



CATHOLIC DIOCESE OF PITTSBURGH

Office for Archives and Record Center:
RECORD GROUP: 06 Secretariat for Ministerial Leadership

SUBGROUP: 001 Department for Clergy Personnel*

DESCRIPTION: Consists of the files of individual deceased clergy of the Diocese which includes basic biographical information, correspondence, letters of recommendation, seminary grades, parish assignments, prayer cards, and newspaper clippings. Clergy Benefit Plan Ledger (1955-1974) is a record of payments into and out of the clergy benefit plan.

SUBGROUP: 01B Office for the Diaconate

DESCRIPTION: Administrative Files (1968-1993) consist of minutes, reports, correspondence, pamphlets, newspaper articles, memoranda, newsletters. Bishops' Committee on the Permanent Diaconate (1968-1976) deals with correspondence, minutes, reports, studies, memoranda documenting the establishment of the Permanent Diaconate throughout the United States and Canada. This was the organization put together by the National Conference of Catholic Bishops to study the feasibility and implement the diaconate on a national level.

SUBGROUP: 003 Institute for Ministries

DESCRIPTION: The file consists of the Lay Ministries Handbook (1994) for Parishes and Institutions which gives guidelines for the recruitment, screening, hiring/accepting and management of the laity in lay ministries. Certification pamphlets (2001) document certification process for parish business managers and pastoral associates.

SUBGROUP: 004 Department for Consecrated Life*

DESCRIPTION: The files consist of Administrative Files (1893-1996) which contain information dealing with diocese activities and communication that effect other religious congregations. Individual Sister Files (1944-1992) containing records of correspondence and memoranda related to diocesan dealings with specific individuals. Religious Communities (1816-1995) collection consists primary of memoranda and correspondence, election reports, admissions of Sisters to the community, reports on canonical visitations and copies of the communities' constitutions and rules. Secularization (1891-1992) records contain information on Sisters who have left the community. Transfers (1930-1977) series contains information related to individual Sisters who have been transferred from a religious community to another. Major Superiors Men & Women (1980-1994) consist of correspondence, minutes, memoranda, papers on the delegate's interaction with major superiors. Special Studies/Task Forces/Special Projects (1955 - 1991) deals with projects in which the Delegate for Religious is directly involved. Projects include health care for religious; the Quinn Commission, in which the bishop is encouraged to dialogue with religious communities; and Network, which was a collaboration between the Office for Research and Planning and the Office of the Vicar for Religious begun in 1973, to seek and provide information for people in decision-making positions.