



# A Guide to the Monthly Newsletter Collection, 1958-2021

## Collection Summary

**Creator(s):** Congregation of the Sacred Heart (Houston, Tex.)

**Title(s):** Monthly newsletter collection

**Date(s) (Inclusive):** 1958-2021

**Abstract:** The monthly newsletter collection contains newsletters published by the Dominican Sisters of Houston with information on various ministries, events, and sisters.

**Identification:** 00007

**Extent(s):** 1 linear foot and 29 megabytes (MB)

**Location(s):** ST-B3/6.1

**Language(s):** English

**Repository:** [Dominican Sisters of Houston Archives](#)

**Sponsor:** This EAD finding aid was created as part of the TARO New Member Initiative through grant funding provided by the Summerlee Foundation.

## Collection Details

### Administrative History

The Dominican Sisters of Houston began publishing monthly newsletters in November of 1958. Each month, issues were distributed to sisters at their respective missions. Originally, information and news were collected from missions and the administrative office by Sr. Mary Louise Dolson, Third Counselor, who published the newsletters. These newsletters include information on upcoming events, the progress of various missions, the wellbeing of certain sisters, major announcements, and progress at the Novitiate.

Over time, various iterations of the monthly newsletter were produced, but each remained essentially the same. In all their forms, newsletters were intended to keep the sisters up to date on the news and activities of the community.

Current issues of the monthly newsletter continue this pattern. They include information and updates about departments within the Dominican Sisters of Houston, the activities of sisters, staff, and ministry partners, and upcoming and past events. Today, information is gathered by the administrative assistant and compiled into the newsletter.

### Scope and Contents Note

The monthly newsletter collection contains both analogue and digital newsletters published by the Dominican Sisters of Houston and distributed internally. Materials are organized chronologically into five series. Each series contains newsletters from a different iteration of the monthly newsletter. In each iteration, the titles and the designs of the issues changed, but the content remained the same. These newsletters document the various activities and concerns of the Dominican Sisters of Houston and individual sisters.

There are no newsletters from 1969 through 1978 though it is not known whether no newsletters were published, or no newsletters were collected for the archives during this time. Additional gaps exist in this collection. It is similarly unknown whether issues from absent months or years are missing because they were not saved for the Archives or if they were not published.

Note that only one issue of the newsletter is published in the summer months. Thus, June and July, or occasionally July and August, share one issue.

New newsletters are added each year.

### Arrangement

This collection is comprised of a five series representing the five iterations of the monthly newsletters written and distributed internally by the Dominican Sisters of Houston. Note that some issues are missing.

- I. Newsletter

- II. Focus
- III. Community news
- IV. Community newsletter
- V. Dominican Sisters of Houston newsletter

## ∨ Collection Restrictions

### Access Restrictions

A portion of this collection is restricted. Contact the archivist for details.

### Use Restrictions

Written permission is required for photocopying or duplicating materials.

## ∨ Administrative Information

### Preferred Citation

Monthly newsletter collection, 1958-2021, Dominican Sisters of Houston Archives, Houston, Texas.

### Acquisition Information

All issues published before 2019 were in the Archives as of 2020. The bulk of these materials were stored in several boxes of miscellaneous materials arranged by year. The Archivists separated materials from these boxes into appropriate collections in 2021 and 2022 to facilitate access and create collections with similar provenance.

Accession numbers: 2021-016 ; 2021-033 ; 2021-041 ; 2021-043 ; 2021-057 ; 2022-029 ; 2022-067

### Processing Information

This collection was processed by Laura Grove, May 2022.

### Alternative Form Available

Newsletters produced after 2015 are available in digital format.

## ∨ Subject Terms

### Index Terms :

- **Subjects (Organizations) :**
  - Congregation of the Sacred Heart (Houston, Tex.)
- **Subjects :**
  - Events
  - Publication
  - Newsletters

## ∨ Inventory

### Inventory Information

#### Description of Series

∨ **Title:** Newsletters, November 1958-March 1968

**Title:** November 1958-March 1968

**Box** 1

**Folder** 1

▼ **Title:** **Focus**, December 1968-March 1975

**Title:** December 1968-March 1975

**Box** 1

**Folder** 2

▼ **Title:** **Community news**, November 1978-December 1978

**Title:** November 1978-December 1978

**Box** 1

**Folder** 3

▼ **Title:** **Community newsletter**, February 1979-June 1987

**Title:** February 1979-December 1985

**Box** 1

**Folder** 4

**Title:** January 1986-June 1987

**Box** 1

**Folder** 5

▼ **Title:** **Dominican Sisters newsletters**, August 1987-December 2021

**Title:** August 1978-December 1988

**Box** 1

**Folder** 6

**Title:** January 1989-December 1989

**Box** 1

**Folder** 7

**Title:** January 1990-December 1990

**Box** 1

**Folder** 8

**Title:** January 1991-December 1991

**Box** 1

**Folder** 9

**Title:** January 1992-December 1992

**Box** 1

**Folder** 10

**Title:** January 1993-December 1993

**Box** 1

**Folder** 11

**Title:** January 1994-December 1994

**Box** 1

**Folder** 12

**Title:** January 1995-December 1995

**Box** 1

**Folder** 13

**Title:** January 1996-December 1996

**Box** 1

**Folder** 14

**Title:** January 1997-December 1997

**Box** 1

**Folder** 15

**Title:** January 1998-December 1998

**Box** 1

**Folder** 16

**Title:** January 1999-December 1999

**Box** 1

**Folder** 17

**Title:** January 2000-December 2000

**Box** 1

**Folder** 18

**Title:** January 2001-December 2001

**Box** 1

**Folder** 19

**Title:** January 2002-December 2002

**Box** 1

**Folder** 20

**Title:** January 2003-December 2003

**Box** 1

**Folder** 21

**Title:** January 2004-December 2004

**Box** 1

**Folder** 22

**Title:** January 2005-December 2005

**Box** 1

**Folder** 23

**Title:** January 2006-December 2006

**Box** 1

**Folder** 24

**Title:** January 2007-December 2007

**Box** 1

**Folder** 25

**Title:** January 2008-December 2008

**Box** 1

**Folder** 26

**Title:** January 2009-December 2009

**Box** 1

**Folder** 27

**Title:** January 2010-December 2010

**Box** 1

**Folder** 28

**Administrative Information**

**Scope and Contents** Missing September-November

**Title:** January 2011-December 2011

**Box** 1

**Folder** 29

**Administrative Information**

**Scope and Contents**Missing August and December

**Title:** January 2012-July 2012

**Box** 1

**Folder** 30

**Title:** January 2013-December 2013

**Box** 1

**Folder** 31

**Title:** January 2014-November 2014

**Box** 1

**Folder** 32

**Administrative Information**

**Scope and Contents**Missing October and December

**Title:** January 2015-December 2015

**Box** 1

**Folder** 33

**Title:** February 2016-November 2016

**Box** 1

**Folder** 34

**Administrative Information**

**Scope and Contents**Missing January April, June, October, December

**Title:** January 2017-December 2017

**Box** 1

**Folder** 35

**Administrative Information**

**Scope and Contents**Missing February, March, June, October, and November

**Title:** January 2018-October 2018

**Box** 1

**Folder** 36

**Administrative Information**

**Scope and Contents**Missing March, April, November, December

**Title:** January 2019-October 2019

**Box** 1

**Folder** 37

**Administrative Information**

**Scope and Contents**Missing April, May, June, November, December

**Title:** January 2020-December 2020

**Title:** January 2021-December 2021