



CATHOLIC DIOCESE OF PITTSBURGH

Office for Archives and Record Center:
RECORD GROUP: 05 SECRETARIAT FOR EDUCATION

SUBGROUP: 000 Secretary for Education*

DESCRIPTION: Files include Administrative Files (1988-1998), consisting of correspondence, minutes, and reports. School Closings (1985-1990) pertain to the closures and mergers of certain schools. Information in this series consists of memos, correspondence, statistics, and studies. Deanery School Reorganization (1987-1991) includes correspondence, reports, planning committee meetings which pertain to the schools within certain deaneries. School Reorganization (1990-1992), St. Anthony School (1986-1994) consists of board meetings and minutes, resumes, correspondence, and budgets. DePaul Institute (1987-1997) made up of correspondence, notes, meeting minutes. Parish Visitations (1989-1991) concerns religious education programs in the diocese. Minutes (1990-1998) of Secretariat Staff Meetings. Budget Files (1991-1999). Special Studies/Task Forces Files (1988-1995) includes meeting minutes, correspondence and reports on the schools reorganization and the development of a human sexuality education course. On-Going Programs Files (1989-1998) contains meeting minutes, correspondence, surveys, brochures and reports on the Schools Marketing Committee, Catholic Schools Week, For Kids' Sake program, Carlow College, Bishop Education Fund, North Side Friends & Neighbors Gala Event. Pennsylvania Catholic Conference Files (1990-1998) includes minutes, correspondence and information on legislation affecting schools. St. Mary Assumption School Letters (1998) written by students about memories of the school. Schools Files (1983-1997) include correspondence between Secretary and the diocese's schools, informational copies of plans and reports and disputes appealed to the Secretary for mediation. Total Catholic Education Conference Files (1994-1995) include planning documents, meeting minutes, correspondence and programs. Departmental Files (1990-1997) are files relating to the interaction between the Secretary and the departments and offices within the Secretariat consisting of memoranda and correspondence, copies of staff meeting minutes, reports, policy documents and any other items the departments wished to bring to the attention of the Secretary. Teaching of Christ Television Show (1994-1999) consists of program ideas, schedules, transcripts of the show. Exploring the Teaching of Christ (1993, 1996) includes guidebooks and videocassettes to help understand better the teachings of the Catholic Church.

SUBGROUP: 001 Department for Catholic Schools

DESCRIPTION: Files consist of Annual Reports (1905-1966) which list members of the school board, districts, teaching communities, total enrollment, statistics, and textbooks. The School Directory (1942-1995) lists school board, teaching communities, elementary and secondary schools' addresses and enrollment by district. The Handbooks (1948-1990) contain school policies and practices, guidelines for Parent-Teacher Guilds, and for elementary school principals. The Elementary and Secondary Course of Study (1949) is made up of handbooks, which comprise the classes for a year of school; there are separate handbooks for elementary school and high school. High School Appraisals (1964-1981) lists all the property in each high school and its appraised value for insurance purposes. Closed School Files (1949-1996) contains correspondence, school reports, brochures or other information about the school, school board minutes, requests to close or reorganize the school and a plan of action for closing the school. Elementary School Files (1987-1996) contain correspondence, school board minutes and information regarding the creation of merged schools. Secondary School Files (1988-1991) contain correspondence, school board minutes and information regarding the creation of merged schools. Releases to Pastors and Principals (1958-1996) consist of informational mailing from the Schools Office to pastors and principals. Material in the releases can include information on routine administrative matters or information on policy and procedures. School Bulletins (1939-1996) are departmental newsletters sent to the schools with information

concerning departmental and educational issues and activities. School Directory (1942-1995) lists school board, teaching communities, elementary and secondary schools' addresses and enrollment by district. Catholic Schools Community Newsletter (1989-1994) series discusses changes and events around the diocese, national versus the Pittsburgh Diocese student testing scores, congratulations to various individuals, etc. Pennsylvania Citizen Bee Competition (1993-1994) series is made up of two programs which include the names of those competing, their school, judges, etc., and short publicity notices. Initial and Final Reports (1962-1996) consists of statistical reports from each school on student enrollment. A report is completed at the beginning and end of each year. Statistical Reports (1908, 1949-1996) contain annual enrollment statistics broken down by date, school, grade, sex and race. The Government/Organization/University Files (1965-1996) consist of issues such as lead in drinking water, radon testing, television in the classrooms, employment for youth. Verifying the Vision (1988) consist of reports on elementary schools' programs. The Department for Special Education (1960-1983) consists of correspondence to and from the Superintendent for Catholic Schools, financial and annual reports of the department, guidelines, teachers' minutes and files on children and teachers. The Institute for Adult Education (1951-1974) consists of brochures and two bulletins.

SUBGROUP: 01E Office for Secondary Educational Consultants

DESCRIPTION: Administrative Files (1973-1995) include minutes, reports, classroom observations, accountability reports, policies, newsletters from the Federation of Pittsburgh Diocesan Teachers union, correspondence, outlines of the consultant's duties, information on the High School Leadership Forum. Religious Curriculum Guidelines (1975-1993) consists of course requirements, objectives and outlines of courses to be covered, qualifications for catechists as part of the religious education component of secondary schools, minutes of the Curriculum Committee. High School Religion Survey Results (1986-1991) consist of test reports, averages, comparisons between the different high schools, results of the tests from examinations between freshman and seniors. Secondary School Files (1971-1995) materials contained in this series consist of minutes, reports of visits, recommendations for and summaries of the religious education component of the school's curriculum, newspaper articles, curricula, mission statements. Some of these schools have been closed. Butler/Lawrence Deanery Reports (1986-1996) consists of self-studies and reports to the Middle States Association. South Hills Deanery Reports (1987-1996) consists of self-studies and reports to the Middle States Association.

SUBGROUP: 002 Department for Religious Education

DESCRIPTION: The files include Administrative Files (1907-1997) which contains office correspondence and memoranda; textbook evaluation worksheets and policy statements, and manuals; youth outreach and ministry material; special projects correspondence and overviews; released time correspondence and guidelines; reorganization proposals; Parish Ministry Conferences brochures, news clippings, correspondence, planning minutes, financial and budget materials, and evaluations. Parish Statistical Reports (1970-1987) contains statistical reports by parish and deanery. CCD Institute Files and Syllabi (1970-1995) contains correspondence, budgets, program descriptions and reports, degree lists, application forms, evaluations, a history of the Religious Education/CCD Institute, brochures, and syllabi. Continuing Christian Development Programs (1963-1994) contains program descriptions and schedules. Farina Fund Scholarship Files (1984-1994) contains committee minutes, lists of recipients, and a description of the scholarship. CCD History Audio-Visual Presentation (1985) is a slide presentation, accompanied by an audio soundtrack in two formats, of the history of the CCD in the Diocese of Pittsburgh. Publications (1960-1996) contains News & Notes, the CCD monthly newsletter; CCD Quarterly, the CCD quarterly newsletter; CCD Notes, a supplement to the CCD Quarterly; and WPSD Catholic Religious Education Newsletter. Scrapbooks (1959-1996) contains CCD scrapbooks, made up of newspaper clippings pertaining to CCD operations; and Teaching as Jesus Did scrapbooks, made up of "Teaching as Jesus Did" column newspaper clippings. M CCD Mission Reports (1920-1963) consists of monthly statistical breakdowns of M CCD activities by center. M CCD Ledgers (1949-1971). M CCD Minutes (1909-1958).

SUBGROUP: 02B Office for Catechesis

DESCRIPTION: The records consist of Statistical Report of Parish Catechetical Programs (1986-1998). These parish reports include the number of children in the CCD program by age; the names, training and

experience of the CCD teachers; the names of the administrative staff; and questions about the parish program concerning RCIA, sacramental preparation classes and the number of children in special education programs. Along with the individual reports, the office prepared statistical recaps of the reports which tallies the report numbers by deanery. Administrative Files (1972-2000) contain memoranda, correspondence, reports, and other forms and documents created or received as part of the administration of the Office of Catechesis. This includes records regarding Bishop's Educational Fund Grants. Secondary School Files (1989-1999) contain information that gives a picture of how the school religion departments functioned.

SUBGROUP: 02C Office for Catechetical Ministries

DESCRIPTION: History of the Confraternity of Christian Doctrine (1935-1985) consists of a twenty-fifth anniversary book, a published book CCD: An Expression of Ministry, and notes and a rough draft of a paper or book on the Confraternity of Christian Doctrine.

SUBGROUP: 02D Office for Family Life & Catechesis

DESCRIPTION: Consists of Administrative Files (1977-1998) containing correspondences, memoranda, reports, pamphlets. Annual Event Files (1982-1998) relate to annual events in which the office organizes such as the Golden Wedding Mass and Easter Blessing of Families. Information in the files includes planning documents, schedule of events, program booklets and copies of news articles about the event. Conference Files (1982-1997) relate to conferences organized and run by the Office. The files consist of meeting minutes, planning documents, conference schedules, program booklets and copies of newspaper articles. Family Life Renewal Teams Programs Files (1985-1998) containing meeting minutes, training material, a record of training sessions held, planning documents and a study of family needs. Engaged Encounter Program Files (1982-1994) consist primarily of correspondence and a newsletter put out by the local volunteers describing local activities. Natural Family Planning Advisory Committee Files (1988-1999) contain Natural Family Planning course outline, correspondence, meeting minutes, status reports and membership information. Correspondence (1959-1979) consists of incoming and outgoing correspondence. Publications (1972-1978) contains promotional materials and a report. Scrapbook (1967-1974) contains newspaper clippings.

SUBGROUP: 02E Gilmary Diocesan Center

DESCRIPTION: The records consist of Reports (1980-1992, 1995) which are comprised of statistics and lists of groups using the center and Meeting Minutes (1986-1998) which are from the Catholic Youth Ministry, Office for Youth Ministry, and Gilmary Diocesan Center documenting planning of activities for youth and the new center. Evaluation Results (1990-1992) documents the feedback from the various groups using the center. Correspondence (1990-1996, 2000. Retreat Information (1990-1991) consists of documents relating to various events held on the center grounds.

SUBGROUP: 003 Department for Youth and Young Adult Ministry

DESCRIPTION: The records include Administrative Files (1995) consist of a Youth Worker Training Program. Athletic Program Files (1971-1996) containing lists of parishes and schools participating and program rules and guidelines. Newsletters (1985-1989). Scouting Program Files (1963-1997) contain information on the annual Scout Camporee, Bishop's Recognition Dinner and Scout Convocation. Special Event and Program Files (1988-1998) relate to youth ministry events and programs such as the Summer Youth Rally, Youth Speak Out and World Youth Day. Information in the files includes a schedule of events, list of parishes/organizations attending and participant guidelines. Camp Fatima (1954-1963) contains miscellaneous materials including a pennant, newspapers, and informational brochures. Retreat Files (1996-1997) list events and those attending.

SUBGROUP: 005 Department for Persons with Disabilities

DESCRIPTION: Administrative Files (1961-1999) including correspondence, memoranda, staff meeting minutes, conference and seminar planning sessions. Newsletters 1974-1994 consist of upcoming events, news, congratulatory messages, and president reports, among other things. Programs & Events (1984-1993) consist of seminars and workshops held, retreats and socials for parents and/or the students,

brochures and flyers, and religious programs. Psychological Tests (1953-1983). Programs & Events (1962-1993) consists of seminars and workshops held, retreats and socials for parents and/or the students, brochures and flyers, summer school and religious programs. Scrapbook (1976-1981).

SUBGROUP: 006 Office for Budget & Planning

DESCRIPTION: Consists of Bishop Education Fund (1996-1998 consisting of summaries of amounts given, policies and procedures. Elementary School Grant Program (1988-1999) includes grant totals, publicity, proposed and actual distribution of grants. Secondary School Files (1995-1996, 1998-1999) includes budgets and enrollment projections.