

**CHURCH OF THE SACRED HEART**  
**SOUTH PLAINFIELD, NEW JERSEY**  
**PARISH ARCHIVAL COLLECTION**

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With excerpts from:  
*Celebrating One Hundred Years of Family and Faith: 1905-2005*  
*Sacred Heart Roman Catholic Church, South Plainfield, New Jersey*

**Last Update: May 22, 2018**

**CHURCH OF THE SACRED HEART  
SOUTH PLAINFIELD, NEW JERSEY  
PARISH ARCHIVAL COLLECTION**

**COLLECTION SUMMARY**

**Creator:** Church of the Sacred Heart, South Plainfield, New Jersey  
**Dates:** 1901 - 2016  
**Extent:** Approximately 90 document and flat storage boxes, plus file drawers and bound book cabinets, approximately 90 linear feet  
**Languages:** English, Latin, Italian, Spanish, Czech, Polish  
**Repository:** Parish Center, Church of the Sacred Heart, South Plainfield, New Jersey

**CHRONOLOGY**

**Parish Historical Timeline**

*The majority of this timeline is adapted from "Parish History Highlights," in "Celebrating One Hundred Years of Family and Faith: 1905-2005," the centennial anniversary book published by Church of the Sacred Heart, Centennial Committee, with additional information provided by the archives staff.*

- 1904 Mass celebrated in the community for the first time in the home of Peter McDonough, Sr. by Rev. Edward J. Dunphy.
- 1905 August 22, Sacred Heart Parish was officially incorporated.
- 1906 In January, property to build the church was donated by Thomas Saverd.
- 1909 Rev. John F. Baldwin was appointed first Pastor.
- 1910 First recorded Wedding was celebrated in April – Frank Philips and Amelia Gacek, April 23; first recorded Death and Funeral Mass – John O’Keefe, August 4<sup>th</sup>.
- 1911 Charter meeting of Rosary Society was held in November.
- 1912 Parish received official boundary lines on January 23.
- 1919 On June 30, the land for the parish cemetery (Holy Redeemer Cemetery) was purchased
- 1922 On September 25, property to build the rectory was acquired from Thomas Saverd and John Geary
- 1923 Rectory construction was completed.

- 1929 Rev. Thomas A. Campbell was appointed Pastor.
- 1934 Rev. Edward A. Corrigan was appointed Pastor.
- 1938 Rev. Francis Lyons was appointed Pastor.
- 1939 (approximate date) The first convent for the parish was a frame dwelling located at 133 South Plainfield Ave. The Sisters of Atonement (Graymoor) were the first Religious Congregation to serve the parish in education, teaching the children their catechism.
- 1944 Rev. James Harding was appointed Pastor.
- 1951 Rev. Alfred T. Sico was appointed Pastor.
- 1953 In September, Sacred Heart School opened, staffed by the Sisters of Mercy, New Jersey.
- 1954 New wing added to school.
- 1954 The current convent was built to be used solely as a convent. Fifteen (15) Sisters of Mercy from Watchung (RSM's) resided in the convent and taught in the parish school until 1990.
- 1965 New church was dedicated on November 21<sup>st</sup>, Rev. Alfred T. Sico, Pastor.
- 1968 Most Rev. John D. Reiss was appointed Parish Administrator upon the death of Rev. Sico.
- 1969 On June 20, the Very Rev. Msgr. Edmund W. Kreger was appointed Pastor; Bingo begins as a fundraiser.
- 1972 Charismatic Prayer Group was formed in May; Sisters of the Atonement become the first Directors of Religious Education.
- 1973 Parish Council steering committee was formed on May 13.
- 1974 On November 10, the First Parish Council officers were elected.
- 1977 In September, the first Youth Ministers began work in the Parish; Larry Cashlioli ordained as first Permanent Deacon.
- 1978 The first Funstival is held.
- 1979 Rev. Henry L. Hemmerling appointed Pastor on September 9.
- 1980 Shrine to Our Lady of Grace was dedicated on January 20, and in September, Sr. Pat Conlin, RSM, the first Director of Social Concerns, began her ministry. In March, school renovations began with window replacements.

- 1981 Construction of Mausoleum began in November.
- 1982 Deacon Rev. Mr. Charles O'Connor's ordination was held in Church of the Sacred Heart in June. Rev. Peter A. Romeo held a "Town Meeting" to offer parishioners an opportunity to voice their concerns and plans for the future.
- 1983 Monthly Mass was instituted on October 8 for "God's Special People" and their families and friends.
- 1984 The 75<sup>th</sup> Anniversary of the founding of Church of the Sacred Heart was celebrated and a time capsule filled with memorabilia and buried at church front yard.
- 1985 September 11 marked the first meeting of The Sacred Heart Senior Citizens.
- 1986 Rev. Michael McGuire was appointed Pastor, and Rev. Mr. Skip Carney, Deacon at Sacred Heart, was ordained to the Priesthood on May 31.
- 1987 Rev. McGuire created both the Senior and Junior CYO programs.
- 1988 Somerville native Rev. William Malloy was welcomed as Associate Pastor.
- 1989 Parish established an Adult Education Program to focus on Sacraments, Mass, Prayer, and Benediction, as well as other topics.
- 1990 The convent was divided and one-half of the structure became the parish center, with offices moving out of the rectory, and the other half remained a convent.
- 1990 A Baby Care Course was started for expectant parents providing information on infant care and adoption issues.
- 1990 – 2004 The Religious of the Virgin Mary (RVM's) resided in the convent and taught in the parish school.
- 1991 Pre-school Program designed to make early learning a positive experience for children 3 ½ to 4-year-olds was begun.
- 1992 On January 19, a Student Exchange Program began with students from Nice, France for a two-week period to focus on developing language skills and culture.
- 1993 Father McGuire celebrated his thirty-fifth anniversary to the Priesthood in August.
- 1994 Deacon Joe Stanczak was assigned as permanent Deacon to Sacred Heart Church.
- 1995 One hundred and fifty parishioners from Sacred Heart attended a Papal Mass celebrated by Pope John Paul II in Giants Stadium, New Jersey, on October 5.

- 1996 Sacred Heart received approval for an addition to Holy Redeemer Mausoleum; dedication of the Christ Statue is held.
- 1997 The Knights of Columbus sponsored the First Annual Jim Boyle Memorial Gold Tournament at Old Orchard Golf Club.
- 1998 Father McGuire celebrated his fortieth anniversary to the priesthood with a celebration Mass in Church of the Sacred Heart.
- 1999 The Sacred Heart Prayer Group sponsored a two day “Life in the Spirit Seminar,” directed by Associate Pastors, Fr. Thomas Ganley and Fr. John Primich.
- 2000 Rev. John P. Alvarado appointed Pastor by Bishop Vincent De Paul Breen.
- 2000 First Lenten Fish Dinners are held in the school cafeteria; Church of the Sacred Heart sponsored a program by Maria Esperanza, a visionary, mystic, and stigmatist from Betanice, Venezuela.
- 2001 Replacement of the church roof and exterior fire doors were installed in the school. An advanced security system was also installed in the school.
- 2002 Pope John Paul II names Rev. Paul G. Bootkoski the fourth Bishop of the Diocese of Metuchen. Bishop Bootkoski is a native son from Newark ordained as a priest in 1966; the final Funstival is held.
- 2003 Deacon Joseph Stanczak celebrated 20 years as Deacon. Sacred Heart School observes 50<sup>th</sup> Anniversary. Parish Centennial Celebration Committee – *Celebrating One Hundred Years of Family and Faith* was formed to begin planning for 100<sup>th</sup> Anniversary.
- 2004 Fr. John Paul was a member of a diocesan mission delegation of nine including Clergy, Catholic Charities of our diocese and Catholic Relief Services from Baltimore, MD. They traveled to Guatemala and established a sister-diocese connection, part of the Church’s Global Solidarity Partnership Program.
- 2004 The Sisters of Mercy returned to Sacred Heart with one sister living in the convent and serving as principal of the school – Sr. Nadine Boyle, RSM.
- 2005 Capital Campaign – *Our Hearts Renewed: The Next Hundred Years* was conducted to raise \$1.2 million dollars for the purpose of necessary renovations to all parish facilities. The Centennial Celebration Mass and Gala was held on August 21.
- 2006 One Sister of St. Joseph of Chestnut Hill PA. (Sr. Kathleen Rooney, SSJ) became the first parish pastoral associate and resided in the convent. The convent became an Inter-Congregational residence for both Sisters of Mercy and Sisters of St. Joseph. In 2016, Sr. Kathleen was reassigned.

- 2006 The last Bingo is called.
- 2007 November, Parish archives program established by Sister Kathleen Rooney, SSJ; Gregory Caruso and Wayne Otlowski are ordained as Deacons; first Gay and Lesbian Faith Sharing and Support Group meets.
- 2011 Sacred Heart Grammar School closes in June; Holy Savior Academy, a Middlesex Deanery school opens in September.
- 2013 Fr. John Alvarado celebrates his 25<sup>th</sup> Anniversary of Ordination to the Priesthood.
- 2014 Our Lord Jesus Christ, King of the Universe, Jubilee celebration begins on November 23<sup>rd</sup>.
- 2016 – present Sr. Nadine Boyle, RSM is in residence serving the parish as an assistant to the parish staff.

### **Parish History**

*This writing originally appeared in “Celebrating One Hundred Years of Family and Faith: 1905-2005,” the centennial anniversary book published by Church of the Sacred Heart, Centennial Committee.*

The early Catholic settlers came to South Plainfield because of the opportunity of steady employment. They were predominantly of Irish ancestry, poor in the light of material possessions, but rich in the qualities of enduring value, faith, courage and the spirit of sacrifice. The measure of their love for God and His Church was proven by the faithfulness in traveling great distances, in those days, to Sunday Mass, either to St. Francis Church in Metuchen or to St. John Church in Dunellen. Early records show that the majority of the families attended St. John’s in Dunellen.

At the turn of the century the Holy Sacrifice of the Mass was offered for the first time in the local community by Rev. Edward J. Dunphy, pastor of St. John’s in Dunellen. This first Mass was celebrated in the home of Peter McDonough Sr. on Hamilton Boulevard. Fr. Dunphy ministered to Sacred Heart Parish, which was legally incorporated as such on August 22, 1905. In those early days Mass was celebrated in different homes of the parishioners until the first official place of worship was located in Washington Hall on Maple Avenue. It is worth noting that up until this time there were only twenty Catholic families living here.

On January 27, 1906, Fr. Dunphy acquired the property and plans for the construction of the first permanent church. The land was donated by Thomas Saverd for the purpose of building the church. The structure was completed in the year 1907 by the builder Michael D. O’Keefe of Plainfield, and continued as a mission to St. John’s under the care of Fr. Dunphy. Two years later, in 1909, Sacred Heart “Mission” realized its true status as a “Parish” when the Rev. John F. Baldwin was appointed the first pastor, (later, Rev. Msgr. Baldwin of St. Mary’s of the Lake, Lakewood.”

For fifteen years Fr. Baldwin resided at Mount St. Mary's, the Motherhouse of the Sisters of Mercy of New Jersey in Watchung, serving as its chaplain, while at the same time traveling to South Plainfield to administer to the spiritual needs of his flock. During these years there was a steady growth within the parish. One of the earliest lay organizations to form was the Sacred Heart Rosary Altar Society in November of 1911. The Holy Name Society took shape in the 1920s. The day arrived when the increased responsibility called for a full-time *resident* pastor. On September 25, 1922, Fr. Baldwin acquired property adjacent to the church from Thomas Saverd and John Geary in preparation for building a parish house. The rectory was completed in 1923 at a cost of \$15,000 and continues to serve as the residence for the parish clergy. Fr. Baldwin, as pastor for twenty years, continued to look ahead and built for the future.

Around this time, large numbers of Italian families from New York City and Polish families from Pennsylvania began to settle in South Plainfield. The expansion of industry with its corresponding opportunity for employment was the principal inducement. With the rapid increase in population, the point was soon reached when the original Irish settlers became the smallest group and Italians became the largest. Fr. Baldwin provided for this increase in his communicants by adding to the original frame of the church building. This addition consisted of a new sanctuary and sacristy, along with the doubling of the seating capacity. Another accomplishment of Fr. Baldwin's was the acquisition of twenty-one acres of land between Clinton and New Brunswick Avenues for the purpose of establishing the Holy Redeemer Cemetery. His successors have carefully and conscientiously supervised the development and management of this cemetery through the years.

With the parish facilities completely established by this time, the pastors who came after Fr. Baldwin diligently applied themselves to the reaping of the good harvest. It has been a rich harvest blessed with good, honest Catholic family life, and fine religious vocations.

Rev. Thomas A. Campbell, pastor emeritus of St. Joseph's Church in North Plainfield, succeeded Fr. Baldwin in September, 1929. Religious Education for the parish youth begun by Fr. Baldwin continued with Fr. Campbell under the leadership of several Sisters of Mercy. The sisters' teaching continued through the following pastorate.

The Rev. Edward A. Corrigan, pastor of St. Ann's Church in Keansburg, succeeded Fr. Campbell in 1934 and saw the parish grow to the point of needing an assistant priest. Fr. Corrigan was followed, in 1938, by the Rev. Francis J. Lyons, pastor of St. John's Church in Dunellen.

In the days of Fr. Baldwin, the Sisters of Mercy would journey down from the Mount every week to impart religious instruction to the young people of the parish. By the time Father Lyons assumed his pastoral duties, the parish had grown to such proportions that he deemed it necessary to have resident religious sisters in the parish. It was with great reluctance that the Sisters of Mercy gave up this mission for they enjoyed their work among our children very much. Arrangements were then completed for the Sisters of Atonement (Graymoor) from Garrison, New York, to come to the parish. A

frame dwelling at 133 South Plainfield Avenue was converted into a convent and the sisters lived there for twelve years, ministering generously in the religious training of the parish children. Attention was given to the Altar servers, Ladies Sodality, and training of lay catechists.

Of the many Sisters of Atonement who worked in our midst special mention must be made of Sister Mary Paul and Sister Mary Bride. Their many years of devotion of duty and loyalty to the parish will be remembered always. Rev. Paul Bradley, who was an Associate Pastor at Church of the Sacred Heart, was assigned to serve as a Navy Chaplain in 1941. He was attached to the 28<sup>th</sup> Regiment of the 5<sup>th</sup> Marine Division, one of three chaplains that made the February 14, 1945 assault on Iwo Jima. He was wounded by shrapnel from a mortal shell while ministering to the wounded. He remained in the Navy for 27 years and then went on to become pastor of St. Michael's Church.

In 1944 the Rev. James G. Harding was appointed pastor of Church of the Sacred Heart. It was in his mind that the dreams of a parochial school were born. Before Father Harding's hopes and dreams could be fulfilled, however, he was called to his eternal reward on July 7, 1951. Later that month the Rev. Alfred T. Sico was appointed by his Excellency, Most. Rev. Bishop George W. Ahr, Bishop of Trenton. He immediately began making plans for a parochial school. Because of the construction boom taking place at that time, it was decided, with the approval of Bishop Ahr, to build a new church as well as the school. Plans were drawn up for a combination church and school designed especially for the particular needs of the parish.

With the approval and blessing of the bishop, ground was broken on October 1, 1952. In January of 1953, the cornerstone was laid in place with the Rt. Rev. Monsignor Charles G. McCorristin, V.F. pastor of St. James's Church, Woodbridge, presiding. One of the great milestones in the history of the parish took place on September 4, 1953 when the new school was opened. Everyone who had enjoyed the opportunity of visiting the school had been deeply impressed with its excellent construction and modern facilities. Also, all were equally pleased and grateful in being able to have the Sisters of Mercy back in our parish staff the new school. Their proficient and capable work was manifesting itself among our children. The doors opened under the direction of Sister Mary Alma, RSM as the first superior, with an enrollment of 324 children in the first four grades. The faculty appointed to assist Sister Mary Alma was composed of four Sisters of Mercy and one lay teacher. They were: Sister Mary Alfreda, Sister Mary Joanna, Sister Mary Lucy, Sister Mariella, and Miss Patricia Angiolilli.

It was soon apparent with a growth in numbers of students and faculty that a new convent be built to adequately house our fifteen religious sisters. Consequently, Fr. Sico set out early in 1954 to build a large and spacious convent on Randolph Avenue directly adjacent to the school. The convent housed a chapel, kitchen, dining room, study hall, baths and 15 cells or bedrooms. The third floor was left unfinished, but could easily be transformed, when the occasion demanded, into additional bath and toilet rooms and ten cells.



A major campaign was necessary to raise the needed funds for construction of both the school and convent buildings. Dominic Stilo was the chairman of the Sacred Heart Memorial Gifts Committee. Before the end of 1953, however, it became evident that the new parish church and school were not large enough for the rapidly growing community. Besides six Masses on Sunday in the new church-auditorium, three other Masses were celebrated downstairs in the cafeteria. Saturday Vigil Masses were not yet a part of the "Catholic experience." In 1954, one year after the 11-room school had been built, it was necessary to expand, constructing a new wing to the school consisting of five additional classrooms.

The first parish Sunday Bulletin was printed for January 7, 1962. The population of South Plainfield soared from 8,000 in 1951 to almost 20,000 in 1963 and it so became imperative that a new church needed to be built to take care of the enormous crowds at Sunday Mass. With the permission granted by the Most Rev. George W. Ahr, S.T.D., Bishop of Trenton, a meeting was held with the Bishop, Fr. Sico and architect John MacWilliam. They decided to erect a new church with a seating capacity of 1,500. Farmland adjacent to the old church was purchased from Filomena and Angelo DeFillipo. Ground was broken in March, and work was begun shortly thereafter. At its completion, the parish had a beautiful church with the main altar facing the people in accordance with the New Liturgy prescribed by the Second Vatican Council. The new church was officially dedicated on November 21, 1964.

In his years of ministry and administration Fr. Sico had ushered in a new age for Sacred Heart Parish from concept through to completion. In 1968, after the death of Rev. Alfred T. Sico, Most Rev. John C. Reiss was appointed parish administrator. Bishop Reiss remained in residence until Jun 20 of that year when Rev. Msgr. Edmund W. Kreger was appointed Pastor.

In May of 1972 the Charismatic Prayer Group was formed and in August the first Directors of Religious Education began their ministry. Five Franciscan Sisters formed an experimental religious community under the authority of Bishop Ahr. They accepted the mission of Religious Education at Sacred Heart Parish for children and adults alike following the new guidelines put forth by the Second Vatican Council. They resided in the former Stockhoff farmhouse on Clinton Avenue and conducted some of their adult education programs from there. In August of 1974 the group had dispersed.

Increased lay involvement saw the conception of a Parish Council in May 1973. It was formed, organized, and approved in November 1974 with its first elected officers in place by May 1975. Ministry to parish teens took the spotlight during these years with retreats (Genesis) and monthly meetings (Lighthouse) moving beyond the CYO model. Priests, religious, and lay leaders were called forth and active in the parish involving hundreds of our parish families in shared ministry. The Sacred Heart School was filled to capacity with Sr. Joan Carter, RSM, as Principal. The first lay pastoral professional was hired in September 1977. Ms. Mary Aun was hired as the Director of Religious Education. Parishioner, Larry Cashlioli, began service as the parish's first Permanent Deacon. After the death of his wife Constance in 1977, he later entered the seminary and

was ordained a priest in December 1982. Sr. Beth Dempsey, RSM began her assignment as the parish's Youth Minister in 1979.

On September 9, 1979, Rev. Henry L. Hemmerling was appointed Pastor. In 1980, the construction of the Mausoleum began at Holy Redeemer Cemetery. The Shrine in honor of *Our Lady of Grace* at the entrance of Sacred Heart Drive was erected and dedicated. Renovations to the school were begun that year as well. The influence of the Vatican Council continued to affect change in the parish and throughout the Church. Particular attention to the Liturgy and Social Justice Concerns highlight these years. The Parish Pastoral Team in 1981 included four Priests and a Transitional Deacon, three Religious Sisters of Mercy ministering as School Principal, Director of Social Concerns, and Youth Minister, and a lay woman as Director of Religious Education.

During this time, we witnessed the formation of the new Diocese of Metuchen, splitting from the Diocese of Trenton. Pope John Paul II created our new diocese on November 19, 1981. Bishop Theodore E. McCarrick was installed as the founding bishop of the Diocese of Metuchen on January 31, 1982, at St. Francis of Assisi Cathedral, Metuchen. This too was an historic moment for Sacred Heart Parish which would be shaped and formed by this new local Church. Ministry in the Church had taken on a new dimension calling "the People of God" to get involved and put their faith into action.

Rev. Peter A. Romeo was appointed pastor in 1982 by the Most. Rev. Theodore E. McCarrick, Bishop of Metuchen. He decided to reach out to Sacred Heart parishioners asking what direction Sacred Heart should take for its future. Fr. Romeo provided an opportunity for parishioners to voice their thoughts on the future of our parish by holding a "Town/Parish Meeting." Reaching out to all age groups, the parish organized the Sacred Heart Senior Citizens Group and both Senior and Junior CYO programs. An Adult Education Program was also established to address themes of Sacrament, Mass, Prayer and Eucharistic Adoration. A new ministry was initiated by Fr. Romeo reaching out to the mentally disabled offering a monthly Mass and social time. Instituted as "God's Special People," parishioners and residents from the Keystone Community here in South Plainfield were welcomed to gather and celebrate with their families and friends.

Improvements were made to the parish cemetery and its management. In 1985 Holy Redeemer Cemetery was sectioned and dedicated to the 12 Apostles. The large granite "Apostle" markers are both artistic and practical, making it easier to locate an individual plot and grave.

In June of 1986, Rev. Michael McGuire was appointed Temporary Administrator by Most. Rev. Theodore E. McCarrick. The nineties were marked with the celebrations of Fr. McGuire's 35<sup>th</sup> and 40<sup>th</sup> Anniversaries to the Priesthood. It was a time of change once again. The Sisters of Mercy had left their long time Sacred Heart assignment. Fr. McGuire had negotiated with Sisters of the Religious of the Virgin Mary from the Philippines to minister at Sacred Heart School. Most Rev. Edward T. Hughes accepted the Sisters as a new religious congregation to the Diocese of Metuchen. Sr. Maria Nicolina Estevez, RVM was the new Principal and Superior serving from 1990-1993. Sr. Maria Cornelia Ramirez, RVM succeeded Sr. Nicolina as Principal and Superior serving

from 1993-2004. Outreach for school enrollment with emphasis on including the members of the parish continued with the formation of a Pre-School Program designed to put a positive spin on the early learning experience. A Philippine-American Association was formed, involving many of our parishioners and other Catholics beyond the parish.

Deacon Joseph Stanczak was assigned as Permanent Deacon to Church of the Sacred Heart and provided much needed assistance to the pastor. Deacon Joe continued serving the Church even after his retirement in 2005. He passed away on August 21, 2016.

Under the direction of Parochial Vicars, Revs. Thomas Ganley and John Primach, the Sacred Heart Prayer Group began sponsoring its annual two-day "Life in the Spirit Seminar." In 1995 more than 150 parishioners attended a Papal Mass celebrated by Pope John Paul II in Giants Stadium, New Jersey. Also in the nineties, a two-week Exchange Program with students sharing between Nice, France and here focused on developing language skills and cultural exposure. The new millennium brought a continued effort to reach out with programs of a Religious Education theme.

An expansion project for the Mausoleum at Sacred Heart Parish's Holy Redeemer Cemetery was approved in October 1996, was implemented, and construction completed soon after.

Early in 2000, the parish suffered a great loss with the passing of Rev. Michael McGuire, who served the parish for more than fourteen years. In April 2000, Rev. John P. Alvarado was appointed to serve as the twelfth and current pastor of Sacred Heart Parish by Most Rev. Vincent De Paul Breen. It was a time to reexamine the status of the parish both spiritually and temporally. Some situations would require immediate action, and others careful listening and reflection. The replacement of the church roof was a major immediate expense that calmed both our diocesan insurance inspectors and our parish energy bills. Exterior fire and security doors were installed in the school as was a security system. A program of Adult Faith Formation and Leadership Training was initiated which would begin a three-year process seeing the resurrection and realization of a Parish Pastoral Council. In 2003 a Parish Finance Council was formed with dedicated and skilled parishioners applying their faith and skills to guide our parish finances.

In 2003 Sacred Heart School marked its fiftieth anniversary with a grand celebration in December. Alumni from the Faculty and Student bodies returned for the event. Outstanding Alumni were honored and a sense of the school's history, accomplishments and goals were brought to the forefront. 2004 saw a change in Faculty, Administration, and Curriculum.

In June of 2004 the members of parish bid farewell to the Sisters of the Religious of the Virgin Mary, who had faithfully served Sacred Heart School since 1990. In July Sister Nadine Boyle, RSM was welcomed as the new school principal. Sister Mary Nadine is a Religious Sister of Mercy, and had previously taught at Sacred Heart School from 1980 to 1983.

With consolidation, careful examination, positive involvement and communication we are looking ahead as a Parish – church and school – with a new vision and the challenge to be good stewards of God’s bountiful gifts. Parishioners are involved in the new Stewardship and Development Committees, and the Liturgical Commission. Our new *Ministries Fair* helps the parish at-large to keep abreast of the good things happening here at Sacred Heart and how so many “are” and “can be” involved. Programs for spiritual reflection and formation are available for parishioners involved in Ministries, Lectors, Cantors, and Eucharistic Ministers. Parish Retreat and Missions are planned each year. Sacred Heart Music Ministry and Education have become a full-time position with the director as part of the Parish Pastoral Team. Shared prayer among the town’s churches has grown into regular ecumenical celebrations with many of the South Plainfield faithful participating. The pastors of these churches meet monthly for prayer and planning.

As part of the Church’s Global Solidarity Partnership Program, Fr. Alvarado, our pastor, was invited to be part of a nine-person mission delegation traveling to Guatemala in February 2004 to establish a sister-diocese connection between our Diocese of Metuchen and the Diocese of Santa Rosa, Guatemala. Fr. John was one of three clergy with Most Rev. Paul G. Bootkoski, Bishop of Metuchen and Rev. Msgr. William Benwell, three lay men and women from the diocesan office of Catholic Charities, and three from the national staff of Catholic Relief Services who visited the Diocese of Santa Rosa.

Early 2003 a steering committee was formed to prepare for the celebration of the parish’s Centennial Anniversary in 2005 – *Celebrating One Hundred Years of Family & Faith.*” In March of 2004, Sacred Heart School eighth grader Allison Whitefleet’s design was chosen as the official logo of the 100<sup>th</sup> anniversary celebration. Sacred Heart Parish students were all invited to submit their original designs and a special committee picked the winning logo.

On June 18, 2004, the Feast of the Sacred Heart of Jesus, the 100<sup>th</sup> Anniversary Year officially kicked off with a choral concert and special Mass, followed by a reception. The opening prayer included a blessing and dedication of a new baby Grand Piano gifted to Sacred Heart Parish by senior parishioner, Charles Vomacka, then age 102. “Carl” died the following year, this Centennial Year, at the age of 103 and was buried from Church of the Sacred Heart. The music from those keys rang clear as the Assembly prayed that day.

August 22, Fr. John led community prayer with a procession carrying a portrait of Rev. Michael McGuire from the church to the school cafeteria where it was placed, and officially named the cafeteria “McGuire Hall.” The date coincided with the 99<sup>th</sup> anniversary of the date when Sacred Heart Parish was incorporated.

In 2005, a parish capital campaign was undertaken to raise \$1,200,000 for needed renovations to church, school, parish office, and cemetery facilities. *Our Hearts Renewed: The Next Hundred Years*” is intended not only for the maintenance of the temporal needs of the Sacred Heart physical plant but for the spiritual needs of its people

as well. Through the incredible generosity of our parishioners we are following the plan set by the case presented to the parish at the start of the campaign. Improvements have been immediate and the hope is to maintain a steady pace. Repaving of the church and school parking lots, a new church organ, and a concrete walkway initiating a project for full disabled accessibility for our church are visible examples of the fruit of our parishioner's sacrifice and charitable giving. A part-time Youth Minister has joined the Pastoral Team and we are searching for a religious/lay Pastoral Associate to assist in spiritual development, pastoral ministry, and lay Religious Education and formation. The past year two of our parishioners have been hired to share the position of Parish Business Administrator. The institution of an annual Parish Picnic helps keep things on the lighter side where parish families can gather and just have fun. We are only scratching the surface and are looking ahead to the great things that we will accomplish with the help of God and the support of one another.

A program of spiritual renewal – *RENEW* – will be introduced in Autumn 2005 to the Parish by a group of our parishioners who have been praying together, training, and preparing this past year. All parishioners will be invited to share this Faith experience. direction of parishioner, Joan Blessing. For as much as we remember and celebrate our past one hundred years, we have even more to look forward to. We are called to be the faithful stewards of God's gifts of love and life, taking from the *old* and the *new* and building God's Kingdom here and now. We give thanks and praise for those who have set the firm foundation upon which we stand. This now is our opportunity to reach up and out, and deep within, giving thanks to God and growing together in the Faith. This is the sacred time and place that God has called us together to be His Sacred Heart to one another and all the world. We strive to rekindle the fire of God's love and grow in a deepening awareness of who we are as this parish family of the Sacred Heart “*There are many other things that Jesus did, but if these were to be described individually, I do not think the whole world would contain the books that would be written.*” John 21,21.

*The following is added text to the History of Sacred Heart by Parish Archivist Bob Golon and Sister Kathleen Rooney, SSJ regarding the years 2006-2015.*

In 2006, Sister Kathleen Rooney, SSJ began her ministry as the First Pastoral Associate at Sacred Heart. Sister Kathleen, along with her pastoral associate responsibilities, also instituted the Parish Archives Project, beginning in 2007, with the assistance of Parish Archivist Bob Golon and Sister Nadine Boyle, RSM. Gregory Caruso and Wayne Otlowski were ordained as Deacons in 2007, and continue to serve at the Church of the Sacred Heart.

The Gay, Lesbian, Bisexual and Transgendered faith sharing group *In God's Image*, was formed in 2007. Rooted in peace and justice, this parish-based group acknowledges and respects the teachings of the Roman Catholic Church and strives to create an environment where all people are respected and where they may honestly and faithfully share their stories.

Sacred Heart School, which opened in 1953, closed in June 2011. Holy Savior Academy, a Middlebrook Deanery school, opened in September, 2011 using the same school building.

The parish Religious Education Program entered the planning stages for transition into a Whole Community Catechesis format for the 2016 - 2017 school year, under the direction of the DRE, Mrs. Louise Timko, Ph.D

2015 marked the celebration of the 50<sup>th</sup> anniversary jubilee of the current church building. The theme, "Building on a Firm Foundation," was the focus of the year long celebrations that included many special programs and displays highlighting the events and people that have made up the history of the Church of the Sacred Heart since 1965. Additionally, as part of the celebration, the Parish Archives officially opened to the public in June 2015.

## **SCOPE AND CONTENT**

The Church of the Sacred Heart, South Plainfield, New Jersey, Parish Archival Collection consists of approximately 80 linear feet of documents, blueprints, maps, photographs, mixed media and ephemera. Inclusive dates of the collections are from 1901 to 2016, with the bulk of the collection running from 1950 to 2015. The collection is divided into three distinct series with associated subseries. These series are:

1. Parish Historical and General Documentation
2. Accounting, Financial and Personnel Records
3. Photographs, Mixed Media and Ephemera.

This collection contains evidentiary documentation of the history of the Church of the Sacred Heart in South Plainfield, New Jersey.

## **ADMINISTRATIVE INFORMATION**

### **Processing Information:**

This collection has been in the permanent possession of its creator, the Church of the Sacred Heart, South Plainfield, New Jersey.

Processing of this collection, including the writing and publication of a finding aid, was done by Robert B. Golon, Processing Archivist, with the assistance of Curators Sister Kathleen Rooney, SSJ, and Sister Nadine Boyle, RSM.

As of December 2016, final processing of the complete Series 3, Photographs, Mixed Media and Ephemera., is still to be completed.

Additions to the collection will be processed as they are received.

**Access:**

The materials contained in this collection may be examined via appointment with and under the supervision of the Parish Administration. Confidential, restricted information can only be accessed with permission from the Pastor.

Materials available for public access and research are housed in the Parish Center Archives Centers, basement and also on the third floor, rooms 2 and 18.

Materials under restricted access are housed in the Parish Center Archives Work Room in the basement of the Parish Center.

**Use of Materials:**

The following is the acceptable citation for publication of research: Church of the Sacred Heart, South Plainfield, New Jersey, Parish Archival Collection.

**ARRANGEMENT OF THE COLLECTION**

The Church of the Sacred Heart, South Plainfield, New Jersey, Parish Archival Collection has been grouped into a logical arrangement of three major series and their associated subseries. The arrangement is as follows:

Series One – Parish Historical and General Documentation

- Subseries One – Sacramental Life
- Subseries Two – Fundraising: Games and Activities
- Subseries Three – Parish Organizations and Service Groups
- Subseries Four – Parish Councils
- Subseries Five – Education
- Subseries Six – Parish Leadership and Administration
- Subseries Seven – Liturgical Ministers
- Subseries Eight – Buildings and Grounds
- Subseries Nine – Diocese (Metuchen and Trenton)
- Subseries Ten – Local Ecumenical Community
- Subseries Eleven – Cemetery and Mausoleum
- Subseries Twelve – General History, Publications, Events, and Recorded Historical Documents
- Subseries Thirteen – Parish Miscellaneous and General Correspondence

Series Two – Accounting, Financial, and Personnel Records

- Subseries One – Accounting and Finance
- Subseries Two – Personnel and Staff

-Subseries Three – Legal Documents

Series Three – Photographs, Mixed Media and Ephemera

-Subseries One – Photographs

-Subseries Two – Mixed Media

-Subseries Three - Ephemera

## CONTENTS OF THE COLLECTION

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**Subseries One: Sacramental Life**

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- 2- All Souls Day Mass announcement for Holy Redeemer Mausoleum Chapel, November 2, 2011
- 3- Catechumens, register of, 1993-2011
- 4- Death and Burial – permission note for Christian Burial, from St. John’s, Dunellen, New Jersey, September 1944
- 5- Communion Service, first at Sacred Heart, conducted by and reflection on the scripture readings by Sister Kathleen Rooney, SSJ, Pastoral Associate, August 12, 2009
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- 11.1- School Liturgy, Religious Education, closing, 2010
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**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

**Box 2:**

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**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

**Box 3:**

- 1- Mass Intention Book – “Daily Mass Record Book,” (includes Funerals, Weddings, Marriage Rehearsals, Candle Intentions), 1985
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- 4- Mass Intention Book – “Daily Mass Record Book,” (includes Funerals, Weddings, Marriage Rehearsals, Candle Intentions), 1989

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**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

**Box 4:**

1- Mass Intention Book – “Daily Mass Record Book,” (includes Funerals, Weddings, Marriage Rehearsals, Candle Intentions), 1992

2- Mass Intention Book – “Daily Mass Record Book,” (includes Funerals, Weddings, Marriage Rehearsals, Candle Intentions), 1993

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**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

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**Series One: Parish Historical and General Documentation**  
**Subseries One: Sacramental Life**  
**Box 6:**

- 1- Mass Intention Book – “Daily Mass Record Book,” (includes Funerals, Weddings, Marriage Rehearsals, Candle Intentions), 2006
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**Subseries One: Sacramental Life**  
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**Subseries One: Sacramental Life**  
**Box 7.1**

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**Series One: Parish Historical and General Documentation**  
**Subseries One: Sacramental Life**  
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- 2- Home Visitation and Sacrament, contact lists and schedules, 2011, 2015
- 3- Children’s Liturgy Schedule, April-June 2013
- 4- Non-Roman Rites, Jimmy and Tintu wedding, May 23, 2009, Satheesh and Tini Thomas wedding, September 1, 2012, Mohan Kaduthodil and Reshma Koppuzhayil wedding, August 16, 2014
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- The Devotion to the Sacred Heart of Jesus (undated)
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- The Breastplate of St. Patrick (undated)
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- Celebrate You (undated)
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- Wednesdays with Jesus, Scripture/Reflection booklet (undated)
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- Blessing of Animals and Parade of Pets, flyer, September 2006
- Feast of the Sacred Heart, Evening Prayer and Concert, June 15, 2007
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- Mass of Remembrance, Joe and Annette Goglia, form, 2006
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- Feast of Our Lady of Guadalupe, December 12, 2012
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- Mass of the Feast of St. Joseph (undated)
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7- Spiritual Programs

- Godspell (undated)
- Tony Melendez Concert flyers, 2011

8- Pre-Cana Weekend schedule, June 2012

9- Congregational responses for Mass, 2010

**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

**Box 9:**

(contents not in folders)

1- The Sacramentary, Second Edition, 1985 (copies 1 and 2)

2- "Breaking Bread," missal, 2011

3- Sacramentary supplement – 2004

**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

**Box 9.1**

(contents not in folders)

1- "Breaking Bread," missal, 2016

2- "Today's Missal: Music Issue," 2016

**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

**Box 10:**

(contents not in a folder)

1- The Sacramentary, Second Edition, 1985 (copy 3)

**Series One: Parish Historical and General Documentation**

**Subseries One: Sacramental Life**

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1.1- Masses – Missal – The Most Sacred Mystery of the Eucharist and Miraculous Medal Novena (still the Latin Mass), circa 1950s

2- New Roman Missal, instructional materials, 2011

3- Rite of Christian Initiation of Adults – 2010 Easter Vigil, correspondence and flyer, 2010

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-Morning Prayer, Holy Thursday, Good Friday, Holy Saturday (undated)

-Easter Vigil, April 22, 2000

-The Feast of the Lord's Supper, Holy Thursday, March 20, 2008

**Display copies, not boxed, in Archives Room, public viewing area.**

- The Sacramentary, for Sundays and Feasts, 1975
- The Sacramentary, Second Edition, 1985, (copy 4)
- The Sacramentary, Second Edition, 1985, (oversized, for Feasts and Sundays only)

**CONFIDENTIAL – RESTRICTED ACCESS**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-1**

- 1- Adoptions, records concerning: Birth, Baptism, and legal documents, 1968-1985
- 2- Trenton Diocese – Catholic Welfare Bureau, Adoption, Blessings/Baptisms, 1951-1959
- 3- Trenton Diocese – Catholic Welfare Bureau, Adoption, Foster Home / Adoptive Home Approvals, 1951-1967
- 4- Trenton Diocese – Catholic Welfare Bureau, Adoption, Placement, 1955-1960
- 5- Trenton Diocese – Catholic Charities adoption paperwork, 1949-1962
- 6- Baptismal Certificates as well as other certification documents of Baptism from Sacred Heart Parish, sorted by birth dates, 1918-1943
- 7- Baptismal Certificates as well as other certification documents of Baptism issued by other parishes from the State of New Jersey, no pre-nuptial investigation folders on record, sorted by birth dates, 1875-1976
- 8- Letters, originated in New Jersey, verifying Baptismal status of individuals, no birth dates listed on the letters
- 9- Baptismal Certificates as well as other certification documents of Baptism issued by parishes from the State of New York, no pre-nuptial investigation folders on record, sorted by birth dates, 1909-1921
- 10- Baptismal Certificates as well as other certification documents of Baptism issued by parishes from Canada, Czechoslovakia, El Salvador, Maine, Ohio, Pennsylvania, Philippine Islands, and Washington DC, no pre-nuptial investigation folders on record, sorted by birth dates, 1911-1974

- 11- Baptismal Certificates, locations unknown, sorted by birth dates, 1901-1909
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- 13- Confirmation Record, Diocese of Scranton, PA, for Francis Helme, September 1943
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- 15- Death Certificate, from New York City Bureau of Vital Records and Statistics, 1943
- 16- Divorce – Petition for Divorce, Final Decree: Legal documents from the Chancery of New Jersey, June 29, 1935
- 17- Divorce Cases, 1953-1961,
- 18- Holy Communion – Rescript documents from the Diocese of Trenton concerning a parishioner, March 1946
- 19- Marriage Cases, unfinished, 1948-1958
- 20- Marriage – Dispensation of Banns forms, mostly from Diocese of Trenton office, 1940-1944, no marriage files on record pre-1945
- 21- Marriage – Certificates, notifications and other proofs of Marriage (one undated), 1914-1980
- 22- Marriage – Documents investigating marital status, couple M – R, includes passports, Italian citizenry document, Chancery of NJ documents, news clipping, handwritten statements, Diocese of Trenton questionnaire, copy of Marriage License from New York City, circa 1900-1945
- 23- Marriage – Pre-nuptial investigation, no record of completion, unknown if marriage took place, Trenton Diocese, December 1965
- 24- Marriage – Parental letters of consent and testimony of freedom to marry, 1941-1998

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-2**

- 1- Marriage – Notification of Marriage Receipt Books from Sacred Heart to other parishes, January 1944 (single sheet), October 1977-May 1989 (3 books)
- 2- Marriage – Notification of Marriage Receipt Books from Sacred Heart to other parishes (3 books) May 1989-January 1994
- 3- Marriage – Notification of Marriage Receipt Books from Sacred Heart to other parishes (2 books) May 1995-April 1999



- 4- Marriage – Testimony of Freedom to Marry, letters and forms,
- 5- Marriage – Nullity Cases, correspondence, etc., out of state, 1947
- 6- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1951
- 7- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1952
- 8- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1953
- 9- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1954
- 10- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1955
- 11- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1958
- 12- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1959
- 13- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1960
- 14- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1961
- 15- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1965
- 16- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1968
- 17- Marriage – Nullity Cases, correspondence, etc., Trenton Diocese, 1970
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- 21- Marriage – Nullity Cases, correspondence, etc., Metuchen Diocese, 1986
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- 26- Marriage – Nullity Cases, correspondence, etc., Metuchen Diocese, 1996
- 27- Marriage – Nullity Cases, correspondence, etc., Metuchen Diocese, 1998

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28- Marriage – Nullity Cases, unidentified testimony, couple unknown, undated

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-3**

**REGISTER BOOKS**

1- Baptism Register book – 1929 – 1953

2- Death Register book – 1929 – 1969

3- Death Register book – 1970 – January 1988

4- First Communion Register book – 1929 – 1952

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-4**

**REGISTER BOOKS**

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2- Marriage Register book – 1936 – 1960

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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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3- Sick Call Register book – April 1978 – May 2001

4- Baptism (January 1923 – September 1929), Marriage (January 1924 –  
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-5.1**

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- Baptism (August 1909 – December 1922), Marriages (April 1910 – October 1923), Deaths (1910 – 1921), Confirmation (1912 – 1924, and part of 1927), and First Communion (1915 and 1919)

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet One  
Drawer One**

- Annulment Cases – complete, both Diocese – 1974 – 1986
- Annulment Cases – incomplete, both Diocese – 1976 – 2011
- Marriage Cancellations, both Diocese – 1976-1981, 2010 - 2016
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet One  
Drawer Two**

- Marriage files, Trenton Diocese, 1945 – 1961

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet One  
Drawer Three**

- Marriage – Pre-nuptial Investigations, Trenton Diocese, 1962 – 1969

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet One  
Drawer Four**

- Marriage – Pre-nuptial Investigations, Trenton Diocese, 1970 – 1973

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Two  
Drawer One**

- Marriage – Pre-nuptial Investigations, Trenton Diocese, 1974 – 1978

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Two  
Drawer Two**

- Marriage – Pre-nuptial Investigations, Trenton Diocese, 1979 – 1981
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Two  
Drawer Three**

- Marriage – Pre-nuptial Investigations, Metuchen Diocese, November 1986 – 1991

**File Cabinet Two  
In Secured Storage: In Archives Room (downstairs) in Parish Center  
Drawer Four**

- Marriage – Pre-nuptial Investigations, Metuchen Diocese, 1992 – 1999

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Two  
Drawer Five**

- Marriage – Pre-nuptial Investigations, Metuchen Diocese, 2000 - 2006

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Three  
Drawer Two**

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- Marriage – Pre-nuptial Investigations, Metuchen Diocese, undated

**Series One: Parish Historical and General Documentation  
Subseries Two: Fund Raising: Games and Activities  
Box 12**

**Funstival**

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- 2- Records – Program Booklet, 1979
- 3- Records – Program Booklet, 1980
- 4- Records
  - Program Booklet, 1981
  - Financial Report, 1981
- 5- Records – Program Booklet, 1982
- 6- Records – Program Booklet, 1983
- 7- Records – Program Booklet, meeting minutes and contact list, 1984
- 8- Records – Program Booklet, food prices, contact lists, work schedule, 1985
- 9- Records – Program Booklet, 1986
- 10- Records – raffle winners, booth set up, vendor contacts and supplies lists, maintenance information, financial records, 1986
- 11- Records – administrative paperwork, work schedules, meeting notes, to-do lists, advertising, 1986
- 12- Records – official state and municipal permits, 1986
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- 14- Records – Vendor information, financial records and raffle/50-50 records– 1987
- 15- Records – official state and municipal permits, 1987

**Series One: Parish Historical and General Documentation**  
**Subseries Two: Fund Raising: Games and Activities**  
**Box 13**

**Funstival**

- 1- Records – vendor information, financial records and raffle/50-50 records, 1988
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- 4- Records – Program Booklet, 1989
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- 9- Records – vendor information and correspondence, financial records, 1990
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- 12- Records – Vendor information, 1991
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**Series One: Parish Historical and General Documentation**  
**Subseries Two: Fund Raising: Games and Activities**  
**Box 14**

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**Series One: Parish Historical and General Documentation**  
**Subseries Two: Fund Raising: Games and Activities**  
**Box 15**

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- 10- Records – official state and municipal permits and applications, 2001
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**Series One: Parish Historical and General Documentation**  
**Subseries Two: Fund Raising: Games and Activities**  
**Box 16**

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- 1- Records: Administrative – newspaper advertising, 2005
- 2- Records: Administrative – New Jersey Bingo Guide (2000), workers lists, job descriptions and instructions, attendance, 1997 - 2000
- 3- Records: Administrative – correspondence, 1986 - 2005
- 4- Records: Administrative – printed game sheets, prize information, 1996 - 2006
- 5- Records: Financial – Tuesday bingo receipts, 1992 - 2004
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- 7- Records: Financial – Reconciliation reports, Bingo checking account, 2003-2004
- 8- Records: Financial – Kitchen receipts, July 2003 – June 2004
- 9- Records: Financial – Kitchen receipts, 2003 – 2004
- 10- Records: Financial – miscellaneous reports and notes, 2005
- 11- Records: Financial – Instant raffle receipts, 1997 – 2004
- 12- Records: Financial – Raffle 50/50, ledger report, 2004
- 13- Records: State and Local – Borough of South Plainfield, permit and license information, 1986 – 2007
- 14- Records: State and Local – NJ State Applications for License/Amended License, 1978 – 2004
- 15- Records: State and Local – NJ State miscellaneous documents, 1987 – 1996
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- 18- Records: State and Local – NJ State Reports of Bingo Operations, 2005
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**Series One: Parish Historical and General Documentation**  
**Subseries Two: Fund Raising: Games and Activities**  
**Box 17**

## **Bingo Records**

- 1- Records: State and Local – NJ State Reports of Bingo Operations, undated
- 2- Records: Vendors – Bugle, April 2004 – December 2004
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- 4- Records: Vendors – Continental State Fair, 2005
- 5- Records: Vendors – Game Tab Ltd., 2004
- 6- Records: Vendors – K.P. Conroy, May 2005 – November 2005
- 7- Records: vendor correspondence, product and price lists, bingo system manual, 1996 – 2004
- 8- Records: U.S. Food, 2004
- 9- Records: Bingo and Raffle Account Book, First National Bank, 1964-1971

**Series One: Parish Historical and General Documentation**  
**Subseries Two: Fund Raising: Games and Activities**  
**Box 18**

### **Other Fund Raising Activities**

- 1- Golf Outing  
-Brochures, contract, sponsor lists, committee and workers lists, newspaper ads, prize list, meeting minutes, copy of check, 2010 –

**In Basement**  
**File Cabinet 3**  
**Drawer 1**  
**Raffle**

- Raffle books, sold and unsold, from 2010, 2012, 2013, destroy 2017, 2019, 2020

**In Basement**  
**File Cabinet 3**  
**Drawer 3**  
**Raffle**

- Raffle books, sold and unsold, from 2008 and 2009, destroy 2015 and 2016

**In Basement  
File Cabinet 3  
Drawer 4  
Raffle**

- Raffle books, sold and unsold, from 2007, destroy 2014

**In Basement  
File Cabinet 3  
Drawer 5  
Raffle**

- Raffle books, sold and unsold, from 2007, destroy 2014

**Series One: Parish Historical and General Documentation  
Subseries Three: Parish Organizations and Service Groups  
Box 19**

1- Parish Organizations – listing of groups and organizations, 1958-1959, 2004, 2007, 2011, 2012, 2013

2- Altar Rosary Society

-bylaws, 1989

-calendar of events, 1989 - 1990

-100<sup>th</sup> Anniversary booklets, 2011

-donation list, 1983

-membership lists, 1989, 2008, 2014 -

-past presidents list, 1990

-St. Peter by the Sea Concert flyer and program book, 2011, 2014, 2017

-A Night at the Races program materials, 2012

-“The Christmas Angel” spiritual play, 2004

-Christmas Buffet Dinner program, 1994

-International Pilgrim Virgin Statue of Fatima, program, planning documents, 2013 – 2014

-May Crowning, programs, 1984 - 1991

-assorted clippings, 2004, 2012

2.1- Altar Rosary Society – pages from the Rosary album – various dates

3- Bereavement Support Group

-Meeting sign-in sheets and meeting notes, 2008 - 2009

- Bereavement Facilitator Training program – application forms, 2007
- Remembrance request forms, undated
- Lazarus ad Bereavement Ministries volunteer form, undated
- Bereavement Support Group syllabus and lesson plans, undated
- mixed instructional materials, undated
- correspondence, 2001 - 2008

4- Card Ministry

- contact lists, 2007 - 2012
- meeting minutes, August 2011
- correspondence, 2009 -

5- Caring and Sharing

- bound notebook with minutes, 1986 – 1987

6- Carmelites

- meeting schedule, 2007
- “Secular Order of Discalced Carmelites: A Marian Way of Life,” information booklet (undated)
- service program, The Ceremony of Admission to Formation, Maria Lourdes Cruz, October 2013

7- Couples for Christ

- Christian Life Program schedule and correspondence, 1999
- information package and correspondence, 2000

8- Filipino-American Association

- membership directory (2007) and officer list (2014 - 2016)
- anniversary dinner dance programs, 2005 -
- executive meeting agenda, January 1992
- Santo Nino annual feast programs, 2011 -
- Simbang Gabi information 2007, 2010
- Dinner dance souvenir journals and correspondence from Father John Paul, 2005
- Simbang Gabi Mass at Sacred Heart, December 16, 2017

**Series One: Parish Historical and General Documentation**

**Subseries Three: Parish Organizations and Service Groups**

**Box 19.1**

1- In God’s Image - Gay and Lesbian Faith Sharing and Support Group

- Brief history, written in 2016
- Planning and meeting minutes, 2007 –

2- In God’s Image - Gay and Lesbian Faith Sharing and Support Group

- Brochures and logo planning documents

- Membership and volunteer lists, 2011 –
- Testimonials
- Correspondence, 2009 –

3- In God's Image - Gay and Lesbian Faith Sharing and Support Group

- First Board Meeting, Opening Prayers, 2011
- Advent Mass, December 14, 2011
- 5<sup>th</sup> Anniversary Mass, June 10, 2012
- Liturgy of the Hours, Evening Prayer II, Feast-Holy Family, December 29, 2013
- Lenten Prayer Service, March: Women's History Month, 2014
- Advent Prayer Service, December 10, 2014
- Meeting format, with commemoration of Father Mychal Judge, 2014
- Lenten Prayer Service, Prayer in Photos, March 11, 2015
- Prayer Service for Fr. Mychal Judge, September 2015
- Prayer Service – a Tribute to Rev. John McNeill, October 2015
- Advent Service – 2015, 2017
- Christmas Party – Photograph
- Advent Prayer Service, Dec. 2017

4- In God's Image – Gay and Lesbian Faith Sharing and Support Group

- Memorial Tree Planting, Orlando murders, June 2016
- Clippings, articles, announcements, 2007 –
- Memorial of Saint John of the Cross, Priest and Doctor of the Church, December 2016
- Items from 10<sup>th</sup> Anniversary celebration

5- God's Special People

- Twenty-fifth anniversary Mass program, copies of luncheon photographs, prayer cards, April 18, 2009
- volunteer list, 2011
- Prayer Service / Liturgy outlines, 2011 – 2013
- clippings, 1984 – 2012
- copies of photographs, Christmas 2012
- correspondence, 2009 - 2012

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 20**

- 1- Holy Name Society – Papal Recognition of Holy Name Society at Sacred Heart, with Indulgences, 1940
- 2- Holy Name Society – letter of disbanding, 2008
- 3- Holy Name Society – organizational chart, November 30, 1959

- 4- Holy Name Society – Metuchen Diocesan Union – banquet and convention programs, 1990 – 1998
- 5- Holy Name Society – Metuchen Diocesan Union – correspondence, 1987-2000
- 6- Holy Name Society – General Correspondence, 1979 – 2006
- 7- Holy Name Society – General Finances, check statements, 2003 - 2008
- 8- Holy Name Society – General Financial reports and records, 1981 – 1985
- 9- Holy Name Society – Membership records, mostly undated
- 10- Holy Name Society – Membership dues card records (loose), 1960s – 1990s
- 11- Holy Name Society – Membership ledger: dues, attendance, communion, 1959 – 1986, 1991 – 1994
- 12- Holy Name Society – Objectives, duties and membership application, undated
- 13- Holy Name Society – Spiritual Reading (manuals and booklets), undated
- 14- Holy Name Society – Handbook for Officers, 1982
- 15- Holy Name Society – official supplies booklets, undated

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 21**

- 1- Holy Name Society – Mass Cards (blank), undated
- 2- Holy Name Society  
 –Fish Dinners records, 1988 and 1999,  
 -Communion Breakfast ticket, May 1976  
 -Tax Workshop flyer, 1985
- 3- Holy Name Society – Spaghetti Dinner records, 1995
- 4- Holy Name Society – Meeting minutes (loose), 1979 – 1981
- 5- Holy Name Society – Meeting minutes (wire binder), 1988 - 1998
- 6- Holy Name Society – Meeting minutes (wire binder), 1993 – 2000
- 7- Holy Name Society – Meeting minutes (wire binder), 2000 – 2003

8- Holy Name Society – New Years Eve Dinner Dance records – 1983 – 1988

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 22**

1- New Jersey Right to Life –

- Pro Life Statue dedication clippings, September 1996
- Convention Banquet program book, 2002
- Testimonials to Rita Riccardo, September 2003
- Life Choices Resource Center, banquet fundraiser, February 2004
- Life Choices fundraiser and banquet, 2010, 2014
- Life Choices, correspondence, 2008, 2012
- correspondence, 2006

2- Sacred Heart Prayer Group – Correspondence – 2005

3- Boy Scouts Troop 202

- record book (1968-1969)
- charter agreement (2001)

4- Sacred Heart Senior Citizens – Meeting minute books, 1978-1980, 1982-1985

5- Sacred Heart Senior Citizens – Meeting minute books, 1986-1989, 1991-1994

6- Sacred Heart Senior Citizens – membership lists, 1991-1992, 1996

7- Sacred Heart Senior Citizens – Constitutions, Rules and Bylaws, 1979

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 23**

1- St. Vincent de Paul Society - local correspondence, 1958 - 2002

2- St. Vincent de Paul Society – Dances: New Years Eve and St. Patrick’s Day,  
budgetary information and to-do list, 1970 - 1980

3- St. Vincent de Paul Society – Diocesan correspondence and bulletin, 1963 - 2002

4- St. Vincent de Paul Society – donation canvassing lists and reports, 1967 - 1970

5- St. Vincent de Paul Society – financial records, reports and statements, 1948 - 2003

6- St. Vincent de Paul Society – Lenten Fish Dinners – financial reports, clipping, and flyers, 1988 - 2004

7- St. Vincent de Paul Society – membership lists, undated

8- St. Vincent de Paul Society – meeting minute books, 1945 - 1947

9- St. Vincent de Paul Society – meeting minute books, 1947 - 1958

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 24**

1- St. Vincent de Paul Society – meeting minute books, 1965 - 1974

2- St. Vincent de Paul Society – meeting minute books, 1976 - 1977

3- St. Vincent de Paul Society – meeting minute books, 1978 - 1979

4- St. Vincent de Paul Society – loose contents from minute books, 1974 - 1976

5- St. Vincent de Paul Society – Meeting Minute papers and reports, 1991 - 1996

6- St. Vincent de Paul Society – documents from the national program (prayers, instructions, manuals), 1953 - 1962

7- St. Vincent de Paul Society - clipping, 1995

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 25**

1- Sacred Heart Social Concerns – Director’s Job Description, circa 1980

2- Sacred Heart Social Concerns (formerly St. Vincent de Paul Society)  
-membership list (2010) and rules and bylaws  
-Crop Walk, correspondence, 2010  
-clippings, 2011 - 2013

3- Stewardship Committee – correspondence, 2003

4- Time and Talent (McKenna)  
-Program overview, 2003 – 2004



- correspondence, training newsletter and notes, 2006
- meeting minutes and notes, 2007
- opportunities list, FAQs, 2007

5- Knights of the Altar – certificate and prayer cards, 1985

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 26**

1- Carmelites – Membership List, 2011

2- Carmelites – Congress, Wakefield MA, 2012

3- Carmelites – Articles, Order of Carmelites, 2009 – 2011

4- Carmelites – Articles

-St. John of the Cross, 2003

-Teresa of Avila, 2011

5- Carmelites

-Constitutions and Commentary on the Rule of Life, 1970, 1983, 2009, 2012

6- Carmelites

-Jubilee Mass, 1995

-First Promises Ceremony, 2007

7- Carmelites – consent to establish letter, Community of the Secular Order, Our Lady of the Sacred Heart of Carmel, 2007

(loose items, not in folders)

-Carmelites – Books (classics)

*-The Collected Works of St. John of the Cross (1991)*

*-The Collected Works of St. Teresa of Avila, volume 3 (1985)*

*-St. Therese of Lisieux: Her Last Conversations (1977)*

-Carmelites – Brown Scapular, worn by Carmelites

-Carmelites – 2 framed photographs

1. Stairs that St. Teresa of Avila was going up. Jesus was behind her.

2. Chair that John of the Cross used during confession.

**Series One: Parish Historical and General Documentation**  
**Subseries Three: Parish Organizations and Service Groups**  
**Box 26.1**

- 1- Carmelites – Teresian readings proposed for the year (with texts), 2013 – 2014
- 2- Knights of Columbus – clippings, photograph, 2001-2010
- 3- Prayer Shawl Ministry
  - Card that accompanies Shawl when given to sick parishioner, undated
  - Contact list, 2013
  - correspondence, 2015
- 3.1- Young Women’s Sodality – contents of album, 1948-1950
- 3.2- Young Women’s Sodality – “The Marian Bulletin,” 1960 - 1961
- 4- Youth Group
  - Program Announcements, 2005
  - Teen Mass music program for Vigil Mass, 2008,
  - CYO, circa 1969-1979
- 5- Youth Ministry
  - Retreat correspondence and schedule, 2006

**CONFIDENTIAL – RESTRICTED ACCESS**

**In Secured Storage: In Archives Room (downstairs) in Parish Center**  
**Box SS-5**

- 5- St. Vincent DePaul Society – client listings – 1976, 1992, 1996, and one undated

**Series One: Parish Historical and General Documentation**  
**Subseries Four: Parish Councils**  
**Box 27**

- 1- Board of Trustees
  - minute book (1912-1953), special meeting notices (1954-1969)
- 2- Board of Trustees – minutes, 2006 - 2007
- 3- Finance Council – Guidelines, General Information and Council List, undated and 2011

- 4- Finance Council
  - Project list, 2007
  - Meeting notes, fund raising meeting, January 2013

**Series One: Parish Historical and General Documentation**  
**Subseries Four: Parish Councils**  
**Box 28**

- 1- Parish Council
  - Budgetary planning guidelines for 1968 through 1973
  - “The Layperson As Disciple: A Meditation On Simple Words,” by James Keating, Summer 2002
  - Meeting notice letter from Msgr. Kreger, Father Jay and Father Nolan, undated
- 2- Parish Council
  - Election committee and Draft of Proposed Constitution, 1974
  - Minutes if the By-laws ad Constitution Committee, April 1974
- 3- Parish Council, 2007
  - meeting agendas and minutes
  - candidates lists with photographs
  - constitution and amendment information
- 4- Parish Council – Candidate booklet with photographs, and meeting minutes, 1977
- 5- Parish Council – Meeting minutes and correspondence, 1978 – 1979
- 6- Parish Council – Meeting agenda and minutes, 1980
- 7- Parish Council – Meeting agenda and minutes, 1981
- 8- Parish Council – Meeting agenda and minutes, 1982 – 1983
- 9- Pastoral Council – One binder, meeting minutes (2004 – 2013), formation article, (2002), Retreat (2012)
- 10- Pastoral Council
  - A Morning Reflection on Staff-Pastoral Council Partnership, agenda and meeting materials, undated
- 11- Pastoral Council
  - Pastoral Council candidates lists, 2010-2011
  - meeting minutes and materials, 2011
  - Chili Cook off judging sheet, 2017

**Series One: Parish Historical and General Documentation**  
**Subseries Four: Parish Councils**  
**Box 29**

(Currently empty to allow for collection growth)

**CONFIDENTIAL – RESTRICTED ACCESS**

**In Secured Storage: In Archives Room (downstairs) in Parish Center**  
**Box SS - 6**

- 1- Board of Trustees, meeting minutes, November 2001
- 2- Board of Trustees, meeting minutes, October 2008 – October 2009
- 3- Finance Council – meeting agendas, minutes, capital project lists, and records of other activities - 2003
- 4- Finance Council – meeting minutes, capital project lists, financial statements, and correspondence – 2004
- 5- Finance Council – meeting agendas and minutes, financial statements, project and budgetary notes and correspondence – 2005
- 6- Finance Council – meeting agendas and minutes, financial statements, project and budgetary notes and correspondence – 2006
- 7- Finance Council – meeting agendas and minutes, financial statements, project and budgetary notes and correspondence – 2007
- 8- Finance Council – meeting agendas and minutes, financial statements, project and budgetary notes and correspondence – 2008
- 9- Finance Council – Capital Campaign Collections and Disbursements – July 2009
- 10- Finance Council – meeting minutes, 2013 - 2014

**Series One: Parish Historical and General Documentation**  
**Subseries Five: Education**  
**Box 30**

- 1- Adult Faith Formation  
-Announcements, flyers and clippings, 2007 -

- 2- Adult Faith Formation – Program materials and outlines
  - “Scripture and Tradition: The Braid of Revelation, 2008
  - “The Catholic Community, the Bible, and Homosexual Persons, October 2008
  - “Teaching Mass,” 2008
  - New Roman Missal – “Understanding the Revised Mass Texts,” 2010
  - The Mass, teaching materials, 2011
  - “Bullied,” November 2011
  - Year of Faith Speaker Series, materials, 2013

2.1- Adult Faith Formation

- Program schedule and course materials 2016-

3- Parish Mission

- Organizational documents, 2002
- “Goodbye to God,” 2003
- Renew Mission, 2005
- Parish Alive, June 2007
- Sacred Heart Family Weekend, September, 2008
- “A Time of Grace,” April 2010
- Guidelines for a Parish Mission, 2012
- Living in the Power of the Holy Spirit, June 2013

4- RCIA

- Team and contact information, 2010 - 2014
- syllabi, materials and book lists, 2002 – 2014
- schedule of sessions, 2009-2010, 2011,2012, 2014-2015
- Program information, 2013 - 2015

5- RCIA

- Candidate lists and confirmandi, 2003 -
- Welcoming of Candidates, programs, 1999, 2000, 2002
- Neophyte Mass, May 2014
- Inquiry forms, 2007 -

6- RCIA – early Profession of Faith, circa 1938 - 1944

7- RCIA – Rite of Election and Call to Continuing Conversion, Diocese of Metuchen, -  
2003, 2009, 2010, 2011, 2014 - 2015

8- RCIA – Retreat Schedules, 2004, 2009-2011, 2014

9- RCIA – Request for Delegation, 2010

**Series One: Parish Historical and General Documentation**  
**Subseries Five: Education**

**Box 30.1**

- 1- Religious Education – Manuals and Guidelines, 1961 - 2002, 2007 -
- 2- Religious Education - Miscellaneous Liturgically Related Documents
  - Priest list, Advent Reconciliation (undated)
  - “The First Christmas: A Children’s Christmas Pageant,” script, 2002
  - Sacraments – Our Journey of Faith Retreat, instruction book, undated
  - First Communion Novena, undated
  - Bulletin: First Communion Class, 2002 - 2004, 2008 –
  - First Holy Communion Mass booklets, 2015
  - Penance, Reconciliation, 2003 –
  - First Penance Service – booklets, 1979 –
  - “80 Sins” exam of conscience list, undated
  - Confirmation, Mass service booklets, 2003 -
  - Confirmation Class lists, 2004, 2008 –
  - Catechists and aides, 2008 -
  - correspondence, 2010 -
- 3- Religious Education – Teaching Mass and Activity Story Book, circa 2009
- 4- Religious Education – Confirmation, requirements and schedule, 2007, 2009 - 2010
- 5- Religious Education
  - Resource Manual, 2002
  - Traditional Prayers, Church Teaching (undated)
- 6- Catechetical Leader’s Handbook, 2004 - 2007/08
- 7- Curriculum Guide in Stewardship for Religious Ed., 1999
- 8- CCD Staff, photos and lists, circa 1969 – 1975

**Series One: Parish Historical and General Documentation**  
**Subseries Five: Education**  
**Box 30.2**

- 1- Religious Education
  - Director of Religious Education booklet, history, present and future, 1990
  - Sample Student Progress Report, blank (undated)
  - newsletter announcements, 2008 – 2009
  - clippings, 1979
- 2- Religious Education
  - Catechetical Sunday, 1997, 2005

-Catechetical Congress, 2008

3- Religious Education

-Catechist workshop, 2007, 2009

4- Religious Education

-General Correspondence, 1988 -

-Sacramental Correspondence, 2008 -

5- Religious Education

-Catechetical hiring and employment, 1998

6- Religious Education

-Survey, 1978

-staff and enrollment information, 1996 –

-Leadership, Louise Timko, 2015

7- Religious Education

- Whole Community Catechesis (WCC) session materials – November 2016, February –  
October 2017

- Communion of the Saints

- The Sacraments

- Advent

- Mass

-Prayer and Devotion

-The Catholic Story

-Jesus Christ

8- Religious Education

- Whole Community Catechesis (WCC) session materials – November – December  
2017, January 2018

**Series One: Parish Historical and General Documentation**

**Subseries Five: Education**

**Box 31**

1- Sacred Heart School – Religion Certification for School Faculty, 1994

2- Sacred Heart School – School registration lists, 1953 - 2011

3- Sacred Heart School – Financial reports, 2003 - 2006

4- Sacred Heart School – School Programs

-Pre-K Program, notes and procedures, undated

-Invitation to graduating exercises, 1963

- Annual Father's Night, Program and Clippings, January 1960
- Graduation Exercise Programs, 1958, 1960 – 1970
- Kindergarten Celebration Program, June 1992
- Christmas Concert, 1995
- “Our Father's World,” Middle States Accreditation, Presentation of Philosophy, October 1996
- Christmas Concert, 1997
- Children's Liturgy and Christmas Concert, 1999
- Christmas Concert, 2000 – 2001
- Christmas Musical, 2002
- Invitation to 50<sup>th</sup> Anniversary Celebration of Sacred Heart School, December 2003
- Christmas Program, 2006 – 2007
- Pre-Kindergarten Celebration, 2008
- Kindergarten Class List, 2008
- Pre-Kindergarten Celebration, 2009
- Spring Instrumental Recital, 2009
- Christmas Program, 2010
- Pre-Kindergarten Celebration, Graduation Exercises, Sports Banquet, 2011
- Sacred Heart School Closing Program and correspondence, June 2011

5- Sacred Heart School

- School alumni lists, 1960-2000
- Reunion program, 1990
- alumni list on CD, 1954-2009

6- Sacred Heart School – Home School Association fund-raiser, April 2009

7- Sacred Heart School - School advertisements, Open House flyer, brochures, undated

8- Sacred Heart School – School history. Handbooks, status report, 1964 - 2004

**Series One: Parish Historical and General Documentation**

**Subseries Five: Education**

**Box 32**

1- Sacred Heart School – School newsletters, including samples, 1994 - 2000

2- Sacred Heart School – Recognition of Teachers and School, Spotlight on Education, 1995, 2005

3- Sacred Heart School – Home school meeting and schedule, 2006 - 2007

4- Sacred Heart School – School Prayer Services and Liturgies, Graduation programs, 2000 - 2011



- 5- Sacred Heart School – correspondence, 1998, 2004
- 6- Sacred Heart School – Dedication Ceremony Program, December 13, 1953
- 7- Sacred Heart School – “Write from the Heart: A Collection of Poems,” by the Eighth Grade Class of 2006, 2 copies, 2006
- 8- Sacred Heart School – Closing reception for former teachers, principals, and parishioners of Sacred Heart, June 2011
- 9- Holy Savior Academy
  - Inaugural Mass, booklet, September 15, 2011
  - Graduation programs and class lists, 2015 -
  - “The Wizard of Oz,” school play, program, May 2016
- 10- Sacred Heart School – Photographs, Graduations, 1962 - 2008
- 11- Sacred Heart School – Photographs, school building, circa 1953
- 12- Sacred Heart School – Photographs, school staff, (all identified), 1961 - 1962
- 13- Sacred Heart School – Photographs, classroom and activities, undated
- 14- Sacred Heart School – Photo CDs and DVDs
  - Penguins, Christmas Concert, Book Fair, 2009
  - Catholic School Week, 2011
  - Sewing Club and Chess Club, 2009
  - yearbook photos, 2009
  - from Mr. Rosal, 2009
  - classroom and activities, 2009

**Series One: Parish Historical and General Documentation**  
**Subseries Five: Education**  
**Box 33**

- 1- Sacred Heart School - Scrapbooks, loose pages unbound, 1974-1976
- 2- Sacred Heart School – Clippings and articles, 1955-2011

**SACRED HEART SCHOOL**  
**Yearbooks, and Photo Albums (stored at Parish Archives, 3<sup>rd</sup> floor, room 18, file cabinet)**

## Yearbooks

1972-1973  
1976-1977  
1982-1983  
1983-1984  
1984-1985  
1985-1986  
1986-1987  
1987-1988  
1988-1989  
1989-1990 (2 copies)  
1990-1991 (2 copies)  
1991-1992  
1993  
1994 (2 copies)  
1994-1995  
1997 (2 copies)  
1997-1998 (2 copies)  
1999  
1999-2000 (2 copies)  
2001-2002 (2 copies)  
2002-2003  
2004  
2004-2005  
2006  
2006-2007 (2 copies)  
2007-2008  
2009 (2 copies)  
2009-2010 (4 copies)  
2010-2011

2010-2011 Pre-K through Grade 5  
2010-2011 Grades 6,7,8 (2 copies)

## Class Picture Albums

1977-1978  
1978-1979  
1979-1980  
1980-1981  
1981-1982  
1982-1983  
1983-1984  
1984-1985  
1985-1986

1986-1987  
1987-1988  
1992-1993  
1993-1994  
1995-1996  
1999-2000

Scrapbooks

1970-1974  
1972-1974  
1973-1974 (2 separate books for these years)  
1986-1987  
1988  
1990-1994  
1992  
1994  
1999  
2005

Other misc. scrapbooks for display

Scrapbook of PTA Press Releases, 1977-1982  
General scrapbook for Sacred Heart School, 1995-1998

**Series One: Parish Historical and General Documentation**  
**Subseries Six: Parish Leadership and Administration**  
**Box 34**

**Priests**

1- Priests (general)

-List of Pastors, Associates, and Deacons assigned to Sacred Heart, 1936-2014  
-clipping announcing installation of Rev. John C. Reiss as Pastor of Sacred Heart, 1969

2- Rev. John Paul Alvarado

-Letter of Assignment, 2006  
-Ordination Mass of Thanksgiving booklet, St. Bernadette Church, Parlin, New Jersey,  
May 29, 1988  
-Installation as Pastor of Sacred Heart, program, June 30, 2000  
-correspondence, 2000 -  
-clippings, 2000 – 2013  
-flyer, Sister Diocese of Santa Rosa, Guatemala, photograph, September 2008

- “The Spirit of Ireland” pilgrimage, July 2014
  - “Armed Forces Day: Honoring Freedom and Sacrifice” program, Monument Park, South Plainfield, May 14-21, 2017
- 3- Rev. John Paul Alvarado – 25<sup>th</sup> Jubilee Celebration, ad book materials, 2013
  - 4- Rev. John Paul Alvarado – 25<sup>th</sup> Jubilee Celebration – Commemorative materials, 2013
    - prayer card
    - Commemorative booklets
    - Cor ad Cor Loquitur, Heart Speaks to Heart, Mass booklet
    - Invitations
    - Mass booklets, The Most Holy Body and Blood of Christ, June 1, 2013
    - Bulletin
    - clippings
  - 5- Rev. John Paul Alvarado – 25<sup>th</sup> Jubilee Celebration, 2013
    - Photos – printed and CD
  - 6- Rev. John Paul Alvarado – 25<sup>th</sup> Jubilee Celebration, 2013
    - Planning documents and attendance lists
  - 7- Rev. John Baldwin – biographical, summary of assignments, obituary, 1964
  - 8- Rev. Edward Corrigan, bio, summary of assignments, obituary, clipping, 1966-1971
  - 9- Rev. Henry Hemmerling
    - Letter of appointment, and clipping, 1979, 2011
  - 10- Rev. Msgr. Edmund W. Kreger
    - clippings, correspondence, Mass booklets and obituaries, 1974-1996
    - letter of appointment, 1969
    - letter making him a Monsignor, 1979
  - 11- Rev. Michael McGuire
    - Mass of Installation at Sacred Heart program, April 24, 1987
    - clippings and correspondence, 1990–1995
    - appointment and reappointment letters, 1986-1999
    - obituaries, prayer card, funeral Mass booklet, bulletins and other materials pertaining to his death, 2000
  - 12- Rev. Peter Romeo, letter of appointment, 1982
  - 13- Rev. Alfred T.Sico
    - clippings and correspondence, 1955-1968
    - letter of appointment, 1951

- Silver Jubilee Program celebrating 25<sup>th</sup> anniversary of his ordination to the priesthood, May 26, 1959
  - clippings, Mass programs, and legal document pertaining to his death, November 1968
  - legal document pertaining to possession of Fr. Sico's chalice after his death, February, 1971
- 14- Previous Associates (Parochial Vicars) assigned to Sacred Heart
- Rev. Robert W. Franklin – Mass of Thanksgiving program, November 14, 1981
  - Rev. William F. Leonard – obituary, September 28, 2010
  - Rev. Thomas J. Dzurenda – funeral prayer card, February 2000
  - Rev. Thomas Ganley – clipping regarding petition to keep at parish, 2000
  - Rev. Igor Jendruch – clipping and photographs, 2003-2004
  - Rev. Timothy Lambert – clipping of farewell party, 2005
  - Rev. Juan Salonga – clipping and memo announcing appointment to Sacred Heart, June 2011
  - Rev. J. Maciej Melaniuk – Mass Program, Installation as Pastor of Our Lady of Czestochowa, South Plainfield, 2002; 25<sup>th</sup> anniversary of Ordination to Priesthood, prayer card, invitation and dinner program, 2011
  - Rev. Robert L. Santa Barbara, funeral prayer card, 2011
- Rev. Thomas J. Dzurenda, Rev. Thomas Ganley, Rev. Henry L. Hemmerling,  
-Rev. Lech A. Idzkowski
- Clippings and instructions pertaining to his death, June 1995
  - Funeral Mass booklets
- Rev. William Joseph Campbell, 1984-1997
- Rev. Francis Lyons, 1985
- 15-Associates (Parochial Vicars) – letters of assignment, alphabetical listing, 1936-2009
- 16-Directory of Priests, Metuchen Diocese, 1939-1998

**Series One: Parish Historical and General Documentation**  
**Subseries Six: Parish Leadership and Administration**  
**Box 34.1**

### **Deacons**

- 1- Deacons
- Deacon Joseph Stanczak,
- Silver Anniversary of Ordination to the Permanent Diaconate, Mass booklet, June 8, 2008
- 90<sup>th</sup> birthday photos, 2013
  - Obituary, Mass program and prayer card, August 2016
  - Deacons Wayne Otlowski and Gregory Caruso, Mass of Thanksgiving booklet, June 10, 2007

- Letters granting Faculty to Preach, Deacon Wayne Otlowski, Deacon Gregory Caruso, 2008
- Deacon Wayne Otlowski, survey papers, 2004, 2007
- Deacon John Bertrand, reassignment letter, 2012

## Sisters

### 1.1- Convent Community

- History of the Convent: Religious Congregations, 1939-
- Convent residents, 2004-
- Recent renovations to the Convent, 2008-2011
- Christmas in the Convent, annotated photographs, undated
- Women's Retreat Morning, agenda and logistics, prayers, March 10, 2012
- Easter Prayer, April 8, 2012
- Summer gathering with Sisters, annotated photographs and prayer sheet, June 2017

### 2- Franciscan Sisters of the Atonement

- Listing of Sisters assigned to Sacred Heart, 1939-1953

### 3- Religious Sisters of Mercy

- Golden Jubilee program, September 2007
- 50<sup>th</sup> Anniversary tribute flyer for Sister Nadine Boyle
- Gift of Prayer, 2006
- clipping, 2015
- Letter of Assignment for Sister Mary Clemens, 1965
- Listing of Religious Sisters of Mercy who have served at Sacred Heart, alphabetical by first name, 1953-2015
- Superstorm Sandy relief work, November 2012
- Mass of Remembrance, November 2016
- Sister Nadine Boyle, 60<sup>th</sup> Anniversary Jubilee, September 2017

### 4- Religious Sisters of the Virgin Mary

- List of Sisters at Sacred Heart School, ca. 1990s
- Contracts for Sisters in Catholic Education, 1990-2004
- Listing of Sisters assigned to Sacred Heart with photograph, 2014
- Rite of Installation of Sister Nicolina R.V.M., and the Establishment of the R.V.M. Community at Sacred Heart, program, July 1990
- Mother Ignacia del Espiritu Santo, biographical booklets, Eucharistic Celebration in Honor Of, September 1993
- newsletter, 2003
- correspondence, 1989-2000

### 5- Sisters of Saint Joseph

- Listing of S.S.J. Sisters in the Diocese of Metuchen, 1971-2006
- Sister Kathleen Rooney, Pastoral Associate, materials from and about, 2006
- Christmas Card / Novena, 2014

- clipping and magazine, 2014
- Celebration of the Year of Consecrated Life, Our Lady of Mt. Virgin Church, Middlesex, NJ, March 2015
- correspondence, Sister Kathleen Rooney, March 2015
- “This is Our Faith” announcement by Sister Kathleen Rooney, SSJ, November 2015
- Sister Kathleen Rooney’s words to Parishioners after all masses, December 19-20, 2015

6- Inter Congregational

- Novena announcement from Sister Kathleen Rooney, S.S.J., and Sister Nadine Boyle, R.S.M., 2015

**Other**

7- Middlebrook Deanery

- clipping (undated)
- council members, 2011
- Middlebrook Deanery, Parish phone listing, 2010-2011
- Middlebrook Deanery, Clergy Roster, 2011-2012

8- Parish Archives

- Memo from Sister Kathleen detailing the beginning of the archives project, 2007
- Archives exhibit, school cafeteria, part of the International Foods Festival, October 2010
  - correspondence, planning documents, 2007-2013
  - supplies ordering, 2007-2015
  - Sacramental Recordkeeping Workshop, 2010
  - “Preservation of Artifacts” instructions, undated
- Brief history of the Archives Project, done for the 50<sup>th</sup> Jubilee Year, 2015
- Original worksheet from archives inventory, 2007 – 2012
- Summary of Archive Meetings for 50<sup>th</sup> Anniversary Jubilee, 2015

8.1-Parish Archives

- 50<sup>th</sup> Anniversary foyer exhibits and displays, 2015

8.2-Parish Archives

- Archives Opening Ceremony and Exhibit, working documents, 2015

9- Meetings

- Parish Staff Meeting Minutes, 2003 - 2013
- Roman Missal and Liturgy Meetings, 2011-2012

10- Parish Staff listing and photographs, 2014 -

11- General

- vacation schedules, 2011
- parishioners who have entered into religious life, 1917-1964
- Bulletin story regarding retirement of Rita Starvish Riccardo, November

2001

**CONFIDENTIAL – RESTRICTED ACCESS**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS - 7**

1- Priest correspondence, Father Sico – August 1971

**Series One: Parish Historical and General Documentation  
Subseries Seven: Liturgical Ministers  
Box 35**

1- Altar Servers, schedules, 2004, 2009, 2012

2- Choirs, (Adult, Children's, and Bell)

-membership lists, 1998 - 2011

-correspondence, 1993 - 1996

3- Daily Schedules for Lectors and Eucharistic Ministers, 2007

4- Eucharistic Ministers

-Guidelines for Extraordinary Ministers of Holy Communion, 2008

-Guidelines for Pastoral Care of the Sick for Extraordinary Ministers of Holy  
Communion, 2009

-Contact lists, 1975 - 2011 (some undated)

-Meeting minutes, 2006 - 2009

-correspondence, 1988 – 2009

-Letter of Mandate from Bishop Bootkoski, January 2011

-Certificate for Viola Burrell, September 1974

5- Greeters, 2012 -

6- Readers

-Contact lists, 2011

-Guidelines, 2008 - 2010

7- Music Ministry

-Programs and flyers

-Dedicatory Recital on the New Organ from Associated Organ Builders,  
May 1984

-Piano Recital by Jack Bender, October 2006



- Holiday Concert, November 2006
- Organ Recital by William R. Berg, February 2007
- “A Night on Broadway,” January 2011
- “Another Night on Broadway,” February 2012
- “Broadway Meets the Heart,” January 2013
- Organ Recital by Thomas De Lessio and William R. Berg, March 2014
- “Another Night on Broadway,” January 2015
- “A Little of This & A Little of That,” 2017
- “The Martin Family Musical,” (undated)
  - Sheet Music
  - “Be Our Guest,”
  - “Carousel,”
  - “Not While I’m Around,”
  - “On the Street Where You Live,”
  - “The Phantom of the Opera,”
  - “The Sound of Music,”
  - “Try to Remember,”
- Clippings, 1993 - 2013
- Sponsorship List for Tony Menendez Concert, (undated)
- Program and clippings, organ recital, Thomas DeLessio and William R. Berg, March 2014

8- Liturgical Ministers Prayer Service, 2007

9- Ushers, 2009 -

10- Commissioning of Liturgical Ministers, 2013 - 2014

11- List of those asked to be tithing speakers, 2009

12- Youth Lectors, flyer, undated

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Box 36**

**CEMETARY / MAUSOLEUM**

**Mausoleum Expansion Project 1992-1998**

- 1- Project Disbursement Journal, 1995 - 1997
- 2- Project History notes, 1992 – 1997
- 3- Phone message sheets, 1992 - 1997
- 4- Alladin Color Inc., 1994

- 5- Broadmoor Construction Co., 1993 - 1994
- 6- Diocese of Metuchen, cemetery data sheet, 1994
- 7- McCleskey Mausoleum Co., 1994
- 8- Santoro, Frank, Esq., 1992 - 1994

**1995**

- 9- Accu-Search of New Jersey, Inc., 1995
- 10- Alladin Color, 1995
- 11- Diocese of Metuchen, administrative files, 1995
- 12- Kupper Associates, 1995
- 13- Lincoln Marble Works, 1995
- 14- Lordina Builders Inc., 1995
- 15- McCleskey Construction Co., 1995
- 16- McF Architects Inc., 1995
- 17- Mullen Construction Co., 1995
- 18- Santoro, Frank, Esq., 1995

**1996**

- 19- Alladin Color Inc., 1996
- 20- Borough of South Plainfield, NJ, 1996
- 20.1- Desilets Monument Lettering correspondence, July 1996
- 21- Freehold Soil Conservation, 1996
- 22- Kupper Associates, 1996 (1 of 3)
- 23- Kupper Associates, 1996 (2 of 3)
- 24- Kupper Associates, 1996 (3 of 3)

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**

**Box 37**

- 1- Middlesex County Planning Board, 1996
- 2- Muller Construction, 1996
- 3- Santoro, Frank Esq., 1996
- 4- "The Spirit" newspaper, 1996
- 5- Thermal Service of New Jersey, 1996
- 6- Alladin Color, 1997
- 7- Borough of South Plainfield, 1997
- 8- Freehold Soil, 1997
- 9- Gorham Bronze, 1997
- 10- Kupper Associates, 1997
- 11- Mullen Construction, 1997
- 12- Santoro, Frank Esq., 1997
- 13- State Wide Environmental Contractors, 1997
- 14- Thermal Service of New Jersey, 1997
- 15- Timber Creek Landscaping, 1997
- 16- Freehold Soil, 1998
- 17- Mullen Construction, 1998
- 18- Renovation Project, 2013
- 19- Miscellaneous Documents, sorted chronologically, 1954 - 2012

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**

**Box 38**

**New Church Building Construction 1963-1966**

- 1- New Church Appeal – parishioner mailings and correspondence, 1963

- 2- New Church Appeal – memorial and total contribution records, 1963
- 3- New Church Appeal – Appeal Committee working documents, instructions, 1963
- 4- Agreement between Contractor (J.T. Houseman) and Church of the Sacred Heart, 1963
- 5- Owner Architect and Prime Contractors, 1963
- 6- Bidders List, 1963
- 7- Consecration of Altars - General Procedures as per Roman Catholic Church Rituals -  
undated
- 8- Construction Detail Sheets, 1963 – 1964
- 9- Church Interior Description Documents, 1965
- 10- South Plainfield Borough Planning Board, 1963
- 11- Diocese of Trenton, 1963
- 12- Sales Correspondence and Literature, 1963
- 13- John MacWilliam Architect, 1963
- 14- Borough of South Plainfield, 1964
- 15- Columbian Art Metal Works, 1964
- 16- Hugh J. Connelly Co., 1964
- 17- Great Eastern Seating Co., 1964
- 18- Edward W. Heimer and Company, 1964
- 19- J.T. Houseman Inc., 1964
- 20- Kidde Co., 1964
- 20- Felix Lorenzoni Studio Inc., 1964
- 21- John MacWilliams Architect, 1964
- 22- N.W. Maul and Son Inc., 1964
- 23- Mid State Floors, 1964
- 24- Richardson Engineering, 1964

25- Robustelli Co., 1964

26- Nicholas Schwalje Inc., 1964

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**

**Box 39**

1- Summit Church Interiors, 1964

2- Supreme Aluminum Products Inc. 1964

3- Wurlitzer Co., 1964

4- Columbia Art Metal Works, 1965

5- Great Eastern Seating, 1965

6- Edward Heimer and Co., 1965

7- J.T. Houseman, 1965

8- Felix Lorenzoni Studio, 1965

9- N.W. Maul and Son, 1965

10- John MacWilliam Architect, 1965

11- Mid-State Floors Inc., 1965

12- R. Procaccini, 1965

13- Richardson Engineering Co., 1965

14- Bannister Co., 1966

15- Joseph Fittipaldi and Son, 1966

15- Waltar Kidde and Co., 1966

16- Felix Lorenzoni Studio Inc., 1966

17- N.W. Maul and Son, 1966

18- Richardson Engineering Co., 1966

19- Nicholas Schwalje Inc., 1966

## **Church Projects**

- 20- Accessible Walkway Project – drawings and correspondence, 2001
- 21- Church Door Project – Vendor Files – The Baut Studios Inc, C&M Door Controls, The MacKenzie Group, and Precision Door Systems, 2000 - 2006
- 22- Church Door Project – Vendor Files – R.A.D. Corporation, Victor Zucchi and Son, 2003 - 2005
- 23- Handicapped Issues – notes, checklists, drawing, 2003
- 24- Memorial Plaques – Zax Corporation, 1967 - 1976
- 25- Nativity Memorial – Donor list and brochure, 2003
- 26- Organ – Renaissance Quantum by Allen, brochure, 2004
- 27- Our Lady of Grace Shrine Project – Victor Zucchi and Son vendor materials, photographs, newspaper clipping, dedication program and correspondence, 1980
- 28- Parish Recycling Program, summary and guidelines, 2003

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**

## **Box 40**

- 1- Parking Lot Paving Project – vendor proposals and review process correspondence, 2001 - 2004
- 2- Roof Project – vendor proposals, correspondence and photographs, 2001
- 3- Tree of Life Project – materials pertaining to the work of Sanford Wefel, artist. Drawings and correspondence, 2002
  - 3.1- The Piano Shop, product brochure, undated
  - 3.2- Movie Projector quotes and brochure, ca. 1950s

## **Church Miscellaneous**

- 4- Borough of South Plainfield – property related correspondence, 1962, 1986 - 2001
- 5- Individual building and property issues, Real Estate Listing, Parish Property Inventory, chronologically arranged, 1958 – 2008

6- Sample of "Each Life is Precious" monument, *Barre Life* magazine, Winter 1997

### **CONVENT / PARISH CENTER**

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Box 41**

#### **New Convent Construction – 1953-1954**

- 1- Building Description and drawings, 1953 - 1954
- 2- Arrow Transportation Co. Inc., 1953
- 3- Combined Kitchen Equipment Co. Inc., 1953
- 4- Walter J. Connors, 1953
- 5- James H. Dunham and Co., 1953
- 6- Fisher – Cohen Co., 1953
- 7- Gimbel Brothers, 1953
- 8- Industrial Electric Inc., 1953
- 9- Thomas J. Kyle, 1953
- 10- August N. Laggren Inc., 1953
- 11- John F. McEvoy Inc., 1953
- 12- Montgomery Ward, 1953
- 13- Nathan Straus-Duparquet, 1953
- 14- Pierson and MacWilliam, 1953
- 15- Fr. Pustet Co. Inc., 1953
- 16- Altenburg Piano House, 1954
- 17- Anchor Post Fence, 1954

- 18- Atlas Fence, 1954
- 19- Benzinger Bros., 1954
- 20- Bloomfield Tire and Terrazzo Co., 1954
- 21- Circle Electric Supply Co., 1954
- 22- Colonial Office Furniture, 1954
- 23- Combined Kitchen Equipment Co., 1954
- 24- C. B. Dolge Co., 1954
- 25- James H. Dunham Co., 1954
- 26- Dutcher Heating Co., 1954
- 27- Ebers, 1954
- 28- Finnerty and Linger, 1954
- 29- Fisher and Cohen Co., 1954
- 30- The Friar Shop, 1954
- 31- Mr. K. Geiger, 1954
- 32- Gimbel Bros., 1954
- 33- Hartford Fire Insurance Co., 1954
- 34- J. T. Houseman Inc., 1954
- 35- Haurand Associates Studios, 1954
- 36- Industrial Electric Co., 1955
- 37- Interstate Plastering Corp., 1954
- 38- Koos Bros., 1954
- 39- H. Kourejian Co., 1954
- 40- Carl Moser Co., 1954



- 41- National Union Fire Ins. Co., 1954
- 42- New Brunswick Window, 1954
- 43- Novak's Inc., 1954
- 44- Edward O'Toole Co. Inc., 1954
- 45- Pierson and MacWilliam Co., 1954
- 46- Plainfield Lumber and Supply, 1954
- 47- Frederick Pustet Co., Inc., 1954
- 48- Wilfred H. Snow, 1954
- 49- Spivak Brothers, 1954
- 50- D. Stilo Contracting, 1954
- 51- Summit Studios, 1954
- 52- Swain's Art Store, 1954
- 53- Teppers, 1954
- 54- Union County Plate Glass, 1954
- 55- W and R Express, 1954
- 56- Colonial Office, 1955
- 57- J. T. Houseman, Inc., 1955
- 58- Koos Brothers, 1955
- 59- Edward O'Toole Co., 1955
- 60- Pierson and MacWilliam Architects, 1955
- 61- Philip Zack, 1955

**Convent / Parish Center Miscellaneous**

- 62- Borough of South Plainfield – related correspondence, 1995 - 2003

63- Individual building and property issues, chronologically arranged, 1952 – 2008

63.1- Convent / Parish Center reconstruction, explanation documents, 2015

## **RECTORY**

63.2- Specifications for Rectory Building to Rev. J.F. Baldwin from Joseph A. Jackson, Architect, September 1923

64- Specifications for Proposed Addition to the Sacred Heart Rectory, with drawings, 1953

65- Contractors contract for addition, Anthony Indico Co., 1960

66- Correspondence from Marion and Jacobson, regarding work in the Rectory, 2003

## **SCHOOL**

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Box 42**

### **Original School Building Construction – 1952-1954**

1- Description of Building, undated

2- Blessing and Laying of a Cornerstone – instructions from Diocese, 1953

3- Building Fund Campaign, 1952

4- Emigrant Industrial Savings Bank, 1952

5- C. Alfred Enander Co., 1952

6- N. R. Epstein Electric Co., 1952

7- Pierson and MacWilliam Architects, 1952

8- Rollerson-Hahn, 1952

9- Sacred Heart Fundraising Campaign, 1952

10- Nicholas Schwalje, Plumbing and Heating, 1952

11- A and J Distributors, Inc., 1953

- 12- Absolute Fire Protection, 1953
- 13- Ackerman and Sons, 1953
- 14- Amanex of New York, 1953
- 15- August Arace and Sons, Inc., 1953
- 16- Asbestospray Applications, 1953
- 17- Atkins and Company, 1953
- 18- Atlas Steel Products Co., 1953
- 19- L. Bartell Co., 1953
- 20- K. Bectar Co., 1953
- 21- Black, Star, and Gorham, 1953
- 22- Howard W. Boise, Inc., 1953
- 23- Blue Comet Express, 1953
- 24- Bristol Insulation Co., 1953
- 25- Business Furniture Inc., 1953
- 26- Campbell Foundry Co., 1953
- 27- Coca-Cola Bottling Co., 1953
- 28- Cappy Masonry Contracting, 1953
- 29- Carpenters and Millwrights Union Local 155, 1953
- 30- Catholic Student Press, 1953
- 31- Ciccone Welding Works, 1953
- 32- Combined Kitchen Equipment, 1953
- 33- Ditto Inc., 1953
- 34- Epstein Electric Co., 1953

- 35- Equipment Manufacturing Co. Inc., 1953
- 36- Estil's Inc., 1953
- 37- Fisher-Cohen Company, 1953
- 38- Formigli Corp., 1953
- 39- Friar Shop, 1953
- 40- Furino and Son, 1953
- 41- Gaspard Agencies Limited, 1953
- 42- S. J. Gluck, Inc., 1953
- 43- H. R. Goeller, Inc., 1953
- 44- Gotham Chalkboard and Trim, Co., 1953
- 45- H and B Enterprises Corp., 1953
- 46- Haller Testing Lab, 1953
- 47- Higgins, William, 1953
- 48- Hobart Manufacturing Co., 1953
- 49- Holstein Rubber Products Co., 1953
- 50- Huffman and Boyle, 1953
- 51- Knapp Brothers Manufacturing Co., 1953
- 52- H. Koumjian and Co., 1953
- 53- C. Kurzon, Inc., 1953
- 54- Lock Joint Pipe Co., 1953
- 55- J. D. Loizeaux Lumber Co., 1953
- 56- Mack Fuel and Lumber Co., 1953
- 57- Metco Steel Products Corp., 1953

58- Minneapolis-Honeywell Regulator Co., 1953

59- A. Mirra Mason Contractor, 1953

60- Modern Doors Inc., 1953

61- National Marble Co., 1953

62- New Jersey Lathing Co., 1953

63- Newark Glass Co., 1953

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Box 43**

1- W. J. Patten Co., 1953

2- Paramount Electronic Church Bell, Co., 1953

3- Petriella Terrazzo Co., 1953

4- Pierson and MacWilliams Architects, 1953

5- Plainfield Lumber Supply, 1953

6- Public Service Electric and Gas, 1953

7- Robustelli Excavating and Fill Dirt, 1953

8- Rollerson – Hahr, 1953 (1 of 3)

9- Rollerson – Hahr, 1953 (2 of 3)

10- Rollerson – Hahr, 1953 (3 of 3)

11- Roofing – Sheet Metal (Company Name Unknown), 1953

12- William Sadlier Co., 1953

13- H. Schade Co., 1953

14- Nicholas Schwalje Co., 1953

15- Security Steel Equipment Inc., 1953

- 16- Septic Sewer Installation (Company name unknown), 1953
- 17- Service Electric Co., 1953
- 18- F. G. Simmons Co., 1953
- 19- Spivack Bros., 1953
- 20- D. Stilo Contraction, 1953
- 21- Stanford AT, 1953
- 22- John Swenson Granite Co. Inc., 1953
- 23- Teppers, 1953
- 24- Timber Structures Co., 1953
- 25- John Wanamaker, New York, 1953
- 26- The Wayne Press, 1953
- 27- Wel Don Concrete Corp., 1953
- 28- Western Exterminating Co., 1953
- 29- Rudolf Wurlitzer Co., 1953
- 30- R. Young and Sons, 1953
- 31- A & J Distributors, 1954
- 32- August Arace and Sons, 1954
- 33- Business Furniture Inc., 1954
- 34- Commercial Radio-Sound Corp., 1954
- 35- N. R. Epstein Co., 1954
- 36- Friar Shop, 1954
- 37- Holstein Rubber Products, 1954
- 38- J. T. Houseman, Inc., 1954

- 39- B. W. Kane, 1954
- 40- H. Koumjian and Co., 1954
- 41- Lehigh Valley Railroad Co., 1954
- 42- John F. McEvoy Inc., 1954
- 43- Metpar Steel, 1954
- 44- Modern Doors, Inc., 1954
- 45- Pierson and MacWilliams Architecture, 1954
- 46- Rollerson – Hahr, 1954
- 47- Nicholas Schwalje Co., 1954
- 48- F. G. Simmons Co., 1954

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Box 44**

**School Building Addition – 1955-1956**

- 1- Contract documents, bound, 1955
- 2- Atlas Fence Co., 1955
- 3- Business Furniture, Inc., 1955
- 4- Diocese of Trenton, 1955
- 5- J. T. Houseman Inc., 1955
- 6- Industrial Electric Inc., 1955
- 7- Lanfrit Construction, 1955
- 8- Pierson and MacWilliams Architects, 1955
- 9- Nicholas Schwalje Co., 1955
- 10- Atlas Fence, 1956

- 11- Business Furniture, 1956
- 12- William Coyle, 1956
- 13- Industrial Electric Inc., 1956
- 14- Lanfrit Construction Co., 1956
- 15- John MacWilliam Architects, 1956
- 16- Nick Muzzillo Co., 1956
- 17- Harry Rich Co., 1956
- 18- Nicholas Schwarje Co., 1956
- 19- Spivack Bros., 1956

**School Building Miscellaneous**

- 20- Retail Food Establishment Applications, 1997, 2001 - 2005
- 21- Sewer Issue, correspondence, 1962
- 22- School building issues, correspondence, price quotes, and drawings, 1957 - 1964
- 23- Specification – School auditorium alteration, with correspondence and quotes, 1966
- 24- Miscellaneous issues – Board of Health inspections, meeting minutes, trailer placement, pest control services, airborne asbestos monitoring report, 1986 - 2007

**All Facilities Miscellaneous**

- 25- Project Planning Sheets, 2003 - 2004
- 26- Property Tax Exemption Applications, September 1970
- 27- New Signs, 2005



**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Box 45**

**All Facilities - Property Appraisals from Industrial Appraisal Company**

1- 1959

2- 1960

3- 1961

4- 1962

5- 1963

6- 1964

7- 1965

8- 1966

9- 1967

10- 1968

11- 1969

12- 1971

13- 1972

14- 1973

15- 1974

16- 1975

17- 1976

18- 1977

19- 1978

20- 1979

21- 1980

**BLUEPRINTS, MAPS, AND DRAWINGS**

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Flat Storage Box #1 – Cemetery and Mausoleum Maps and Drawings**

Rolled items

1. Site plan for original Mausoleum – October 9, 1980
2. Proposed plans for original Mausoleum – January 14, 1981
3. Electrical blueprints, original Mausoleum – September 4, 1981
4. Blueprints, original Mausoleum – September 4, 1981
5. Site plan, original Mausoleum – September 4, 1981
6. Original Mausoleum plans – September 4, 1981
7. Artists drawing, proposed addition to Mausoleum – January 15, 1985
8. Future drawing plans for Mausoleum – January 26, 1985
9. Future drawings of Mausoleum – February 15, 1985
10. Blueprint, proposed addition, Mausoleum – March 4, 1985
11. Proposed revised drawing, Mausoleum addition – June 20, 1995

Flat items

12. Cemetery variance blueprint for original Mausoleum – June 30, 1981
13. Approved site plan, original Mausoleum – September 1981
14. Proposed Mausoleum expansion – August 13, 1982
15. Proposed drawing, Mausoleum addition – June 8, 1994
16. Proposed Mausoleum addition – October 21, 1994

17. Proposed plan for Mausoleum, future, 2 phases – February 7, 1995
18. Complete Cemetery survey, 2 copies – November 17, 1995
19. Complete Cemetery flood plan – February 1996
20. Mausoleum addition site plan, 2 copies – February 1996
21. Approved floor plans, Mausoleum addition – August 1996
22. Ownership diagram, Mausoleum addition – 1997

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Flat Storage Box #2 – Cemetery and Mausoleum Maps and Drawings**

1. Holy Redeemer Cemetery Section A, Copy 1, October 28, 1967
2. Holy Redeemer Cemetery Section B, Copy 1, assumed 1967
3. Holy Redeemer Cemetery Section C, Copy 1, assumed 1967
4. Holy Redeemer Cemetery Section D, Copy 1, assumed 1967
5. Holy Redeemer Cemetery Section E, Copy 1, assumed 1967
6. Holy Redeemer Cemetery Section F, Part 1, Copy 1, assumed 1967
7. Holy Redeemer Cemetery Section F, Part 2, Copy 1, assumed 1967
8. Holy Redeemer Cemetery Section G, Part 1, Copy 1, assumed 1967
9. Holy Redeemer Cemetery Section G, Part 2, Copy 1, assumed 1967
10. Holy Redeemer Cemetery Section G, Part 3, Copy 1, assumed 1967
11. Holy Redeemer Cemetery Section H, Part 1, Copy 1, assumed 1967
12. Holy Redeemer Cemetery Section H, Part 2, Copy 1, assumed 1967
13. Holy Redeemer Cemetery Section H, Part 3, Copy 1, assumed 1967
14. Holy Redeemer Cemetery Section F, Part 4, Copy 1, assumed 1967

15. Holy Redeemer Cemetery Section F, Part 5, Copy 1, assumed 1967
16. Holy Redeemer Cemetery Section J, Part 1, Copy 1, assumed 1967
17. Holy Redeemer Cemetery Section J, Part 2, Copy 1, assumed 1967
18. Holy Redeemer Cemetery Section K, Part 1, Copy 1, assumed 1967
19. Holy Redeemer Cemetery Section K, Part 2, Copy 1, assumed 1967
20. Holy Redeemer Cemetery Section K, Part 3, Copy 1, assumed 1967
21. Holy Redeemer Cemetery Section L, Part 1, Copy 1, assumed 1967
22. Holy Redeemer Cemetery Section L, Part 2, Copy 1, assumed 1967
23. Holy Redeemer Cemetery Section L, Part 3, Copy 1, assumed 1967
24. Holy Redeemer Cemetery Section L, Part 4, Copy 1, assumed 1967
25. New Mausoleum, Section M, Copy 1, assumed 1967
26. New Mausoleum, Section N, Copy 1, assumed 1967
27. New Mausoleum, Section O, Copy 1, assumed 1967
28. Tax Assessment Map for Cemetery – June 30, 1965
29. Second copy of Cemetery – all labeled (rolled) assumed 1967
30. Cemetery – Tax Assessment Map from Borough of South Plainfield - August 1961

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Flat Storage Box #3 – Church and School Maps and Drawings**

Rolled items

1. Church and School Building Plans – 1952
2. Site plan for School and Church – August 1961
3. Church property assessment map – August 1961
4. Site plan, Church – August 1963

5. Church detail drawing (boiler, exhaust fan, AC unit, etc.) 2 copies – August 15, 1963
6. Church – lighting plans, alarms, etc. – 2 copies, August 15, 1963
7. Church detail drawing (door, chimney, sacristy, transept, garage) 2 copies – August 15, 1963
8. Church property assessment map – June 30, 1965
9. Church property assessment map – January 7, 1981
10. Parish parking lot, 2 copies – July 1, 1984

**Flat items**

11. Convent Chapel Altar – August 24, 1952
12. Assessment map, Church, Borough of South Plainfield – August 1961
13. Church property, street and plot map – March 7, 1963
14. Church building blueprint (exterior door, chimney, transept) – August 1963
15. Church building blueprint (marble, sanctuary, and baptistery) – April 9, 1964
16. Church property (soil, ground water, soil boring) – April 9, 1964
17. Church building blueprint (main altar details) – April 9, 1964
18. Church building, window details – April 24, 1964
19. Church building blueprint (stained glass and windows) – April 1964
20. Church building blueprint (marble, and lighting fixtures) 2 copies – April 1964
21. Church building blueprint (pews, kneelers, carpets) – April 1964
22. Church building, altar blueprint – 1964
23. Survey of Church property, 2 copies – July 30, 1985
24. Proposed school – trailer – July 30, 1985
25. Church property map – October 7, 1989

26. Property site plan, new pre-school trailer – July 18, 2002
27. New roof design for Liturgy Room – December 7, 1998
28. Drawings (4) for liturgical floor seating designs, 2004-2005

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Rolled Storage Box #1**

1. Church blueprints #s 1-19 – August 15, 1963

**Series One: Parish Historical and General Documentation**  
**Subseries Eight: Buildings and Grounds**  
**Rolled Storage Box #2**

1. Church blueprint #s 2-19, with some duplicates, August 15, 1963
2. Original complete map of Cemetery, September 21, 1919

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**In Secured Storage: In Archives Room (downstairs) in Parish Center**  
**File Cabinet Four**  
**Drawer One**

**Cemetery and Mausoleum**

- Certificate of Christian Burial, receipt book, for burials outside of Sacred Heart Parish (Holy Redeemer Cemetery and Mausoleum) – July 1929 – December 1979
- Interment Record Book, 1979 – 1982
- Early Burials, Record Book, in Alphabetical Order – undated
- Cemetery Burial Arrangement Sheets (bound) – 1982-1989
- Cemetery Funeral Log – 1990 – 2001
- Mausoleum Funeral Log (bound) – 1983 – 2002
- Mausoleum Burial Records – 1983 - 1992
- Mausoleum Burial Records – 1993 – 1997

- Mausoleum Burial Records – 1998 - 2001
- Mausoleum Burial Records – 2002 – 2009
- Cemetery Burial Records – 2004 – 2006
- Cemetery Burial Records – 2007 – 2009
- Cemetery Burial Records – 2010 - 2011

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Four  
Drawer Two**

**Cemetery and Mausoleum**

- Cemetery Burial Records – 1971 – 1972
- Cemetery Burial Records – 1973 – 1974
- Cemetery Burial Records – 1975
- Cemetery Burial Records – 1976 – 1977
- Cemetery Burial Records – 1978 – 1979
- Cemetery Burial Records – 1980 – 1981
- Cemetery Burial Records – 1988 – 1983
- Cemetery Burial Records – 1984 – 1985
- Cemetery Burial Records – 1986 – 1987
- Cemetery Burial Records – 1988 – 1989
- Cemetery Burial Records – 1990 – 1991
- Cemetery Burial Records – 1992 – 1993
- Cemetery Burial Records – 1994 – 1995
- Cemetery Burial Records – 1996 – 1997

- Cemetery Burial Records – 1998 – 1999
- Cemetery Burial Records – 2000 – 2001
- Cemetery Burial Records – 2002 - 2003

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Four  
Drawer Three**

**Cemetery and Mausoleum**

- Cemetery Burial Records – 1919 - 1924
- Cemetery Burial Records – 1925 – 1927
- Cemetery Burial Records – 1928 – 1929
- Cemetery Burial Records – 1930 – 1934
- Cemetery Burial Records – 1935 – 1939
- Cemetery Burial Records – 1940 – 1942
- Cemetery Burial Records – 1943 – 1944
- Cemetery Burial Records – 1945 – 1946
- Cemetery Burial Records – 1947 – 1948
- Cemetery Burial Records – 1949 – 1950
- Cemetery Burial Records – 1951 – 1952
- Cemetery Burial Records – 1953 – 1954
- Cemetery Burial Records – 1955 – 1956
- Cemetery Burial Records – 1957
- Cemetery Burial Records – 1958 – 1959
- Cemetery Burial Records – 1960 – 1961
- Cemetery Burial Records – 1962 – 1963



- Cemetery Burial Records – 1964 – 1965
- Cemetery Burial Records – 1966 – 1967
- Cemetery Burial Records – 1968 – 1969
- Cemetery Burial Records – 1970

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Four  
Drawer One**

**Cemetery and Mausoleum**

- Certificate of Christian Burial, receipt book, for burials outside of Sacred Heart Parish (Holy Redeemer Cemetery and Mausoleum) – July 1929 – December 1979
- Interment Record Book, 1979 – 1982
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- Mausoleum Burial Records – 1983 - 1992
- Mausoleum Burial Records – 1993 – 1997
- Mausoleum Burial Records – 1998 - 2001
- Mausoleum Burial Records – 2002 – 2009
- Mausoleum Burial Records – 2010 - 2013
- Cemetery Burial Records – 2004 – 2006
- Cemetery Burial Records – 2007 – 2009
- Cemetery Burial Records – 2010 - 2011
- Cemetery Burial Records – 2012 - 2013
- Cemetery Burial Records – 2014 – 2015

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Four  
Drawer Two**

**Cemetery and Mausoleum**

- Cemetery Burial Records – 1971 – 1972
- Cemetery Burial Records – 1973 – 1974
- Cemetery Burial Records – 1975
- Cemetery Burial Records – 1976 – 1977
- Cemetery Burial Records – 1978 – 1979
- Cemetery Burial Records – 1980 – 1981
- Cemetery Burial Records – 1988 – 1983
- Cemetery Burial Records – 1984 – 1985
- Cemetery Burial Records – 1986 – 1987
- Cemetery Burial Records – 1988 – 1989
- Cemetery Burial Records – 1990 – 1991
- Cemetery Burial Records – 1992 – 1993
- Cemetery Burial Records – 1994 – 1995
- Cemetery Burial Records – 1996 – 1997
- Cemetery Burial Records – 1998 – 1999
- Cemetery Burial Records – 2000 – 2001
- Cemetery Burial Records – 2002 - 2003

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
File Cabinet Four  
Drawer Three**

## **Cemetery and Mausoleum**

- Cemetery Burial Records – 1919 - 1924
- Cemetery Burial Records – 1925 – 1927
- Cemetery Burial Records – 1928 – 1929
- Cemetery Burial Records – 1930 – 1934
- Cemetery Burial Records – 1935 – 1939
- Cemetery Burial Records – 1940 – 1942
- Cemetery Burial Records – 1943 – 1944
- Cemetery Burial Records – 1945 – 1946
- Cemetery Burial Records – 1947 – 1948
- Cemetery Burial Records – 1949 – 1950
- Cemetery Burial Records – 1951 – 1952
- Cemetery Burial Records – 1953 – 1954
- Cemetery Burial Records – 1955 – 1956
- Cemetery Burial Records – 1957
- Cemetery Burial Records – 1958 – 1959
- Cemetery Burial Records – 1960 – 1961
- Cemetery Burial Records – 1962 – 1963
- Cemetery Burial Records – 1964 – 1965
- Cemetery Burial Records – 1966 – 1967
- Cemetery Burial Records – 1968 – 1969
- Cemetery Burial Records – 1970

**Series One: Parish Historical and General Documentation**  
**Subseries Nine: Diocese (Metuchen and Trenton)**  
**Box 46**

**Metuchen**

- 1- Annual Pastoral Profile, 1991-2010
- 2- Correspondence, 1982 – 2013
- 2.1-Diocese of Metuchen Directory of Schools, 2003-2004
- 3- Demographic Study, 2004
- 4- Education, reports, correspondence, and special programs related to Sacred Heart School, 1983 - 2010
- 5- Financial, 1991 - 1992
  - Pastor's Informational Meeting, Budget and Fiscal Strategy, May 1991
  - Investment Management Program, description, undated
- 6- Flame of Charity, dinner programs, 2003, 2005, 2006
- 7- Insurance
  - Special Events Coverage form, May 1996
  - Correspondence from Tom Toolan, 2007
  - Diocese of Metuchen, Pastoral Center, Informational Claim Material from Gallagher Bassett Services, Inc, 2008
  - Diocese of Metuchen, Property and Liability Insurance Memorandum of Coverage, July 2008

**Series One: Parish Historical and General Documentation**  
**Subseries Nine: Diocese (Metuchen and Trenton)**  
**Box 46.1**

**Metuchen**

- 1- Special Masses and Programs
  - “A Solemn Liturgy of the Eucharist in Thanksgiving Celebrating the Fifteenth Anniversary of the Establishment of the Diocese of Metuchen,” order of Mass program, Cathedral of Saint Francis of Assisi, November 17, 1996
  - “Solemn Eucharist of Thanksgiving, Fiftieth Anniversary of Ordination to Priesthood, The Most Reverend Edward T. Hughes, D.D., Second Bishop of Metuchen,” order of Mass program, Cathedral of Saint Francis of Assisi, June 22, 1997

- “Celebration of the Eucharist and the Installation of The Most Reverend Paul Gregory Bootkoski, D.D., Fourth Bishop of Metuchen,” order of Mass program, New Jersey Convention and Exposition Center, Edison, March 19, 2002
- Silver Jubilee, Pilgrimage of Thanksgiving, at the Basilica of the National Shrine of the Immaculate Conception, Washington, DC, September 16, 2006
- “Diocese of Metuchen Youth and Young Adult Ministry Office, Diocesan Youth Day,” order of Mass program, March 3, 2007
- Ordination to Diaconate, order of Mass program, Cathedral of Saint Francis of Assisi, June 9, 2007
- “Mass of Thanksgiving, Deacons Wayne Otlowski and Gregory Caruso,” order of Mass program, June 10, 2007
- Special program, Maria Esperanza de Bianchini, February 2010
- Ordination to the Diaconate, order of Mass program, with correspondence and clippings, June 12, 2010
- “A Mass Celebrating the Feast of San Lorenzo Ruiz de Manila,” order of Mass program, Cathedral of St. Francis of Assisi, September 12, 2010
- “St. Timothy Award Mass,” order of Mass program, Cathedral of St. Francis of Assisi, October 3, 2010
- “Order of Christian Funerals, Mass of Commemoration of The Most Reverend Edward T. Hughes, D.D.,” order of Mass program, Cathedral of St. Francis of Assisi, January 3, 2013
- “Thirty-Third Sunday in Ordinary Time, Honoring Diocesan Youth,” order of Mass program, Cathedral of St. Francis of Assisi, November 17, 2013
- “In Thanksgiving for Canonization, Saint John XXIII, Saint John Paul II,” order of Mass program, Cathedral of St. Francis of Assisi, April 28, 2014
- “Second Sunday of Advent, Honoring Diocesan Youth,” order of Mass program, Cathedral of Saint Francis of Assisi, December 7, 2014
- “Honoring Diocesan Youth,” Mass program and photo, at St. John Neumann Pastoral Center, October 18, 2015
- “Merciful like the Father – a 3-Day Encounter with Mercy,” flyer, held at St. John Neumann Pastoral Center, Piscataway, March-April 2016
- “The Diocese of Metuchen, New Jersey, Celebrating 35 Years – Pilgrimage to the Basilica of the National Shrine of the Immaculate Conception, November 2016
- 30<sup>th</sup> Sunday in Ordinary Time – Honoring Diocesan Youth,” Cathedral of St. Francis of Assisi, October 2017

## 2- Prayer Services

- “The Liturgy of Evening Prayer, Fourth Sunday of Advent, the Formal Proclamation of the Apostolic Letter Dedicating the Diocese of Metuchen to the Patronage of Mary, Our Queen,” order of service program, Cathedral of St. Francis of Assisi, December 19, 1982
  - Regina Nostra Award, clippings from service, January 2001
  - “Presentation of the Diocesan Medal Regina Nostra, Solemn Celebration of Evening Prayer, Laetare Sunday,” order of service, March 26, 2006
  - Evening Prayer, Solemnity of the Birth of John the Baptist, Celebration of Core Certification and Care Accreditation, June 24, 2008

- “Celebrating the Year for Priests, Compline for the Feast of the Exaltation of the Holy Cross,” order of service, Cathedral of St. Francis of Assisi, September 14, 2009
- “Presentation of the Diocesan Medal, Regina Nostra, Solemn Celebration of Evening Prayer,” order of service, Cathedral of St. Francis of Assisi, November 28, 2011
- “Our Lord Jesus Christ, King of the Universe, Evening Prayer upon the Close of the Year of Faith,” order of service, Cathedral of St. Francis of Assisi, November 24, 2013
- Evening Prayer, Celebrating Silver and Gold Wedding Anniversaries, October 25, 2015
- “Celebrating the Closing of the Extraordinary Jubilee Year of Mercy, evening prayer program, November 2016

### 3- Priests/Leadership, 1986-2010

- group photo, 1986 ordination class
- “The Catholic Spirit,” special edition welcoming Bishop Vincent Breen, September 4, 1997
- “Lives in Service” article from “The Catholic Spirit,” May 21, 1998
- “The Catholic Spirit,” special edition welcoming Bishop Paul Bootkoski, along with Sacred Heart parish representative listing, March 2002
- clippings, 2008 – 2010
- “The Catholic Spirit – Milestones” edition, has articles about Deacon Wayne Otlowski, Deacon Greg Caruso, and Sister Nadine Boyle, June 2017

#### 3.1- Bishop James F. Checchio

- Special issue of *The Catholic Spirit*, Pastoral Letter, March 2017

#### 4- Statement of Mission, from Pope John Paul II, 1981

#### 5- Synod (First Diocesan Synod), 2005 - 2007

- program information, directories

**Series One: Parish Historical and General Documentation**  
**Subseries Nine: Diocese (Metuchen and Trenton)**  
**Box 47**

### **Trenton**

#### 1- Education

- clipping, 1990
- annual financial and statistical report, 1978 – 1979

#### 2- Priests / Leadership

- photographs of diocesan priests circa 1986
  - clippings and prayer card from the deaths/funerals of Rev. Msgr. John F. Baldwin, Rev. Thomas A. Campbell, and Rev. Edward A. Corrigan, 1964 – 1971
  - clippings about Rev. Bishop John C. Reiss, 1969 – 1980
  - Ordination to the Priesthood, Rev. Robert W. Franklin and Rev. William J. Smith, St. Mary's Cathedral, Trenton, November 1981
- 3- Catholic Charities, flyer and fact sheet, 1960
- 4- Parish minutes, 1953 - 1981
- 5- History of Trenton Diocese
- Centennial Observance Information, 1981
  - The Monitor* commemorative issue on the 100<sup>th</sup> anniversary, 1981
  - other clippings regarding diocese history.
- 6-*The Monitor*, significant issues
- Pope John Paul I, 1978,
  - 10<sup>th</sup> anniversary supplement (re: Diocese of Metuchen), 1991
  - Pope John Paul II visit, 1995
- 7- Administrative documents and forms, Canonical Visitation Reports, 1947, 1958, 1972-1975
- 7.1- Catholic Home Appraisal Forms (blank), undated
- 8- Correspondence, 1952 - 1959

**Series One: Parish Historical and General Documentation**  
**Subseries Ten: Local Ecumenical Community**  
**Box 48**

- 1- Association of South Plainfield Churches
- Correspondence, 2012 -
  - Churches contact information, 2011 – 2012
  - Funeral Service for Rev. Charles Mingle, St. Stephen Lutheran Church, August 2017
- 2- Hymn Sing, 2012
- 3- General Ecumenical services, 2011 -
- 4- "Life Lines," (articles), 2007 -
- 5- Good Friday and Lenten Prayer Services, 2000 -

- 6- Easter Sunrise Services and park permission slips, 1992 –
- 7- Prayer for Christian Unity, 2006 -
- 8- Thanksgiving Prayer Services, 2000 -
- 9- Agenda and Minutes from Meetings, 2008 -
- 10- Calendar of Events, 2010 -
- 11- Correspondence, 1985 -
- 12- Crop Walk  
-correspondence, 2010 -
- 13- Columbia Bank, “Nongovernmental Organization and Charities Questionnaire,” 2014

**Series One: Parish Historical and General Documentation**  
**Subseries Eleven: Cemetery and Mausoleum**  
**Box 49**

- 1- Clippings and Advertisements, 1997 -
- 2- Solemn Blessing of the Mausoleum Addition, card, 1997

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**In Secured Storage: In Archives Room (downstairs) in Parish Center**

**Series One: Parish Historical and General Documentation**  
**Subseries Eleven: Cemetery and Mausoleum**  
**Box SS CM-1**

- 1- Cemetery Burial Maps, 2004 - 2005
- 2- Cemetery Burial Maps, 2006
- 3- Cemetery Burial Maps, 2007
- 4- Cemetery Burial Maps, 2008
- 5- Cemetery Burial Maps, 2009
- 6- Cemetery Burial Maps, 2010



7- Cemetery Burial Maps, 2011

8- Cemetery Burial Maps, 2012

**Series One: Parish Historical and General Documentation**  
**Subseries Eleven: Cemetery and Mausoleum**  
**Box SS CM-2**

1- Cemetery Burial Maps, 2013

2- Cemetery Burial Maps, 2014

3- Cemetery Burial Maps, 2015

4- Mausoleum Burial Maps, 2005

5- Mausoleum Burial Maps, 2007

6- Mausoleum Burial Maps, 2008

7- Mausoleum Burial Maps, 2009

8- Mausoleum Burial Maps, 2010

9- Mausoleum Burial Maps, 2011

10- Mausoleum Burial Maps, 2012

11- Mausoleum Burial Maps, 2013

12- Mausoleum Burial Maps, 2014

13- Mausoleum Burial Maps, 2015

**Series One: Parish Historical and General Documentation**  
**Subseries Twelve: General History, Publications, Events, and Recorded**  
**Historical Documents**

**Box 50**

1- General administrative documents

-List of parish social activities, 2004

-List of Ministry Fair table displays, 2012

-Visitation of the Catholic News Service team, correspondence and agenda, 2013

-Parish Life Series, blank questionnaire, undated

- 2- Advertisements placed by Sacred Heart in various non-Parish publications, 1965 - 2013
- 3- Clippings, opening and dedication of the new church building, 1965
- 4- Clippings from newspapers concerning parish activities and events, ca. 1950s - 2005
- 5- Clippings from newspapers concerning parish activities and events, 2010 -
- 6- Events, spiritual and liturgical, flyers, programs, and announcements
  - Tenth anniversary celebration, Children of Mary Sodality of Sacred Heart Church, program, June 28, 1940
  - Christmas season schedule pamphlet, 1982
- 6.1- Events, spiritual and liturgical, flyers, programs and announcements, non-parish related, 2015 –
- 7- Events, flyers, programs, and announcements
  - Parish 75<sup>th</sup> Anniversary celebration, programs, invitations, and clippings, 1984
- 8- Events, flyers, programs, and announcements
  - 25<sup>th</sup> anniversary celebration of new church building, program, flyers, meeting minutes, prayer and medal, 1990
- 9- Events, programs, and announcements, Parish 100<sup>th</sup> Anniversary Celebration, 2003 – 2005
  - Dedication of a Church, text for the rites contained in The Roman Pontifical and in Dedication of a Church and an Altar, August 21, 2005
  - Gala invitation and program
  - Liturgical – blessing of new organ, evening prayer, Mass
  - Meeting minutes, 2003 – 2005
  - Listing of events, 2004 – 2005
  - flyer for Mainstreet Brass Quintet performance
  - Ad booklet materials
  - Banner design materials
  - Committees listings
  - Centennial Celebration Campaign booklet
  - clippings
- 10- Events, flyers, programs, and announcements
  - New parishioner event, correspondence, booklet, and mailing list, January 2005
  - Valentines retreats, Stella Maris, Elberon, NJ, flyers and booklets, 2005 - 2006
  - “In the footsteps of Jesus” The Holy Land: A Pilgrimage and Study Tour, announcements, itineraries, 2008
  - Parish picnic, flyers, 2008

- Tithing Parish information, 2009
  - “In the Footsteps of Jesus: Ten Day Pilgrimage to the Holy Land,” March 2017
  - Online Giving – instruction flyer and FAQ’s, undated
- 11- Events, programs, and announcements
- Parish Picnic, flyers, 2010 - 2013
  - Parish Health Fair, flyers, correspondence, 2013
  - Eagle Scout Court of Honor, programs and correspondence, 2011 -
  - “Matters of Life and Death,” three-part presentation on life’s important issues surrounding life and death, flyer, 2012
  - Lent to Easter schedule flyer, 2015
- “Launch Into Lent,” flyer, mini-retreat setting the course for Lent to Easter, February 2016
- “Grow Your Life Legacy,” program flyer, 2016
- 12- Events, flyers, programs, and announcements
- Parish play scripts donated by Elaine Tuthill, “Heaven Knows Mama,” and “A Musical by the Martin Family,” undated
- 13- General History
- Certificate of Incorporation of Sacred Heart Parish (original and copy), and amendment, 1905, 1982
- 14- General History
- Parish history write-up, circa 1952
- 15- General History
- Historical Summary of Sacred Heart Church (timeline) circa 1980
- 16- General History
- List – Parishioners Called to the Priesthood and Vowed Life, circa 1964
- 17- General History
- “Welcome to Sacred Heart” booklets for new parishioners, circa 1975 - 1980
- 18- General History
- Translation of event description from Latin to English – in honor of the Sacred Heart of Jesus raising a First Chapel, attended by Dwight Eisenhower, President of the United States, Robert Meyner, Governor of New Jersey, Rev. Alfred Sico of Sacred Heart parish, and Msgr. Charles McCorristin, Delegate of the Bishop of Trenton, August 8, 1954
- 19- General History
- Document, “Our New Church,” describing new church building, circa 1965
  - Bulletin from opening Mass, November 21, 1965
  - Father Alfred Sico celebrating first Mass at new church opening, November 21,

- 1965 (clipping)
- 20- General History  
-“Confraternity of the Sacred Heart,” original signed document, circa 1885
- 20.1-General History  
-Photographs and newspaper clipping (circa 1911) of the original Sacred Heart Church building and of the Rectory
- 21- General History  
-Centurion Fund, blank application for, 2001
- 22- Parish Publications  
-*Sacred Heart Newsletter*, (4 editions) 1982 – 1983  
-*The Parish Voice*, (2 editions) 1972
- 23- Parish Reports  
-Parish Mass Head Count Reports, 2008 – 2011, 2013 – 2014  
-Pastoral report, 2004  
-Parish Annual Reports, 2006, 2011-2012, 2014, 2017
- 24- Article – “There’s No Such Thing as a ‘Typical’ US Parish Anymore,” (with a section on Sacred Heart) published online at [www.cruxnow.com](http://www.cruxnow.com), September 2015
- 25- Archives Opening and Exhibit, CCD and Religious Education exhibit materials, June 2015
- 26- Archives Opening and Exhibit, Early Parish Organizations, exhibit materials, June 2015
- 27- Archives Opening and Exhibit, Historical Highlights, exhibit materials, June 2015
- 28- Archives Opening and Exhibit, Parish Bulletins, exhibit materials, June 2015
- 29- Archives Opening and Exhibit, Parish Construction, exhibit materials, June 2015
- 30- Archives Opening and Exhibit, Sacraments, exhibit materials, June 2015
- 31- Archives Opening and Exhibit, Sacred Heart Events, exhibit materials, June 2015
- 32- Archives Opening and Exhibit, Sacred Heart School, exhibit materials, June 2015
- 33- Archives Opening and Exhibit, extra caption boards for exhibits, June 2015

**Series One: Parish Historical and General Documentation**  
**Subseries Twelve: General History, Publications, Events, and Recorded Historical Documents**

**Box 51**

- 1- Baby Steps Toward Hope, March for Life, program materials 2013
- 1.1- Archives Opening and Exhibit, sign in book, June 2015
- 2- Archives Opening and Exhibit, program and concept for door plate, with photograph of blessing from Father John, June 2015
- 3- Archives Opening and Exhibit, planning documents, correspondence, and clippings, June 2015
- 3.1- *The Recorder*, magazine from the New Jersey Catholic Historical Commission, article about the archives opening, Jan 2016
- 4- 50<sup>th</sup> Anniversary Jubilee Celebration, planning documents and correspondence, 2014 - 2015
- 5- 50<sup>th</sup> Anniversary Jubilee Celebration, celebratory Mass, correspondence, Mass program, Intercessions, bulletins, November 21, 2015
- 6- Divine Mercy and Our Lady of Fatima Prayer Group, 23<sup>rd</sup> Annual Anniversary Celebration, September 2016

**Series One: Parish Historical and General Documentation**  
**Subseries Twelve: General History, Publications, Events, and Recorded Historical Documents**

**Box 51.1**

- 50<sup>th</sup> Anniversary Jubilee Celebration, rolled, laminated collage of pages from the *Courier News*, commemorating the opening of the 1965 church building, November 21, 1965

**Series One: Parish Historical and General Documentation**  
**Subseries Twelve: General History, Publications, Events, and Recorded Historical Documents**

**Box 52**

**Ordination and Installation of Bishop Checchio, held at Sacred Heart**

- 1- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, correspondence from Bishop Checchio, May 2016
- 2- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, organizational documents, May 2016
- 3- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, flyers and invitation packet, May 2016
- 4- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, Rite of Reception into the Cathedral Church with Solemn Vespers on the Memorial of Saint Athanasius, Bishop and Doctor (program booklet), May 2, 2016
- 5- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, Deanery Celebrations, Be Reconciled to God (program booklet), May 2016
- 6- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, Mass of Ordination on the Feast of Saints Philip and James, Apostles (program booklets), May 3, 2016
- 7- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, printed photographs from electronic files, May 2016
- 8- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, *The Catholic Spirit*, original issues and copies of, May 5, 12, 2016
- 9- Ordination and Installation of Rev. James Checchio as Bishop of Metuchen, clippings, copies and originals, from *The Catholic Spirit, Courier News, South Plainfield Observer, Star Ledger, Home News Tribune*, April-May, 2016

**Series One: Parish Historical and General Documentation**  
**Subseries Twelve: General History, Publications, Events, and Recorded Historical Documents**

**Box 53**

**Oversized Broadsides and Posters**

- Poster – “Sisters of Mercy who served in Sacred Heart Parish, 1954 -
- Broadside – “God’s Special People, 25<sup>th</sup> Anniversary Silver Jubilee,” undated
- Broadside – “A Night on Broadway,” choir concert, January 2011
- Enlargement of check presented to Sacred Heart Parish from the 4<sup>th</sup> Annual Golf Outing
- Oversized pamphlet, in Latin, commemorating the 50<sup>th</sup> anniversary of the ordination of Pope John 23<sup>rd</sup>, 2008
- Laminated front page from the *Courier News*, opening of the new church building, November 21, 1965
- Poster, Sacred Heart Pastoral Council, circa 2012

- Broadside – for the Sacred Heart Funstival, 1992
- Oversized Poster -a collage of Sacred Heart Parish photos, circa 2012

**Series One: Parish Historical and General Documentation**  
**Subseries Twelve: General History, Publications, Events, and Recorded Historical Documents**

**Box 54**  
**Oversized Newspaper Clippings**

- From the funeral Mass of Rev. Alfred T. Sico, 1967
- Program and clippings from the Fall Regional Conference of the New Brunswick Region of Parent-Teacher Associations, October 18, 1961
- Oversized clippings, Sacred Heart School events, 1953-1968
- Oversized clipping copies, church building and events, 1961-1965
- Laminated, oversized clippings, Church and School, 1951-1965

**Bound Publications (stored at Parish Archives, 3<sup>rd</sup> floor, room 18, file cabinet)**

- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1962
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1963
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1964
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1965
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1966
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1967
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1968
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1969
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1970
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1971
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1972
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1973
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1974

- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1975
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1976
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (loose paper copy, in folder) – April 10, 1977
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1979
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1980
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1981
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1982
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1983
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1984
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 1985
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in 2 loose leaf binders) - 1985
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) - 1986
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) - 1987
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) – 1988 - 1991
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) – 1992 - 1993
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) – 1994 – August 20, 1995
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) – September 3, 1995 - 1996
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) - 1997
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) –



January 4, 1998 – November 22, 1998

- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) – November 29, 1998 – November 28, 1999
- Bulletins – *Church of the Sacred Heart Parish Bulletin* (in loose leaf binder) – December 5, 1999 – September 24, 2000
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2001
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2002
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2003
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2004
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2005
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2006
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2007
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2008
- Bulletins – *Church of the Sacred Heart Parish Bulletin* – 2009

### **Directories**

- *Anno Domini: The Official Catholic Directory*, published by P.J. Kennedy and Sons, 2008
- *Anno Domini: The Official Catholic Directory*, published by P.J. Kennedy and Sons, 2009
- *Anno Domini: The Official Catholic Directory*, published by P.J. Kennedy and Sons, 2010

### **Historical Books**

- *A Bicentennial History of the Borough of South Plainfield: “Freedom’s Way” 1776 – 1976*, presented by the South Plainfield Bicentennial Committee (softcover, 2 copies)

- *Celebrating One Hundred Years of Family and Faith: Sacred Heart Roman Catholic Church, South Plainfield, New Jersey, 1905 – 2005* (5 copies, plastic bound)
- *Images of South Plainfield* by Richard F. Veit (Sacred Heart content on page 117), 2002
- *The Lighting of the Watch Fires: A History of the Founding of the Diocese of Metuchen and a Chronicle of its Early Years*, by Monsignor John B. Szymanski, P.A., V.G., published by the Diocese of Metuchen, 2005
- *Of This We Are All Witnesses: The History of the Roman Catholic Diocese of Metuchen, New Jersey, Twenty-Fifth Anniversary, 1981 – 2006*, by Rev. Michael G. Krull, published by the Diocese of Metuchen, 2005 (5 copies)
- *The Parish History of the Church of the Sacred Heart, 149 South Plainfield Avenue, South Plainfield, New Jersey*, by Ms. Mary D. Aun, 1980
- *Church of the Sacred Heart, South Plainfield, New Jersey* (parish history to 1965, 7 copies) 2005
- *St. Francis of Assisi Cathedral, 125<sup>th</sup> Anniversary 1878-2003* (Diocese of Metuchen)
- *Solemn Dedication of Sacred Heart School and Blessing of Church of the Sacred Heart*, (program book, soft cover, 2 copies) December 13, 1953
- *South Plainfield: Images of America*, by Richard F. Veit, Arcadia Publishing, 2002
- *Church of the Sacred Heart, 50<sup>th</sup> Anniversary, 1965-2015*, album commemorating the year long celebration, 2015.
- *Building on a Firm Foundation: Church of the Sacred Heart, 50<sup>th</sup> Anniversary, 1965-2015*, interview binder, 2015.

### **Miscellaneous Publications**

- Prayer Shawl Ministry, Scrapbook, 2008 – 2012  
**Item Stored in Room 18, 3<sup>rd</sup> floor**

**Series Two:                    Accounting, Financial, and Personnel Records**  
**Subseries One:             Accounting and Finance**

**ALL CONTENTS OF SERIES TWO, SUBSERIES ONE IS  
CONFIDENTIAL – RESTRICTED ACCESS**

**Church Financial Statements and Reports**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-8**

- 1- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1987 – June 30, 1988
- 2- Diocese of Metuchen, Parish Fiscal Management Report – April, 1993
- 3- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1993 – June 30, 1994
- 4- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1994 – June 30, 1995
- 5- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1995 – June 30, 1996
- 6- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1996 – June 30, 1997
- 7- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1997 – June 30, 1998
- 8- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1998 – June 30, 1999
- 9- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 1999 – June 30, 2000
- 10- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 2000 – June 30, 2001
- 11- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 2001 – June 30, 2002
- 12- Diocese of Metuchen, Assessment and Parish Profile Report – 2002 - 2003
- 13- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 2002 – June 30, 2003

14- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 2003 – June 30, 2004

15- Diocese of Metuchen, Parish Financial Statement and Report – July 1, 2004 – June 30, 2005

16- Diocese of Metuchen, Parish Profile Report – 2004 - 2009

17- Church of the Sacred Heart, Statement of Financial Condition – December 31, 1973

18- Church of the Sacred Heart, Statement of Financial Condition – December 31, 1977

19- Church of the Sacred Heart, Financial Statement – December 31, 1978

20- Church of the Sacred Heart, Financial Statement – January 1, 1979 – July 12, 1979

21- Church of the Sacred Heart, Financial Statement – December 31, 1979

**Series Two: Accounting, Financial, and Personnel Records**

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### **Church Financial Statements and Reports**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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1- Church of the Sacred Heart, Financial Statement – December 31, 1980

2- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1984

3- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1986

4- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1993

5- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1994

6- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1995

7- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1996

8- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1997

9- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1998

10- Church of the Sacred Heart, Statement of Financial Condition – June 30, 1999

- 11- Church of the Sacred Heart, Statement of Financial Condition – June 30, 2000
- 12- Church of the Sacred Heart, Statement of Financial Condition – June 30, 2001
- 13- Church of the Sacred Heart, Statement of Financial Condition – June 30, 2002
- 14- Church of the Sacred Heart, Balance Sheets – 1992 - 1999
- 15- Church of the Sacred Heart, Balance Sheets – 2000 - 2006
- 16- Church of the Sacred Heart, Balance Sheets – undated
- 17- Church of the Sacred Heart, Balance Sheets, Previous Year Comparison – 2002 - 2004
- 18- Church of the Sacred Heart, Trial Balance Reports – 1995 - 1999
- 19- Church of the Sacred Heart, Trial Balance Reports – 2000
- 20- Church of the Sacred Heart, Trial Balance Reports – 2001
- 21- Church of the Sacred Heart, Trial Balance Reports – 2002
- 22- Church of the Sacred Heart, Trial Balance Reports – 2003 - 2004

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**Church Financial Statements and Reports**

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- 1- Church of the Sacred Heart, General Ledger Report - August 5, 1996
- 2- Church of the Sacred Heart, General Ledger Report – September 17, 2000
- 3- Church of the Sacred Heart, General Ledger Report – July 11, 2001
- 4- Church of the Sacred Heart, General Ledger Report – September 30, 2002
- 5- Church of the Sacred Heart, General Ledger Report – August 26, 2002
- 6- Church of the Sacred Heart, General Ledger Reports – January 8, July 17, October 15, 2003

7- Church of the Sacred Heart, General Ledger Reports – September 30 and December 31, 2003

8- Church of the Sacred Heart, General Ledger Account Reports – June 1996

9- Church of the Sacred Heart, General Ledger Account Reports – June 2001 – June 2002

**Series Two: Accounting, Financial, and Personnel Records**

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### **Church Financial Statements and Reports**

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1- Church of the Sacred Heart, General Ledger Cash Disbursement Reports - 1995

2- Church of the Sacred Heart, General Ledger Cash Disbursement Reports - 1996

3- Church of the Sacred Heart, General Ledger Cash Disbursement Reports - 1999

4- Church of the Sacred Heart, General Ledger Cash Disbursement Reports - 2000

5- Church of the Sacred Heart, General Ledger Cash Disbursement Reports - 2001

6- Church of the Sacred Heart, General Ledger Cash Disbursement Reports - undated

7- Church of the Sacred Heart, General Ledger Purchase Journal Reports – 1996, 2000

8- Church of the Sacred Heart, General Ledger Cash Receipts Journal Reports – 1996, 2000-2001

9- Church of the Sacred Heart, General Ledger General Journal Transaction Reports – 1996, 2001-2002, 2004

10- Church of the Sacred Heart, General Ledger Year End Closing Register Reports – 1995, 1999-2001

11- Church of the Sacred Heart, Accounts Payable Reports – 1996, 2001, 2003-2004

12- Church of the Sacred Heart, Account Quick Reports – 2001-2004

13- Church of the Sacred Heart, Profit and Loss Reports – 2001 – 2002

14- Church of the Sacred Heart, Profit and Loss Reports – 2002 – 2003

- 15- Church of the Sacred Heart, Profit and Loss Reports – 2003 - 2004
- 16- Church of the Sacred Heart, Profit and Loss Reports – 2004 - 2005
- 17- Church of the Sacred Heart, Reconciliation of Net Assets report – November 2004
- 18- Church of the Sacred Heart, Christmas Collection and Financial Statements – 1950 – 1952
- 19- Church of the Sacred Heart, Financial Statements – 1973-1974, 1976, 1979
- 20- Church of the Sacred Heart, Financial Reports – 1986 - 1988
- 21- Church of the Sacred Heart, Statement of Revenues and Expenses Reports – 1992 - 1999
- 22- Church of the Sacred Heart, Miscellaneous Financial Reports, some handwritten, untitled, 1989 – 2006

**Series Two: Accounting, Financial, and Personnel Records**  
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**Church Financial Statements and Reports**

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 Box SS-11.1 (Flat Storage Box)**

- Diocese of Trenton: Pastor’s Account Book, January 1, 1943 – December 31, 1947
- Diocese of Trenton: Pastor’s Account Book, January 1, 1948 – December 31, 1951
- Diocese of Trenton: Pastor’s Account Book, January 1, 1962 – December 31, 1966
- Diocese of Trenton: Pastor’s Account Book, January 1, 1967 – February 1971

**Series Two: Accounting, Financial, and Personnel Records**  
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**Church Financial Statements and Reports**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- 1- Church of the Sacred Heart, Statement of Revenues and Expenses Reports – 2000 - 2001
- 2- Church of the Sacred Heart, Statement of Revenues and Expenses Reports – 2002
- 3- Church of the Sacred Heart, Statement of Revenues and Expenses Reports – 2003
- 4- Church of the Sacred Heart, Statement of Revenues and Expenses Reports – 2004
- 5- Church of the Sacred Heart, Statement of Revenues and Expenses Reports – 2005
- 6- Church of the Sacred Heart, Sales by Item Summary Reports – 2001 - 2002
- 7- Church of the Sacred Heart, Transaction Detail by Account Reports – 2001 - 2004

**Banking, Investment and Money Fund Reports**

- 8- Church of the Sacred Heart, Colonial Mutual Funds – 1995 - 1996
- 9- Church of the Sacred Heart, Dime Securities of New York - 1996
- 10- Church of the Sacred Heart, Dime Securities of New York - 1997
- 11- Church of the Sacred Heart, Dime Securities of New York – 1998
- 12- Church of the Sacred Heart, Diocese of Metuchen Funds, AC #2310 - 1996
- 13- Church of the Sacred Heart, Met Life Investors, correspondence – 2001
- 14- Church of the Sacred Heart, general investment report – 2001-2002
- 15- Church of the Sacred Heart, Morgan Stanley - 2004
- 16- Church of the Sacred Heart, PNC Bank – 2004 - 2006
- 17- Church of the Sacred Heart, United National Bank – 1993 – 1996
- 18- Church of the Sacred Heart, Merrill Lynch Investment reports – December 2009
- 19- Church of the Sacred Heart, Merrill Lynch Investment reports – January to February, 2010



- 20- Church of the Sacred Heart, Merrill Lynch Investment reports – March 2010, also Q1 performance report, January – March 2010
- 21- Church of the Sacred Heart, Merrill Lynch Investment reports – April to May, 2010
- 22- Church of the Sacred Heart, Merrill Lynch Investment reports – June to July, 2010
- 23- Church of the Sacred Heart, Merrill Lynch Investment reports – August, October, 2010

**Series Two: Accounting, Financial, and Personnel Records**

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**Church Financial Statements and Reports**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- 1- Church of the Sacred Heart, Merrill Lynch Investment reports – November to December, 2010
- 2- Church of the Sacred Heart, Merrill Lynch Investment reports – Q4 Report, 2010
- 3- Church of the Sacred Heart, Merrill Lynch Investment reports – End-of-Year Report, 2010
- 4- Church of the Sacred Heart, Merrill Lynch Investment reports – January to December 2013

**Legal Documents and Contracts pertaining to Financial Matters**

- 5- Church of the Sacred Heart, Emigrant Savings Bank, correspondence regarding mortgage agreement for church property, including original blueprints of property from the 1950s - 1968
- 6- Church of the Sacred Heart, Emigrant Savings Bank, Contract for Building Loan (2 copies) – March 1953
- 7- Church of the Sacred Heart, Emigrant Savings Bank, Mortgage Contract – March 1953
- 8- Church of the Sacred Heart, Emigrant Savings Bank, Promissory Note Secured by Mortgage – March 1953
- 9- Church of the Sacred Heart, Postponement of Lien, August Arace and Sons Inc. to Emigrant Savings Bank – March 1953

- 10- Church of the Sacred Heart, Postponement of Lien, N. R. Epstein T/A.N. R. Epstein Electric Co. to Emigrant Savings Bank – March 1953
- 11- Church of the Sacred Heart, Postponement of Lien, Rollerson-Hahr to Emigrant Savings Bank – March 1953
- 12- Church of the Sacred Heart, Postponement of Lien, Nicholas Schwalje to Emigrant Savings Bank – March 1953

**Series Two: Accounting, Financial, and Personnel Records**  
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**Church Financial Statements and Reports**

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**Other Documents pertaining to Accounting and Finance Matters**

- 1- Church of the Sacred Heart, Prudential Foundation Matching Gifts Program, statements, August 2006 – August 2008
- 2- Church of the Sacred Heart – Correspondence and Account Statements for loan account with Trenton Trust Company, June 1965 – January 1966
- 3- Church of the Sacred Heart – Correspondence, Lease Agreements, statements and product information from Pitney Bowes Inc. – 1990 – 2008
- 4- Church of the Sacred Heart – Correspondence and statements regarding estate contribution from the Estate of John J. Kreger – 1995 - 1997
- 5- Church of the Sacred Heart – Correspondence regarding estate contribution from the Estate of Stella Valentino (Vincent Nocito) – 2006
- 6- Church of the Sacred Heart – Contracts and Agreements, Vendors – 1999 - 2008
- 7- Church of the Sacred Heart – Donations, correspondence – 1999 - 2012
- 8- Church of the Sacred Heart – Donations, bound notebook - 1967
- 9- Church of the Sacred Heart – Memorial Gifts, listing – 1965 - 1967
- 10- Church of the Sacred Heart – Religious Education, Financial Records book – 1977 - 1986

## **Insurance**

- 11- Church of the Sacred Heart – Insurance policy information, correspondence, reports – 1994 - 1998
- 12- Church of the Sacred Heart – Insurance policy information, correspondence, reports – 2000 - 2001
- 13- Church of the Sacred Heart – Insurance policy information, correspondence, reports – 2002 - 2003
- 14- Church of the Sacred Heart – Insurance policy information, correspondence, reports – 2004 - 2005
- 15- Church of the Sacred Heart – Insurance policy information, correspondence, reports – 2006 - 2007
- 16- Church of the Sacred Heart – Insurance policy information, correspondence, reports – 2008 - 2009
- 17- Church of the Sacred Heart – Insurance policy information, correspondence, reports – undated

**Series Two: Accounting, Financial, and Personnel Records**

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### **Miscellaneous Accounting and Finance Documents, Correspondence**

- 1- General Correspondence – 2000 - 2004
- 2- General Correspondence - 2005
- 3- General Correspondence - 2006
- 4- General Correspondence - 2007
- 5- General Correspondence – 2008
- 6- General Correspondence – 2010 - 2011

- 7- Miscellaneous documents and correspondence - undated
- 8- Church, Capital Campaign Vendor Proposals from Graham Pelton Consulting and Letter Concepts - 2004
- 9- Church, Centennial Capital Campaign, Reports, Instructions, and Notes – 2005 – 2009
- 10- Church, “Celebrating 100 Years of Family and Faith,” invoices, quotes, 2005
- 11- Church, Parish Census Report, 2007
- 12- 3 1/2 inch diskettes – Financial reports for church and school, system backups, 2001-2003

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries One: Accounting and Finance**

**In Secured Storage: In Archives Room (downstairs) in Parish Center Box SS-15 (Card Box)**

- Sacred Heart Building Fund, Donations and Memorials Paid in Full (green tabs), Donations / Memorials not Fulfilled (gold tabs) – 1963-1965

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries One: Accounting and Finance**

**In Secured Storage: In Archives Room (downstairs) in Parish Center Box SS-16 (Card Box )**

- Sacred Heart Building Fund, Rose Window – 1963-1965

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries One: Accounting and Finance**

**In Secured Storage: In Archives Room (downstairs) in Parish Center Box SS-17 (Card Box)**

- Sacred Heart Building Fund, Pews, Sanctuary Share, Confessional, Sacristy Furniture – 1963-1965

**Series Two: Accounting, Financial, and Personnel Records**  
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- Sacred Heart Building Fund, Mixed Memorials, A-Z – 1963-1965
- Trenton Diocese Campaign – 1966

**Series Two: Accounting, Financial, and Personnel Records**  
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- Sacred Heart Centennial Capital Campaign, Pledge Cards, A-Z, 2005

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries One: Accounting and Finance**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- Centennial Capital Campaign, Transaction by Account Reports – 2008 – 2009

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries One: Accounting and Finance**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-21**

**Cemetery and Mausoleum Records**

- 1- Cemetery and Mausoleum, General Ledger Reports – September 2002 – March 2003
- 2- Cemetery and Mausoleum, Income and Expense Reports – 1993 – 2003
- 3- Cemetery and Mausoleum, Transaction Detail by Account Reports, July – September 2003
- 4- Cemetery and Mausoleum, Profit and Loss Detail Reports – 2002 - 2004
- 5- Cemetery and Mausoleum, Mixed reports, 2000 - 2005
- 6- Cemetery and Mausoleum, Investment reports, Dime Securities account, 1996

- 7- Cemetery and Mausoleum, Investment reports, Dime Securities account, 1997
- 8- Cemetery and Mausoleum, Investment reports, Dime Securities account, 1998
- 9- Cemetery and Mausoleum, Investment report, Morgan Stanley account, 2006
- 10- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, January – February 2010
- 11- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, March – April 2010
- 12- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, May – June 2010
- 13- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, July -August 2010
- 14- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, September – October 2010
- 15- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, November – December 2010

**Series Two: Accounting, Financial, and Personnel Records**  
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### **Cemetery and Mausoleum Records**

- 1- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, February – April, 2012
- 2- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, May – July, 2012
- 3- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, August - October, 2012
- 4- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, November December, 2012

- 5- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, end of year report, 2012
- 6- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, January 2013
- 7- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, February 2013
- 8- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, March 2013
- 9- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, April 2013
- 10- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, May 2013
- 11- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, June 2013
- 12- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, July 2013

**Series Two: Accounting, Financial, and Personnel Records**  
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#### **Cemetery and Mausoleum Records**

- 1- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, August 2013
- 2- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, September 2013
- 3- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, October 2013
- 4- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, November 2013
- 5- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, (2 separate reports), December 2013
- 6- Cemetery and Mausoleum, Quarterly Performance Report, Merrill Lynch Account March 28, 2013
- 7- Cemetery and Mausoleum, Second Quarter Review Meeting, Merrill Lynch Account, June 30, 2013

8- Cemetery and Mausoleum, Third Quarter Review Meeting, Merrill Lynch Account, September 30, 2013

9- Cemetery and Mausoleum, Fourth Quarter Review Meeting, Merrill Lynch Account, December 31, 2013

**Series Two: Accounting, Financial, and Personnel Records**  
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**Cemetery and Mausoleum Records**

1- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, January – February 2014

2- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, March – April 2014

3- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, May – June 2014

4- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, July – August 2014

5- Cemetery and Mausoleum, First Quarter Review Meeting, Merrill Lynch Account, March 31, 2014

6- Cemetery and Mausoleum, Investment Committee decision meeting, May 14, 2014

7- Cemetery and Mausoleum, Second Quarter Review Meeting, Merrill Lynch Account, June 30, 2014

8- Cemetery and Mausoleum, Third Quarter Review Meeting, Merrill Lynch Account, September 30, 2014

9- Cemetery and Mausoleum, Fourth Quarter Review Meeting, Merrill Lynch Account, December 31, 2014

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries One: Accounting and Finance**



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**Cemetery and Mausoleum Records**

- 1- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, September – October 2014
- 2- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, November 2014
- 3- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, December 2015
- 4- Cemetery and Mausoleum, First Quarter Review Meeting, Merrill Lynch Account, March 31, 2015
- 5- Cemetery and Mausoleum, Second Quarter Review Meeting, Merrill Lynch Account, June 30, 2015
- 6- Cemetery and Mausoleum, Third Quarter Review Meeting, Merrill Lynch Account, September 30, 2015
- 7- Cemetery and Mausoleum, Fourth Quarter Review Meeting, Merrill Lynch Account, December 31, 2015
- 8- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, January – February 2016
- 9- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, March – April 2016
- 10- Cemetery and Mausoleum, Investment reports, Merrill Lynch account, May 2016

**Series Two: Accounting, Financial, and Personnel Records**  
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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**Cemetery and Mausoleum Records**

- 1- Cemetery and Mausoleum, First Quarter Review Meeting, Merrill Lynch Account, March 31, 2016

- 2- Cemetery and Mausoleum, Second Quarter Review Meeting, Merrill Lynch Account, June 30, 2016
- 3- Cemetery and Mausoleum, Third Quarter Review Meeting, Merrill Lynch Account, September 30, 2016
- 4- Cemetery and Mausoleum, Fourth Quarter Review Meeting, Merrill Lynch Account, December 31, 2016
- 5- Cemetery and Mausoleum, First Quarter Review Meeting, Merrill Lynch Account, April 17, 2017

**Series Two: Accounting, Financial, and Personnel Records**  
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- Cemetery Deed Books, 1983-1984, 1984-1986, 1986-1987, 1987-1989, 1989-1991, 1991-1992, 1992-1994, 1994-1995, 1995-1997

**Series Two: Accounting, Financial, and Personnel Records**  
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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- Cemetery Receipt Book, January 1943 – August 1948
- Cemetery Receipt Book, September 1948 – December 1954
- Cemetery Receipt Book, 1982
- Cemetery Receipt Book, 1982 - 1985
- Cemetery Receipt Book, 1987 - 1992
- Cemetery Receipt Book, 1993 - 1995
- Cemetery Receipt Book, 1996 - 1997
- Cemetery Receipt Book, 1998 - 1999

- Cemetery Receipt Book, 1999 - 2001

**Series Two: Accounting, Financial, and Personnel Records**

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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-23.1 (Flat Storage Box)**

- Cemetery Receipt and Disbursement Book, January 1967 – July 1979

- Cemetery Receipt Book, August 1979 – December 1990

**Series Two: Accounting, Financial, and Personnel Records**

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**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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1- Cemetery Receipt Reports, July 1993 – June 1995

2- Cemetery Receipt Reports, July 1995 – June 1996

3- Cemetery Receipt Reports, July 1996 – June 1997

4- Cemetery Receipt Reports, July 1997 – June 1998

5- Cemetery Receipt Reports, July 1998 – June 1999

6- Cemetery Receipt Reports, July 1999 – June 2000

7- Cemetery Receipt Reports, January 1991 – June 1993

8- Mausoleum Receipt Book, September 1982 – December 1993

9- Mausoleum Receipt Book, January 1994 – December 1996

10- Mausoleum Receipt Book, January 1997 – June 1999

11- Mausoleum Receipt Book, July 1999 – June 2001

12- Mausoleum Receipt Reports, July 1995 – June 1998

13- Mausoleum Receipt Reports, July 1998 – June 2000

**Series Two: Accounting, Financial, and Personnel Records**  
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**School and Joint (all entities) Records**

- 1- Mixed reports, some handwritten, Book Account 1023 (June 30, 1996), Cafeteria Account 1023 (June 30, 1996), Money Outstanding for School Year 2003-2004 (July 2, 2004), and Deferred Fees (2004-2005)
- 2- School - Diocese of Trenton, Annual Financial and Statistical Report, 1977 - 1978
- 3- School - Diocese of Metuchen, Financial Report, School Year 1987 - 1988
- 4- School - Diocese of Metuchen, Financial Report, School Year 1999 - 2000
- 5- School - Diocese of Metuchen, Financial Report, School Year 2001 - 2002
- 6- School - Diocese of Metuchen, Financial Report, School Year 2002 - 2003
- 7- School - Diocese of Metuchen, Year End Financial Reporting, instructions, guidelines, blank worksheets, June 30, 2005
- 8- School – Operating Statement, June 30, 1971
- 9- School – End-of-Year Financial Statements, 1977 - 1981
- 10- School – Comparison Income Statements, 1980 (actual), 1981 and 1982 (projected)
- 11- School – Statement of Revenues and Expenditures for the three months ended September 30, 1993 versus 1992
- 12- School – Statement of Revenues and Expenditures for the nine months ended March 31, 1994 versus 1993
- 13- School – Statement of Revenues and Expenditures for the six months ended December 31, 1995 versus 1994
- 14- School – Statement of Revenues and Expenditures for the nine months ended March 31, 1996 versus 1995
- 15- School – Statement of Revenues and Expenditures for the three months ended September 30, 1999 versus 1998

- 16- School – Statement of Revenues and Expenditures for the six months ended December 31, 1999 versus 1998
- 17- School – Statement of Revenues and Expenditures for the three months ended September 30, 2000 versus 1999
- 18- School – Statement of Revenues and Expenditures for the six months ended December 31, 2000 versus 1999
- 19- School – Statement of Revenues and Expenditures for the three months ended September 30, 2001 versus 2000
- 20- School – Statement of Revenues and Expenditures for the six months ended December 31, 2001 versus 2000
- 21- School – Statement of Revenues and Expenditures for the nine months ended March 31, 2001 versus 2000
- 22- School – Statement of Revenues and Expenditures for the year ended June 30, 2001 versus 2000
- 23- School – Charts of Revenues and Expenditures for the year ended June 30, 2003
- 24- School – Statement of Revenues and Expenditures for the year ended June 30, 2004
- 25- School – Cash Disbursements Report, July – December 2002
- 26- School – Profit and Loss Detail Report, March 31 – June 30, 2004
- 27- School – Home School Association Financial Statement, 1999
- 28-  
.....Joint – Church, Cemetery, and Mausoleum – Investment Fund reports, January 1995 versus January 1996

**Series Two:           Accounting, Financial, and Personnel Records**  
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- 1- Employee Files, A-C, 2002 - 2008
- 2- Employee Files, D-G, 2001 - 2005
- 3- Employee Files, H-K, 2002 - 2004
- 4- Employee Files, L-O, 2001 – 2005
- 5- Employee Files, P, 1999 - 2007
- 6- Employee Files, R-S, 2001 - 2007
- 7- Employee Files, T, 2001 - 2006
- 8- Employee Files, V-W, 2002-2007

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries Two: Personnel**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
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- 1- Correspondence, 1999 - 2011
- 2- Diocese correspondence, 1992 - 2006
- 3- School, teacher assignment notices, 2004
- 4- Employee lists with salaries, 1973 - 2002
- 5- Payroll Summary Reports (handwritten), 2000 - 2001
- 6- Paychex instruction guides and plan restatements, 2007
- 7- Salary summary reports, 1999 - 2005
- 8- School principal search committee, correspondence and Diocese guidelines, 2004
- 9- Letter from Father John Alvarado to faculty members of Sacred Heart School regarding the 2004 – 2005 contracts
- 10- Sacred Heart School faculty members separation agreements, 2011
- 11-Diocese of Metuchen, Confirmation Statement Employee Check List, ca. 2002

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries Three: Legal**

**ALL CONTENTS OF SERIES TWO, SUBSERIES THREE IS  
CONFIDENTIAL – RESTRICTED ACCESS**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-28**

**Cemetery and Mausoleum – Court Case – Mid-Atlantic Mausoleums vs. The  
Church of the Sacred Heart of South Plainfield, U.S. District Court, District  
of New Jersey**

- 1- Findings of Facts and Conclusions of Law of Judge Maryanne Trump Barry, June 1984
- 2- Court materials and related supporting documents, (1 of 4), 1980 - 1984
- 3- Court materials and related supporting documents, (2 of 4), 1980 - 1984
- 4- Court materials and related supporting documents, (3 of 4), 1980 - 1984
- 5- Court materials and related supporting documents, (4 of 4), 1980 - 1984
- 6- Extra copies of exhibits for trial, 1980 - 1984

**Series Two: Accounting, Financial, and Personnel Records**  
**Subseries Three: Legal**

**In Secured Storage: In Archives Room (downstairs) in Parish Center  
Box SS-29**

- 1- County of Middlesex vs. Sacred Heart Church, court documents and attorney correspondence, 1982
- 2- In the Matter of Probate of the Last Will and Testament of Genevieve T. Kramer – court notice, 1995
- 3- Estate of Alphonse Makowski/Holy Redeemer Cemetery, court documents and correspondence, 1994
- 4- Correspondence from Rev. Msgr. Kreger and Rev. Reiss about church attendees falling and injuring themselves on the premises, 1969 - 1970

- 5- Registered owner's receipt for U.S. Saving Bonds from First National Bank of South Plainfield, March 26, 1954
- 6- Estate of Edward H. Goodwin re: Holy Redeemer Cemetery, agreement and correspondence, 1965 - 1967
- 7- Estate of Benjamin H. Vail re: Sacred Heart Church, agreements and other legal documents, 1970 - 1972
- 8- Estate of Bridget K. Hamilton re: Sacred Heart Church, agreements, 1974
- 9- Holy Redeemer Cemetery vs. Fish and Wottrich, agreement documents, 1977
- 10- Certificate of Amendment of the Certificate of Incorporation of Church of the Sacred Heart, South Plainfield, NJ (change from Trenton to Metuchen Diocese), 1982
- 11- Lease document of space to Frank and Joseph Santoro from Sacred Heart, 1990
- 12- State of NJ, Corporate Status Report for Holy Redeemer Cemetery corporate name, October 1991
- 13- Legal Indentures for Property Transfers
  - St. Francis Church, Metuchen, NJ to Sacred Heart, January 1906
  - Gennerich and Brendel, October 1912
  - Cook and Sacred Heart, July 1919
  - Saverd and Sacred Heart, September 1922
  - Geary and Sacred Heart, September 1922
  - DeFilippo and Sacred Heart, July 1923
  - Wunner and Sacred Heart, February 1952
  - Borough of South Plainfield and Sacred Heart, September 1952
  - DeFilippo and Sacred Heart, May 1952
  - DeFillipo (different spelling from above family) and Sacred Heart, May 1952
  - Borough of South Plainfield and Sacred Heart, September 1952
  - Santoro and Sacred Heart, September 1952
  - Borough of South Plainfield and Sacred Heart, September 1953
  - Sacred Heart and Geiger, January 1955
  - Middlesex County Welfare Board and Sacred Heart, January 1958
  - Starinsky and Sacred Heart, September 1959
  - DeFillipo and Sacred Heart, October 1960
  - Borough of South Plainfield and Sacred Heart, April 1962
  - DeFilippo and Sacred Heart, January 1964
  - Furina and Sacred Heart, January 1966
  - Krajewski and Sacred Heart, March 1969
  - Krajewski and Sacred Heart, June 1969
  - Sacred Heart and Agostino, March 1972



-Summary list, Deeds that comprise all of the present block 267 lots 1 and 18,  
1906 - 1969

14- Concurrence, entered into by: Holy Savior Academy and Sacred Heart Church, South Plainfield, NJ, relative to the use an occupancy of Sacred Heart Church and School facilities in South Plainfield, NJ, effective July 1, 2013

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries One:        Photographs**

### **Box Photos-1**

- 1- "A" - Altar Rosary Society Events, 1990 -
  - Altar Servers, ca. 1900s -
  - 25<sup>th</sup> Anniversary of "New" Church Building, November 25, 1990
  - 75<sup>th</sup> Anniversary of Parish, 1984
  - 100<sup>th</sup> Anniversary of Parish, August 21-22, 2005
  - Appreciation Dinners, 1981-
  - Archives Exhibit at Sacred Heart School Cafeteria, 2010
  - Archives Workroom, 1997 -
  
- 2- "B" - Blessing of Animals, 1980
  
- 3- "C" – Caring and Sharing, 1989
  - Carmelites, 2011
  - Choirs, Adult, 1991
  - Choirs, Youth, 1995
  - Children's Christmas Play, ca. 1980
  - Christmas 2006
  - Columbiettes, 2012
  - Cub Scouts, undated
  
- 3.1- "C" – Convent, Christmas Decorations, undated
  - Convent, Christmas gathering, Sisters of St. Joseph and Religious Sisters of Mercy, ca. 2010
  - Convent, Summer gathering, Sisters of St. Joseph and Religious Sisters of Mercy, June 2017
  
- 4- "E" – Ecumenical Group, South Plainfield, 1976
  - Elko family farewell, 1995
  
- 5- "F" – Family Feud, 1980
  - Filipino-American Association, ca. 1990s -
  - Flame of Charity Dinners, 1990 -

6.1- Funstival Photographs, 1982 - 1997

6- “G” – Gay, Lesbian, Bi-Sexual, Transgender, farewell to Sister Kathleen, 2016

- God’s Special People, 1990 -

- Golf Outing, 2010 -

7- “H” – Halloween, 1990 -

- Holy Name Society, 1930 – 1963

7.1- “J” – Jubilee, foyer displays and archives opening, 2015

8- “K” – Knights of Columbus, ca. 1990s -

9- “L” – Labor Day Parade, 2004 -

- Lenten Fish Dinners, 1990 -

10- Liturgies / Sacraments

- Confirmations, 1944 -

- Funeral Liturgies, 2006 -

- Good Friday and Easter Liturgies, 2001 -

- First Holy Communion, 1940 -

- General Liturgies, ca. 1980s -

- Matrimony, 1923 -

11- “M” – May Crowning, 1942 -

- Ministry Fair, 2002 -

- Dedication of Fr. McGuire portrait, ca. 2001

**Series Three:            Photographs, Mixed Media, and Ephemera**

**Subseries One:        Photographs**

**Box Photos-2**

1- “N” – New Years Eve parties, 1993 -

2- “O” – Orchestra, St. Peter By The Sea, 2008 -

3- “P” – Pancake Breakfast, 2003

- Parish Pastoral Council, candidate booklet, ca. 1970s

(for Parish Pastoral Council poster with photographs, ca. 2011, see Box Photos-  
Oversized)

-Parish Center signs (undated)

- Parish Picnics, 1991 -

- Parish Plays, ca. 1932, 1950

- Pro Vita Award, 2009 -

- 4- “R” –Rectory, celebrations and remodeling, 1993 - 1994
  - Religious Education, various events and liturgies, 1969 -
 (for Religious Education, faculty photos and list poster, ca. 1975, see Box Photos-Oversized)
  - Religious Education, Children’s Liturgy and Pre-school, 1974
  - Religious of the Virgin Mary, photo album photos (see Box Photos-Oversized)
    - Retreat for Women, 2012
    - Right to Life Statue dedication, 1996
    - Rite of Christian Initiation of Adults (RCIA), 2002 -
    - Rosary, Praying the Rosary, ca. 203
  
- 5- “S” – Saint Timothy Award, 2013
  - Senior Citizens Club, events, 1979 – 199
  - Sister Diocese of Santa Rosa, Guatemala, 2008
  
- 5.1- Sacred Heart School
  - Assorted Photographs, 1938 -
  
- 6- Staff – Clergy, Religious, and Lay
  - Clergy and Deacons, 1920s -
 (for Clergy; Bishops, Priests and Deacons photograph posters, 1909 -, see Box Photos-Oversized)
  - Parish Directories, 2010, 2015
  
- 7 – Staff – Clergy, Religious, and Lay
  - Parish Staff, ca 1970s -
 (for Parish Staff poster, ca. 1970s -, see Box Photos-Oversized)
  - Religious Sisters, 1953 -
  
- 8- “V” – Veterans, Parishioners who served in WWII
  - Volunteers (Hurricane Sandy relief, 2013)
  
- 9- “Y” – Young Ladies Sodality, various events, ca. 1930s –
  
- 9.1- “W” – Wedding Photographs, Abbruzze, October 1948
  -
  
- 10- Individual’s photographs (identifications on back of photos)
  
- 11- Unidentified Group Photos
  
- 12- Unidentified Liturgies

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries One:       Photographs**

**Box Photos-3**

Parish Buildings

- 1- Church Building, construction and dedications, ca. 1965
- 2- Cemetery and Mausoleum, construction and dedications, ca. 1997 -
- 3- Convent, construction, 1954
- 4- School, construction, 1953
- 5- School addition, construction, 1955
- 6- Old Church (pre-1960s building), inside and outside views, 1909 -  
(For additional photograph of inside of the old church building, see Box Photos -  
Oversized)
- 7- New Church (post 1965) building, outside views
  - Aerial and general photos
  - roof repair project
  - statues(For additional new church (post 1965) photo, outside view, see Box-Photos Oversized)
- 8- New Church (post 1965) building, inside views
  - Christmas
  - Mosaic
  - New rug
  - Painting project
  - Roof collapse
  - Stained glass windows
  - General views(For additional inside views of the new church, see Box Photos-Oversized)
- 9- Cemetery / Mausoleum photographs
- 10- Columbia Hall, roof collapse
- 11- Convent photographs

12- Sacred Heart School, outside views

13- Rectory photographs

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries One:        Photographs**

**Box Photos-Oversized**

Oversized Photographs

1- Religious of the Virgin Mary, contents of photo album, 1990 - 1992

2- Inside views of the original church building, pre-1960

3- New church (post 1965), outside view

4- New church (post 1965), inside views

5- Pastoral Council, circa 2011

6- Religious Education staff, circa 1975

7- Parish Staff poster, 1970s -

8- Clergy: Bishops, Priests and Deacons, 1909 –

9- Architect's Drawing of Holy Redeemer Mausoleum Addition, 1995

10- Architect's Drawing of tile mosaic behind the main altar, undated

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Two:        Mixed Media**

**MIXED MEDIA ITEMS STORED IN THE ARCHIVES ROOM, BASEMENT**

**Box Media-1**

**VHS Videotapes**

1- First Holy Communion, May 6, 1989

2- First Holy Communion, May 13, 1989

- 3- Sacred Heart Tribute to Sisters of Mercy, June 24, 1989
- 4- Confirmation, April 7, 1990
- 5- First Holy Communion, April 28, 1990
- 6- First Holy Communion, May 5, 1990
- 7- Confirmation, April 20, 1991
- 8- First Holy Communion, May 11, 1991
- 9- First Holy Communion, May 2, 9, 1992
- 10- Confirmation, March 6, 1999
- 11- Confirmation, March 31, 2001 (1 of 2)
- 12- Confirmation, March 31, 2001 (2 of 2)

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Two:        Mixed Media**

**Box Media-2**

**VHS Videotapes**

- 13- First Holy Communion, May 12, 2001 (1 of 2)
- 14- First Holy Communion, May 12, 2001 (2 of 2)
- 15- First Holy Communion, 9:30AM, April 28, 2002 (1 of 2)
- 16- First Holy Communion, 9:30AM, April 28, 2002 (2 of 2)
- 17- First Holy Communion, 11:30AM, April 28, 2002
- 18- First Holy Communion, 9:30AM, May 5, 2002 (1 of 2)
- 19- First Holy Communion, 9:30AM, May 5, 2002 (2 of 2)
- 20- First Holy Communion, 11:30AM, May 5, 2002 (1 of 2)
- 21- First Holy Communion, 11:30AM, May 5, 2002 (2 of 2)

22- First Holy Communion, 9:30AM, May 4, 2003 (1 of 2)

23- First Holy Communion, 9:30AM, May 4, 2003 (2 of 2)

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Two:        Mixed Media**

**Box Media-3**

**VHS Videotapes**

24- First Holy Communion, 9:30AM, May 11, 2003

25- First Holy Communion, 11:30AM, May 11, 2003

26- Confirmation, March 27, 2004

27- First Holy Communion, 9:30AM, April 25, 2004

28- First Holy Communion, 11:30AM, April 25, 2004

29- First Holy Communion, 11:30AM, May 2, 2004

30- Confirmation, April 9, 2005

31- First Holy Communion, April 24, 2005

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Two:        Mixed Media**

**Box Media-4**

**Compact Discs**

1- First Holy Communion, 11:30AM, April 25, 2004

2- First Holy Communion, 11:30AM, May 2, 2004

3- First Holy Communion, April 24, 2005

4- First Holy Communion, 9:30AM, April 30, 2006

5- First Holy Communion, 11:30AM, April 30, 2006

- 6- First Holy Communion, 9:30AM, May 7, 2006
- 7- First Holy Communion, 11:30AM, May 7, 2006
- 8- First Holy Communion, 11:30AM, April 29, 2007
- 9- First Holy Communion, 9:30AM, May 6 2007
- 10- First Holy Communion, May 9, 2009
- 11- Sacrament of Confirmation, April 9, 2005
- 12- Sacrament of Confirmation, May 20, 2006
- 13- Sacrament of Confirmation, May 10, 2008
- 14- Sacrament of Confirmation, June 6, 2009
- 15 – Sisters Concert by the Sisters of Mercy, North Plainfield, ca. 1960
- 16- Apostolic blessing, Father John with Robert and Eileen Walker, undated
- 17- Sacred Heart Church – building construction and dedication, 1964 – 1965
- 18- Sacred Heart Funstival, 2000
- 19- Sacred Heart Church Celebrating 100 Years, June 18, 2004
- 20- Sacred Heart Church Celebrating 100 Years, 1905 – 2005 (1 of 2)
- 21- Sacred Heart Church Celebrating 100 Years, 1905 – 2005 (2 of 2)
- 22- Sacred Heart 100<sup>th</sup> Anniversary, August 21, 2005
- 23- “The Church Since the Resurrection,” by Msgr. Robert J. Wister, April 2007
- 24- South Plainfield Labor Day Parade float, Sacred Heart School / Knights of Columbus  
Right to Life, 2008
- 25- Sacred Heart School, charity basketball game between parents and SHS team, 2008 –  
2009
- 26- Sacred Heart Soprano Broadway rehearsal, January 2011
- 27 – Fatima Statue Visit, 2014



28- Sacred Heart Family View – Our Families’ Images – June 4, 2015

**USB Thumb Drive**

29- Photographs of Sacred Heart Archives Opening, June 2015

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries Three:       Ephemera**

**EPHEMERA ITEMS STORED IN THE ARCHIVES ROOM, BASEMENT**

**Box Ephemera-1**

Manuals, Prayer Books, Devotions, Missals

1- Manual of Prayer, 1921

2- Mother’s Manual, 1946

3- Manual of Catholic Devotion, 1921

4- Treasury of the Sacred Heart, prayer book, 1921

5- St. Thomas Aquinas, “The Summa,” 1952

6- My Imitation of Christ, 1954

7- Prayer Book belonging to Father Alfred Sico, 1925

8- St. Joseph Weekday Missal, Vol. I, 1975

9- St. Joseph Weekday Missal, Vol. II, 1975

10- My Missal, 1929

11- My Sunday Missal, 1951

12- St. Joseph Daily Missal, 1959

13- St. Joseph Daily Missal, 1953

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries Three:       Ephemera**

## **Box Ephemera-2**

Manuals, Prayer Books, Devotions, Missals

- 1- St. Joseph Continuous Sunday Missal, 1961
- 2- New St. Joseph Sunday Missal and Hymnal, 1980
- 3- Gospel of John, 1943
- 4- Examination of Conscience for Adults, 1959
- 5- Apostle of Prayer, League Leaflets, September 1963
- 6- St. Josephs Sunday Missal and Hymnal, 1967
- 7- St. Gregory Hymnal and Catholic Choir Book, 1966
- 8- St. Joseph Baltimore Catechism, 1969
- 9- Catholic Catechism, Book 1, for Primary Grades, 1939
- 10- Separation and Civil Divorce Booklet (School of Canon Law, Catholic University of America), 1946
- 11- Catholic's Pocket Manual, 1942 (inscribed on front cover, "Edmundo Walter Granski, 211 Liberty Street, Plainfield NJ)

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Three:        Ephemera**

## **Box Ephemera-3**

Textiles

- 1- T-shirt, Special Mass 11<sup>th</sup> Anniversary, undated
- 2- Golf Shirt, Sacred Heart Youth Group, The Heart's Pulse, undated
- 2.1- Golf Shirt, Sacred Heart Youth Group, The Heart's Pulse, undated
- 3- Flag – Sodality of Sacred Heart Church, undated
- 4- Sacred Heart Golf Outing Pin Flag, undated

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Three:        Ephemera**

**Box Ephemera-4**

- 1- Sacred Heart School – class ring (undated), graduate pin, 1963, and excellence pin (undated)
- 2- Assorted Prayer Cards, undated
- 3- Plaques (2) – momentos of the 75<sup>th</sup> anniversary of Sacred Heart Church, 1984
- 4- Plaque welcoming Father John Alvarado to Sacred Heart, 2000
- 5- Centurion Plaque for Educational Scholarship, undated
- 6- Momentos (4) from the 100<sup>th</sup> anniversary of Sacred Heart, 2005
- 7- Golf Ball from the first annual Sacred Heart Golf Outing, 2010
- 8- Memorial coin, Beatification Medal, commemoration Pope John Paul II, 2011
- 9- Holy Name Society, insignia pins (1) and medal, undated
- 10- Drawing numbers for games, etc., undated
- 11- Photo album from Mass given by Pope John Paul II at Giants Stadium, East Rutherford, NJ, October 1995

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Three:        Ephemera**

**Box Ephemera-5**

- 1-Holy Bible, Papal Edition (Pope Paul VI), 1966

**Series Three:            Photographs, Mixed Media, and Ephemera**  
**Subseries Three:        Ephemera**

**Box Ephemera-6**

- 1- Holy Bible – Old Testament, Douay-Challoner Text, New Testament, Confraternity Text, Catholic Press (1954), given to the Sisters of Mercy by the Altar Rosary Society, December 1955

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries Three:       Ephemera**

**Box Ephemera-7**

**Oversized Items**

- 1- Certificate for Bishop's Annual Appeal from Diocese of Metuchen, Sept. 14, 2005
- 2- Certificate of Merit from the Lifetouch Church Directories and Portraits, 2011
- 3- Certificate – Achievement Award from the Greater New York Blood Program, 1977 - 1978
- 4- Prayer – Act of Consecration of the Family to the Sacred Heart of Jesus, June 5, 1988
- 5- Invitation from Pope John Paul II proclaiming the Diocese of Metuchen, 1982
- 6- Plaque – Archbishop Peter L. Gerety Award from the Sacred Heart Institute presented to Rev. Michael A. McGuire, December 3, 1995
- 7- Framed certificate – Society of Knights of the Altar Membership, May 20, 1958
- 8- Framed certificate, in Latin, signed by Bishop George Ahr, Diocese of Trenton, entitled “Georgius Gulielmus.” Certificate needs translation, November 27, 1954
- 9- Framed photograph – Pope John Paul II and Father Bob Santa Barbara (center), undated
- 10- Document in Latin with translation, Father Alfonso Maria Bennett, 1940

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries Three:       Ephemera**

**Box Ephemera-7.1**

**Oversized Items**

- 1- Framed Certificate, to Father John Paul Alvarado from the National Catholic Educational Association, Department of Elementary Schools, on his Ordination, May 6, 2001

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries Three:       Ephemera**

**Box Ephemera-8**

**Oversized Items**

- 1- Concept drawing of mosaic behind altar, undated
- 2- Framed certificate, in Latin, sent to Father Alfred Sico, translation needed, May 15, 1959 (1 of 2)
- 3- Framed certificate, in Latin, sent to Father Alfred Sico, translation needed, May 15, 1959 (2 of 2)
- 4- Celebrant Altar Card, in Latin, 1964 (1 of 2)
- 5- Celebrant Altar Card, in Latin, 1964 (2 of 2) (removed for display, 10/25/17)

**Series Three:           Photographs, Mixed Media, and Ephemera**  
**Subseries Three:       Ephemera**

**Loose Ephemera Items (located in Archives Room in basement of Parish Center)**

- 1- Framed momento of attendance at Papal Mass at Giants Stadium, East Rutherford, Pope John Paul II, October 1995