



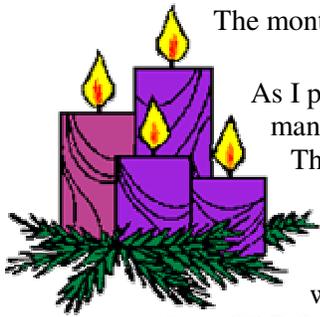
Archival Connections

Newsletter of the Catholic Archivist Group

Volume 2, Number 3

December 2005

From the Chair – Gayle Desarmia, SP



The month of December has begun and so has the season of Advent.

As I prepare this newsletter, my heart is filled with gratitude – gratitude for the many persons that help our Catholic Archivist Group to grow and flourish.

Thank you to the Planning Committee and all the other persons who helped to make our 2005 conference at Niagara Falls an event to remember.

Thank you to all who have agreed to work on the Planning Committee for our 2006 conference. Thank you also to Linda Wicks and M.C. Havey whose work on the Outreach Committee has spanned this group's transition from CRC-O Archivist Group to Catholic Archivist Group. I am especially grateful to James Mason, CSsR, for his dedicated service as Treasurer and to Walter Farrell, FSC, for generously taking up the duties of Treasurer. The Catholic Archivist Group is a voluntary organization and it is only with the generous assistance of our membership that we are able to function. Thank you to one and all!

As we journey through this wonder-filled time of the liturgical year, I wish each and every one of you a blessed Advent and Christmas season.

Niagara Falls 2005 – Linda Wicks



The Catholic Archivist Group came together at Mount Carmel Spiritual Centre, Niagara Falls from September 19 to 22, 2005 for a three-day conference of thought-provoking discussion on historical writing, reflections on the Catholic Church of the future and archival conservation. The conference comprised of over 50 religious archivists, representing 27 religious congregations, 5 dioceses and 1 Catholic college.

Michael Higgins, president of St. Jerome's University, University of Waterloo and



professor of religious studies, was the keynote speaker who spoke eloquently on the topic of “Catholic Prospects: the Church of the Future”, his reflections offered symmetry to the conference theme “Telling Our Story.”



The sessions focused on the awareness of the archivist and the use of the primary document. Michael Power, historian and current author on the history of the Diocese of London, reflected with enthusiasm on the role of the historian and the interpretation of the archival record. Jacques Monet, SJ, director of the provincial archives of the Jesuits of Upper Canada and a distinguished historian, spoke on the two volumes of the Dictionary of Jesuit Biography and Sister Eileen Gahagan, CSJ, presented her work of writing religious apostolic profiles with an emphasis on their contribution to their congregation and to the Church. An information packed session on archival conservation entitled “Religious Artifacts: Acquiring, Appraising and Conserving” led by Larry Dohey, Archivist for the Archdiocese of St. John’s, Newfoundland and vice-president of the Association of Canadian Archivist and Catherine Rice, conservator at the Basilica Museum in St. John’s appropriately ended the conference.



The Catholic Archivist Group began in 1982 under the auspices of the Canadian Religious Conference – Ontario Region that sponsored it for the next twenty years. Since then the Catholic Archivist Group welcomes members from all Catholic institutions across Canada and is committed to maintaining and promoting the Archives of Catholic institutions in

order to preserve the religious, cultural and social heritage of members in communities such as Religious Congregations, Dioceses and Universities and Health Care facilities.

[Photographs courtesy of Ajantha Dias.]

2006 Membership Renewal

Our Secretary, Linda Wicks, will be sending out membership renewal information in January. There are two options to consider. For some, an *individual* membership will best suit their needs. Those who have a person or persons assisting in the archives may want to consider an institutional membership. An *institutional* membership allows up to three persons to receive the mailings and to have voting privileges. You may also want to include the person to whom you report (council member, chancellor, etc.) on your institutional membership. The institutional membership can form one part of your reporting and accountability.

2006 Conference

The next Catholic Archivist Group Conference will be held in Ottawa at the Maison Notre-Dame-de-la-Providence, from Monday, September 25 (afternoon registration) to Thursday, September 28, 2006. Located in Orleans, Maison Notre-Dame-de-la-Providence is about 20 minutes from both the Ottawa airport and downtown and about 15 minutes from the train station.

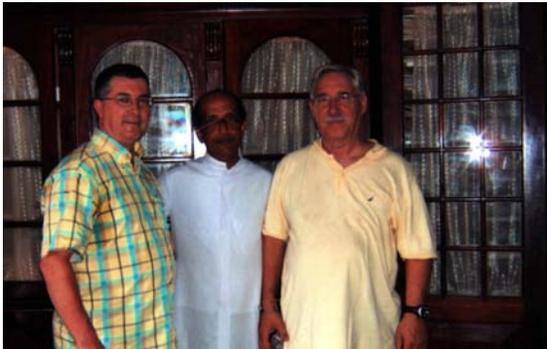


Be sure to mark your calendars. More details will be available in the New Year.

The following persons form the Planning Committee for this conference:

Eloi de Grace, Chair
Rodney Carter
Debra Majer
Wayne Jenkins
Gayle Desarmia, Ex-officio

District of India – Records Management and Archives Administration Project – Wayne Jenkins, SCJ



At the invitation from the District of India, I made plans for teaching a graduate course in records management and archives administration. In this report, I wish to offer some observations about this experience which took place at our SCJ college residence of Dehon Vidya Sadhan at Aluva in the state of Kerala, India from July 7 to August 2, 2005.

Workshop vs. Project

With the death of Rev. Thomas Garvey, SCJ, on December 2, 2002, records management and archival administration became a necessity. As the superior of Dehon Vidya Sadhan, the India District secretary and treasurer, his records, which were stored in an insulated fireproof vertical file cabinet with four drawers, needed to be organized for future use. Mr. Jacob was hired to arrange these materials for placement in an archive room on the premises of Dehon Vidya Sadhan. Upon the completion of this task, the District of India invited me to evaluate this process and to teach an introductory course in records management and archival administration. The focus of the course was to suggest concrete actions for the establishment of the district secretary's and treasurer's offices with an archive. Hence, project rather than workshop was chosen.

Texts

Two texts were used throughout the project; i.e., **Rescuing the Memory of Our People, Archives Manual** that was compiled by Martha Lund Smalley and Rosemary Seton in 2003 and

Resource Package for Archivists of Religious Communities that was compiled by the Outreach Committee, CRC-O Archivists Group in 2002. Both the International Association for Mission Studies in New Haven, CT and the Catholic Archivist Group in Canada granted permission to reproduce their materials. From these texts, I developed the following syllabus for the course: introduction, biblical background, historical background, principles from pontifical documents and canon law, policies for records management and archival administration at the SCJ General Curia in Rome, Italy, policies for records management and archival administration at the US Province Archives in Hales Corners, WI, USA, development of the District of India Plan for the district secretary's and treasurer's office with an archives and evaluation.

Participants

Rev. Teja Anthara, SCJ, as the vice-district superior, Rev. Jose Guilherme da Silva C.Gouveia, SCJ, as the district treasurer, Br. Leonard Zaworski, SCJ, as the district secretary, Sobin Kumar Sunny, as the accountant, three regents and four scholastics were the participants throughout the project. Regents are members of the Congregation who have professed their first vows and are assisting in our formation houses in Aluva and Kumbalanghy before studying theology. Very Rev. Martin van Ooij, SCJ, the district superior, Mr. Jacob and Michael Augustine, SCJ, another regent, attended some sessions.

Schedule

On Mondays, Tuesdays, Wednesdays, Fridays and Saturdays, the course was taught from 3:00 to 4:30 p.m. This time was chosen to accommodate the scholastics who were studying philosophy at Sacred Heart Philosophical College in the mornings. During the mornings on these days from 9:30 a.m. to 1:30 p.m., regents worked on establishing a card catalogue for the Dehonian and Congregational section of the Dehon Library at Dehon Vidaya Sadhan. On Thursdays and on Sundays, field trips were scheduled because the scholastics were free to accompany the group on these days. I also visited sites accompanied by a regent at other times.

Field Trips



Five sites have been chosen on account of their historical, cultural and archival significance.

[Because of editorial constraints only three are included in the newsletter.]

The Periyar River winds through the Periyar valley with its low-lying hills to Malayattoor. This area with its treasured pepper forests was a major spice trading route to the coast. During their travels, Brahmin monks sought the solitude of nearby Kurisumudi Mountain for contemplation. From tradition, St. Thomas, the apostle, visited this area and also climbed this mountain for prayer. As pilgrims, Sajeevan and I walked through the overflowing monsoon waters of

Manappattu Lake at the base of Kurisumudi Mountain to begin our 1,269 feet ascent to the **St. Thomas Shrine** at its pinnacle. The trees on the hillside formed an umbrella to protect us from the monsoon rains. The fourteen Stations of the Cross became more than measurements of our climb. Each foot print brought us closer to a holy place for many Latin and Syro-Malabar pilgrims. This was sacred ground; moreover, the pinnacle became a climax for my awareness about the ongoing dialogue between Christianity and the Hindu culture in India. I was blessed to walk in this foot print.

The **Hill Palace Museum** at Thrippunithura houses the collection of the Cochin and Travancore royal families who resided here from 1855-1964 C.E. The oldest building in the palace complex is the traditional Kerala House. The epigraphy gallery contains examples of the earlier pattern of writing on different media; i.e., stone, goat's skin and copper plate in Vattezhuthu, Hebrew and Malayanma. These different media respond well to the extreme heat, rain and humidity that destroy most paper documents.

A Portuguese palace compound at Fort Cochin was built in 1506 C.E. The subsequent Dutch Governor's Residence within this compound that was built in 1663 C.E. was bought and was remodelled by Bishop John Gomes Ferreira (1887-1897 C.E.). This became known as the Bishop's House. Mario Soares, the President of Portugal (1986-1996) was shown the various "Padroado" manuscripts and artefacts in the Bishop's House by Bishop Kureetha. The Portuguese government, the Calouste Gulbenkian Foundation and the Diocese of Cochin worked together to preserve this cultural heritage. This project for the **Indo-Portuguese museum and the historical archives** was completed on April 10, 1995. Rev. Thomas Parathara, the Chancellor for Public Relations, showed us their archives. Steel shelving held archival storage boxes with labels in Portuguese and English languages. Pesticide traps were located on various shelves. Two diocesan priests are being trained to continue the work that was completed by three women and one man from Portugal.



India District Plan for Records Management and Archival Administration

Strengths:

1. Records are in Kumbalanghy, Andhra Pradesh and Aluva.
2. Proposed offices for district treasurer and district secretary are feasible for future growth and can be secured.
3. Archives room with wooden cabinets having glass doors is feasible for future growth and can be secured.
4. An initial inventory has been created by Mr. Jacob.
5. The district has funded and has assigned personnel to participate in this project for records management and archival administration throughout the month of July 2005.

Goals for Improvement:

1. Establish the district secretary's office and the district treasurer's office on the first floor of the Dehon Vidya Sadhan. Check with the District Superior and the Dehon Vidya Sadhan's Superior for permissions.

Person responsible: Fr. Jose

Completion date: August 24, 2005

2. Compose the following three documents; i.e., the establishment of an archives for the District of India on the first floor of Dehon Vidya Sadhan, parallel guidelines on archives from the Code of Canon Law for the District of India and guidelines on handling records and documents for the District of India. Submit these three documents for consideration by the District Council.

Person responsible: Br. Lenny

Completion date: April 30, 2006

3. Bring all district records to Aluva for integration into current and historical records. Use the date of May 1, 1999 for the establishment of the India District as the year for distinguishing between historical records prior to this date and current records afterwards.

Person responsible: Br. Lenny

Completion date: April 30, 2006

4. Establish a records retention schedule for transferring current records to the archives.

Person responsible: Fr. Jose

Completion date: End of 2005

5. Create a container list for each Lever index box in the archives.

Person responsible: To be determined

Completion date: April 30, 2006

6. Establish a line item in the annual budget for the administrative needs of the district secretary's office, the district treasurer's office and the archives.
7. Train future persons from India for service as district secretary, district treasurer and archivist.

[Wayne Jenkins, SCJ, presented a report of this project at the Niagara Falls conference. Because of space constraints in the newsletter, this article has been edited. Contact Gayle Desarmia, SP, for the full text of Wayne's report.]

Member News

The Archives of the Roman Catholic Archdiocese of Toronto (ARCAT) is proud to announce the launch of its new website! <<http://www.archtoronto.org/archives>>

The website provides access to information on the services and programs that are provided by the Archives including Reference, Genealogy, and Sacramental Records searching. In addition, the site presents the history of the Archdiocese of Toronto, including biographies of each of Toronto's Archbishops and Bishops. In the future, we plan to highlight the histories of particular parishes, clergy, and events that have had an impact on the Archdiocese. Stay tuned. We hope you can celebrate this launch with us by exploring our new site!

Any questions, comments or suggestions may be directed to archives@archtoronto.org

To have your news items appear in the newsletter, send them to Gayle Desarmia, SP, by January 15th. (archives@providence.ca)

Outreach Committee



The Outreach Committee began with the CRC-O Archivist Group. Linda Wicks and M.C. Havey were the first members. During their term on the committee they compiled the “Resource Package for Archivists of Religious Communities” and edited “Perspectives on Religious Archives”. They also researched and purchased a display system which members can borrow. In September, at our annual general meeting (AGM) in Niagara Falls both Linda and M.C. announced their resignation from that committee. Thank you Linda and M.C. for a job well done!

Our Catholic Archivist Group constitutions make provision for an Outreach Committee (Article VI, Section 2).

At the AGM Linda and M.C. suggested that the committee now turn its attention to new membership. While the Secretary has membership as part of her portfolio, she needs help to follow-up with possible new members. This follow-up can be by mail, email or telephone. At our executive meeting November 16th, we endorsed this focus for the committee. Jim Mason, CSsR, has volunteered to assist for one year. Thank you Jim. We would like another volunteer to serve on this committee. Please contact Linda Wicks if you are interested in assisting your executive in this way.

In Memoriam – Sister Noreen Bennett, CSJ



It was with sadness the Sisters of St. Joseph of Sault Ste. Marie announced the death of Sister Noreen Bennett (Sister Evelyn Marie) on Wednesday, September 7, 2005, in the Infirmary of St. Joseph's Motherhouse, North Bay, surrounded by her community.

Born in Toronto, Sister Noreen graduated from the University of Toronto with a B.A. degree in 1937 and taught at St. Joseph's College prior to entering the Sisters of St. Joseph of Sault Ste. Marie in September, 1939. Sister Noreen's chief ministry throughout her community life was teaching. She taught at St. Joseph's College, North Bay, St. Patrick's High School, Thunder Bay and Mount St. Joseph College, Sault Ste. Marie where her festival choirs received top honours.

Sister attended the Ontario College of Education (O.C.E.) completing her Permanent H.S.A.; a Permanent Vocal Music Specialist; and a Permanent H.S.A., Type B Endorsed in Latin. Sister Noreen also attended the University of Ottawa where she received her M. Ed. Degree.

Following retirement from teaching Sister Noreen continued her ministry in Sault Ste. Marie and Thunder Bay. She returned to St. Joseph's Motherhouse in 1990 taking up Archivist duties for the congregation until her health declined.

Sister Noreen was predeceased by her parents, William Augustine Bennett and Anne Marie Evelyn Uttenweiler, brothers Joseph David Bennett and Augustine Bernard Bennett. She is survived by brothers William M. Bennett, wife Dolena, Colin M. Bennett, Rev. Christopher J. Bennett, and John F. Bennett, wife Marjorie; sister Evelyn Marie Bennett; sisters-in-law Mrs. Marie Bennett and Mrs. Mary Bennett, as well as many nieces and nephews.

Sister Noreen will be remembered and celebrated as teacher, artist, archivist, photographer, musician, secretary and poet.

The funeral liturgy for Sister Noreen, celebrated by Msgr. Dennis Murphy, was held on Friday, September 9, 2005 in the Sacred Heart Chapel of St. Joseph's Motherhouse, North Bay, Ontario. Burial followed at St. Mary's Cemetery, North Bay.

Sister Noreen Bennett was a regular participant at our annual conferences during the 1990's.

Catholic Archivist Group

We are a group of archivists committed to maintaining and promoting the archives of Religious Institutes, Diocesan and Catholic Institutions in order to preserve the social heritage of all of its members

The main thrust of the Catholic Archivist Group is that of mutual encouragement and support and to keep before all relevant authorities and groups the importance, significance and relevance of our Archives.

We follow the terms of reference of professional archival guidelines in Canada, Canon Law, and the Pontifical Commission for the Cultural Heritage of the Church, as well as pertinent government legislation.

Publication Schedule

The newsletter will be published December 1 (Fall issue), February 1 (Winter issue) and May 1 (Spring issue).

Submit your news items, articles and photographs by November 15, January 15 and April 15.

The next deadline is January 15, 2005.

Catholic Archivist Group Executive – Contact Information

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