3/73	W.A. Monaghan	Dr. J.A. Davidson Minister Dominion-Chalmers United Church, Ottawa	Thanking him for use of the Church building and enclosing cheque
14/3/73	W.A. Monaghan	Mr. L. McConnell	Thanking him for his service
14/3/73	W.A. Monaghan	Prof. C.P. Slater	Thanking him for lecturing and enclosing cheque
14/3/73	W.A. Monaghan	Prof. L.M. Read	Thanking him for lecturing and enclosing cheque
26/1/73	H.H.J. Nesbitt, Dean, Faculty of Science, Carleton University	W.A. Monaghan	Thanking him for cheque; has given it to local charity

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
22/12/72	W.A. Monaghan	Prof. L.M. Read	Thanking him for cheque and commending his generosity
22/12/72	W.A. Monaghan	W.M. Roxburg	Enclosing cheque returned by Prof. Read and specifying that part of the sum be sent to Dr. Nesbitt and part to CARE, Bangladesh Fund
22/1/2/72	W.A. Monaghan	CARE Canada	Enclosing cheque for Bangladesh Fund
22/12/72	W.A. Monaghan	Dr. H.H.J. Nesbitt	Enclosing cheque sent a the request of Prof. Read
19/12/72	[Prof. L.M. Read]	[W.A. Monaghan]	Returning cheque and specifying that part be sent to Prof. Nesbitt and the rest to CARE Canada Bangladesh Fund
8/12/72	[Prof. L.M. Read]	Rev. B.C. Purcell St. John's Church Ottawa	Thanking him for use of Church building and enclosing cheque; Archdeacon Bradley's contribution
6/12/72	[Prof. L.M. Read]	Prof. R. Dobbie	Thanking him for lecturing and enclosing cheque
6/12/72	[Prof. L.M. Read]	Mrs. F.W. Hewis	Thanking him for lecturing and enclosing cheque
6/12/72	[Prof. L.M. Read]	Prof. John P. Dourley	Thanking him for lecturing and enclosing cheque
6/12/72	[Prof. L.M. Read]	Rev. W. Marreevee	Thanking him for lecturing and enclosing cheque
5/12/72	William Roxburgh	W.A. Monaghan	Financial situation
19/4/72	R.E. Osborne	W.A. Monaghan	Acknowledging reception of cheque
30/3/72	Leonard G. Peskett	Rt. Rev. W.J. Robinson, Bishop of Ottawa	Certificate for graduate student of Lay School
20/3/72	W.A. Monaghan	G.W. Motherwell Clerk of Session Dominion-Chalmers United Church Ottawa	Thanking him for use of the Church building and enclosing cheque; Mr. McConnell's contribution
20/3/72	W.A. Monaghan	Prof. John P. Dourlay	Thanking him for lecturing and enclosing cheque

Date	From	To	Subject
20/3/72	W.A. Monaghan	Prof. J. Ramisch University of Ottawa	Thanking him for lecturing and enclosing cheque
20/3/72	W.A. Monaghan	Prof. R.E. Reynolds Carleton University	Thanking him for lecturing and enclosing cheque
20/3/72	W.A. Monaghan	Prof. A.R. Gualtieri Carleton University	Thanking him for lecturing and enclosing cheque
20/3/72	W.A. Monaghan	Prof. R.E. Osborne Carleton University	Thanking him for lecturing and enclosing cheque
21/1/72	W.A. Monaghan	Rev. E.K. Lackey Anglican Diocesan Offices, Ottawa	Enclosing material on Lay Schools of Theology; budget; financing the Lay School; three year curriculum cycle
15/9/71	W.A. Monaghan	All lecturers, Ottawa Lay School of Theology	Welcome; describing operation of the school during the term
7/7/71	Bishop William J. Robinson	W.A. Monaghan	Accepting invitation to open the Lay School; expressing pleasure at being named Dean of the Lay School
15/3/71	Bishop William J. Robinson	Prof. A.R. Gualtieri	Thanking him for lecturing and enclosing cheque
15/3/71	Bishop William J. Robinson	Rev. K.O. Robinson	Thanking him for lecturing and enclosing cheque
15/3/71	Bishop William J. Robinson	Prof. R.E. Osborne	Thanking him for lecturing and enclosing cheque
15/3/71	Bishop William J. Robinson	Prof. Desmond Bowen	Thanking him for lecturing and enclosing cheque



<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
15/3/71	Bishop William J. Robinson	J.R. Swan Dominion-Chalmers United Church, Ottawa	Thanking him for use of the Church and enclosing cheque
16/11/70	Bishop William J. Robinson	Prof. Ronald Nettler, Carleton University	Thanking him for lecturing and enclosing cheque
16/11/70	Bishop William J. Robinson	Prof. Desmond Bowen Carleton University	Thanking him for lecturing and enclosing cheque
16/11/70	Bishop William J. Robinson	Prof. Robert Dobbie Carleton University	Thanking him for lecturing and enclosing cheque
16/11/70	Bishop William J. Robinson	Rev. K.O. Robinson	Thanking him for lecturing and enclosing cheque
28/9/70	Bishop William J. Robinson	Rt. Rev. W.J. Robinson, Bishop of Ottawa	Formal opening of the Lay School
20/7/70	Bishop William J. Robinson	Rt. Rev. W.J. Robinson, Bishop of Ottawa	Brief history of the Lay School; invitation to open the fall term
16/6/71	Bishop William J. Robinson	Rev. R.H. Hobbs, Deputy Director of Programs, Diocese of Ottawa	Thanking him for his willingness to serve on general Committee as Diocesan representative; Bishop Robinson's agreement to serve as Dean
16/6/71	Bishop William J. Robinson	Rt. Rev. W.J. Robinson, Bishop of Ottawa	Thanking him for accepting the position of Dean; inviting him to open Lay School
5/5/70	John R. Leng, Executive Coordinator Lay Schools of Theology	Mrs. H.E. English	Possibility of making the National Steering Committee ecumenical; consultations with Rev. Colin Proudman (Anglican), Rev. Donald H. Voigts (Lutheran) and Dr. James Clarke (Lutheran); Requests Ottawa Lay Schools reaction to ecumenical proposal

Date	From	To	Subject
24/4/70	W.A. Monaghan	Prof. Desmond Bowen Carleton University	His course at the Lay School on "The Problems in the History of Christian Thought"
24/4/70	W.A. Monaghan	Lt. Col. R.V. Inman Director of Administration, Anglican Diocesan Offices, Ottawa	Thanking Diocese for granting loan of \$200.00
24/4/70	W.A. Monaghan	Prof. Robert Dobbie Carleton University	History of the Old Testament course; need for a different name and approach; short publicity description; basic text
23/4/70	W.A. Monaghan	Prof. R.E.O. Osborne Carleton University	Enclosing copy of his letter to Professor Dobbie explaining that it would also apply to Prof. Osborne's New Testament course
24/4/70	W.A. Monaghan	Prof. A.R. Gualtieri	Brief description needed of his course on "Contemporary Religious Thinkers"; books
24/4/70	W.A. Monaghan	Rev. J.E. Cousens Rideau Park United Church	Inquiring about plans for his fall term course; announcement for brochure needed
24/4/70	W.A. Monaghan.	Prof. Ronald Nettler Carleton University	Inquiring about plans for his fall term course; announcement for brochure needed
3/4/70	Rev. Douglas Lapp Britannia United Church	W.A. Monaghan	Enclosing letter from James G. Murray
1/4/70	James G. Murray Part- time and Extension Studies, Carleton University	Rev. Douglas Lapp	Index to adult education course offerings in Ottawa area; enclosing form
20/3/70	M.A. Young, Charitable Organizations Section, Department of National Revenue, Taxation	W.A. Monaghan	Registration of the Lay School as a Charitable Organization. <u>Enclosure:</u> Information Bulletin No. 34 and two application for Registration Forms

Date	From	To	Subject
19/3/70	W.A. Monaghan	Lt. Col. R.V. Inman Administrative Officer, Anglican Diocesan Offices, Ottawa	Lay School's financial situation; request for loan of \$200.00
19/3/70	Mrs. J.N. Pritchard Secretary, Ottawa Lay School	Rev. B.C. Purcell, St. John's Anglican Church, Ottawa	Alternate use of an Anglican and a United Church; request to use St. John's Church
17/3/70	Prof. A.R. Gualtieri	W.A. Monaghan	Acknowledging receipt of letter and cheque; praise for Lay School
16/3/70	W.A. Monaghan	Rev. Hallam Johnston Carleton University	Thanking him for giving course and enclosing cheque
16/3/70	W.A. Monaghan	Prof. A.R. Gualtieri Carleton University	Thanking him for giving course and enclosing cheque
16/3/70	W.A. Monaghan	Prof. R.E. Osborne Carleton University	Thanking him for giving course and enclosing cheque
16/3/70	W.A. Monaghan	Dr. Ernest Skublics University of Ottawa	Thanking him for giving course and enclosing cheque
28/2/70	W.A. Monaghan	E.A. Chater, Director Review and Registration Division. Department of National Revenue, Ottawa	Inquiring if Lay School could become a registered charitable institution
23/3/70	W.A. Monaghan	Rev. B.C. Purcell St. John's Anglican Church, Ottawa	Thanking him for use of church and enclosing cheque
23/1/70	W.A. Monaghan	J.A. Swan Dominion- Chalmers United Church	Thanking him for use of church and enclosing cheque

Date	From	To	Subject
8/12/69	W.A. Monaghan	Prof. Robert Dobbie	Thanking him for giving lectures; regretting small attendance
8/12/69	W.A. Monaghan	Prof. R.E. Osborne	Thanking him for giving course
8/12/69	W.A. Monaghan	Prof. A.R. Gualtieri	Thanking him for giving course
15/10/69	W.A. Monaghan	Dr. S.R. Collins	Thanking him for acting as Dean for last three years
24/9/69	W.A. Monaghan	John R. Leng	Advertisements <i>United Church Observer</i> do not justify the expense
20/9/69	John Leng	W.A. Monaghan	The Ottawa School's Brochure; the United Church Division of Congregational Life and Work and adult education; inquiring about advertising Lay Schools in the <i>Observer</i>
19/6/69	J.N. Swan Dominion-Chalmers United Church	W.A. Monaghan	Arrangements for accommodating the Lay School
1/5/69	John Leng, Executive Coordinator, United Church of Canada Division of Congregational Life and Work	W.A. Monaghan	Division's neglect of the Lay Schools; solution to the problem; success of the Lay Schools movement; acknowledging receipt of cheque
21/4/69	W.A. Monaghan	Rev. Hallam Johnston	Enclosing supplementary cheque; remuneration for next year
17/4/69	W.A. Monaghan	Dr. John Leng	Enclosing reply to questionnaire and cheque for \$500.00 in payment of a loan; introduction of "B Stream"; success of Lay School a result of joint effort with Anglican Church; effect on relations with United Church; new constitution; inquiring about National Steering Committee

Date	From	To	Subject
14/4/69	W.A. Monaghan	Clerk of Session Dominion-Chalmers United Church, Ottawa	Background of the school's use of the Church; request to sue it in 1969-70; the School's needs
2/4/69	Dr. John R. Leng	W.A. Monaghan	Attachment of the Lay Schools to the United Church's Division of Congregational Life and Work; enclosing questionnaire; proposals to attach Lay Schools to Conference on Presbytery Congregational Life and Work Committees
17/3/69	W.A. Monaghan	Rev. Hallam Johnston	Thanking him for his course
17/3/69	W.A. Monaghan	Prof. A.R. Gualtieri	Thanking him for his course and enclosing cheque
17/3/69	W.A. Monaghan	Prof. Desmond Bowen	Thanking him for his course and enclosing cheque
17/3/69	W.A. Monaghan	L.J. MacLeod	Enclosing cheque
2/12/68	W.A. Monaghan	Rev. Hallam Johnston	Thanking him for his course; expenses
2/12/68	W.A. Monaghan	Prof. A.R. Gualtieri	Thanking him for his course and enclosing cheque
2/12/68	W.A. Monaghan	Prof. Desmond Bowen	Thanking him for his course and enclosing cheque
2/12/68	W.A. Monaghan	Les. McConnell Dominion-Chalmers United Church, Ottawa	Thanking him for the use of the Church and enclosing cheque
15/6/68	W.A. Monaghan	Ralph F. Wilson Secretary, United Church Board of Men	Advertisement in <i>United Church Observer</i>
12/6/68	Ralph F. Wilson	Chairmen, Lay Schools of Theology	Advertisement in <i>United Church Observer</i>

Date	From	To	Subject
10/5/68	W.A. Monaghan	Duncan Carmichael Secretary Ottawa Presbytery, United Church	Requesting reproduction of some minutes; joint operation with the Anglican Church; thanks
2/5/68	W.A. Monaghan	G.W. Motherwell clerk of Session Dominion-Chalmers United Church	Thanking him for use of Church; joint operation with Anglican Church; future accommodation needs
25/4/68	W.A. Monaghan	J.B. Mountain	Thanking him for his services as registrar
25/4/68	W.A. Monaghan	Dr. J.C. Arnell	Thanking him for his contribution to the founding and operation of the Lay School; joint operations with Anglican Church
4/4/68	W.A. Monaghan	D.A. Carmichael Secretary Ottawa Presbytery United Church	Requesting copies of enclosed minutes
2/4/68	Mrs. H.E. English	Ralph Wilson	Enclosing list of books recommended for the various courses given at the Lay School
1/4/68	Emilien Lamirande, O.M.I., Saint Paul University	W.A. Monaghan	Acknowledging receipt of letter and cheque; regretting that he could not continue lecturing; lectures in theology at St. Paul. <u>Enclosures:</u> Curriculum of the Faculty of Theology
21/3/68	W.A. Monaghan	Rev. Edward Furcha	Thanking him for giving lecture and enclosing cheque
21/3/68	W.A. Monaghan	Rev. E. Lamirande St. Paul University	Same; lectures for the laity at St. Paul University; possibility of combining forces with Ottawa Lay School
21/3/68	W.A. Monaghan	Leslie McConnell Dominion- Chalmers United Church	Thanking him for services and enclosing cheque
20/3/68	W.A. Monaghan	Dr. Desmond Bowen	Thanking him for lecturing and enclosing cheque

Date	From	To	Subject
17/3/68	W.A. Monaghan	Rev. B.C. Purcell St. John's Anglican Church, Ottawa	Thanking him for use of church; success of joint Anglican-United Church venture
15/3/68	[W.A. Monaghan]	D.A. Carmichael	Requesting copies of material
11/3/68	[W.A. Monaghan]		Notice of meeting of the General Committee; Nominating Committee report; enclosing agenda, constitution and other material; thanking retiring members
5/2/68	Joan Livesley	W.A. Monaghan	Acknowledging receipt of letter and cheque; regretting course did not work out as planned
26/1/68	W.A. Monaghan	Mrs. J. Livesley	Thanking her for preparing course and enclosing cheque; regretting course not given for back of support
12/1/68	W.A. Monaghan	Rev. E. Lamirande St. Paul University	Reminding him of beginning of Lay School Term
15/2/67	W.A. Monaghan	Rev. R.H. Hobbs Chairman Diocesan Department of Education Anglican Diocese of Ottawa	Acknowledging receipt of letter of Dec. 3; General Committee's agreement to make Lay School a United-Anglican Church joint effort; 2 Anglicans for Nominating Committee; representatives from other Anglican organizations; other vacancies to be filed by Anglican
3/12/67	Rev. R.H. Hobbs	W.A. Monaghan	Enclosing copy of letter of 17 Nov. <u>Enclosure:</u> copy indicated
30/1/67	W.A. Monaghan	Rabbi J.B. Friedberg	Thanking him for giving lectures and enclosing cheque
30/11/67	W.A. Monaghan	L. McConnell	Thanking him for services and enclosing cheque
30/11/67	W.A. Monaghan	Mrs. J.D. Chapman	Thanking her for lecturing and enclosing cheque
30/11/67	W.A. Monaghan	Prof. George Ramsay Carleton University	Thanking her for lecturing and enclosing cheque

Date	From	To	Subject
28/11/67	W.A. Monaghan	J.B. Mountain	Meeting of General Committee; requesting list of churches represented by students of Lay School; number of terms each student has attended
28/11/67	W.A. Monaghan	Rev. Edward Furcha	Requesting list of recommended books for his lecture series; asking him to open Winter term with a prayer or scripture reading
17/11/67	Rev. R.H. Hobbs	W.A. Monaghan	Official acceptance of the terms of agreement for the participation of the Diocese of Ottawa in the Lay School of Theology
20/10/67	Rev. Wilbur K. Howard, Dominion-Chalmers United Church	W.A. Monaghan	Enclosing publicity folders for Evening Pulpit Series for distribution at Lay School
18/10/67	W.A. Monaghan	Rev. Harry Hobbs	Previous meeting; organization of National and Ottawa Lay Schools; terms of agreement for participation of Diocese of Ottawa in the Ottawa Lay School; ratification at next General Committee meeting
18/9/67	Marion Gibbons	Ottawa Lay School	Requesting pamphlets and enclosing donation
18/9/67	Helen A. Wolff	J.B. Mountain, Registrar, Ottawa Lay School of Theology	Enclosing application to attend Lay School; difficulty in choosing optional course; payment by installment; her background
8/9/67	W.A. Monaghan	Rev. Harry Hobbs	Anglican interest in participating in Lay School; requesting meeting along with Professor Read; rôle of the laity in the Lay School
11/8/67	W.A. Monaghan	L. Peskett	Description of G.W. Ramsay's Old testament course
2/8/67	W.A. Monaghan	L. Peskett	Curriculum information for brochure; cutting brochure costs



<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
24/7/67	George Ramsay Carleton University	W.A. Monaghan	Description of his course for brochure; reference books
12/7/67	Joan Livesley	W.A. Monaghan	Plays for her course
July 1967 (after 10/7/67)	Prof. A.R. Gualtieri	W.A. Monaghan	Thanks; appreciation of Lay School
July 1967(after 10/7/67)	E.J. Furcha Aylwin Pastoral Charge	W.A. Monaghan	Description of his New Testament course
10/7/67	W.A. Monaghan	Mrs. J.D. Chapman	Requesting description of her course for brochure and list of reference books
10/7/67	[W.A. Monaghan]	Prof. G. Ramsay	Requesting description of her course for brochure and list of reference books
5/7/67	[W.A. Monaghan]	Mrs. S.R. Collins	Thanking her for agreeing to lecture; offering usual stipend; requesting course description and list of books
5/7/67	[W.A. Monaghan]	Dr. S.R. Collins	Offering him position of Dean for second term; failure to get nominations
5/7/67	[W.A. Monaghan]	Dr. E.J. Furcha	Thanking him for agreeing to lecture; explaining Lay School schedule; stipend; requesting course description
5/7/67	[W.A. Monaghan]	Rabbi J.B. Friedberg	Thanking him for agreeing to lecture; explaining Lay School schedule; stipend; requesting course description
5/7/67	[W.A. Monaghan]	Mrs. J. Livesley	Thanking him for agreeing to lecture; explaining Lay School schedule; stipend; requesting course description
5/7/67	[W.A. Monaghan]	Ralph F. Wilson	Sending information he requestion

Date	From	To	Subject
5/7/67	[W.A. Monaghan]	G.W. Motherwell clerk of Session Dominion-Chalmers United Church	Thanking him for agreeing to let Lay School use Church; Lay School's needs
29/6/67	Mrs. H.E. English	Ralph Wilson	Sending information he requested <u>Enclosure:</u> Advance notice of courses 1966-67
19/6/67	Ralph Wilson, Secretary, United Church Board of Men	Mrs. H.E. English	Offering publicity support by the National Steering Committee and Requesting necessary information
16/6/67	G.W. Motherwell	W.A. Monaghan	Dominion-Chalmers will extend use of its facilities to Lay School
12/6/67	W.A. Monaghan	Rev. Emilien Lamirande. St. Paul University	Lay School curriculum; requesting him to give course on St. Augustine; Stipend
19/5/67	John R. McRae Deputy Director of Programme, Diocese of Ottawa	Prof. L.M. Read	Rev. John Baycroft will replace Prof. Desmond Bowen on Curriculum Committee; he will also give "B" course in fall 1968
17/5/67	John R. McRae Deputy Director of Programme, Diocese of Ottawa	Prof. L.M. Read	Idea of having two streams; cannot handle "B Stream" course; suggests Rev. John Baycroft to replace Prof. Bowen on Curriculum Committee
8/5/67	W.A. Monaghan	G.W. Motherwell	Requesting permission to hold Lay School at Dominion-Chalmers Church; Lay Schools needs
5/5/67	W.A. Monaghan	Rev. J. McRae	Tentative plan to conduct two streams of courses; requesting his opinion and asking him to conduct B stream course or find someone who could; asking him to find an Anglican replacement for Prof. Bowen on Curriculum Committee
29/3/67	W.A. Monaghan	L. McConnell	Thanking him for services and enclosing cheque

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
29/3/67	W.A. Monaghan	Mrs. R. Slemon	Thanking her for the arrangements to serve coffee
22/3/67	John F. Mcrae	W.A. Monaghan	Will attend Curriculum Committee meeting; suggesting closer co-operation in the field of lay training
20/3/67	W.A. Monaghan	John F. McRae	Inviting him to meeting of Curriculum Committee suggesting closer co-operation between Anglican and United Church in development of Lay School
20/3/67	W.A. Monaghan	Prof. D.G. Bowen	Curriculum Committee meeting
23/2/67	W.A. Monaghan	D.R. Carmichael Secretary, Ottawa, Presbytery, United Church	Extending invitation to all executive members of Presbytery to attend special session of Lay School for the distribution of certificates; requesting Rev. Nerney to speak on behalf of Presbytery
3/2/67	Ralph F. Wilson	Chairmen of Lay School	Volume of Basic Course Outlines; suggested use
10/1/67	W.A. Monaghan	The Editor Church Page <i>Ottawa Citizen</i>	Enclosing photo of Dr. E.J. Furcha for use with article on Lay School
5/1/67 (mis-dated 1968)	E.J. Furcha	W.A. Monaghan	Enclosing photograph
12/1/66	W.A. Monaghan	L. McConnell	Thanking him for services and enclosing cheque
12/1/66	W.A. Monaghan	Prof. L.M. Read	Thanking him for lecturing and enclosing cheque
12/1/66	W.A. Monaghan	Rev. C.D. Matheson	Thanking him for lecturing and enclosing cheque
12/1/66	W.A. Monaghan	Prof. G.W. Ramsay	Thanking him for lecturing and enclosing cheque
9/12/66	Herb [Pottle]	W.A. Monaghan	Acknowledging receipt of letter and cheque; will give money to Canadian Hunger Foundation

Date	From	To	Subject
5/12/66	Rev. J.R. Hord Secretary Board of Evangelism and Social service, United Church of Canada	W.A. Monaghan	Enclosing copy of his table on "The Role of the Church in International Affairs"
30/11/66	J.R. Hord	W.A. Monaghan	Thanking him for invitation to speak and for cheque
22/11/66	W.A. Monaghan	Rev. J.R. Hord	His visit to Ottawa for his lecture; offering hospitality of his home; requesting and interview on behalf of Karl Janecek
2/11/66	H.K. Trueman Executive Director Canadian Hunger Foundation	W.A. Monaghan	Thanking him for letter and cheque; publication of his lecture
31/10/66	Ralph Wilson	W.A. Monaghan	Recalling his earlier request for material <u>Enclosure:</u> Blank form
20/10/66	W.A. Monaghan	J.B. Mountain	Cheque and letter for H.L. Trueman; future arrangement
17/10/66	W.A. Monaghan	H.L. Trueman	Thanking him for lecture and enclosing cheque
15/10/66	W.A. Monaghan	Rev. S.R. Collins	Asking him, as Dean, to open Fall term of Lay School; suggestions; publicity; coffee break
15/9/66	W.A. Monaghan	Hugh MacMillan	Discussion topics for a meeting; Anglican-United Church Union; United Church men's organizations
13/9/66	Jack O. Parry, Department of External Affairs	W.A. Monaghan	Agreeing to change of date for his lecture

Date	From	To	Subject
13/9/66	Douglas C. Lapp Dominion-Chalmers United Church	W.A. Monaghan	Course on the "Church in International Affairs"; Rev. Ray Hord; Dominion-Chalmers' <i>Bulletin</i> and the Lay School
25/8/66	W.A. Monaghan	H.L. Trueman Executive Director Canadian Hunger Foundation	His lecture in the course on "The Church in International Affairs". <u>Enclosures</u> : Fall and Spring term courses; course outline of "The Church in International Affairs"
23/8/66	W.A. Monaghan	J.O. Parry	Asking him to change date of his lecture
16/8/66	H.L. Trueman	W.A. Monaghan	Dates for his lecture and discussion session; subject of his lecture
21/7/66	W.A. Monaghan	J.O. Parry	Asking him to change date for his lecture asking for lecture title
24/6/66	Herb Pottle	W.A. Monaghan	Dates for his lecture and discussion; proposed titles
22/6/66	Rev. J.R. Hord	W.A. Monaghan	Thanking him for invitation to participate in Lay School; suggested books
18/6/66	W.A. Monaghan	Rev. K.O. Robinson Chairman, Christian Education Committee, Ottawa Presbytery	Thanking him for acting on Curriculum Committee; his successor Rev. G.O. Cann
18/6/66	W.A. Monaghan	Rev. Gordon O. Cann	Role of Chairman of the Christian Education Committee, Ottawa Presbytery, in the Lay School; inviting him to become a member of the General and Curriculum Committees
18/6/66	W.A. Monaghan	A.W. MacVicar	Thanking him for having been treasurer
18/6/66	W.A. Monaghan	Rev. M.J.D. Carson Trinity United Church Ottawa	Thanking him for having acted as Dean
18/6/66	W.A. Monaghan	Rev. S.R. Collins	Thanking him for accepting to act as Dean; functions

Date	From	To	Subject
17/6/66	W.A. Monaghan	Dr. J.C. Arnell	Enclosing outline of course on "The Church in International Affairs"; progress in organization of the course; thanking him for agreeing to participate. <u>Enclosure:</u> outline of "The Church in International Affairs"
17/6/66	W.A. Monaghan	Rev. J.R. Hord	Asking him to give a lecture in the course on "The Church in International Affairs"
17/6/66	W.A. Monaghan	Dr. H.L. Pottle	Asking him to give a lecture in the course on "The Church in International Affairs"
17/6/66	W.A. Monaghan	Mr. J.O. Parry	Time and location for his lecture
17/6/66	W.A. Monaghan	Dr. H.L. Trueman	Asking him to lecture in the course on "The Church in International Affairs"
15/6/66	Mrs. H.E. English	Ralph Wilson Secretary, National Steering Committee, Lay Schools of Theology	Sending information requested
13/6/66	Ralph Wilson	Mrs. H.E. English	Thanking her for book list; requesting other information relating to Lay School
13/6/66	Ralph Wilson	W.A. Monaghan	Information for Jessie Hyde
9/6/66	Ralph Wilson	Jessie A. Hyde Administrative Secretary National Council of the Churches of Christ in the U.S.A.	Information about the operation of the Ottawa Lay School
8/6/66	Mrs. H.E. English	Ralph Wilson	Book list for basic course
7/6/66	Rev. Douglas C. Lapp	Jessie A. Hyde	Sending brochures

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
3/6/55	Ralph F. Wilson	Chairmen, Lay Schools of Theology	Publicity for Lay Schools; requesting information
31/5/66	Jessie A. Hyde	Rev. A. Frank McLean Dean, Ottawa Lay School of Theology	Consultation on Lay Schools of Theology; requesting brochures and information
25/5/66	G.W. Motherwell Clerk of Session Dominion Chalmers United Church	W.A. Monaghan	Agreeing to arrangements for Lay School's use of Dominion-Chalmers facilities
19/5/66	Lloyd Wright	W.A. Monaghan	Informal report of Nominating Committee. <u>Enclosure</u> : Minutes of meeting of Nominating Committee, 16 May
25/4/66	W.A. Monaghan	G.W. Motherwell	Requesting permission to use Dominion-Chalmers facilities; proposed arrangements
31/3/66	Emilien Lamirande	W.A. Monaghan	Thanking him for cheque
28/3/66	W.A. Monaghan	Les McConnell	Thanking him for his services and enclosing cheque
28/3/66	W.A. Monaghan	Rev. Cyrill S. Cook Rothwell Heights United Church, Ottawa	Thanking him for lecturing and enclosing cheque; explaining amount of stipend
28/3/66	W.A. Monaghan	Mrs. J.D. Chapman	Thanking him for lecturing and enclosing cheque; explaining amount of stipend
28/3/66	W.A. Monaghan	Father E. Lamirande	Thanking him for lecturing and enclosing cheque; explaining amount of stipend
24/3/66	A.W. MacVicar	W.A. Monaghan	Resignation as treasurer

Date	From	To	Subject
23/3/66	Rev. Douglas C. Lapp	W.A. Monaghan	Incorporation of the National Capital Lecture into the Fall Term of the Lay School of Theology
22/3/66	W.A. Monaghan	Garry Clarke	Thanking him for contribution to Lay School and inviting him to closing session of it
22/3/66	W.A. Monaghan	George Graham-Cumming	Thanking him for contribution to Lay School and inviting him to closing session of it
22/3/66	W.A. Monaghan	Axel Kielland	Thanking him for contribution to Lay School and inviting him to closing session of it
22/3/66	W.A. Monaghan	Father E. Lamirande	Thanking him for contribution to Lay School and inviting him to closing session of it
14/3/66	W.A. Monaghan	Duncan Carmichael	Requesting copies
11/3/66	John R. Leng Executive Co-ordinator Division of Congregational Life and Work United Church of Canada	W.A. Cronwell	Enclosing expense cheque for Biennial Meeting of Lay Schools of Theology
11/2/66	W.A. Monaghan	A.J. Frost Manager, Guarantee Trust Company of Canada	Thanking him for lecture and enclosing cheque
3/2/66	[W.A. Monaghan]	Ralph C. Young, Executive Secretary, Department of the Laity World Council of Churches	Enclosing information re Ottawa Lay School; decision to be made regarding direction of Lay Schools: Monaghan's work at the External Aid Office



Date	From	To	Subject
27/1/66	D.M. Little Canadian Imperial Bank of Commerce, Ottawa	United Church Lay School of Theology	School's account
23/12/65	Douglas C. Lapp	Col. Duncan Carmichael	Requesting copies of a course outline. <u>Enclosure:</u> Outline of <i>The Church and the City</i>
16/12/65	Douglas C. Lapp	W.A. Monaghan et al	Course outline of <i>The Church and the City</i> <u>Enclosure:</u> outline
8/12/65	Ralph F. Wilson	Chairmen of Lay Schools of Theology	Enclosing <i>Observer</i> ad; advanced notice of Biennial meeting. <u>Enclosure:</u> <i>Observer</i> ad
1/12/65	W.A. Monaghan	Gerald W. Paul	Thanking him for lecturing and enclosing cheque; apologizing for small registration
1/12/65	W.A. Monaghan	Father Emilien Lamirande	Thanking him for lecturing and enclosing cheque
1/12/65	W.A. Monaghan	Axel Kielland	Thanking him for lecturing and enclosing cheque
1/12/65	W.A. Monaghan	Rev. Cyril S. Cook	Thanking him for lecturing and enclosing cheque
1/12/65	W.A. Monaghan	Garry Clarke	Thanking him for lecturing and enclosing cheque
1/12/65	W.A. Monaghan	George Graham-Cumming	Thanking him for lecturing and enclosing cheque
29/10/65	Ralph Wilson	Chairmen, Lay Schools of Theology	Reminding them of previous request for report on first term registrations; book list; brochures
15/10/65	J.A. Coote	[W.A. Monaghan]	Preparation of his lecture
13/10/65	W.A. Monaghan	Rt. Rev. E.S. Reed Bishop of Ottawa	Thanking him for granting permission to send a letter to his clergy re special lecture on Church Union by Louis Foisy-Foley

Date	From	To	Subject
12/10/65	W.A. Monaghan	Secretary, Anglican Diocese of Ottawa	Enclosing circular letter inviting Anglican clergy to lecture on Church Union by Louis Foisy-Foley <u>Enclosure:</u> circular letter outlining lecture series <i>New Frontiers in Lay Ministry</i>
1/10/65	W.A. Monaghan	Prof. J.A. Coote	Confirming telephone conversation; outlining the <i>New Frontiers in Lay Ministry</i> series; transportation arrangements
20/9/65	Ralph Wilson	Chairmen of Lay Schools of Theology	Requesting report on first term registrations, brochures; publicity on national level; book list <u>Enclosure:</u> <i>Observer</i> ad
20/9/65	[W.A. Monaghan]	[Leonard Peskett]	Newspaper ads. <u>Enclosure:</u> draft ad
14/9/65	[W.A. Monaghan]	D.A. Carmichael	Requesting stencil work <u>Enclosure:</u> information sheet for Lay School students
14/9/65	[W.A. Monaghan]	The Secretary Ottawa Presbytery, United Church	Report on Lay School operations; requesting change in status of Lay School within the Church <u>Enclosures:</u> Registrar's and Treasurer's reports, 1965-65; brochure, 1965-66
6/9/65	W.A. Monaghan	D.A. Carmichael Secretary, Ottawa Presbytery	Copies of lay School report to Presbytery; its presentation; requesting change in Lay School's status; requesting that Mr. Carson as Chairman of Presbytery and Dean of the Lay School open the School in September
2/9/65	Leonard G. Peskett	All ministers of Ottawa Presbytery	Courses for 1965-66; requesting their cooperation
2/8/65	Katherine W. English	W.A. Monaghan	Her position as secretary

Date	From	To	Subject
22/8/65	W.A. Monaghan	D.E. Meakin, Manager Canterbury House	Book list for first term of Lay School
24/7/65	W.A. Monaghan	Mrs. H.E. English	Thanking her for accepting the position of secretary; transfer of files to her
25/6/65	Rev. M.J.D. Carson Chairman, Ottawa Presbytery, United Church	W.A. Monaghan	Accepting position as Dean
22/6/65	W.A. Monaghan	Rev. M.J.D. Carson	Requesting him as chairman of Presbytery, to act as Dean of the Lay School
26/5/65	Ralph Wilson	All Lay Schools of Theology	Requesting list of books recommended to School's students; urging book display; requesting copies of brochures; advanced notice of Biennial Meetings
19/5/65	Douglas Lapp	W.A. Monaghan	Proposing the insertion of the Lecture in Church and State, to be given by Professor Arthur Lower, into the programme of the Lay School
18/5/65	Weldon Hartling Secretary-Treasurer United Church Men Ottawa Presbytery	Mrs. D.G. Anglin Secretary, Lay School of Theology	Naming two delegates to General Committee of Lay School
12/5/65	W.A. Monaghan	Mrs. J.D. Chapman	Courses she is asked to give; honorarium; 1965-66 curriculum
9/4/65	G.W. Motherwell	Mrs. D.G. Anglin	Naming Dominion-Chalrmer's lay representative on general Committee of Lay School
18/3/65	W.A. Monaghan	Mrs. J.D. Chapman	Thanking her for replacing a lecturer and enclosing cheque; reminding her of General Committee meeting

Date	From	To	Subject
18/3/65	W.A. Monaghan	L.C. McConnell	Thanking him for services and enclosing cheque
17/3/65	Rev. H. Donald Joyce St. James' United Church Ottawa	W.A. Monaghan	Reimbursement to Lay School; impressions of his experience as a lecturer at the Lay School
15/3/65	W.A. Monaghan	Rev. H.D. Joyce	Thanking him for lecturing and enclosing cheque
15/3/65	W.A. Monaghan	Prof. D.G. Anglin	Thanking him for lecturing and enclosing cheque
15/3/65	W.A. Monaghan	Prof. B.W. Jones	Thanking him for lecturing and enclosing cheque
15/3/65	W.A. Monaghan	Rev. C.D. Matheson	Thanking him for lecturing and enclosing cheque
15/3/65	W.A. Monaghan	Dr. J.C. Arnell	Thanking him for lecturing and enclosing cheque
15/3/65	W.A. Monaghan	Dr. George Graham- Cumming	Thanking him for lecturing and enclosing cheque
15/3/65	W.A. Monaghan	Mrs. S.R. Collins	Thanking him for lecturing and enclosing cheque
1/3/65	W.A. Monaghan	G.W. Motherwell Clerk of Session Dominion-Chalmers United Church	Requesting use of church facilities for Lay School operations; needs; previous year's registration; appreciation for courtesies rendered
March 65	Ottawa Lay School of Theology	Students of the School	Questionnaire addressed to students, and results
13/2/65	W.A. Monaghan	Ralph Wilson	Comments on Lay School brochure; promotion campaign; national examinations
9/2/65	Ralph Wilson	W.A. Monaghan	Sending copies of brochures; acknowledging receipt of a letter

Date	From	To	Subject
7/2/65	W.A. Monaghan	J.F. Alex, Regina Saskatchewan	Possibility of establishing a Regina Lay School; failure to establish school in Ottawa in conjunction with Carleton University; enclosing Lay Schools of Theology brochure; recommendations on establishing a lay school; Saskatoon Lay School
11/1/65	A. Rutland Information Services, Canadian Broadcasting Corporation, Ottawa	W.A. Monaghan	Rejecting request for public service announcement
7/1/65	Ralph Wilson	Chairmen of Local Committees of Lay Schools of Theology	Activities of the National Steering Committee; requesting comments on Lay Schools brochure; publicity campaign; enclosing questionnaire and memorandum. <u>Enclosure:</u> Memorandum re establishment of national examinations
7/1/65	W.A. Monaghan	"Billboard", T.V. Station CBOT, Ottawa	Requesting an announcement re: Lay School on "Billboard"
6/1/65	W.A. Monaghan	News editors of the <i>Ottawa Journal</i> and <i>Citizen</i>	Asking them to print enclosed publicity article on their Church pages; inviting them to send photographers to take pictures of the School in action
6/1/65	W.A. Monaghan	Advertising managers of the <i>Ottawa Journal</i> and <i>Citizen</i>	Asking them to insert enclosed ad
28/12/64	W.A. Monaghan	All ministers, Ottawa Presbytery, United Church	Announcing second term of Lay School; requesting them to stress to their congregations that the Lay School replaces the University of Religion; success of the first term; asking them to publicize Lay School

Date	From	To	Subject
26/12/64	W.A. Monaghan	G.L. Ketcheson Executive Secretary Dominion-Chalmers United Church	Requesting stencils of two letters
1/12/64	G. Graham-Cumming	[W.A. Monaghan]	Problems with cheque sent by Monaghan
30/11/64	W.A. Monaghan	First term students of Lay School	Enclosing registration form and questionnaire for completion
30/11/64	W.A. Monaghan	Rabbi J.B. Friedberg	Thanking him for lecturing and enclosing cheque
30/11/64	W.A. Monaghan	Dr. J.C. Arnell	Thanking him for lecturing and enclosing cheque
30/11/64	W.A. Monaghan	Dr. G. Graham-Cumming	Thanking him for lecturing and enclosing cheque
30/11/64	W.A. Monaghan	Mrs. S.R. Collins	Thanking him for lecturing and enclosing cheque
30/11/64	W.A. Monaghan	Rev. H.D. Joyce	Thanking him for lecturing and enclosing cheque
30/11/64	W.A. Monaghan	Rev. D.H. Ross	Thanking him for lecturing and enclosing cheque
30/11/64	W.A. Monaghan	Mrs. J.D. Chapman	Thanking him for lecturing and enclosing cheque
29/10/64	Rev. George Johnston Principal, The United Theological College, Montreal	W.A. Monaghan	Montreal Lay School problems; regretting he cannot lecture on the date proposed
30/10/64	L.M. Read	Leaders of courses	Recommending they encourage additional study on the part of their students; basic and optional texts; essay writings
29/10/64	W.A. Monaghan	Dr. George Johnston	Requesting him to replace Rev. Donald Joyce for first lecture in the Old Testament course; success of the School

Date	From	To	Subject
28/9/64	W.A. Monaghan	[Ministers of Ottawa Presbytery]	Requesting them to make announcements for Lay School in their bulletins
20/9/64	W.A. Monaghan	Rev. G.H. Sparks	Enclosing brochure; purpose, nature and organization of Lay School courses; asking him to publicize Lay School
18/9/64	W.A. Monaghan	Rev. A.F. Conrad	Enclosing brochure; purpose, nature and organization of Lay School courses; asking him to publicize Lay School
18/9/64	W.A. Monaghan	Archdeacon J.C. Anderson, Anglican Diocesan Office	Enclosing brochure; purpose, nature and organization of Lay School courses; asking him to publicize Lay School
18/9/64	W.A. Monaghan	Rev. B. Frank Rice	Enclosing brochure; purpose, nature and organization of Lay School courses; asking him to publicize Lay School
18/9/64	W.A. Monaghan	Brigadier J.J. Smith Salvation Army Headquarters, Ottawa	Enclosing brochure; purpose, nature and organization of Lay School courses; asking him to publicize Lay School
12/9/64	W.A. Monaghan	Dr. J. Logan-Vencta President Ottawa Council of Churches	Enclosing brochure; announcing first term of Lay School; requesting permission to mail a letter and brochure to each congregation; Lay School as replacement of University of Religion
10/9/64	W.A. Monaghan	All ministers, Ottawa Presbytery, United Church	Requesting them to announce the opening of the Ottawa Lay School of Theology
n.d. (Sept. 1964)	W.A. Monaghan	All ministers, Ottawa Presbytery, United Church	Enclosing information sheets on Lay School; requesting name of congregation's Chairman of Christian Education; requesting notice in calendar <u>Enclosure:</u> Information sheets
28/8/64	Ralph Wilson	W.A. Monaghan	Thanking him for comments, sending brochures

Date	From	To	Subject
27/8/64	W.A. Monaghan	Ralph Wilson	Thanking him for material; praising <i>Observer</i> ad and brochure; requesting copies of latter
27/8/64	Ralph Wilson Associate Secretary Board of Men United Church	Members of National Steering Committee for Lay Schools of Theology; Chairmen of Lay Schools of Theology Local Planning Committees	Enclosing copy of <i>Observer</i> ad; National Committee's efforts to publicize Lay Schools; requesting comments; enclosing copy of brochure
24/6/64	Rev. H. Donald Joyce St. James United Church	W.A. Monaghan	Suggesting brief descriptions of his courses on the Old and New Testament
19/6/64	Douglas H. Ross Bell's Corners United Church	W.A. Monaghan	Description of his course on "Ethical Prophets and their Contemporary Relevance"
5/6/64	Beth Chapman The Parsonage North Gower	W.A. Monaghan	Suggesting course descriptions
22/5/64	W.A. Monaghan	Ralph Wilson	Reply to Wilson's request for information about Ottawa Lay School; University of Religion; national publicity campaign
8/5/64	Ralph Wilson	Rev. F.H. Morgan	National Steering Committee's publicity plans for Lay Schools; requesting information
13/4/64	G.W. Motherwell Clerk of Session Dominion-Chalmers United Church	R.A. Monaghan	Granting Lay School's request for accommodation
31/3/64	Donald S. Cameron Acting Secretary Board of Men United, Church of Canada	W.A. Monaghan	Thanking him for report on Ottawa Lay School; enclosing grant; annual meeting



Date	From	To	Subject
24/3/64	W.A. Monaghan	Donald S. Cameron	Establishment of Ottawa Lay School of Theology; enclosing list of members and description of organizational structure; requesting grant of \$500.00 towards establishing School
24/3/64	W.A. Monaghan	G.W. Motherwell	Establishment of Ottawa Lay School of Theology; inquiring whether facilities of Dominion-Chalmers would be available to Lay School; Schools requirements; terms; University of Religion
8/3/64	W.A. Monaghan	Harold M. Smith	Making arrangements to meet him before the School for Elders and Stewarts begins
8/3/64	W.A. Monaghan	Rev. Frank A. MacLean Dominion-Chalmers United Church	Position of Dean of the Lay School; coming meetings
8/3/64	W.A. Monaghan	A.W. McVicar	Position of treasurer; coming meetings
15/2/64	W.A. Monaghan	Rev. Frank A. MacLean	Establishment of a lay school of Theology in Ottawa; enclosing list of General Committee members and sub-committees; organization of Lay School; Monaghan's retirement as General Chairmen of the National Committee and his replacement by Professor L.M. Read; requesting him to persuade Dr. Ross Flemington to be Curriculum Committee chairman and Dean; Curriculum Committee's functions
15/2/64	W.A. Monaghan	J.B. Mountain	Position of registrar; coming meetings
12/2/64	W.A. Monaghan	Chairman, Ottawa Presbytery United Church of Canada	Beginnings of lay school movement in Ottawa; composition of General Committee of Lay School; interim committee to seek out leaders and to get Presbytery authorization; school to be modelled on pattern established by National Committee on Lay Schools; seeking authorization for a number of actions

Date	From	To	Subject
28/1/64	D.C. Lapp Assistant Minister Dominion- Chalmers United Church	W.A. Monaghan	Acknowledging agreement to establish a Lay School on pattern suggested by National Committee on Lay Schools; terms of agreement
7/1/64	Jack Banks	W.A. Monaghan	Layman's Book Club
31/1/63	W.A. Monaghan Chairman, National Committee, Lay Schools of Theology	Rev. Norman Coll Secretary, Ottawa Presbytery, United Church of Ottawa	Establishment of Lay Schools across Canada; enclosing brochure; reason why no School has been established in Ottawa; possible conversion of the University of Religion into a Lay School of Theology; requesting him to place matter before Presbytery
11/5/62	Rev. C. Daniel Matheson Westboro United Church Ottawa	W.A. Monaghan	Outlining course on "Worship - Corporate and Private"

**Date****Document****5. W.A. MONAGHAN PAPERS****5.2 Ottawa Lay School of Theology: miscellaneous papers, 1964-1966**

17/7/66	Minutes of Curriculum Committee meeting
ca. May-June 66	Treasurer's report, 1965-66
Summer 65	Course outline: "Introduction to Study of Church History"
n.d., [Summer 1965]	Book list for course on St. Augustine given by Emilien Lamirande
1965	Pastoral charges and ministers - Ottawa Presbytery, the United Church
1964-65	Pastoral charges and ministers - Ottawa Presbytery, the United Church
1964-65	Principles of the Ottawa Lay School
n.d.	"Growth of Church Doctrine: Examples"

Date	From	To	Subject
<b>5.3 National Steering Committee for Lay Schools of Theology: correspondence, 1962-68</b>			
13/3/68	W.A. Monaghan	Ralph F. Wilson, Secretary, National Steering Committee, Lay School of Theology	Giving account of expenditure of his advance to attend Bi-ennial Meeting
14/2/68	W.A. Monaghan	Ralph F. Wilson, Secretary, National Steering Committee, Lay School of Theology	Enclosing results of questionnaire; comments on them <u>Enclosure</u> : results
9/2/68	Ralph F. Wilson	W.A. Monaghan	Requesting details regarding his planned attendance at Bi-ennial Meeting
30/1/68	W.A. Monaghan	Ralph F. Wilson	Enclosing two reports on Ottawa Lay School; questionnaire; requesting a supply of brochures; Bi-ennial Meeting <u>Enclosures</u> : Report on method of operation of Ottawa Lay School
25/1/68	Ralph F. Wilson	Chairmen or Representatives of Lay School of Theology; Members of the National Steering Committee	Details relating to Bi-ennial Meeting <u>Enclosure</u> : Agenda
5/1/68	Ralph F. Wilson	Chairman of Local Committees. Lay Schools of Theology	Date and agenda of Bi-ennial Meeting; requesting reports
19/6/67	Ralph F. Wilson	Mrs. H.E. English	National publicity campaign; requesting information
22/9/66	Ralph F. Wilson	Chairmen of Lay School of Theology	Requesting report on fall term registrations and enclosing report form; also requesting other information and brochures

<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
24/2/66	Rev. John R. Leng, Executive Coordinator, Division of Congregational Life and Work, United Church	W.A. Monaghan	Enclosing advance travel cheque
18/2/66	W.A. Monaghan	Ralph F. Wilson	Enclosing report <u>Enclosure:</u> Report on operations of the Ottawa Lay School, 1964-66
31/1/66	Ralph Wilson	Chairmen of Local Lay School of Theology; Members of the National Steering Committee	Details relating to Bi-ennial Meeting
20/1/64	Ralph Wilson	W.A. Monaghan	Monaghan's cheque; material Monaghan requested
Aug. 62	National Committee	Local Committees	Enclosing samples of reading list and brochures; requesting information <u>Enclosure:</u> order form

**Date****Document****5.4 National Steering Committee for Lay Schools of Theology: minutes, reports, courses outlines, etc., 1959-68**

1,2/3/68	Report of Bi-ennial Meeting - Lay Schools of Theology
1,2/3/68	Bi-ennial Meeting work groups
1,2/3/68	Notes taken during Bi-ennial Meeting
1,2/3/68	Report of Edmonton Lay School for Bi-ennial Meeting
1,2/3/68	Hamilton Lay School of Theology. Evaluation returns from "drop out" students
1,2/3/68	Ottawa Lay School of Theology. Tabulation of answers to questionnaire
1,2/3/68	George Johnston "Curriculum Revision, Lay Schools of Theology"
1,2/3/68	"An Ecumenical Approach to the National Steering Committee on Lay Schools of Theology"
1,2/3/68	Publicity pamphlet of Edmonton Lay School of Theology, 1967-68
1,2/3/68	Purposes of a Lay School of Theology
Jan. 1967	National Steering Committee for Lay Schools of Theology, "Illustrative Outlines for Basic Courses, Lay Schools of Theology"
4,5/3/66	"Agenda and Reports" Lay Schools of Theology, Biennial Meeting
4,5/3/66	"Report of the Bi-ennial Meeting - Lay Schools of Theology"
4,5/3/66	W.A. Monaghan, Report on the Ottawa United Church Lay School of Theology
4,5/3/66	Toronto Lay School of Theology, 1965-66

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Date	Document
19/2/66	National Steering Committee on Lay Schools of Theology, Minutes
ca. Sept. 64	<u>Partners</u> . On the Frontiers of Christian Community, No. 5
[1964]	W.A. Monaghan, "Report of the Committee on Lay Schools of Theology"
July 1962	National Committee on Lay Schools of Theology, "Lay Schools of Theology: A Suggested Outline of the Need, Objectives, Basic Courses, Optional Courses and Administrative guide". Pamphlet
6-13/6/69	"Report on the First Lay School of Theology, Lancaster Theological Seminary"
n.d., [ca.1968?]	"Discussion and Recommendation of Edmonton Lay School re: Becoming Interdenominational Nationally"
n.d.	Arch McCurdy, "Curriculum Topics for Lay Schools"
n.d.	"Purpose, Lay Schools of Theology"
n.d.	Dr. George Johnston, "The Church and Its Task"

Date	From	To	Subject
<b>6. L.M. READ PAPERS</b>			
<b>6.1 Ottawa Lay School of Theology: Curriculum Committee Correspondence, 1963-68</b>			
13/8/68	W.A. Monaghan	L.M. Read	Notifying him of meeting of General Committee and enclosing material. <u>Enclosures:</u> Agenda of meeting of General Committee 1 Apr. 1968, list of members of the General Committee and Report of the Nominating Committee
11/3/68	W.A. Monaghan	General Committee members	Notice of coming meeting
20/9/67	W.D. Christie, Director of Programme, Diocese of Ottawa	Circular	Need for education of laity; enclosing programme of the Lay School of Theology; joint United-Anglican sponsorship; enclosing information sheet on planned and possible projects for both laity and clergy
9/6/67	Desmond Bowen	L.M. Read	Volunteering to lecture on "The Historical Problem of God"; difficulties of research in Ireland
19/5/67	John F. McRae, Deputy Director of Programme, Diocese of Ottawa	L.M. Read	Rev. John Baycroft will replace Desmond Bowen and lecture in "B" stream but only in 1968
17/5/67	John F. McRae, Deputy Director of Programme, Diocese of Ottawa	L.M. Read	Believes two-stream approach would be excellent; could not, himself, lecture; John Baycroft to replace Desmond Bowen on Curriculum Committee. Notes of a telephone conversation



Date	From	To	Subject
5/5/67	W.A. Monaghan	Rev. J. McRae	Tentative plans to conduct two streams of courses; description of "B" stream; asking his views and whether he could lecture for the School; replacement for Desmond Bower on Curriculum Committee
16/12/65	Douglas C. Lapp Planning Committee Ottawa Lay School	L.M. Read et al	Enclosing information on optional course on the Church and the City; <u>Enclosure:</u> outline of <u>The Church and the City</u>
16/8/65	Gary Clarke Thurso Pastoral Charge	L.M. Read	Texts for his course; congratulations on coordination of the programme; desire to meet other lecturers
[24/6/65]	Gary ClarkeThurso Pastoral Charge	L.M. Read	Description of course for brochure; text, tentative course outline
22/4/65	[L.M. Read]	G.J. Clark [sic]	Inviting him to lecture on Church history
13/1/65	Douglas G. Anglin Carleton University	L.M. Read	Expenses for his course
5/1/65	Douglas G. Anglin Carleton University	L.M. Read	Enclosing revised outline of course on "Christianing at the Crossroads in Africa" and rough estimate of costs of course <u>Enclosures:</u> outline and estimate
8/12/64	Douglas G. Anglin Carleton University	L.M. Read	Enclosing outline of course <u>Enclosures:</u> Outline and book list
30/9/65	L.M. Read	Course leaders	Encouragement of additional study; readings; essay writing
Aug. 64	Jane Richardson	L.M. Read	Possibility of instructing at the Department of Religion, Carleton University; her qualifications
20/7/64	Jane Richardson	Director of Personnel Carleton College Ottawa	Possibility of instructing at the Department of Religion, Carleton University; her qualifications

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<b>Date</b>	<b>From</b>	<b>To</b>	<b>Subject</b>
24/4/64	John _____	L.M. Read	Recommending Danny Matthews as a possible teacher in Lay School of Theology
28/1/64	Rev. D.C. Lapp	W.A. Monaghan	Acknowledging agreement to establish a Lay School on pattern suggested by National Committee on Lay Schools; terms of agreement
31/5/63	W.A. Monaghan Chairman, National Committee, Lay Schools of Theology	Rev. Norman Coll, Secretary, Ottawa Presbytery, United Church of Canada	Establishment of lay Schools across Canada; enclosing brochure; reason why no School has been established in Ottawa; possible conversion of the University of Religion into a Lay School of Theology; requesting him to place matter before Presbytery
19/3/____	Jean M. Collins	L.M. Read	Her very busy schedule prevents her from doing much for the Lay School

**Date****Documents****6.2 Ottawa Lay School of Theology, Curriculum Committee: miscellaneous papers, 1959-1971**

[1971]	Notes on the history of the Ottawa Lay School
25/3/69	Minutes of Curriculum Committee meeting
[1969]	Publicity description for "The Challenge to Christian Conduct"
[1969]	Publicity description for "The Challenge of World Religions"
[1969]	Rough notes on possible courses
22/4/68	Minutes of Curriculum Committee meeting
Spring 1968	Detailed course outline by E.J. Furcha for "Introducing the New Testament"
4/1/68	Suggested nominations, by Desmond Bowen, of Anglican Laymen for Curriculum Committee
[1968]	Rough notes
[1968?]	Memorandum to Curriculum Committee from Mrs. A.O. Gibbons re: courses
[1967]	Membership list of Curriculum Committee
30/5/67	Minutes of Curriculum Committee, meeting
24/4/67	Minutes of Curriculum Committee, meeting
ca. April 67	Agenda for meeting with Lay School graduates to discuss course offerings
[1967]	Draft curriculum and honoraria for 1967-68
[1967]	Rough draft of curriculum and list of possible lecturers for 1967-68
17/2/66	Minutes of Curriculum Committee meeting

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Date	Document
[1966?]	Rough course outline
[1966]	Publicity descriptions by George Ramsay for his courses on “Jeremiah the Prophet” and “The Intertestamental Period”
ca. May 1965	Notice of a Curriculum Committee meeting, 19 May 1965
ca. Mar-April 1965	Results of a questionnaires issued after the first and second terms, 1965
March 1965	Draft letter to Lay School dropouts asking them to complete enclosed questionnaire <u>Enclosures</u> : questionnaire and statement re: purposes and membership of various committees
[1965]	Descriptions of courses for brochure for 1965-66
[1965]	Publicity descriptions for the courses “Acts of Apostolic Men” and “The letter to the Christians in Rome” both given by Rev. Cyril S. Cook
[1965]	Draft publicity description for the course “Readings in Contemporary Theology”
[1965]	Proposals for curriculum, 1965-66
[1965]	Partial detailed outline for “course on Church history”
[1965]	Canadian Jewish Congress, Calendar of Jewish Holy Days, 1965-1975
[1965]	Rough notes on courses and course leaders
[1965]	Draft curriculum, 1965-66
[1965]	Draft curriculum, 1965-66
[1965]	Notes for “Readings in Contemporary Theology”
July 1964	Pamphlet on “Lay Schools of Theology”

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Date	Documents
[1964]	Notes on possible courses and lecturers
[1964]	Draft curriculum, 1964-65
[1964]	Names and addresses of lecturers
[1964]	List of possible lecturers
[1964]	List of members of Committees
[1964]	Proposed pattern of courses and general principles re: courses
[1964]	Circular from W.A. Monaghan to Ministers of Ottawa Presbytery announcing opening of Lay Schools and soliciting the ministers' support. <u>Enclosures</u> : Information sheet and list of courses
[1964]	Notes on curriculum
[1964]	Draft pattern of courses and general principles
July 63	Note that Rev. Mr. Oldring would like to lecture
ca. Mar. 63	Rough notes
[1961]	Toronto Lay School of Theology, Outline of topics for course on "Orientation in Christian Education, fall term, 1961
[196-]	Pamphlet of the "University of Religion"
n.d.	List of members of committees
n.d.	"The Christian's Devotional Life" 10 pp.
n.d.	Florence L. Nichols, "Psychiatry and Christianity"

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Date	Document
n.d.	Toronto Lay School of Theology, course outline of “Old testament” given by Professor Robert Dobbie
n.d.	Principal K.H. Cousland, “The Making of Western Christendom”
n.d.	“Recommended reading for Lay Schools of Theology”

Date	From	To	Subject
<b>6.3 National Steering Committee for Lay Schools of Theology: correspondence, 1960-1968</b>			
24/9/68	L.M. Read, Chairman, Department of Region [Carleton University]	Ralph Wilson, Secretary, The Board of Men, United Church of Canada	After discussing it with W.A. Monaghan it was decided that he, L.M. Read, would continue on the National Steering Committee; heavy enrolment in the Department of Religion
11/9/68	Ralph Wilson	L.M. Read	After discussing the matter with Dr. Leng he accepts Prof. Read's offer to remain on the National Steering Committee
14/8/68	Ralph Wilson	L.M. Read	Member form Ottawa on the Committee; Montreal representative
5/7/68	Ralph Wilson	L.M. Read	Thanks Prof. Read, on the occasion of his resignation for the Committee, for all he has done, Hugh Black is new chairman
24/6/68	John R. Leng, Executive Co-Ordinator, Division of Congregation Life and Work, United Church of Canada	L.M. Read	Prof. Read's resignation; appreciation of his leadership
7/5/68	Ralph F. Wilson	Rev. Allan Barnes, Eston, Sask.	Dissatisfaction expressed by Rev. John Bray with organization and promotion of Lay schools in rural areas; requests suggestions from Rev. Barnes
7/5/68	Ralph Wilson	Members of National Steering Committee	Notice of Committee meeting <u>Enclosure:</u> Intention of attendance card
6/5/68	Ralph Wilson	Rev. R.S. Harper, Prairie Christian Training Centre, Fort Qu'Appelle, Sask.	Dissatisfaction expressed by Rev. John Bray with organization and promotion of lay schools in rural areas; requests suggestions from Rev. Harper

Date	From	To	Subject
6/5/68	Ralph Wilson	Professor George Johnston, Montreal Theological College	Changes in curriculum; requests description of changes for the brochure prior to next meeting
14/2/68	W.A. Monaghan	Ralph Wilson	Enclosing tabulation of answers to questionnaire; sample; procedure in tabulation; comments on questionnaire <u>Enclosure:</u> Tabulation
25/1/68	Ralph Wilson	Chairmen or representatives of Lay Schools of Theology and members of the Committee	Bi-ennial meeting
5/1/68	Ralph Wilson	Chairmen of local committees of Lay Schools of Theology	Bi-ennial meeting; requesting operation and evaluation reports <u>Enclosure:</u> blank report form
13/12/67	L.M. Read	Prof. John Macpherson	Prof. Macpherson's resignation from the National Steering Committee
11/12/67	Ralph F. Wilson	Prof. John Macpherson	Prof. Macpherson's resignation from the National Steering Committee
22/11/67	Rev. D.A. Deas, chairman, Hamilton Lay School of Theology	Ralph F. Wilson	Regretting his failure to keep in touch; registrations at Hamilton Lay School; declining interest
20/11/67	Ralph Wilson	Rev. Donald A. Deas	Requesting information about registrations and other matters; ecumenical approach



Date	From	To	Subject
20/11/67	Ralph Wilson	E.A. McDevitt, Edmonton	Financial problems of Edmonton School; Edmonton's curriculum innovations; ecumenical approach; ordering of material from the Board of Men; operation of the Fort Saskatchewan Satellite school; possible Camrose school; Bi-ennial Meeting
20/10/67	Ralph Wilson	Members of the Committee of Lay Schools of Theology	Notice of Committee meeting
24/7/67	Ralph Wilson	Chairman of Lay Schools of Theology	Enclosing published book list, "Creative Reading" and recommended they order copies
4/5/67	Ralph Wilson	R.G. Davis, Peterborough	Enclosing copies of Lay School pamphlets and a copy of "Illustrative Outlines for Basic Courses"
19/4/67	Ralph Wilson	Gordon B. McIntyre Tyner, Sask.	Enclosing National Committee's brochure on Lay Schools along with materials from other Lay Schools; book of illustrative outlines of basic courses; defunct school in Saskatoon; ecumenical approach
3/4/67	Ralph Wilson	L.M. Read	Enclosing Minutes and copy of the summary report; letters from Ralph Young and E.A. McDevitt; curriculum revision; paper on Lay Schools; rejection of a survey by Christian Education
28/3/67	Ralph Wilson	J.H.H. Sckinkopf, Downsview, Ont.	Continuation of Toronto Lay School
27/3/67	E.A. McDevitt, Chairman, Edmonton, Lay School of Theology	Ralph Wilson	Edmonton Lay School's attractiveness for young men; School's financial situation; beginnings of a school in Camrose; Fort Saskatchewan; change to ecumenical basis in Edmonton

Date	From	To	Subject
17/3/67	[Ralph C. Young, Executive Secretary, World Council of Churches, Department on the Laity	Ralph Wilson	Early history of the Lay School movement, comments on a paper by Ralph Wilson on "Lay Schools of Theology"; suggested experiments with lay school curriculum; his best wishes to the Board of Men
10/2/67	Ralph Wilson	Members of the National Steering Committee	Next Committee meeting; sending copy of the basic Course Outlines; enclosing various documents
6/1/67	Ralph Wilson	Prof. B.R. Bater, St. Andrew's College, Saskatoon	Thanking him for New testament course outline
6/1/67	Ralph Wilson	Prof. William O. Fennell, Emmanuel College, Toronto	Thanking him for Christian Doctrine course outline
6/1[67] (Erroneously dated 1966)	Ralph Wilson	Prof. L.M. Read	Annual report; George Johnston's opinion on textbook list. <u>Enclosure</u> "Report of the National Steering Committee on Lay Schools of Theology to Division Executive, January 26-27, 1966" [sic. 1967]
27/12/66	Ralph Wilson	Prof. L.M. Read	Wilson has drafted an annual report for Prof. Read's approval; production of textbooks for Lay Schools; folding of Toronto Lay School; female representation on the Committee; Basic Course Outlines
18/12/66	Goulding Reid, Chairman Toronto Lay School of Theology	Prof. L.M. Read, Chairman, National Lay Schools Committee	Due to poor registration and lack of support from Toronto Presbyteries Toronto Lay School will cease to exist in March 1967
11/11/66	Ralph Wilson	Dr. P.G. White, Secretary, The Board of Christian Education, United Church of Canada	Requesting help from the Board of Christian Education to conduct a survey and evaluation of the effectiveness of Lay Schools of Theology as an experience in adult education

Date	From	To	Subject
7/11/66	L.M. Read	Ralph Wilson	Enclosing "introduction" to "Basic Course Outlines" <u>Enclosure</u> : "Introduction"
6/9/66	Ralph Wilson	Rev. Ian Halter, Burnaby, British Columbia	Loan to Westminster Lay School of Theology; importance of preparing for a promoting winter term along with fall term
1/9/66	Ralph Wilson	Mrs. A.I.L. McacGregor Burnaby, British Columbia	Enclosing loan for Westminster Lay School of Theology; ordering of basic courses; requesting names of officers and some pamphlets
31/8/66	Ralph Wilson	L.M. Read Prof. George Johnston	Annotated book list <u>Enclosure</u> : book list
24/8/66	Ralph Wilson	L.M. Read	Basic course outlines; advertisement in United Church <i>Observer</i> ; problems in Niagara; Courses of Religion; date of next meeting; grant to new Westminster Lay School <u>Enclosure</u> : Copy of Fall curriculum, Westminster Lay School
24/8/66	Ralph Wilson	Mrs. A.I.L. MacGregor Burnaby, British Columbia	Importance of early finalization of Spring term curriculum; grant to Westminster Lay School; request for their promotional material
4/7/66	Ralph Wilson	Mrs. H.E. MacLean Amherst, N.S.	Basic course outlines; courses for second term
13/6/66	Ralph Wilson	L.M. Read	Acknowledgements of basic course outlines [Indication of answer by L.M. Read]
13/6/66	Ralph Wilson	Dr. C.F. Johnston St. Stephen's College Edmonton, Alta	Thanking him for course outline on <u>The Growth of the Church</u>
13/6/66	Ralph Wilson	Dr. E.J. Thompson	Purpose of basic course outlines; book list

Date	From	To	Subject
13/6/66	Ralph Wilson	Rev. J.A. Filshie, Cookshire, Quebec	Enclosing brochures; possible new Lay School of Theology; recommending he get in touch with Dr. George Johnston
25/5/66	Ralph Wilson	J.F. Alex, Regina, Sask.	Lay School plans in Regina; development of a second school in Lakeshore, Montreal; proposing meeting between Regina executive and Dr. John Leng; requesting brochures and names of executive members; <i>Observer</i> advertisement
12/4/66	Ralph Wilson	Dr. L.M. Read	Steering Committee meeting
29/3/66	John R. Leng, Executive Coordinator, Division of Congregational Life and Work	Dr. L.M. Read	Thanking him for report
28/3/66	Ralph Wilson	L.M. Read	Steering Committee budget; contact with Anglican Church; next Steering Committee meeting
21/3/66	John R. Leng	L.M. Read	Requesting a report
17/3/66	Ralph Wilson	L.M. Read	Enclosing report of Bi-ennial Meeting; requesting report on Lay Schools for John Leng
31/1/66	Ralph Wilson	Chairmen of Local Lay Schools of Theology Members of the National Steering Committee	Bi-ennial Meeting <u>Enclosure:</u> Pamphlet on United Church House
12/1/66	Ralph Wilson	Chairmen of Local Lay Schools of Theology	Enclosing statistical report form for completion and requesting narrative report; notice of Bi-ennial Meeting <u>Enclosure:</u> Blank statistical report form
28/12/65	Ralph Wilson	L.M. Read	Quality of lectures given at Niagara Lay School

Date	From	To	Subject
28/12/65	Ralph Wilson	Georgene Taylor, Secretary, Amherst Lay School of Theology	Founding of Amherst Lay School; other Lay School's experiences with promotion
10/12/65	Ralph Wilson	Rev. Frank H. Morgan Trinity United Church, Kitchener, Ont.	Approval by Guelph Presbytery for a Lay School; availability of a grant; requesting information
10/12/65	Ralph Wilson	Rev. R.S. Harper, Principal, Prairie Christian Training Centre, Fort Qu'Appelle, Sask.	Thanking him for acceding to the National Committee's request
8/12/65	Ralph Wilson	Mrs. Harold McKay Cooper Cliff, Ont.	Requesting the names of officers of the Sudbury Lay School and other information
8/12/65	Ralph Wilson	J.L. Embree, Armdale N.S.	Inclusion of Halifax in advertisement; Bi-ennial Meeting
8/12/65	Ralph Wilson	Chairmen of Lay Schools of Theology	<i>Observer</i> advertisement; notice of Bi-ennial meeting
8/12/65	Rev. R.S. Harper Principal; Prairie Christian Training Centre Fort Qu'Appelle Saskatchewan	Ralph Wilson	Lay schools at the Lakehead and in Winnipeg; problem for the Lay Schools organization of the predominance of the Montreal and Toronto systems; their inapplicability at Qu'Appelle; Regina's problems; problem posed by early setting of high standards; comparison with Observation Practice Schools; need for alternative designs suited to various settings; agrees not to use title of Lay School for his programme
8/12/65	Frank H. Morgan	Ralph Wilson	Consent of Guelph Presbytery to the formation of a Lay School
1/12/65	Ralph Wilson	K.H. Jamieson, Saskatoon, Sask.	Discontinuation of Saskatoon School; requesting his attendance at Bi-ennial Meeting; setting up rendez-vous in Saskatoon

Date	From	To	Subject
30/11/65	Ralph Wilson	Rev. R.S. Harper	Responsibilities of Lay Schools; their standards; programme offered at Prairie Christian training Centre does not meet standards; requesting he do not use the name Lay School of Theology
30/11/65	Ralph Wilson	Rev. Frank H. Morgan	Asking results of his proposals to establish a Lay School in Guelph Presbytery
22/11/65	L.M. Read	Rev. Lois Wilson First Church United, Fort William, Ont.	Proposing that she establish a Lay School of theology on the foundations of her "Laymen's School of Theology" at First Church United <u>Enclosure</u> : Course outlines for Laymen's School of Theology; evaluation form; Time line of Old Testament history
25/10/65	Ralph Wilson	Members of the National Steering Committee	Next Committee meeting <u>Enclosures</u> : Agenda; draft paragraph for revised edition of Lay Schools brochure
20/10/65	Ralph Wilson	J. Leonard Embree Halifax, Nova Scotia	Thanking him for brochures and congratulating him on curriculum; requesting report later; Bi-ennial Meeting; promotion
13/7/65	Ralph Wilson	Jack Alex, Regina, Saskatchewan	Progress at Regina; various promotional measures; sending lay Schools brochures
2/7/65	Ralph Wilson	L.M. Read	Situation at Hamilton and Niagara Lay Schools; they meet "Lay School" standards
29/6/65	Ralph Wilson	Mrs. Cyril S. Shoemaker Vancouver, B.C.	Her functions as chairmen of the Vancouver Lay School and the B.C. Steering Committee; enclosing minutes and correspondence; other administrative matters
28/5/65	Ralph Wilson	Prof. George Johnston	Establishing contact between Prof. Johnston and Hegan, President of St. John Presbytery Church Men

Date	From	To	Subject
28/5/65	Ralph Wilson	W.J. Hegan, Lancaster New Brunswick	Suggesting direct contact with Professor George Johnston
27/5/65	Ralph Wilson	Rev. Frank Morgan, Kitchener	Possibility of establishing a Lay School in the Kitchener-Waterloo area; enclosing pamphlets
26/5/65	Ralph Wilson	All Lay Schools of Theology	Requesting a list of books they recommend to their students to purchase; urging setting up of book display; requesting their promotion brochures; notice of Bi-ennial Meeting
26/5/65	W.J. Hegan	Ralph Wilson	Preparations for establishing a Lay School at Saint John, New Brunswick
21/5/65	John R. Leng	L.M. Read	Enclosing expense cheque; comments on Lay School movement
20/5/65	Ralph Wilson	L.M. Read	Enclosing Hamilton lay School brochure; planned meetings re Niagara and St. John Lay Schools <u>Enclosure:</u> Hamilton Lay School brochure
11/5/65	Ralph Wilson	W.J. Hegan, Lancaster, N.B.	Enclosing biographical material on Phil Spence; sending copies of brochure; founding of new Lay School; suggesting he follow the Lay Schools system of organization and curriculum
30/4/65	Ralph Wilson	Members of National Steering Committee	Notice of next meeting
23/4/65	Ralph Wilson	J.F. Alex, Regina	Establishment of a Regina Lay School; Anglican participation
22/4/65	Ralph Wilson	Chairmen, Lay Schools of Theology	Recommending the publicity programme practised in Edmonton <u>Enclosure:</u> Edmonton publicity brochure, 1964-65

Date	From	To	Subject
23/3/65	Ralph Wilson	Major Osborne Crowell Halifax,N.S.	Re-establishment of Halifax Lay School
23/3/65	Ralph Wilson	Rev. Walter Marttila, Hanmer, Ont.	Sudbury Lay School; sending Steering Committee minutes of 19 February and a report form; innovations at Sudbury School apparent differences in purpose between Sudbury and National Lay School; <i>Observer</i> ad
13/2/65	W.A. Monaghan, Chairman Ottawa Lay School	Ralph Wilson	Comments on Lay Schools brochure, promotion campaign and proposed national examinations <u>Enclosure</u> : report on Ottawa Lay School; brochure
Feb. 65	Ralph Wilson	Members of the National Steering Committee	Next meeting; place of the Steering Committee in United Church's organization <u>Enclosures</u> : Agenda; excerpt from Jan.28-29 minutes of the Division of Congregational Life; memorandum asking members' opinions on a proposal to establish examinations in basic courses
7/1/65	Ralph Wilson	Chairmen of Local Committee of lay Schools	Activities of the National Steering Committee; requesting comments on brochure and promotion campaign; enclosing questionnaire and memorandum proposing examinations in basic courses <u>Enclosures</u> : Blank report form; memorandum re national examinations
14/12/65	Ralph Wilson	Prof. George Johnsnton	Enclosing copy of his letter to Rev. Deas re Hamilton School; disposition in Hamilton for Baptist-United Church cooperation; suggesting Prof. Johnston write Rev. Deas



Date	From	To	Subject
14/12/65	Ralph Wilson	Rev. Donald A. Deas Ancaster, Ont.	Progress of Hamilton Lay School plans; ecumenical approach at Vancouver Lay School; suggesting he write Professor George Johnston of Montreal Lay School; presentation to Hamilton Presbytery; suggesting meeting with Professors Johnston and L.M. Read; qualification for grant
27/11/64	Ralph Wilson	Prof. L.M. Read	Commenting on his memorandum
21/10/64	L.M. Read	Ralph Wilson	Will suspend examination temporarily; other possible examination administrators; Covenant College reaction
21/10/64	L.M. Read	Dr. K. Harriet Christie, Principal, Covenant College, Toronto	Covenant College administration of lay Schools basic course examinations
16/10/64	Prof. George Johnston	L.M. Read	Possibility of Lays Schools examinations
15/10/64	L.M. Read	Prog. George Johnston	Possibility of Lays Schools examinations; Dr. Harriet Christie's favourable reception of idea; favourable reaction in Ottawa; Ralph Wilson's hesitation
14/10/64	Dr. K. Harriet Christie	Prof. L.M. Read	Covenant College's reaction to Lays Schools examinations proposal
13/10/64	Ralph Wilson	Prof. George Johnston	Arrangements for Lay Schools meeting and Bi-ennial Meeting of the Canadian Council; attendance at Ottawa Lay School
6/10/64	Ralph Wilson	Prof. L.M. Read	His reservations about instituting examinations
1/10/64	Ralph Wilson	Prof. L.M. Read	Date for Steering Committee meeting
28/9/64	Ralph Wilson	Prof. George Johnston	Date for Steering Committee meeting
25/9/64	Prof. L.M. Read	Ralph Wilson	Date for Steering Committee meeting

Date	From	To	Subject
21/9/64	Ralph Wilson Secretary, Board of Men United Church	Prof. L.M. Read	Enclosing <i>Observer</i> ad; other promotion methods
29/5/64	Ralph Wilson Secretary, Board of Men United Church	Steering Committee	Enclosing minutes and amended write-up for brochure; requesting comments <u>Enclosure:</u> Steering Committee minutes, 27 May 1964
20/5/64	Ralph Wilson Secretary, Board of Men United Church	Steering Committee	Notice of Committee meeting
15/5/64	Ralph Wilson Secretary, Board of Men United Church	Prof. George Johnsnton Prof. John MacPherson	Committee meeting date; requesting material
13/5/64	Ralph Wilson Secretary, Board of Men United Church	Steering Committee members	Enclosing report <u>Enclosure:</u> "Statement and Recommendations as approved by the Committee on Co-ordination of Adult Work" giving short history and description of Lay Schools and making recommendations
12/5/64	Ralph Wilson Secretary, Board of Men United Church	Prof. L.M. Read	Date for Committee meeting
8/5/64	Ralph Wilson Secretary, Board of Men United Church	Chairmen of Lay Schools of Theology	Proposals for a national promotion campaign; requesting information
28/4/65	Ralph Wilson Secretary, Board of Men United Church	Prof. L.M. Read	Enclosing draft report to be included with that of the Committee on Co-ordination of Adult Work to general Council; requesting comments <u>Enclosure:</u> Draft report

Date	From	To	Subject
24/4/65	Ralph Wilson Secretary, Board of Men United Church	Prof. L.M. Read	Accreditation and maintenance of standards; report through Committee on the Co-ordination of Adult Work; placement of Lay Schools in United Church organization; George Johnston will draft report
31/3/64	Prof. L.M. Read	Ralph Wilson	Professor Read's rôle as Chairman of Lay School Committee; requesting copies of all significant in-coming and out-going correspondence
26/3/64	Ralph Wilson	Prof. L.M. Read	Acceptance of Lay Schools report by the Committee on Co- ordination of Adult Work; Steering Committee membership; letters to Lay Schools' chairmen; publicity costs
25/2/64	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	Prof. L.M. Read	Report to the Committee on Co-ordination of Adult Work <u>Enclosure</u> : Extract from minutes of meeting of the Committee on Co-ordination of Adult Work, 4 February, 1965
25/2/64	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	Members of Lay Schools Sub-Committee	Meeting of Lay Schools Sub-committee
17/2/64	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	W.A. Monaghan	Requesting report for annual meeting of lay Schools Committee and Committee on the Co-ordination of Adult Work
28/1/64	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	W.A. Monaghan	Sending copies of reports received; failure to get others; other business; suggesting National Committee be trimmed to a small well-qualified body

Date	From	To	Subject
27/1/64	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	Lay Schools of Theology Chairmen	Their reports
13/1/64	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	Prof. L.M. read	Enclosing agenda for Lay Schools meeting <u>Enclosure:</u> agenda
13/12/63	Donald S. Cameron Acting Secretary, Board of Men, United Church of Canada	Chairmen of Lay Schools of Theology and members of the National Committee	Committee's annual meeting; arrangements; purpose of the Lay Schools; requesting reports
11/12/63	Prof. L.M. Read	Donald S. Cameron	W.A. Monaghan's resignation as National Committee Chairman; Ottawa Lay School; accepting Chairmanship of the National Committee; importance for all Schools to send representatives to annual meeting
26/11/63	Donald S. Cameron	Prof. L.M. Read	Asking him to become Chairman of the National Committee on Lay Schools of Theology; functions
29/1/63	Ruth Patrick, office Secretary, Board of Men, United Church of Canada	Prof. L.M. Read	Enclosing expense cheque
13/1/63	Donald S. Cameron	National Committee, Lay Schools of Theology	Travel expenses for annual meeting
19/4/62	Donald S. Cameron	Not indicated	Lay School Committee meeting

Date	From	To	Subject
23/3/62	Donald S. Cameron	National Committee, Lay School of Theology	Lay School Committee meeting
21/12/61	Donald S. Cameron	National Committee, Lay Schools of Theology	Lay School Committee meeting
21/11/61	Rev. James D. Ormiston Convenor, Personnel Secretary, Board of Overseas Missions, United Church of Canada	Prof. L.M. Read	Atlas Steel Company and India; sub-committee meeting; orientation course
10/11/6	Rev. James D. Ormiston Convenor, Personnel Secretary, Board of Overseas Missions, United Church of Canada	Sub-Committee of Technical Assistance for Laymen Abroad	Atlas Steel Government Company in India
19/9/61	Ralph C. Young, Secretary Committee on Lay School of Theology	Members of the Committee on Lay Schools of Theology	Date for next meeting
11/4/61	Ralph C. Young, Secretary Committee on Lay School of Theology	Members of the Committee on Lay Schools of Theology	Date for next meeting <u>Enclosures</u> : Minutes of meeting of the Toronto Lay School of Theology, 7 Mar. 1961; Report of the Committee on Lay Schools of Theology

Date	From	To	Subject
24/2/61	Ralph C. Young Secretary, Board of Men, United Church of Canada	Prof. L.M. Read	Asking him to serve on a sub-committee, to consider questions related to Christian laymen working abroad as representatives of non-Church agencies
4/1/61	Ralph C. Young	Members, Committee on Lay Schools of Theology	Agenda for Committee meeting
28/6/60	Ralph C. Young	Members, Committee on Lay Schools of Theology	Enclosing minutes of May meeting and of Montreal Committee; organization of Toronto Committee; enclosing copies of magazine articles
13/4/60	Ralph C. Young	Members, Committee on Lay Schools of Theology	Next Committee meeting; enclosing report and statement <u>Enclosure</u> : Report of W.A. Monaghan, Chairman of the Committee on Lay Schools of Theology, February 1960; Statement of actions of the Board of Men, Lay Schools of Theology
11/1/60	Ralph C. Young	Members, Committee on Lay Schools of Theology	Next meeting of Committee. <u>Enclosures</u> : 1. Suggested programs for a study conference prepared by Professor J.A. Coote, Nov. 1969, Jan. 1960 2. Letter from John Macquarrie to Professor George Johnston, with enclosures. (See below) 3. Letter from G.E. Reaman to Ralph Young (See below)

Date	From	To	Subject
4/12/59	Professor, John Macquarrie, University of Glasgow	Professor George Johnston, McGill University	Enclosing prospectus of course for lay people and first report to committee which runs it; organization and activities of the Commission on Adult Education of the Church of Scotland; Trinity College participation in the course; open registration; optional essays and examinations; recognition of the course; types of courses; clergy and lay responsibilities in course; remuneration and expenses; similarity of Johnston's outlines with Glasgow's prospectus; texts. <u>Enclosures</u> : 1. Report by John Macquarrie, 12 Nov. 1959, on the course of adult Christian education at Trinity College, Glasgow 2. Prospectus for course
30/11/59	G.E. Reaman, Director, Adult Education Department	Ralph Young	Reaman's past efforts to establish lay religious training courses; description of course which he organized; ecumenical advisory committee; philosophy behind his course; problems

Date	From			To	Subject
<b>6.4 National Steering Committee for Lay Schools of Theology: minutes and supporting documents, 1960-1988</b>					
17/5/68	X			X	
1,2/3/68	X	X	X		<ol style="list-style-type: none"> <li>1. Report for the Bi-ennial Meeting</li> <li>2. "Purpose. Lay Schools of Theology"</li> <li>3. "An Ecumenical Approach to the National Steering Committee on Lay Schools of Theology"</li> <li>4. "Discussion and Recommendation of Edmonton Lay School Re Becoming Interdenominational Nationally"</li> <li>5. "Curriculum Topics for Lay Schools of Theology", by Arch McCurdy</li> <li>6. "Curriculum Revision, lay Schools of Theology", by George Johnston</li> <li>7. "Ottawa Lay School of Theology. Tabulation of Answers to Questionnaire"</li> <li>8. "Hamilton Lay School of Theology. Evaluation of January 9, 1968. Evaluation Returns from "Drop Out Students"</li> <li>9. "Report of Edmonton Lay School"</li> </ol>
10/11/67	X	X		X	"Summary of Registrations - Fall term 1967 - Lay Schools of Theology"

**(N.B. x indicates document exists; a blank indicates it does not)**



Date	Agenda	Minutes	Biennial Meeting	National Steering Committee Meeting	Supporting Documents, Reports and Other Documents
3/3/67					"Report of Dr. J.R. Leng's Meeting with Halifax Lay School"
24/2/67	X	X		X	"Summary Report on Lay Schools of Theology, 1967-67" Summary Report on Lay Schools of Theology, 1967-67", revived April 4, 1967 "Illustrative Outlines for Basic Courses, Lay Schools of Theology"
29/10/67	X	X		X	Financial statement
20/5/66	X	X		X	
4-5/3/66	X	X		X	"Lay School of Theology, Agenda and Reports" "New Directions in Lay Schools of Theology Movement"
19/11/65		X		X	
14/5/65	X	X		X	Financial statement
19/2/65		X			1. Terms of reference approved by the Division of Congregational Life and Work, Jan. 28, 29, 1965 and the Executive of the General Council, Feb. 3, 4, 1965 re: Lay Schools of Theology 2. Summary Report on Lay School of Theology
16/11/64	X	X		X	
27/5/64	X				

(N.B. x indicates document exists; a blank indicates it does not)

Date	Agenda	Minutes	Biennial Meeting	National Steering Committee Meeting	Supporting Documents, Reports and Other Documents
23/4/64	X	X		X	
16/3/64	X	X		Sub-Committee on Lay Schools of Theology	
1/2/64		X	Annual Meeting		“Report of Lay Schools of Theology” “Appendix” “Summary, 1964-64 Reports. Lay Schools of Theology”
26/1/63	X	X	Annual Meeting		“Report of the Committee on Lay Schools of Theology”. Toronto Lay School of Theology, Financial statement. “Saskatchewan Lay School of Theology, Report for Annual Meeting of National Committee” [Calgary Lay School], “Survey of Student Reactions to Courses and Instruction”
28/4/62	X			X	
27/1/62	X	X		X	
3/6/61	X	X		X	
7/1/61	X	X		X	“Report of the Committee for the Toronto Lay School of Theology” “Report, Montreal Lay School of Theology” “Publicity Report” (Montreal
14/5/60	X	X		X	

(N.B. x indicates document exists; a blank indicates it does not)

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Date	Agenda	Minutes	Biennial Meeting	National Steering Committee Meeting	Supporting Documents, Reports and Other Documents
23/1/60		X		X	Manuscript notes re: curriculum “Lay School of Theology, The Need” “Lay School of Theology”, Past Experiments and Existing Projects”

(N.B. x indicates document exists; a blank indicates it does not)

**6.5. National Steering Committee for Lay Schools of Theology: Consultation on Lay Schools of Theology, 1966 and related papers, 1965-1967**

6/1/67	Letter from Don Calame, Executive Director, National Council of the Churches of Christ in the U.S.A. Enclosing documents produced by the Consultation
4-9/12/66	Brochure for General Assembly of the National Council of the Churches of Christ in the U.S.A.
21-23/10/66	C.L.S.T. Roster of Participants
21-23/10/66	C.L.S.T. Report
[21-23/10/67]	Convention notebook
21-23/10/66]	Brochures of various lay training centres <ol style="list-style-type: none"><li>1. Christian Faith and Life Institute (Berkeley, California). Summer 1966</li><li>2. Christian Faith and Life Institute (Berkeley, California). Summer 1966</li><li>3. Christian Theological Seminary, Lay School of Theology (Indianapolis, Indiana) Fall 1966</li><li>4. Community Assembly on Women and their Chances (Concord, California) October 1966</li><li>5. Eden Theological Seminary, Lay School of Theology (Webster Groves), Mo.) September 1966 to June 1967</li><li>6. Laymen's School of Religion (Berkeley, California) April-May 1965</li><li>7. Laymen's School of Religion <i>Review</i> (August 1963)</li><li>8. Lutheran Theological Seminary, Third School of Theology for Laymen (Gettysburg, Pennsylvania) July 1966</li><li>9. Malachi (Metropolitan Academy for Laymen and Coffee House Incorporated) (Dayton, Ohio)</li><li>10. Milwaukee Lay Academy</li><li>11. Montreal, Oct.-Nov. 1966</li><li>12. Western Academy for Church Life and Mission (Forest Hill, California)</li><li>13. Young Churchmen Convocation (Stockton, California) December 1965</li></ol>
28/9/66	Letter from Jessie A. Hyde. Administrative Secretary to Ralph F. Wilson, Secretary, The Board of Men, United Church of Canada. Administration of the C.L.S.T.; registration of Ralph Wilson and Professor L.M. Read; accommodation

## Date

## Documents

28/9/66	Letter from Don Calame. Enclosing agenda for C.L.S.T. and book list <u>Enclosures:</u> Program and book list
1/9/66	Memorandum from Ralph Wilson L.M. Read and George Johnston, enclosing Draft of Programme Outline for C.L.S.T. and naming representatives to it from National Committee on Lay Schools of Theology <u>Enclosure:</u> Draft Programme
1966	Howard Harper, <u>A Study of Laymen's training Centres</u>

#### 6.6 National Steering Committee for Lay Schools of Theology: miscellaneous documents, ca.1960-1967

[1967]	Membership list of the National Steering Committee
[1967]	"Creative Reading: An Annotated Guide to Books for Christian Growth and Action"
[1967]	"Lay Schools of Theology, Background - Purpose - Content - Application"
ca. Nov. 1966	Financial Statement
ca. March 1966	"Report of the National Steering Committee for Lay Schools of Theology for the Period January 1965 to March 1966"
ca. March 1966	Manuscript draft of Report
26/27/1/66	"Report of the National Steering Committee on Lay Schools of Theology to Division Executive"
1/9/65	United Church <i>Observer</i> advertisement for Lay Schools of Theology
[1965]	Ottawa United Church Lay School of Theology, report by WA Monaghan
[1965]	Board of Men, United Church of Canada, "Recommended Reading for Lay Schools of Theology"

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Date	Documents
[1965]	Lay Schools of Theology, "Summary of Comments"
24/11/64	Memorandum from L.M. Read to chairmen of Local Committees of Lay Schools of Theology re: proposal for national examination in basic courses
[ca.1964]	Manuscript notes and map plotting locations of Lay Schools
[1964]	Mss list of officers of United Church of Canada
[1964]	[United Church <i>Observer</i> ] advertisement for Lay Schools of Theology
[1964]	Draft statement of purpose of Lay School
[1964]	Draft statement of purpose of Lay School
[1964]	Draft of pamphlet on Lay Schools of Theology
[1964]	Mss. list of Steering Committee members
[1964]	List of Steering Committee members
[1964?]	Book list
[1964?]	Supplementary book list
[ca. Dec. 1963]	Layman's Book Club Selections, January 1959 - December 1963
July 1962	"Lay Schools of Theology: A suggested Outline of the Need, objectives, Basic Courses, Optional Courses, Administrative Guide" (pamphlet)
27/4/62	Notes by L.M. Read on draft of the brochure "Lay Schools of Theology: A suggested Outline for the Need, The Objectives, Basic courses, Optional Courses, Administrative Guide". Draft of brochure attached
24/4/62	Report of the Montreal Lay School of Theology

## Date

## Documents

ca. Jan. 1962	Pamphlet on "University of Religion" courses, Jan. to Mar. 1962
[1962]	Report on 1961-62 Lay School of Theology, Edmonton, Alberta
[1962]	Report of the Committee on Lay Schools of Theology
26/4/61	Minutes of meeting of the executive of the Ottawa Presbytery Men. Attached: Report by W.A. Monaghan on Rally for Elders and Stewards
20/1/61	Minutes of the General Committee of the Montreal Lay School of Theology
[ca.Sept.] 1961	Publicity brochure, Toronto Lay School of Theology
[1961]	Courses Outlines: Toronto Lay School of Theology <ol style="list-style-type: none"> <li>1. "Orientation in Christian Education" by Professor James R. Guthrie</li> <li>2. "Old Testament" by Professor Robert Dobbie</li> <li>3. "The Christian's Devotional Life"</li> <li>4. "The Making of Western Christendom" by Principal K.H. Cousland</li> <li>5. "Psychiatry and Christianity" by Dr. Florence L. Nichols</li> </ol>
[1961]	National committee, Lay Schools of Theology, "A Suggested Outline for Lay Schools of Theology Basic Courses, Optional Courses, Administrative Guide"
14/6/60	Minutes of the Meeting of the Committee for the Montreal Lay School of Theology
12/5/60	Minutes of the Meeting of the Committee for the Montreal Lay School of Theology
18/2/60	Magazine article, "Connecticut Members Sample Theology and ask for more!"
7/1/60	Article in <i>United Church Herald</i> on lay religious education
[1960]	Brochure for adult education evening classes, 1960-61, conducted by G.E. Reaman, University of Waterloo
[1960]	Brochure for course in New Testament offered by the University of Waterloo

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<b>Date</b>	<b>Documents</b>
[1960]	Brochure for adult education evening classes, winter 1961, conducted by G.E. Reaman, University of Waterloo
n.d.	Mimeographed pamphlet on Lay Schools of Theology



## 7. NATIONAL LAY SCHOOLS OF THEOLOGY

### 7.1 Pamphlets of Lay Schools of Theology (except Ottawa), 1961-69

Amherst Lay School of Theology	1967-68
Burnaby, Lay School of Theology	1966, 1967
Calgary Lay School of Theology	1965-66
Edmonton, Lay School of Theology	1961-62, 1965-66, 1967-68
Fort Saskatchewan, Alberta, Lay School of Theology	1967-68
Fraser Lay School of Theology	1964
Halifax Lay School of Theology	1965-66, 1966-67
Hamilton Lay School of Theology	1965-66, 1966-67
Kingston Lay School of Theology	1963-64
Lakeshore Lay School of Theology	1966-67
Lethbridge Alberta: Southminster's "Adventure in the Faith"	1964
Montreal Lay School of Theology	1964-65, 1965-66, 1966-67, 1967-68, 1968-69
Peterborough Lay School of Theology	1968-69
Regina Lay School of Theology	1966-67, 1967-68, 1968-69
St. Catharines Lay School of Theology	1964-65
Saskatoon Lay School of Theology	1965-66

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<b>School</b>	<b>Date of Pamphlets</b>
Toronto Lay School of Theology	1961-62, 1964-65, 1965-66
Vancouver Lay School of Theology	1963-64, 1964-65, 1965-66, 1966-67, 1967-68
Welland Lay School of Theology	1965-66

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