

University of St. Michael's College, John M. Kelly Library, Special Collections

Finding Aid - Catholic New Times Inc. fonds (7)

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Catholic New Times Inc. fonds

Table of contents

Summary information	3
Administrative history / Biographical sketch	3
Scope and content	4
Notes	4
Access points	5
Series descriptions	5
7-1, Legal documents and administrative records, [1975 - 2005]	5
7-2, Meeting minutes and reports, [1976 - 2006]	6
7-2-1, Membership and Board of Directors' meetings	6
7-2-2, Publishing Group meetings	7
7-2-3, Staff meetings	8
7-3, Correspondence, [1975 - 1983]	8
7-4, Working files, [1986 - 1997]	9
7-5, Subject files, [1983 - 2000]	10
7-6, Audio-visual materials, [1987 - 1999]	10

Summary information

Repository: University of St. Michael's College, John M. Kelly Library, Special Collections

Title: Catholic New Times Inc. fonds

ID: 7

Date: 1975-2006 (date of creation)

Physical description: 0.48 metres of textual records. --114 photographs. --1 audio cassette.

**Dates of creation,
revision and deletion:**

Administrative history / Biographical sketch

Note

Catholic New Times was incorporated by letters patent in the Province of Ontario on December 13, 1976, with the object of promoting the advancement of religion in Canada particularly through the publication and distribution of a Roman Catholic newspaper. (More detailed descriptions of the vision, mission, and objectives of the corporation can be found among the records; see especially File 2007 02 1). A non-profit corporation, it was registered as a charitable organization in 1977. Catholic New Times neither had nor desired an official mandate from, or financial or contractual relationship with, any diocese, bishop, or conference of bishops or any other Catholic institution. Rather, through the publication of the Catholic New Times, it sought to be an alternative and independent Catholic voice in Canada, speaking about local, national, and international news and issues of concern to Catholics. The newspaper was published bi-weekly (20 issues per year) in Toronto from December 2, 1976 to November 26, 2006, at which time paper closed due to declining financial support. Catholic New Times Inc. initially operated using a "collective model" that consisted of three main groupings: office staff who ran the paper, a working group ("the Collective") that met bi-weekly to plan issues and set editorial and general policy, and the editorial group (which included staff) that met weekly to generate stories and determine the details of each issue. By September 1982, committees composed of collective members, staff, and volunteers had emerged to handle particular needs: promotion, finance, personnel, and editorial. In 1989 to 1990, the corporation underwent a structural reorganization to form a Membership Group of 25-30 people who then elected a Publishing Group of about 10 people from among themselves. The Membership Group met twice a year, with the business conducted at the fall meeting; the Publishing Group, which also acted as the Board of Directors, met with the editor 10 times per year. Members also sat on one of four committees (Editorial, Finance, Human resources, and Marketing) that met according to its specific needs. When the Catholic New Times ceased publication in November 2006, the Publishing Group decided to retain the incorporated status and the basic governance structures of New Catholic Times in order to remain open to possibilities for future publications. It also decided to maintain the website (www.catholicnewtimes.org) for as long as it is able, as of July 2014 the website is no longer available.

Scope and content

Fonds consists of minutes, reports, proposals, and other materials prepared for meetings of committees and groups within Catholic New Times from 1976-2006. Fonds also includes incoming and outgoing correspondence from 1975-1983; documents relating to the incorporation of the Catholic New Times in 1976 and subsequent changes in directors; materials documenting the mission and structure of the corporation and processes and procedures for producing the newspaper; subject files containing clippings and reports from organizations of interest to Catholic New Times members and staff; and audio-visual materials created by and for the Catholic New Times. Fonds is comprised of the following series:

- Legal documents and administrative records
- Meeting minutes and reports
- Correspondence
- Working files
- Subject files
- Audiovisual materials

Notes

Title notes

Immediate source of acquisition

The material was deposited with the archives on April 11, 2007, by the last editor of the Catholic New Times, Diane Bisson.

Restrictions on access

Some access restrictions apply for content reasons. All correspondence closed until 30 years after end date of file.

Finding aids

No finding aid is available at this time. Fonds and series level descriptions are available at the archives through the in-house archival database.

Other notes

- **Publication status:** Published
- **Level of detail:** Partial
- **Status description:** Final
- **Description identifier:** new-catholic-times-inc-fonds

Access points

- Textual record (documentary form)
- Graphic material (documentary form)
- Textual records (documentary form)
- Audio (documentary form)
- Photographs and art (documentary form)

Series descriptions

Series 7-1: Legal documents and administrative records

Date: [1975 - 2005] (date of creation)

Scope and content:

Series consists of original and copies of legal documents, forms, and other records pertaining to the incorporation of the New Catholic Times in 1976, materials documenting the structure of the corporation and its operating policies and procedures circa 1985, and job descriptions and terms of reference for committees within the organization after 1990. Series is arranged chronologically.

Physical description: 3.8 cm of textual records

Note:

Title based on contents of the series.

Access points:

- Textual record (documentary form)
- Textual records (documentary form)

Arrangement:

Some order has been imposed by the archivist to arrange files chronologically.

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
7-1-2007 02 1	File - Catholic newspaper foundation re: incorporation	[1975-1988]		
7-1-2007 02 2	File - Committee terms of reference	[1990-2003]		
7-1-2007 02 3	File - Job descriptions	[1993-2005]		

7-1-1

Item - Historical structures re: Collective [ca. 1985]
committees, jobs circa 1985**Series 7-2: Meeting minutes and reports**Date: [1976 - 2006] (date of creation)Scope and content:

Series consists of agendas, minutes, reports (including budgets and other financial statements), proposals, and other materials prepared for meetings of committees and groups within the New Catholic Times. Series is divided into the following sub-series: 1. Membership and Board of Directors' meetings 2. Publishing Group meetings 3. Staff meetings.

Physical description: 19.9 cm of textual records. -- 1 microficheNote:

Title based on contents of the series. Most records are hole-punched.

Access points:

- Textual record (documentary form)
- Textual records (documentary form)

Publication status:

Published

File / item list**Subseries 7-2-1: Membership and Board of Directors' meetings**Date: 1976 - 1999 (date of creation)Scope and content:

Sub-series consists of notification of meetings, agendas, minutes, reports from committees (including budgets and other financial statements), proposals, forms updating the officers and directors, and other materials prepared for meetings of the New Catholic Times membership, including the annual meeting of the Board of Directors.

From 1976 to 1989, members referred to themselves as "the collective" and meetings, held approximately bi-weekly, were called Collective meetings. The annual meeting of the Board of Directors usually occurred in January or February. Records for Collective meetings for the years 1978 and 1979 are absent, as indicated on post-it notes in the records for 1980 and 1977. From 1990 on, members referred themselves as "the membership" and Membership meetings were held twice a year, with the business conducted at the fall meeting. Records for membership meetings after 1999 do not exist, though see sub-series 2 for records pertaining to meetings of the Publishing Group.

Physical description: 11.6 cm of textual records. -- 1 microficheNote:

Title based on contents of the sub-series.

Records were originally kept in binders, labelled: "Beginnings 1976-1977," "Collective Meeting Minutes 1980-1984," "Collective Meeting Minutes 1985-1990," and "Membership Minutes 1990-1999 2000," and two files were found in the original file box.

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)
- Textual records (documentary form)

Arrangement:

Sub-series is arranged in chronological order.

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
7-2-1-2007 02 4 2	Item - Documents of incorporation	[ca. 1976?]		

Subseries 7-2-2: Publishing Group meetings

Date: 1990 - 2006 (date of creation)

Scope and content:

Sub-series consists of agendas, minutes, reports (including budgets and other financial statements), proposals, and other material prepared for meetings of the Publishing Group from 1990 to 2006. Records for the year 2000 do not exist. After the corporation's structural reorganization in 1990, the members of the corporation elected approximately 10 people from within the membership to form the Publishing Group, which met with the editor of the Catholic New Times about ten times per year to oversee all aspects of the production of the newspaper.

Physical description: 7.8 cm of textual records

Note:

Title based on contents of the sub-series.

Records originally kept in loose files and in two binders labelled "Catholic New Times 2001-2005/6" and "Publishing Group minutes 1990-1999."

Access points:

- Textual record (documentary form)
- Textual records (documentary form)

Arrangement:

Sub-series is arranged in chronological order.

Publication status:

Published

File / item list**Subseries 7-2-3: Staff meetings**Date: 2002 - 2006 (date of creation)Scope and content:

Sub-series consists of agendas and minutes for meetings of the staff of the Catholic New Times for the years 2002-2006. Staff were responsible for the day-to-day aspects of producing the newspaper.

Physical description: 0.5 cm of textual recordsAccess points:

- Textual record (documentary form)
- Textual records (documentary form)

Arrangement:

Sub-series is arranged chronologically.

Publication status:

Published

File / item list**Series 7-3: Correspondence**Date: [1975 - 1983] (date of creation)Scope and content:

Series consists of letters from readers of the Catholic New Times and from staff at other publications, and carbon copies of letters of response from the editor and other members of the collective.

Physical description: 7.1 cm of textual recordsNote:

Title based on contents of the series. Access to letters is closed until thirty years after their date of creation. Researchers wishing to publish material contained in the correspondence series must make every effort to gain permission from the creator.

Access points:

- Textual record (documentary form)
- Textual records (documentary form)

Arrangement:

Series is arranged in the order it arrived at the archives.

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
7-3-2007 02 52	File - Letters from Gwen McGrenere	[1975-1983, predominant 1982]		
7-3-2007 02 53	File - Letters to the Collective, 1977-1980	[1977-1980]		
7-3-2007 02 54	File - Outgoing correspondence, 1981	1981		
7-3-2007 02 55	File - Outgoing correspondence, 1978-1979	[1978-1979]		
7-3-2007 02 56	File - Outgoing correspondence, 1977-1978	[1976-1978]		
7-3-2007 02 57	File - Outgoing correspondence, 1979-1980	[1979-1980]		
7-3-2007 02 58	File - Letters to the Collective, 1978-1980	[1978-1980]		

Series 7-4: Working files

Date: [1986 - 1997] (date of creation)

Scope and content:

Series consists of files relating to special projects carried out by the members and staff of the New Catholic Times, including the development of a mission statement in 1993, a readership survey, the reorganization of the corporation's structure in 1989, and a proposal for purchasing street boxes from which to sell the newspaper. Series is arranged chronologically. A list of files is available.

Physical description: 2.4 cm of textual records

Note:

Title based on contents of the series.

Access points:

- Textual record (documentary form)
- Textual records (documentary form)

Arrangement:

Some order has been imposed by the archivist to arrange the files chronologically.

Publication status:

Published

File / item list**Series 7-5: Subject files**Date: [1983 - 2000] (date of creation)Scope and content:

Series consists of newspaper clippings and photocopies of articles, press releases, newsletters, reports, one photograph, and other materials from organizations of interest or pertaining to issues of concern to New Catholic Times members and staff.

Physical description: 14 cm of textual records. -- 1 photograph : b&w ; 6 x 4.5 cmNote:

Title based on contents of the series. Series contains one photograph. See item level description of P1 for more details. Series contains newspaper clippings.

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)
- Textual records (documentary form)
- Photographs and art (documentary form)

Arrangement:

Series is arranged in alphabetical order by organization or subject. A list of files is available.

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
7-5-2007 02 68 P1	Item - Photograph of Bishop Thomas J. Gumbleton	[between 1990 and 2004?]		

Series 7-6: Audio-visual materialsDate: [1987 - 1999] (date of creation)Scope and content:

Series consists of photographs of members and staff of the New Catholic Times, including negatives and contact prints, and a sound recording of a talk given by Monika Hellwig, LL.B., Ph.D., on Catholic Education. Photographs depict members, staff, and guests of the New Catholic

Times working or posing at their desk, in meetings, or attending events including conferences or presentations, a picnic, a party, and a peace demonstration. A list of items is available.

Physical description: 114 photographs : b&w and col. ; 18 x 35.5 cm or smaller. -- 1 audiocassette (1 hr. 50 min.) : chrome dioxide

Note:

Title based on contents of the series. Some photographs have pin holes, one is drawn on with marker on the front, and one is bubbling on the back. Photographs and photographic negatives originally found in file box in folder labelled "Collective and workers."

Access points:

- Graphic material (documentary form)
- Sound recording (documentary form)
- Audio (documentary form)
- Photographs and art (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
7-6-P71	Item - Photograph of unidentified Catholic New Times readers	[1987-1999]		