

**FAIR OAKS UNITED METHODIST
CHURCH (MARIETTA, GA.).
Fair Oaks United Methodist Church
(Marietta, Ga.) records, 1945-2020**

Emory University
Pitts Theology Library
1531 Dickey Drive, Suite 560
Atlanta, GA 30322
404-727-4166

Descriptive Summary

Creator: Fair Oaks United Methodist Church (Marietta, Ga.).
Title: Fair Oaks United Methodist Church (Marietta, Ga.) records, 1945-2020
Call Number: Record Group No. 095
Extent: 14.32 cubic feet (15 boxes)
Abstract: This collection contains administrative and financial records, bulletins, reports, and scrapbooks from Fair Oaks United Methodist Church (Marietta, Ga.).
Language: Materials entirely in English.

Administrative Information

Restrictions on Access

Unrestricted access.

Terms Governing Use and Reproduction

All requests subject to limitations noted in departmental policies on reproduction.

Source

Gift, 2020.

Citation

[after identification of item(s)], Fair Oaks United Methodist Church records, RG 095, Archives and Manuscript Dept., Pitts Theology Library, Emory University.

Processing

Processed by Shoshana Edelberg, November 2020.

Collection Description

Historical Note

Fair Oaks Methodist Church was founded in the Atlanta, Georgia suburb of Marietta in 1950, and expanded rapidly throughout the decade, in terms of both new facilities and new services. The first pastor was Emory University student, Sam A. Banks. The church hosted the first meeting of the Women's Society of Christian Service in its inaugural year, and added several other groups by its fourth year, including the Methodist Men's Club and the Methodist Youth Fellowship.

Fair Oaks Methodist Church continued to grow throughout the 1960s, purchasing an adjacent property and adding a new building with a sanctuary and a chapel. In the 1980s, it expanded its music and youth ministries, and it celebrated its Year of Jubilee in 2000. The church came to describe itself as "an inclusive, reconciling community" committed to maintaining safety and sanctuary for all races, cultures, ages, sexual orientations, family structures, economic situations, and mental or physical conditions. Fair Oaks closed in 2020.

Scope and Content Note

The collection contains administrative documents, bulletins, meeting minutes, charge conference reports, financial reports, materials related to the church property and scrapbooks. The scrapbooks and photo albums portray church staff, members and activities over the span of decades. Some contain only photographs, others contain newspaper clippings, worship service programs and fliers, while others are organized like yearbooks, with photos, clippings, histories, worship service programs, fliers, invitations and financial documents grouped and labeled in chronological order. Each one provides a detailed snapshot of the church in a moment of time; taken together, they capture the entire lifetime and lifespan of Fair Oaks United Methodist Church. There is also a bound volume of church history from 1950-2000, which helps put the photo albums and scrapbooks in perspective.

Arrangement Note

Organized into six series: (1) Bulletins, Messengers, and Board Meeting Minutes, 1951-2005; (2) Charge and Quarterly Conference, 1950-2006; (3) Administrative Records, 1956-2008, undated; (4) Finances, 1981-2001; (5) Building and Property, 1945-2015; and (6) Scrapbooks, 1960-2018.

Description of Series

[Series 1: Bulletins, Messengers, and Board Meeting Minutes, 1951-2005](#)

[Series 2: Charge and Quarterly Conference, 1950-2006](#)

[Series 3: Administrative Records, 1956-2008, undated](#)

[Series 4: Financial Records, 1981-2001](#)

[Series 5: Building and Property Records, 1945-2015](#)

[Series 6: Scrapbooks, 1960-2018](#)

Series 1

Bulletins, Messengers, and Board Meeting Minutes, 1951-2005

Boxes 1 - 7

Arrangement Note

Arranged alphabetically by title.

Box	Folder	Content
1	1	Administrative Board and Council on Ministries Meeting Minutes, 1974-1977
1	2	Administrative Board and Council on Ministries Meeting Minutes, 1978-1979
1	3	Administrative Board and Council on Ministries Meeting Minutes, 1980-1981
1	4	Administrative Board Meeting Minutes 1981 Jul - 1982 Jan
1	5	Administrative Board Meeting Minutes and Financial Reports, 1981 Apr - 1981 Jun
1	6	Administrative Board Meeting Minutes and Financial Reports, 1982
1	7	Administrative Board Meeting Minutes and Financial Reports, 1983
1	8	Administrative Board Meeting Minutes and Financial Reports, 1984
1	9	Administrative Board Meeting Minutes and Financial Reports, 1986-1987
1	10	Administrative Board Meeting Minutes and Financial Reports, 1988-1989
1	11	Administrative Board Meeting Minutes and Financial Reports, 1990
1	12	Administrative Board Meeting Minutes, 1955-1958
1	12	Administrative Board Meeting Minutes, 1967-1969
1	14	Administrative Board Meeting Minutes, 1970-1973
1	15	Administrative Board Meeting Minutes, 1984-1985
1	16	Administrative Council Minutes, 1986-1987
1	17	Administrative Council Minutes, 1988-1989
1	18	Building Consecration Service Bulletins; Memorial Gift Records, 1966
2	1	Bulletins and Messengers, 1956-1958
2	2	Bulletins and Messengers, 1958-1960
2	3	Bulletins and Messengers, 1960-1962
2	4	Bulletins and Messengers, 1962-1964
2	5	Bulletins and Messengers, 1964-1967
2	6	Bulletins and Messengers, 1967-1969
2	7	Bulletins and Messengers, 1969 Jun - 1971 Dec
3	1	Bulletins and Messengers, 1972-1973
3	2	Bulletins and Messengers, 1974-1975
3	3	Bulletins and Messengers, 1976-1977
3	4	Bulletins and Messengers, 1978-1979
3	5	Bulletins and Messengers, 1980-1981
3	6	Bulletins and Messengers, 1982
3	7	Bulletins and Messengers, 1983

4	1	Bulletins and Messengers, 1984-1985
4	2	Bulletins and Messengers, 1986-1987
4	3	Bulletins and Messengers, 1988-1989
4	4	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1990
4	5	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1991
4	6	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1992
4	7	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1993
5	1	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1994
5	2	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1995
5	3	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1996
5	4	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1997
5	5	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1998
5	6	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 1999
5	7	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2000
5	8	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2001
6	1	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2002
6	2	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2003
6	3	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2004
6	4	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2005
6	5	Bulletins and Messengers; Administrative Council Minutes; Church Conference Minutes, 2006
6	6	Bulletins, 1952-1955
6	7	Bulletins, 1955-1956; Messengers, 1953-1955
6	8	Bulletins, 2001
6	9	Church Growth Reports, 1980 May - 1980 Dec

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| 6 | 10 | Combined Meeting of Council on Ministries and Administrative Board Minutes,
1976-1979 |
| 6 | 11 | Council on Ministries and Administrative Board Minutes, 1982-1983 |
| 7 | 1 | Church Directories, 1956-1987, undated |
| 7 | 2 | Church Histories, 1950-1988 |
| 7 | 3 | District Directory of the Atlanta-Marietta District, 2001-2002 |
| 7 | 4 | Elected Officials, 1983 Jan - Dec |
| 7 | 5 | Fiftieth Anniversary Book, 2000 |
| 7 | 6 | Ground-breaking Ceremony Bulletin, 1965 |
| 7 | 7 | Messengers, 2001 |
| 7 | 8 | Official Board Minutes, 1951 Jan - 1955 Jun |
| 7 | 9 | Official Board Minutes, 1958-1962 Jul |
| 7 | 10 | Official Board Minutes, 1962 Jul - 1967 May |
| 7 | 11 | Open House Pamphlet, 1957 |
| 7 | 12 | Pictorial Directories, 1974, 1981, 1988, 1992 |

Series 2
Charge and Quarterly Conference, 1950-2006
Boxes 7 - 8

Arrangement Note

Arranged alphabetically by title.

Box	Folder	Content
7	13	Charge Conference Correspondence, 2002
7	14	Charge Conference Reports, 1981
7	15	Charge Conference Reports, 1986
7	16	Charge Conference Reports, 1987
7	17	Charge Conference Reports, 1988
7	18	Charge Conference Reports, 1990
7	19	Charge Conference Reports, 1991
7	20	Charge Conference Reports, 1992
7	21	Charge Conference Reports, 1993
7	22	Charge Conference Reports, 1994
7	23	Charge Conference Reports, 1995
7	24	Charge Conference Reports, 1996
7	25	Charge Conference Reports, 1997
7	26	Charge Conference Reports, 1998
7	27	Charge Conference Reports, 1999
7	28	Charge Conference Reports, 2001
7	29	Church Conference Minutes 1980-1981
7	30	Church Conference Minutes 1982-1983
7	31	Church Conference Minutes 1984-1985
7	32	Church Conference Minutes 1988-1989
7	33	Church Conference Minutes, 1986-1987
7	34	North Georgia Annual Conference Materials, 1985
7	35	North Georgia Annual Conference Report, 1989
7	36	North Georgia Annual Conference Report, 1991
7	37	North Georgia Annual Conference Reports, 1988-1989
7	38	North Georgia Annual Conference Reports, 1996-2001
8	1	Quarterly Conference Minutes, 1950-1955
8	2	Quarterly Conference Minutes, 1955-1958
8	3	Quarterly Conference Minutes, 1958-1962
8	4	Quarterly Conference Minutes, 1962-1965
8	5	Quarterly Conference Minutes, 1965-1969
8	6	Quarterly Conference Minutes, 1969-1977

8 7 Quarterly Conference Minutes, 1978-1979

Series 3
Administrative Records, 1956-2008, undated
Boxes 8 - 10

Arrangement Note

Arranged alphabetically by title.

Box	Folder	Content
8	8	Amanda Ross Correspondence and Statements, 1973-1975
8	9	Applications for Assistance, 1983-1985
8	10	Barbara Brokhoff Correspondence, 1982
8	11	Bulletin Templates, undated
8	12	Christmas Offering Correspondence, 1998-1999
8	13	Christmas Poinsettia Memorials, 1983
8	14	Church Membership Record, undated
8	15	Cobb County Board of Elections and Registrations Correspondence, 1998
8	16	Correspondence with and Reports of Conference Statistician, 1988-1990
8	17	District Superintendent Report and Correspondence, 1981 May - 1982 Jan
8	18	Documents for Planning Church Homecoming, 1977-1979; Bulletins, 1975 Oct
8	19	El Shaddai Lease Termination Notice, 2020
8	20	Evangelism Materials and Church Attendance Certificates, 1956
8	21	Fair Oaks UMC Guest Pamphlet, undated
8	22	Fair Oaks UMC UMW Yearbooks, 1973, 1983, 1986
8	23	Fair Oaks United Methodist Men's Club Minutes, 1953-1956, 1967-1968; Mock Court for Absentee Member Script, undated
8	24	Fair Oaks United Methodist Women Pamphlet, 1974
8	25	Homecoming Bulletin and Correspondence, 1997
8	26	Homecoming Bulletin and Correspondence, 1998
8	27	Homecoming Bulletin and Correspondence, 1999
8	28	Homecoming Bulletin and Correspondence, 2000
8	29	Homecoming Bulletin and Correspondence, 2001
8	30	Homecoming Bulletin, 2003
8	31	Homecoming Bulletin; Homecoming Correspondence, 2006
8	32	Hymnal Gift Cards, undated
8	33	I. Newton Scott Correspondence, 1981 Jun - 1982 May
8	34	Identification and Assistance Committee Correspondence, 1982-1988
10	1	Jan Oglesbee Correspondence, 2007, 2008
10	2	Letters Concerning Visits of Potential Church Members, 1980-1983
10	3	Lovely Lane Restoration Promotional Materials, undated
10	4	Membership Change Correspondence and Documentation, 1981
10	5	Membership Correspondence, 1989-1994

10	6	Membership Correspondence, 1995-2002
10	7	Membership Record Book, 1982-2004
10	8	Membership Transfer Records, 1970-1974
10	9	Missions Certificates and Correspondence, 1977
10	10	Note Burning Service Bulletin and Correspondence, 1986 Feb
10	11	Official Constitution for Local United Methodist Men's Fellowship, undated
9	1	Official Membership and Church Record, undated
10	12	Pew Restoration Correspondence and Honorariums, 1994
10	13	Saturday Evening Post, 1984 April
10	14	Sychar Seventh-Day Adventist Church Correspondence, 2006-2008
10	15	Tabernacle of Grace Church Lease Termination Notice, 2015
10	16	Take My Life and Let It Be Consecrated Sheet Music, undated
10	17	Temple Times, v. 15, no. 3, 1984 Aug
10	18	United Methodist Bicentennial Preparation Materials, 1982
10	19	Usher Duties and Volunteer Request Form, 1992
10	20	Wesleyan Christian Advocate, v. 147, 1983 Jun

Series 4
Financial Records, 1981-2001
Box 10

Arrangement Note

Arranged alphabetically by title.

Box	Folder	Content
10	21	Benevolence Fund Financial Documents, 1985-1988
10	22	Church Budget, 1978
10	23	Church Budgets, 1982-1983
10	24	Financial Reports and Data, 1982-1984
10	25	Financial Reports and Data, 1985-1988
10	26	Financial Reports, 1981 Jan, 1981 Jun
10	27	Stewardship Sunday Correspondence and Financial Commitment Cards, 1997-1998
10	28	Weekly Financial Reports, 1999-2001

Series 5
Building and Property Records, 1945-2015
Box 10

Arrangement Note

Arranged alphabetically by title.

Box	Folder	Content
10	29	"North Georgia Standards for Furnishing and Care of Parsonages" Pamphlets and Questionnaire, undated
10	30	Bid Form for Sale of Old Parsonage, 1984
10	31	Building Opening, Using, and Closing Procedures, undated
10	32	Church Conference Building Authorization, 1964
10	33	Church Floor Plans, 2004
10	34	Incident Reports, 2004, 2007
10	35	Inclement Weather Procedures, 2006
10	45	John V. Saylor's House Parsonage Security Deed Statement of Release, 1991
10	36	Land Purchase Documents, 1945-1950; Warranty Deeds, 1951-1960
10	37	Loan Documentation and Correspondence, 1960
10	38	Lot Purchase Correspondence, 1972-1974
10	39	Parsonage Building Plan, undated
10	40	Parsonage Correspondence, 1982-1983
10	41	Parsonage Deed and Real Estate Note, 1983
10	42	Parsonage Purchase Correspondence, 1983
10	43	Parsonage Sale Correspondence and Agreements, 2007-2008
10	44	Parsonage Warranty Deed, 1983
10	46	Real Estate Note and Deed to Secure Debt, 1951
10	47	Regulations for the Use of the Church Building, undated
10	48	Regulations for Use of the Church Parlor, undated
10	49	Trustee's Deed, 2008
10	50	Warranty Deed, 1960

Series 6
Scrapbooks, 1960-2018
Boxes 11-15

Arrangement Note

Arranged chronologically by date.

Box	Folder	Content
11	1	Scrapbook, 1960-1965
11	2	Scrapbook, 1965-1969
11	3	Scrapbook, 1977-1982
11	4	Scrapbook, 1978
11	5	Scrapbook, 1979
12	1	Scrapbook, 1983
12	2	Scrapbook, 1984
12	3	Scrapbook, 1985
12	4	Scrapbook, 1986
12	5	Scrapbook, 1987
13	1	Scrapbook, 1988
13	2	Scrapbook, 1989
13	3	Scrapbook, 1990
13	4	Scrapbook, 1991
13	5	Scrapbook, 1993
13	6	Scrapbook, 1994
13	7	Scrapbook, 1995
14	1	Scrapbook, 1996 (1 of 3)
14	2	Scrapbook, 1996 (2 of 3)
14	3	Scrapbook, 1996 (3 of 3)
14	4	Scrapbook, 1997
14	5	Scrapbook, 1998
14	6	Scrapbook, 1999
14	7	Scrapbook, 2000
14	8	Scrapbook, 2001
14	9	Scrapbook, 2002
15	1	Scrapbook, 2003
15	2	Scrapbook, 2004-2007
15	3	Scrapbook, 2007-2011
15	4	Scrapbook, 2008-2009
15	5	Scrapbook, 2009-2010
15	6	Scrapbook, 2011-2014

