



THE UNIVERSITY OF  
MELBOURNE

## THE UNIVERSITY OF MELBOURNE ARCHIVES

**NAME OF COLLECTION:** **MELBOURNE CITY MISSION**

**ACCESSION NO:** **89/90; 97/129** and single item accession **95/129**

**CATEGORY:** Community and Political Groups, organisations  
**ACTIVITY:** Welfare organisations

**DATE RANGE:** 1856-1974; one item 1981; one item 1995

**SIZE OF COLLECTION:** 8 linear metres: 31 archives boxes; 4 phase boxes (over-size boxes 32-35); one bundle; 16 over-size volumes.

**DATE OF TRANSFER:** 1981-1997

**ACCESS CONDITIONS:** Restricted.  
Permission for access in all cases must be sought, in writing, from Melbourne Citymission before researcher access is given.  
Additional restrictions apply to client records. (Client records are held at Series 22 and include files, registers and case cards created by various MCM agencies containing client information).  
Client records are sealed for 75 years from date of last action. Permission to access client records less than 75 years old may be given to family members on verification of familial connection.  
Permission to access client records less than 75 years old for academic research may be given if the researcher signs the UMA Deed of Understanding requiring maintenance of client confidentiality.  
Permission to access client records older than 75 years from date of last action may be given with Melbourne Citymission permission.

**HISTORICAL  
NOTE:**

In the context of the goldrush social disruption, the MCM was founded in 1855, with impetus from the philanthropist Dr John Singleton and from Mrs Hornbrook's Ladies' City Mission. With the motto "Need not Creed", it is governed by a committee comprising Church, business and professional people, and describes itself as 'an inter-denominational (or unsectarian, Christian) Institute ... operating amongst the poor outside the Churches'. In 1900 it became obvious that the Melbourne City Mission could render much more effective service to the community if it could establish homes suited to the needs of various types of people contacted by visitation. Subsequently the Brunswick Pre-Maternity Home, Toddlers' Home, The Haven of Hope (1926-1954), Swinborn Lodge, Pilgrims' Rest and Judge Book Memorial Village were established. Sources: *Melbourne City Mission 1855-1949*; *Loving Service in our Community 1855-1962, being the story of the work of the Melbourne City Mission*, by Percival Dale

**DESCRIPTION:**

**97/129:** minutes 1856 -1870; 1887 – 1899.  
**89/90:** 1899 -1962; general committee minutes 1963-1971; executive committee minutes 1955-1974; annual reports 1903-1969, 1981; Melbourne City Mission Record 1900-1969; cash books; donations; receipts; ledger sheets; staff diaries; Pilgrims' Rest Home for Aged Gentlewomen 1893-1927; Elizabeth Fry Retreat by-laws and annual reports 1917-1944; branch accounts; case cards; missionaries' diary journals 1864-1913; journal of Healesville Bush Mission; MCM General Superintendent's files; applications regarding adoption (note that three adoption files were returned to MCM for transfer to Adoption and Family Records Service, Dept. of Human Services, 24 May 2004); daily record Sister Grace's Mission to the Friendless and Fallen; publications.  
**95/129:** *Melbourne City Mission Nursing Home Newsletter*, 1995.

**NOTE ON  
COLLECTIONS:**

Original Accession Number 89 G 43.  
Accessioned in 1989 although the bulk of the collection was transferred in 1981.  
Three files were returned to MCM for transfer to Adoption and Family Records Service, Department of Human Services, on 24 May 2004 as follows: Admission Applications, Hartnett House, 1962; Adoption Register, [Hartnett House?], c 1966 – 1971; Adoption Applications, Hartnett House, 1971 – 1973

**NOTE ON  
LISTING:**

The list brings together three accessions.

**LISTED BY:  
DATE:**

Sarah Brown  
March - April 2004; January 2005

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Box No	Series No	Description	Dates
<b>Summary of Series</b>			
1-3	1	Minutes: Melbourne City Mission Committee 1856-1870; 1887-1962; General Committee, 1963-1971.	1856-1971
3-4	2	Minutes: Finance Committee, 1955-1960.	1955-1960
3-4	3	Minutes: Executive Committee, 1960-1974.	1960-1974
5	4	Annual Meetings, 1914-1918.	1914-1919
5	5	Annual Reports, 1903-1969, 1981.	1903-1969; 1981
5	6	Statistics, 1966-1970.	1966-1970
6	7	Jubilee, 1906.	1906
6	8	Constitutions, 1919; c.1946; 1953.	1919-1953
	9	Histories, 1949; 1962.	1949; 1962
6	10	Melbourne City Mission Miscellaneous Publications, 1919-1952.	1919-1952
6	11	<i>Melbourne City Mission Nursing Home Newsletter</i> 1995.	1995
6; 32	12	Press Cuttings, 1900-1954	1900-1954
33	13	Scrapbook, 1918-1948	1918-1948
6-12; OS vol	14	<i>Melbourne City Mission Record</i> 1900-1969.	1900-1969
13-18	15	Missionaries' Diary Journals (Evangelists' Diaries), 1864-1913.	1864-1913
18-19	16	Elizabeth Fry Retreat, 1864-1944.	1864-1944
19	17	Pilgrims' Rest Home for Aged Gentlewomen, 1893-1927.	1893-1927
19	18	Sister Grace's Mission to the Friendless and Fallen, 1920-1933.	1920-1933
20-22	19	General Superintendent's and Secretary, F.L. Bruce's files, c.1919-1954.	1919-1954
29	20	Collingwood Branch, Collingwood Evangelical Mission, 1962-1970.	1962-1970
22-28; 34; 35; OS vols; bundle	21	Financial Records, 1880-1973.	1880-1973
29-31	22	Client Records, 1933-c.1973.	1933-c.1973
31	23	Marriage Registers, 1953-1963.	1953-1963
28	24	Staff Sign In Books, 1969.	1969
28	25	Sunday School Roll Book, 1956-1958.	1956-1958

**Collection: - Melbourne City Mission Accession: 89/90; 97/129; 95/129**

<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
	<b>1</b>	<b>Minute Books: Melbourne City Mission Committee and General Committee:</b> [ <i>Note:</i> Minutes Jan 1871-Jan 1887 missing from this series. This committee met monthly and from c.1914 was called the General Committee.]	<b>1856-1971</b>
<b>1</b>	1/1	Minute book 13 Aug 1856 - 4 Apr 1865 [ <i>Note:</i> Some pages excised from rear.] [Acc. No. 97/129]	
<b>1</b>	1/2	Minute book 2 May 1865 - 29 Nov 1870 [ <i>Note:</i> Date of last meeting wrongly recorded as 29 November 1871; same mistake on front cover date.] [Acc. No. 97/129]	
		<i>[Note: Minutes Jan 1871-Jan 1887 missing.]</i>	
<b>1</b>	1/3	Minute book 22 Feb 1887 - 20 Nov 1899. [ <i>Note:</i> Has interleaved material pasted in, including declarations of trust, salary notes, etc.] [Acc. No. 97/129]	
<b>1</b>	1/4	Minute book 7 Dec 1899 - 8 Oct 1903.	
<b>1</b>	1/5	Minute book 12 Nov 1903 – 4 Oct 1910.	
<b>1</b>	1/6	Minute book 4 Oct 1910 – 8 Jun 1915. [ <i>Note:</i> Has interleaved material pasted in, including correspondence.]	
<b>1</b>	1/7	Minute book 6 Jul 1915 – 2 Oct 1928. [ <i>Note:</i> Has interleaved material pasted in and loose, including correspondence, constitution.]	
<b>2</b>	1/8	Minute book 4 Sep 1928 – 7 Mar 1933.	
<b>2</b>	1/9	Minute book 4 Apr 1933 – 10 Apr 1945.	
<b>2</b>	1/10	Minute book 1 May 1945 – 4 Dec 1962.	
<b>3</b>	1/11	Minute book 5 Feb 1963 – 16 Jul 1971.	
<b>3</b>	1/12	Minute book General Committee 20 Aug 1971 – 11 Dec 1974. [ <i>Note:</i> These minutes are interfiled with Executive Committee minutes 6 Aug 1971 – 28 Nov 1974 and pasted chronologically in this single volume. See 3/3 below.]	
	<b>2</b>	<b>Minute Book: Finance Committee</b> [ <i>Note:</i> The Finance Committee was established c.1955 and	<b>1955-1960</b>

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
		met monthly on alternate fortnights from the General Committee. In 1960 this Committee appears to have been renamed the Executive Committee, while retaining the same membership and role.]	
4	2/1	Minute book Finance Committee 20 Jan 1955 – 28 Jul 1960. [Note: Continued by Executive Committee minutes 25 Aug 1960 – 24 Jun 1965. Minutes for both committees are pasted chronologically in this single volume]	
	<b>3</b>	<b>Minute Books: Executive Committee</b>	<b>1960-1974</b>
4	3/1	Minute book: Executive Committee 25 Aug 1960 – 24 Jun 1965. [Note: Continues Finance Committee minutes 20 Jan 1955 – 28 Jul 1960. Minutes for both committees are pasted chronologically in this single volume]	
4	3/2	Minute book: Executive Committee 29 Jul 1965 – 2 Jul 1971.	
3	3/3	Minute book: Executive Committee 6 Aug 1971 – 28 Nov 1974. [Note: These minutes are interfiled with General Committee minutes 20 Aug 1971 – 11 Dec 1974 and pasted chronologically in this single volume. See 1/12 above]	
	<b>4</b>	<b>Annual Meetings of Melbourne City Mission</b>	<b>1914-1919</b>
5	4/1	Proceedings of annual meetings no. 59, 1914 – no. 64, 1919. [Note: Signed copies of printed minutes cut from the <i>City Mission Record</i> and pasted in unbound volume. The prints include annual reports for 1914 – 1918. Proceedings for meeting no. 64, 1919 are missing.]	
	4/2	<b>Melbourne City Mission, Annual Public Meeting Notices</b> [A3 posters]	
5	4/2/1	Eighty-third Annual Public Meeting 1938.	
5	4/2/2	Eighty-fifth Annual Public Meeting 1940.	
5	4/2/3	Eighty-sixth Annual Public Meeting 1941.	
	<b>5</b>	<b>Annual Reports of the Melbourne City Mission</b>	<b>1903-1969; 1981</b>
		Annual reports 1903 – 1968 [incomplete], 1981. [Note: The annual reports for 1914 – 1918 are printed as part of the <i>City Mission Record</i> . See 4/1 above.]	
5	5/1	Annual reports no. 47, 1903; no. 58, 1912; no. 68, 1923; no. 69, 1924; no. 73, 1928; no. 76, 1931 – no. 81, 1936.	
5	5/2	Annual reports no. 82, 1937 – no. 94, 1949.	
5	5/3	Annual reports no. 95, 1950 – no.100, 1955.	
5	5/4	Annual reports no. 101, 1956 – no.113, 1968.	
5	5/5	Annual report no. 126, 1981.	
	<b>6</b>	<b>Statistics, Melbourne City Mission</b>	<b>1966-1970</b>
		[Note: Monthly statistics from MCM branches, homes etc.	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
		Used for annual report preparation?]	
5	6/1	Statistics 1966-1967.	
5	6/2	Statistics 1967-1968.	
5	6/3	Statistics 1968-1969.	
5	6/4	Statistics – annual report – working papers, 1969-1970.	
	<b>7</b>	<b>Melbourne City Mission Jubilee 1906</b>	<b>1906</b>
6	7/1	Melbourne City Mission Jubilee Celebrations, 31 May 1906, Public Meeting. Speech by President, Hon James Balfour. [typescript.]	
6	7/2	Melbourne City Mission Jubilee Celebrations, 31 May 1906, Conference in Assembly Hall. Proceedings. [typescript.]	
	<b>8</b>	<b>Melbourne City Mission Constitutions</b>	<b>1919-1953</b>
6	8/1	Constitution of the Melbourne City Mission, 1919.	
6	8/2	Constitution of the Melbourne City Mission, c.1946.	
6	8/3	Constitution of the Melbourne City Mission, 1953.	
	<b>9</b>	<b>Melbourne City Mission Histories [booklets]</b>	<b>1949; 1962</b>
6	9/1	<i>Melbourne City Mission 1855-1949</i> . [The Mission], [1949]. – 32p. [2 copies.]	
6	9/2	<i>Loving Service in our Community 1855-1962 being the story of the work of the Melbourne City Mission</i> , by Colonel Percival Dale. [The Mission], [1962]. – 28p.	
6	<b>10</b>	<b>Melbourne City Mission Miscellaneous Publications c. 1919 - 1952</b>	<b>1919-1952</b>
		[ <i>Note: Other than Melbourne City Mission Record and others already listed. This is an artificial series created from miscellaneous publications, mainly leaflets and brochures. Some of these items duplicate publications contained in other series. File includes:</i> <i>Great Forward Move at Sydney Street, Collingwood, c 1919 (brochure);</i> <i>Twelve reasons for supporting the Melbourne City Mission, c 1940.</i> ]	
	<b>11</b>	<b>Melbourne City Mission Nursing Home Newsletter</b>	<b>1995</b>
		[Acc. No. 95/129]	
6	11/1	<i>Melbourne City Mission Nursing Home Newsletter</i> , June, Sep 1995.	
	<b>12</b>	<b>Press Cuttings</b>	<b>1900-1954</b>
6	12/1	Press cuttings, 17 Jul 1900-1925. [ <i>Note: Volume titled Newspaper Cuttings. Includes pasted in correspondence, flyers, invitations, programmes, appeal</i>	

Box No	Series No	Description	Dates
		circulars; also some interleaving and annotations. Fragile condition.]	
6	12/2	Press cuttings, Jun 1933-11 Sep 1937. [Note: Volume titled <i>Press Cuttings. From June 1933</i> . Pasted in cuttings, most sourced. Includes some interleaving and annotations. Fragile condition, many pages loose or detached.]	
6	12/3	Press cuttings, 1938-1939. [Note: Seven loose A4 sheets containing pasted on sourced news clippings on MCM.]	
32	12/4	Press cuttings, 1938-1954. [Note: Out-size volume titled <i>Press cuttings, October 1938 to</i> . Pasted in cuttings, sourced.]	
33	13 13/1	<b>Scrapbook</b> Scrapbook, 1918-1948. [Note: Out-size volume of pasted in items including invitations, circulars, leaflets, appeal brochures, programmes etc. The volume appears to have been created as the Melbourne City Mission Subscribers' Directory and reused as a scrapbook. Items have been pasted in over the lists of subscribers from A. Subscribers R – W (1918-1919 to 1921-1922) are not pasted over.]	1918-1948
	14	<b>Melbourne City Mission Newsletter:</b> <i>The City Mission Record: The Journal of the Melbourne and Suburban City Mission</i> ; [continued by] <i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> ; [continued by] <i>Melbourne City Mission Record</i> [incomplete.]	1900-1969
6	14/1 14/1/1	<b>Bound volumes</b> <i>The City Mission Record: The Journal of the Melbourne and Suburban City Mission</i> Bound volume 1900-1906: [Note: Bound volume, with some interleaving and annotations, inscribed on flyleaf: "Sister Young 3 Sept. 1906 'What hath God wrought?'". Vol. 1(2) 12 Aug 1900 - Vol. 111(1) 12 July, 1902 [Vol. 1(1) July 1900 issue is interleaved]; <i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. 111(2) 12 Aug, 1902 – Vol. V1(12) 12 June, 1906.]	1900-1940

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
6	14/1/2	Bound volume 1900-1906: [ <i>Note:</i> Bound volume (as above) inscribed on flyleaf: “Sister Hartnett 3 Sept. 1906 ‘What hath God wrought?’”. Vol. 1(2) 12 Aug 1900 - Vol. 111(1) 12 July, 1902 [Vol. 1(1) July 1900 issue missing]; <i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. 111(2) 12 Aug, 1902 – Vol. V1(12) 12 June, 1906.]	
7	14/1/3	Bound volume 1900-1906: [ <i>Note:</i> Bound volume (as above) inscribed on flyleaf: “Mr(?) Stewart Esq 3 Sept. 1906 ‘What hath God wrought?’”. Later inscription: To Dear Blackie, with love from Pearce(?) And Ian(?) Sep 28 1966. Vol. 1(2) 12 Aug 1900 - Vol. 111(1) 12 July, 1902 [Vol. 1(1) July 1900 issue missing]; <i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. 111(2) 12 Aug, 1902 – Vol. V1(12) 12 June, 1906 Fragile condition.]	
7	14/1/4	Index to <i>City Mission Record</i> <i>Note:</i> Handwritten index removed from bound volume headed “...Events reported in the City Mission record from 12 August 1900 to 12 June 1906”	
<b>OS vol</b>	14/1/5	<i>The City Mission Record: The Journal of the Melbourne and Suburban City Mission</i> Bound volume 1913-1917: Vol. XIV(1) 2 Jul 1913 – Vol. XVIII (1) 2 Jul 1917 <i>Note:</i> Copies of newsletter pasted into bound volume	
7	14/1/6	<i>Melbourne City Mission Record</i> Bound volume 1917-1927: Vol. XVIII(1) 2 Jul 1917 – Vol. XXVII(11) 1 Jun 1927 [ <i>Note:</i> Bound volume, with some interleaving, including handwritten index , described above, correspondence and circulars.]	
8	14/1/7	<i>Melbourne City Mission Record</i> Bound volume 1917-1940: Vol. XVII(1) 2 Jul 1927 – Vol. XL(10) 1 Jun 1940 [ <i>Note:</i> Copies of newsletter pasted into bound volume; some annotations, including on inside back cover a list titled “Mission Halls Erected”.]	
	<b>14/2</b>	<b>Loose issues</b> [ <i>Note:</i> Two copies, where available, have been retained and	<b>1900-1969</b>



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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
		other duplicates removed. Loose series is incomplete. See also bound volumes.]	
9	14/2/1	<i>The City Mission Record: The Journal of the Melbourne and Suburban City Mission</i> Vol. 1(2) 12 Aug 1900 - (12) 12 June, 1902. [Note: Missing issues from Vol.1.: (1) July 1900; (4-5) Oct-Nov 1900]	
9	14/2/2	<i>The City Mission Record: The Journal of the Melbourne and Suburban City Mission</i> Vol. 11(2)12 Aug 1901 – (12) 12 Jun 1902. [Note: Missing issues from Vol.11.: (1) Aug 1901; (4-5) Oct-Nov 1901; 11(8-11) Feb, Mar, Apr, May 1902]	
9	14/2/3	<i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. 111(2) 12 Aug 1902 – (11) 12 May 1903 [Note: Missing issues from Vol.111:(1) July 1902; (4-5) Oct - Nov 1902; (12) June 1903]	
9	14/2/4	<i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. 111 (1) 12 July 1903 – (12) 12 Jun 1904 [Note: Missing issues from Vol.111: (8) Feb; (10) Apr 1904]	
9	14/2/5	<i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. V(1) 12 Jul 1904 – (12) 12 Jun 1905 [Note: Missing issues from Vol. V: (2-3) Aug-Sep1904; (6) – (9) Dec 1904 – Mar 1905]	
9	14/2/6	<i>Melbourne City Mission Record: The Journal of the Melbourne City Mission</i> Vol. VI (11) 12 May 1906 – (12) 12 Jun 1906 [Note: Missing issues from Vol. VI: (1-10) Jul 1905-Apr1906]	
9	14/2/7	<i>Melbourne City Mission Record</i> Vol. VII (2) 12 Aug, 1906 – (12) 12 Jun1907 [Note: Missing issues from Vol. VII: (1) Jul 1906]	
9	14/2/8	<i>Melbourne City Mission Record</i> Vol. VIII(1) 12 Jul, 1907 – (12) 12 Jun 1908 [Note: Missing issues from Vol. VIII: (4) Oct 1907]	
9	14/2/9	<i>Melbourne City Mission Record</i> Vol. IX(1) 12 Jul, 1908 – (12) 12 Jun 1909	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
9	14/2/10	<i>Melbourne City Mission Record</i> Vol. X(1) 12 Jul 1909 – (12) 12 Jun 1910 [Note: Missing issue from Vol. X: (11) May 1910]	
9	14/2/11	<i>Melbourne City Mission Record</i> Vol. XI(1) 12 Jul 1910 – (12) 12 Jun 1911	
9	14/2/12	<i>Melbourne City Mission Record</i> Vol. XII(1) 12 Jul 1911 – (12) 12 Jun 1912	
9	14/2/13	<i>Melbourne City Mission Record</i> Vol. XIII(1) 12 Jul 1912 – (12) 12 Jun 1913	
9	14/2/14	<i>Melbourne City Mission Record</i> Vol. XIV(1) 12 Jul 1913 – (12) 12 Jun 1914	
9	14/2/15	<i>Melbourne City Mission Record</i> Vol. XV(1) 12 Jul 1914 – (12) 12 Jun 1915	
9	14/2/16	<i>Melbourne City Mission Record</i> Vol. XVI(1) 12 Jul 1915 – (11) 12 May 1916 [Note: Missing issue from Vol. XV1: (12) Jun 1916]	
9	14/2/17	<i>Melbourne City Mission Record</i> Vol. XVII(1) 12 Jul 1916 – (6) 12 Dec 1916; (9) Mar 1917 [Note: Missing issues from Vol. XVII: (7) – (12) Jan – Jul 1917]	
	14/2/18	[Note: missing volume from loose series: Vol. XVIII (1-12) 1917-1918 [missing volume]	
9	14/2/19	<i>Melbourne City Mission Record</i> Vol. XIX (7) 2 Jan 1919 – (13) 1 Jul 1920 [Note: Missing issues from Vol. XIX: (1) Jul 1918 - (6) Dec 1918]	<b>1919 - 1927</b>
9	14/2/20	<i>Melbourne City Mission Record</i> Vol. XX (2) 1 Aug 1919 – (12) 1 Aug 1920	
9	14/2/21	<i>Melbourne City Mission Record</i> Vol. XX1(1) 1 Sep 1920 – (11) 1 Jul 1921	
9	14/2/22	Vol. XX11(1) 1 Aug 1921 - (8) 1 Mar 1922 [Note: Missing issues from Vol. XII: (9-12) Apr - Jul]	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
	14/2/23	[ <i>Note</i> : missing volume from loose series: Vol. XX111 (1-12) [missin g volume]	
9	14/2/24	<i>Melbourne City Mission Record</i> Vol. XX1V(1) 1 Aug 1923 – (12) 1 Jul 1924 [ <i>Note</i> : Missing issues from Vol. XXIV: (3-4) Oct-Nov 1923]	
9	14/2/25	<i>Melbourne City Mission Record</i> Vol. XXV(1) 1 Aug 1924 – (12) 1 Jul 1925 [ <i>Note</i> : Missing issue from Vol. XXV: (11) Jun 1925]	
9	14/2/26	<i>Melbourne City Mission Record</i> Vol. XXVI(1) 1 Aug 1925 – (12) 1 Jul 1926 [ <i>Note</i> : Missing issue from Vol. XXVI: (2) Sep 1925]	
9	14/2/27	<i>Melbourne City Mission Record</i> Vol. XXV11(2) 1 Sep 1926 – (12) 1 July 1927 [ <i>Note</i> : Missing issues from Vol. XXV11: (1) Aug 1926; (5-7) Dec 1926 – Feb 1927; (9) May 1927]	
10	14/2/28	<i>Melbourne City Mission Record</i> Vol. XXV111(1) 1 Aug 1927 – (12) 1 Jul 1928 [ <i>Note</i> : Missing issue from Vol. XXV111: (6) Jan 1928]	
10	14/2/29	<i>Melbourne City Mission Record</i> Vol. XX1X(1) 1 Aug 1928 – (12) 1 July 1929 [ <i>Note</i> : Missing issues from Vol. XX1X: (3) Oct 1928; (5-6) Dec 1928, Jan 1929; (11) Jun 1929]	
10	14/2/30	<i>Melbourne City Mission Record</i> Vol. XXX(1) 1 Aug 1929 – (12) 1 July 1930 [ <i>Note</i> : Missing issue from Vol. XXX: (6) Jan 1930]	
10	14/2/31	<i>Melbourne City Mission Record</i> Vol. XXX1(1) 1 Aug 1930 – (12) 1 July 1931 [ <i>Note</i> : Missing issues from Vol. XXX1: (4-5) Nov-Dec 1930]	
10	14/2/32	<i>Melbourne City Mission Record</i> Vol. XXX11(1) 1 Aug 1931 – (12) 1 July 1932	
10	14/2/33	<i>Melbourne City Mission Record</i> Vol. XXX111(1) 1 Aug 1932 – (12) 1 July 1933	
10	14/2/34	<i>Melbourne City Mission Record</i> Vol. XXX1V(1) 1 Aug 1933 – (12) 1 July 1934; (12) Aug 1934	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
10	14/2/35	<i>Melbourne City Mission Record</i> Vol. XXXV(1) 1 Sep 1934 – (11) 1 Aug 1935 [Note: Missing issues from Vol. XXXV: (3) Nov 1934; some inconsistent issue numbering]	
10	14/2/36	<i>Melbourne City Mission Record</i> Vol. XXXV1(1) 1 Sep 1935 – (12) 1 Jul 1936 [Note: Appears to have been no issue 5 published]	
10	14/2/37	<i>Melbourne City Mission Record</i> Vol. XXXV11(1) 1 Aug 1936 – (12) 1 Jul 1937	
10	14/2/38	<i>Melbourne City Mission Record</i> Vol. XXXV111(1) 1 Aug 1937 – (12) 1 Sep 1938 [Note: Missing issues from Vol. XXXV111: (2-3) Sep-Nov 1937; (5) Jan-Feb 1938; (7-10) Apr-Jul 1938]	
10	14/2/39	[Note: <i>Melbourne City Mission Record</i> Vol. XXX1X (1) 1 Oct 1938 – (12) 1 Sep 1939 has not been located]	
10	14/2/40	<i>Melbourne City Mission Record</i> Vol. XL (4) Jan 1 1940 – (12) 1 Sep 1940 [Note: Missing issues from Vol. XL: (1-3) Oct-Dec 1939]	
10	14/2/41	<i>Melbourne City Mission Record</i> Vol. XL1 (1) Oct 1 1940 – (12) 1 Sep 1941 [Note: One inconsistent issue numbering]	
10	14/2/42	<i>Melbourne City Mission Record</i> Vol. XL11 (1) Oct 1 1941 – (12) 1 Sep 1942	
10	14/2/43	<i>Melbourne City Mission Record</i> Vol. XL111 (1) Oct 1 1942 – (12) 1 Sep 1943	
10	14/2/44	<i>Melbourne City Mission Record</i> Vol. XL1V (1) Oct 1 1943 – (12) 1 Sep 1944 [Note: (4) Jan, (5) Feb, (6) Mar 1944 issues incorrectly volume numbered as Vol. XLV1]	
11	14/2/45	<i>Melbourne City Mission Record</i> Vol. XLV (1) Oct 1 1944; followed by Vol. XLIV (2) Nov 1944 – (12) 1 Sep 1945. [Note: following Vol. XLV (1) Oct 1 1944, volume numbering becomes Vol. XLIV, repeating previous year 1943-44]	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
11	14/2/46	<i>Melbourne City Mission Record</i> Vol. XLV (1) Oct 1 1945 – (12) Sep 1946.	
11	14/2/47	<i>Melbourne City Mission Record</i> Vol. XLVI (1) Oct 1 1946; followed by Vol. XLIV (2) 1 Nov 1946 – (12) 1 Sep 1947. [Note: following Vol. XLVI (1) Oct 1 1946 volume numbering becomes Vol. XLIV, repeating previous years 1943-44 and 1944-45]	
11	14/2/48	<i>Melbourne City Mission Record</i> Vol. XLV (1) Oct 1 1947 - (12) 1 Sep 1948	
11	14/2/49	<i>Melbourne City Mission Record</i> Vol. XLVI (1) Oct 1 1948; followed by Vol. XLIV (2) 1 Nov – (3)1 Dec 1948; followed by Vol. XLVI (4) 1 Jan 1949 – (5) 1 Feb 1949; followed by Vol. XLIV (6 ) 1 Mar 1949; followed by Vol. XLVI (7) 1 Apr 1949 - (12) 1 Sep 1949. [Note: inconsistent volume numbering]	
11	14/2/50	<i>Melbourne City Mission Record</i> Vol. XLVII (1) Oct 1 1949 – (3) Dec 1949 [Note: Missing issues from Vol. XLVII: (4-12) Jan 1 1950 – Sep 1 1950]	
11	14/2/51	<i>Melbourne City Mission Record</i> [Note: Missing issues from Vol. XLVIII (or Vol. 48): All issues missing (1) 1 Oct 1950 – (12) 1 Sep 1951]	
11	14/2/52	<i>Melbourne City Mission Record</i> Vol. 49 (4) 1 Jan 1952 – (12) 1 Sep 1952 [Note: Missing issues from Vol. 49: (1) 1 Oct 1951 – (3) 1 Dec 1951]	
11	14/2/53	<i>Melbourne City Mission Record</i> Vol. 50 (1) Oct 1952 – (12) Nov 1953	
12	14/2/54	<i>Melbourne City Mission Record</i> Vol. 51 (1) Dec 1953 – (12) Dec 1954	
12	14/2/55	<i>Melbourne City Mission Record</i> Vol. 52 (1) Jan-Feb 1955 – (9) Dec 1955 [Note: July 1955 and Sep 1955 both numbered Vol. 52(6)]	
12	14/2/56	<i>Melbourne City Mission Record</i> Vol. 53(1) Feb 1956 – (12) Mar 1957	
12	14/2/57	<i>Melbourne City Mission Record</i>	

**Collection: - Melbourne City Mission Accession: 89/90; 97/129; 95/129**

<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
		Vol. 54(1) Apr 1957 – (12) Dec 1958-Jan 1959	
12	14/2/58	<i>Melbourne City Mission Record</i> Vol. 55(1) Feb-Mar 1959 – (12) Dec 1960 – Jan 1961	
12	14/2/59	<i>Melbourne City Mission Record</i> Vol. 56(1) Feb-Mar 1961 – (12) Dec 1962 – Jan 1963	
12	14/2/60	<i>Melbourne City Mission Record</i> Vol. 57(1) Feb-Mar 1963 – (12) Dec 1964 – Jan 1965	
12	14/2/61	<i>Melbourne City Mission Record</i> Vol. 58(1) Feb-Mar 1965 – (12) Dec 1964 – Jan 1965	
12	14/2/62	<i>Melbourne City Mission Record</i> Vol. 59(1) Feb-Mar 1967 – (12) Dec 1968 – Jan 1969	
12	14/2/63	<i>Melbourne City Mission Record</i> Vol. 60(1) Feb-Mar 1969 – (5) Nov-Dec 1969	
15		<b>Melbourne and Suburban City Mission: Missionaries' Diary Journals, 1984-1913</b> [Note: Titled <i>Journals</i> , these diaries were maintained by Missionaries employed by Melbourne and Suburban City Mission and provide a detailed daily record of their predominantly evangelical work. These missionaries visited houses in many parts of Melbourne, writing in their diaries on the condition, temporal and spiritual, of the residents. Many of the journals were inspected and signed by a Mission supervisor, and often contain statistics on the number of visits and tracts distributed, and details of the houses visited, including notes on the inhabitants and their religious denomination.]	<b>1864-1913</b>
13	15/1	<b>Missionaries' Diary Journals: John Ivey</b> Journal of John Ivey, Nov 1864 – Aug 1867.	
13	15/2	Journal of John Ivey [?] Nov 1867 – Jan? 1870.	
13	15/3	Diary 3 Mar 1866 – 31 Jul 1867. [Note: Cover and number of pages missing; missionary not identified]	
13	15/4	Mr Turnbull and Mr [illegible – possibly George Martin] Journal, 1 May 1869 – c.Dec 1871. [Note: Cover missing; second diarist's name illegible]	
13	15/5	<b>Missionaries' Diary Journals: John Cromack</b> Journal of John Cromack, May 1871 - Oct 1873.	

Box No	Series No	Description	Dates
		[ <i>Note</i> : Cover and some pages missing; monthly returns <i>Statistics of Missionary Labour</i> , May 1871 – Sep 1873 are interleaved.]	
13	15/6	Journal of John Cromack, 6 Oct 1873 – 31 May 1874. [ <i>Note</i> : Cover and some pages missing or detached; monthly returns <i>Statistics of Missionary Labour</i> , Oct 1873 – May 1874 are interleaved.]	
13	15/7	Journal of John Cromack, 9 Feb 1879 – 19 Oct 1880.	
13	15/8	Ruben West, 19 Jan 1876 – 11 Sep 1876; Andrew Mason's Journal of Mission Work, 1 Nov 1878 – 25 Nov 1881. [ <i>Note</i> : Single volume containing journals at front and end of volume]	
		<b>Missionaries' Diary Journals: Samuel Stephens</b>	
14	15/9	The Journal of S. Stephens, 1 Feb 1869 – 29 Feb 1872.	
14	15/10	The Journal of S. Stephens, 1 Sep 1869 – 15 Mar 1873.	
14	15/11	The Journal of S. Stephens April 1872, 1 Apr 1872 – 27 Jul 1875.	
14	15/12	The Journal of S. Stephens 1873. 17 Mar 1873 – 30 May 1875.	
14	15/13	Melbourne & Suburban City Mission Journal: Thomas Murray, Missionary, Hotham, 1 Feb 1877 – 10 Jan 1881.	
14	15/14	Diary 5 Oct 1881 – 13 Jan 1883. [ <i>Note</i> : Cover and front page missing; missionary not identified.]	
14	15/15	Journal of Bush Mission District of Healesville, 14 May 1875 – Feb 1879[?]. J[?] F[?] Sherwill Missionary. [ <i>Note</i> : A Mission was established at Healesville on 14 May 1875; this ministry appears to have been abandoned in early 1879.]	
		<b>Missionaries' Diary Journals Prahran and surrounding districts: Missionary William Hall</b>	
15	15/16	Journal of [first name illegible] English for the District of Prahran and South Yarra, 12 Mar 1883; succeeded by William Hall, 1 Mar 1884 – 14 Dec 1884. [ <i>Note</i> : Cover detached.]	
15	15/17	Journal for Prahran District, includes Windsor and South Yarra, William Hall, 18 Aug 1884-13 Feb 1886.	
15	15/18	Journal for Prahran District, William Hall, 2 Feb 1885-26 Aug 1886.	
15	15/19	Journal of William Hall, Prahran 27 Mar 1886- 24 Nov 1887.	
15	15/20	Journal for Prahran District, William Hall, 10 Sep 1886 – 28	

Box No	Series No	Description	Dates
		Dec 1888.	
15	15/21	Journal for South Yarra, Prahran, Windsor and St Kilda District, William Hall, 9 Dec 1887 – 16 Jan 1890.	
15	15/22	Journal for Prahran, Windsor and St Kilda District, William Hall, 1 Feb 1889 – 22 Dec 1890.	
15	15/23	Journal for Prahran and St Kilda District, William Hall, 31 Mar 1890 – 4 Jan 1892. [Note: some pages detached.]	
15	15/24	Journal for Prahran and St Kilda District, William Hall, 13 Jan 1891 – 17 Oct 1892.	
16	15/25	Journal for Prahran and St Kilda District, William Hall, 19 Jan 1892 – 26 Jun 1893.	
16	15/26	Journal for Prahran and St Kilda District, William Hall, 6 Dec 1892 – 23 Dec 1894.	
16	15/27	Journal for Prahran and St Kilda District, William Hall, 25 Jul 1893 – 23 May 1895.	
16	15/28	Journal for South Yarra and Prahran District, William Hall, 29 Jan 1894 – 31 Aug 1898.	
16	15/29	Journal for South Yarra, Prahran and Windsor District, William Hall, 5 Feb 1895 – 26 Aug 1896. [Note: Statistics of Missionary Labour, Sep – Dec 1896 are interleaved loose.]	
16	15/30	Journal for South Yarra, Prahran and Windsor District, William Hall, 27 May 1895 – 22 Feb 1897.	
16	15/31	Journal for South Yarra, Prahran and Windsor District, William Hall, 4 May 1897 – 4 Apr 1898.	
16	15/32	Journal for South Yarra, Prahran and Windsor District, William Hall, 1 Feb 1900 - 21 Apr 1901. [Note: Cover detached.]	
<b>Missionaries' Diary Journals: District of South Melbourne: Missionary William Hall</b>			
16	15/33	Journal for South Melbourne District, William Hall, 23 Apr 1901 – 17 Dec 1903.	
16	15/34	Journal for South Melbourne District, William Hall, 2 Sep 1903 – 27 Oct 1905.	
17	15/35	Journal for South Melbourne District, William Hall, 25 Jan 1904 – 8 Feb 1906.	
17	15/36	Journal for South Melbourne District, William Hall, 3 Nov 1905 – 27 Nov 1907.	
17	15/37	Journal for South Melbourne District, William Hall, 16 Feb 1906 – 20 Feb 1908.	
17	15/38	Journal for South Melbourne District, William Hall, 27 Nov 1907 - 17 Feb 1910.	
17	15/39	Journal for South Melbourne District, William Hall, 28 Feb 1908 – 5 May 1910.	



Box No	Series No	Description	Dates
17	15/40	Journal for South Melbourne District, William Hall, 25 Feb 1910 – 1 Sep 1912.	
17	15/41	Journal for South Melbourne District, William Hall, 13 May 1910 – 14 Jul 1912.	
		<b>Missionaries' Diary Journals: District of Collingwood</b>	
17	15/42	Journal for Collingwood, Nov 1901 – c. Feb 1904. [Note: Cover and pages detached; missionary name illegible.]	
		<b>Missionaries' Diary Journals: John Keith Macintyre</b>	
18	15/43	Journal, John Keith Macintyre 19 Oct 1908 – 29 Nov 1912.	
18	15/44	Journal, John Keith Macintyre 1 Nov 1908 – 30 Sep 1912.	
18	15/45	Journal, John Keith Macintyre 1 Oct 1912 – 30 May 1913.	
	<b>16</b>	<b>The Elizabeth Fry Retreat</b> [Note: Established in 1885 for "women in need" by Quaker Sarah Swinborn, the institution was transferred to the Melbourne City Mission, and renamed Swinborn Lodge c. April/May 1958.]	<b>1887 – 1945</b>
18	16/1	<b>Sarah Swinborn Diaries 1887-1890</b> [Note: Diaries containing daily record of activities of the Elizabeth Fry Retreat, maintained by Sarah Swinborn, who acted as Hon. Superintendent and Treasurer, and Secretary.]	
18	16/1/1	Rough diary 1887.	
18	16/1/2	Rough diary 1888.	
18	16/1/3	Rough diary 1889.	
18	16/1/4	Rough diary 1890.	
	16/2	<b>Staff Diaries 1888-1889</b> [Note: Diaries containing daily record of activities, maintained by an unidentified staff member of the Elizabeth Fry Retreat]	
18	16/2/1	Rough diary 1888.	
18	16/2/2	Rough diary 1889.	
	16/3	<b>Staff Diaries 1940-1942</b> [Note: Diaries maintained by an unidentified staff member of the Elizabeth Fry Retreat; brief entries]	
19	16/3/1	Business diary 1940.	
19	16/3/2	Business diary 1941.	
19	16/3/3	Business diary 1942. [Note: loose interleaved material in all.]	
18	16/4	Letter Book Elizabeth Fry Retreat 1889 – 1902. [Note: Outgoing correspondence from Sarah Swinborn. Correspondents are alphabetically listed. Begins Letter 1: To Mr James Grice, 11 Jan 1889; ends Letter	

Box No	Series No	Description	Dates
		297: To Sergeant in Charge, Richmond, c Aug 1902.]	
19	16/5	Annual reports of the Elizabeth Fry Retreat 1917 – 1944 no. 32, 1917; no. 36, 1921 – no. 49, 1934; no. 53, 1938; no. 55, 1940; no. 56, 1941 – no. 59, 1944. [incomplete.] [Note: Handwritten unattributed note is attached to 1944 report which reads “Reference is made to an ‘affiliation’ with the MCM. Accounts show no transfer nor report indicate any agreement”. The file also contains other notes in the same hand.]	
19	16/6	Photograph Oct 18, 1913 – laying of foundation stone, Elizabeth Fry Retreat.	
19	16/7	<i>By-Laws of the Elizabeth Fry Retreat</i> , Hospitals and Charities Act 1928. No. 3699, printed 1937.	
	17	<b>“Pilgrims’ Rest” for Aged Destitute Gentlewomen</b> [Note: Established by a Baptist Minister, the Rev. C.M. Cherbury, c.1889, Melbourne City Mission took over the management of this home as a Trust in December 1926, as reported in “Pilgrims’ Rest” annual report of 1927.]	1893-1927
19	17/1	Annual reports of “Pilgrims’ Rest” for Aged Destitute Gentlewomen, 1893 [second] –1927 [thirty-eighth]	
	18	<b>Sister Grace's Mission to the Friendless and Fallen</b> [Note: amalgamated with the Melbourne City Mission in 1920.]	1920-1933
19	18/1	<i>Daily record</i> 1 July 1926 – c. 9 Jan 1928. [Note: Handwritten volume, including interleaved material, mainly newspaper clippings, pasted and pinned in. First clipping titled “On the bread-line- and under: a noble woman describes her work among the needy” in <i>Everylady’s Journal</i> , Jan 6 1926”.]	
		<b>Sister Grace's Auxiliary of the Melbourne City Mission and Hostel for Girls Temporarily Out of Employment</b>	
19	18/2	Cash Book [and clippings etc.] 1930-1933. [Note: Mainly clippings. While appears to have been created as cash book containing entries recording material relief given, various leaflets, clippings and dodgers relating to Sister Grace’s Auxiliary have been pasted in over these entries and on later pages of volume; also includes loose interleaving.]	
	19	<b>Melbourne City Mission General Superintendent’s and</b>	1919-1954

Box No	Series No	Description	Dates
		<b>Secretary's files:</b>	
		[ <i>Note:</i> This series consists of a sequence of administrative files, termed "subject files" created by the office of the Melbourne City Mission General Superintendent and Secretary, F. L. Bruce. This series was arranged alphabetically by topic, an arrangement replicated below as far as could be reconstructed. Files include inward and outward correspondence, reports, and published information on a range of matters that Bruce was responsible for, including management of personnel and buildings.]	
20	19/1	Correspondence, General Committee, 1952 – 1954. [ <i>Note:</i> Miscellaneous correspondence, MCM General Committee and Finance Committee, includes some appeals matters.]	
20	19/2	Correspondence, Miscellaneous, A-Z, c 1919 – 1954. [ <i>Note:</i> Alphabetically divided file containing inward and outward correspondence; also includes reports and memos for Committee meetings, typescripts - possibly speakers' notes - etc. The file may have been F.L. Bruce's working or pending file. Some correspondence has been dispersed to individual existing subject files where the relationship is evident. Subjects contained in this file include: Appeals; Mr. Bruce's notes (speakers' notes and articles); Budget; Finance Committee; Fire Extinguishers; General Committee – sympathy letters; General Committee – other correspondence; Maternity Home, Brunswick; Procedures (office); Richmond Aitchison Memorial; Singleton Homes; Sister Grace's Auxiliary; Staff Endowment Deed and Appointment of Trustees, 1924; Sundry Correspondence.]	
20	19/3	Men's Hostel Appeal, 1933 – 1937. [ <i>Note:</i> Appeal for building of Melbourne Men's Hostel, McCormac Place and Merritt Street.]	
20	19/4	Men's Hostel, 1937 - 1953.	
20	19/5	Pilgrims' Rest, 1926 - 1937.	
20	19/6	Singleton Homes, Additions to, 1943 – 1946. [ <i>Note:</i> New wing opened 28 Sep, 1945; includes plans and specifications for additions.]	
20	19/7	Singleton Homes, General 1936 –1952. [ <i>Note:</i> Includes correspondence re admissions.]	
20	19/8	Social Service 1937 – 1954.	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
		[ <i>Note</i> : Includes correspondence re MCM representation on Victorian Council for Social Training; evidence to Child Endowment Select Committee, 1939.]	
21	19/9	Staff Correspondence, 1932 – 1940.	
21	19/10	Staff Correspondence, 1941 – 1944. [ <i>Note</i> : Inward and outward correspondence between F. L. Bruce and Mission staff.]	
	<b>19/11</b>	<b>Staff Particulars, 1924 – c. 1942.</b> [ <i>Note</i> : Includes applications, correspondence, references, generally clipped together by staff member name. For ease of use the file has now been split into three alphabetical parts as below.]	
21	19/11/1	Staff Particulars, A-D Begins: Sister Aitchison; ends Sister Dykes.	
21	19/11/2	Staff Particulars, E-M Begins Sister Eckel; ends Miss Menzel.	
21	19/11/3	Staff Particulars, P-Y Begins Sister Patterson; ends Miss Young.	
21	19/12	Staff: Questions for staff, 1919-1920; 1927. [ <i>Note</i> : Staff particulars supplied by staff to Head Office, (in relation to insurance policy?)]	
21	19/13	Staff Training, 1945 – 1949. [ <i>Note</i> : Mainly correspondence with Victorian Baptist Training Institute (B.T.I.) and training notes.]	
21	19/14	Sundry Estimates, 1932 – 1941. [ <i>Note</i> : For building, maintenance, equipment, printing; includes plan of Men's Hostel.]	
22	19/15	Toddlers' Home, Brunswick (Maternity Home extension), 1945 – 1948; 1952. [ <i>Note</i> : Opened 17 Apr 1948; mainly correspondence, including with architect Robert S Demaine, plans and specifications re building and fit out.]	
21	19/16	Upwey Land, 1937 – 1951.	
21	19/17	War, 1939 - c 1942. [ <i>Note</i> : Emergency response matters, including air raid precautions, evacuation of children, insurance.]	
	<b>20</b>	<b>Collingwood Branch, Collingwood Evangelical Mission</b>	<b>1962 – 1970</b>
29	20/1	Collingwood Branch, Collingwood Evangelical Mission	

Box No	Series No	Description	Dates
		Rough Minutes 20 Jun 1962 – 1970. [ <i>Note:</i> Minute book includes correspondence and papers. Fragile condition.]	
21		<b>Financial records:</b> [ <i>Note:</i> Financial records created by Melbourne City Mission head office, and financial records for branches and auxiliaries, where MCM was responsible for creating and maintaining the financial records for these agencies. Types of records include annual statements; ledger volumes and ledger sheets; cash books; wages and salary records; records of financial donations; receipts. Branch and auxiliary accounts created and maintained by individual agencies are listed under the name of the branch or auxiliary, where this can be determined. Other financial records for auxiliaries including the Elizabeth Fry Retreat and Pilgrims' Rest, created by these organisations pre their affiliation with MCM, may appear with other records from these organizations.]	1880-1973

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
	<b>21/1</b>	<b>Melbourne City Mission Head Office Financial Records Melbourne City Mission Statements of Account:</b>	
22	21/1/1	Audit statement, 1906.	
22	21/1/2	Audited annual accounts for year ended 31 Mar 1945 [loose papers interleaved including land diagram of Elizabeth Fry retreat]; 31 Mar 1946; 31 Mar 1948; 31 Mar 1950 – 31 Mar 1954.	
		<b>Melbourne City Mission Ledgers:</b>	
22	21/1/3	Ledger 1914 – 1917. [Note: Expenditure? lists Jan 1944 – Jun 1948 are also included in this volume]	
22	21/1/4	Ledger 1918 – 1927. [Includes subject index at front of volume]	
23	21/1/5	Ledger 1928 – 1940 [Includes subject index at front of volume]	
23	21/1/6	Ledger 1940 – 1949	
23	21/1/7	Ledger Balances 1948-1949 to 1955-1956	
23	21/1/8	Ledger Balances 1918; 1923-24; Apr 1938 – Mar 1940; Dec 1955 – 1961 [Note: Single volume with interleaving; some pages detached; rear of volume lists Fixed deposit receipts 1923-1924]	
23	21/1/9	Ledger Balances Jul 1961 – Mar 1973	
24	21/1/10	Ledger (?) c 1949 – c 1954 [Note: entries at both ends of alphabetically indexed loose leaf volume; includes accounts for various hostels, statements of general accounts]	
24	21/1/11	Ledger, [handwritten for various hostels] Apr 1952 – 1954 [Note: pages excised; title on volume: Contents: Ledger and timetable ...1939 does not refer to contents]	
		<b>Melbourne City Mission Analysis Ledgers:</b>	
24	21/1/12	Analysis Ledger Apr 1952 – 1955	
34	21/1/13	Analysis Ledger: Schedule of Balances: Budget, 1955 – 1958	
35	21/1/14	Analysis Ledger 1958-59 to 1972-73	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
24	21/1/15	Melbourne City Mission Bank Statements, 1950-1952.	
		<b>Melbourne and Suburban City Mission Cash Books:</b>	
25	21/1/16	Melbourne and Suburban City Mission Cash Book 1 Nov 1880-1897 [ <i>Note:</i> Includes Schedule of Salaries for the City Missionaries and their names; income from “Churches and Specials”, “Annual Subs.”; receipts and expenditure. Volume is fragile]	
25	21/1/17	Melbourne and Suburban City Mission Cash Book 1 Jul 1898- Jul 1902 [ <i>Note:</i> Correspondence from N K Pearson, Richmond to Mr McKie, 31 May 1911, re Pearson’s conversion found interleaved in volume]	
25	21/1/18	Cash Book Jul 1902 – Sep 1906  <b>Melbourne City Mission Cash Books:</b> [ <i>Note:</i> Receipts and expenditure listed in oversize volumes; some interleaving, including printed annual statements]	
<b>OS vol</b>	21/1/19	Cash Book Jun 1906 – Jun 1915	
<b>OS vol</b>	21/1/20	Cash Book Jul 1915 – Jun 1921	
<b>OS vol</b>	21/1/21	Cash Book Jul 1921 – Nov 1925	
<b>OS vol</b>	21/1/22	Cash Book Jul 1925 – Apr 1930	
<b>OS vol</b>	21/1/23	Cash Book May 1930 – May 1934	
<b>OS vol</b>	21/1/24	Cash Book Jun 1934 – May 1938	
<b>OS vol</b>	21/1/25	Cash Book Jun 1938 – Jun 1942	
<b>OS vol</b>	21/1/26	Cash Book Jul 1942 – Mar 1947	
<b>OS vol</b>	21/1/27	Cash Book Apr 1947 – May 1951	
<b>OS vol</b>	21/1/28	Cash Book Jun 1951 – Feb 1955	
24	21/1/29	Melbourne City Mission Cash Book Sheets c 1949 – c 1965 [ <i>Note:</i> Receipts and expenditure on loose ledger sheets parcelled together by year. For various agencies including Brunswick Youth Centre, Swinborn Lodge, Judge Book Village, Hartnett House, Dr Singleton Homes, Men’s Hostel, McCormac Place]	
<b>Bundle (OS)</b>	21/1/30	Melbourne City Mission Cash Book Sheets 1956 - 1968 [ <i>Note:</i> Receipts and expenditure on loose ledger sheets parcelled together by year]	
		<b>Melbourne City Mission Receipts and Payments Sheets 1955-1956:</b>	
25	21/1/31	Receipts and Payments Sheets 1948-1955	
25	21/1/32	Receipts and Payments Sheets 1955-1956	

Box No	Series No	Description	Dates
25	21/1/33	<i>Standard System of Institutional Accounts</i> . Charities Board, Victoria. Govt. Printer, 1942. [Note: Published manual with pro formas]	
25	21/1/34	<b>Melbourne City Mission Salaries and Wages Books:</b> Salaries and Wages Book 1946 – 1951 [Note: Ledger entries also appear in middle of this volume 1963 – 1968]	
34	21/1/35	Salaries and Wages paid by HQ Book [for various agencies] 1952 – 1954 [Note: includes income tax certificates 1952-53 to 1955-56]	
25	21/1/36	Salaries 1956 – 1957 [Salary sheets and group certificates]	
25	21/1/37	Employee Savings Group, Record of Transactions, 1969	
35	21/1/38	<b>Melbourne City Mission Donations:</b> Donations Book 1886-1898. [Note: Names and details of donors; interleaving of poems and homilies at back of volume.]	
	21/2	<b>Branch and Auxiliary Financial Records</b>	
		<b>Brunswick Branch:</b>	
25	21/2/1	Cash Book, Brunswick [Hartnett House?] 1 Oct 1951 – Nov 1954	
		<b>Collingwood Branch:</b>	
34	21/2/2	Cash Book, Collingwood Branch, 1941 - 1954	
26	21/2/3	Cash Book, Collingwood Branch 1954 [most pages blank]	
26	21/2/4	Cash Book, Collingwood Branch 1956 - 1957	
26	21/2/5	Cash Book, Collingwood Branch 1957 - 1959	
26	21/2/6	Cash Book, Collingwood Branch 1959 - 1961	
26	21/2/7	Cash Book, Collingwood Branch 1962	
		<b>Elizabeth Fry Retreat, South Yarra Expenditure:</b> [Note: Expenditure entered into ledger volumes under the headings of Provisions/Maintenance – surgery and dispensary; Domestic; Establishment Charges; Salaries and Wages; Maintenance; Administration]	
OS vol	21/2/8	Expenditure Jul 1902 – Jun 1920 [Note: Silverfish damage first pages]	
OS vol	21/2/9	Expenditure Jul 1920 – Oct 1937	
OS vol	21/2/10	Expenditure Oct 1937 – July 1945 [Note: This volume is labelled <i>Monthly Stock Book</i> ; entries end 1945, leaving volume half empty]	



Box No	Series No	Description	Dates
		<b>Elizabeth Fry Retreat, South Yarra Receipts:</b> [Note: Monies received entered in ledger volumes under various headings comprising Ordinary Income – Maintenance Account]	
OS vol	21/2/11	Receipts Jul 1902 – Jun 1923	
OS vol	21/2/12	Receipts Jul 1923 – Apr 1942 [Note: Loose pages interleaved comprising balance of receipts to 1945]	
		<b>Judge Book Memorial Village:</b>	
26	21/2/13	Centenary Appeal: Judge Book Memorial Village, 1955 [Note: Includes daily donation lists.]	
26	21/2/14	Articles of agreement for building at Judge Book Memorial Village, 8 Nov 1955.	
26	21/2/15	Cash Book (petty cash), Judge Book Memorial Village Jul 1958 - 1960	
26	21/2/16	Cash Book, Judge Book Memorial Village, Aug 1958 - 1961	
26	21/2/17	Pension Book, Judge Book Memorial Village, 1958 - 1960	
26	21/2/18	Pension Book, Judge Book Memorial Village, 1960 - 1961	
26	21/2/19	Notes [handwritten procedure manual] on pension procedures, Judge Book Memorial Village, nd	
		<b>North Melbourne:</b>	
27	21/2/20	Cash Book, Men's Hostel, North Melbourne, 1951 – 1954 [most pages blank]	
		<b>“Pilgrims’ Rest” for Aged Destitute Gentlewomen:</b>	
27	21/2/21	Trust Account, Pilgrims’ Rest, 1914 – 1924	
27	21/2/22	Matron’s Cash Book, Pilgrims’ Rest, 1953 – 1957	
		<b>Port Melbourne, inc. Fishermen’s Bend:</b>	
27	21/2/23	Financial correspondence, Port Melbourne Branch, 7 Nov 1938 – 7 Jul 1953 [Note: Mainly correspondence re purchase, management and alterations to property in Port Melbourne]	
27	21/2/24	Account Book, Fishermen’s Bend 1951 - 1952	
27	21/2/25	Cash Book, Port Melbourne Branch 1950 - 1955	
		<b>Preston Branch:</b>	
27	21/2/26	Financial correspondence, Preston Branch, 1945 – 1954 [Note: Mainly correspondence re purchase, management and sale of property at 256 Murray Road, Preston, “Mission Hall”; sale of properties at 36 and 38 West Street, Preston]	
27	21/2/27	Bank Book, Preston Branch, General Fund, 1947 - 1952	
27	21/2/28	Ledger, Thrift Club, Preston Branch, 1945 - 1952	
27	21/2/29	Bank Book, Thrift Club, Preston Branch, 1949 - 1951	
27	21/2/30	Cash Book, Donations Fund, Preston Branch, 1952 [most	

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<b>Box No</b>	<b>Series No</b>	<b>Description</b>	<b>Dates</b>
		pages blank]	
27	21/2/31	Cash Book, with name L. G. Price, Preston Branch, 1952 [most pages blank]	
27	21/2/32	Monthly Ledger Sheets, Preston Branch, Mar – Jul; Sep 1952	
		<b>Richmond:</b>	
34	21/2/33	Cash Book, [Richmond?] Branch, 1949 - 1954	
		<b>Sister Grace's Auxiliary Girls' Home:</b>	
27	21/2/34	Cash Book, Mothers' Thrift Club, Sister Grace's Auxiliary, 1949 - 1957	
27	21/2/35	Board Book, Sister Grace's Auxiliary Girls' Home, 1950 – Aug 1951	
27	21/2/36	Board Book, Sister Grace's Auxiliary Girls' Home, Aug 1951 – 1952	
		<b>Swinborn Lodge [formerly Elizabeth Fry Retreat]:</b>	
27	21/2/37	Clothing Account Book, Swinborn Lodge c 1966 [most pages blank]	
		<b>Toddlers' Home:</b>	
27	21/2/38	Maintenance [of Children] Statements, 1954.	
		<b>Other Financial Records:</b> [Note: Created by unidentified agencies or Head Office]	
28	21/2/39	Bank book [volume for unidentified agency], 1951-1952.	
28	21/2/40	Cash Book (?) 1912 – c 1922 [Note: Journal volume containing records of Meters of cables, transformers. Possibly not part of MCM archive.]	
28	21/2/41	Cash Book 1 Apr 1943 – 24 Aug 1952 [Note: Monthly income and expenses for unidentified agency. On frontispiece: Melbourne City Mission Inc. 280 Exhibition St Melbourne.]	
28	21/2/42	Board Book, 1968 – 1969 [Note: Record of payments for board, and pension payments, to unidentified agency.]	
28	21/2/43	Board Book, c 1968 – 1970 [Note: Record of payments for board, and pension payments, to unidentified agency.]	
28	21/2/44	Collection sheets, 1965 [Note: For various agencies, labelled “Mr Lynch”.]	

Box No	Series No	Description	Dates
	22	<p><b>Client Records</b>                      [These records include files, registers and case cards created by various MCM agencies. They contain client information. The following restrictions apply to researcher access:</p> <p>Client records are sealed for 75 years from date of last action. Permission to access client records less than 75 years old may be given to family members on verification of familial connection.                      Permission to access client records less than 75 years old for academic research may be given if the researcher signs the UMA Deed of Understanding requiring maintenance of client confidentiality.                      Permission to access client records older than 75 years from date of last action may be given with Melbourne Citymission permission.</p> <p>Note that permission for access in all cases must be sought, in writing, from Melbourne Citymission before researcher access is given.]</p>	1933-c.1973
29	22/1	<p>Admissions Register, “Happy Days”, Bouverie Street, Carlton, 1933 – 1938.                      [Note: On first page of volume: “Register of Children admitted to ‘Happy Days’. Opening Day March 4<sup>th</sup> 1933”.]</p>	
29	22/2	<p>Admissions Register, Maternity Home [Brunswick?] Nov 1939 – Sep 1945                      [Note: Sheets from register containing client entries, first names only, under the following headings: Date; Entered home; Entered Hospital; Discharged from Hospital; Maintenance received; Bonus from Hospital; Discharged from Home; Number in Home; Remarks.]</p>	
29	22/3	<p>Admissions Register, [unidentified agency, possibly Maternity Home, Brunswick] c1945 – 1947.                      [Note: Exercise book and loose sheets in same or similar hand. Information given is Name; Address; Name of Father; and comments on the birth and fate of baby.]</p>	
29	22/4	<p>Admissions Register, [unidentified agency, possibly “Haven of Hope”, Exhibition Street] c.1945 – 1952.                      [Note: Exercise book. Information given is Name; Age; Dates of admission and discharge; next of kin. Interleaved letter from Children’s Welfare Department to Matron in Charge, City Mission Girls’ Hostel, 26 Jul 1949.]</p>	

**Registers, Elizabeth Fry Retreat/Swinborn Lodge:**

Box No	Series No	Description	Dates
		[Note: The Elizabeth Fry retreat was renamed Swinborn Lodge c April-May 1958.]	
29	22/5	Inmates Register, Elizabeth Fry Retreat, 21 Jul 1945 – Sep 1946 [Note: continued by “Beds and Meals” books.]	
		<b>Admissions and Discharges Register, Beds and Meals:</b> [Note: Exercise books labelled “Beds and Meals” containing weekly record of number of beds occupied and meals supplied, admissions and discharges; includes lists of inmates (sic) at back at books]	
29	22/6	Bed and Meals book, Elizabeth Fry Retreat, Jun 1955 – Nov 1956	
29	22/7	Bed and Meals book, Elizabeth Fry Retreat, Nov 1956 – Jun 1957	
29	22/8	Bed and Meals book, Elizabeth Fry Retreat, Jul 1957 – Dec 1957	
29	22/9	Bed and Meals book, Elizabeth Fry Retreat, Jan 1958 – Jun 1958	
29	22/10	Bed and Meals book, Swinborn Lodge, Jul 1958 – Nov 1960	
29	22/11	Bed and Meals Analysis book, Swinborn Lodge, Dec 1960 – Jun 1962	
		<b>Admissions and Discharges Registers, Swinborn Lodge:</b> [Exercise books; contain names, dates admitted and discharged, referrers.]	
29	22/12	Admissions and Discharges Register, 1 Jul 1963 – 30 Jun 1966.	
29	22/13	Admissions and Discharges Register, 1 Jul 1967 – 24 Feb 1972.	
29	22/14	Sister Whyte, Swinborn Lodge, Booking In Book, 22 Mar 1963 – 24 Apr 1963. [Laundry Book]	
30	22/15	Girls in Residence, Swinborn Lodge, 1969 [Note: Loose leaf register of who was occupying which rooms and date of residents’ departures.]	
30	22/16	Case Cards, Swinborn Lodge[?], 1964 - 1967. [Note: Packet of index cards. All young women. Containing name, date of admission, date of discharge, details of next of kin, including address, welfare officer, religion. Alphabetical order. Begins: Abercrombie. Ends: Zalewski]	
30	22/17	Case Cards Swinborn Lodge[?], 1969 – 1971; one card for Ryrie 1944.	

Box No	Series No	Description	Dates
		[ <i>Note</i> : Packet of index cards. All women, mainly young. Contain name, date of admission, date of discharge, details of next of kin, including address, welfare officer/Probation Officer, Alphabetical order. Begins: Adams. Ends: Zombola.]	
		<b>Staff Diaries, Swinborn Lodge, 1961 – 1968:</b> [ <i>Note</i> : Staff business diaries recording appointments, and including notes on residents.]	
30	22/18	Diary 1961.	
30	22/19	Diary 1962.	
30	22/20	Diary 1963.	
31	22/21	Diary 1964.	
31	22/22	Diary 1965.	
31	22/23	Diary 1966.	
31	22/24	Diary 1967.	
31	22/25	Diary 1968.	
31	22/26	Staff Communications Book, Swinborn Lodge [?], c 1974 [ <i>Note</i> : Exercise book of staff notes to one another regarding residents' movements and requirements]	
31	22/27	Applications for Residence, Judge Book Memorial Village, 1959 – 1970.	
	23	<b>Marriage Registers, 1953 – 1963</b> [ <i>Note</i> : Two files containing Certificates of Marriage, conducted by Ronald Herbert Barnes, Baptist Minister. Handwritten note appended to packet reads, "Marriage registers. These MUST not be destroyed or mutilated and MUST be kept in strong room of Melbourne City Mission".]	1953-1963
31	23/1	Marriage Registers, 1 – 22, 1 Aug 1953 – 1959.	
31	23/2	Marriage Registers, 23 – 32, 23 Apr 1960 – 1963.	
	24	<b>Staff Sign In Books</b>	1969
28	24/1	Staff Sign In Book, Singleton Lodge, 1969. [ <i>Note</i> : Time cards interleaved.]	
28	24/2	Staff Sign In Book, Hartnett House, 1969. [ <i>Note</i> : Time cards interleaved.]	
	25	<b>Sunday School Roll Book</b>	1956-1958
28	25/1	Sunday School Roll Book, [unidentified agency, possibly Sister Grace] 1956 – 1958.	

END