

# ACDA NEWSLETTER

The Official Newsletter of the Association of Catholic Diocesan Archivists

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Fall 2010

## Atlanta Wins the Bernardin Award

By Lee Leumas, Archdiocese of New Orleans



The Joseph Cardinal Bernardin Award is awarded at the discretion of the President during the biennial conference. Its purpose is to recognize an outstanding archives program. Five years ago, this diocese didn't have an archives and records program. Recognizing the need to build a program based on sound principles and practices, the chancellor hired a consultant, who guided the planning process. An archives advisory

board was selected and a professional archivist was hired. With support from the administration, this archives and records program is well on its way to setting an example for other dioceses to fol-

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## Outreach Opportunity in Lafayette, Louisiana

By Candy Brunet

The Diocese of Lafayette Department of Archives, Research and Information was a proud participant in this year's annual Bishop's Services Appeal Workshop and Ministry Fair held on August 14, 2010. This year, eighteen offices from the Diocese participated in the event. The Archives' display featured a collection of the Diocese of Lafayette's Bishops' personal coats of arms. Each Bishop, from the inception of the Diocese to the present was

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# From the President

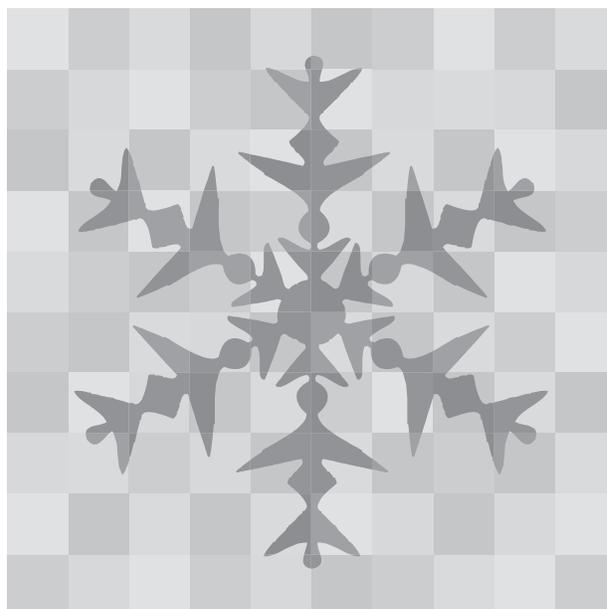
By Emilie Leumas, Archdiocese of St. Louis



The ACDA 2010 biennial conference marked the halfway point of my term as president. I want to thank all of you who have worked so hard during the past year to better our organization. As I noted in the president's address, we as a professional organization have grown over the past 28 years. Our mission has not changed, but it certainly has

broadened. We continue to promote professionalism in the management of diocesan archives in the United States and Canada, and foster cooperation between diocesan ar-

chivists and others on regional, national and international levels. Our job is to strengthen the Archives and Records Program at our individual dioceses through strong archival practices, document management, technology and commitment to the organization so that the Archives and Records Program becomes a vital branch of the administration and is relied upon heavily for its skills in documenting not only the past, but the present and the future. It is with this goal in mind that we have embarked on an Archives and Records Management Best Practices Manual for Diocesan Archives [an update of the 1991 ACDA manual: Basic Standards for Diocesan Archives: A Guide for Bishops, Chancellors and Archivists compiled by James M. O'Toole]. I am pleased to



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**“...the Archives and Records program becomes a vital branch of the administration.”**  
 .....

announce that the writing committee is making excellent progress and that the expected publication date is Fall 2011. In the coming months, ACDA members will be asked to submit policies and procedures from which a selection of these will be included as samples in the manual. The manual will be enhanced by your participation and I ask each of you to consider a submission.

The holiday season is fast approaching and we will again be reminded of the importance of family and friends. Let me take this opportunity to wish each of you a Happy Thanksgiving, a meaningful Advent and the Joys of Christmas. Until the New Year..... ▀

# Dedication of Two New Historical Markers in Florida

by Lisa Mobley, Diocese of St. Petersburg

The Diocese of St. Petersburg, FL dedicated two new historical markers as part of an ongoing effort to highlight the heritage of the contributions of the local Catholic community. One of the markers pays tribute to an early 20<sup>th</sup> Century Polish community in Hernando County while the other honors the heroic sacrifices of five 19<sup>th</sup> Century Tampa priests.

The first marker was dedicated at a special mass on November 2, 2010 at St. Stanislaus Church, Brooksville, FL. St. Stanislaus was a small community of Polish farmers who came to Hernando County in the early 20<sup>th</sup> Century to start a new community. Benedictine Monks from St. Leo Abbey would provide for the spiritual needs of these settlers and their families. While the community struggled for a number of reasons, their legacy is left behind in the small Florida clapboard church which still stands today. Rev. Craig Morley, Pastor of St. Anthony the Abbot Parish in Brooksville was the main celebrant of the All Souls Day Mass and dedication ceremony.

The second marker was dedicated at a special outdoor mass at St. Louis Cemetery, Tampa, FL on November 6, 2010. It honors five pioneer priests who served in the Tampa Bay area in the 19<sup>th</sup> Century. Three of the priests died of yellow fever in 1887-88. They are the oldest known priests'

graves on the West Coast of Florida. Rev. Andrew Reitz, OFM, Pastor of Sacred Heart Parish in Tampa was the main celebrant. St. Louis Cemetery, which is located adjacent to Oaklawn Cemetery on the northeast edge of downtown Tampa, FL, was founded in 1874 and is the oldest Catholic cemetery on Florida's West Coast. The mass and dedication were a part of a yearlong celebration of the 150<sup>th</sup> Anniversary of the founding of Sacred Heart Church. ■

## SEND US YOUR NEWS!!

We all want to know about the professional and personal developments of our peers and colleagues. Perhaps your office has undertaken a major project, or received grant funding. Perhaps you've retired, received professional recognition, or passed a personal milestone. Submissions do not need to be lengthy or Pulitzer Prize-worthy. And pictures speak volumes!

Please send your submissions to Peggy Lavelle at [mlavelle@archchicago.org](mailto:mlavelle@archchicago.org) or 711 West Monroe Street, Chicago, Illinois 60661

Peggy will gladly receive your news or photographs at any time.

# My “Mother” in the Archives: In Remembrance of Cynthia Ann Barnes

By Father Deacon Matthew Hanes



*With the saints grant rest, O Christ, to the soul of Your handmaiden Cynthia, where there is neither sickness, nor sorrow, nor sighing, but life eternal.*

Cynthia Barnes hired me to work in the Diocese of Charlotte Archives in July 2005.

Being new to the field of Archives I should have been a bit overwhelmed; however, I never recall feeling panicked or stressed as I acclimated to my new job. Cynthia was great at planning and organization and that, along with her attention to detail, kept everything running smoothly. Thus, there were very few hectic days or major surprises awaiting us at work. Thanks to Cynthia we were seemingly prepared for everything ... everything except her death. Cynthia passed away suddenly and unexpectedly on September 16<sup>th</sup> of this year.

There are a multitude of reasons why she is

missed here at the Diocese of Charlotte Pastoral Center. Most will miss her warm personality and her friendly smile which made social interaction with her a joy and a pleasure. I will miss the “motherly” advice she offered whether one asked for it or not (which is a sign of a true and loving mother). I was close to the age of her oldest son so she indeed was a maternal figure for me and although I didn’t always want to hear her suggestions and constructive criticism I have to confess that, like a good mother, she was usually correct.

I had the honor of working with Cynthia for five years and as a supervisor she was disciplined and zealous in her desire to make this department of two as professional and efficient as possible. She had big plans for our Diocesan Archives and was working towards making many of our aspirations a reality. With her now gone, it has become difficult to get a hold on all that she was doing and we have had to spend a good deal of time trying to piece together her vision as well as finding all the loose ends that need to be tied.

Her loss was felt in a unique way by me recently when I was ordained to the diaconate. I missed not having her there seated with my other co-workers and I often think how much she would have enjoyed celebrating with us such a beautiful event. While I regret her absence, I must be forever thankful to God that our last conversation was a special one.

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Before she left from work for the last time, I talked with her about how busy I had been with a new baby in the house (my wife and I had our third daughter on August 10<sup>th</sup> of this year). I made a comment that I was so busy with the girls that I couldn't get anything done. Cynthia, like a good mother, gently reminded me that just spending time with my girls was doing something and in fact was getting something very important done. She made the point that time with your family is always time well spent and should be treasured. Her little lesson on enjoying the gift of time will always be remembered by me because they were spoken just hours before her time on earth would end. So in honor of Cynthia, I thank the merciful and All-Holy Trinity that I was blessed with so much time with her and pray that whoever reads this will always remember her motherly advice: that time is a gift from the Lord and should be appreciated. May her memory be eternal! ■



## Lafayette, Louisiana

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represented. This was a project commissioned by the Archives Department and recently completed by a local graphic designer. Our display also included several personal items belonging to Bishop Jules Jeanmard, the first Bishop of the Diocese of Lafayette, as well as a zucchetto worn by Pope Pius XII.

The display was very well received by the attendees and the Archives Department is presently creating a similar framed collection of the Bishops' coats of arms for display at Immaculata, the chancery building. ■

CHECK OUT OUR WEBSITE:

<http://diocesanarchivists.org>

## Atlanta's Bernardin Award

*(Continued from page 1)*

low. In a review of the website, it is easy to see a well-developed plan in action. Many of us know from first hand experience, this doesn't happen over night with a wave of a magic wand or good intentions. It takes hard work and dedication from the archivist, the staff and the Chancellor. This year, I am please to present the Joseph Cardinal Bernardin Award to the Archdiocese of Atlanta.

Read the inscription on the award! ■



## And a good time was had by all! ACDA's Biennial Conference, 2010

Every other summer, the masses descend on sleepy Mundelein, Illinois. Are these visitors there to take in the bucolic splendor? To glimpse an area threatened by urban sprawl? To vacation by the shores of Lake St. Mary? Well, kind of.

While Mundelein is widely known to be a hopping tourist destination, members of the Association of Catholic Diocesan Archivists know it better as their traditional gathering place for a little education, a little commiseration, and a lot of camaraderie. In other words, they come for the Biennial Conference.

This year's conference offered the basic track of Beginners Records Management and Introduction to Archives as a preconference workshop as past

attendees have disliked missing the concurrent sessions the more experienced members attend.

We heard from some very talented professionals about litigation holds, the evolution of email and its management, the development of an archival program in Atlanta, and how to care for photographs, among other topics. Future program committees now have a tough act to follow.

And don't you worry, if you missed the biennial conference, not only will we have another in 2012 but ACDA will meet August 24th in conjunction with the Society of American Archivists Annual Meeting which will be held in Chicago. The Archdiocese of Chicago looks forward to hosting you all again!

## Time's Running Out!

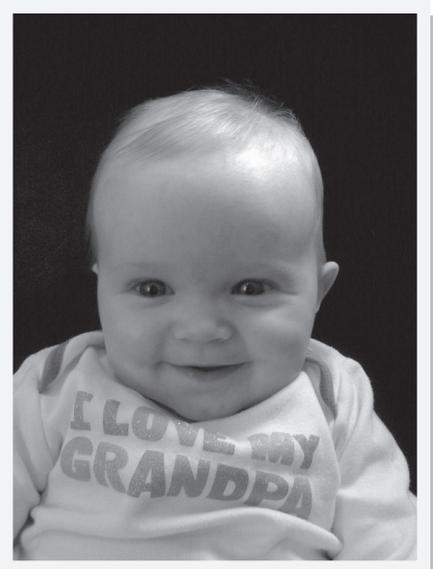
By Carol Bartels, Sr. M. Claude Lane Award Sub-Committee

The Society of American Archivists' Awards Committee is now taking nominations for the Sister M. Claude Lane Award. This award was created in 1974 and recognizes individuals who have made a significant contribution to the field of religious archives. Criteria for nomination include:

- \* Involvement and work in the Archivists of Religious Collections Section of the Society of American Archivists.
- \* Contributions to archival literature that relates to religious archives.
- \* Participation and leadership in religious ar-

## Editor announces birth of daughter

Like Brian Fahey before me, I too will take editor's prerogative to make this announcement of *my*



firstborn, Fiona O'Toole Lavelle. While ACDA gathered at Mundelein last July 21st, my husband, Adam, and I welcomed little Fi into our happy family. She's a constant source of joy and we feel very blessed to have her around.

Peggy Lavelle

ACDA Editor & proud mother ■



chives organizations.

- \* Evidence of leadership in specific religious archives.

Only individual archivists are eligible for nomination. The award is funded by the Society of American Archivists, in conjunction with the Society of Southwest Archivists, in honor of Sister M.

Claude Lane, the first professionally trained archivist at the Catholic Archives of Texas in Austin, who served there from 1960 until her death in 1974. A certificate awarded by SAA and a cash prize provided by the Society of Southwest Archivists is presented to the winner at the annual Society of American Archivists meeting.

For more information on the Lane Award, including past winners, see:

<http://www.archivists.org/governance/handbook/section12-lane.asp>

To nominate an archivist for the Lane Award please complete the nomination form here:

<http://www.archivists.org/recognition/Awardsform.pdf>

All nominations shall be submitted to the Awards Committee by February 28, 2011. ■

## ACDA Annual Business Meeting

Thursday, July 22, 2010

Lee Leumas called meeting to order.

### Minutes

Lee Leumas moved the approval of the minutes from the August 12, 2009. The minutes were approved.

### President Report

Lee Leumas thanked those that served on the Strategic Planning Committee under the leadership of Audrey Newcomer (Lisa May and Maria Medina.) The plan set initiatives and goals for ACDA. Three specific areas were identified: membership, best practices in diocesan archives and outreach. The census was conducted as part of this plan. The report of this census was given at the 2008 meeting. She mentioned that at last night's board meeting revisiting the census to reach those dioceses that did not respond was discussed. As part of the outreach initiative the goal was to raise awareness of Catholic Diocesan Archivists before such groups as the USCCB. We continue to strive to make better connections with the groups regionally, nationally and internationally.

Lee Leumas stated that The Best Practices Manual is due out by the end of her presidency, August 2011. The manual is an update of the O'Toole manual and will give guidance to bishops, chancellors, and archivists.

Lee then mentioned that the continuation of ACDA's regular programs is due to the hard work of its membership who serve on committees and do the ACDA board, newsletter editor, Peggy Lavelle, and list-serv coordinator Lisa May. ACDA would not run without them. She also recognized and thanked Ann Boltin and the program committee (Ken White and Shelly Solberg) and the Chicago crew for making this meeting a success.

Lee then mentioned that one motion was passed at yesterday at the board meeting July 21, 2010. The motion was to review the bylaws in light of a discrepancy in the wording of the duties of the treasurer's annual report and annual budget. (Msgr. George Michalek has agreed to chair the bylaws review committee)

Items for discussion at the meeting

1. ACDA Archives which are currently housed in Boston is 6 linear feet. Please remember that items should be sent to Boston on a routine basis as one committee member or board member leaves the position. It was stated that some items are in Chicago and others are in Boston.

2. The consistency and continuity in the appointment of the program committee and the education chair.
3. Completion of the Program chair manual.

Motion to accept president's report and passed.

### Treasurer

Brian Fahey said that the membership is down by five. The reports were published in last year's newsletter. Our accounts as of 29 May \$65,752 and \$94,984 pending deposits. The membership directory was updated and please submit any email changes.

A motion to accept the budget was made and approved.

### Standing Committee Reports

#### Nominating Committee

Audrey Newcomer stated that the nominating committee will be accepting recommendations for a dual slate of officers for the 2011 ACDA board of directors for the following positions.

1. Vice-President/President Elect
2. Secretary
3. Treasurer
4. Two members at large

The committee will include a nominating form in the newsletter/webpage with a brief description of each position. The deadline for returning the form is 30 days after the ACDA newsletter. Ballots will be mailed to the membership and returned to the chair who will in the presence of a second person tally the ballots and report back to the membership. The elected officers will take office directly following the ACDA meeting in Chicago on August 24, 2011. All active member of the Association are eligible for nomination (except members of the nominating committee.) An active member of the committee is defined as "having dues paid to date and as having attended one of the last two annual meetings." The ACDA executive board should reflect the Association's membership across the US as well as the diversity of situation (from one person offices to those with larger staffs) The members of the nominating committee are Jac Treanor, Archdiocese of Chicago, Ken White, Diocese of Pittsburgh, Audrey Newcomer, Archdiocese of St. Louis.

### Program Committee

Ann Boltin – the committee met in December. The big changes to the conference this year were the pre conference (25 members attending) and having vendors. Af-

ter the conference the committee will evaluate and may continue with these changes. 67 people registered for the conference and 64 showed up. The date for the next meeting will be August 24, 2011 during the SAA conference in Chicago.

### Old Business

Lee Leumas discussed the listserv. If you would like to join the Yahoo group dioarchivists you must petition to join. Brian has offered to look into moving off of Yahoo, hosting it elsewhere. No thoughts or suggestions were given. The issue of stopping Larry Dohey's archival moments was discussed as well. It was then mentioned that DISC has quickplace server and it was thought that maybe the board should reach out to DISC for more outreach. It was decided that any suggestions should go to Brian.

### Newsletter

Lee Leumas gave the report for Peggy Lavelle. The next newsletter is due in October and will include the keynote address and proceedings and pictures from the conference. Please send things to Peggy immediately.

### Web Team

Ken White gave the report that the website is up and running. Much of the credit needs to go to Peggy Lavelle and Brian Fahey. Anything that the members would like to see on the website please email to the committee. Possibility of putting some of the presentations on the web. There was interest in putting Sacramental records session online. There was then discussion on whether the presentation should be on the website or in the newsletter. It was decided that they will ask the presenters which they would prefer.

### Canon Law

Msgr. George Michalek stated he is contacting for further interpretation to the Gaylord Bishop. He will reach out to Bishop Paprocki as well. It was discussed that he should engage experts as well, to strike while the iron is hot for changes to Canon Law.

### By-laws review

Msgr. George Michalek stated that last night at the board meeting there was a discussion about changing the wording about the annual report and budget timeline for the year. It was suggested that it would be covered next year and we would vote in 2012. If there are any other changes that may be needed to the by-laws please let Msgr. George know.

### 2011 & 2012 ACDA Meetings

Ann Boltin stated that the next two ACDA meetings will be August 24, 2011 and July 15 – 20<sup>th</sup> 2012. The

conference at Mundelein must be booked 2 years in advance and the board agreed on these dates last night. Jac Treanor questioned whether or not the August 24<sup>th</sup> would be a good date to meet because of possible conflicts with SAA preconference workshops. It would make it difficult to attend both ACDA and SAA at the same time. Jac proposed that we move the date to Tuesday instead. Lee Leumas mentioned that both the Business Archives and Religious Archives roundtable meetings are scheduled for the night of the 24<sup>th</sup> as well. There was a motion to move the meeting to Tuesday August 23, 2011. It was seconded and passed.

It was brought up that some of the members would like the idea of pairing up with other Diocesan groups (like DISC) to hold joint meetings. It was then explained what DISC was by Lee and Jac – Diocesan Information System Conference. Lee further explained that these joint conferences could be of benefit to all of us. Jac suggested that concurrent meetings instead of joining so we could have open registration fees to both groups and only spend one day together. Something like the SAA NAGARA & CCOCA meetings where they partner with and run tracks side by side. Most in attendance seemed to like this idea. It was suggested that maybe the Diocesan Fiscal Managers Conference would be a possibility as well. There was a motion to explore this idea and that the executive board should reach out to DISC. Motion passed to look into developing an opportunity of a concurrent meeting with DISC. Also develop a strategic plan to add DFCM and Facility Managers presentations.

### Announcements

Lee Leumas will be attending ICA roundtables in Oslo Norway.

Deacon Bill Bissenden gave a blessing at the end of the meeting.

Motion to end the meeting, seconded and meeting was adjourned.





## Archives Associate Ordained to the Diaconate

**M**atthew Hanes, who works in the Archives of the Diocese of Charlotte, was ordained a deacon for the Ukrainian Catholic Church on October 30<sup>th</sup> in Charlotte. Bishop John Bura, the Apostolic Administrator of the Eparchy (Diocese) of St. Josaphat in Parma, OH, was the ordaining bishop and celebrant of the Divine Liturgy. The ordination was a first for western NC and for St. Basil Mission where Fr. Deacon Matthew will be serving. The Ordinary for the Diocese of Charlotte, Bishop Peter Jugis, concelebrated the Divine Liturgy at which clerics from both the Roman and Ukrainian Catholic Churches were present.

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