



CATHOLIC DIOCESE OF PITTSBURGH

Office for Archives and Record Center:
RECORD GROUP: 07 Secretariat for Pastoral and Social Concerns

SUBGROUP: 03A Office for the Community Service Liaison

DESCRIPTION: The records consist of Administrative Files (1967-1994) which include memoranda, correspondence, reports and other forms and documents created or received as part of the administration of the office. Black Catholic Ministries Files (1969-1985) primarily contain information on the origins of the office. Bureau of Services for the Aging Files (1973-1990) consists primarily of correspondence but also includes job descriptions, proposals and planning documents. Information in this file is very incomplete. Campaign for Human Development Grant Applications (1972-1997) consists of grants awarded nationally to local organizations. Included in the files are general information about each year's grant program, and, for each grant awarded, the grant proposal showing how the money will be spent and the benefits accrued to the community, the evaluation forms and the grantee's report forms. Campaign for Human Development Local Share Grants (1978-1988) are grants funded by the Diocese for community development. Information in the files is similar to the Campaign for Human Development Grants. Correspondence (1971-1987) consists primarily of correspondence between the department director and his staff and the Secretariat. E. T. Williams Center Files (1969-1988) includes information on the planning that led to the establishment of the E. T. Williams Center, articles of incorporation, by-laws, minutes of the Board of Managers meeting, budget files, correspondence, policies, reports and program information. Focus on Renewal Center Files (1968-1983) includes meeting minutes, newspaper articles, correspondence, planning documents, by-laws and program proposals. The files are spotty and incomplete. Fund for Aid of Neighbors in Need (1968-1990) was a local grant program designed to assist anti-poverty community groups. Information in the files is similar to the other grant program files. Human Relations Commission Files (1967-1973) was created to promote and maintain civil liberties, social justice and the general welfare of all people. Included in the files are correspondence, minutes, newspaper articles, reports and constitution. Ozanam Center Files (1970-1989) is a community center sponsored by the diocese to develop educational, cultural and recreational programs for the Hill District community. The files consist of the Board of Directors membership and meeting minutes, budget files, by-laws, correspondence, job description, copies of newsletters, proposals and reports. Project Equality Files (1967-1983) was an ecumenical project created in 1967 to eliminate job discrimination in organized religion and among religion's business suppliers. Included in the files are correspondence, meeting minutes, newsletters, newspaper articles, reports and copies of the buying guides. Task Force/Special Projects Files (1970-1995) are files related to special projects, studies and task forces created for a one-time purpose to meet a specific need. Included in the files are correspondence, memoranda, meeting minutes, reports and proposals. Bureau for Social Programs Files (1977-1992) was the precursor to the current department. Included in the files are correspondence, studies, reports, conference materials, newspaper clippings.

SUBGROUP: 03C Office for Respect Life

DESCRIPTION: The records consist of Respect Life Handbooks and Packets (1973-1996) which contain Respect Life program material prepared by the National Council of Catholic Bishops. Other records include abortion related Pamphlets (1982-1997), a Respect Life Slide Presentation (1980) and miscellaneous Administrative Records (1991-1996) including job descriptions, departmental newsletter and a departmental overview.

SUBGROUP: 04A Office for Black Catholic Ministries

DESCRIPTION: The file consists of General Information (1939-1993, 1996) about and by the Office of Black Catholic Ministries such as newspaper clippings, one issue of Black Catholic Life, a program from the National Black Catholic Congress and various brochures. This subgroup also includes photographs.