Dear ACWR members,

Spring seems very slow in coming this year and so is the Spring Newsletter. Now that the trees are truly in blossom and the spring flowers are brightening our spirits between the many rain showers, it is time to send you greetings from your President and the Board. We anticipate a very busy year ahead as we prepare for the 2015 Triennial Conference in Pittsburgh.

The ACWR Board met at the Sisters of Charity of Nazareth Motherhouse in Nazareth, KY April 24 and 25th. In addition to experiencing the gracious Southern Hospitality of Kathy Hertel-Baker, the Archivist and the Sisters of Charity of Nazareth, we were able to have a most productive meeting and accomplish our agenda in good time.

Many of you have already completed one of the tasks which was a result of the meeting. The Survey that was sent to all to help the Board make the most prudent decisions for topics to be discussed during the Conference is asking for your input. Board members are grateful for the good response to date and are hoping that each of you takes the time participate. The survey will be available until June 30. It only takes a few minutes to complete. I want to thank you in advance for assisting us.

As I told you in the last Newsletter the Conference will be held in Pittsburgh, however, the venue has been changed to the Doubletree in Greentree.

Station Square has much construction going on and when looking for other venues in the city proper the costs of parking, airport transportation, and other expenses seemed prohibitive. The Doubletree is not far from the downtown area, has free parking, and free shuttle service from the Airport. More information, of course, will follow in the months ahead.

We continue to work to keep the cost of the Conference as reasonable as possible. While we are still working to prepare the budget for the event, we suspect that there will need to be a slight increase in costs. We do plan, however, to continue to include meals in the cost of the Conference.

As we move into the summer months I hope each of you has some time to relax and restore yourself for the exciting year ahead. I hope to see a number of you in Washington at the Annual meeting during the SAA Convention. Remember you do not need to be registered at SAA to attend the meeting which is scheduled for Thursday, August 14 at 3 PM.

Thank you for your support and for all you do to keep the story of the works of our sisters alive.

Louise Grundish SC, lgrundish@scsh.org

Individual Associate and Alumnae Member Files:
To Keep or Not to Keep?

This last fall the question came up at the Ursuline Sisters of Mount Saint Joseph Archives in Maple Mount, Kentucky, regarding the retention of associate and alumnae files.
Our Development Office asked about these records and if they should come to the Archives. Space was getting limited in their office and there was uncertainty about what to do with them. As bit of background, the Ursuline Sisters of Mount Saint Joseph operated an Academy from 1874 to 1983 and a Junior College from 1925 to 1950 and like most if not all academies, has had an active Alumnae Association for most of these years. Our associate program began in 1983 and has been very active in the support of the mission and ministries of the Ursuline Sisters.

Our Development Office has over the years become a well-structured office to support and promote activities of the congregation, hence an increase in individual association and alumnae files. Currently, Mount Saint Joseph has 1,300 alums and 430 associates.

The Archives permanently retains the records of the activities of these two groups, former members (sisters) and the transcripts of the Academy students, but the question arose about the files of the individual associate and alumnae. In the past the Archives has retained files on individual associates.

This can include basic family information, programs from ceremonies, clippings and obituaries. The files of associates that have made it to the Archives (filling less than a banker box) are either associates that have passed away or discontinued their relationship with the congregation.

These files were transferred to the Archives as late as the 1990s, and with no new transfers for a number of years, we are now revisiting their retention.

Having attended the 2012 ACWR conference in New Orleans, I recalled Sister Deborah Cerullo’s presentation and her comments that associates are not full members, making the permanent retention of their files unnecessary. Being somewhat new to the religious archives world, I wanted to check with other communities to understand what practices they were using with regards to these records. The question was put to the ACWR community via email and I received 16 responses. The overall consensus is that communities permanently retain the transcripts of students and the general activities of the groups, which is a given. As to the individual files of alums and associates, that is a different question.

Of the 16 responses, 9 indicated that they do indeed permanently retain files on individual alums and associates. A variety of reasons were given. One community indicated that they keep these files because their number of associates is very small and gives no burden with regards to space issues. One respondent noted that having a file on an associate member comes in handy for reference requests.
A few “Yes” responses that went into detail about why they keep associate files permanently is due to the fact that associates have a much more integral role to their community as a whole. A term that is often used to denote this is “Co-member.”

Some co-members are a part of decision making processes for the entire community and may have even created new ministries for the community. What is interesting about these responses is that communities that keep associate member files permanently do not necessarily do the same for the files of alums. 7 respondents replied that they do not keep individual associate or alum files permanently. Reasons given include that the files do not fit in to the mission of the community archives, this information has never been requested and obituaries can be found online. Given the establishment of the Mount Saint Joseph Archives many years ago, it was recommended that we certainly do not start to save these files now.

What decision did the Mount Saint Joseph Archives come to? Weighing all this information, Sister Deborah’s presentation and consulting with our Congregational Leader, our Archives will not be permanently retaining the files of associate and alumnae members. Associates are not full members and it is beyond our collecting scope to retain this information. Certainly the Archives will hold records documenting the activities of our alumnae and association programs, including member lists, but such specific information on individual members will not be retained permanently.

Sarah Patterson, sarah.patterson@maplemount.org

From the Sisters of Bon Secours USA Archives in Maryland

Editor’s note: Sometimes it is good to remind archivists of the interesting information we could entitle “Found in the Archives.” Enjoy this interesting step back in History.

In March 1983 our current Bon Secours Logo was first employed in our institutions. But the unveiling of the Logo actually occurred six months earlier at the Seventh Provincial Chapter held in September 1982.

The minutes of that Chapter inform us that Mother Provincial, Sister Justiné Cyr, CBS, introduced Sister Barbara Chenicek, O.P. and Sister Rita Schlitz, O.P. They were the Sisters Artists who designed the new Logo to reflect the image of the Sisters of Bon Secours USA and their values. Sister Justiné also thanked the nine Sisters of Bon Secours Logo Committee members for the beautiful and unifying outcome of their work. The committee had been formed to review and approve the Logo, which was designed with the belief that an effective symbol of unity and renewal would help convey Bon Secours visually for the United States Province.
The inspiration for a unifying symbol came during the Sisters’ 1981 USA Centennial preparations; specifically those reflections related to Identity. For this aspect of Province life, a study was conducted from 1980-1982 to develop and commission a new symbol of unity.

During the 1982 Provincial Chapter the Logo and Logo rationale were presented to our Sisters for the first time. Another excerpt from our 1982 Chapter minutes reveals: “Following a move to recess until 3:00 P.M., the Sisters proceeded to the corridor outside the Mère Geay room for the unveiling of the shrine which depicts the Logo above Our Lady Help of Christians statue. During her final address to the Chapter, Sister Justine reiterated Sister Barbara Chenicek’s words in speaking of the new logo: ‘it becomes a symbol for us – what we profess to be.’” A month later, the Logo was presented to the members of the Board of Trustees of the (then) Health Care Corporation, today incorporated as Bon Secours Health System.

Mary Herbert, (410)-442-3111, CBSArhives@bshsi.org

A MENTORING ARTICLE: HELPING AN UNTRAINED ARCHIVIST GET STARTED

In the usual world of archives, graduate students seek internships to work on practical skills to assist them in securing jobs in the archival field. The world of Archivists of Congregations of Women Religious is quite different. The sister is named the community archivist and then seeks training in two-week institutes and/or workshops and mentoring opportunities.

In the spring of 2013, a Sister in leadership asked that I help the newly named archivist for the Sisters of Mercy CCASA Community which was created during the Reconfigurations process of 2006-2008. CCASA includes countries from the Caribbean, Central America and South America.

Some records had been gathered in Chile but the archivist position was vacant for several years. A new part-time archivist from Argentina was appointed early in 2013. The new archivist is a Mercy Associate who has served as a translator for the Community and has background knowledge of Community operations due to her translation work.

I agreed to help train her and prepared for the experience by reviewing the book Archival Internships: A Guide for Faculty, Supervisors, and Students by Jeanette A. Bastian and Donna Webber (SAA 2008).

Dates were set for a 2-week experience (October 10-24, 2013) in the archives of the Sisters of Mercy South Central Community in Belmont, North Carolina. The new archivist and I agreed on the following goals.

1. Learn how to process materials.
2. Learn how to make practical judgments about what to do and how to do it.
3. Study the schemas of the other 5 Communities to fine tune the CCASA schema.

Paula Diann Marlin, RSM
4. Acquire confidence in the ability to do basic tasks.
5. Learn more about archival practice through reading and discussing selected topics.

Before the meeting was held, we communicated by e-mail. I sent the common Mission statement for the archivists of the Communities of the Institute and background archival information. This information included a glossary of archival terms, a schema of what to save, basic information on processing and records management, and what to include in annual reports. Meanwhile, she moved the information which had been stored in Chile to Buenos Aires and became acquainted with the contents.

I found a contact through the SAA “Lone-Arrangers” List Serve to assist her to find supplies in her area and she helped me to understand the organization of the CCASA Community so that I could understand how and where records would be saved.

The beginning of her two week visit included a tour of the South Central Archives vault to view the relationship between the Schema and the organization of records on the shelves. We processed two distinctive sets of papers together. The first set included several boxes of organized papers with covered sheets explaining contents. The purpose of this exercise was to re-folder in acid free folders and to label the folders in a consistent manner. The second set of papers was in no recognizable order, but definitely belonged together. I explained the process and thinking behind the how and why of arranging papers. As we did this we talked about the basic archival rules to follow. I discussed practical examples of situations in which one needs to use judgment to deal with unusual circumstances.

After studying the Schemas of the five Communities of the Institute, she rearranged her list of the Chile collection so that the Record Groups were comparable to the other Communities, but fit her situation.

She acquired a grasp of basic practices using daily readings from Christina Zamon’s book *The Lone Arranger: Succeeding in a Small Repository* (SAA2012). It was evident during the two week period that her confidence and knowledge was growing.

At the end of the two week experience she completed an evaluation of how the goals were achieved. I also asked that she make a priority “to do” list for herself. Using these tools, the new archivist sent an email to the members of the CCASA Leadership Team telling them what she learned and what she needed to get started in her new position. As she returned to Argentina, she seemed to have set her priorities and had mastered some of the basic tools to begin her task.

The CCASA archivist and I continue to communicate by e-mail. She understands that help is only an e-mail away. The road ahead is challenging and organizing the Archives for CCASA which includes records from eleven countries is a daunting task. Each of the four member leadership team of CCASA lives in her home country and there is no central office. Travel is difficult and communication requires translation between Spanish and English speaking members. However, I am pleased that the new Archivist sees the work as a meaningful ministry.

In summary, teaching an intern was a new experience for me. It took time to prepare and plan activities. Thirteen years ago another Sister Archivist gave me guidance as I began my work in Archives. It is rewarding for me that I have been able to share the knowledge I have gained through the years with someone new to this exciting and important work.

*Paula Diann Marlin, RSM, pdmarlin@mercysc.org*
ACWR has received word that Stephanie Morris, Ph.D., C.A., the Director of Archives for the Sisters of the Blessed Sacrament in Bensalem, Pa has an essay in a forthcoming book being published by University Press of America, Inc. Her essay is entitled: “The Drexel Women of Philadelphia: Charity only began at home.” Marie Conn and Therese McGuire are the editors of “Sisterly Love: Women of Note in Pennsylvania History.”

Stephanie notes that the “Drexel Women” include St. Katharine Drexel, foundress of the Sisters of the Blessed Sacrament, her sisters Elisabeth Langstroth Drexel Smith, Louise Bouvier Drexel Morrell and her stepmother Emma Bouvier Drexel.

Please watch for the publication of the book. Perhaps some of our members will be inspired to write about the strong and unsung women whose stories sit in the files of our archives.

Stephanie Morris, Ph.D., C.A., sbsarchives@verizon.net

How I got into Archives is interesting in itself. Sister Kate and I took on new positions here at Saint Mary’s, Notre Dame, IN, in 1994—she as Director of Archives and I as Director of Development. Kate took ill in 2009 and the search was on for a replacement. I was finally asked to move from Development to Archives. It had been 15 years and I was ready for a change, and what a change. Kate had truly organized our Archives Department in her 15 years.

So, as events occurred, I responded with “let’s capture the moment in another ‘heritage room’.” Our main heritage room opened in 1981 and tells our story since our founding in 1841. Every superior general/president has a panel highlighting achievements from her term of office, and a timeline listing events that occurred in the U.S, in the world, in the Church during that same time period. Our founder was beatified in 2007, so I set up the Moreau Room.
We officially declared ourselves an international congregation ministering on four continents and I set up an International Room. Recognizing how many awards, certificates, etc. honoring either the congregation or the Sisters, I put them on display in a Tribute Room. Then I found boxes of creative, ceramic art done by one of our Sisters in the past and opened Diona’s Closet. (I ran out of rooms).

Today the 5th floor is referred to as HOLY CROSS WAY and has its own street sign. The sign was sent to us by one of our institutions where a street had been named after us. None of this was in my plan when I moved into Archives, and isn’t that often the case.

Jeanette Fettig, CSC, jeanette@cscsisters.org

ARCHIVIST ON THE HUNT: An Innovative Approach to Storage Problems

Sister Louise Smith, SSMN writes that her archives is housed in a room with a very narrow entrance way. She was on the hunt for a bookcase to house a large collection of CDs and DVDs. The bookcase could not be deeper than 18 inches. As luck would have it, Sister Louise found a rather nice wooden cabinet made in the 1930’s on Craig’s List. She confirmed the price ($35) with the seller who promised to hold it for her.

Sister Louise and her sister companion took the Community Van and drove from Fort Worth to a small town east of Dallas. When they arrived at the house of the seller, the gentleman and his teen-age son seemed surprised to see two nuns on his doorstep. A bit flustered the gentleman said that he was not certain we would want the cabinet since it had been a liquor cabinet! Sister Louise and her companion assured the gentleman that they did indeed want the cabinet which was solid wood, just the right size and had narrow shelves just perfect for the CD and DVD collections. They loaded the van and happily moved the cabinet to its place in the archives room.

Sister Louise now is seeking advice from other archivists on how to label the collection which she plans to place in her newly found treasure. She had envisioned labeling the jackets and placing them on the shelves. However, the spine of the jackets is so narrow (3/16”) that it would be difficult to number them so that the number will show. Is there an archivist who has an idea to share with Sister? She will welcome any ideas you would like to share.

Louise Smith, SSMN, archives.olv@gmail.com
Commentary on Cokie Roberts’ Book:

Founding mothers: Remembering the Ladies!

On numerous occasions I have visited Diocesan offices across the country and have often been tempted to draft an article on “Artwork in the Catholic Chancery.” Fortunately for all I have refrained from trying my hand at such an article, but I have become aware of how many solemn portraits of bishops and priests grace the walls of reception areas and Vicar’s offices and how few are the likenesses of other men and women who must have played a significant role in gathering the faithful, praying, proclaiming the Word, catechizing and otherwise building the Church in a given locale.

The Church is now and has ever been a work of collaboration. While we are indebted to founding clergy, we are also hugely beholden to the anonymous faithful who undertook long and arduous journeys to seek out a priest for a remote but flourishing community. Some opened their homes for the praying of prayers, the singing of hymns or the occasional celebration of liturgy. Some made it their business to transport the priest from one assembly to another, to house him, to nurse him through illness, to provide him with a mount and a meal as he journeyed on toward the next outpost or town.

Cokie Roberts’ recently published book, *Founding Mothers*, speaks to a need of my heart. Though she deals with counterparts of our *Founding Fathers* (Washington, Jefferson, Franklin, etc.) not with the establishment of faith communities, I find myself mentally urging Cokie to write a sequel about the ordinary men, women and children who struggled and sacrificed and improvised to become the people of God.

Cokie’s timeline (1765 to 1815) gives us a glimpse of events in which both women and men were engaging together in the building of a nation. She reminds us of the rich archival collections that help us to become acquainted with the clothing they wore, the cut of their hair, the meals they prepared, their skill in nursing, farming, nurturing, supervising, defending a young society.

Usually the *Founding Fathers* make the headlines. For example, in 1885, seventy years beyond the scope of Cokie’s timeline, the first priest was ordained for the Diocese of Great Falls, MT. His name was Cyril Pauwelyn. He was a native of Louvain, Belgium, and before the oils of his ordination were dry he was made responsible for the entire white population outside of Helena, east of the Rocky Mountains to the Dakota line. Father Cyril Pauwelyn is worthy of note.

But surely he would be among the first to say that there were also many native sons and daughters who inspired and helped to facilitate his and their ministry.

Finally, if Cokie writes the sequel I long to read, she must engage the services of Diane Goode as her illustrator! The beautiful sketches throughout *Founding Mothers* capture the imagination of readers well beyond the book’s intended audience (7-12 years).

Deanna Marie Carr, BVM
New Elected ACWR Secretary

Recently Sister Caritas Strodthoff attended an orientation meeting with the Board members of the Archivists of Congregations of Women Religious (ACWR) in Bardstown, Kentucky. The organization offers opportunities for members to discuss and learn about current issues, problems and opportunities that will enhance their ability to be effective in their archival and heritage preservation ministries.

Sister Caritas joined the organization two years ago to learn more about managing our Community archives. In March, after agreeing to be on the ballot, she was elected Recording Secretary. She attributes this position to her mother's influence, making her take speed typing and shorthand in high school with the reason: in case she would not graduate from college she could always be a secretary!!

Kathy Hertel-Baker, Archivist for the Sisters of Charity of Nazareth hosted the meeting. This congregation was founded in 1812 and celebrated their 200th anniversary in 2012. Due to flight arrangements, I arrived a day early and joined ACWR members, Sr. Mary Ann Gschwind, FSPA, Past President and Sr. Ladonna Kassmeyer, FSPA, Treasurer, for some touring. Bardstown is known for being the Bourbon Capital of the world, where over 90% of the world’s bourbon is brewed and there are more barrels of aging bourbon than there are people in Kentucky. Bardstown is known as “The Most Beautiful Small Town in America”

The first Catholic cathedral west of the Allegheny Mountains–1818 was our first stop where the Ten Commandments stand out in bold letters around the top of the building.

We traveled over to Stephen Foster National Park where we walked the beautiful grounds listening to a carillon play numerous selections of his well-known music and admiring the gorgeous flowering Dogwood and Red bud trees. This area of Kentucky is also called The Holy Land because of all the Catholic churches, religious congregations, etc. that are within miles of each other. Consequently, in the afternoon under blue skies and temperatures in the high 70’s, we traveled to the Abbey of Gethsemane where silence prevails among rolling hills, and God’s beauty. We were able to be part of their praying of the None Hours at 2:15 PM, a quiet, easy flowing chant that truly exemplified the prayerful nature of these men. An unexpected detour to see the grave of Thomas Merton was a real privilege.

When we returned to Nazareth, I walked the convent grounds looking for “Mary in the Lake”. A water problem was solved by creating several lakes. However, before filling this lake with water; the statue with its sunken base was placed in the lake!!!

The Board meeting started that evening after supper and lasted through Friday. The majority of time was spent with a presentation by Veronica on updating of the web site and then working on plans for the triennial ACWR conference to be held in Pittsburgh in 2015.
Speakers, hotels, transportation, tours, were all being worked on with hopes to solidify plans by the October 2014 meeting in La Crosse. During a break, Kathy, the archivist for the Sisters, toured us thru the archives area and then had Charleen give us a tour of their Heritage Room, with more space than our cafeteria or gym has!! Lots of photos taken will help to set up future displays in our heritage room. Orientation to Recording Secretary concluded with dinner and a time for lots of sharing. Morning came too soon along with the flight home to where nothing was as green as the Spring beauty of Kentucky.

Caritas Strodthoff, OSF

**AN ACWR ANNOUNCEMENT**

Fordham University Press has released **WOMEN OF FAITH: The Chicago Sisters of Mercy and the Evolution of a Religious Community** by Mary Beth Fraser Connolly. This 365-page volume traces the history of the former Regional Community of Chicago through three time periods and from three perspectives. The three time periods: 1846-Amalgamation, 1929-1980s, 1980s-West Midwest. The three perspectives are: community, spirituality, and ministry. Appendices list the many educational, healthcare, and residential ministries of the Community over the decades.

Dr. Margaret Susan Thompson has endorsed *Women of Faith* as “scholarly in depth and scope, and yet clearly accessible to general readers...”. *Women of Faith* can be purchased from Fordham University Press or Amazon.

Mary Joella Cunnane, RSM, jcunnane@mercywmw.org

Sister Marylu Stueber has retired as the archivist of the Franciscan Sisters of Mary. Scott Grimwood, archivist for the SSM Health Care, has assumed responsibility for the congregational archives. The good news is that Sister Marylu plans to continue her membership in ACWR and her involvement with the St. Louise Area Religious Archivist. Blessings on Sister Marylu as she reduces her workload and has time for all the things she hoped to do through the years.

Sister Marylu also sent information about the city of St. Louis. The city of St. Louis is celebrating the 250th anniversary of its founding and many secular and religious programs are being held. Lectures have been held or will be held on the life of Saint Louis of France and St. Phillippine Duchesne. Members who reside in the area may look forward to a lecture scheduled for October 29, 2014 entitled “A King for the Poor: St. Louis IX’s Idea of Justice.”

Veronica Buchanan, ACWR National Secretary, has completed the work begun by Jan Harvey, of organizing the archival holdings in the national office at Mount St. Joseph, Ohio. All of the history of the organization is in labeled acid free boxes on the shelves. As this was completed ACWR received a generous donation from Sarah Cantor's Holy Name Archives of a half of a banker’s box of material from Rosalie McQuaide, CSJP.
The items include correspondence and minutes from the ACWR formation committee and early meetings and newsletters from 1990 to 2000. Many valuable photos from the first ACWR conference and handouts from the first three triennial conferences were included. Veronica has now completed the task of assimilating these materials. Of course, as an efficient and experienced archivist Veronica has completed and updated a finding aid for the holdings. Congratulations on a job well done!

Louise Grundish, SC, lgrundish@scsh.org

Enclosed are two questions from ACWR members Faith Szambelanczyk, OSF and Adele Marie Korhummel, CSJ:

I am a new member of ACWR as well as new to the archive office. I am replacing Sr. Marian Voelker, osf who has passed away. Our Congregation is in the process of reviewing the archives with the goal of digitalizing the contents. Is there a policy manual that could guide me as to what materials are essential to keep in the folders of living/deceased sisters; congregational documents; Congregational institutions/schools, etc. I would appreciate any assistance in this regard.

Faith Szambelanczyk, OSF fszambelanczyk@gmail.com

We would like to know from ACWR members how and what they use to convert audio cassette tapes into a digital format (CDs, MP3, etc.). We are looking for something that would be fast since we have A LOT of cassette tapes that need to be converted. Any information would be appreciated.

Adele Marie Korhummel, CSJ archives@csjorange.org

Here is a glimpse of the ACWR Board from the recent April meeting. They are: (From Left to Right) Sarah Cantor, at-large board member, Caritas Strodthoff, OSF, secretary-elect, Veronica Buchanan, executive secretary, Ladonna Kassmeyer, fspa, treasurer, Kathy Hertel-Baker, secretary, Louise Grundish, SC, president, Mary Herbert, at-large board member, Mary Ann Gschwind, fspa, past-president, and Denise Gallo, vice-president / president-elect.

ACWR’s Annual Meeting will be held in conjunction with the SAA meeting in Washington, D.C.

(Check SAA program for our assigned meeting room)

THURSDAY, AUGUST 14, 2014
3:30 TO 5:30 PM.
LETTER FROM THE EDITOR

Once again I must take the time to thank all who contributed to this edition of the Newsletter. It is so gratifying to learn about all the things members are doing to spread the word about the lives of our sisters and to preserve our rich heritage.

Please continue to keep the stories coming. Members write that they are most appreciative of your time and efforts. You make the work of the Newsletter editor very easy. God bless you all.

Louise Grundish SC, lgrundish@scsh.org

ACWR MEMBERSHIP UPDATE

ACWR welcomes 7 new members since our Fall 2013 Newsletter publication. Their address, phone number, email address, etc. can be found for them, and all ACWR members, in our membership directory on our website: www.archivistsacwr.org. Our new and returning members are:

- Maryalice Spencer, Walden, NY
- Scott Grimwood, St. Louis, MO
- Claire-Monique Lerman, FMM, Montreal, Quebec, Canada
- Charlene Martin, Syracuse, NY
- Rita Cammack, OSF, Denver, CO
- Joanne Killey, OSF, Denver, CO
- Roseanne McDougall, SHCJ, Rosemont, PA

The ACWR National Office received word of the death of two members/former members. We offer our sympathy and prayers for:

- Edna McKeever, CSJ
- Joan Marie Aycock, OSU
- Corrine Dais, OSF

Our current membership in ACWR is 243.