



Durham
University

Durham University Library

Catalogue of Durham University Records: Validated Institutions/Courses

Date range of material: 1976 - 2009

Durham University Library
July 2021

Contents

Preface	iii
Introduction	1
Catalogue of material:	
Validated Institutions/Courses.....	2
North-East Ordination/Oecumenical Course (NEOC).....	3
Foundation.....	3
Minutes.....	4
Governing Body/Council/Council of Management.....	4
Board of Trustees.....	5
Finance Committee.....	5
Board of Studies.....	6
Strategy Group.....	6
NEITE Programme Committee.....	6
NEITE Joint Management Committee.....	7
NEITE Validation Sub-Committee.....	7
Consortium Programme Board.....	7
Accounts.....	7
Student Records.....	7
Office Files.....	8
Publications.....	10
Photographs.....	11
Teaching Materials.....	12

Preface

Creation of catalogue

In progress August 2009 -

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Introduction

Collection title: Durham University Records: Validated Institutions/Courses

Reference code: GB-0033-UND/L

Dates of creation: 1976 - 2009

Extent: 4 linear metres

Repository: Durham University Library, Archives and Special Collections

Creator: administrative archive of Durham University

Language of material: English

Contents

The contents comprise the administrative records of institutions whose courses or programmes have been validated by Durham University. In the case of NEOC, these records include those concerning its establishment as a limited company, and also minutes of its committees, its administrative files, sample student files, some handbooks, publications, photographs and teaching materials.

Administrative History

Durham University has also validated programmes offered by other institutions, where these institutions and the programmes for which validation was sought were consistent with the University's principles, policy and strategy for collaborative provision. The university's role included the approval, monitoring and review of all validated programmes.

Accession details

Transferred to the University Library by NEOC on its closure in 2009.

Previous custodial history

Held by the relevant institution.

Arrangement

Records are generally arranged where appropriate within the institution as follows (not all series are necessarily present):

A Foundation records; annual and other general reports

B Committee minutes and other papers

C Accounts

D Student records

E Files of the head of the institution

F Other office files

G Papers of and about individual members

H Publications

I Photographs

J Plans

K Ephemera

L Teaching materials

M Student work

Conditions of access

There is restricted access to administrative records less than 30 years old, with some further restrictions, generally as noted, on records less than 80 years old where the Data Protection Act applies.

Copyright and copying

Permission to make any published use of material from the collection must be sought in advance from the Sub-Librarian, Special Collections (e-mail PG.Library@durham.ac.uk) and, where appropriate, from the copyright owner. The Library will assist where possible with identifying copyright owners, but responsibility for ensuring copyright clearance rests with the user of the material

Appraisal

Some accessions are appraised on site before transfer, others are appraised when received at Palace Green. Clean duplicates are generally removed.

Accruals

Further accruals may be anticipated.

Form of citation

The form of citation should use the code GB-0033-UND, or the collection name Durham University Archive, followed by the *reference number*.

To order items in the searchroom, use the collection reference code(s), derived by removing the repository code (GB-0033-), followed by the reference number. Citing the section of the finding aid is useful.

Validated Institutions/Courses

UND/L

North-East Ordination/Oecumenical Course (NEOC)

UND/L1

Biographical information: NEOC was an oecumenical regional training course for clergy, set up in 1976, originally within the two dioceses of Newcastle and Durham, but latterly expanding into the dioceses of York and Ripon & Leeds. It developed a new and distinctive kind of theological education designed to equip men and women for representative ministry in the churches of the region. The course was jointly sponsored by the Anglican, Methodist and United Reformed Churches, being recognised by the Northern Province of the United Reformed Church, by the Division of Ministries of the Methodist Church, and by the Advisory Board of Ministry of the Church of England for candidates from the dioceses of Durham, Newcastle, Ripon and York. Candidates were prepared for both stipendiary and non-stipendiary ordained ministries, for accredited lay ministry in the Church of England, and such other ministries as the churches may (with the agreement of NEOC Council) have requested. Its academic programmes were validated by Sunderland University from 1994 and then by Durham University from 2003 on the closure of Sunderland's Religious Studies' department. Owing to the development of new regional partnerships operating in different structures, NEOC closed down at the end of 2009.

Its DipHE in Theology and Ministry was a full three-year programme consisting of: six semester modules in biblical, historical and systematic theology; eighteen residential weekends; two residential summer schools and an Easter school in the third year; nine study days; three retreats (including one Myers/Briggs basic workshop); two projects; and a 15-month placement in Practical Theology; with a continuous programme in self-assessment from a personal tutor.

The course was run by a warden, later principal, a director of studies and academic development, a residential tutor, a practical theology tutor and an administrator. It was based initially at Carter House, Pelaw Leazes Road, Durham and then from 1999 at Ushaw College, Durham.

Wardens/principals:

Warden - Canon Ronald Coppin 1976-1983

Principal - Canon Michael Kitchener 1983-1990

Principal - Canon Trevor Pitt 1991-2009.

Foundation

UND/L1/A

UND/L1/A1 October 1984 - December 1994

Constitution of NEOC, drawn up October 1984 and amended October 1985, January 1986, April 1989, October 1989 and December 1994.

UND/L1/A2 6 July 1999

Memorandum and Articles of Association of NEOC as a private company limited by guarantee under the Companies Acts 1985-1989. 2 copies. With also separate registers of directors & secretaries, and members.

UND/L1/A3 April 2007

Revised Memorandum and Articles of Association, signed on behalf of the Charity Commission 17 April, and on behalf of NEOC 30 April as agreed at the meeting on 26 April by special resolution, with some correspondence.

Minutes

UND/L1/B

Governing Body/Council/Council of Management

UND/L1/BA

Biographical information: The 1984 constitution reconstituted the course's governing body as its council. With the acquisition of charitable status in 1999, the council became a council of management, answerable to a board of trustees. The council of management in turn was replaced by a governing body in 2006.

UND/L1/BA1 6 April 1976 - 11 October 1984

Governing Body minutes, with warden/principals' reports, the 1984 constitution, some accounts and other papers.

UND/L1/BA2 9 October 1987 - 25 February 1991

Council minutes, with agendas, principals' reports and other papers.

UND/L1/BA3 24 May 1991 - 18 November 1993

Council minutes, with agendas, reports and correspondence.

UND/L1/BA4 7 February 1994 - 12 December 1997

Council minutes, with agendas, reports and correspondence.

UND/L1/BA5 30 January 1998 - 17 September 1999

Council minutes, with agendas, reports and correspondence.

UND/L1/BA6 24 February 2000 - 15 May 2001

Council of Management minutes, with agendas, reports, correspondence and sub-committee minutes.

UND/L1/BA7 7 November 2001 - 30 May 2003

Council of Management minutes, with agendas, reports, correspondence and sub-committee minutes.

UND/L1/BA8 17 November 2003 - 23 May 2006

Council of Management minutes, with agendas, reports, correspondence and sub-committee minutes.

UND/L1/BA9 30 October 2006 - 19 March 2009

Governing Body minutes, with agendas, reports, correspondence, sub-committee minutes and NEOC's memorandum and articles of association.

Board of Trustees

UND/L1/BB

Biographical information: Upon acquiring charitable status as a limited company on 6 July 1999, a Board of Trustees was set up to hold meetings and receive its accounts.

UND/L1/BB1 5 October 1999 - 28 May 2008

Board of Trustees annual general and other meeting minutes, with accounts, and correspondence.

Finance Committee

UND/L1/BC

UND/L1/BC1 2 July 1984 - 28 June 1996

Finance committee minutes, with agendas, reports and accounts.

UND/L1/BC2 19 January 1998 - 8 May 2002

Finance committee minutes, with agendas, reports, accounts and correspondence.

UND/L1/BC3 1 October 2002 - 30 May 2007

Finance committee minutes, with agendas, budgets and accounts. By the 30 January 2007 meeting, it had become the Finance and Standing Committee.

Board of Studies

UND/L1/BD

UND/L1/BD1 27 January 1989 - 24 October 1997

Board of Studies minutes, with a list of tasks and a proposed section on the Board of Studies for the constitution from the Board's first meeting on 27 January 1989.

UND/L1/BD2 9 January 1998 - 5 July 2001

Board of Studies minutes, including agendas, reports and correspondence.

UND/L1/BD3 27 September 2001 - 29 October 2008

Board of Studies minutes, including agendas, reports and correspondence.

Strategy Group

UND/L1/BE

UND/L1/BE1 January 1996

Policy/Strategy Group meeting minutes.

UND/L1/BE2 14 September 2000 - 23 September 2003

Strategy group minutes, including agendas, reports (especially of the archbishops' working group on the structure and funding of ordination training) and correspondence.

NEITE Programme Committee

UND/L1/BF

Biographical information: Meetings held under the auspices of the Durham-Newcastle Ministry Formation Consortium (DNMFC), which became the North-East Ministry Formation Consortium (NEMFC), which became the North-East Institute for Theological Education (NEITE), based in St Chad's College, Durham University, in January 2003, for overseeing the validation of courses from NEOC and other ministry training courses, including Durham Readers, Newcastle Readers and Newcastle Local Ministry schemes.

UND/L1/BF1 13 March 2001 - 23 June 2004

DNMFC/NEMFC/NEITE Joint Staffs/Programme Committee minutes, with agendas, reports and correspondence, especially with the Validation Office of Durham University, and also a signed memorandum of understanding with St Chad's College, with a draft, of December 2002, and a NEMFC constitution and terms of reference of January 2004. The meetings of the Joint Staffs of the Consortium became the Programme Committee on the setting-up of NEITE in January 2003.

UND/L1/BF2 6 October 2004 - 22 January 2009

NEITE Programme Committee minutes, with agendas, reports and correspondence, especially with the Validation/Academic Office of Durham University.

NEITE Joint Management Committee

UND/L1/BG

UND/L1/BG1 14 May 2004 - 18 April 2005

NEITE Joint Management Committee minutes, agendas and reports.

NEITE Validation Sub-Committee

UND/L1/BH

UND/L1/BH1 12 June 2002 - 27 January 2003

NEITE Validation Sub-Committee minutes, agendas and reports.

Consortium Programme Board

UND/L1/BJ

UND/L1/BJ1 16 March 1999 - 28 January 2003

Consortium Programme Board minutes, agendas and reports.

Accounts

UND/F1/C

UND/L1/C1 September 2000 - September 2004

Annual reports of the directors and financial statements for the years ending 30 September, 2000-2004, with also abbreviated financial statements.

Student Records

UND/F1/D

UND/L1/D1 2009

Alphabetical list of NEOC students 1976-2009 detailing name, sponsor ie denomination, year completed and notes.

UND/L1/D2 1977-1989

Mark sheets

Access restrictions: Closed under DPA until 2070.

UND/L1/D3 2000-2003

Student file, sample, including the student's work and tutors' reports.

Access restrictions: Closed under DPA until 2084.

UND/L1/D4 2004-2007

Student file, sample, including the student's work and tutors' reports.

Access restrictions: Closed under DPA until 2088.

Office Files

UND/L1/F

UND/L1/FA1 February 1983 - December 1989

Admissions - General, mainly circulars from the Advisory Council for the Church's Ministry (ACCM), including the August 1989 ACCM *Handbook for Diocesan Directors of Ordinands*, with some correspondence.

UND/L1/FA2 1984 - 1996

Admissions - Publicity, correspondence about placing advertisements and producing leaflets, with sample leaflets, and copies of *The Link Newcastle Diocesan News* (January 1996), *SeeN The York Diocesan Newspaper* (February 1996, Vol.4 No.24) and Geoffrey Connor, "Fostering Vocations", *Fairacres Chronicle* (Summer 1984).

UND/L1/FA3 November 1995 - March 1996

Admissions - Past Students, correspondence with Newcastle Cathedral and an application form about the visit of Revd Samson Makalima from South Africa, with a copy of Newcastle Cathedral's *Cathedral Notes* (No.3, March 1996).

UND/L1/FC1 March 1993 - May 1996

Council - General, correspondence.

UND/L1/FC2 September 1992 - December 1996

Council - Finance, Treasurer's Correspondence, with some accounts.

UND/L1/FC3 February 1997 - June 1998

Council - Charitable/Limited Company Status, correspondence, especially about drafting a memorandum and articles of association, with Hadaway & Hadaway solicitors.

UND/L1/FC4 February - September 1999

Council - Charitable/Limited Company Status, correspondence and minutes of meetings re a memorandum and articles of association, with a draft of 4 February, and other necessary documentation and procedures, along with Council's response to the bishops' inspection report.

UND/L1/FC5 July 1999 - January 2005

Council - Charitable/Limited Company Status, correspondence about the company secretary's role with Hadaway & Hadaway solicitors and about making returns to Companies House.

UND/L1/FC6 July 2000 - June 2003

Council - Charitable/Limited Company Status, correspondence about the memorandum and articles of association, also about meetings of the trustees.

UND/L1/FC7 November 1983 - March 1995

Council - Consultations with Dioceses, correspondence and notes for and of meetings with bishops re the development of the course.

UND/L1/FC8 October 1979 - October 1998

Council - Non-NEOC Contacts, correspondence with especially the United Reform Church, the Methodist Church Team of Ministries and Christian Aid.

UND/L1/FC9 January - August 1983

Council - House Purchase, correspondence re a principal's residence in Durham.

UND/L1/FD1 May 1988

NEOC Submission to ACCM on Assessment Procedures, with 12 appendices.

UND/L1/FD2 [September 1994]
NEOC Curriculum submission to ABM.

UND/L1/FD3 [July] 1999
NEOC Curriculum [submission to ABM]

UND/L1/FD4 October 2004 - March 2006
Report of the inspection of NEOC of October 2004, with some subsequent correspondence and a report of a follow-up visit March 2006.

UND/L1/FE1 1976 - 1994
Curriculum Development, correspondence and papers re the course structure and unit contents, including "Teaching Christian Doctrine from Tradition and from Experience" by Keith Lamdin and Brian Russell [1985].

UND/L1/FN1 January 2003
NEITE Submission for Validation of Courses by the University of Durham, including NECO material.

UND/L1/FN2 February 2004
University of Durham, Institutional Audit, Discipline Audit Trail Self-Evaluation Document, Theology and Ministry (NEITE) Validated Programme.
Booklet 1: Validation Report and Related Documentation.
Booklet 2: Programme Specification.

UND/L1/FN3 November 2007
NEITE Learning and Teaching Strategy, amended.

UND/L1/FT1 1984-2009
Various lists of tutors, addresses, groups and subjects taught, including a list of all tutors 2003-2009.

Publications
UND/L1/H

UND/L1/H1 2001-2005

Ministry Matters An occasional newsletter from NEOC

Vols. 1-4 and 6 for Spring 2001, Winter 2001, Summer 2002 (2 copies), Autumn 2003 and Autumn 2005

UND/L1/H2 1993/93 - 2008/09

NEOC directories, detailing staff, committee members, tutors, course members and related organisations, annually, for 1993/94, 1997/98, 1998/99, 2000/01-2008/09.

UND/L1/H3 1998 - 2007

Promotional literature - leaflets, sheets and a bookmark - about the course, its tutors, fees and programmes.

UND/L1/H4 2006/07

NEOC Tutors' Handbook

UND/L1/H5 2006/07

NEOC Student Handbook

UND/L1/H6 2006/07

Beginning NEOC Handbook

UND/L1/H7 2006/07

Formational Theology Handbook

UND/L1/H8 2006/07

Worship and Preaching Handbook

UND/L1/H9 2007/08

Practical Theology Handbook

Photographs

UND/L1/I

UND/L1/I1-31 [c.1991]

Admissions - Publicity Photos of buildings, activities and students. Identified images:

1. Anne Marr, part of a CMS group performing at the Edinburgh Fringe Festival.
2. Doreen Hood, part of a Multiple Sclerosis Society sponsored walk group with 3 wheelchairs, presenting a cheque dated 10 August 1991.
3. Final eucharist of the 1991 NEOC Summer School, out of doors by the lake at Van Mildert College.
9. Jennie Waiyari, with a friend.
10. Anne Trimble, talking to school children.
- 12,13. Eucharist being held in the chapel at the Franciscan Priory at Alnmouth.
15. Kath Batte, at a computer, with a cat.
- 16,17. Exterior views of the Franciscan Priory at Alnmouth.
18. Aubrey Richardson.
19. Mary Judson, on a March for Jesus at Lobley Hill, Gateshead.
20. Eileen Noble.
21. Neville Husband.
22. James Stewart.
23. Timothy Duff.
24. Mary Warner.
26. Andrew Elder.
27. Judith Grieve.
31. Bill Ankers.

Teaching Materials

UND/L1/L

UND/L1/L1 1985 - 1993

NEOC Unit 1 - "Beginning Where We Are: Prayer and Theology", session notes, reading lists and resources papers. 3 editions: 1985, [1986] and 1993/94.

UND/L1/L2 [1985] - [1993]

NEOC Unit 2 - "The God of Abraham Praise: The Religion of Israel", session notes and reading lists. 5 editions.

UND/L1/L3 1985 - 1992

NEOC Unit 3 - "God and Creation", session notes and reading lists. 3 editions: 1985/86, 1987 and 1992/93.

UND/L1/L4 1986 - 1993

NEOC Unit 4 - "Gospel in the New Testament", session notes and reading lists. 3 editions: 1986/87, 1988, 1993/94.

UND/L1/L5 1987 - [?1993]

NEOC Unit 5 - "Who Is Jesus? What Has He Done?", session notes, reading lists, resource papers. 3 editions: 1987, 1988, ?1993/94.

UND/L1/L6 [c.1980] - 1992

NEOC Unit 6 - "Human Responsibility in Christ and Under God", session notes, reading lists, resources papers. 3 editions: 1987, 1988, 1992/93, with some [earlier] essay lists and example cases on Christian Ethics.

UND/L1/L7 1987 - [?1992/93]

NEOC Unit 7 - "The Christian Church in History and Self-Understanding", session notes, reading lists, resource papers. 3 editions: 1987, [?1988], [?1992/93].

UND/L1/L8 1988 & 1992/93

NEOC Unit 8 - "The Sacraments in Belief and Practice", session notes, reading lists, resources papers. 2 editions.

UND/L1/L9 1988 & 1992/93

NEOC Unit 9 - "Ministry, Ordination and Authority", session notes, reading lists, resources papers. 2 editions.

UND/L1/L10 2007/08

NEOC Module 1 - N104 "Understanding the Old Testament/Hebrew Scriptures", session notes, reading lists, resources papers .

UND/L1/L11 2007/08

NEOC Module 2 - N105 "Doctrine 1", session notes, reading lists, resources papers.

UND/L1/L12 2007/08

NEOC Module 3 - N106 "The New Testament", session notes, reading lists, resources papers.

UND/L1/L13 2007/08

NEOC Module 4 - N205 "Doctrine 2", session notes, reading lists, resources papers.

UND/L1/L14 2008/09

NEOC Module 5 - N206 "Liturgy", session notes, reading lists, resources papers.

UND/L1/L15 2008/09

NEOC Module 6 - N207 "Ethics", session notes, reading lists, resources papers.

UND/L1/L16 1994 & 2001

NEOC residential weekends programmes and materials, at Wydale (November 1994) and Ushaw (November 2001).

Paper file

UND/L1/L17 2008

NEITE Easter and Summer Schools programmes and materials, at St Chad's College (March), Ushaw (April), and Trinity College Bristol (July/August).