

Congregation of the Sisters of St. Joseph in Canada

Finding Aid - General Secretary series (F01-S011)

Generated by Access to Memory (AtoM) 2.5.4 Printed: August 10, 2020

Language of description: English

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General Secretary series

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Summary information

Repository:	Congregation of the Sisters of St. Joseph in Canada
Title:	General Secretary series
ID:	F01-S011
Date:	1995-2007 (date of creation)
Language:	English
Physical description:	11 cm of textual records

Administrative history / Biographical sketch

Note

The General Secretary is a member of the Leadership Council. From 1999 to 2007, the General Secretary was Sister Pat Hogan. At the end of Sr. Pat Hogan's term, Sister Jean Moylan replaced her and served until 2012. The Leadership Council is the decision making body of the Congregation. The positions on the Council comprise the General Superior, General Secretary, General Treasurer, and two General Councillors. Sisters are elected to the Leadership Council at Chapter meetings, held every four years. Every two years, midway between Chapter meetings, an Assembly meeting is held.

The Leadership Council forms the local leadership for the religious community. In 2012, the London Congregation amalgamated with the Congregations in Hamilton, Peterborough and Pembroke to form a new Congregation called the Congregation of the Sisters of St. Joseph in Canada. As a result, the Leadership Council is now drawn from members of the four formerly separate Congregations.

The Federation of the Sisters of St. Joseph of Canada was an umbrella organization formed in 1965. It comprised the Congregations in Toronto, Peterborough, Hamilton, London, Pembroke and Sault Ste. Marie.

The records in this series were created by the formerly separate Congregation of the Sisters of St. Joseph in the Diocese of London.

Scope and content

This series consists of records produced in the course of the business activity of the General Secretary. There are documents pertaining to the history of the Sisters of St. Joseph, a pilgrimage taken in 2005, memorials and anniversaries such as the 135th and 138th anniversaries of the founding of the London Congregation, and Mother St. John Fontbonne. The series also contains material on the CSJ International center in Le Puy-en-Velay, France, the sale of the Mount St. Joseph Motherhouse in 2004, and activity reports.

Notes

Title notes

- **Source of title proper:** Title based on contents of series.

Immediate source of acquisition

The records were transferred from the office of the General Secretary to the archives.

Location of originals

The records are stored off-site in London, Ontario.

Restrictions on access

The Archives reserves the right to restrict access to the collection depending on the condition of the archival material, the amount of material requested, and the purpose of the research. The use of certain materials may also be restricted for reasons of privacy or sensitivity, or under a donor agreement. Access restrictions will be applied equally to all researchers and reviewed periodically. No researcher will be given access to any materials that contain a personal information bank such as donor agreements or personnel records, or to other proprietary information such as appraisals, insurance valuations, or condition reports.

Conditions governing use

Permission to study archival records does not extend to publication or display rights. The researcher must request this permission in writing from the Archives

Finding aids

There is a series and file list.

Accruals

No further accruals are expected.

Other notes

- **Publication status:** published
- **Level of detail:** Partial
- **Status description:** Revised

Access points

- Congregation of the Sisters of St. Joseph in Canada -- London
 - Textual record (documentary form)
 - Religion (subject)
 - London (place)
-

Collection holdings

Subseries: F01-S011--01 - History

Title: History

ID: F01-S011--01

Date: 1995-2006 (date of creation)

Scope and content:

This sub-series contains records relating to the history of the Congregation and activities of Sisters from across Canada, the United States and Europe. There is a booklet and documents about the history of Le Puy-en-Velay, France, and a pilgrimage taken there. There is a history of the London Diocese and Mother Ignatia Campbell. There are reports, memorabilia and booklets concerning the 350th anniversary of the Congregation, and a genealogy. There are several pamphlets and litanies for a Federation event. Finally, there is a property report and a printed reproduction of the coat of arms.

Physical description: 4 cm of textual records

Publication status:

published

Access points:

- Textual record (documentary form)
-

File: F01-S011--01--01 - Historical Summaries and Notes [1] – 2005 Pilgrimage [2013-6-3]

Title: Historical Summaries and Notes [1] – 2005 Pilgrimage [2013-6-3]

ID: F01-S011--01--01

Publication status:

published

File: F01-S011--01--02 - Historical Summaries and Notes [2] [2013-6-4]

Title: Historical Summaries and Notes [2] [2013-6-4]

ID: F01-S011--01--02

Publication status:

published

Subseries: F01-S011--02 - Events

Title: Events

ID: F01-S011--02

Date: 2003-2005 (date of creation)

Scope and content:

This sub-series contains records regarding events including memorials and anniversaries. There are a number of booklets and pamphlets relating to the 135th anniversary of the founding of the London Congregation, and the memorial of Mother St. John Fontbonne.

Physical description: 2 cm of textual records

Publication status:

published

Access points:

- Textual record (documentary form)
-

File: F01-S011--02--01 - Memorial & Anniversary Events 2003-200 [2013-6-2]

Title: Memorial & Anniversary Events 2003-200 [2013-6-2]

ID: F01-S011--02--01

Publication status:

published

Subseries: F01-S011--03 - Sale of Mount St. Joseph

Title: Sale of Mount St. Joseph

ID: F01-S011--03

Date: 2004-2005 (date of creation)

Scope and content:

This sub-series contains correspondence, a sales report, and newspaper clippings regarding the sale of the Mount St. Joseph Motherhouse in London property and furnishings. Correspondence consists of letters between the General Superior and other Sisters, and with various organizations.

Physical description: 1 cm of textual records

Publication status:

published

Access points:

- Textual record (documentary form)
-

File: F01-S011--03--01 - Sale of the Mount 2004 [2013-6-1]

Title: Sale of the Mount 2004 [2013-6-1]

ID: F01-S011--03--01

Publication status:

published

Subseries: F01-S011--04 - CSJ International

Title: CSJ International

ID: F01-S011--04

Date: 2000-2007 (date of creation)

Scope and content:

This sub-series contains correspondence between Sisters including about the Mission Effectiveness Program offered in 2007 and a Lay Leaders Program. There is also correspondence about the International Centre in Le Puy-en-Velay, France and newsletters from the Centre giving updates on various programs including the Young Adult Program and Global Ministry. There is correspondence between the Federation and the International Centre. There is also a vision statement, financial

reports, and a budget report and minutes from the Governing committee. The records comprise correspondence, newspaper clippings, reports, and meeting minutes.

Physical description: 2 cm of textual records

Publication status:

published

Access points:

- Textual record (documentary form)
-

File: F01-S011--04--01 - CSJ International Centre

Title: CSJ International Centre

ID: F01-S011--04--01

Publication status:

published

Subseries: F01-S011--05 - Activity Reports

Title: Activity Reports

ID: F01-S011--05

Date: 1995-2006 (date of creation)

Scope and content:

This sub-series consists of activity reports used by the administration to track the progress of Congregational activities, as well as Assembly committee reports and Chapter reports. Summaries of Congregational activities include a monthly calendar keeping track of administration, community life, staff, community outreach and strategic planning. The Assembly committee reports include reports on vocation and from the donations committee, formation committee, governance committee, Leadership/membership committee, member to member committee, Motherhouse strategic planning committee, and systems committee. The Chapter report contains information on matters preceding the Chapter, including membership, ministries, response to societal issues, temporal affairs reports and appendices.

Physical description: 2 cm of textual records

Publication status:

published

File: F01-S011--05--01 - Activity Reports 1995-2006 [2013-6-6]

Title: Activity Reports 1995-2006 [2013-6-6]

ID: F01-S011--05--01

Publication status:

published
