

Provincial Records of the Saratoga Motherhouse, 1937-2003

West Archives Unit R 1 Unit 5 C -Unit 7 F

After being in Belmont for more than ten years with an active grammar and high school boarding institution and a struggling two-year college on the same property, the sisters in charge realized that there was not enough separation between the active students and the postulant and novitiate programs to conform to these program's needs. They turned to developing the teacher's retreat facility into a larger area for the formation programs for the women entering the order. They began a building program secured by various loans to construct a novitiate house and provincial offices needed to conduct the business of the expanding province.

There are two sets of administration records. One was arranged according to the plan used for the previous sets of provincial records. These are the earlier records from the 1920s through the 1950s, which continued to use the previous formats for recording information such as ledger books, etc. The second set of records were arranged by the filing plan that was used in Saratoga that facilitated the organic accumulation of records as there were being created in the 1930s to 2003. There will be overlapping coverage of topics and types of records.

The files that are unique to each Provincial were collected during the years she served and are filed at the front of the first set of records. After 1980 when the governance structure started to use a team structure with the acceptance of a new constitution, the records of each team was generated separately and described as a separate unit. There will be records of each Provincial scattered through all the record series and throughout all the records that were separated by function, such as formation and property records and by offices such as the treasurer's office.

Provincial Records of Sr. Helen Bernadine Kelly, 1935-1947. 5 lin. inches

West Archives Unit R 1 Unit 5 D Box 1

Sister Helen Bernadine Kelly was elected as the Provincial by the province chapter in 1935. Because of World War II, she served beyond the term allowed under the order's constitution. She also continued to serve as President of the College of Notre Dame. After the sisters moved to Saratoga, they were incorporated as a separate legal unit so that province could operate separately from the college.

These files include the correspondence to and from Saratoga and Namur, between various archbishops, bishops and chancery offices and also include some financial records. The common subjects of these files are procedural questions about women leaving, notices and instructions from the Namur motherhouse and correspondence about education and teaching in various dioceses where the sisters taught. Intermixed are internal California Province notices and instructions.

Some of the correspondence concern the growing tensions in Europe 1938-1941, tips on mail coming through from America, the complete absence of any letters from Dec. 1941 to 1944 and then the resumption of news through US Army chaplains and the sending of packages to

Namur. There is ledger list of stocks and bonds from 1937- 19?? and a notebook of the benefactors for the chapel at Saratoga.

Provincial Records of Sister Marie Frederica Kane, 1947-1953. 3 lin. Inches

West Archives Unit R 1 Unit 5 D Box 2

Sister Marie Frederica was the first post -WWII Provincial elected under the term limits of the constitution. As the College of Notre Dame went back to being a four-year college, she relinquished the presidency of the College to serve in a full-time position, rather than in an adjunct position for the California Provincial.

As the sisters were aging, it was decided to begin fundraising and build an infirmary for the older sisters on the Saratoga property - Notre Dame Villa. This was completed in 1952. She also led the province as the post-war boom in vocations was underway and the baby boom expanded the field of teaching in parish schools as well.

The majority of the files of correspondence are about canon law regarding sister's vows as well as departure, rebuilding the motherhouse in Namur in terms of financial support and the building of the Villa for the older sisters. Her directives concern rule changes for prayers and other customs and the chancellery directives concerning feast days, rosary rallies and sacramental directives. The photos are of the construction of the Villa and province events.

Provincial Records of Sister Paula of the Sacred Heart Brizzolara, 1953-1959. 2.5 lin. Inches

West Archives Unit R 1, Unit 5 D Box 2

Sister Paula supervised the explosive growth in requested teaching missions due to the baby boom as well as the growth of women joining religious life. This expansion allowed the sisters to return to the Pacific Northwest in Oregon and Washington where they were first stationed in 1844. This made the California Province the largest and most widespread geographical province in the US.

The Boston Province negotiated with the California Province to transfer the Hawaii schools to the California Province, planned since the Boston SNDs had taken on the schools. Sister Paula had come to this leadership role in the beginning of the Sister Formation movement to allow for more time before the final profession of vows. This involved a substantial change to older customs and rules for formation.

As the means of communication enabled quicker communications to all types of requests, changes were instituted about home visits, telephone calls, television and radio listening. Some experiments were conducted such as college professor exchanges, acceptance of racial minorities into the province, and changes in accompaniment rules. Sister Paula had visitation schedules which covered more ground than had happened before. The memorable event of her term was the visitation of the Mother General in 1955-1956. Her conferences revealed her

concerns for the sisters across the generations with some relaxation of customs and rules even before Vatican II.

Provincial Records of Sister Claire Marie Murphy, 1959-1965. 5 lin. Inches

West Archives Unit R1 Unit 5 E box 3

Sister Claire Marie Murphy was elected the Provincial at the time of rising vocations and teaching assignments. She resided during the calm before Vatican II and at the beginnings of change. A memorable series of events were the successful sister's concert tour up and down the state of California and on some local television stations for the purposes of raising money for the older sisters.

Her records include leadership appointments, directives and circulars highlighting various actions of the Provincial Council. There is considerable correspondence with other American provinces about exchanges and challenges. Though vocations were booming, there were an increasing number of women leaving before final vows.

Provincial Records of Sister Helen Benedict Wilkie, 1965-1968. 5 lin. Inches

West Archives Unit R 1 Unit 5 D Box 4

Sister Helen Benedict Wilkie presided over the first set of new norms for religious life coming out of the decrees of Vatican II and the acts of the General Chapters held shortly after Vatican II ended. The first major shift was the reform of the habit to make it more manageable for modern teaching and other ministries. The circulars and directives are the internal public notices of the decisions discussed by the council. The overall experimentation phase of this province began under Sister Helen Benedict. All of these records were placed under Sr. Anne Louise Schlitt as she continued the process after Sister Helen died at the end of her first term.

With more sisters leaving than coming in, changes in assignment procedures were implemented with individual sisters given a greater voice in their assignments. Regular committees were set up to let more professed sisters have a say in the governance of the Province as mandated by acts coming out of the General Chapters. Sister Helen died in office, the first to do so since the 1920s.

Sr. Helen Benedict Wilkie Scrapbook & Photograph Binder, 1964-1968.

West Archives Unit R1 Unit 5 E Box 5

This was originally a binder put together for each year she was provincial of the California Province. There are photographs, newspaper clippings, letters and cards which were put together to illustrate her years in leadership. They document her activities as Provincial, in groups with the sisters, civic activities, etc. The last folder of papers documents her death and funeral with clippings, cards, letters, and photographs.

Provincial Records of Sister Ann Louise Schlitt, 1968-1974. 1.5 lin. feet

West Archives Unit R 1 Unit 5 E Box 6-9

Sister Ann Louise Schlitt took over after the death of Sister Helen Benedict in 1968 while the province was in the first wave of implementing some of the first experimentation proposals. These proposals came out of the spirit of Vatican II, the acts of the General Chapters and the high spirited substance of the California province since its beginnings. She also presided over an accelerated exit of sisters leaving before final vows and some leaving many years after final vows.

These records are described as three subseries units because of the way they arranged in the boxes. The first subseries contains the traditional records of governance such as correspondence , directives , circulars, council minutes and the higher sister boards such as the assembly board. The second subseries are the records of the experimentation board and its records. The third subseries are those of the newly formed financial board, the output from the General Chapter in 1969, the Lamp Task Force report on ministries and other reports of proposals from the sisters themselves.

Traditional Governance Records [Sister Ann Louise Schlitt, 1968-1974. 7 lin. inches

West Archives Unit R 1 Unit 5 E Boxes 6-7

These records consist of the more traditional types of administrative files. The files include appointments, minutes of the Provincial Council, correspondence with the schools, the hierarchy, and sisters regarding teacher assignments, living arrangements and other topics; directives and circulars giving rules and procedures for adapting to the spirit of Vatican II; her notes from the General Chapter of 1963; and election records for provincial Counsellors. The minutes of the council may contain privacy related material.

Experimentation Board Records, 1967-1974. 5 lin. inches

West Archives Unit R 1 Unit 5 E Boxes 7 -8

This is the second subseries of Sister Ann Louise Schlitt. These records document the various proposals and ideas that were submitted and permitted to go forth in the California province during the updating of customs, rules, living arrangements and spiritual practices in the light of the spirit of Vatican II.

Boards, Task Forces and Commissions of the California Province, 1969-1974. 7 lin. Inches

West Archives Unit R1 unit 5 Boxes 8-9

This third subseries collected the records of various boards, task forces and commissions which were created to assist with the governance of the province. These smaller government units helped to enlist the sisters to participate in their own governance and allowed other voices to

be heard in the process. These records include minutes of meetings, proposals for action and the results of implementation of these new ideas.

Provincial Records of Sister Aileen Marie Bermingham, 1974-1979. 3 lin. inches

West Archives Unit R1 Unit 5 E Box 9

These folders document Sister Aileen Bermingham's time as Provincial before the advent of team government for the congregation. The records document her appointments of sisters to being superiors, members of committees and other planning activities.

General Letters, Notices and Circulars, 1923-1949; 1953-1974. 3 lin. Inches

West Archives Unit R1 Unit 4 E Box 10

These records are an accumulation of correspondence, letters, notices, and circulars of the Provincials of the California Province. They were the primary internal means of communication to the province about changes that affected sisters in various dioceses, customs and rules changes and about education ministries until an internal newsletter was created. These records document the higher-level correspondence of the Provincials from 1953-1974 about news from various dioceses, from the Namur and from the other American Provincials in this time frame.

Decisions of Various Councils and General Statistics, 1922-1968. 2.5 lin. Inches

West Archives Unit R1 Unit 4 E Box 10

These records document the over-all decisions of the various General Chapters, of the California Province and the Educational Council of this province. The General Statistics give a statistical snapshot of the congregation over the years from 1942-1965.

Collected Records of California Province in other countries, organizations, and studies, 1957-1972. 2.5 lin. Inches

West Archives Unit R 1 Unit 4 E Box 11

This small series contains files that crossed over various provincial terms. They document the participation of various California sisters in the missionary efforts in Brazil, Kenya and Nigeria. Two files document the California response to the Sisters' Study in the late 1960s and in the Notre Dame Educational Association. There is a file with the first issues of the province newsletter, Province News and Views.

Recommendations and Customs, 1945-1965. 2.5 lin. Inches

West Archives Unit R1 unit 4 F box 11

These records document the recommendations and custom put forth by the Mother General, the California Provincials and other sources. They cover such topics as vow programs, habit modifications, spiritual practices, prayer routines and parental visitations.

Provincial Motherhouse Records-Saratoga, 1937-1980.

This collection of the provincial records centers on the administrative activities of the California Province from the 1930s to 1980 while the motherhouse was located in Saratoga. There is another collection of records that overlaps the time of these records that were maintained by the secretary of the province which continued as an ongoing group of distinct records.

This collection details the move from Belmont to Saratoga, the effect of the Depression, the recovery facilitated by the advent of World War II, the expansion of the numbers of sisters entering during 1950s -1960s, the decline in vocations after the 1960s and, the expansion of teaching ministries in the 1950s through the 1960s and their decline. The beginnings of changes in religious life are well documented from the late 1950s to 1970s, as the congregation implemented the changes inspired by the Council of Vatican II.

The ordinary administrative activities of financial management, sisters' assignments, leadership activities of the council and the provincial, visitations, sisters' formation, and the interaction with hierarchy and outside secular organizations are well documented.

Historical Beginnings of Saratoga Records, 1905-1950s. 1 lin. Inch

West Archives Unit R1 Unit 4 F Box 12

This series is a collection of newspaper articles dating from the 1850s to 1948 which detail the history of the town of Saratoga. One file includes a history of the provincial motherhouse from 1937 to 195? which includes quotes from the annals and the journals highlighting the significant events at the motherhouse. The history includes information of Saratoga as a retreat and rest house for teachers from 1905 and the use of this property as an orphanage in the 1920s and the 1930s. [There are separate convent records for the rest home and orphanage.]

Annals, 1937-1981, 3 lin. Inches

West Archives Unit R1 Unit 4 F Box 12

The annals record in a narrative form by the year the special events, the routine of the convent and the comings and goings of special groups and personages. These events include the move-in and the dedication of the property as a new novitiate, the chapel, and the administrative offices in 1937 and the transit of Sisters to China and Japan before the war and Hawaii after the war. Other events noted are the use of the area for training soldiers during WWII, the building of an infirmary for the elderly sisters, and the rise in vocations during the 1950s and the decline in the late 1960s through the 1970s.

The other notable events recorded are the celebrations of vows and jubilees, the special celebrations of Christmas, Easter, feast day celebrations, the illness, deaths, and funerals of the sisters living on the grounds of the motherhouse, the entrance of new classes of postulants and novices, and the completion of various construction projects over the years. Weather events recorded are of floods, earthquakes, and storms, as well as the comings and goings of priests

and bishops for special occasions, retreats, conferences, and special occasion masses. Changes brought on by Vatican II are also noted.

Journals, 1937-1967. 3 lin. Inches

West Archives Unit R1 Unit 4 F Box 12

The journals record the mundane daily comings and goings of the sisters for doctor's appointments, hospital stays, and meetings and conferences. These record also record the comings and goings of priests for masses and teaching events. The journals record events such as WWII drills, emergency trips and changes in the staff and residents.

Provincial Council Meeting Minutes, 1922-1980. 7 lin. Inches

West Archives Unit R1 Unit 4 F Boxes 13-14

As mandated by the General Chapter of 1922, the governance structure changed to a Provincial head with a council of elected members. All council minutes became the normal place to record the discussions and the decisions made.

The main responsibility of the council was to assist the provincial /canonical head of the province to administer and guide the province through her terms. The minutes were typed up by a secretary who took notes. The meetings were called whenever there was a need for decisions initially. As the province grew and the process of acceptances of women as sisters grew more complex, the frequency of meetings grew from occasional to monthly meetings. In the late 1960s, the minutes included a separate confidential section which centered on the physical and mental health of individual sisters, the increased number of departures and the increased scrutiny of newer admissions to the formation process.

The general topics of council meetings in the 1920s-1940s were admissions of individuals as postulants, assignments for the sisters, appointments as superiors and other administrative appointments; the financial health and crises of the province; the acceptance of new schools; the outside events of the Depression and WWII on the province; changes in canon and civil law that impacted the province; and what and how secular /civil programs such as social security would impact the province. Other topics include changes in the hierarchy and pastors and their effect on the province.

In the post- Vatican II era, the minutes reflected decisions on changes in prayer routines; the habit, living situations, and retirement particulars; the mandate to recover the chrism of the foundresses'; revised norms for vows, jubilees, and other ceremonialists; and the possibility to move away from the teaching ministry to other ministries that highlight service to the marginalized in the surrounding society.

Provincial Council General Information Records, 1936-1972. 3 lin. Inches

West Archives Unit R 1 Unit 4 F Box 14

These files were created as reminders and refresher hints for incoming newly elected council about previous decisions and customs. These files include information on prayers, customs, chapters, chapter decisions, private/ public penances, minor clothing changes, local customs and other information about councils that are not found elsewhere.

The files from the years 1966-1972 contain letters, meeting minutes and decisions from the various boards and committees set-up after Vatican II to expand the participation of the sisters in the governance of the province. The topics covered are mini-retreats, formation, and finance, the Villa, the House of Prayer and Hawaii. There are letters from individual sisters covering many of these same topics.

Province News Letters, 1958-1968. 1 lin. Inch

West Archives Unit R1 Unit 4 F box 14-15

These were the first province-wide publication to inform the sisters outside the convent superiors of the decisions of the council. The years covered are 1958, 1960, 1962-1963 and 1968. This newsletter also published updates on the major ministries of the California Province. The published decisions included the listing of women moving up the formation ladder, clothing decisions, some changes in ministries, and others that concerned the whole province.

Published Assembly Records, 1971-1972. 1 .5 lin. Inch

West Archives Unit R1 Unit 4 F Boxes 15

The Assembly was created to allow sisters not involved in the governance of the province, a forum where they could speak to the issues as the province, the congregation and the whole Catholic Church was charting a path through the changing landscape of religious life.

These notices remind the sisters of the meeting, the agendas, and the formats for these meetings. These files also contain the minutes of the earlier committees formed to assist the governance of the province and the minutes of some of the assembly meetings.

International Meetings Records, 1965; 1970-1974. 5 lin. inches

West Archives Unit R1 Unit 4 F Box 15-16

These files record the meetings of councilors and provincials gathered together to discuss the governance of the congregation in response to the changes unleashed by Vatican II. These meetings occurred in established provinces, a newer unit and In Rome where the congregation leadership resided. These records include the agendas, the programs, the reports on various topics including formation and habit changes, the decisions of these meetings and notes taken by various California council members. The 1973-1974 meetings were mainly concerned with

the preparation for the General Chapter. Included are some of the liturgies for the meetings and discussions of government incorporation issues in various countries.

Saratoga House Council Meetings Minutes, 1937-1967. 1/2 lin. Inch.

West Archives Unit R1 Unit 4 F Box 16

This being the provincial house-aka mother house- the house councilors were three in number. The main topics for their monthly meetings were the monthly accounts which were examined and approved; summer plans as sisters returned from far and wide to stay at the provincial house for vows preparation activities; transfer of sisters to their ministries; internal house improvements; retreat schedules; Christmas and Easter liturgies; and the observances of religious life events such as recreation.

Incorporation Records, By-Laws and Meeting Minutes of the Corporation, 1936-1965. 3 lin. Inches.

West Archives Unit R 1 Unit 6 B Box 17

In 1936, while the California Province was beginning to build their new provincial house in Saratoga, they decided to incorporate as a separate legal unit from the College of Notre Dame. These records consists of the legal steps that they took to incorporate their provincial administration activities from the running of the college. These files include the submission and approval of the incorporation by the State of California and subsequent changes in the By-laws over the years.

Included in this group of records are the minutes of the meetings of the corporation in the ensuing years. The members of the corporation were the provincial, the council members, a secretary and a treasurer. The last two officers sometimes were council members and as well as others in administration. There was a required annual meeting, plus others as the need arose to discuss actions that needed to be taken by the corporation as well as by the council. The usual topics for discussion were acquisition and sale of real property, approval of new construction, sales of stock and other financial holdings, changes of corporation officers due to changes in sister's missions and approval of loans to conduct business.

Statues and Minutes of the College of Notre Dame, 1868-1957. 2 volumes 2 lin. Inches.

West Archives Unit R1 Unit 6 Box 17

These volumes record the annual required meetings of the College of Notre Dame Corporation. The sister's incorporated the business of the college and the sisters shortly after the college was granted status as an institution of higher learning for women, the first in the state of California. Incorporation was a business process that was guaranteed in the constitution of California as one of the few legal rights and privileges for women.

The incorporation of the college as a business allowed the sisters to be eligible for bank loans as a means to finance their mission and granted them protection of their property rights. From 1868 -1906, most meetings were about buying and selling property and changes in the officers of the corporation which were all sisters. The corporation also managed the affairs of the sisters as they expanded their teaching mission to other parts of California.

From 1890s onward, the business of the college required more time, as a number of buildings were being built in San Jose, the number of courses offered were increasing and the sisters sought secular accreditation of their courses. With the 1906 Earthquake and Fire, other types of business claimed the board's attention. These decisions included scaling down the college to a two-year college, moving from San Jose to Belmont and then the sisters' administration staff move to Saratoga.

In 1936-1937, after the sisters incorporated as a separate unit, the college board concentrated on running the college as a 2-year college and then converting back to a 4-year degree granting college in 1949-1950. The meetings were more than once a year and the usual topics included selling off parcels of property to raise money for the college; the conversion process to a 4 year college; acquiring loans from the sisters and banks to run the college; and the change in officers.

World War II Letters, 1938-1948. 5 lin. Inches

West Archives Unit R1 Unit 6 B box 18

This series is a set of letters sent out from Namur, Belgium, England and Italy as Europe headed toward and was fully immersed into the beginnings of WW II. These letters also include letters from the American sisters in Japan and China. The main collection of letters was written by two sisters, Sister Maura, an Assistant to Ma Mere Monica de la Passion and Sister Julie de la St. Famille Chisholm, the American assistant to Ma Mere Monica de la Passion.

Letters were sent to the US because America didn't enter the war until December 1941. Between the invasion of Belgium in Spring of 1940 to December 1941, letters had to pass the German censor's office and were in the form of postcards. Also included are the Christmas letters that each province sent out detailing the events of the year past and the prayers for peace.

The letters from Sister Maura detail the general conditions in war-torn northern Europe and in Namur. Some of the letters from Italy were a bit more detailed, as these letters were passed through the Vatican to be sent onto America. The letters describe the heartbreak of the destruction of the Motherhouse in Namur, the resulting shifting of sisters and students to other houses and the tragic deaths of two sisters by German soldiers mistaking them for parachutists during the invasion of France.

There are letters from the Swedish SS Grimsholm's repatriation voyage from Japan to California that describe the repatriation of an American sister. The letters describe the removal of sisters

from China and Japan and their stays in detention camps until the Grimsholm sailed from Japan to the Pacific coast of the US.

The letters from England describe the bombings and the hardships of both sisters and students as they are away from the likely target areas. There are descriptions of the deaths of the sisters from the fatigue of these movements.

In 1944, the letters speak of the Normandy invasions and the hopes of liberation. After 1943 in Italy, the letters chronicle the needs of the sisters and the students under their care. These letters were forwarded to the offices of the American Army chaplain offices for the use of their mail system to get aid packages through to the sisters there. After liberation of Belgium, the offices of the US Army chaplain were used to communicate extensively and to send aid packages to Namur.

In 1945, the letters began to describe the events surrounding the end of the war more freely - no longer under censorship. They also began to detail the extensive needs of the Motherhouse to be rebuilt. These later letters describe the efforts of the American provinces to send packages of staples and clothing to meet the needs of the sisters, the students and the general population of Namur and other convents.

One of the last folders contains letters to individual sisters and provinces by chaplain and officers of relief organizations relaying news of family members and how packages should be packed and labelled for shipment to war-torn Europe. Some of these letters were extracts printed up for wide distribution. The Belgium delegate to the UN conference in San Francisco visited both San Francisco and Saratoga convents to give the sisters updates on conditions in Belgium. The letters end as the sisters were beginning to plan for the General Chapter in 1947 in Namur.

Correspondence with Dioceses, Chanceries and Parishes, 1923-1983. 5 lin. Inches

West Archives Unit R1 Unit 6 B Box 19

These records document the communications between the California Province and the hierarchy over a wide range of years. The main topics of these letters include changes in dates of feast days; property issues; educational issues involving elementary and high schools; canon law questions regarding sisters' inheritances and departure after vows; appointments of priests as confessors and as theology teachers for the novices; sisters' will changes and dowries; statistical reports on the convents and schools; and the usual greetings on holidays and anniversaries. The main correspondent diocese is the San Francisco Archdiocese. The others include the Los Angeles Archdiocese and the dioceses of Monterey, Oakland, and Sacramento.

There are several files of correspondence from pastors requesting sister teachers to staff the newer parish schools which were rejected because of the lack of sisters.

Quinquennial Report to Rome [Vatican], 1929-1964. 1/4 inch.

West Archives Unit R1 Unit 6 B Box 19

This is a statistical report sent to the Vatican asking questions about the status of membership, property values, superior duties and the like. There are some incomplete reports as well.

1947 General Chapter Extracts, 1947. 10 pages

West Archives Unit R1 Unit 6 B Box 20

These extracts highlight the changes mandated by the General Chapter held in Namur, Belgium. It was the first held in 10 years. The changes concerned the novitiate, voting regulations for superiors, and administrative instructions for reporting expenses.

Provincial Circulars, 1968-1974. 2.5 lin. Inches

West Archives Unit R1 Unit 6 B Box 20

These circulars document the changes implemented in the California Province after the Vatican II Council and the changes put forth at the General Chapters and Provincial Chapters during the years 1968-1974. These circulars include announcements of changes in various school administrations, changes in the habits, community living schedules, communal prayers, and eating and recreation schedules and messages for feast days, jubilees and other celebrations.

Clergy Conferences, 1940s -1960s. 1/2 inch.

West Archives Unit R1 Unit 6 b Box 21

This file contains the memorable sermons, talks and lectures given by clergy over the years for the sisters, the novices and others. The records include the text of such talks, articles of interest in the field of theology and blessings on various occasions.

Provincial Payments, Cash and Income Accounts Books, 1923-1968. 5 Volumes [4.5 lin. inches]

West Archives Unit R1 Unit 6 B Box 21

These ledger books detail the income and expenses of the provincial administration in Belmont and Saratoga. There are five different ledgers detailing the various income, gifts, capital and cash accounts. They were maintained to keep track of the income and expenses for the province. Each of these volumes record the source of the income, payment amounts, who was paid and how, and the dates of the payment. During the 1920s-1940s, the major expenses were for repairing and building up the Belmont property after the move to there and later constructing, building up and maintaining the property at Saratoga after the move there in the mid- 1930s.

One of the volumes-The Provincial Fund Accounts- compiles the information on the Capital, Dowry, and various trust accounts separately.

Provincial Financial Ledgers, 1942-1960. 4 lin. inches [3 volumes]

West Archives Unit R1 Unit 6 B Box 22

These ledgers gather all of the income and expenses into one style of entries. These pages record income and expenses by the month by accounting categories. After 6 months these accounts were checked and signed off by the Treasurer and the Provincial.

Special Provincial Accounts, 1938-1965. 1 volume 1/2 inch.

West Archives Unit R1 Unit 6 B Box 22

This ledger details several special funds. Each account's data was entered separately. The accounts were for the Rome Tax, Novitiate Building Fund, Mission Taxes, insurance accounts and Special Jubilee Funds. The entries list the donor's name, sister's name, amount and date given or received.

Provincial House Accounts, 1923-1947. 3 volumes 3 lin. Inches.

West Archives Unit R1 Unit 6 B Box 23

These volumes document the expenses of running the provincial house as a separate entity. These records started with the Belmont move and continue onto the move to Saratoga in 1937. These ledgers record the cost of food and chapel supplies for both places serving as the administrative headquarters for the California Province. These ledgers also record the expenses for the novitiate as well.

At the end of the first volume are the reports sent to the San Francisco Archdiocese from 1939-1947. These were mainly yearly statistical reports.

Records of Checks Issued and Deposits Made, 1936-1964. 2 volumes 2 lin. Inches

West Archives Unit R1 Unit 6 B Box 23

These check ledgers record the check number, the person/ company paid, the amount of the check and for what goods and/or services for which they were written.

College of Notre Dame Loans, 1969-1972. 1/4 inch

West Archives Unit R1 Unit 6 C Box 24

These papers record the loans made to the College of Notre Dame from the sisters' corporation. The documents include the loan request, the re-payment records and the ongoing status of the loan during a time of financial need for the college.

Financial Board Meeting Minutes, 1971-1977. 1/2 Inch.

West Archives Unit R1 Unit 6 C Box 24

A finance board was established after Vatican II to assist the Provincial Council with investment and money management policies. The board consisted of the Treasurer/ Finance Officer, a council member, one or two sisters and outside lay experts. They made recommendations for investments, living cost compensation for salaries and other financial matters. The lay expert's opinions and recommendations guided the sisters as they moved to negotiate salaries and benefits for their teaching and other ministries.

Individual Teacher Contracts for Parish Schools, 1972-1980. 3 lin. Inches

West Archives Unit R 1 Unit 6 C Box 24

After Vatican II, other changes included written contracts for sisters teaching in parish schools. These contracts state the salary for each sister-teacher according to the local conditions, taxes paid, and other items such as the use of a car. These were signed by the teacher, the pastor and a member of the council.

Lay Employee Records, 1950-1968. 1 inch

West Archives Unit R1 Unit 6 C Box 24

These records document the taxes paid out for employees. The taxes were unemployment insurance taxes, social security and federal and state income taxes. This is one of the only places to find information on lay employees hired during the 1950s and the 1960s.

County Property Taxes, 1908-1977. 1.5 inches

West Archives Unit R 1 Unit 6 C Box 24

These records documents the amount of property taxes each of the convents in various California counties had to pay to the county assessors. After the mid-1950s, religious organization did not have to pay regular property taxes on their lands. In the 1970s, the sisters had to pay some special district taxes such as a Special Fire District in some counties.

Welfare Tax Exemptions Records, 1958-1975. 1.5 inches

West Archives Unit R 1 Unit 6 C Box 25

These records document the US Catholic Conference instructions on Welfare Tax Exemptions documentation to be filed with the state taxation unit. These are for the Sisters' corporations and for the Marysville property. Attached to some of the yearly filling are the extensive documentation on the worth of the property.

San Jose Provincial House Property Records, 1850s- 1930. 5 lin. Inches

West Archives Unit R 1 Unit 6 C Boxes 25-26

These property records document the ownership of the land that the San Jose provincial house sat on from the 1870s to the original purchase and development of the land to the final sale documentation in 1930.

Sisters' Owned Property Records, 1855-1978. 6 lin. Inches

West Archives Unit R1 Unit 6 C Boxes 26-27

These property records document the acquisition, ownership and transfer of lands and building owned by the California Province outside of the motherhouses in San Jose and Saratoga, California. In 1850s to the 1920s, the land and school buildings were brought and built by the sisters. After the 1930s, when the sisters were expanding their range of teaching ministries into parishes, the parish provided the land and the buildings.

The documentation of each of these properties depends on the length of ownership and the amount of building which was done on each site. The documents include deeds, ownership titles papers, bonds, loans and mortgages payoff documentation, sale and acquisition documents, wills and estates documents of acquisitions gained through sisters' wills, family gifts and gifts from families and people served by the sisters over the years.

Bank, Securities, Inventories and Insurance Records, 1930-1975. 2 lin. Inches

West Archives Unit R 1 Unit 6 C Box 29

These files represent the investments in securities, banking information of the money earned sales and purchases of bonds and stocks and insurance information over the years from the 1930s through the 1970s. After Vatican II more lay persons assisted the sisters with investment decisions through the Finance Board.

Civil Lawyer's Correspondence, 1937-1957. 1 1/2 lin. Inches.

West Archives Unit R1 Unit 6 C Box 29

The correspondence over the years covered mostly civil law questions and actions. The main topics are the incorporation of the sisters apart from the College of Notre Dame, inheritances from the families of the sisters and outside donors, the conforming of civil and canon law precepts, tax obligations, land titles and other legal questions about lands.

Federal Tax Exemption Records, 1938. 1/4 lin. Inch

West Archives Unit R1 Unit 6 C Box 29

Initially after the Social Security Act passed in 1937, religious organizations were exempt from the provisions of the Act. This file documents the instructions and paperwork that had to be filed for this exemption.

Early Inheritance and Probate Tax Records, 1860s to 1940s. 1/2 lin. Inch

West Archives Unit R1 Unit 6 C Box 29

These records document early inheritances and estate tax matters as they were litigated in local California courts.

Sister Assistant's Notebooks, 1920s - 1950s. 2.5 lin. Inches

West Archives Unit R1 Unit 6 C Box 29

These notes were kept by a sister who was the assistant to the provincial. These detailed notes records various aspects of the convent visitations and the implementation of rules, notices and regulations coming forth from the General Chapters, the motherhouse in Namur and the local bishops. Some of the topics include death notices of sisters, rules for religious observances of feasts, Triduum, etc., reading lists for theology, rules for superiors, penances for certain infractions, station of the cross prayers, and in the 1950s recommendations for more contacts with families.

Constitutions and Rules of the Sisters of Notre Dame de Namur, ca. 1850s-1964. 8 lin. Inches

West Archives Unit R1 Unit 6 C-D Boxes 30-31

These records document the development of the order's constitution and rules over the years, 1804-1920s. The earliest examination comes in the 1850s after the first 50 years of the order. Later explanations of various articles and rules were based on conferences given by Sister Louise from Ohio from the 1880s to 1899. These conferences focus on various articles and rules and their implementation by the sisters in America. A new Constitution was created in the early 1920s after the 1917 version of canon law was published and after the General Chapter of Namur in 1921. The last four files of box 30 are a detailed explanation of each article of the constitution by Sister Veronica of the Passion Overend. This constitution was in force until the latest revision approved by the Vatican in 1983. Included are later editions of the Constitutions up to the 1964. The Constitution was changed in response to directives from the Vatican after the Vatican II Council ended.

The various publications: Recommendations on the Rule, Holy Rule Explanations, Private Rules of the Sisters of Notre Dame de Namur (American Edition), Customs and Customs and Recommendations governed the every-day actions of the sisters and the private and communal spiritual practices of the sisters. Most of these publications were based on the writings, sayings and conferences of St. Julie Billiart and Mother St. Joseph -Francoise Boudin de Blin and updated to deal with the advances of the modern world.

Specific Position Handbooks, 1900-1971. 2 lin. Inches

West Archives Unit R1 Unit 6 D Box 31

These handbooks cover the positions of local superior, treasurers, portress and clothes keepers. Each handbook spells out the specific duties and charges of these positions. Most of the handbooks cover the years from 1900 to early 1970s. Each of these handbooks spells out the specifics of each position with the proviso to do them as prayerfully as possible while being proficient and efficient at the same time.

Records of Provincial Chapters, 1937-1978. 1 ft. 8 lin. Inches.

West Archives Unit R1 Unit 6 D boxes 32-35

The main responsibilities of the early chapters was to elect the provincial and her council and the delegates to the General Chapters and work on the implementation of changes in procedures and duties, Delegates were elected by each convent sent to the Provincial Chapter to be the sisters' voice to work out solutions for the items on the agenda in addition to the elections.

After Vatican II Council, the provincial chapters were set up to propose changes to existing governance structures, to propose changes to the habit that would conform to local conditions, work and convent living schedules and prayer practices. In later years as the number of sisters declined, all professed sisters could be official chapter delegates given their ministry schedules.

Non-delegate voices could be heard through position papers submitted before the chapter to be considered for discussion. The position outlined the proposed changes, the pros and cons of these changes, and the support for these changes. During the chapters, liturgies, ceremonies and breaks were planned and documented as well. The main focus of these post- Vatican II chapters was how to adjust to the changes instituted by the council and how to affect a return to the charism of St. Julie in the ever- changing modern world. After two-year chapter of 1967-1969, all other chapters were held every three years to be increased to a four- five year interval.

The agenda items outside of elections include changes in ministries, locations, formation, dress as the habit was in not in extensive use, the decline in members, finance management and property issues.

Governance Commissions and Plans Records, 1968-1972. 2.5 lin. Inches

West Archives Unit R 1 Unit 6 D Box 36

These records document the efforts of the California Province to respond to Vatican II and to the sisters' quests to involve as many sisters as possible in the reform of governing the province. These commissions/ committees' records include minutes of the meetings, papers and readings that guided the discussions at times. These commissions/ committees also had to

consider how to implement the changes accepted by the provincial and general chapters and those directives that came from general council and the Vatican as well.

Mother General Visitations, 1956-1963. 1/4 inch.

West Archives Unit R1 Unit 6 D Box 36

This file contains the schedules and notations of the Mother General's visits to the California Province in the years 1956, 1959 and 1962-1963.

Province Educational Records, 1950-1970. 5 lin. Inches.

West Archives Unit R1 Unit 6 -D Boxes 36-37

These records document the Supervisor of Education-(Secondary) actions along with education councils and committees which provided input on curriculum, teacher assignments, and the administration of the high schools. The files include the Secondary Supervisor of Education records and the minutes and information given out by the education councils, committees and steering committees. The time frame of these records is the time of the baby boom filling up classrooms, the expansion of vocations and the beginning of the decline in vocations and sisters leaving as well.

The supervisor's records includes information on curriculum changes, in response to Vatican II, meetings with principals and staff, schedule and teacher changes, teacher professional requirements, changes from the diocesan level and the increasing use of accreditation to enhance a school's standing. The council and committee records consist of meeting minutes and materials used to assist in the decision-making process. These records document the adoption of newer methods of teaching, the acceptance of the Hawaiian schools from Boston, the merger of the San Francisco the boy's and girls' schools and lastly Dr. Lamp's study about which schools to keep.

C.O.R.D.E. Records [Conference of Religious Directors of Education Reg. XIV], 1969-1976. 8 lin. Inches.

West Archives Unit R1 Unit 6 E boxes 37-38

This organization grew out of the Conference of Major Superiors out which emerged Leadership Conference of Women Religious. These records document the beginning of the educational organization designed to assist teaching orders with meetings and programs that would help the teachers and administrators in adjusting to the changes required by Vatican II decrees; the emerging theological studies and the new teaching credential programs required by the state of California. These records include meeting minutes, reports and major surveys and studies on the diocesan school systems.

Anniversary and Celebration Records, 1901-1951. 5 lin. Inches

West Archives Unit R1 Unit 6 E Box 39

These files record the planning and programs for the major anniversaries of the sisters in California and in the USA. The anniversaries documented are the 50th in 1901, the 75th in 1926 and the centennial in 1951 up and down the state of California. These files consist of newspaper clippings, programs for the masses, state and local proclamations, congratulatory correspondence, photographs-mainly for the centennial, schedules, and announcements.

Jubilarian, Vows and other Celebration Records, 1944-2000. 3 lin. Inches

West Archives Unit R1 Unit 6 E Box 40

These records document the yearly celebrations of significant jubilee vow anniversaries from the 1960s-1990s, current commitments and final vow professions, the bicentennial of Blessed Julie's birth in 1951 and Papal Apostolic Blessings from 1965-1973, mostly for Jubilarians. The earlier jubilarian celebrations are just lists, the later ones include programs for the masses and receptions and photographs. There are programs for celebrations of significant year anniversaries in schools, parishes and locations.

Statistical Reports to Rome- Vatican, 1940-1977. 2 lin. inches

West Archives Unit R1 Unit 6 E Box 40

These reports were preprinted forms to be filled out and sent to the Vatican. These are very detailed reports on membership within the province with some school statistics reported as well. There is a folder of samples of these reports from other provinces.

Internal Province Statistics and Reports, 1914-1990s. 4 lin. Inches

West Archives Unit R1 Unit 6 E Boxes 40-41

These statistics and reports were created for internal use especially during the 1960s- 1990s. The early statistic reports from 1914-1950s were used to create the International Necrology and the added pages for later years. The various statistical listings include how many sisters in various stages of study, sisters who had left the order, list of sisters by locations and convents/houses, deceased sisters list and finally cemetery research and lists.

California Province Convent Statistics Reports, 1931-1979. 3 lin. Inches

West Archives Unit R1 Unit 6 E Boxes 41-42

These preprinted forms list the sisters living in each convent, years living in that convent, the number of years since vows, their charge-ministry-, subject teaching, the number of students and grade level.

Mission Assignments, Summer Charges, Charge Lists and other Lists, 1958-1982. 1.2 lin. Feet

West Archives Unit R1 Unit 6 E-F Boxes 42-44

These lists document the main assignments/mission for each sister for each year, summer charges for those coming to the provincial house for continuing studies, retreats, villa assignments, institutes for spiritual renewal studies, internal convent charges, and administrators for schools and convent superiors. There is a file of c.v. for sister -teachers dated 1968. These files will add additional information to the sisters' biographies which were not recorded on their ministries cards.

Survey Records, 1947; 1963-1967. 2.5 lin. Inches

West Archives Unit R1 Unit 6 F Box 45

The main part of this series are the printed reports of the Sisters Study conducted by Sister Marie Augusta O'Neal. The study was sent out 1966 and tabulation and reports sent out in 1967 thru 1968. The files contain the results of the survey of the California Province in statistical numeric values, not any of more substantive answers. There is a self-survey created by the province tabulating the prayer practices of the province and what to keep and what to let go in light of the renewal of the charism urged by the Vatican II council.

Dr. Lamp's Survey: The Evaluation of Works Survey Records, 1968-1975. 1 lin. Foot

West Archives Unit R1 Unit 6 F Box 45-47

As a result of the Vatican II reappraisal of the charisms of the foundresses and the declining numbers of vocations and sisters leaving after vows, the California Province commissioned a study of their teaching ministries by Dr. Lamp. He started in 1967, surveyed the needs of each school, its connection to the Sisters of Notre Dame de Namur and whether to stay or pull out of the school.

These records include his original survey; handouts, drafts of the reports; the internal sister board/committees set-up to discuss and administer the recommendations; the responses of the sisters, lay teachers and staff and others to the recommendations; and the follow-up surveys and reports done by the sisters to deal with the shortages of sisters to staff the schools in the early 1970s. This survey helped to shape assignments and decisions to pull out sisters from teaching in the widely scattered geographical area that the California Province covered during these times. Also included is the Kaski Survey completed during the same time as Dr. Lamp's survey.

Spiritual Publications, 1920-1950. 2 lin. Inches

West Archives Unit R1 Unit 6 F

This group of files contains the archival copy of various SNDdeN publications concerned with the spiritual practices of this congregation. These are institute-wide publications which were translated into English in the early 1900s and later. These publications went through several editions especially in the American provinces. These publications are: Manual of Prayers 1942 and 1947 editions; The Inner Life of a Sister of Notre Dame; Reference of Courtesy; Counsel of Perfection; A Daily Thought of Julie Billiart; Mediations on Death; Indulgences; Institute Songs, 1947 edition and others. These publications were created to help and guide individual sisters in their individual and communal prayer practices. These guides were also used to guide women in formation and vowed sisters from the 1920s to the mid-1960a. After Vatican II, some suggested some reworking of individual and communal prayer practices while still being very much grounded in the writings of St. Julie Billiart and Mother St. Joseph de Bourdin Blin.

Publicity Records, 1965; 1969-1980. 1.5 lin. Inches

West Archives Unit R1 Unit 6 F Box 48

These two files contain general external press clippings about the happenings of the province from the years 1969-1980 and the specific fund-raising event of 1965, the Sister's Concert tour. This tour went to the many of the California parishes and institutions where the sisters taught. The main events covered by the external press were changes in leadership, portraits of sisters especially of older sisters, school openings and other notable events. The Sister's Concert files include publicity releases, schedules, press clippings, and photographs of the choir members in concert.

Provincial Photographic Records, 1920s-2002. 2 albums and 200+ items

West Archives Unit R1 Unit 6 F Boxes 48-49

These album and photographs document the Saratoga property as rest place for tired teachers, an orphanage and lastly as the motherhouse of the California Province from the 1936 to 2002. The loose photographs in box 48 of exteriors and interiors of the new motherhouse construction in the early and mid-1930s. There are postcards, both black and white and color of the exteriors of the grounds and the buildings. Most of these views are of the main building, the novitiate and the retired sisters' residence.

Assembly Meeting Minutes Records, 1972-1978. 5 lin. Inches

West Archives Unit R1 Unit 7 F Box 50

The assembly was created after Vatican II inspired reforms were being enacted across the spectrum of religious life. The Assembly was a gathering of sisters not in leadership positions and who were elected as 10% of the membership. The main purpose of the Assembly was to

provide a space who could discuss the changes taking place and offer their perspectives on the changes and propose changes of their own to be discussed by the provincial council and later the team. These records include the pre-meeting mailings, the agendas, and the minutes of the discussions and then the decisions of this body. The Assembly was a not a governing body but a place where sisters could discuss and offer their perspective to those in leadership. As numbers dwindled this became "A Committee of the Whole" and then became the two a year province gathering, one in the spring and one in the fall.

Compiled Provincial Administrative Subject Records, 1923-2000; Bulk 1950s-1980s.

West Archives Unit- R 1 Unit 7 B-F Boxes 1-25.

This collection was created by the Secretary to the council /team over the years from the 1960s to 2000. Some of the earlier records were gathered together as part of this collection as well. These records came into existence as three major series: Alphabetical Subject Records, 1938-2000; Education Ministry Records, 1937-1988 and Financial Records, 1934- 1999. The latter two will be broken down to smaller units of records.

These records were gathered together by the Provincial Secretary as a way to provide for background material for decisions and understanding how those decisions were made. The bulk of the records cover the period of the late 1950s to the late 1980s. Each of the Provincials and the Teams will have their own files for each of the major events and trends. They are not exact duplicates and mostly likely will include notes and notations from the provincial and the team members that are unique.

Administrative Subject Records, 1938-2000; Bulk 1950s 1990s. 2.5 lin. Feet

West Archives Unit R1 Unit 7 B-D Boxes 1-14

This record series covers a multitude of topics that the provincial administration dealt with over the years. These files were created by the long serving secretary of the province, Sister Claire Spellman. The major topics covered are: the Assembly, boards, task forces and studies meetings; various leadership groups outside the province; the expansion of sister's ministries beyond education; the sisters from the province missioned to Africa and Central and South America; the ongoing changes in governance structures; formation and communication media to the sisters through circulars and team reports; and newsletters to the wider public; the start-up of a development program; and finally the annual reports to the sisters, the congregational leadership and the Vatican providing snapshots of the province to its various publics.

The momentous changes inspired by Vatican II Council are well-documented in these records. These changes include name changes back to baptismal names for many of the sisters; a deeper appreciation of the history of the congregation; changes in the format and content of the novitiate; addressing the need to update the sisters' education for the changing educational needs of elementary and secondary schools; and taking corporate stances on the sanctuary movement and other issues. Other files highlight the evolution of the spirituality and teachings

of St. Julie to update these writings to the second half of the 20th century. Statistical reports from the California Province and from the world-wide congregation give a snapshot in time of each organization.

Elementary Education Records, 1949-1993. 1.6 lin. Feet

West Archives Unit R1 Unit 7 D-E, Boxes 15-18

These records document the interaction of the sister teachers with the province administration in the 25 parish elementary schools over the years. These files contain the correspondence between the parish-pastor and the province, as well as the provincial and others on the council/team. The subjects covered are the sister-teacher assignments to the school, the salaries and benefits paid through contracts, the departure of the sisters, the closing of the convent and sometimes the school and mundane administrative matters of school administration. These files may also include publicity about the schools, sister-teachers and the parish on significant anniversaries and other times as well.

There are several files on general elementary education across all the schools and files on each school that the sisters taught in from the 1930s to the 1980s. Included are the documentation for the evaluations conducted by the sisters and by WASC and by WCEA -Western Catholic Education Association- in the earlier years.

Secondary Education Records, 1951-1977. 10 lin. Inches

West Archives Unit R1 Unit 7 F Boxes 19-20

This record series documents the interaction between the province, the sisters and diocesan education officials regarding sister-teachers at both sister owned and diocesan high schools. There are several files regarding general administrative procedures and teaching assignments. The files on the eight schools include teacher assignment letters, various programs and schedule changes, curriculum changes and other administrative changes involving the sisters.

For the high schools owned by the sisters there is more documentation in the form of information brochures, school event programs, student pictures, WASC evaluations, alumni newsletters and some financial information. These will include some information on school closures and the withdrawal of sisters from schools because there were not enough sister in the province.

Provincial and Convent Accounts, 1934-1975. 1.1 lin. feet.

West Archives Unit R1 Unit 7 E-F Boxes 21-23

This series of records includes two sections one for the province accounts recorded on pre-printed forms and the other section for the individual convents. The provincial accounts are gathered figures from the convent forms in very broad categories of expenses and income with major province wide debts listed on the back of the forms.

The house/convent information was gathered at six month intervals by the house treasurer and the superior. For the larger houses at Belmont and Saratoga there may be a breakdown by various units. The food expenses are broken down by types. Later all of these were placed under a general heading of food. The forms included listings for expenses such as hired help, debts owned by individual convents and schools and information on enrollment, tuition, music lesson income and gifts in substantial amounts.

Financial Reports and Correspondence Records, 1924-1999 [bulk 1950s-1990s]. 1 lin. Foot

West Archives Unit- R1 Unit 7 F Boxes 23-25

These records contain audit reports of the California Province, three high schools and the college and correspondence from the audit firms. Also included are yearly treasurer's report, correspondence with the Generalate in Rome and the motherhouse in Namur. The treasurer's reports give an overall financial portrait of the province from the 1970s to 1999. There is one file covering sisters' employment contracts with schools, parishes, and other organizations that employed sisters in non-teaching positions.