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Carl Herbert Stem Papers, 1967-1997

Carl Herbert Stem

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**Carl Herbert Stem
Papers, (1964-1997)**

Center for Restoration Studies
Manuscripts #62

Abilene Christian University Special Collections and Archives
Brown Library
Abilene Christian University
Abilene, TX 79699-9208

15 March 2022

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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Copyright notice: Unless transferred in writing to Abilene Christian University, copyright is retained by the authors of these materials, or their descendants, as stipulated by United States Copyright Law (Title 17 US Code). Researchers are responsible for using these materials in conformance with copyright law.

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.

Separated Materials: The following items were removed for cataloging: *A Modern Essay on the Existence of God* by William Hatcher Davis, two copies of *Kerygma* Vol 1/3, a 1966 *World Directory of Churches of Christ (Outside the United States and Canada)*, *Christian Advocate* Vol. 55 No. 10 (October 1975), *1975 Yearbook of Churches of Christ in Great Britain and Ireland (Christian Advocate)*, nine issues of *Uncertain Sound* from 1966-1968, and three issues of *North Atlantic Christian* from 1962, 1965 and 1967.

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 date¹.
 - 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
 - a. 1970 – 1985
 - 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.

- d. 1980
 - e. 1981 – 1982
 - f. 1983 – 1984
 - g. 1985 – 1986
 - h. 1987 – 1992
 - i. Undated
- V. IRS
- a. 1970 – 1983
 - b. 1984 – 1990
- W. United States Post Office

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
 - c. “A&J Printing” Monthly Check Records
 - 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

- iv. 1978 – 1980
 - v. 1981 – 1982
 - vi. 1983 – 1984
 - vii. 1985 – 1988
 - g. Expense Reports
 - h. Invoices
 - i. 1971 – 1973 and 1975 – 1985
 - 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
 - iv. 1980 – 1981
 - 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. Minuets
 - a. of Trustee Meetings
 - 1. 1968 – 1971
 - 2. 1972
 - 3. 1973 – 1976
 - 4. 1977 – 1980
 - 5. 1981
 - 6. 1982 – 1983
 - 7. January – June 22 1984
 - 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
 - 2. 1981 – 1985
 - 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

- A. "The Mission of Mission Journal" By Dave Reagan January 1979