

CHURCH MISSIONARY SOCIETY  
157 Waterloo Road, London SE1 8UU

Catalogue of the papers of the  
Overseas Division

1935-1959

Catalogued by Rosemary A. Keen, 1988

## Introduction

### 1. Work of the Overseas Division 1935 - 59

In 1935 the work of the Overseas Division was administered by three committees (first appointed in 1880), the Secretaries to the committees each being head of a department at headquarters. The East Asia (Group 1) Secretary was responsible for work in China and Japan, the West Asia (Group 2) Secretary was in charge of India, Ceylon and the Middle East (Persia, Palestine and also Egypt); the Africa (Group 3) Secretary was head of all work in Africa.

When work in mainland China was closed in 1951 some of the missionaries who had been forced to leave were transferred to work amongst the Chinese 'new villages' in Malaya. Despite this fresh initiative the loss of so many workers made an imbalance at headquarters in the numbers of people for whom the East and West Asia Secretaries were responsible.

In 1957 CMS amalgamated with the Church of England Zenana Missionary Society (which worked mainly in India and Ceylon). As a result the work-load of the two Secretaries was so unequal that it was decided to merge the two committees. From September 1957 there was one Asia Committee served by a Secretary for Asia and Egypt.

### 2. Records of the Overseas Division 1935 - 59

The period from 1934 onwards is marked by a complete alteration in the method of keeping the correspondence and papers of the Overseas Division. The system of numbering correspondence from the mission areas ('foreign despatches') and providing a summary of these papers for use as agenda papers for the committees had been introduced in 1880 and forty years later it was not adequate for the work of the departments. It made no provision for dealing with much 'home' correspondence [i.e. within the British Isles], nor for the personal and confidential correspondence with missionaries. The chronological arrangement of the documents together with the separation of incoming and outgoing correspondence made it extremely difficult to follow through particular subjects.

A change in the system was first considered in 1926, but it was not until the autumn of 1934 that the new method was introduced. The aim was to keep all correspondence on one subject in one place and to create a classification which covered all subjects dealt with. At the same time a personnel section was to be set up to record "in one office all matters concerning missionary personnel". It would appear, however, that files on general or 'home' subjects (such as correspondence with other societies in Great Britain) were still not included.

Incoming and outgoing papers were filed together and the files themselves, individually numbered, were arranged by subjects, institutions (schools, hospitals etc.) and places. They were listed in mission order, with all files for each mission area following each other. Some spare numbers were left to allow for expansion. Each file could be divided into 13 sub-files (see p. 98). Correspondence for individual missionaries was kept in a separate series of personal files. These were also allocated numbers, but with a prefixed P.

The classification had been devised for possible use by all departments at headquarters, though it was in fact not so used. The numbering system was not flexible enough to cope with expansion and by 1955 was unmanageable. The sub-file system was too detailed for the contents of most of the files, but each file, however small, tended to be arbitrarily divided by the filing clerk.

In 1955 a reorganised system was set up. The main mission files were allocated numbers 1 - 500 and divided into groups:

1 - 40	mission files (i.e. correspondence with mission	secretary)
41 - 90	diocesan files	
91 - 335	schools, colleges, and training establishments	
336 - 450	medical missions	
451 - 499	general	
500	nationals visiting England	

Spare numbers were again retained within the groups to allow for necessary additions. Personal files for individual missionaries continued to be kept separately, but in an alphabetical sequence.

By 1960 the numerical system was badly overloaded and no longer working properly. A new classification system for Asia Department's files was introduced by the archivist. This was later extended to the Africa Department. References were initially allocated for the period 1935 - 59 but continued to be added until the 1970s.

### 3. Present format of file-content

Work on the 1935/59 archive series has been spread intermittently over a long period of years. The files for 1935-54 had been arbitrarily divided into their sub-files, resulting in some files containing only one document, occasionally even a question and answer being separated by the filing clerk. The first intention therefore was to amalgamate these sub-files and arrange each in one chronological order. This was well under way at the time the 1955 - 65 files were sent to the archivist. Not only were these tagged differently, but normally only the main mission file was sub-divided (the other files only having sub-files when their bulk forced them to do so). The time-consuming task of arranging these too in chronological order was continued for a time but the complete re-organisation and rebuilding of CMS headquarters brought the work to an abrupt halt. By the time the office was again working normally there was no opportunity to arrange any further files. As a result some of the files still have their sub-file arrangement. They have been marked in the double sequence: 1935 - 54 sub-files 1 - 13, 1954 - 59 sub-files 1 - 5.

### 4. Classification system for Overseas Division files 1935 - 59

The researcher working on the 1935/59 files for the Overseas Division will find up to three different sets of references. The archive reference (as listed in this catalogue) is accompanied by various numbers on the papers and on the file cover itself. These numbers originate from two filing systems used 1934 - 54 and 1955 - 60. For research reference purposes they must not be used.

The modern archives system divides the files into two groups, one relating to specific mission areas (as listed on p. 96) and one for files covering the whole or part of Africa or Asia (with Middle East).

The files that relate specifically to one mission area have first been allocated the reference for that area. The files are then listed in order as follows. Files for correspondence with the mission secretary, minutes of local governing bodies and those for other matters and concerns relating to that mission area have been listed in numerical order. The main mission file (correspondence with the mission secretary) always comes first. Remaining files are grouped by dioceses (d), education (e), general [i.e. places] (g) and medical (m). Within those groups they are listed alphabetically, or for dioceses chronologically (if new dioceses were created post - 1935).

e.g. G3 A 1 Sierra Leone  
A 1/1 Sierra Leone mission  
A 1 d 1 Diocese of Sierra Leone  
A 1 e 1 Bunumbu: Union College  
A 1 g 1 Port Lokoh  
A 1 m 1 Princess Christian Hospital

The second group of files dealing with the whole or part of Africa or Asia have been given the classification system also used for the archives of the other departments at headquarters. The files for the whole area are dealt with first, then East and West i.e.

A F g Africa general  
A F E East Africa  
A F W West Africa

The following parts of the archive classification have been used in this catalogue:-

A	Administration
A C	Correspondence
A D	Tours, deputations
A G	Conferences, meetings
A M	missionaries, bursars etc [N.B. Africa department also used this for missionaries and missions]
A P	Policy
A Pc	Commissions
A Z	Miscellaneous
C	Committee work
E	Education
F	Finance
M	Medical
O	Outside organisations
P	Politics
R	Religious questions

##### 5. Classification system for mission areas 1935 - 59

In its Annual Reports CMS has always listed mission areas by countries in the chronological order in which the mission work was begun. Within the country the separate missions are arranged in a similar way. The basic references for these missions and areas allocated in the archive classification system have followed this order.

A	Africa	CH 2	Mid-China (Chekiang)
A 1	Sierra Leone	CH 3	West China
A 2	Yoruba	CH 4	Fukien
A 3	Niger	CH 5	Kwangsi-Hunan
A 5	Kenya		
A 7	Uganda	E	Egypt
A 8	Tanganyika		
A 9	Northern Nigeria	I	India
A 10	Elgon (Upper Nile)	I 1	North India (Bengal)
A 11	Ruanda	I 2	South India (Madras)
		I 3	Western India (Bombay)
CE	Ceylon	I 4	Punjab and Sindh
		I 5	Travancore and Cochin
CH	China	I 7	United Provinces
CH 1	South China (Hong Kong)	I 8	Central Provinces
I	India (cont.)		
I 9	Telegu	P	Palestine
I 10	Tinnevelly	PE	Persia
		S	Sudan
J	Japan	SN	Northern Sudan
M Y	Malaya	TA	Turkish Arabia

## Appendix 1

### Sub-division of files 1935/54

1. Staff, salaries etc.
2. Government, local rules etc.
3. Policy development
4. Recruitment and reliefs
5. Land: purchase, lease, sale etc.
6. Buildings: erection, purchase etc.
7. Grants and funds
8. Political, relations with government
9. Statistics, Annual Letters, returns
10. Co-operation
11. [available when necessary]
12. [available when necessary]
13. Miscellaneous

### Sub-division of files 1955/59

1. Staff (complements, pay and allowances, recruitment)
2. Lands and buildings
3. Policy and development
4. Finance
5. Miscellaneous

## Appendix 2

### East Asia (Group 1) Secretaries

Oct 1926 - 1947 Nov	Joseph Gurney Barclay
Nov 1947 - 1957 Aug	Henry August Wittenbach

### West Asia (Group 2) Secretaries

Aug 1934 - 1938 Jan	Sir Cusack Walton
Sept 1938 - 1944 Jan	Geoffrey Franceys Cranswick
June 1944 - 1957 Aug	Campbell Seymour Milford

### Asia Secretary

Sept 1957 - 1961 Oct	Henry August Wittenbach
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### Africa (Group 3) Secretaries

May 1926 - 1949 April	Handley Douglas Hooper
May 1949 - 1959 Aug	Thomas Francis Cecil Bewes
Sept 1959 - 1963 Aug	John Vernon Taylor

### General Secretary [Secretary to General Committee]

Jan 1926 - 1941 Oct	William Wilson Cash
Nov 1941 - 1942 May	Joseph Gurney Barclay [acting]
June 1942 - 1963 Aug	Max Alexander Cunningham Warren

### Medical Secretary [Medical Superintendent 1940 - 62]

1919 - 1937	John Howard Cook
1938 - 1959	Harold Gilbee Anderson
Sept 1959 - 1962	Florence Collier

### Appendix 3

#### Variations on rules of closure for 1935/59 files

When the post-1934 files were sent to the archives department the contents extended well into the 1960s. It was decided to divide all modern records of the Society by decade, initially closing them in 1959. (It was in 1960/61 that CMS first acknowledged in their Annual Report that 'missions' had grown into 'churches and dioceses'.) The 1935/59 files were therefore catalogued as one group and the catalogue covers the whole of that period. At the time of writing, however, only files covering 1935/49 are available for research and they are therefore physically separated from the 50/59 files.

1. The vast bulk of the catalogue entries end in December 1959. A few files actually closed in the early 1960s and some of these [where the contents are not confidential] are retained in the 50/59 section and will be available for study when that decade is opened for researchers. They include:-

G 1	CHg F2
	MY e2
G 2	I 1 g11
	I 4 e9, m5
	I 5 ml
G 3	A 5 e9-10, g15
	S e4
	SN g2

2. In a similar way files that were closed in the early 1950s but do not contain sensitive material are retained in the 35/49 section. They include:-

AFg	AP1
	AZ 7
	O 3
	O 17/2, 5, 7
	O 22
G 3	A 2 e13/2
	A 5 g 15
	A 7/ 7
	A 11/6
	A 11/g2
	S g5
	SN e5

3. Some files remain closed for longer than 40 years because they contain sensitive material. These include:-

AFg	AD 1/1, 2/1
	O 2
AFE	AM 1/2
G 3	A 2 e 13/3
	A 5 e 6/2
	A 7 e 6
	A 9 e 4

J	<u>Japan</u>	
J 1	Japan mission	1935-1959
J 2	Japan CMS Conference and Standing Committee	1934-1940
J 3	Nippon Sei Ko Kai	1935-1959
	/1 general correspondence 1935-59	
	/2 future policy 1937-38, 1950-53	
J 4	National Christian Council of Japan	1950-1952
J 5	Japan Church Aid	1940-1941
J 6	Newspaper evangelism in Japan	1927-1928, 1935-1941, 1949-1951
J d	<u>dioceses</u>	
d 1	Hokkaido diocese	1935-1939, 1950-1957
d 2	Kobe diocese	1947, 1949, 1954, 1957
d 3	Kyushu diocese	1935-1936, 1954-1957
d 4	Osaka diocese	1940-1941, 1953-1957
d 5	Tokyo [including South Tokyo] diocese	1936-1940, 1955-1957
J e	<u>education</u>	
e 1	Ashiya: Biblewomen's Training Institution	1936 1939, 1941
e 2	Hokkaido: University Centre	1956-1959
e 3	Osaka: Bishop Poole Memorial High School	1935-1957
J e (cont.)		G1 J
e 4	Osaka: Momoyama Boys' School [including G1 J/1934/58]	1934-1940, 1953, 1956
e 5	Tokyo: Central Theological College	1936-1940, 1948-1959
J g	<u>general</u>	
g 1	Fukuoka	1935-1940, 1949
g 2	Hakodate	1936
g 3	Hiroshima	1935-1940, 1949-1950
g 4	Kokura	1935-1940
g 5	Kure	1936-1939
g 6	Matsuye	1949
g 7	Nagasaki	1935-1939
g 8	Nogata	1936-1938
g 9	Tokyo [including Whidbourne Fund]	1936-1941, 1954-1955
g 10	Yonago	1938-1941



ASE	<u>East Asia</u>	
A	<u>Administration</u>	
AC	<u>Correspondence</u>	
AC 1	Miscellaneous correspondence	1946, 1954, 1956
AC 2	East Asia Secretary's personal and confidential correspondence:	1938-1957
/1	copies of addresses by East Asia Secretary, newspaper cuttings and articles re China (2 packets) 1949-54	
/2	correspondence re China matters 1941, 1947, memoranda on principles, policy etc 1938-47 [Gurney Barclay]	
/3	CMS Regulations: drafts, committee papers and correspondence 1947, 1954, 1957	
/4	Questionnaire re experience of missionaries in Communist China, with answers 1950	
/5	correspondence re Bishop Song of China 1947-8	
/6	Whidborne Mission Hall, Tokyo: letters from CMS to Rev. G.F. Whidborne re funds for hall 1886-97; history of hall (by W.P. Buncombe) 1921 [papers sent to Gurney Barclay 1940]	
/7	comic verse by HAW (Candidates dept, Twenty Questions and 1958 Lambeth Conference)	
AD	<u>Tours</u>	
AD 1	Visit to Japan and China; October 1936 - May 1937: report, journal [mimeod] and correspondence [Gurney Barclay]	1936-1940
AD 2	Far East tour [H.A. Wittenbach]	1953-1954
AM	<u>Missionaries, bursars etc</u>	
AM 1	Missionaries' allowances	1932-1944
AM 2	Language examination boards	1932-1939
AM 3	Recruits and quota	1936-1947
AM 4	Bursars	
/1	General, including list of East Asia bursars 1935-1952/3	1935-1954
/2	Individual [arranged A-Z]:-	
	Chang, Dr. Hsi Hiu	1947-50
	Chen, Dr. Samuel	1948-50
	Chen, Dr. T.P.	1948-50
	Hsieh, Rev. Moses	1948-50
	Koike, Rev. J.	1949-51
	Liu, Rev. Y.T.	1948-50
	Pong, Rev. James	1950-53
	Sung, John	1947-48
	Wong, Rev. Po Lam	1953
	Wu, Kenneth	1945-48, 1952
	Yamamoto, Rev. Paul	1951-54
	Nationals visiting England	1948-1959
	[arranged A-Z]	
AM 5	St. Michael's Limpsfield:	
/1	correspondence re 1948 Education Act and 1948-1951 St. Michael's	

/2	correspondence re L.E.A. grants for St. Michael's and other schools [including school reports and expenses; also memorandum and articles of association of St. Michael's (printed) 1953]	1948-1957
AP	<u>Policy</u>	
AP 1	War measures	1939-1945
APc	<u>Commissions</u>	
APc 1	CMS 1932 Commission [advocated diocesanisation]	1934-1936
AZ	<u>Miscellaneous</u>	
AZ 1	Circulars to missionaries in East Asia	1949-1959
C	<u>Committee work</u>	
C 1	East Asia Committee: [post 1957 <u>see</u> ASg C1]	
/1	minutes [names and subject index]	1938-1957
/2	agenda, précis and papers	1942-1957
/3	correspondence and papers	1948-1957
F	<u>Finance</u>	
F 1	Estimates: correspondence	1935-1953 1957
F 2	Reduction and readjustment policy	1935-1936, 1938-1940
F 3	Finance (general)	1935-1943
F 4	Replies to circulars re property schedule	1948-1950
F 5	William Charles Jones China and Japan Fund	1935-1959
M	<u>Medical</u>	
M 1	Medical advisers	1944-1945, 1950
O	<u>Outside organisations</u>	
O 1	Christian Literature in China and Japan [mainly correspondence with Christian Literature Society for China and United Society for Christian Literature]	1935-1948
P	<u>Politics</u>	
P 1	Compulsory military training [including: CHg/1934/18; 1929/20, 21, 24, 25, 32, 35; CH3/1930/19; 1929/44, 63; CH4/1929/88, 93]	1929-1937