Carl Herbert Stem Papers, 1967-1997

Carl Herbert Stem

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About this collection
Title: Carl Herbert Stem Papers

Creator: Carl Herbert Stem, (1935- )

Identifier/Call Number: Center for Restoration Studies Manuscripts #62

Physical Description: 6.5 linear feet (14 boxes)

Dates (Inclusive): 1964-1997

Dates (Bulk): 1960-1975

Location: Center for Restoration Studies

Language of Materials: English

Scope and Content Note: This collection contains some of the institutional records of Mission Journal as generated and collected by Carl H. Stem in his capacity as member of that journal’s board of trustees. Materials include correspondence, financial documents, legal documents, and copies of the original journal. An additional box of correspondence relating to the establishment and reception of Mission Journal was accrued at the end.

The correspondence includes letters by Tom Olbricht, Leroy Garrett, and Roy Bowen Ward. Also included are a statement by the elders of the Brown Trail Church of Christ in Bedford, Texas disfellowshipping the Central Church of Christ in Irving, Texas where Mission Journal was headquartered. The Central Church of Christ preacher's response has also been included. The collection is housed in 15 boxes.

Arrangement Note: Processors retained Stem’s original order and folder labeling.

Biographical Note: Carl Herbert Stem served as secretary/treasurer for the publication Mission Journal during its operating period. Stem was born in 1935. He received his Ph.D. from Harvard University in Business. He also served as dean of the Rawls College of Business Administration at Texas Tech University.

Administrative Information
Immediate Source of Acquisition: Carl Herbert Stem
Date of Acquisition: 2007 and 2019
Accession Number: R2007.64; R2019.10
Date of Accession: 31 March 2016; 2 April 2019
Accessioned by: Brady Cox; Troy Wade
Processor and Date of Processing: Kayla Sanderson, 5 March 2014
Finding Aid Creator and Date: Kayla Sanderson, 5 March 2014
Finding Aid Update: Mac Ice and Amanda Dietz, 15 March 2022
Using this collection
Processing Status: Processed

Conditions Governing Access: Materials are housed in the Abilene Christian University Special Collections and Archives, Brown Library, Abilene Christian University in Abilene, Texas and are non-circulating. Access is available during normal business hours; prior appointments are preferred.

Conditions Governing Use: Materials are housed in the Abilene Christian University Special Collections and Archives, Brown Library, Abilene Christian University in Abilene, Texas and are non-circulating. Access is available during normal business hours; prior appointments are preferred.

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Arrangement of Materials: The collection is arranged by material type. Correspondence is ordered alphabetically by the recipient. Financial documents are sorted by type and then by date. Later accrual of correspondence has been maintained in the original order.


Subjects and Keywords
Churches of Christ -- History -- 20th century
Churches of Christ -- Texas – Abilene
Manuscripts
Inventory

Box 1
[First Folder] Finding Aid
I. Correspondence: Sorted first by the receiver of the letter, then by date.
   A. Anderson-Boone
   B. Booth, Ben
   C. Boyd – Burgess, Bob
   D. Burgess, La Juana
   E. Cabe – Deese
   F. Dickson, Quinton
   G. Downs – Eakins
   H. Evans, Dwain
      b. Undated
   I. Ferguson – Hughes
   J. Hunter, Victor
   K. James, Larry
   L. Jay, Kitty
      a. 1985
      b. 1986 – 1988
   M. Johns – Olbricht, Dorothy
   N. Olbricht, Thomas
   O. Oler – Parks
   P. Randolph, Robert
   Q. Reagan – Smith
   R. Stem, Carl
      a. 1967 – 1968
      b. 1969
      c. 1970
      d. 1971
      e. 1972
      f. 1973
      g. 1974
      h. 1975 – 1980
      i. 1981 – 1983
      j. 1984 – 1989
   S. Stevens – Young
   T. Miscellaneous Correspondence
      a. Multiple recipients
      b. No recipient given
   U. Trustees
      a. 1969 – 1974
      b. 1975 – 1978
      c. 1979

1 The two exceptions to this are the labeled IRS and USPS, which are sorted by sender.
Series II Financial Papers

A. Financial Reports
   a. Balance Sheets
   b. Annual Budgets
   c. “Budgeted and Actual Receipts and Expenditures”
   d. Editors Financial Records
   e. Financial Reports
   f. Proposed Budgets
   g. Subscription Expenses

B. Transaction Records
   a. Cash Disbursement Records
      i. 1977 – 1978
      ii. 1979 – 1980
      iii. 1981 – 1982
      iv. 1983 – 1984
      v. 1985 – 1988
   b. Cash Receipt Journal
      i. 1977 – 1978
      ii. 1979 – 1980
      iii. 1981
      iv. 1982 – 1983
      v. 1984
      vi. 1984 – 1986
      vii. 1987
      viii. 1988
   d. Checks from Various Banks
   e. Expenses and Receipts
      i. 1979 – 1983
      ii. 1984 – 1987
      iii. Undated
   f. Income and Expense Reports
      i. 1967 – 1972
      ii. 1973 – 1975
      iii. 1976 – 1977

V. IRS
   b. 1984 – 1990

W. United States Post Office
iv. 1978 – 1980
v. 1981 – 1982
vi. 1983 – 1984
g. Expense Reports
h. Invoices
   ii. 1974
i. Monthly Bank Statements
   i. Bank of the Hills
      1. 1986 – 1988
      2. 1989 – 1991
   ii. Interfirst
   iii. Team Bank
   iv. Western National Bank of Texas
j. Various Bank Slips
k. Unclear Financial Records
l. Checks from Various Banks (filed out of order in box #14)
m. Check Journals (filed out of order in boxes #12, 13)

C. Subscription Records
   a. Address Listings
      i. June/10/1977
      ii. July/13/1977
   b. EBSCO Cancellations
   c. Expirations and Cancellations
   d. Gift Subscriptions
      c1: Note Card Box (Carl Stems personal note card reference system for gift subscriptions)
   e. Mailing List System
   f. Re-subscribers
   g. Subscription Additions
      i. 1975
      ii. 1976
      iii. 1977 – 1979
      v. 1982 – 1985 and Undated
   h. Subscribers Payment Records
   i. Subscription Reports
   j. Subscription Records
      j1: “Rainbow” folder containing subscription records circa 1986 – 1987

D. Gifts and Donations
   a. Non-Trustee Donor list
   b. Gifts
   c. Mission Promotions
   d. “Special Promotions”
   e. Trustee Monthly Pledge Report
i. 1972 – 1976
ii. 1977 – 1979
iii. 1980 – 1982
iv. 1983 – 1984
v. 1985 – 1988
f. Trustee Pledge Records
g. Trustee Stewardship Campaign
h. “Trustee Sustaining Contribution Program”
i. Development Committee Records

Series III Printed Material
A. Articles
   a. Appearing in Mission
   b. By and About Dave Reagan
B. Bulletins and Pamphlets
C. Mission Journals (filed out of order in box #13)
D. Miscellaneous Printed Materials
E. “Mission Editorial Memorandums”
   a. 1968 – 1969
   b. 1970 – 1971
F. “The New Mission of Mission Journal”
G. Newsletters
   a. Editorial
      1. Victor Hunter
      2. Others
   b. Presidential Newsletters
      1. Milley
      2. Johnson
      3. Davis and Evans
   c. “Disciples House”
   d. “Mission Underground”
H. Newspaper Clippings
I. Mission Promotions
J. Surveys
   a. Surveys
   b. WEBCO Surveys
      1. Part I
      2. Part II
      3. Part III
      4. Part IV
   c. June 1977 Survey of Subscribers

Series IV Legal and Tax Documents
A. Articles of Incorporation
B. By Laws
   a. By Laws
b. Possible Amendments
C. Loan Documents
   a. Austin National Bank of Commerce
   b. Arlington National Bank of Commerce
   c. Industrial State Bank
   d. Interfirst Bank Austin
   e. Panhandle Bank and Trust Company
   f. Western National Bank of Texas
D. Debt Retirement Records
E. “Employee’s Record and Tabulation of Earnings and Taxes”
F. Lease Agreements
G. Statements from United States Post Office
H. Tax Documents
   a. 1968 – 1977
   b. 1978 – 1980
   c. 1981 – 1982
   d. 1983 – 1985
   e. 1986 – 1987
   f. 1988 – 1992

Series V Minutes and Procedures
   A. Meeting Agendas
   B. Minutes
      a. of Trustee Meetings
         1. 1968 – 1971
         2. 1972
         3. 1973 – 1976
         4. 1977 – 1980
         5. 1981
         6. 1982 – 1983
         8. June 23 1984
         9. 1985
        10. 1986
        11. 1987
      b. Executive Committee Meeting Minutes and Agendas
      c. Non-Trustee Meeting Minutes
C. Editor Search Committee Meeting Notes
D. Candidate Search Material
   j. Recommendations by the Executive Committee
   k. Candidate Biographical Information
   l. Candidate Search Material
   m. Personal Resumes
      1. Bartchy – Hughes
      2. Jay – Reynolds
      3. Sampson – Taliaferro
E. “Who’s in Charge Here Anyway?” (filed out of order in box #11)
F. Office Duties
G. Regarding the June 25 1988 Meeting of Trustees in Fort Worth Texas
H. 1972 Editorial Candidate Search. This search resulted in the Hiring of Victor Hunter

Series VI Manuscripts, Reports, and Lists
A. Unpublished Articles
B. “Mission Matters”
C. Mission Original Purpose Statement
D. “Statement of Concept for Mission Journal” and Related Material
E. Regarding Mission Journal
F. Reports
d. Reports to the Board
   1. 1969 – 1979
   3. undated
e. Development Reports by WEBCO
G. Progress Reports by Zachary and Associates
H. Olbricht Papers. Thomas Olbricht, being the secretary of Mission Journal for some time, often published financial and other varying reports, these are those reports. Duplicates of some papers in the “Olbricht Reports” folders were made into multiple copies and can be found in other folders.
   a. 1967
   b. 1968
   c. 1969
d. 1970 – 1971
I. Trustee Lists
   a. 1967 – 1977
   b. 1980 – 1987
c. 1988 & Undated
J. Mission Journal Article List
K. Miscellaneous
   a. “Annual Mission Awards” Template and Newsletter
   b. Diskette Records

Series VII Audio Recordings