

# ACDA NEWSLETTER

The Official Newsletter of the Association of Catholic Diocesan Archivists

Volume 26, No. 1

WWW.DIOCESANARCHIVISTS.ORG

February 2011

## Chicago Welcomes ACDA Back This August

By Ann Boltin, Diocese of Baton Rouge

This summer ACDA will hold its annual meeting in conjunction with the Society of American Archivists conference scheduled for August 22-27 in Chicago, Illinois. The ACDA meeting will be held **Wednesday, August 24<sup>th</sup>** at the Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center located at 711 West Monroe Street. This year's meeting, "See One, Do One, Teach One: Training Diocesan and Parish Staff in Archives and Records Management" will focus on what different diocesan programs are doing in terms of education and outreach. Mass will be offered at Old St. Patrick's Church, 700 West Adams St., at 8:30 and the meeting will begin immediately following the short walk to the archives. Lunch will be provided and followed by the annual business meeting. The day will conclude with a tour of Holy Name Cathedral in downtown Chicago. If you are planning to attend the ACDA annual meeting in Chicago or if you have any questions please email Ann Boltin [aboltin@diobr.org](mailto:aboltin@diobr.org) or Peggy Lavelle [mlavelle@archchicago.org](mailto:mlavelle@archchicago.org). More information will be sent out prior to the meeting in August. I hope to see you there!

### In This Issue

- Publishing Sacramental Registers
- ACDA Nominations
- Knights of Peter Claver



## Think of Something Funny: An Editor Throws Down the Gauntlet

By Peggy Lavelle, Archdiocese of Chicago, Editor of this Newsletter

In our next newsletter, I propose a challenge: tell me something funny. I'd like to edit an article comprised of a sentence or two, no more than a paragraph, of something funny that has happened to you while working for your archives. Was there a crazy love letter stashed in a sacramental register? Ever see a note in a student file that you couldn't help giggling at? Part of the challenge includes making sure your anecdote is rated PG and conforms to all privacy expectations. I'm sure I'll have to wade through scads of emails and will struggle to pare the article down to four pages. Don't let me down, I think we all need a good laugh these days!

# From the President

By *Emilie Gagnet Leumas, PhD, CA, Archdiocese of New Orleans*



Time to take stock...

Six months ago, our archbishop asked each department to list three significant accomplishments, three disappointments and

three goals for the future year. As I contemplated what the Office of Archives and Records had accomplished, it was difficult to narrow the field to the three most significant. I eventually described the accomplishments within the services we provide to the administra-

tion, the parishes and the public. At the start of 2011, the archbishop asked for an update and this time each of the de-

partments was asked: what was the most significant accomplishment for the year 2010? And, define the most significant challenge for the coming year. Now that is much more difficult. What may be the most time consuming is not necessarily the most significant. I truly had to resist listing all of the day-to-day and month-to-month activities and challenges that are the responsibility of the Archives and Records Program. Our most significant accomplishment was the establishment and update of policies and procedures for archdiocesan records, sacramental registers, use of technology, etc. Our challenge for the coming year is to provide electronic document management for executive correspondence.

**“What is your most significant contribution and what challenges are you facing?”**

So you may be asking yourself what is the point of this? Many of us are asked the same questions by our chancellors and bishops. If you are not asked to provide this information, challenge yourself to do it. Provide the chancellor and the bishop with the three most significant accomplishments and three goals for the future year. And don't forget the disappointments or as I would prefer to call them challenges. Keep your list precise and use bullet points. The message is lost if you use too many words. It's the old elevator speech exercise.

A co-worker enters the elevator with the CEO of

the company and is asked: What do you do for me at this company? The elevator is on the first floor and the co-worker has 30 se-

conds to answer the question before the CEO exits on the executive floor. I challenge all of us to hone our skills in answering those important questions. What do you do in this portion of the Lord's vineyard? What is your most significant contribution and what challenges are you facing in your Archives and Records Programs? Remember to write down those top three accomplishments, challenges and goals. Each year review what you have done and where you are heading. You will be surprised at what you have accomplished, and you will define the direction of your program with more clarity.

I wish each of you a Happy New Year and much success in 2011.

# Election: 2011

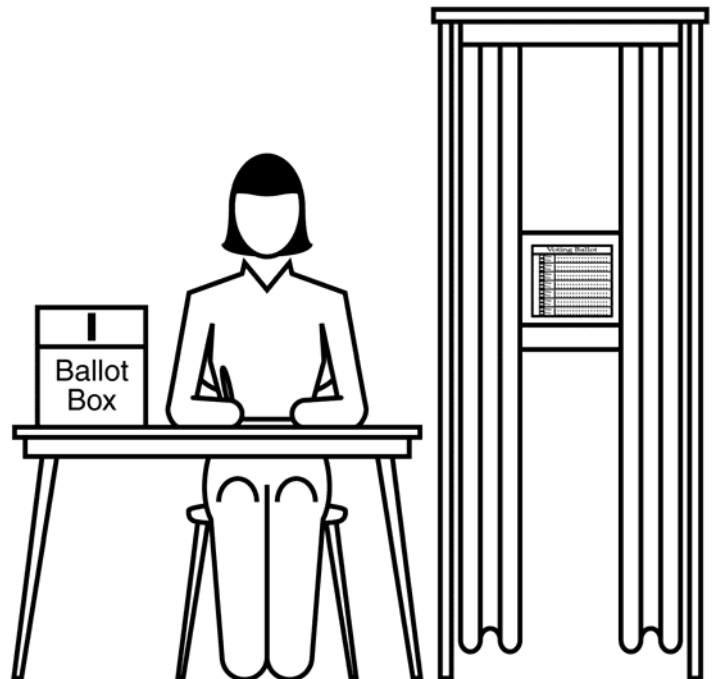
*By Audrey P. Newcomer, Archdiocese of St. Louis*

President Lee Leumas has appointed Ken White, Director of Archives and Records, Diocese of Pittsburgh and John (Jac) Treanor, CA, CRM, Vice-Chancellor for Archives and Records, Archdiocese of Chicago to the Nominating Committee chaired by ACDA past president Audrey Newcomer, Director of Archives and Records, Archdiocese of St. Louis. Association Bylaws prohibit members of the committee from running in the current year's election.

The committee is seeking nominations for the 2011 elections. Five positions on the ACDA Executive Board are up for election: vice-president/president-elect, secretary, treasurer, and two at-large board members. In this newsletter you will find a nomination form with a brief description of each position. Please note the deadline for returning the nomination form to me is March 21, 2011.

All active members of the Association are eligible for nomination (except members of the nominating committee). An active member is defined as "having dues paid to date and as having attended one of the last two annual meetings." (Article V, Section 3, ACDA Constitution and By-laws.) The ACDA Executive Board should reflect the Association's

membership across the United States and Canada, as well as the diversity of situation (from one person offices to those with large staffs).



**ASSOCIATION OF CATHOLIC DIOCESAN ARCHIVISTS**  
**NOMINATION FORM**  
**ELECTION 2011**

(Official position descriptions are available in the Association's Bylaws on the website.)

**Vice President/President Elect:**

Chairs the planning committee and serves on the finance committee for two years 8/23/2011 – 8/6/2013; automatically succeeds to president 8/6/2013- the 2015 annual meeting. The president is responsible for presiding at the annual meeting; appointing committee chairpersons/members; and, is an ex-officio member of all committees.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Secretary** (2-year term; 8/23/2011-8/6/2013)

Records the minutes of board and general meetings, prepares and responds to general correspondence, provides summary of the minutes in the Association newsletter and updates the Association listing in the Official Catholic Directory of the United States.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Treasurer** (2-year term; 8/23/2011-8/6/2013)

Receives annual dues, maintains the membership list, manages Association funds; maintains Association budget in electronic format and reports semi-annually to the finance committee; submits a proposed annual budget to the finance committee and the president for approval one month prior to the start of the fiscal year; prepares an annual budget for the executive board, publishes a year-end financial statement in the next Association newsletter subsequent to the year's end and chairs the finance committee.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Executive Board Member at Large** (2 positions; 4-year term; 8/23/201-2015 meeting)

Four members-at-large represent the membership on the Board. These members should reflect different regions of the US and Canada as well as diocesan archives of different sizes. Two members-at-large are elected every two years.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Please send nominations to:** Audrey P. Newcomer, CA Chair, ACDA Nominating Committee.

Email: [anewcomer@archstl.org](mailto:anewcomer@archstl.org)

Address: Archdiocese of St. Louis, Archives and Records 20 Archbishop May Drive St. Louis MO 63119

by **March 21, 2011.**

# ACDA Financial Reports

*Courtesy of Brian Fahey, Diocese of Charleston, Treasurer*

## Association of Catholic Diocesan Archivists Actual v. Budget January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Annual Meeting Income	40,530.00	49,500.00
Interest Income	273.62	300.00
Membership Dues	4,398.80	4,150.00
Publication Receipts	152.44	36.00
<b>Total Income</b>	<u>45,354.86</u>	<u>53,986.00</u>
<b>Expense</b>		
Annual Meeting Expenses	40,224.42	50,700.00
Awards/Certificates	71.42	150.00
Internet Expenses	77.85	100.00
Office Supplies	135.44	240.00
Postage and Delivery	205.92	180.00
Printing and Reproduction	0.00	60.00
Special Projects & Committees	2,388.32	4,000.00
<b>Total Expense</b>	<u>43,103.37</u>	<u>55,430.00</u>
<b>Net Ordinary Income</b>	<u>2,251.49</u>	<u>-1,444.00</u>
<b>Net Income</b>	<u>2,251.49</u>	<u>-1,444.00</u>

## Association of Catholic Diocesan Archivists Budget Overview January through December 2011

	<u>Jan - Dec 11</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Interest Income	300.00
Membership Dues	4,250.00
Publication Receipts	36.00
<b>Total Income</b>	<u>4,586.00</u>
<b>Expense</b>	
Annual Meeting Expenses	2,250.00
Awards/Certificates	90.00
Internet Expenses	75.00
Office Supplies	200.00
Postage and Delivery	280.00
Printing and Reproduction	60.00
Special Projects & Committees	2,587.50
<b>Total Expense</b>	<u>5,542.50</u>
<b>Net Ordinary Income</b>	<u>-956.50</u>
<b>Net Income</b>	<u>-956.50</u>

# Archdiocese of New Orleans to Publish Sacramental Records Online

*By Emilie Gagnet Leumas, PhD, CA, Archdiocese of New Orleans*

Perhaps the most important resources available to scholars are the extensive, well-maintained, and searchable archives collections. Within this collection are the sacramental registers, which record the baptisms, first communions, confirmations, marriages, and burials of individual parishioners. Baptism, marriage, and burial registers are the focus of this project because these important moments in the Catholic faith are catalogued in the form of separate textual entries rather than simply as lists of names. More importantly, they illustrate the Catholic heritage of families that are passed from one generation to another. Each entry is usually handwritten and signed by the priest and witnesses to the event. Depending on the style and handwriting of the priest, one register (or volume) may cover ten years of local history while another 50 years.

Sacramental registers include information about families (parents, godparents, aunts, uncles, siblings, etc), communities (witnesses at a marriage), and events. They tell a story far beyond one individual. The registers contain information about religious life (those entering the priesthood, brotherhood or sisterhood), African-Americans (including slaves and free people of color), Native Americans, immigrants, yellow fever epidemics, natural disasters (hurricanes, tornadoes, and floods), mortality rates, etc. Because sacramental

registers detail the life history of the local community over time, they have always been recognized by church officials as having unique value. Although today's registers are produced in pre-printed formats which only allow priests to enter dates and personal names, register entries in the eighteenth and nineteenth centuries were a reflection of the personality of the priest who made the record and annotations about diseases, wars, and fires. Despite the variability of penmanship and written formulae, the sacramental registers are the most preserved and norm-enforced routine of the Archdiocese of New Orleans. It was a routine activity which had to be performed every time a death, a birth, or a marriage of a parishioner occurred.

Currently, the Archives houses 1479 registers in a climate controlled vault. There are another 1800 registers in the 101 parishes of the archdiocese. Of the total registers in the vault, 92 (6%) are books that separately document the sacraments of slaves and free people of color. In 1777, the Spanish began the practice of keeping separate books. During the earlier French period (1718-1763) and prior to 1777, the registers contain entries of all people. In 1795, Bishop Luis y Peñalver decreed that books should be kept separately. These range in date from 1777 until just shortly after the Civil War.

With the fast approaching 200<sup>th</sup> anniversary of

Louisiana's statehood, the archdiocese decided to begin placing online the registers dating from 1718 to 1812. These are the records of the French and Spanish colonial period as well as the American territorial period. There are a total of 43 registers in the vault dating between 1718 and 1812. So why start with the slaves and free people of color registers?

In 1987, under the direction of Msgr. Earl Woods, chancellor and Dr. Charles E. Nolan, archivist, the archdiocese began to publish its sacramental registers. At that time, the decision was made to publish only those with surnames, due to the difficulty of indexing those without a surname. By 2004, 19 volumes containing the records from 1718 to 1831 were published. The Archdiocese uses the monies generated from the sales of its published volumes to fund the preservation and conservation of the earlier records. Since 1954, records have been microfilmed for disaster recovery purposes. With the advances in technology, scanned images have become more widely used as this type of media becomes more standardized in .tif, .jpeg and .pdf formats. Through the conservation program, the registers are unbound, deacidified, encapsulated in mylar and rebound. Ten years ago, the archdiocese had some of its records scanned into individual .tif images. Among these images are the registers of the slaves and free people of color from St. Louis Cathedral. These images have now been migrated to .pdf format in order to place them online for all researchers. These documents speak for themselves with all the variations in spellings, translations of names

in Spanish, French and English, lack of surnames, omissions, mistakes, etc. Over time, names change due to a variety of life changing events, such as a manumission where a former slave chooses a last name or a marriage where a woman takes the name of her husband. There are variations due to the record keeper, who often wrote the name as he heard it. Due to changes in the governments which controlled Louisiana, names appear in French, Spanish and English. For example, the name Stephen is Etienne in French and Estevan or Esteban in Spanish; or, for example, the name James appears as Jacques in French and Santiago in Spanish. Names in church records usually contain a baptismal name of a saint which often was never used by the individual. But with prudent research and gathering other evidence from records existing in courthouses and family papers, the record can be verified. One should not confuse the differences and variations of names as a lack of consistency and conformity on the part of the recorder, but rather see it as a journey of an individual and his/her name across a lifetime.

This project is ongoing and within the next 2 years, the archdiocese plans to make available online as many of the sacramental registers pre-dating 1812 as possible, in preparation for the anniversary of statehood. This project will consist of not only the slaves and free people of color registers, but all registers from 1718 to 1812.

To locate the .pdf files, go to [www.archdiocese-no.org/archives](http://www.archdiocese-no.org/archives) and choose the link, Collections.

# Building an Archives: A Request for Help

By Jari Honora, *Knights of Peter Claver*

The Knights of Peter Claver is the largest organization of Catholics of color in the country. The Order was founded in 1909 in Mobile, Alabama and patterned after the Knights of Columbus. It emerged as a way of organizing Catholic men of color for service to the Church and community, at a time when nearly all Catholic societies were segregated.

The Knights of Peter Claver were founded by Josephte Father Conrad F. Rebesh and quickly spread to black Catholic parishes in the South and wherever those parishioners migrated. More than a century later, the Order now exists in nearly forty states and has over a thousand councils, courts, junior branches and courts, and Fourth Degree assemblies and chapters.

Now in its one hundred-second year, the Knights of Peter Claver are seeking to build an archival collection and small museum space within its National Office in New Orleans. Several diocesan and religious order archives and descendants of early leaders have been consulted already. Diocesan archivists are encouraged to check their central files, religious organization files, indices to episcopal correspondence, and photograph collections for information on the Knights of Peter Claver. Contact: Jari Honora, [coincollector400@yahoo.com](mailto:coincollector400@yahoo.com), (504) 450-7107.

*Editor, ACDA Newsletter*  
**Peggy Lavelle**  
Archdiocese of Chicago  
[mlavelle@archchicago.org](mailto:mlavelle@archchicago.org)

## OFFICERS & BOARD MEMBERS

*Episcopal Moderator*

**Most Reverend Thomas J. Paprocki**  
Diocese of Springfield in Illinois  
*President*

**Emilie Leumas**  
Archdiocese of New Orleans  
[lleumas@archdiocese-no.org](mailto:lleumas@archdiocese-no.org)

*Vice President, President Elect*

**William Bissenden**  
Diocese of Bridgeport  
[wbissenden@diobpt.org](mailto:wbissenden@diobpt.org)

*Treasurer*

**Brian Fahey**  
Catholic Diocese of Charleston  
[bfahey@catholic-doc.org](mailto:bfahey@catholic-doc.org)

*Secretary*

**Janice Cantrell**  
Diocese of Fort Wayne-South Bend  
[jhackbush@fw.diocesefwsb.org](mailto:jhackbush@fw.diocesefwsb.org)

*Board Members*

**Olivia Dart**  
Diocese of Green Bay  
[odart@gbdioc.org](mailto:odart@gbdioc.org)

**Carolyn Denton**  
Archdiocese of Atlanta  
[cdenton@archatl.com](mailto:cdenton@archatl.com)

**Msgr. George Michalek**  
Diocese of Lansing  
[gmichalek@dioceseoflansing.org](mailto:gmichalek@dioceseoflansing.org)

*Immediate Past President*

**Audrey Newcomer**  
Archdiocese of St. Louis  
[anewcomer@archstl.org](mailto:anewcomer@archstl.org)

*Education Officer*

**Ann Boltin**  
Diocese of Baton Rouge  
[aboltin@diobr.org](mailto:aboltin@diobr.org)