THE STATE OF SOUTH CAROLINA

In The Court of Appeals

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SC Court of Appeals

APPEAL FROM CHARLESTON COUNTY

Court of Common Pleas

Dale Van E. Van Slambrook, Presiding Judge

Case No. 2018-CP-10-03929

Appellate Case No. 2025-001689

John Doe ..... Appellant.

v.

Bishop of Charleston, a Corporation Sole, and the
Bishop of Charleston, in his official capacity… ..... Respondents.

RECORD ON APPEAL
VOLUME 4 of 5

HALLER LAW FIRM, P.C.

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STATE OF SOUTH CAROLINA

COUNTY OF CHARLESTON

IN THE COURT OF COMMON PLEAS

CIVIL ACTION NO.: 2018-CP-10-03929

John Doe,

Plaintiff,

v.

The Bishop of Charleston, a Corporation Sole, and the Bishop of the Diocese of Charleston, in his official capacity,

Defendants.

NOTICE OF THIRD SUPPLEMENTAL FILING

Plaintiff herein makes this filing and hereby submits all items attached hereto and/or filed, argued in the three related cases, or in anywise made a part of them as supplemental authority, argument, testimony, exhibits, and things to support any motions and matters herein by which Plaintiff has, does, or may hereafter seek at any time in any way affirmative relief or opposes and in any manner resists any relief sought by Defendants herein or others.

Please take notice that all filings are applicable to John Doe v. The Bishop of Charleston, a Corporation Sole, et al, Case No.: 2018-CP-10-03929 (DOE); Richard Roe v. The Bishop of Charleston, a Corporation Sole, et al, Case No.: 2018-CP-10-04206 (ROE); and John Doe 432 v. The Bishop of Charleston, a Corporation Sole, et al, Case No.: 2019-CP-10-01120 (DOE 432).

John Doe v. The Bishop of Charleston, a Corporation Sole, et al
Case No.: 2018-CP-10-03929 (DOE)

DOCUMENTS PRODUCED BY DEFENDANTS

Exhibit 1 – DOE (3929) 0000001 - DOE (3929) 0000015 (Hartnett and Brooks personnel files)

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Exhibit 2 – DOE (3929) 0000016 - DOE (3929) 0000143 (Diocese Sex Abuse Policy)

Exhibit 3 – DOE (3929) 0000144 (Report card)

Exhibit 4 – DOE (3929) 0000519 - DOE (3929) 0000797 (Sacred Heart Admin. Records, Parent Teacher organization documents)

Exhibit 5 – DOE (3929) 0000798 - DOE (3929) 0001045 (Insurance Policies)

Exhibit 6 – DOE (3929) 0001046 - DOE (3929) 0001092 (Notification of Authorities)

Exhibit 7 – DOE (3929) 0001139 - DOE (3929) 0001225 (Teacher contracts)

Richard Roe v. The Bishop of Charleston, a Corporation Sole, et al
Case No.: 2018-CP-10-04206 (ROE)

DOCUMENTS PRODUCED BY DEFENDANTS

Exhibit 8 – ROE (4206) 0000001 - ROE (4206) 0000787 (Hopwood personnel file)

Exhibit 9 - ROE (4206) 0000788 - ROE (4206) 0001073 (Croghan personnel file)

Exhibit 10 - ROE (4206) 0001074 - ROE (4206) 0001201 (Policy of the Diocese of Charleston Concerning Child Sex Abuse by Church Personnel)

Exhibit 11 - ROE (4206) 0001202 (Report card)

Exhibit 12 – ROE (4206) 0001576 - ROE (4206) 0001823 (Insurance Policies)

Exhibit 13 – ROE (4206) 0001824 - ROE (4206) 0001870 (Documents about reporting abuse to authorities)

John Doe 432 v. The Bishop of Charleston, a Corporation Sole, et al
Case No.: 2019-CP-10-01120 (DOE 432)

DOCUMENTS PRODUCED BY DEFENDANTS

Exhibit 14 – John Doe 432 (0000001) - John Doe 432 (0000061) (Hopwood retirement and pension documents)

Exhibit 15 – John Doe 432 (0000062) - John Doe 432 (0000082) (Administrative Handbook)

Exhibit 16 – John Doe 432 (0000083) - John Doe 432 (0000160) (Parent Student

Handbooks for Christ Our King and Nativity)

Respectfully submitted,

THE RICHTER FIRM, LLC

By: s/Lawrence E. Richter, Jr.
Lawrence E. Richter, Jr.
622 Johnnie Dodds Blvd
Mt. Pleasant, SC 29464
(843) 849-6000

ATTORNEYS FOR PLAINTIFF

February 14, 2020
Mount Pleasant, South Carolina

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EXHIBIT 1

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ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

29 Timmerman Dr.,
Charleston, So. Carolina
29407

June 9, 1969

Dear Msgr. Manning,

I recently read in the News and Courier your advertisement for qualified lay teachers for Sacred Heart Elementary School. I am interested in applying for a position in your school administration.

I was educated in the Parochial schools of Charleston, graduating from Saint Patrick School in 1961, and from Bishop England High School in 1965, as an honor graduate. I received the Bachelor of Arts degree from Erskine College, Due West, South Carolina, this month. While at Erskine I was a member of the Newman Club, German Club, Spanish Club, Concert Chorus (Vice-President), and was honored as the Euphemian Literary Society's "Student-of-the-Month" for May, 1969, a high honor at Erskine. I was the holder of a $2,000 honor scholarship, and graduated with

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approximately a 3.2 average (out of 4.0). My liberal arts course of study included a major in music, a minor field in English, and I excelled in Math, Chemistry, and languages.

I have taken the 1969 National Teacher's Examinations and received well over an "A" on both the Commons as well as the Teaching Area Exams.

I would prefer teaching either fifth or eighth grade students, although I would consider sixth or seventh graders as well. I have tutored a fifth grader and have worked well with children before. I am considered an excellent organizer, and present materials clearly, forcefully, and seem to captivate the attention and respect of those I have taught or worked with.

At present, I am answering letters I have received from Anderson, Charleston, and Darlington School Districts. But my teaching preference is Charleston.

I would appreciate hearing from you

at your earliest convenience. I would also appreciate a personal interview, if you see fit to call one.

Yours very sincerely,

Christopher C. Hartnett, Jr.

P.S.

My reference credentials are on file, and available upon request from:

Guidance and Placement Center
Erskine College,
Due West, South Carolina
29639

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CONFIDENTIAL

Dear Mr. Brennan and Members of the Sacred Heart School Board:

I am returning the contract you have recently sent me concerning teaching again at Sacred Heart for the 1970-71 school year. I cannot put my signature on a binding contract until I have had a chance to have several "petitions" heard, and hopefully, some revisions made.

I. Although I am extremely well-pleased with the manner in which Sacred Heart School is run, it has been noticed by myself and several other faculty members that a need exists for an appointed disciplinarian. In no way is this word to denote any type of gestapo regimentation, but rather as an approach to teaching discipline instead of enforcing it. Father Manning is a strong upholder of discipline; however, he is not in any position to be contacted each time a need arises. On the other hand, it is the general concensus that Mrs. Runyon overlooks too frequently actions of students that warrant disciplinary action. It is true that each teacher is responsible for the discipline in his or her own classroom. I am referring to the incidents outside the classroom, as well as those in the classroom which are perhaps too serious to deal with in front of other students. I also feel the duties of disciplinarian should double as counselor. Each student at one time or another needs the advice or encouragement of a counselor. Most schools have this now; since we are operating more and more on a professional basis I think it should be given due consideration.

Furthermore I feel the school rules and policies should be printed and distributed in September. I personally believe this is the only way to professionally handle this aspect of administration. Especially since our school will be opening its doors to so many new students in the fall.

II. Also in the line of new students. Would it be possible to investigate the chances of giving short standardized testing to incoming students. Many transcripts are not

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received until the year is well under way. It happened last September that the upstairs teachers spent nearly one month trying to "place" several transfer students. (Example: One 5th grader knew only how to write his name: no reading, spelling, basic math, etc... He eventually ended up in 3rd grade where Mrs. Powell performed a minor miracle on him, and he is just now beginning to come up to 3rd grade standards.) There are several more cases similar to this one. If we could get I.Q. scores or better, Grade Equivalents in Math, Language, and Reading it would alleviate some of the September confusion and embarrassment.

III.

The final topic I wish to bring up is one that I hesitate to, because it is something I give as little attention to as possible. I would also like to mention that there has, to my knowledge, been no discussion of this among faculty members at all this year.

I am aware of the close financial planning regarding the 1970-71 school year. Nevertheless, after giving it quite a bit of pencil work and thought, I do not feel I can continue at Sacred Heart without a salary increase sufficient enough for me to "clear" approximately $375, preferably $400 even, per month. At present I earn exactly $315.82.

My reasons for asking this increase are as follows:

(1) As a single, self-supporting male I require more money to operate than teachers who are wives of working husbands, and who teach for additional income.

(2) I feel salary should be distributed on a scale commensurate with training, ability, experience, and above all, responsibility. I hold the Bachelor of Arts degree from Erskine, where I was an outstanding scholarship student. I can teach any subject in the upper grades, especially the more taxing ones like Math and Music. It is obvious that I have the heaviest schedule in the upper grades. My reponsibilities exceed those of the average teacher: I am in charge of school productions, which require many hours of "overtime." I have sponsored pep rallies, dances, and am in charge of the office records for the 8th grade, which involves a good bit. I also enjoy representing the school as often as I can at diocesan curriculum meetings, as well as civic academic meetings; I feel I can represent the school well in any capacity.

(3) I have been approached concerning being the full-time organist at Sacred Heart Church next year, in the event that the position is open-- and it has been surmised that there probably will be. I have consented to take the position, if I am at Sacred Heart at the time. I

held this position for two years (1964-1965), on a salaried basis.

(4) Lastly, because I feel the quality of my teaching is above average. I am interested in students personally. Personally enough to hold special afternoon classes for the slower students, or for those who can achieve but have failed to do the work. I insist that each student strive to work up to his capacity, because I earnestly try to determine each child's capacity, regardless of his past records of present environment.

In no way does my returning of this contract signify a refusal of it. I am deeply interested in Sacred Heart School. My first year has been one of personal fulfillment and self-enrichment. This is why I have sat down and tried to determine ways to make the school even better.

I am asking that this letter be read (or summarized) before a quorum of the board. I would appreciate a hearing before the board, if you wish me to clarify my thoughts or discuss any of the above points in further detail.

In fact, I heartily advocate <u>each</u> faculty member be invited to appear before the board on the same night, if for no other purpose than to say "no news is good news." It is to my understanding that the faculty gets to appear before the board anyhow in regards to recommendations and criticism of textbooks, the physical plant, or any other topic related to the school board.

Apologizing for the longevity and thanking you for your consideration, I am

Very sincerely yours,

Christopher C. Hartnett, Jr.

Christopher C. Hartnett, Jr.

29 Timmerman Dr

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DIOCESE OF
CHARLESTON, S. C.

APPLICATION FOR TEACHING POSITION

DATE: June 15, 1969

PERSONAL HISTORY

Name HARTNETT, JR CHRISTOPHER C.
Family Name Christian Name

Street 29 TIMMERMAN DR., City CHARLESTON, SC

Place of Birth CHARLESTON Date of Birth 11-11-47

Religion: specify denomination, if non-Catholic

Parish to which you belong BLESSED SACRAMENT

City CHARLESTON

How applicant Can Be Reached: Time — Phone 556-1764 (home)

Address:

Phone 556-1764 Sex: ✓ M ___ F

Race: ✓ White ___ Negro ___ Oriental

Citizenship: ✓ American ___ Naturalized

Marital Status: ✓ Single ___ Widowed

___ Married ___ Divorced

Ages of Children —

If married woman, husband's first name —

Maiden Name —

Social Security Number 247-80-4320

EDUCATIONAL BACKGROUND

Level	Name of School	City and State	Dates Attended From	Dates Attended To	Date of Graduation	Kind of Degree
Elementary	Saint PATRICK School	Charleston, S.C.	1953	1961	1961	with honors
Elementary						
High School	Bishop England High	Charleston, S.C.	1961	1965	1965	College Prep. w/ Honors
High School						
College	ERSKINE COLLEGE	Due West, S.C.	1965	1969	1969	A.B.
College						

APPLICATION BEING MADE FOR

If elementary school, list grades in order of preference
1. 5 2. 6 3. 7

If high school, list subjects you are qualified to teach:
1. ___ 2. ___ 3. ___

Specify: ✓ Full-time teacher ___ Substitute

School in which you are interested: SACRED HEART

TEACHING EXPERIENCE

Public School, Grade 1 - 8	___ Years
Public School, Grade 9 - 12	___ Years
Catholic School, Grade 1 - 8	___ Years
Catholic School, Grade 9 - 12	___ Years
Total	___ Years

CONFIDENTIAL

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CONFIDENTIAL

SOUTH CAROLINA CERTIFICATES*

Name of South Carolina Teaching Certificates You Hold	Date Issued	Date of Expiration	Serial Number	Subjects or Grades Covered by Certificates

WORK EXPERIENCE

Place	Occupation (if non-teaching) Grade or Subjects (if teaching)	Dates From	Dates To

REFERENCES

Full Name of References	Address	Position
My reference credentials are on file and are obtain-		Your Pastor
able upon request from:	Guidance and Placement Center	Your Employer (If employed)
	ERSKINE COLLEGE,	
	DUE WEST, S.C. 29639	

PLEASE NOTE: * Application should be accompanied by South Carolina teaching certificate. Request official transcripts of credit from all colleges you have attended. Have transcripts forwarded directly

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 20th day of June 1969 by and between Christopher C Hartnett Jr Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1969-1970 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 27 1969. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Christopher C. Hartnett, Jr.
Teacher

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CONFIDENTIAL

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Christopher C. Hartnett, Jr. (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Christopher C. Hartnett, Jr.
Teacher

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CONFIDENTIAL

29 Timmerman Drive
Byrnes Downs,
Charleston, S.C. 29407

April 27, 1971

Dear Msgr. Manning, Mr. Brennan,
and Members of the School Board,

I am sending this letter to notify you that I have already accepted a position with another school system for the coming school year.

My decision came as the result of several factors that came to be. First, I will be teaching fifth grade at James H. Spann Junior High in Summerville, S.C. I will also be taking some education courses at night at the Baptist College, since both schools are in the same area.

It is with mixed regret that I leave Sacred Heart. These two years have been more rewarding than you could ever know. My first teaching experience, made possible, showed me that I want a career in teaching. Your giving me this opportunity was the beginning of two fine years, and my only regret is that maybe I could have been better in some small way in my job. But as I do leave Sacred Heart, my feelings are 99% joyous, and only 1% regret, because working with such a fine faculty and cooperative parents has been my pleasure.

Wishing all of you happiness and success in your plans for the upcoming year, I remain

Very truly yours,

Chris C. Hartnett, Jr.

Chris C. Hartnett, Jr.

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CONFIDENTIAL

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 6 day of June 19 70 by and between Mr. Harold Brooks Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being As Announced 19 70. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4,000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Harold M. Brooks
Teacher

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CONFIDENTIAL

Sr. M.C.

Department of Education
Diocese of Charleston
119 Broad Street
Charleston, South Carolina 29401

November 26, 1969

Phone 723-6383

MEMO TO: REV. JOHN M. BOND, SUPERINTENDENT

FROM: SISTER MARIE CLAUDIA

SUBJECT: SACRED HEART SCHOOL, NOVEMBER 24, 1969
PRINCIPAL: MRS. RUNYON

The following is an account of an initial visit to Sacred Heart School in Charleston. It was my intention to visit the upper grades to become acquainted with the faculty; to determine the quality of teaching being done and to survey the school situation in a general way. This initial procedure I hope will enable me to see what needs to be done to insure quality education as well as to be of supportive help to the teachers.

My initial impression was that the school is a happy place. Mrs. Runyon and her faculty were gracious, friendly, and professionally at ease. The children were cheerful, industrious, eager, and well disciplined. Good rapport seemed to prevail. Msgr. Manning, too, was busy at his job teaching religion (The Baltimore Catechism!).

The organization is these grades is "departmentalized" and the faculty is a dedicated one.

Mr. Hartnett (8th grade homeroom) teaches the Math, eighth grade history, science, and a seventh grade reading group. His strong point is math, which he teaches clearly, thoroughly, and well. In the class I observed, he was patient, and so thorough with every pupil that there were none who left the class not understanding the process being taught.

However, in the eighth grade history class, he conducted the lesson in the "Round Robin" reading style which is boring to the students. Although his comments on the material read

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revealed his grasp of the content, this manner of conducting a Social Studies class leaves much to be desired.

Mr. Parham (7th grade homeroom) specializes in the fifth, sixth and seventh grade Social Studies, but I observed his reading class in the fifth grade. His manner is relaxed and his teaching is clear and interesting. His own experiential background is rich and the children learn a great deal of information from him. (Here is a man to conduct a pilot study with an individualized reading class.)

Miss Mazzoli (6th grade homeroom) is the English teacher. Her "Spanish accent" definitely is not a hindrance to her teaching, for she speaks the English language very well.

I observed her teaching a seventh grade English class and immediately saw there was a problem. Technical grammar is emphasized in seventh and eighth grade programs and Miss Mazolli is attempting to teach it as she says "they do in her country" which is blind, rote drill without relating the content to anything very meaningful to our children. She has been told that this cannot be done. Her defensiveness makes me strongly suspect that she is not going to change her methods which are so confusing to the children.

My suggestion to Mrs. Runyon, and to Monsignor who wanted an opinion, was to give her something else to teach other than English--perhaps after Christmas. Mrs. Runyon and Monsignor suggested having her replace Mrs. Keenan (5th grade homeroom) in the library and to teach spelling, handwriting in this grade.

The organization and management of her classroom is good. I am quite certain she will do well in anything other than in teaching technical grammar to seventh and eighth grades. Both Monsignor and Mrs. Runyon seemed to think this would be a solution to the problem and give us an opportunity to help her become adjusted and the parents pleased.

Mrs. Keenan is a kind and capable teacher and the children respond satisfactorily.

I shall visit the primary grades on next Tuesday in order to observe these in a thorough fashion.

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EXHIBIT 2 – PART 1

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ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

POLICY OF THE Diocese of Charleston CONCERNING CHILD SEXUAL ABUSE BY CHURCH PERSONNEL

INTRODUCTION

Sexual abuse of children is an unfortunate reality in our society. Children require the sort of protection by society which they cannot provide for themselves. The Catholic Church wishes to make it clear that this abuse of minors leading to physical injury, sexual molestation, sexual exploitation or grave emotional damage will not be tolerated. Therefore, in the instance of an allegation of child sexual abuse involving any agent of the Church, the Diocese of Charleston will do everything in its power to effect healing for all parties involved. On the basis of his pastoral concern, the Bishop will personally, or through a special delegate, make contact with these parties to offer the services deemed necessary or useful in assisting such a healing process. This assistance will include, but not necessarily be limited to, spiritual and psychological counseling. The Diocese of Charleston will participate in any civil investigation as required by State law or local regulations, and pursue the inquiries and investigations mandated by the law of the Church. In order to achieve these goals, the following policy has been adopted to deal with all agents of the Diocese of Charleston, including diocesan priests, priests of other dioceses who are on assignment here, priests who are members of religious orders, religious brothers and sisters, transitional and permanent deacons, seminarians, and lay employees.

In summary, echoing the statement of the National Conference of Catholic Bishops, we commit ourselves to the following goals:

- the full disclosure of pertinent information consistent with the limits of confidentiality,
- shared responsibility for the ministry of the Church,
- the protection of the community,
- respect for the individuals involved,
- the observance of canon law, and
- the observance of civil law.

Revised and Adopted: May 11, 1994

DOE_3929_000016

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SECTION 1

Definitions

1.1. **Child:** any person under the age of eighteen (18) is considered a child under this policy.

1.2 **Church Personnel:** includes bishops, priests, religious, deacons, seminarians, and lay employees involved in work for the Diocese of Charleston.

1.3 **Administrative Leave:** for purposes of this policy, administrative leave is defined as relieving the accused of assigned duties. The application varies depending on the canonical status of the accused.

1.4 **Sexual Abuse:** any act which involves sexual molestation or sexual exploitation of a child. Sexual abuse includes acts of incest, rape or sexual offense in any degree, sodomy and unnatural or perverted sexual practices, lewd or indecent acts or proposals, including touching and fondling, permitting or encouraging a child to participate in acts of prostitution or pornography.

1.5 **Pastoral Team:** a group of individuals appointed by the Bishop to assist in providing appropriate spiritual care and pastoral support to the family of the alleged victim and others deemed appropriate by the Bishop.

1.6 **Advisory Board:** a group appointed by the Bishop who assists in the evaluation of credible accusations and advises the Bishop on any other counsel he seeks during the course of the investigation.

SECTION 2

Information Questionnaire
Lay Personnel

2.1 The appropriate application questionnaire must be completed by all applicants for any paid position in the Diocese of Charleston which involves unsupervised counseling or ministry with minors. The application form provided by the Diocese of Charleston must be used. In addition, application forms specific to particular ministries may be used.

2.2 All such application forms must be kept as part of the parish/agency personnel files after termination of services.

SECTION 3

Application Forms for Clergy and Religious

3.1 All superiors of religious institutes proposing names of individual religious for ministry or residence in diocesan parishes or other diocesan institutions as well as those simply requesting priestly faculties in the Diocese of Charleston, are required to state clearly in writing that there is no history which would render the individual unsuitable to work with minors. This will be done through the use of form Statement of the Major Superior or the suitability of a candidate.

3.2 Clergy or religious seeking assignment to perform ministry in a stable, official capacity for more than thirty (30) days, must also complete "Statement of the Major Superior on the Suitability of a Candidate" and Application for Assignment.

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3.3 No pastor, associate pastor or director of any Diocesan institution or facility in the Diocese of Charleston is permitted to grant residence, or full time, part-time or regular weekend ministry to an extern priest or religious without prior approval from the Office of the Bishop.
Short term hospitality in conformity with these norms is at the discretion of the Pastor.

SECTION 4

Reporting Requirements

4.1 Obligation to report

Anyone who is defined as Church personnel who has actual knowledge of or who has reasonable cause to suspect an incident of child sexual abuse shall comply with any applicable reporting or other requirements of South Carolina and local laws, unless to do so would violate the priest-penitent relationship of the Sacrament of Penance. That person shall also be responsible for immediately and directly notifying any of the following: Bishop, Vicar General, or Vicar for Clergy. In no instance may the report to Diocesan authorities be delayed beyond twenty-four (24) hours. In addition to an oral report, a written report (see attached form) must also be completed.

4.2 Investigation of Incident reports

Each reported incident shall be investigated immediately, in accord with the procedures given below with care taken not to interfere with any criminal investigation, and with a high level of Christian pastoral care for the alleged victim, the family of the alleged victim, the person reporting the incident, the alleged perpetrator and all other persons whose lives are affected by the incident.

SECTION 5

Internal Diocesan Procedures When Allegations are Made Against a Lay Employee

5.1 The accused shall be notified in a timely manner of the nature of the allegation(s) by the Bishop's representative, and placed on administrative leave, pending the outcome of the Diocesan investigation.

The accused shall be directed to remain away from the school or agency or other location(s) which are the subject matter of the complaint until a resolution of the complaint is concluded.

It is the personal responsibility of the accused to obtain appropriate legal representation.

5.2 If a lay employee admits guilt, does not contest the allegation, or there is a finding of guilt, he/she shall be terminated immediately. The Bishop will notify the pastor/agency head of the action taken.

5.3 In an instance where the accused is found not guilty in the State processes, or the State processes are inconclusive, the Bishop will make a determination on whether the person is to be restored to duty. He will consult with the Advisory Board in making that determination, or at any stage of the process.

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5.4 In response to an allegation of child sexual abuse in a parish or school by a church employee, the Bishop will make certain that the family of the alleged victim will receive appropriate spiritual care and pastoral support. The Pastoral Team designated by the Bishop to assist in this process should avoid being overly concerned with the validity of the allegation(s). Their function is strictly pastoral in nature without regard to the truth of any accusation or to the circumstances surrounding the alleged incident. The person who made the original report shall also be given appropriate pastoral care, including information about how the matter is being handled.

SECTION 6

Internal Diocesan Procedures When Allegations Are Made Against Clergy or Religious in Service to the Diocese

6.1 The accused shall be notified in a timely manner by the Bishop or his representative of the nature of the allegation(s).

6.2 An accused who admits the allegations to be true, shall be removed from assignment immediately. In the case of a Diocesan priest, he shall be assigned to a rehabilitation program for appropriate evaluation and treatment. In the case of religious, the decision as to rehabilitation will be made by the religious superior.

6.3 If the accused denies the accusation, the Bishop shall consult with the Advisory Board. If the Bishop believes the accusation credible, he shall immediately institute proceedings under canon 1717, C.I.C. and, invoking canon 1722, shall place the priest on administrative leave. If the accused is a diocesan priest, the Bishop shall refer him to an appropriate facility for a comprehensive psychological evaluation, and shall consult the Advisory Board on appropriate further steps. If the priest refuses, the Bishop shall take appropriate steps in canon law to enforce his decision. For non-diocesan priests and religious, the Bishop will ask the appropriate bishop or superior to do as he would do for a diocesan priest.

6.4 If the accused denies the allegation, and the Bishop believes the allegation lacks credibility, the priest or religious will not be placed on administrative leave. However, the Bishop will establish appropriate precautionary safeguards and present the issue for a recommendation by the Advisory Board.

In the case of a religious or a priest from another diocese, the Bishop will immediately notify the appropriate superior of the actions which have been taken and which will be taken by the Diocese of Charleston.

6.5 In cases which, for any reason, require that the individual be sent outside the local jurisdiction the civil authorities will be notified.

6.6 **Pastoral Response.** When accusations of child sexual abuse are brought against priests or religious working for the Diocese of Charleston, a pastoral team will be immediately designated by the Bishop. The mission of the pastoral team is to reach out in Christian care and concern to the people involved, for example, the alleged victim, family, schoolmates, parish members, the accused and members of the presbyterate.

The child's family shall receive contact immediately by the pastoral team leader with an offer of spiritual help and pastoral counseling. If professional counseling or medical help for the child or family is recommended, this too shall be offered but without admission of civil liability on the part of the Diocese of Charleston.

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The pastor(s) of the affected parish(es) shall receive contact by the pastoral team leader with an offer of support and to develop a response to bring healing to all those affected.

Progress reports are to be made by the pastoral team leader to the Bishop as soon as is practical.

6.7 **Advisory Board.** This board, appointed by the Bishop, consists of three lay professionals, namely, a psychiatrist or psychologist, a social worker with experience in the area of child abuse and a lawyer (other than the Diocesan attorney), three lay representatives from the Diocese of Charleston at large and one priest. This board will review the facts of the case, and will advise the Bishop of its findings.

SECTION 7

Media and Communications

7.1 The Bishop's Office of Communications and Information is to be responsible for all media contacts. Therefore, all media inquiries made to schools, parishes, etc. should be referred to that office, which will consult with, guide and coordinate relevant persons in the handling of subsequent media inquiries.

SECTION 8

SANCTIONS

8.1 Church personnel who fail to comply with the provisions of this Policy (e.g., failure to complete the appropriate questionnaires) shall be subject to such action(s) by the Diocese of Charleston as may be deemed necessary up to and including termination from any positions with the Diocese of Charleston and/or with any parish, mission or other Catholic institutions and organizations which are subject under canon or civil law to the administration, authority, or governance of the Diocese of Charleston. Applicants for positions with the Diocese of Charleston who similarly fail to comply with provisions of this Policy (as applicable) may be denied or removed from such positions.

Revised and Adopted: May 11, 1994

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CONCLUDING PAGE.

I have received and read this policy of the Diocese of Charleston concerning Child Sexual Abuse.

Signed: _____

Date: _____

The Diocese of Charleston requires all Church Personnel to sign this form and send to proper office for placement in personnel files.

- Priests: Send to Vicar for Priests
- Permanent Deacons: Send to Director of the Diaconate Program
- Transitional Deacons & Seminarians: Send to Vicar for Vocations
- Diocesan Employees: Send to Office of Lay Personnel
- Parish or School Employees: Send to Pastor/Principal

Adopted: May 11, 1994

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POLICY OF THE
Diocese of Charleston
CONCERNING CHILD SEXUAL ABUSE BY CHURCH PERSONNEL

INTRODUCTION

Sexual abuse of children is an unfortunate reality in our society. Children require the sort of protection by society which they cannot provide for themselves. The Catholic Church wishes to make it clear that this abuse of minors leading to physical injury, sexual molestation, sexual exploitation or grave emotional damage will not be tolerated. Therefore, in the instance of an allegation of child sexual abuse involving any agent of the Church, the Diocese of Charleston will do everything in its power to effect healing for all parties involved. On the basis of his pastoral concern, the Bishop will personally, or through a special delegate, contact these parties to offer the services deemed necessary or useful in assisting such a healing process. This assistance will include, but not necessarily be limited to, spiritual and psychological counseling. The Diocese of Charleston will participate in any civil investigation as required by State law or local regulations, and pursue the inquiries and investigations mandated by the law of the Church. In order to achieve these goals, the following policy has been adopted to deal with all agents of the Diocese of Charleston, including diocesan priests, priests of other dioceses who are on assignment here, priests who are members of religious orders, religious brothers and sisters, transitional and permanent deacons, seminarians, and lay employees.

In summary, echoing the statement of the National Conference of Catholic Bishops, we commit ourselves to the following goals:

- the full disclosure of pertinent information consistent with the limits of confidentiality,
- shared responsibility for the ministry of the Church,
- the protection of the community,
- respect for the individuals involved,
- the observance of canon law, and
- the observance of civil law.

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SECTION 1

Definitions

1.1 **Child:** any person under the age of eighteen (18) is considered a child under this policy.

1.2 **Church Personnel:** includes bishops, priests, religious, deacons, seminarians, and lay employees involved in work for the Diocese of Charleston.

1.3 **Administrative Leave:** for purposes of this policy, administrative leave is defined as relieving the accused of assigned duties. The application varies depending on the canonical status of the accused.

1.4 **Sexual Abuse:** any act which involves sexual molestation or sexual exploitation of a child. Sexual abuse includes acts of incest, rape or sexual offense in any degree, sodomy and unnatural or perverted sexual practices, lewd or indecent acts or proposals, including touching and fondling, permitting or encouraging a child to participate in acts of prostitution or pornography.

1.5 **Pastoral Team:** a group of individuals appointed by the Bishop to assist in providing appropriate spiritual care and pastoral support to the family of the alleged victim and others deemed appropriate by the Bishop.

1.6 **Advisory Board:** a group appointed by the Bishop who assists in the evaluation of credible accusations and advises the Bishop on any other counsel he seeks during the course of the investigation.

SECTION 2

Information Questionnaire
Lay Personnel

2.1 The appropriate application questionnaire must be completed by all applicants for any paid position in the Diocese of Charleston which involves unsupervised counseling or ministry with minors. The application form provided by the Diocese of Charleston must be used. In addition, application forms specific to particular ministries may be used.

2.2 All such application forms must be kept as part of the parish/agency personnel files after termination of services.

SECTION 3

Application Forms for Clergy and Religious

3.1 All superiors of religious institutes proposing names of individual religious for ministry or residence in Diocesan parishes or other Diocesan institutions as well as those simply

requesting priestly faculties in the Diocese of Charleston, are required to state clearly in writing that there is no history which would render the individual unsuitable to work with minors. This will be done through the use of form "Statement of the Major Superior on the Suitability of a Candidate."

3.2 Clergy or religious seeking assignment to perform ministry in a stable, official capacity for more than thirty (30) days, must also complete "Statement of the Major Superior on the Suitability of a Candidate" and Application for Assignment.

3.3 No pastor, associate pastor or director of any Diocesan institution or facility in the Diocese of Charleston is permitted to grant residence, or full time, part-time or regular weekend ministry to an extern priest or religious without prior approval from the Office of the Bishop.

Short term hospitality in conformity with these norms is at the discretion of the Pastor.

SECTION 4

Reporting Requirements

4.1 Obligation to report

Anyone who is defined as Church personnel who has actual knowledge of or who has reasonable cause to suspect an incident of child sexual abuse shall comply with any applicable reporting or other requirements of South Carolina and local laws, unless to do so would violate the priest-penitent relationship of the Sacrament of Penance. That person shall also be responsible for immediately and directly notifying any of the following: Bishop, Vicar General, or Vicar for Clergy. In no instance may the report to Diocesan authorities be delayed beyond twenty-four (24) hours. In addition to an oral report, a written report (see attached form) must also be completed.

4.2 Investigation of Incident reports

Each reported incident shall be investigated immediately, in accord with the procedures given below with care taken not to interfere with any criminal investigation, and with a high level of Christian pastoral care for the alleged victim, the family of the alleged victim, the person reporting the incident, the alleged perpetrator and all other persons whose lives are affected by the incident.

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SECTION 5

Internal Diocesan Procedures When Allegations are Made Against a Lay Employee

5.1 The accused shall be notified in a timely manner of the nature of the allegation(s) by the Bishop's representative, and placed on administrative leave, pending the outcome of the Diocesan investigation.

The accused shall be directed to remain away from the school or agency or other location(s) which are the subject matter of the complaint until a resolution of the complaint is concluded.

It is the personal responsibility of the accused to obtain appropriate legal representation.

5.2 If a lay employee admits guilt, does not contest the allegation, or there is a finding of guilt, he/she shall be terminated immediately. The Bishop will notify the pastor/agency head of the action taken.

5.3 In an instance where the accused is found not guilty in the State processes, or the State processes are inconclusive, the Bishop will make a determination on whether the person is to be restored to duty. He will consult with the Advisory Board in making that determination, or at any stage of the process.

5.4 In response to an allegation of child sexual abuse in a parish or school by a church employee, the Bishop will insure that the family of the alleged victim will receive appropriate spiritual care and pastoral support. The Pastoral Team designated by the Bishop to assist in this process should avoid being concerned with the validity of the allegation(s). Their function is strictly pastoral in nature without regard to the truth of any accusation or to the circumstances surrounding the alleged incident. The person who made the original report shall also be given appropriate pastoral care, including information about how the matter is being handled.

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6.2 An accused who admits the allegations to be true, shall be removed from assignment in accord with applicable provisions of canon law. In the case of a Diocesan priest, he shall be assigned to a rehabilitation program for appropriate evaluation and treatment. In the case of religious, the decision as to rehabilitation will be made by the religious superior.

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6.3 If the accused denies the accusation the Bishop shall consult with the Advisory Board, which shall advise the Bishop about the credibility of the allegation and whether the safety of children requires the immediate withdrawal of the cleric from his ministerial assignment. In light of the Advisory Board's recommendations, if the Bishop believes the allegation is credible and that the safety of children requires the immediate withdrawal of the cleric from his ministerial assignment, the Bishop shall immediately institute proceedings to place the priest on administrative leave and remove him from ecclesiastical office in accord with the applicable provisions of canon law. If the accused is a diocesan priest, the Bishop shall refer him to an appropriate facility for a comprehensive psychological evaluation, and shall consult the Advisory Board on appropriate further steps. If the priest refuses, the Bishop shall take appropriate steps in canon law to enforce his decision. For non-diocesan priests and religious, the Bishop will ask the appropriate bishop or superior to do as he would do for a diocesan priest.

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The child's family shall be contacted immediately by the pastoral team leader with an offer of spiritual help and pastoral counseling. If professional counseling or medical help for the child or family is recommended, this too shall be offered but without admission of civil liability on the part of the Diocese of Charleston.

The pastor(s) of the affected parish(es) shall be contacted by the pastoral team leader with an offer of support and to develop a response to bring healing to all those affected.

Progress reports are to be made by the pastoral team leader to the Bishop as soon as is practical.

6.7 **Advisory Board.** This board, appointed by the Bishop, consists of three lay professionals, namely, a psychiatrist or psychologist, a social worker with experience in the area of child abuse and a lawyer (other than the Diocesan attorney), three lay representatives from the Diocese of Charleston at large and one priest. This board will review the facts of the case, and will advise the Bishop of its findings.

SECTION 7

Media and Communications

7.1 The Bishop's Office of Communications and Information is to be responsible for all media contacts. Therefore, all media inquiries made to schools, parishes, etc. should be referred to that office, which will consult with, guide and coordinate relevant persons in the handling of subsequent media inquiries.

SECTION 8

SANCTIONS

8.1 Church personnel who fail to comply with the provisions of this Policy (e.g., failure to complete the appropriate questionnaires) will be subject to such action(s) by the Diocese of Charleston as may be deemed necessary up to and including termination from any positions with the Diocese of Charleston and/or with any parish, mission or other Catholic institutions and organizations which are subject under canon or civil law to the administration, authority, or governance of the Diocese of Charleston. Applicants for positions with the Diocese of Charleston who similarly fail to comply with provisions of this Policy (as applicable) may be denied or removed from such positions.

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Signed:_____

Date:_____

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POLICY
OF THE
DIOCESE OF CHARLESTON
CONCERNING
ALLEGATIONS
OF
SEXUAL MISCONDUCT OR ABUSE
OF A MINOR
BY CHURCH PERSONNEL

Adopted: August 19, 2003

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POLICY OF THE DIOCESE OF CHARLESTON CONCERNING ALLEGATIONS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR BY CHURCH PERSONNEL

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POLICY OF THE DIOCESE OF CHARLESTON CONCERNING ALLEGATIONS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR BY CHURCH PERSONNEL

I. INTRODUCTION AND PURPOSE

A. Sexual misconduct and abuse of children is an unfortunate reality in our society. Children require protection by society, since they cannot adequately provide it for themselves. The Diocese of Charleston is adamant that the abuse of children, including physical injury, sexual molestation, sexual exploitation, or grave emotional damage, will not be tolerated, by anyone, especially Church Personnel. Therefore, in the instance of an allegation of sexual misconduct or abuse of a Child involving Church Personnel, the Diocese of Charleston will do everything in its power to protect the Child, to attempt to stop the alleged abuse, and to promote the healing of all of the parties affected.

B. The Diocese of Charleston will respond promptly to all allegations of abuse of a Child. After the preliminary investigation, if the allegation is supported by credible evidence, the Accused will be promptly, temporarily relieved of all ministerial, parish or school responsibilities pending the outcome of the case. The Diocese of Charleston will not knowingly permit anyone who has abused, abuses, or is named in a credible allegation to serve in parochial ministry or in any other position which has access to children.

C. In an effort to protect the Child and in an attempt to stop the alleged abuse, the Diocese of Charleston will comply with the obligations of civil law. The Diocese will also cooperate in any investigation conducted by civil law authorities. In addition, the Diocese of Charleston will pursue the inquiries and investigations mandated by the Code of Canon Law.

D. The Bishop or his designee shall make contact with the affected parties to offer the services deemed necessary, requested, or useful in promoting a healing process. This assistance will include, but will not necessarily be limited to, spiritual and psychological counseling.

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E. On June 14, 2002, the United States Conference of Catholic Bishops, hereafter referred to in this Policy as the "USCCB," confirmed the "Charter for the Protection of Children and Young People" and the "Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons." The Preamble of the Charter, in part, states the following:

With a firm determination to resolve this crisis, we bishops commit ourselves to a pastoral outreach to repair the breach with those who have suffered sexual abuse and with all the people of the Church. We renew our determination to provide safety and protection for children and young people in our church ministries and institutions. We pledge ourselves to act in a way that manifests our accountability to God, to his people, and to one another in this grave matter. We commit ourselves to do all we can to heal the trauma that victim/survivors and their families are suffering and the wound that the whole Church is experiencing. We acknowledge our need to be in dialogue with all Catholics, especially victims and parents, around this issue. By these actions, we want to demonstrate to the wider community that we comprehend the gravity of the sexual abuse of minors. To fulfill these goals, our diocese/eparchies and our national conference, in a spirit of repentance and renewal, will adopt and implement policies based upon the following.
These four (4) goals are as follows:

1. **To promote healing and reconciliation with victims/survivors of sexual abuse of minors.**
2. **To guarantee an effective response to allegations of sexual abuse of minors.**
3. **To ensure the accountability of our procedures.**
4. **To protect the faithful in the future.**

F. On June 14, 2002, the USCCB also approved the "Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons." These Norms were amended by the USCCB on November 11, 2002. The preamble, in part, states as follows:

The bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry employment or a volunteer position whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well being of those who have been sexually abused and of their families. In addition, the Bishops will work

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with parents, civil authorities, educators and various organizations in the community, to make and maintain the safest environment for minors.

G. Therefore, in order to achieve these four (4) principles, the following policy has been adopted to deal with allegations of sexual misconduct or abuse of a Child by Church Personnel.

II. DEFINITIONS

The following terms are defined for the purposes of this Policy and are not intended to be interpreted as either a technical or a legal definition.

A. **Accused:** Church Personnel against whom an accusation of sexual misconduct or abuse has been made.

B. **Accuser:** A person who has made an accusation of sexual misconduct or abuse against Church Personnel.

C. **Bishop:** According to the Kennedy Directory, the term "Bishop" is defined in part as follows: ". . . by Divine Institution, carries on the work of the Apostles. By reason of the Episcopal consecration, he shares in the triple Apostolic function of teacher of doctrine, priest of sacred worship, and minister of Church government." 1. The Bishop of Charleston is a priest who, through episcopal ordination and appointment by the Pope, serves as the Ordinary of the Diocese of Charleston.

2. A Corporation Sole, by Charter of the State of South Carolina, is the legal entity in which all rights, title, and interest rest.

3. A cleric who has the authority and direction to implement and mandate this Policy in accordance with civil and Ecclesiasical authority.

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D. **Brothers:** Members of a Religious Order or Congregation of laymen who profess the vows of poverty, chastity and obedience, but are not considered clerics and who are under the supervision of their superior of their Religious Order or Congregation.

E. **Child/Minor:** A person who is or was under the age of eighteen (18) years when the alleged incident of sexual misconduct or abuse occurred.

F. **Church Personnel: (Also referred to as: Diocesan Personnel)** Includes Diocesan priests, priests of other Dioceses, or Religious Orders assigned to the Diocese of Charleston who have been extended faculties, Diocesan deacons, or deacons from other Dioceses who have been extended faculties, religious sisters or brothers, seminarians, lay employees, all persons who have a personal contract with the diocese of any of its entities, and volunteers who serve in any capacity within the Diocese of Charleston, except as follows:

1. Church Personnel does not include those individuals who serve in volunteer non-compensated roles which do not involve significant contact with children on a regular basis.

2. Individuals who do not have significant contact with children on a regular basis, such as, Ministers of the Word, Extraordinary Ministers of the Eucharist, members of Diocesan or parish councils, finance committees, liturgical committees, music ministry (excluding the children's choir), and other similar organizations.

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3. An independent contractor who is engaged to do a piece of work, according to his own methods, and without being subject to control, except as to the result of the work.

G. **Conflict of Laws:** If there is a conflict in the rights and remedies between Canon Law and civil law within the Policy, the Policy will follow that jurisprudence which reconciles the inconsistency.

H. **Credible Allegation:** An accusation which at least seems to be true (Canon 1717, Section 1), and/or is worthy of belief, made against Church Personnel, alleging an act or acts of sexual misconduct or abuse.

I. **Coordinator:** A person appointed by the Bishop whose duties and responsibilities are specifically defined in Sections III, V, VI, VII, VIII and IX of this Policy.

J. **Diocese:** Refers to only those parishes, schools, missions, and Diocesan offices in the State of South Carolina which are owned and under the legal care and control of the Bishop of Charleston.

K. **Director of the Office of Communications:** The Director of the Office of Communications and Information, hereinafter referred to as the "Director of Communications," is appointed by the Bishop to serve as the spokesperson for the Diocese. The duties and responsibilities of the Director of Communications is more specifically defined in Section XVI of this Policy.

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L. **General Counsel:** The attorney appointed by the Bishop to serve as legal counsel for the Diocese in all legal matters, which include, but are not limited to, allegations and incidents of sexual misconduct or abuse of a Child by Church Personnel.

M. **Internal Coordinating Committee:** A committee appointed by the Bishop whose duties and responsibilities are specifically defined in Section XIV of this Policy.

N. **Investigator:** A person appointed by the Bishop of Charleston to conduct inquiries as directed by the Bishop specifically in matters including, but not limited to, allegations and incidents of sexual misconduct or abuse of a Child by Church Personnel. Such inquiries shall include collecting information and interviewing witnesses, the victim, the victim's family, the Accused, and other individuals who may possess information pertinent to the allegation or complaint. The Investigator is to serve under the direction of the General Counsel and will report his findings and receive guidance from the General Counsel in association with the Coordinator. The duties and responsibilities of the Investigator are specifically defined in Section VIII *et seq* of this policy.

O. **Minor:** Refer to the definition of "Child/Minor."

P. **Pastoral Team:** A team appointed by the Bishop whose duties and responsibilities are specifically defined in Section VI of this Policy.

Q. **Policy:** The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Child by Church Personnel is herein delineated.

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R. **Promoter of Justice:** An individual appointed by the Bishop to serve as the official guardian of the public good, the good of the Church, its rights and laws, and the general good of the community. The Promoter of Justice may be a layperson; however, the Promoter of Justice must be a priest when the canonical process of the Church is convened. The Promoter of Justice cannot hold any office, such as Vicar General, Vicar for Clergy, or Judge.

S. **Sexual Abuse Advisory Board:** A board established by the Bishop to assess allegations of sexual misconduct or abuse of minors by Church Personnel. The composition and function of the Sexual Abuse Advisory Board is specifically outlined in Section IX of this Policy.

T. **Sexual Misconduct or Abuse:** Sexual misconduct or abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. Consequently, any act or attempt to commit any act of incest, rape, or a sexual offense in any degree, sodomy, or any unnatural or perverted sexual practice, lewd or indecent acts or proposals, including indecent touching or fondling, exploitation, or permitting, encouraging, assisting, or aiding another, or permitting, encouraging, assisting or aiding a Child to participate in such acts, constitutes sexual misconduct or abuse of a minor. Sexual misconduct or abuse of a minor includes conduct or interaction with a minor which is external and an objectively grave violation of the Sixth Commandment. Such conduct does not need to be an act of intercourse or involve force, physical contact or have a discernable, harmful outcome.

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U. **Victim**: A person who has been subjected to sexual misconduct or abuse by Church Personnel while that person was a minor.

V. **Victim Assistance Minister**: A licensed mental health professional appointed by the Bishop to provide professional support services to the victims, their families, and the accused in matters related to sexual misconduct or abuse of a Child by Church Personnel. The Victim Assistance Minister's duties and responsibilities are specifically defined in Section VII of this Policy.

W. **Volunteer**: Church Personnel who provide such services without any express or implied promise of remuneration.

X. **Women Religious**: Members of a Religious Order or Congregation of laywomen who profess the vows of poverty, chastity and obedience, and who are under the supervision of their superior of their Religious Order or Congregation.

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III. BACKGROUND SCREENING

B. In an effort to ensure the safety of children in the care of the Diocese and to supplement current methods, background screening will be conducted for all Church Personnel.

C. The Diocese of Charleston reserves the right to determine at its own discretion an individual's fitness for service in the Diocese. Suitability for temporary, part-time, full-time, or volunteer employment, or assignment is contingent and a condition precedent upon a satisfactory background investigation consistent with the terms of this Policy.

D. The Office of Diocesan Screening Coordinator is hereby created. The office shall consist of a coordinator, who is appointed by the Bishop, and any other support staff whose responsibilities include the coordination and implementation of this Section. Such duties may include, but are not limited to, the distribution of all forms necessary to conduct the appropriate background screening investigation, to receive the completed forms from applicants, and to review and act upon the data received from the applicants.

E. In order to fully satisfy the mandates of this Policy, current Church Personnel are directed to fully comply with the procedures, requests, and demands of this Policy. Failure to fully comply with this Policy may serve as cause for the immediate withdrawal of the person from the position held or appointment to the position. In addition, such failure may be cause for the person to be placed on Administrative Leave without pay.

F. The employment or assignment of any applicant as Church Personnel is contingent upon the completion of the background screening and the applicant having been determined to be suitable for such service. Every applicant must comply and cooperate with the terms of this Policy. Failure to do so may be grounds for immediate termination, rejection, or withdrawal of an offer of employment.

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G. In addition to background screening as defined below, other screening or investigations may be required for specific categories for Church Personnel in accordance with other policies of the Diocese of Charleston.

H. Members of religious congregations, orders, dioceses (such as priests, seminarians, deacons, sisters and brothers) requesting to serve in any Diocesan or parish ministry in a compensated or volunteer capacity within the Diocese of Charleston must have the major superior of their religious congregation or order complete the form entitled, "Statement of Major Superior on the Suitability of a Candidate."

I. The Diocese of Charleston will provide annual educational sessions on child abuse awareness. All newly hired Church Personnel are required to attend an educational awareness seminar within one (1) year of their employment or assignment within the Diocese. The Diocese will conduct continuing education/awareness seminars. All Church Personnel are required to attend one at least (1) seminar at least every three (3) years.

J. In addition to any application form which may be required by a specific Diocesan entity, all applicants are required to complete a basic data form, an inquiry release form, and a separate consent form for the Department of Social Services, so that a background screening can be conducted. These forms are available from, and will be provided by, the Diocesan Screening Coordinator.

K. A separate original copy of the consent to release information form for the South Carolina Department of Social Services must be signed by the applicant/Church Personnel, witnessed, and submitted to the Diocesan Screening Coordinator.

L. All completed basic data and inquiry release forms and Department of Social Services consent forms shall be sent to the Diocesan Screening Coordinator, Diocese of Charleston, P.O. Box 818, Charleston, SC 29402.

M. A criminal record search will be conducted on all Church Personnel and applicants. Criminal record verification is dependent upon each individual's length of residency in the State of South Carolina. All individuals who have been a resident of the State of South Carolina for three (3) years or more are subjected to a State Law Enforcement Department (SLED) criminal record

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search. All other individuals are subject to a SLED criminal record search, plus a criminal records search, as dictated by their last state of residency.

N. At least one (1) verification screen will be done in conjunction with the criminal records search. The position and/or function of Church Personnel or applicant will determine which verification screen(s) will be done.

O. A driver's license history search is required if an individual drives children as part of their job responsibilities or ministry.

P. A credit report is required for Church Personnel and applicants whose position, description, duties, responsibilities, and/or ministry include the receipt, counting, distribution of money, and/or the entry of financial data.

Q. A Social Security Number trace is required for all other persons for whom a credit check is not required.

R. A Child Abuse Central Registry information search is required for all Church Personnel and applicants.

S. Background screening requests will be processed by the Diocesan Screening Coordinator with an outside agency as determined by the Bishop. The appropriate release form will be submitted to the South Carolina Department of Social Services in order for that agency to search the Child Abuse Central Registry information database.

T. The Diocesan Screening Coordinator will review the completed background screening information.

T. The Screening Review Committee is established as part of the Office of Diocesan Screening Coordinator. This Committee shall be appointed by the Bishop of Charleston and will include the Vicar General for Administration, the Vicar General for Christian Formation and Evangelization, the Vicar for Clergy, the Director of Catholic Schools, the Director of Human Resources, the Chief Financial Officer, and the Diocesan Screening Coordinator. The function of the Screening Review Committee is defined below.

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U. The Screening Review Committee shall serve at the pleasure of the Bishop, who may expand its membership as he deems appropriate. The Vicar General for Administration shall serve as the presiding officer of all committee meetings.

V. In the event the background screen fails to produce any negative or derogatory information, the Coordinator will notify the proper supervisory personnel to whom the person will report that the individual is suitable for employment or assignment.

W. In the event the Coordinator receives information as a result of this screening process concerning an individual's suitability for assignment or employability, the Coordinator will, within five (5) days of receipt of any negative or derogatory information, forward a recommendation to the Vicar General for Administration regarding the applicant's suitability for employability or assignment. The Vicar General for Administration will have the following options: (1) accept the Coordinator's recommendation; (2) instruct the Coordinator to take further action before accepting or rejecting the application; (3) reject the recommendation; or (4) direct the Coordinator to invoke the Screening Review Committee.

X. In the event the Coordinator receives, as the result of the background screening, a concern as to a person's suitability for assignment or employability, the following procedure will be implemented:

1. Before the Coordinator forwards a recommendation to the Vicar General, the Coordinator must advise the individual of the receipt of an adverse report and provide the person with a copy of the report(s), as well as a copy of a summary of the individual's rights under the Fair Credit Reporting Act. The individual will be afforded

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an opportunity to affirm or refute the report. If the individual affirms the information contained in the report is accurate, he or she will be provided an opportunity to explain the information in it in writing to the Coordinator within five (5) working days. If the individual refutes the information in the report, he or she will be provided three (3) working days to make contact with the appropriate agency who conducted the screening. The reporting agency shall investigate it and provide a copy of any additional information received to both the Diocese of Charleston and the individual.

2. If the matter is referred to the Screening Review Committee and the Committee determines that an adverse action is to be taken, the Coordinator will notify the individual's supervisor in writing. In addition to the written adverse action notice, the following information will be included:

(a) the name, address, and telephone number of the consumer reporting agency that supplied the report;

(b) a statement that the consumer reporting agency which supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and

(c) notice of the individual's right to dispute the accuracy or completeness of any information the agency

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furnished and his or her right to an additional, free consumer report from such agency within sixty (60) days.

3. The recommendation of the Screening Review Committee about the suitability of an individual will be forwarded to the Bishop for his ratification or rejection.

4. The recommendation concerning the suitability of the individual for employment or assignment shall be forwarded to the appropriate pastor, principal, or supervisor. The pastor, principal, or supervisor must comply with the directive of the Vicar General for Administration or the Bishop of Charleston as stated in this Policy.

5. All of the information from the background screening will remain confidential and will be retained in the Office of the Screening Coordinator. The reports will not be distributed to parishes, schools, Diocesan offices, or other institutions.

6. The Coordinator shall forward to the permanent personnel file a written form to indicate the existence of a full background screening located in the Office of the Screening Coordinator. The permanent background screening file will be retained in a locked file cabinet to be maintained in the Office of the Screening Coordinator.

7. Neither the Diocese of Charleston nor its screening agency or agencies may use the results of the background screening or abuse registry information obtained through this process for any purpose other than determining whether or not that individual is suitable for the desired position.

8. If an individual for whom no adverse action is taken desires to have a copy of the investigative report, he or she must submit the request in writing to the Screening Coordinator and complete the form provided by the appropriate screening agency. A minimum charge may be required for a copy of this report.

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9. On an as needed basis, a summary of the review and decisions by the Screening Review Committee will be prepared with non-identifiable information submitted to both the Bishop and the Vicar General for Administration to ensure the decisions are fair and consistent with this Policy.

IV. PROCEDURE FOR REPORTING AN ALLEGATION

_____A. An individual who wishes to make a report of an allegation to the Diocese is encouraged to make contact with the Coordinator who is located at telephone number 843-853-2130, extension 209 or to the Victim Assistance Minister at the toll free number 1-800-204-7955.

B. Nothing herein shall be construed to prevent an individual from reporting an allegation to the proper civil authorities.

C. The Director of Communications shall be responsible in ensuring the public is informed of their options in reporting an allegation as stated above. The Director shall publish this procedure on an as needed basis in the medium deemed appropriate.

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V. OBLIGATION TO REPORT

A. The Diocese will comply with all applicable civil laws with respect to the reporting of allegations of sexual misconduct or abuse of minors to civil authorities and will cooperate with their investigation. In every instance, the Diocese will inform the victim of his/her right to make a report to civil authorities and the diocese's mandatary requirement to report as contained in subsection B below, and will support the person's decision.

B. Certain Church Personnel are required "...to report to the county Department of Social Services or to a law enforcement agency in the county where the child resides or is found ... " allegations of sexual misconduct or abuse as mandated by State law. [South Carolina Code of Laws, Section 20-7-510 (D), 1976, as amended]. For instance, according to Section 20-7-510 (A), South Carolina Code of Laws, 1976, as amended: "nurse. . . clergy, school teacher, counselor, principal, assistant principal, social public assistance worker, substance abuse treatment staff or child care worker in a daycare center or foster care facility . . . must report in accordance with this Section when in the person's professional capacity, the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 20-7-490." Furthermore, Section 20-7-510 (B) requires the aforementioned persons to report to law enforcement authorities when in their: ". . . . . professional capacity which gives the person reason to believe that a child's physical, or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect if committed by a parent, guardian, or other person responsible for the child's welfare, **but the reporter believes that the act or omission was committed by a person other than the parent, guardian, or other person responsible for the child's welfare** . . .".

C. Whenever Church Personnel receives information that a Child has been the victim of sexual misconduct or abuse, the following shall be complied with concerning the obligations to report such act or acts.

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1. If the allegation of sexual misconduct or abuse involves a person who is currently under the age of eighteen (18), Church Personnel shall provide such information directly to their immediate supervisor. Any allegation of sexual misconduct or abuse shall be investigated as stipulated in this Policy.

2. If Church Personnel receive information of sexual misconduct or abuse regarding a victim who is no longer under the age of eighteen (18), the person receiving such information shall report it to his or her immediate supervisor. Any such allegation shall be investigated as stipulated in this Policy.

3. It is the responsibility of a supervisor to forward any information concerning an allegation of sexual misconduct or abuse to the Internal Coordinator within twenty-four (24) hours of receipt of such information.

4. Nothing in this Policy shall be deemed to require the violation of the privileged communication covered by the clergy/penitent privilege, the seal of confession, or the attorney/client privilege, or any other privilege recognized by civil law.

5. If a person reveals an act of sexual misconduct or abuse of a Child outside of the priest/penitent privilege, then the information must be reported in accordance with this Policy.

6. Nothing contained herein shall be construed in violation of Canon law, i.e., Canons 983 and 984, or in violation of Sections 19-11-90 or 20-7-550, South Carolina Code of Laws, 1976, as amended. The only exception to the mandatory reporting requirement is any information received during the Priest-Penitent privilege (seal of confession) or attorney-client privledge.

7. Church Personnel who fail to comply with the provisions of this Section may be subject to immediate discharge.

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VI. PASTORAL RESPONSE

A. When an allegation involving the sexual misconduct or abuse of a Child by Church Personnel is received by the Coordinator, the Coordinator will notify the Bishop who will instruct the Pastoral Team to reach out with Christian care, concern, support and healing to the people involved, such as the victim, the victim's family, schoolmates, parish members, and the Accused. Care will always be taken to protect the rights of all parties involved, especially those of the victim and the accused.

B. The Pastoral Team shall include the Coordinator, the Victim Assistance Minister, the Director of Communications, and other members of the Bishop's staff as designated by the Bishop or the Vicar General for Administration.

C. The Pastoral Team will not concern itself with the validity of the allegation(s) nor will it conduct a factual investigation. The Pastoral Team's function is strictly pastoral in nature without judgment as to the validity of any allegation or to the circumstances surrounding the reported incident.

D. The Bishop in conjunction with the Pastoral Team shall reach out to Victims and faith communities to foster healing and reconciliation. Such a reach to include counseling, spiritual assistance, support groups and listening sessions.

E. The Coordinator shall provide on an as needed basis reports to the Bishop and/or the Bishop's designee of the Pastoral Team's response to the affected individuals as outlined above.

VII. VICTIM ASSISTANCE MINISTER

A. The Victim Assistance Minister is a licensed mental health professional appointed by the Bishop to serve in matters related to sexual misconduct or abuse of a Child by Church Personnel.

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B. After receiving an allegation of sexual misconduct or abuse of a Child from the Coordinator, the Victim Assistance Minister shall immediately contact the victim, or the family of the victim if the victim is a Child, to offer pastoral counseling and spiritual help or medical assistance. This offer is to be made without admission of civil liability.

C. The Victim Assistance Minister shall make contact with the Accused to offer pastoral care and to refer the Accused to a mental health provider for the purposes of mental health assessment or treatment.

D. A separate telephone line will be maintained in the office of the Victim Assistance Minister.

E. The Victim Assistance Minister will notify the Coordinator of all calls received on the Victim Assistance Line within twenty-four (24) hours of receipt.

F. The Victim Assistance Minister shall provide to the Coordinator the name of the caller, the nature of the allegation, and the assistance the caller is seeking from the Victim Assistance Minister.

G. The Victims Assistance Minister will maintain a network of resources and providers who may be of assistance to victims, families, congregations and the Accused.

VIII. INVESTIGATION OF ALLEGATIONS

B. Each allegation shall be investigated immediately in accordance with the procedures outlined below. The Diocesan inquiry will not interfere with any criminal or civil investigation. Those participating in the investigation are to proceed with pastoral care for the Victim, the family of the Victim, the Accuser, and the Accused.

C. The procedure for the preliminary response to allegations of sexual misconduct or abuse of a Child by Church Personnel shall include the following:

2. All allegations of sexual misconduct or abuse shall be directed to the Coordinator. The Coordinator shall notify the Bishop, the Vicar General for Administration, the Vicar General for Christian Formation and Evangelization, the Vicar for Clergy, the Chief

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Financial Officer, the Director of Communications, the General Counsel, and the Victims Assistance Minister as soon as reasonably possible, but no later than twenty-four (24) hours after receipt of an allegation.

3. The Coordinator shall refer the victim to the Victim Assistance Minister as soon as reasonably possible in accordance with Sections VI and VII of this Policy.

4. The Coordinator and the General Counsel shall direct the Investigator to gather all specific data and information from the Victim and/or Accuser regarding the allegation of sexual misconduct or abuse. The Victim or the Accuser will be told at the beginning of the interview that anonymity cannot be guaranteed and that allegations may need to be reported to the appropriate authorities as required by law.

5. The Investigator shall gather preliminary information about the individual who has been named as the Accused in the allegation, including identification of the appropriate supervisor of the Accused.

6. After the Investigator has conducted his preliminary investigation, the Coordinator shall present the specific data and the results of the preliminary investigation to the Bishop, the Vicar General for Administration, the Vicar General for Christian Formation and Evangelization, the Vicar General for Clergy, the Chief Financial Officer, the Director of Communications, and the General Counsel so that the appropriate course of action may be pursued.

7. After the Accused has been notified of the allegation, the Investigator shall make contact with the Accused in an attempt to interview the Accused.

8. The Investigator shall conduct any follow-up investigation as directed by the Coordinator and the General Counsel.

9. The Investigator shall provide a summary of his investigation to the Sexual Abuse Advisory Board and respond to questions from Board members as directed.

C. Care will always be taken to protect the good name and the rights of all parties involved, especially the Victim and the Accused.

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D. When an allegation has been proven not to be credible, every step possible will be taken to restore the good name of the Accused.

IX. SEXUAL ABUSE ADVISORY BOARD

A. Composition

1. The Sexual Abuse Advisory Board is a consultation board appointed by the Bishop. It is composed of at least five (5) persons of outstanding integrity and good judgment who are in full communion with the Church. The majority of the Sexual Abuse Review Board members will be lay persons who are not in the employ of the Diocese. The voting members of Sexual Abuse Advisory Board shall include as its members:

(a) One (1) priest;

(b) One (1) licensed or certified psychiatrist or psychologist;

(c) One (1) licensed or certified social worker with experience in the area of child abuse; and

(d) One (1) licensed attorney-at-law who is not the General Counsel for the Diocese.

2. Each member shall serve a term of five (5) years unless otherwise removed for cause by the Bishop or he/she resigns. A member may be re-appointed for one additional five year term by the Bishop.

3. The following shall serve as non-voting ex-officio members of the Sexual Abuse Advisory Board:

(a) The Vicar General for Administration;

(b) The Vicar General for Christian Formation and Evangelization;

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(c) The Promoter of Justice; and

(d) The Vicar for Clergy.

4. The Coordinator and the General Counsel shall serve as advisors to the Sexual Abuse Advisory Board and shall be present at all stages of the proceedings.

B. Responsibilities and Functions

1. The primary responsibility of the Sexual Abuse Advisory Board is to advise the Bishop of its assessment of an allegation of sexual misconduct or abuse of a minor and to assist him in determining the suitability of Church Personnel for ministry, employment, assignment, or appointment in particular cases. The Board is to advise the Bishop on any other counsel he desires.

2. The Sexual Abuse Advisory Board shall communicate its assessment to the Bishop.

3. The Sexual Abuse Advisory Board will meet in special session to review this Policy at least every two (2) years. The Coordinator will be responsible for scheduling this meeting. The Sexual Abuse Advisory Board shall recommend any modification of this Policy to the Bishop.

4. The Sexual Abuse Advisory Board members and those in attendance at Sexual Abuse Advisory Board meetings who receive information will agree to maintain the confidentiality of the proceedings. Membership in the Sexual Abuse Advisory Board

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is contingent upon each appointee executing the necessary documents to conform with this Paragraph.

C. Process To Assess the Credibility of an Allegation

1. Upon completion of the preliminary investigation, the Bishop shall direct the Coordinator to schedule a meeting of the Sexual Abuse Advisory Board.

(a) A quorum of the Sexual Abuse Advisory Board shall consist of at least 3/5 of the named non-ex officio members.

(b) The Victim and the Accused shall be notified of the date, time, and place of the meeting of the Sexual Abuse Advisory Board.

(c) The Coordinator shall serve as secretary to the Board recording the Board members present, those individuals appearing before the Board and the recommendation of the Board's assessment.

(d) The General Counsel shall advise the Sexual Abuse Advisory Board of the nature of the allegations, providing the name of the Victim, the Accused, dates, and places of the events alleged.

(e) If the Victim so chooses, he/she may appear in person to present relevant information to the allegation. In the absence of the Victim, the prepared report and any other documents, photographs, or the like, shall be sufficient to establish credibility.

(f) The Accused shall be entitled, if so desired, to present any information relevant to refute the allegation.

(g) Only the Sexual Abuse Advisory Board Members shall examine those individuals presenting information to either substantiate or to refute the allegation. The General Counsel shall determine the method and the

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extent of such examination. The civil counsel of the Accused, the Canonical representative of the Accused, the Accused, the civil legal representative of the Victim and the Victim may be heard by the Board.

(h) Neither the Victim, the Accused, nor his or her civil or Canonical counsel/representative may not be present during the deliberation of the Sexual Abuse Advisory Board.

(i) A simple majority of the voting members present shall determine any assessment by the Sexual Abuse Advisory Board to the Bishop.

2. The Sexual Abuse Advisory Board's recommendation shall consist of a short and concise consensus of the Sexual Abuse Advisory Board regarding the assessment of the credibility of the allegation and shall be presented to the Bishop in writing.

3. The Sexual Abuse Advisory Board's recommendation will be the only official documentation of the presentation, deliberation, and result of the Sexual Abuse Advisory Board's meeting.

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X. PROCEDURE WHEN AN ALLEGATION IS MADE AGAINST CLERGY (DIOCESAN, NON-DIOCESAN, RELIGIOUS OR DEACONS)

A. When an allegation of sexual misconduct or abuse of a minor by a priest or deacon is received, a preliminary investigation in harmony with Canon law will be initiated and conducted promptly and objectively. All appropriate steps shall be taken to protect the reputation of the Accused during the investigation.

B. At all times, the Bishop has the executive power to governance, through an administrative act, to temporarily remove an accused cleric from office, to remove or restrict his faculties, and to limit his exercise of ministry. Because sexual abuse of a minor is a crime in all jurisdictions in the United States, for the sake of the common good and observing the provisions of Canon Law, the Bishop shall exercise this power of governance to ensure that any cleric who has committed even one (1) act of sexual abuse of a minor as described above shall not continue in active ministry.

C. The following procedure will be implemented in the instance in which a priest or deacon who is Diocesan, Non-Diocesan, or Religious serving with faculties within the Diocese has been named in an allegation of sexual misconduct or abuse. The following procedures shall be consistent with the Diocesan Policy outlined in the above Sections.

1. Once an allegation has been received, the procedure outlined in Section VIII of this Policy, Investigations of Allegations, will be implemented and followed.

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2. After the Investigator has gathered the initial information, the Bishop shall authorize the Canonical investigation. The Bishop shall also advise the Accused in person of the opening of the Canonical investigation and afford him the opportunity to undergo counseling and/or to take voluntary administrative leave. Such administrative leave shall include a suspension of the Accused's faculties. The Accused shall be advised of his right to both civil or Canonical counsel during any and all stages of the proceedings. When necessary, the Bishop will supply Canonical counsel to the cleric.

3. If the Accused has been granted faculties by the Bishop and is a member of a Religious Order or a priest of another Diocese, the Bishop or his designee shall immediately notify the appropriate superior of the Accused of the nature of the allegation.

4. As part of the investigation to determine the credibility of the allegation, the Accused shall have the right to grant or to refuse an interview by the Investigator.

5. If the Accused admits the allegation to be true, the Bishop will then temporarily suspend the Accused from active ministry (suspension of faculties) and impose appropriate restrictions on him. (Refer to Paragraph 9 infra.)

6. If the Accused denies the allegation, the Bishop shall convene the Sexual Abuse Advisory Board to assess the credibility of the allegation.

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7. The results of the Board's assessment will be provided to the Bishop by the Coordinator in writing.

8. The Bishop shall consult with the Promoter of Justice after the Board has assessed the credibility of the allegation.

9. If the Sexual Abuse Advisory Board assesses the allegation to be credible or that there is sufficient evidence that sexual misconduct or abuse of a minor has occurred and the Bishop accepts the Board's recommendation:

(a) the Bishop shall petition the Congregation of the Doctrine of the Faith for a penal trial or for an administrative process; and

(b) the Bishop may, pending the outcome of the civil and/or Canonical process,

(1) issue decree of administrative leave;

(2) remove the Accused from sacred ministry and/or office;

(3) suspend his faculties;

(4) prohibit residence in any specific parish, rectory, Diocesan entity/ institution, deanery, or geographic area;

(5) prohibit the public participation in the Holy Eucharist; and

(6) prohibit the wearing of clerical garb.

10. If the Sexual Abuse Advisory Board does not assess the allegation to be credible, the Bishop, nevertheless, may impose appropriate restrictions if he believes the safety of minors requires such action.

11, The Accused may be requested to seek and may be urged voluntarily to comply with an appropriate medical and psychological

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evaluation at a facility mutually acceptable to the Bishop and the Accused. The Accused may authorize the institution to share with the Bishop and his designees the results of any investigation.

12. When even a single act of sexual misconduct or abuse by a cleric is admitted or is established after an appropriate process in accord with Cannon Law, the offending cleric will be removed from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants.

13. In every case involving Canonical penalties, the process as provided by Canon Law must be observed. Unless the Congregation for the Doctrine of the Faith, having been notified of the allegation, calls the case to itself because of special circumstances, the Congregation will direct the Bishop to proceed accordingly. If the case would otherwise be barred by prescription because sexual misconduct or abuse of a minor is a grave offense, the Bishop is permitted to apply to the Congregation for the Doctrine of the Faith for a dispensation from the prescription, while indicating appropriate pastoral reasons.

14. The Accused may, at any time, request a dispensation from the obligations of the clerical state. In exceptional cases, the Bishop may request from the Holy Father the dismissal of the Accused from the clerical state *ex officio*, even without the consent of the Accused.

15. If a penalty has been applied, but not the penalty of dismissal from the clerical state, the Accused shall not be permitted to celebrate Mass

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publicly, to administer sacraments, to wear clerical garb, or to present himself publicly as a priest. The Accused will be encouraged to live a life of prayer and penance.

16. An Accused who has committed an act of sexual misconduct or abuse may not be transferred for ministerial assignment to another diocese or religious province. Before the Accused can transfer his residence to another diocese or religious province, the Bishop shall forward, in a confidential manner to the local bishop/eparchy or religious ordinary (if applicable) of the proposed place of residence, any and all information concerning any act of sexual misconduct or abuse of a minor and any other information indicating that the Accused has been, or may be, a danger to children. This provision shall apply even if the Accused comes to reside in the local community of an institute of consecrated life or society of apostolic life. The Bishop, before receiving a cleric from outside the Diocese, will obtain the necessary information regarding any past act or allegation of sexual misconduct or abuse of a minor by the cleric.

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XI. PROCEDURE WHEN AN ALLEGATION IS MADE AGAINST A RELIGIOUS SISTER OR BROTHER

A. Upon receipt of an allegation of sexual misconduct or abuse by a Religious Sister or Brother, the procedure outlined in Section X (C) (1) shall be followed. All appropriate steps shall be taken to protect the reputation of the Accused during the investigation.

B. The pastor, principal, or immediate supervisor of the Accused will be notified of the allegation by the Bishop or his designee. The pastor, principal or supervisor will not notify the Accused of the allegation. Regardless of how the pastor, principal or supervisor receive the allegation, the Accused will not be informed unless specified by the Bishop or his designee in accordance with this Policy.

C. After the preliminary investigation has been conducted by the internal Investigator, the Bishop or his designee shall notify the Accused, both orally and in writing in a timely manner, the nature of the allegation. The Accused shall be advised of his/her right to legal counsel during any and all stages of the proceedings.

D. The Bishop or his designee shall immediately notify the appropriate supervisor of the religious congregation of which the Accused sister or brother is a member of the action that has been taken or will be taken against the Accused.

E. If the Accused admits the allegation to be true or does not contest the allegation or there is a finding that the allegation is true by civil process, the Accused shall be removed from his/her assignment and the appropriate restrictions or conditions will be imposed.

F. If the Accused denies the allegation, the Bishop shall convene the Sexual Abuse Advisory Board to assess its credibility.

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G. If the Sexual Abuse Advisory Board assesses the allegation to be credible or there is sufficient evidence that sexual misconduct or abuse of a minor has occurred, the Bishop shall remove the Accused from active ministry and from any office or function.

H. If the Sexual Abuse Advisory Board does not assess the allegation to be credible, the Bishop may impose appropriate restrictions if he believes the safety of minors so warrants such action.

I. If the Sexual Abuse Advisory Board does not assess the allegation to be credible and the Bishop has no other evidence, the Bishop shall take no further action.

J. An Accused who has committed an act of sexual misconduct or abuse may not be transferred for ministerial assignment to another diocese or religious province. Before the Accused can be transferred for residence to another diocese or religious province, the Bishop shall forward, in a confidential manner to the local bishop/eparchy or religious ordinary (if applicable) of the proposed place of residence, any and all information concerning any act of sexual misconduct or abuse of a minor and any other information indicating that the Accused has been, or may be, a danger to children. This provision shall apply even if the Accused will reside in the local community of an institute of consecrated life or society of apostolic life. The Bishop, before receiving a religious sister or brother from outside the Diocese, will obtain the necessary information regarding any past act or allegation of sexual misconduct or abuse of a minor by the Accused.

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XII. PROCEDURE WHEN AN ALLEGATION IS MADE AGAINST LAY CHURCH PERSONNEL

A. Upon receipt of an allegation of sexual misconduct or abuse by lay Church Personnel, the procedure outline in Section X (C) (1) will be followed. All appropriate steps shall be taken to protect the reputation of the Accused during the investigation.

B. The immediate supervisor, i.e., pastor or principal, of the Accused will be notified of the allegation by the Bishop or his designee. The supervisor, pastor or principal of the Accused will not notify the Accused of the allegation. Regardless of how the supervisory, pastor or principal receive the allegation, the Accused will not be notified unless specified by the Bishop or his designee in accordance with this Policy.

C. The Accused will be notified in a timely manner, both orally and in writing, by the Bishop or his designee of the nature of the allegation. The Accused shall be advised his/her right to legal counsel during any and all stages of the proceeding.

D. The Accused will be placed on administrative leave until a resolution of the allegation is determined.

E. The Accused will be directed to remain away from the location of his/her assignment and alleged victim until the allegation is resolved.

F. If the Accused admits the allegation, or does not contest the allegation, or a civil tribunal determines the allegation to be credible, the Accused will immediately be terminated.

G. If the Accused denies the allegation, the Bishop shall convene the Sexual Abuse Advisory Board to assess its credibility.

H. If the Sexual Abuse Advisory Board assesses the allegation to be credible, or there is sufficient evidence that sexual misconduct or abuse of a minor has

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occurred, the Bishop shall remove the Accused from ministry and from any office or function.

I. If the Sexual Abuse Advisory Board does not assess the allegation to be credible, the Bishop may impose appropriate restrictions if he believes the safety of minors so warrants said action.

J. If the Sexual Abuse Advisory Board does not assess the allegation to be credible and the Bishop has no other evidence, the Bishop shall take no further action.

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XIII. PROCEDURE WHEN AN ALLEGATION IS MADE AGAINST A VOLUNTEER

A. Upon receipt of an allegation of sexual misconduct or abuse by a Volunteer, the procedure outline in Section X (C) (1) will be followed. All appropriate steps shall be taken to protect the reputation of the Accused during the investigation.

B. The immediate supervisor, i.e., pastor or principal, of the Accused will be notified of the allegation by the Bishop or his designee. The supervisor, pastor or principal of the Accused will not notify the Accused of the allegation. Regardless of how the supervisory, pastor, or principal receive the allegation, the Accused will not be notified unless specified by the Bishop or his designee in accordance with this Policy.

C. The Accused will be notified in a timely manner, both orally and in writing, by the Bishop or his designee of the nature of the allegation. The Accused shall be advised his/her right to legal counsel during any and all stages of the proceeding.

D. The Accused will not be allowed to function in any Diocesan capacity until a resolution of the accusation is completed.

E. The Accused will be directed to remain away from the school, agency, or other location which is the subject matter of the complaint until the complaint is resolved.

F. If the Accused admits the allegation, or does not contest the allegation, or there is a finding as to the credibility of the accusation by a civil tribunal, the Accused will be terminated immediately.

G. If the Accused denies the allegation, the Bishop shall convene the Sexual Abuse Advisory Board to assess its credibility.

H. If the Sexual Abuse Advisory Board assesses the allegation to be credible, or there is sufficient evidence that sexual misconduct or abuse of a minor has occurred, the Bishop shall remove the Accused from ministry and from any office or function.

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I. If the Sexual Abuse Advisory Board does not assess the allegation to be credible, the Bishop may impose appropriate restrictions if he believes the safety of children so warrants said action.

J. If the Sexual Abuse Advisory Board does not assess the allegation to be credible and the Bishop has no other evidence, the Bishop shall take no further action.

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XIV. INTERNAL COORDINATING COMMITTEE

A. The Internal Coordinating Committee is appointed by the Bishop to oversee the investigation, review, and response of allegations and incidents of sexual misconduct or abuse of a Child by Church Personnel.

B. The Internal Coordinating Committee shall consist of the Bishop, the Vicar General for Administration, the Vicar General for Christian Formation, the Vicar for Clergy, the Coordinator, the Director of Communications, the Chief Financial Officer, and the General Counsel.

C. The Bishop may appoint, from time to time, other members to the Internal Coordinating Committee, depending upon the nature of the accusation or the person accused, i.e., Vicar for Clergy, Director of Human Resources, and/or the Secretary of Religious Education, and/or the Superintendent of Education.

D. The Internal Coordinating Committee will be responsible for ensuring that the policies and procedures of the Diocese of Charleston are followed and implemented, including the investigation of all allegations of sexual abuse.

E. The Internal Coordinating Committee shall ensure that all Diocesan policies, including spiritual and pastoral support, are provided to the victim, the victim's family, the accused, and others deemed appropriate.

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XV. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

A. The Coordinator is to be the custodian of all information accumulated in accordance with this Policy. The Coordinator shall develop an appropriate record keeping system to ensure accountability of the security and confidentiality of such information.

B. All written reports, documents, photographs, letters, and similar information are considered to be privileged and confidential. These documents, unless directed by civil order, will not be disseminated so as to protect the confidentiality of the named Accused and the Victim.

C. The following information may be disclosed:

1. The results of the preliminary investigation to the Accused to enable him/her to respond to the allegation.

2. Timely information concerning the progress of the investigation to the Victim and the Accused of the Sexual Abuse Advisory Board's assessment and the Bishop's decision.

3. The results of the internal investigation and all other pertinent and factual information to the Sexual Abuse Advisory Board in order for it to make an assessment of the allegation to the Bishop.

4. Such information as may be required by Canon Law or civil law.

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XVI. MEDIA AND COMMUNICATIONS

A. All media inquiries concerning any allegation of sexual misconduct or abuse shall be referred to the Director of Communications. The Director of Communications shall be the only person who is to disseminate information to the press or answer any media inquiries concerning the subject of sexual misconduct or abuse of a minor by Church Personnel.

B. The Director of Communications will be responsible for recommending a media strategy to the Bishop, members of the pastoral team, or coordinating committee when an allegation of sexual misconduct or abuse is made. The Director of Communications is solely responsible to respond to all media inquires and for the disbursement of information concerning matters related to allegations and incidents of sexual misconduct or abuse of a Child by Church Personnel.

C. The Director of Communications shall be afforded access to all Diocesan files and documents, on a case by case basis, as authorized by the Vicar General for Administration, in order to prepare for the dissemination of information and to recommend a response from media or public inquiry.

D. Church Personnel, unless specifically directed by the Director of Communications, shall not attempt to make contact with any member of the media. In the event Church Personnel receives a media inquiry, they are to refer all inquiries to the Director of Communications and provide no further response.

E. Violation of this section may cause immediate disciplinary action.

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XVII. EDUCATION

A. The Diocese of Charleston will develop an educational program regarding the methods of preventing, recognizing, responding to, and reporting sexual misconduct or abuse of a minor.

B. The educational program will be held regularly (at least once per year).

C. The program shall also include a review of this Policy.

D. All Church Personnel must attend the educational program at least once every three (3) calendar years.

E. Church Personnel must attend this educational program within twelve (12) months of their appointment or date of hire.

F. In order to assist its priests, who, as pastoral ministers, instruct the Church and the people of God to identify and care for victims of sexual misconduct or abuse of a minor, within the Church, the Diocese of Charleston shall provide regular opportunities for its priests to be advised of new developments in the fields of scientific knowledge, Church policy, Canon law, moral theology, professional ethics, the theology of sexuality, and the pastoral care of victims.

XVIII. DISTRIBUTION OF POLICY AND PROCEDURES

A. A copy of this Policy and the procedures for its implementation will be distributed and followed by all Church Personnel, parishes, schools, and other Church-sponsored ministries.

B. All pastors, designated administrators, school principals, and department heads are to be familiar with this Policy and the respective responsibility for its implementation.

C. The Diocese of Charleston will provide copies of this Policy to all Church Personnel.

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D. A copy of this Policy will be distributed to all Church Personnel prior to, or concurrent with, new Church Personnel assuming their positions, assignments, or appointments.

E. The Acknowledgment of Receipt of the Policy form attached as Appendix A shall be signed by all Church Personnel and returned to the Office of Diocesan Screening Coordinator, 119 Broad Street, Post Office Box 300, Charleston, SC 29402.

F. The following shall be responsible for the distribution and the collection of the properly executed Acknowledgment of Receipt:

1. Vicar for Clergy -- Priests

2. Vicar for Vocations – Transitional Deacons and Seminarians

3. Director of the Deaconate -- Permanent Deacons and Deacon Candidates

4. Liaison for Religious -- Religious Sisters and Brothers

5. Director of Catholic Schools Office – All Principals and School Employees/Volunteers

6. Pastors – All Parish Employees/Volunteers

7. Director of Human Resources – All other Church Personnel not previously stated above.

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XIX. SANCTIONS

A. Church Personnel who fail to comply with the provisions of this Policy, i.e., failure to complete the appropriate application and background screening, shall be subject to such action as may be deemed appropriate by the Bishop, up to and including, termination from that individual's assignment, employment, or position.

B. An applicant for any Diocesan position who fails to comply with the provisions of this Policy will be denied the position.

XX. REVIEW OF THIS POLICY

A. The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Child by Church Personnel shall be reviewed every two (2) years by the Sexual Abuse Advisory Board.

B. If any term or provision of this Policy has been declared to be, by a Court of competent jurisdiction, invalid or unenforceable, all other terms and provisions of this Policy shall remain in full force and effect.

C. The Sexual Abuse Advisory Board will make such recommendations to the Bishop to modify, amend, or make changes to the provisions and terms of this Policy periodically, as they deem appropriate, to be in conformity with existing civil and Canonical authority and scientific developments.

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XXI. ADOPTION OF THE POLICY BY THE BISHOP OF CHARLESTON

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel has been adopted by the Bishop of Charleston, a Corporation Sole.

Approved, this _____ day of _____, 2003, by the Bishop of Charleston, a Corporation Sole, by its Bishop, Robert J. Baker, at Charleston, South Carolina.

This Policy supersedes any and all prior policies governing the screening of Church Personnel, reporting of allegations of sexual misconduct, and investigation of such allegation.

Most Rev. Robert J. Baker, S.T.D.
Bishop of Charleston

Approved, this _____ day of _____, 2003.

Very Rev. James A. Carter, V.G., P.A.

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OFFICIAL WITNESS:

_____

Chancellor

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APPENDIX A

CODE OF PASTORAL CONDUCT

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Volunteer's Code of Conduct

Preamble

Church Personnel in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. This *Code of Pastoral Conduct* for Church Personnel provides a set of standards for conduct in certain pastoral situations.

Responsibility

The public and private conduct of Church Personnel can inspire and motivate people, but it can also scandalize and undermine the people's faith. Church Personnel must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace supports them in their ministry.

Responsibility for adherence to the *Code of Pastoral Conduct* rests with the individual. Church Personnel who disregard this *Code of Pastoral Conduct* will be subject to remedial action by the Diocese of Charleston. Corrective action may take various forms - from a verbal reproach to removal from the ministry - depending on the specific nature and circumstances of the offense and the extent of the harm.

Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors

Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.

1.1 Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.

1.2 Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). *[See Section 7.2.2]*

1.3 Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions.

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1.4 Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and non-consensual contact, forced physical contact, and inappropriate sexual comments.

1.5 Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client - such as relatives or friends of the client - when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.

1.6 Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.

1.7 Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.

1.8 Sessions should be conducted in appropriate settings at appropriate times.

1.8.1 No sessions should be conducted in private living quarters.

1.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.

1.9 Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

2. Confidentiality

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.

2.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.

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2.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.

2.1.2 Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.

2.2 Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.

2.3 Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.

2.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

2.5 While counseling a minor, if a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Counselor or Spiritual Director should:

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- Attempt to secure written consent from the minor for the specific disclosure.

- If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

- Consultation with the appropriate Church supervisory personnel is required before disclosure.

These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure - even indirect disclosure - of information received through the confessional.

3. Conduct With Youth

Church Personnel working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

3.1 Church Personnel must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.

3.2 Physical contact with youth can be misconstrued and should occur:
(a) only when completely nonsexual and otherwise appropriate, and
(b) never in private.

3.3 Church Personnel should refrain from:
(a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and
(b) the use of alcohol when working with youth.

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3.4 Clergy should not allow individual young people to stay overnight in the cleric's private accommodations or residence.

3.5 Church Personnel should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

3.5.1 In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.

3.5.2 Use a team approach to managing emergency situations.

4. Sexual Conduct

Church Personnel must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

4.1 Church Personnel who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.

4.2 Church Personnel who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with anyone, including minors. Church Personnel must behave in a professional manner at all times.

4.3 Church Personnel may not exploit another person for sexual purposes.

4.4 Allegations of sexual misconduct should be taken seriously and reported to the Diocese of

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EXHIBIT 2 – PART 2

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Charleston as provided in Section IV of the Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse by Church Personnel and to civil authorities if the situation involves a minor.

The Diocese of Charleston procedures will be followed to protect the rights of all involved.

4.5 Church Personnel should review and know the contents of the child abuse regulations and reporting requirements for the State of South Carolina and should follow those mandates.

5. Harassment

Church Personnel must not engage in physical, psychological, written, or verbal harassment of one another by others.

5.1 Church Personnel shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:

- Physical or mental abuse.
- Racial insults.
- Derogatory ethnic slurs.
- Unwelcome sexual advances or touching.
- Sexual comments or sexual jokes.
- Requests for sexual favors used as:
  - a condition of employment, or
  - to affect other personnel decisions, such as promotion or compensation.
- Display of offensive materials.

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5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4 Allegations of harassment should be taken seriously and reported immediately to the Coordinator as provided in Section IV of the Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse by Church Personnel. The Diocese of Charleston procedures will be followed to protect the rights of all involved.

6. Parish, Religious Community/Institute, and Organizational Records and Information

Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of parish, religious community/institute, or organizational records.

6.1 Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.

6.2 Most sacramental records older than 70 years are open to the public.

6.2.1 Information regarding adoption and legitimacy remains confidential, regardless of age.

6.2.2 Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.

6.3 Parish, religious community/institute, or organization financial records are confidential unless review is required by the Diocese of Charleston or civil process. Contact the diocesan Chief Financial Officer upon receipt of any request for release of financial records.

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6.4 Individual contribution records of the parish, religious community/ institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

7. Conflicts of Interest

Church Personnel should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

7.1 Church Personnel should disclose all relevant factors that potentially could create a conflict of interest.

7.2 Church Personnel should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

7.2.1 Church Personnel should not take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

7.2.2 Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.

7.2.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:

- **Clarify with all parties the nature of each relationship,**

- Anticipate any conflict of interest,
- Take appropriate actions to eliminate the conflict, and
- Obtain from all parties written consent to continue services.

7.3 Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by:

- Prior dealings,
- Becoming personally involved, or
- Becoming an advocate for one (person) against another.

In these circumstances, the Pastoral Counselor or Spiritual Director shall advise the parties that he or she can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

8. Reporting Ethical or Professional Misconduct

Church Personnel have a duty to report their own ethical or professional misconduct and the misconduct of others.

8.1 Church Personnel must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by Church Personnel, the proper civil authorities and the Coordinator should be notified as stipulated in the Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Child by Church Personnel.

8.2 When an uncertainty exists about whether a situation or course of conduct violates this *Code of Pastoral Conduct* or other religious, moral, or ethical principles, consult with:

- Peers
- Others knowledgeable about ethical issues, or

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- The Coordinator

8.3 When it appears that a member of clergy, a staff member, or a volunteer has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles:

- Report the issue to a supervisor or next higher authority, or
- Refer the matter directly to the Coordinator.

8.4 The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality.

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9. Administration

All Church Personnel shall treat one another justly in the day-to-day administrative operations of their ministries.

9.1 Personnel and other administrative decisions made by Church Personnel shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral Conduct*.

9.2 Church Personnel shall not use their position to exercise unreasonable or inappropriate power and authority.

9.3 Each volunteer providing services to children and youth must read and sign the Volunteer Code of Conduct before providing services.

10. Church Personnel Well-being

Church Personnel have the duty to be responsible for their own spiritual, physical, mental, and emotional health.

10.1 Church Personnel should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.

10.2 Church Personnel should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

10.3 Church Personnel must address their own spiritual needs. Support from a Spiritual Director is highly recommended.

10.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of The Diocese of Charleston.

As a volunteer, I will:

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.

Avoid situations where I am alone with children and/or youth at Church activities.

Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.

Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.

Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.

Report any suspected abuse to the pastor, administrator, or appropriate supervisor and the appropriate local agencies. I understand that failure to report suspected abuse to civil authorities.

Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

Smoke or use tobacco products in the presence of children and/or youth.

Use, possess, or be under the influence of alcohol at any time while volunteering.

Use, possess, or be under the influence of illegal drugs at any time.

Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).

Strike, spank, shake, or slap children and/or youth.

Humiliate, ridicule, threaten, or degrade children and/or youth.

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Touch a child and/or youth in a sexual or other inappropriate manner.

Use any discipline that frightens or humiliates children and/or youth.

Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

_____
Volunteer's Printed Name

_____ _____
Volunteer's Signature Date

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APPENDIX B

ACKNOWLEDGMENT OF THE RECEIPT OF THE POLICY

The Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel contains various rules, policies, and procedures. Many of the provisions are summaries of civil and Canon law. Such laws change from time to time. If there is a conflict in the rights and remedies between Canon law and civil law within this Policy, the Diocese of Charleston will apply that jurisprudence which reconciles the conflict. The Diocese of Charleston may find it necessary or advisable to alter this Policy from time to time. Therefore, the provisions of this Policy are subject to change by the Diocese of Charleston at any time, with or without previous notice.

NOTHING IN THIS POLICY SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT.

I have received and read the Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel.

BY: _____

PRINT NAME

_____

SOCIAL SECURITY NUMBER

_____

DATE OF BIRTH

_____

_____

ADDRESS

_____

TELEPHONE NUMBER - HOME

_____

TELEPHONE NUMBER - WORK

_____

DIOCESAN POSITION

Date: _____

WITNESSED BY:

_____

_____

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THE DIOCESE OF CHARLESTON

POLICY
CONCERNING ALLEGATIONS
OF SEXUAL MISCONDUCT OR ABUSE
OF A MINOR
BY CHURCH PERSONNEL (2012)

And

CODE OF CONDUCT FOR CHURCH PERSONNEL

ADOPTED: 12 DECEMBER 2011

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Καὶ ὃς ἂν σκανδαλίσῃ ἕνα τῶν μικρῶν τούτων τῶν πιστευόντων εἰς ἐμέ,
καλόν ἐστιν αὐτῷ μᾶλλον εἰ περίκειται μύλος ὀνικὸς περὶ τὸν τράχηλον αὐτοῦ
καὶ βέβληται εἰς τὴν θάλασσαν.

Et quisquis scandalizaverit unum ex his pusillis credentibus in me
bonum est ei magis si circumdaretur mola asinaria collo eius
et in mare mitteretur

And whosoever shall scandalize one of these little ones who believe in me,
it would be better for him rather if a millstone were put around his neck
and he were cast into the sea.
Mark 9:42

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POLICY CONCERNING ALLEGATIONS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR BY CHURCH PERSONNEL (2012)

The *Policy Concerning Allegations of Sexual Misconduct or Abuse of a minor by Church Personnel (2012)* and the *Code of Conduct for Church Personnel* have been adopted, this twelfth day of December, 2011, by the Most Reverend Robert E Guglielmone, Bishop of Charleston, a Corporation Sole, at Charleston, South Carolina.

This Policy supersedes any and all prior policies governing the screening of church personnel, reporting of allegations of sexual misconduct, and investigation of such allegations.

The *Code of Conduct for Church Personnel* supersedes any and all prior Codes of Conduct issued by the Diocese of Charleston.

This Policy and this Code shall take effect on fifteenth day of April, 2012.

Most Reverend Robert E Guglielmone
Bishop of Charleston

Approved this twelfth day of December, 2011

Reverend Msgr Richard D Harris, VG

Official Witness

Chancellor

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INTRODUCTION

As will be elaborated below, the mission and commitment of the Diocese of Charleston is to prevent even a single instance of sexual abuse or misconduct with a minor. To meet that objective, the following proactive measures are instituted. These include rules and procedures to minimize the opportunity for a predator to come into contact with a minor, and specifics related to the Internet and various electronic media prevalent in today's society. Also included are basic descriptions of the diocesan background screening and education programs to raise awareness and identify individuals unsuited for service with minors.

The Catholic Church affirms the inherent dignity of each human being as created in the image and likeness of God. Therefore, each person possesses inherent dignity. The sexual abuse of a minor is a violation of that person's dignity for which there is no justification. Minors especially deserve the protection of society, since they cannot adequately provide it for themselves. The Diocese of Charleston is adamant that the abuse of children, including physical injury, sexual molestation, sexual exploitation, or grave emotional damage, will not be tolerated by anyone, especially church personnel. This manual presents information to assist church personnel in avoiding situations that could compromise an individual or provide a context for sexual abuse to occur. It also details the commitment to transparency and the pro-active measures the Diocese of Charleston takes to prevent sexual abuse, and details the procedures undertaken when an allegation of sexual misconduct or abuse is made. Strict adherence to the principles, procedures and Policy outlined in this manual is mandatory for all church personnel.

In 2002, *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, issued by the United States Conference of Catholic Bishops included the following statements:

> *(a) The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry employment or a Volunteer position whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well being of those who have been sexually abused and of their families. In addition, the Bishops will work with parents, civil authorities, educators and*

various organizations in the community, to make and maintain the safest environment for minors.[1]

In the *Charter for the Protection of Children and Young People* of 2002, the Bishops also stated the following:

With a firm determination to resolve this crisis, we Bishops commit ourselves to a pastoral outreach to repair the breach with those who have suffered sexual abuse and with all the people of the Church. We renew our determination to provide safety and protection for children and young people in our church ministries and institutions. We pledge ourselves to act in a way that manifests our accountability to God, to his people, and to one another in this grave matter. We commit ourselves to do all we can to heal the trauma that victim/survivors and their families are suffering and the wound that the whole Church is experiencing. We acknowledge our need to be in dialogue with all Catholics, especially victims and parents, around this issue. By these actions, we want to demonstrate to the wider community that we comprehend the gravity of the sexual abuse of minors. To fulfill these goals, our Diocese/Eparchies and our national conference, in a spirit of repentance and renewal, will adopt and implement policies based upon the following.[2]

The Charter directs action to fulfill the following goals:

(a) Creating a safe environment for children and young people;

(b) Healing and reconciliation of victims and survivors;

(c) Making prompt and effective response to allegations;

(d) Cooperating with civil authorities;

(e) Disciplining offenders;

(f) Providing for means of accountability for the future to ensure the problem continues to be effectively dealt with…[3]

In order to accomplish these goals, the Diocese of Charleston has adopted this Policy to deal with allegations of sexual misconduct or abuse of a minor by church personnel.

---

1 Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of minors by Priests or Deacons, United States Conference of Catholic Bishops, 2002

2 Charter for the Protection of children and Young People, United States Conference of Catholic Bishops, 2002

3 United States Conference of Catholic Bishops Web Site, http://www.usccb.org/ocyp/charter.shtml

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When an allegation is made of sexual misconduct or abuse of a minor involving church personnel, the Diocese of Charleston will do everything in its power to protect the minor, to stop the alleged abuse, and to promote the healing of all of the parties affected. The Bishop or his designee will contact the affected parties to offer the services requested, deemed necessary or useful in promoting the healing process. This assistance includes, but is not necessarily limited to, spiritual and psychological counseling.

The Diocese will respond promptly to all allegations, conduct a preliminary investigation and take whatever actions are appropriate, including temporarily relieving the accused of all ministerial, parish or school responsibilities pending the outcome of the case if deemed advisable. No one who has abused, abuses, or is named in a credible allegation of sexual abuse will be knowingly permitted to serve in parochial ministry or any other position which has access to children. The Diocese will comply with the obligations of civil law and cooperate transparently in any investigation conducted by civil law authorities. The Diocese will also pursue all inquiries and investigations mandated by competent church authority and the Code of Canon Law.

In order to assist its priests to identify and care for victims of sexual misconduct or abuse of a minor within the Church, the Diocese of Charleston provides regular opportunities for its priests to be advised of new developments in the fields of scientific knowledge, church policy, canon law, moral theology, professional ethics, the theology of sexuality, and the pastoral care of victims.[4]

[4] "*The Bishop has the duty to treat all his priests as father and brother. With special attention, moreover, the Bishop should care for the continuing formation of the clergy, especially in the first years after Ordination, promoting the importance of prayer and the mutual support of priestly fraternity. Priests are to be well informed of the damage done to victims of clerical sexual abuse. They should also be aware of their own responsibilities in this regard in both canon and civil law. They should as well be helped to recognize the potential signs of abuse perpetrated by anyone in relation to minors*". Circular letter to Assist Episcopal Conferences in Developing Guidelines for Dealing with Cases of Sexual Abuses of minors Perpetrated by Clerics, Congregation for the Doctrine of the Faith, 2011 http://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_doc_20110503_abuso-minori_en.html

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I. DEFINITIONS

The following terms are defined for the purposes of this Policy. These descriptions are not intended to be interpreted as either a technical or a legal definition:

1.01 **Accused:** Church personnel against whom an accusation of sexual misconduct or abuse, or any other material breach of ethics has been made.

1.02 **Accuser:** A person who has made an accusation of sexual misconduct or abuse, or any other material breach of ethics in ministry against Church personnel.

1.03 **Bishop:** The Kenedy Directory defines the term 'Bishop, in part as follows: "...by Divine Institution, [the bishop] carries on the work of the Apostles. By reason of the Episcopal consecration, he shares in the triple apostolic function of a teacher of doctrine, priest of sacred worship, and minister of Church government."

The 1983 Code of Canon Law says of Bishops

§1. Bishops, who by divine institution succeed to the place of the Apostles through the Holy Spirit who has been given to them, are constituted pastors in the Church, so that they are teachers of doctrine, priests of sacred worship, and ministers of governance.

§2. Through episcopal consecration itself, bishops receive with the function of sanctifying also the functions of teaching and governing; by their nature, however, these can only be exercised in hierarchical communion with the head and members of the college.[5]

Canon 381 also says the following: *A diocesan bishop in the diocese entrusted to him has all ordinary, proper, and immediate power which is required for the exercise of his pastoral function except for cases which the law or a decree of the Supreme Pontiff reserves to the supreme authority or to another ecclesiastical authority.*[6]

(a) The Bishop of Charleston is one who, through episcopal ordination and appointment by the Pope, serves as the Ordinary of the Diocese of Charleston.

[5] Canon 375, Code of Canon Law, 1983
[6] Canon 381§1, Code of Canon Law, 1983

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(b) The Bishop functions as a Corporation Sole, by Charter of the State of South Carolina. He is the legal entity in which all rights, title, and interest rest in trust by the Juridical Person to the Bishop.

(c) The Bishop is a cleric who has the authority and discretion to implement and mandate this Policy in accordance with civil and Ecclesiastical authority.

1.04 **Brothers:** Members of a religious order or congregation who profess the vows of poverty, chastity and obedience, but are not considered clerics and who are under the supervision of the superior of their religious order or congregation.

1.05 **Child:** A person who is or was under the age of eighteen (18) years when an alleged incident of sexual misconduct or abuse occurred. (cf minor)

1.06 **Church Personnel:** (also referred to as *diocesan personnel*)

(a) Catholic clergy, including diocesan priests, priests of other dioceses serving as externs, or clergy of religious orders, congregations or communities assigned to the Diocese of Charleston who have been extended faculties, diocesan deacons, or deacons from other dioceses who have been extended faculties

(b) Religious sisters or brothers

(c) Seminarians

(d) Lay employees, all persons who have a personal contract with the Diocese or any of its entities

(e) Volunteers and independent contractors who have regular access with minors

(f) All volunteers and employees (regardless of Religious affiliation) who have regular access to minors while serving in organizations and/or programs sponsored by or endorsed by local parishes and schools.

1.07 **Credible Allegation:** An accusation which at least seems to be true (Canon 1717, Section 1), and/or offers reasonable grounds for being believed. A credible allegation is not manifestly false.

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1.08 **Diocese:** Refers only to those parishes, schools, missions, and diocesan offices in the State of South Carolina that are owned and under the legal care and control of the Bishop of Charleston.

1.09 **Director of Child Protection Services:** The person appointed by and directly accountable to the Bishop of Charleston and/or his Vicar General, who supervises the Office of Child Protection Services, serves as Internal Coordinator to the Internal Coordinating Committee and, at the Bishop's discretion, acts as the Bishop's designee in matters related to clergy misconduct and/or sexual abuse of a minor.

1.10 **General Counsel:** The attorney appointed by the Bishop to serve as legal counsel for the Diocese in all legal matters, which include, but are not limited to, allegations and incidents of sexual misconduct or abuse of a minor by church personnel.

1.11 **Internal Coordinating Committee:** A committee appointed by the Bishop whose duties and responsibilities are specifically defined in Section XI of this Policy.

1.12 **Internal Coordinator:** The person appointed by the Bishop as Director of Child Protection Services whose duties and responsibilities include the coordinating of the diocesan response as defined in this Policy. The Internal Coordinator reports directly to the Bishop of Charleston. See Director of Child Protection Services.

1.13 **Investigator:** A person appointed by the Bishop of Charleston to conduct inquiries as directed by the Bishop specifically in matters including, but not limited to, allegations and incidents of sexual misconduct or abuse of a minor by church personnel and/or any other material breach of ethics or integrity in ministry. Such inquiries shall include collecting information and interviewing witnesses, the victim, the victim's family, the accused, and other individuals who may possess information pertinent to the allegation or complaint. The Investigator is to serve under the direction of the General Counsel and Internal Coordinator, and will report his findings and receive guidance from the General Counsel. The duties and responsibilities of the Investigator are specifically defined in Section XIV et seq. of this Policy.

1.14 **Media Relations Officer:** The person appointed by the Bishop to serve as the spokesperson for the Diocese. The duties and responsibilities of the Media Relations Officer are more specifically defined in Section XVIII of this Policy.

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1.15 **Minor:** A person who is or was under the age of eighteen (18) years when an alleged incident of sexual misconduct or abuse occurred.

1.16 **Office of Child Protection Services:** The office established by the Bishop of Charleston, independent of other agencies of the Diocese and reporting directly to him and/or his Vicar General, which oversees the establishment, maintenance and enforcement of the provisions and procedures of this Policy. The Office includes the Director of Child Protection Services, the Safe Environment Manager and such staff as necessary to accomplish the goals of this Policy.

1.17 **Pastoral Team:** A team appointed by the Bishop, that shall include: the Internal Coordinator, Victim Assistance Coordinator, Diocesan Counsel, Communications Officer, and other members as designated by the Bishop or Vicar General. The duties of this team are specifically defined in Section IX of this Policy.

1.18 **Policy:** Policy Concerning Allegations of Sexual Misconduct or Abuse of a minor by church personnel (2012).

1.19 **Prayer and Penance:** The state of a cleric ordered by the Bishop as a consequence of a credible breach of ethics in ministry which can last perpetually, for a prescribed time, or for an indeterminate time (canon 1336). The focus of this state will be the pursuit of holiness including, but not limited to, reading of the sacred scriptures, carrying out the liturgy of the hours daily, engaging in mental prayers regularly, approaching the sacrament of penance frequently, honoring the Virgin Mother of God with particular veneration (canon 276), and performing acts of penance which may include but not be limited to, some form of work of religion, piety, or charity (canon 1340). A cleric in this state will reside in a designated domicile, at the Bishop's direction.

1.20 **Promoter of Justice:** An individual appointed by the Bishop to serve as the official guardian of the public good, the good of the Church, its rights and laws, and the general good of the community. The Promoter of Justice may be a layperson; however, the Promoter of Justice must be a priest when the canonical process of the Church is convened. The Promoter of Justice cannot hold any incompatible office, Vicar for Clergy, or Judge.

1.21 **Religious:** Members of a religious order or congregation of lay men or women who profess the vows, and who are under the supervision of the superior of their religious order or congregation. The term Religious may also refer to members of a male Religious Order who are also priests.

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1.22 **Semblance of Truth**: The criterion that distinguishes an allegation as not manifestly false or frivolous. If an allegation has a semblance of truth, it triggers the preliminary investigation.

1.23 **Sexual Abuse Advisory Board**: A board established by the Bishop to assess allegations of sexual misconduct or abuse of minors by Church personnel. The composition and function of the Sexual Abuse Advisory Board is specifically outlined in Section IX of this Policy.

1.24 **Sexual Misconduct or Abuse**: Sexual misconduct or abuse of a minor includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. Consequently, any act or attempt to commit any act of incest, rape, or a sexual offense in any degree, sodomy, or any unnatural or perverted sexual practice, lewd or indecent acts or proposals, including indecent touching or fondling, exploitation, or permitting, encouraging, assisting, or aiding a minor to participate in such acts, constitutes sexual misconduct or abuse of a minor. Sexual misconduct or abuse of a minor includes conduct or interaction with a minor that is external and an objectively grave violation of the Sixth Commandment. Such conduct does not need to be an act of intercourse involving force, physical contact or a discernable, harmful outcome.[7]

---

[7] The 2011 revisions to the United States Conference of Catholic Bishop's *Charter for the Protection of children and Young People* further expands and clarifies the definition of sexual abuse as follows:

> For purposes of this *Charter*, the offense of sexual abuse of a minor will be understood in accord with the provisions of *Sacramentorum sanctitatis tutela* (SST), article 6, which reads.
>
> > §1. The more grave delicts against morals which are reserved to the Congregation for the Doctrine of the Faith are:
> >
> > > 1o the delict against the sixth commandment of the Decalogue committed by a cleric with a minor below the age of eighteen years; in this case, a person who habitually lacks the use of reason is to be considered equivalent to a minor.
> > >
> > > 2o the acquisition, possession, or distribution by a cleric of pornographic images of minors under the age of fourteen, for purposes of sexual gratification, by whatever means or using whatever technology;
> >
> > §2. A cleric who commits the delicts mentioned above in §1 is to be punished according to the gravity of his crime, not excluding dismissal or deposition.
>
> In view of the Circular Letter from the Congregation for the Doctrine of the Faith, dated May 3, 2011, which calls for "mak[ing] allowance for the legislation of the country where the Conference is located," Section III(g), we will apply the federal legal age for defining child pornography, which includes pornographic images of minors under the age of eighteen, for assessing a cleric's suitability for ministry and for complying with civil reporting statutes.

Policy Concerning Allegations of Sexual Misconduct or Abuse of a minor by Church personnel (2012)

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1.25 **Vicar General:** A priest appointed by the Bishop, who "*by virtue of office, the vicar general has the executive power over the whole diocese which belongs to the diocesan bishop by law, namely, the power to place all administrative acts except those, however, which the bishop has reserved to himself or which require a special mandate of the bishop by law.*"[8]

1.26 **Victim:** A person who has been subjected to sexual misconduct or abuse by church personnel while that person was a minor.

1.27 **Victim Assistance Coordinator:** A licensed mental health professional appointed by the Bishop to coordinate professional support services to the victims, their families, and the accused in matters related to sexual misconduct or abuse of a minor by church personnel. The duties and responsibilities of the Victim Assistance Coordinator are specifically defined in Section VII of this Policy.

1.28 **Volunteer:** Church personnel who provide such services without any express or implied promise of remuneration.

If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (*Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State*, 1995, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

[8] Canon 381§1, Code of Canon Law, 1983

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PART ONE - ESTABLISHING AND MAINTAINING A SAFE ENVIRONMENT

II. GENERAL RULE OF VISIBILITY AND ACCOUNTABILITY

2.01 A basic principle in protecting minors from sexual abuse is eliminating opportunities for such abuse to occur. This requires a commitment to the twin goals of visibility and accountability in all interactions with minors, and the establishment of appropriate boundaries, both physical and situational.

2.02 It is inappropriate for church personnel to be alone with a minor and/or in a location not visible to others. Similarly, healthy boundaries limit the times, topics, frequency and content of all communications between church personnel and minors.

2.03 These boundaries extend to the use of technology and media. The Diocese is committed to ensure parents are aware of the media used by the Diocese to communicate with minors. The next section covers this topic at length.

III. COMMUNICATIONS BY CHURCH PERSONNEL WITH MINORS

The ethical behavior that we expect of church leaders and personnel in their interactions with minors must extend to all forms of communication, including the virtual/technological world. Those who minister and work in pastoral settings should be especially vigilant regarding healthy boundaries with everyone, and especially with minors. The following principles contribute to the establishment and maintenance of healthy boundaries.

3.01 Parents are the primary educators in faith and morals, and they are the first heralds of the Faith in regards to their children. Church personnel, including catechists, youth ministers and others serve as partners to assist the parents, and avoid even the perception of competition over the parents' authority.

3.02 All communications between church personnel and minors must be open and transparent. Care must be taken to avoid falling into the role of "surrogate parent" in all circumstances. A parent should never have cause to be concerned about church personnel interfering with the primacy of the parent. Therefore, the content of any pastoral consultations with

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minors must willingly and openly be available for sharing with the parent(s).

3.03 To protect both the adult and the minor, communications with young people must never be excessive and/or occur with improper frequency, at inappropriate hours or in private, no matter the medium used.

3.04 Those who minister and work in pastoral settings with young people must take great care to consistently represent the teachings of the Catholic Church when using electronic media. The purpose of all communications with minors must be as a tool of evangelization.

3.05 It is advisable for church personnel to avoid the use of personal communications devices (cellular phones, etc.) and instead use diocesan or parochially issued devices when interacting with a minor. If a personal device must be used, all communications should be fully documented and the documentation forwarded to one's supervisor.

3.06 Church personnel must never distribute or intentionally access abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.

3.07 Church personnel, especially those who work with young people should be diligent in avoiding all situations that could be a source of scandal for themselves or others.

3.08 Church personnel must always distinguish between "being friendly" and "being friends" with minors. Minors are not the peers of adults and should never be allowed to become overly friendly or familiar with church personnel. It is always inappropriate for adults to include minors within an adult social circle.

3.09 Church personnel should not be accessible to minors on a constant "on-call" basis. This includes contact using any of the various communications media. Established times permitting such contact must also be limited to appropriate hours of the day or evening. Contact must clearly relate to one's specific role as church personnel and/or church matters.

3.10 It is uncomfortable and inappropriate when there seems to be a special relationship between an adult and a young person who seems to be a favorite. Even the appearance of a special relationship between church personnel and a minor is to be avoided.

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IV. THE INTERNET AND OTHER ELECTRONIC MEDIA

4.01 In all interactions with minors via the Internet, church personnel should model and inform healthy relationships between adults and young people. Establishing and adhering to healthy boundaries provides a model that helps young people more quickly recognize when an adult on the internet engages in behavior that is divergent and report it to their parent and/or other trusted adults. Therefore, all communications with minors must reflect appropriate content and be church-related.

4.02 It is not the role of church personnel to patrol the Internet for the young people to whom they minister. While a young person should have no expectation that statements made on-line are private, it is the parent's role to monitor their minor's behavior, not church personnel. Those who work with minors on behalf of the church should never usurp the role of the parent. Adults seeking out a minor's personal sites for details of his/her life is as much a violation of privacy as reading a retreat journal left out during a confirmation retreat. Intentionally monitoring and probing where minors have shared their intimate thoughts not only violates their privacy but also may call into question the boundaries of the minister who is investigating.

4.03 Church personnel are expected to follow this Policy, including all provisions regarding reporting and specified procedures at all times, regardless of the medium by which information is obtained. Questions regarding this should be directed to the Diocesan Office of Child Protection Services.

4.04 Church personnel will also be mindful of their duty as mandated reporters (see Section VIII below) and appropriately involve legal authorities in situations where there is a serious pastoral care concern.

4.05 At least two adults must regularly monitor church sponsored internet content and interactions.

4.06 The supervisor must be in possession of all passwords used to access church related electronic communications. This information should also be available to those charged with monitoring these interactions.

4.07 Church personnel who establish an electronic communications account for church business purposes will cooperate with supervisors in providing all necessary information for access to the account.

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4.08 Appropriate content for Church-related electronic communications media includes (but is not limited to)

(a) Information on upcoming activities; permission forms; calendar of events; descriptions of projects, including procedures; expectations; biblical studies and other spiritual links and prayer resources.

4.09 Web Pages

(a) Web Pages should reflect clear goals consistent with church teaching and the ministry for which they are designed.

(b) Privacy and the protection of minors must be an essential goal in the establishment of a Web Page. Telephone numbers, personal e-mail addresses and/or other identifying information of minors must not be published on the Web. Care should be taken to protect personal contact information of church personnel, avoiding the Web publication of home addresses, telephone number, cell numbers, and home e-mail addresses.

(c) Parental permission must be obtained before posting photos of minors. Posting pictures must not be captioned to include a minor's name unless it has been specifically authorized by the parent/guardian.

4.10 E-mail and Other Text-Based Communication

(a) E-mail, texting and instant messaging (IM) are examples of the blessing and curse technology brings. The boundary issues that relate to verbal communication between church personnel and minors also apply to the use of e-mail, texting and instant messaging. All such communication must reflect appropriate content and be church-related.

(b) The use of a personal e-mail account for church-related communications with minors is prohibited. It is preferable to set up a separate e-mail account (e.g., Gmail, hotmail, yahoo mail, etc, are free services), or use an account provided by the appropriate diocesan agency, for this purpose. It is advisable to save copies (either

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hardcopies or electronic copies in a "saved" folder) of all communications with minors.

(c) It is advisable to post "group" e-mail messages using the "blind carbon copy" option; this prevents the possibility that personal information can be forwarded to non-intended recipients.

(d) If possible, adult volunteers, teachers, catechists, and/or parents should be copied on all electronic communications with minors. It is prudent to make 'hard copies' of all communications with minors if at all possible.

(e) Electronic communication can be misinterpreted; therefore, it is preferable to communicate in person whenever possible. Communications that might be construed as having sexual overtones are to be scrupulously avoided. It is never appropriate to reply to any such e-mail from a minor. Hardcopies should be made and one's supervisor notified immediately.

4.11 Social Networking

(a) A social network service utilizes sofiware to build online social networks for communities of people who share interests and activities. These are primarily web-based and provide various ways for users to interact, such as chat, messaging, e-mail, video, voice chat, file sharing, blogging, discussion groups, and so on. The Diocese affirms the usefulness of this medium under the following parameters:

(b) Church personnel having personal social networking pages must not advertise that site to minors, nor "friend" minors to their personal pages.

(c) Should the creation of a professional networking page be approved for clarification and dispersal of information regarding a particular church-related ministry or regular activity, it must be registered in the name of the appropriate diocesan entity – not that of an individual.

(d) All church-related sites are to be monitored consistently by appropriate church personnel (supervisors).

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4.12 Blogging

(a) Blogging (an abbreviation of the term "web log") targeting minors by church personnel should be limited to the following purposes:

(i) Promoting a youth ministry program, school, the parish and/or the Diocese, as well as serving as an evangelization tool.

(ii) Establishing productive communication between the youth ministry program and home by providing ongoing information about programs, opportunities, expectations, policies and requests for support.

(iii) Providing young people with information that will help them become disciples of Jesus Christ.

(b) Appropriate content for Church-related blogs includes (but is not limited to)

(i) Information on upcoming activities; permission forms; calendar of events; descriptions of projects, including procedures; expectations; biblical studies other spiritual links and prayer resources

(c) One who ministers and works in pastoral settings with young people must not use their blogs to

(i) Conduct or promote outside business activities.

(ii) Defame or cause defamation of the character of any individual, organization or institution.

(iii) Divulge any personal information about young people, or jeopardize their safety in any other way.

4.13 On-Line Games

(a) Church personnel should take care in their involvement with on-line games, to protect their on-line game identities, and not to participate in on-line games with minors late at night. It is preferable to avoid playing on-line games with minors entirely if possible.

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V. THE OFFICE OF CHILD PROTECTION SERVICES

The Office of Child Protection Services is instituted as an independent office directly under the authority and supervision of the Bishop of Charleston.

5.01 The Office of Child Protection Services has exclusive jurisdiction over the implementation of the norms and procedures of this Policy. It provides a pastoral response to, and competent processing of, allegations of abuse of minors. With the approval and consent of the Bishop, it establishes, implements, supervises, and maintains safe environment programs in all parishes, missions and schools within the Diocese.

5.02 The Director of Child Protection Services is appointed by the Bishop of Charleston and reports directly to him and/or his Vicar General. The Director serves as Assistant to the Bishop for Special Administrative Affairs, with duties that include serving as the internal coordinator for investigations of allegations of sexual abuse and misconduct by Church personnel. In addition, the Director oversees the scheduling of periodic meetings between the bishop and delegates of the clerical institutes represented in the Diocese. The Director supervises all personnel in the Office of Child Protection Services and approves all procedural decisions and communications issued by the Office of Child Protection Services.

5.03 The Safe Environment Manager reports to the Director of Child Protection Services and administers the processing of background screenings, and the implementation and maintenance of the safe environment program.

5.04 The Office of Child Protection Services is charged with the implementation of a safe environment program. (cf Section VI below)

5.05 The Safe Environment Program consists in

(a) The promotion of acquaintance and compliance with the *Policy Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel (2012)*

(b) The dissemination and distribution of appropriate displays, postings, brochures and other materials (in English and Spanish)

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(c) The implementation and maintenance of safe environment training for all church personnel

(d) The promotion of acquaintance and compliance with the diocesan *Code of Conduct for Church Personnel*

(e) Ensuring and enforcing compliance with the USCCB *Charter for the Protection of Children and Young People* and this Policy

(i) This includes the maintenance at the local level of necessary documentation verifying that all church personnel serving in a parish, school or other diocesan agency have participated in safe environment training and have been background screened for suitability to have regular access to children.

(f) Background Screening (cf Section VII below)

VI. SAFE ENVIRONMENT TRAINING (EDUCATION)

6.01 Through the Office of Child Protection Services, the Diocese of Charleston will provide educational programming ("Safe Environment Training") and resources to create and maintain safe environments, along with training on methods of preventing, recognizing, responding to and the reporting of sexual misconduct or abuse of a minor. This programming will be provided in the most extensively used languages of the diocese.

6.02 All substantive decisions regarding the establishment and maintenance of a safe environment for minors in the Diocese of Charleston are made by or subject to the approval of the Bishop of Charleston.

6.03 Satisfactory completion of diocesan approved safe environment training cannot be substituted by any other safe environment training required by another organization, even one affiliated with the church.

6.04 The safe environment program includes but is not limited to the following components:

6.05 Prevention education for adults

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(a) Such educational programming will include a review of this Policy.

(b) Prevention education for minors

(c) Increasing awareness of and ensuring and enforcing compliance with the *Charter for the Protection of Children and Young People* and this Policy by

(d) Employees of any diocesan office, parish or school, or any related ministry within the diocese

(e) Volunteers whose duties allow regular access to minors

(f) Creating awareness of and compliance with the Code of Conduct at all levels of the diocese.

(g) This includes the maintenance at the local level of necessary documentation verifying that all church personnel serving in a parish, school or other diocesan agency have participated in safe environment training and have been background screened for suitability to have regular access to children.

(h) Education on how to report allegations

(i) The laws and policies regarding the reporting of the abuse of minors

6.06 All church personnel must attend an educational session on the prevention of sexual abuse of minors within thirty days of their association with the diocese. The diocese will endeavor to provide their education in the language they are best able to comprehend the material.

6.07 Church personnel are to present a signed Certificate of Completion provided to them by an accepted diocesan facilitator to their place of work or volunteering within thirty days of their initial association with the diocese.

6.08 The Diocese of Charleston will not employ or accept as church personnel anyone who refuses or fails to attend an educational session on the prevention of the sexual abuse of minors and the creation of safe environments.

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6.09 On an annual basis, the Diocese of Charleston will offer age appropriate prevention education to increase awareness of sexual abuse of minors and tools to prevent and report it to

(a) All minors enrolled in a religious education class at a diocesan parish

(b) All youths enrolled in a youth ministry program at a diocesan parish.

(c) All students of catholic schools within the Diocese of Charleston

6.10 A curriculum of age appropriate education will be offered for preview by the parents of all minors, with the option for them to "opt out".

6.11 Church personnel are subject to re-certification of the safe environment education requirements at the discretion of the Office of Child Protection Services.

VII. BACKGROUND SCREENING

7.01 In an effort to ensure the safety of minors in the care of the Diocese, background screening will be conducted for church personnel.

(a) The Diocese of Charleston requires background screening for certain Church personnel in matters unrelated to Child Protection Services. The content of this Policy is not to be construed as to indicate that if one's service does not entail contact with minors one will not necessarily be required to be screened. The Diocese of Charleston reserves the right to require of any current or potential church personnel screening as part of the qualifications it deems necessary for service.

7.02 The Diocese of Charleston reserves the right to determine at its exclusive discretion the suitability of an individual for service within the Diocese. Employment or the opportunity to volunteer is contingent upon satisfactory completion of the screening process.

7.03 Safe environment training required by any other organization, even one affiliated with the church, cannot serve as a substitute for the requirements of this Policy.

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7.04 Refusal to comply and/or cooperate fully in the background screening process will result in the immediate termination, rejection or withdrawal of an offer of employment and/or permission to serve as a volunteer in specified areas. Church personnel are not qualified to serve until successful completion of this Policy's background screening.

7.05 The Office of Child Protection Services oversees the implementation, management and processing of all forms necessary to conduct the appropriate background screening investigations.

7.06 In addition to any application form that may be required by a specific diocesan entity, department or program, all applicants are required to complete a background screening packet designed by the Office of Child Protection Services.

7.07 Applicants are required to provide their full name, date of birth, a valid social security number and other relevant information to satisfy the screening process. Any form returned without a valid social security number will be returned to the site of origin as incomplete.

7.08 Church personnel are subject to background screening upon initial application for employment/volunteer service and at other times as may be deemed appropriate by the Diocese of Charleston.

7.09 Background screening will consist in

(a) A criminal history check from each state of residence

(b) A check of the South Carolina Department of Social Services Child Abuse and Neglect Central Registry, or a check of the National Registry of Abusers

(c) Social Security number verification as deemed necessary

(d) A ten-year driver's history check if driving minors as a volunteer or part of job responsibility

(e) A credit check if the job or volunteer responsibilities involve handling of money or making financial decisions

7.10 The Background Screening Review Committee exists to review any questionable reports and determine the suitability of a candidate for a position (employed or volunteer) in the Diocese.

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(a) The Screening Review Committee consists of the Vicar General, Director of Child Protection Services, Safe Environment Manager, Chief Financial Officer, and the Director of Human Resources. The Diocesan Counsel also serves to provide legal advice to the committee.

(b) The members of the Committee serve under the authority and direction of the Bishop, who may appoint additional members as he deems appropriate.

(c) The function of the Background Screening Review Committee is to review questionable screenings and to make determinations as to the suitability of the candidate for a position in the Diocese.

7.11 The proper supervisory personnel to whom the person will report will be notified that the applicant is/is not suitable for employment or assignment.

7.12 If the background screening indicates a concern as to suitability for assignment or employability, the individual will be notified and be provided with a copy of the report(s), and a copy of a summary of the individual's rights under the Fair Credit Reporting Act.

7.13 In addition to the written adverse action notice, the following information will be provided to the individual:

(a) The name, address, and telephone number of the consumer reporting agency that supplied the report;

(b) A statement that the consumer reporting agency which supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it; and

(c) Notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished and his or her right to an additional, free consumer report from such agency within sixty (60) days

(d) SLED report.

7.14 The applicant will be afforded an opportunity to affirm, refute and/or explain the data in the report. This must be in writing and postmarked within five (5) working days of receipt of the letter.

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7.15 If the Background Screening Review Committee determines that an adverse action is to be taken, the individual's supervisor will be notified in writing.

7.16 The directive of the Background Screening Review Committee must be followed by the supervisor of the individual, as stated in this Policy. If the individual is an employee, the supervisor will consult with the Diocesan Department of Human Resources regarding accomplishing the required action indicated by the decision of the Committee.

7.17 All information obtained from the background screening will remain confidential and will be retained in a secured location by the Department of Child Protection Services. Reports will not be distributed to parishes, schools, diocesan offices, or other institutions except as agreed in the screening information submitted by the individual.

7.18 A written form indicating the existence of a full background screening located in the Office of Child Protection Services for all diocesan employees will be forward to the Department of Human Resources for inclusion in the individual's permanent personnel file.

7.19 Neither the Diocese of Charleston nor its screening agency or agencies may use the results of the background screening or abuse registry information obtained through this process for any purpose other than determining whether an that individual is suitable for the desired position.

7.20 If an individual for whom no adverse action is taken desires to have a copy of the investigative report, he or she must submit the request in writing to the Safe Environment Manager and complete the form provided by the appropriate screening agency. A minimum charge may be required for a copy of this report.

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PART TWO - INTERVENTION/ENFORCEMENT

It is the goal of the Diocese of Charleston to prevent even a single occurrence of sexual abuse against a minor. In the event that an allegation of abuse or misconduct is brought forward, the Diocese is committed to taking immediate transparent action to protect the alleged victim and to provide any needed pastoral and/or therapeutic assistance, prevent the continuation or recurrence of the alleged abuse, and cooperate fully with the appropriate civil law enforcement agencies, and also pursue all relevant canonical remedies.

VIII. MANDATORY REPORTERS

8.01 The Diocese will comply with all applicable civil laws with respect to the reporting of allegations of sexual misconduct or abuse of minors to civil authorities and will cooperate with their investigation. In every instance, the Diocese shall inform the victim of his/her right to make a report to civil authorities and of the requirement of church personnel to report as contained in subsection (b) below, and will support the victim's decision. According to South Carolina law, certain church personnel are mandatory reporters and must report allegations of sexual abuse and/or neglect as defined below.

South Carolina law states

SECTION 63-7-310 Persons required to report.

(a) A physician, nurse, dentist, optometrist, medical examiner, or coroner, or an employee of a county medical examiner's or coroner's office, or any other medical, emergency medical services, mental health, or allied health professional, member of the ***clergy*** *including a Christian Science Practitioner or Religious healer,* ***school teacher, counselor, principal, assistant principal,*** *social or public assistance worker, substance abuse treatment staff, or* ***childcare worker*** *in a childcare center or foster care facility, police or law enforcement officer, undertaker, funeral home director or employee of a funeral home, persons responsible for processing films, computer technician, or a judge must report in accordance with this section when in the person's professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20.*

(b) If a person required to report pursuant to subsection (A) has received information in the person's professional capacity which gives the person reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect if

committed by a parent, guardian, or other person responsible for the child's welfare, but the reporter believes that the act or omission was committed by a person other than the parent, guardian, or other person responsible for the child's welfare, the reporter must make a report to the appropriate law enforcement agency.

(c) Except as provided in subsection (A), any person who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse and neglect may report in accordance with this section.

(d) Reports of child abuse or neglect may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found.[9]

8.02 The Bishop of Charleston has directed that all church personnel consider themselves mandatory reporters.

8.03 Whenever church personnel receive an allegation that a minor has been the victim of sexual misconduct or abuse, the following steps will be taken:

(a) If the allegation of sexual misconduct or abuse involves a person who is currently under the age of eighteen (18), church personnel shall provide such information directly to the immediate supervisor of the person who uncovers the allegation. Any allegation of sexual misconduct or abuse shall be investigated as stipulated in this Policy.

(b) If Church personnel receive allegations of sexual misconduct or abuse regarding a victim who is no longer under the age of eighteen (18), the person receiving such information shall report it to his or her immediate supervisor. Any such allegation shall be investigated as stipulated in this Policy.

(c) It is the responsibility of a supervisor to forward any information concerning an allegation of sexual misconduct or abuse of a minor to the Director of Child Protection Services or the Victim Assistance Coordinator immediately, but no later than within twenty-four (24) hours of receipt of such information.

9 SC Code ann. Title 63, 2009 (emphasis added)

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(d) Nothing in this Policy shall be deemed to require the violation of the privileged communication covered by the clergy/penitent privilege, the seal of confession, or the attorney/client privilege, or any other privilege recognized by civil law.

(e) If a person reveals an act of sexual misconduct or abuse of a minor outside of the priest/penitent privilege, then the information must be reported in accordance with this Policy.

(f) Nothing herein is to be interpreted or construed as to delay or impede a mandatory reporter's responsibility to fulfill the obligation to report allegations to civil authorities.

8.04 Nothing contained herein shall be construed in violation of canon law, i.e., canons 983 and 984, or in violation of Sections 19-11-90 or 63-7-420 of the South Carolina Code of Laws, 1976, as amended. The only exception to the mandatory reporting requirement is any information received during the priest-penitent privilege (seal of confession) or attorney-client privilege. If there is a conflict in the rights and remedies between canon law and civil law within the Policy, the Policy will follow that jurisprudence which reconciles the inconsistency.

8.05 Church personnel who fail to comply with the provisions of this Section may be subject to immediate discharge.

IX. PASTORAL RESPONSE

9.01 When an allegation involving the sexual misconduct or abuse of a minor by church personnel is received by the Coordinator, the Coordinator will notify the Bishop who will instruct the Pastoral Team to reach out with Christian care, concern, support and healing to the people involved, including the victim, the victim's family, schoolmates, parish members, and the accused. Care will always be taken to protect the rights of all parties involved, especially those of the victim and the accused.

9.02 The Pastoral Team shall include the Director of Child Protection Services, the Victim Assistance Coordinator, the Diocesan Legal Counsel, and other members of the Bishop's staff as designated by the Bishop or the Vicar General.

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9.03 The Pastoral Team will not concern itself with the validity of the allegation(s) nor will it conduct a factual investigation. The Pastoral Team's function is strictly pastoral in nature without judgment as to the validity of any allegation or to the circumstances surrounding the reported incident.

9.04 The Bishop in conjunction with the Pastoral Team will reach out to victims and faith communities to foster healing and reconciliation. Such outreach will include counseling, spiritual assistance, support groups and listening sessions as appropriate.

9.05 The Coordinator will provide on an as needed basis reports to the Bishop and/or the Bishop's designee of the Pastoral Team's response to the affected individuals as outlined above.

X. VICTIM ASSISTANCE COORDINATOR

10.01 The Victim Assistance Coordinator is a licensed mental health professional appointed by the Bishop to serve in matters related to sexual misconduct or abuse of a minor by church personnel.

10.02 After receiving an allegation of sexual misconduct or abuse of a minor, the Victim Assistance Coordinator will immediately contact the victim or the family of the victim if the victim is still a minor at the time of the allegation, to offer pastoral counseling and spiritual help or medical assistance. This offer is to be made without admission of civil liability.

10.03 The Victim Assistance Coordinator will make contact with the accused to offer pastoral care and to refer the accused to a mental health provider for the purposes of mental health assessment and treatment.

10.04 A separate telephone line will be maintained in the office of the Victim Assistance Coordinator.

10.05 The Victim Assistance Coordinator will notify the Internal Coordinator of all calls received on the Victim Assistance Line within 24 hours of receipt.

10.06 The Victim Assistance Coordinator will provide to the Internal Coordinator the name of the caller, the nature of the allegation, and the assistance the caller is seeking.

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10.07 The Victim Assistance Coordinator will maintain a network of resources and providers who may be of assistance to victims, families, congregations and the accused.

XI. INTERNAL COORDINATING COMMITTEE

11.01 The Internal Coordinating Committee is appointed by the Bishop to oversee the investigation, review, and response to allegations and incidents of sexual misconduct or abuse of a minor by church personnel.

11.02 The Internal Coordinating Committee will consist of the Bishop, the Vicar General, the Vicar for Clergy (if the allegation concerns a member of the clergy), Director of Child Protection Services who serves as the Internal Coordinator, Victim Assistance Coordinator, Communications Officer, Chief Financial Officer and the General Counsel.

11.03 The Bishop may appoint, from time to time, other members to the Internal Coordinating Committee, depending upon the nature of the accusation or the person accused; e.g., he may appoint the Judicial Vicar, the Director of Human Resources, and/or the Secretary of Religious Education, and/or the Superintendent of Education, etc.

11.04 The Internal Coordinating Committee will be responsible for ensuring that the policies and procedures of the Diocese of Charleston are followed and implemented, including the investigation of all allegations of sexual abuse.

11.05 The Internal Coordinating Committee shall ensure that all Diocesan policies, including spiritual and pastoral support, are provided to the victim, the victim's family, the accused, and others deemed appropriate.

XII. SEXUAL ABUSE ADVISORY BOARD

12.01 Article two of the *Charter for the Protection of Children and Young People* states

Dioceses/Eparchies are also to have a review board that functions as a confidential consultative body to the Bishop/Eparch. The majority of its members are to be laypersons not in the employ of the Diocese/Eparchy (see Norm 5 in Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse

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of minors by Priests or Deacons, 2006[10]). *This board is to advise the Diocesan/Eparchial Bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. It is regularly to review Diocesan/Eparchial policies and procedures for dealing with sexual abuse of minors. In addition, the board can review these matters both retrospectively and prospectively and give advice on all aspects of responses in connection with these cases.*[11]

12.02 The Diocese of Charleston fulfills this mandate with the establishment of the Sexual Abuse Advisory Board.

12.03 Composition and Terms of Office

(a) The Sexual Abuse Advisory Board is composed of at least five (5) persons of outstanding integrity and good judgment who are in full communion with the Church. These constitute the voting members. Additional non-voting *ex officio* members are appointed as outlined below.

(b) The voting members are appointed by the Bishop of Charleston.

(c) The majority of voting members are laypersons not in the employ of the Diocese.

(d) The voting members of Sexual Abuse Advisory Board shall include as its members

(e) One (1) priest;

(f) One (1) licensed or certified psychiatrist, psychologist, or social worker with experience in the area of child abuse

(g) Each member serves a term of five (5) years unless otherwise removed for cause by the Bishop or he/she

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10 Canon Five states: *The diocesan board, established by the diocesan/Eparchial Bishop, will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the voting board members will be lay persons who are not in the employ of the Diocesan/Eparchial Bishop, but at least one member should be a priest who is an experienced and respected pastor of the Diocesan/Eparchial priests in question, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed. It is desirable that the Promoter of Justice participate in the meetings of the review board.* Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of minors by Priests or Deacons, 2003

11 Charter for the Protection of Children and Young People, United States Conference of Catholic Bishops, 2005, 2011

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resigns. Members may be re-appointed for additional five-year terms of service at the discretion of the Bishop.

(h) A voting member of the Board may be removed only by the Bishop for justifiable cause.

(i) In the event of a vacancy, the Bishop will appoint a member to serve the unexpired term within thirty (30) days of the vacancy.

12.04 The Bishop may appoint as *ex-officio* non-voting members of the Board the following individuals:

(a) The Vicar(s) General

(b) The Vicar for Clergy (when the allegation involves a member of the clergy)

(c) The Canonical Consultants (as needed)

(d) Victim Assistance Coordinator

12.05 *Ex-officio* members will not be present nor participate in any meeting of the Sexual Abuse Advisory Board during the assessment of an allegation of sexual misconduct or abuse of a minor.

12.06 The Promoter of Justice, the Internal Coordinator and the General Counsel serve as advisors to the Sexual Abuse Advisory Board and with the exception noted in 12.05 above are present at all stages of the proceedings.

(a) The Sexual Abuse Advisory Board members and those in attendance at Sexual Abuse Advisory Board meetings who receive information agree to maintain the confidentiality of the proceedings. Membership in the Sexual Abuse Advisory Board is contingent upon each appointee executing the necessary documents to conform to this paragraph.

12.07 Officers

(a) At one of the biannual meetings of the Board, the voting Board members will elect among themselves a chairman and vice-chairman. The chairman and vice-chairman will serve for a term of two (2) years and may be re-elected.

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(b) The chairman will serve as the presiding officer of the Board. As the presiding officer, the chairman will be responsible for setting an agenda for all Board meetings, communicating with the Internal Coordinator and the General Counsel, and will conduct the order of all business before the Board and determine the manner and method of all allegations presented to the Board for assessment.

(c) The vice-chairman will serve as presiding officer in the absence of the chairman.

(d) The Internal Coordinator will serve as the non-voting secretary of the Board and will schedule all board meetings in consultation with the Chairman.

(e) The Internal Coordinator will record the attendance of board members and others who appear before the Board; and will record in writing the Board's assessment of the credibility of any allegation to forward to the Bishop.

12.08 Responsibilities and Functions

(a) The primary responsibility of the Sexual Abuse Advisory Board is to provide to the Bishop its assessment of an allegation of sexual misconduct or abuse of a minor and to assist him in determining the suitability of Church personnel for ministry, employment, assignment, or appointment in particular cases.

(b) The Board is to advise the Bishop on any other counsel he desires or that it determines important to provide him.

(c) The Sexual Abuse Advisory Board communicates its assessment to the Bishop in writing.

(d) Review of this Policy (cf Section XIX)

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12.09 Meetings

(a) A quorum of the Board will be obtained in the attendance of at least 3/5 (three-fifths) of the voting members.

(b) The Sexual Abuse Advisory Board will meet no fewer than two (2) times per calendar year. The date of these meetings will be determined by the voting members to allow ease of advanced scheduling.

(c) The Board may meet on other dates as necessary to carry out its functions.

(d) The Internal Coordinator is responsible for scheduling this meeting.

12.10 Process to Assess the Credibility of an Allegation

(a) Upon completion of the preliminary investigation, and if the allegation is determined to have a semblance of truth and in the event the accused denies the allegation, the Bishop will direct the Coordinator to schedule a meeting of the Sexual Abuse Advisory Board.

(b) The victim and the accused will be notified of the date, time, and place of the meeting of the Sexual Abuse Advisory Board.

(c) If the victim so chooses, he/she may appear in person to present relevant information to the allegation. In the absence of the victim, the prepared report and any other documents, photographs, or the like, will be sufficient to establish credibility.

(d) The General Counsel will advise the Sexual Abuse Advisory Board of the nature of the allegations, providing the name of the victim, the accused, dates, and places of the events alleged.

(e) The accused will be entitled, if so desired, to present any information relevant to refute the allegation.

(f) The chairman of the Board serves as presiding officer during the process of the Board's assessment of the

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credibility of an allegation. The voting Board members may examine those individuals in attendance in providing information regarding the credibility of the allegation. The chairman will determine the method and extent of any examination.

(g) Only the Sexual Abuse Advisory Board Members will examine those individuals presenting information either to substantiate or to refute the allegation.

(h) The civil counsel of the accused, the canonical representative of the accused, the accused, the civil legal representative of the accused, the civil legal representative of the victim and the victim, and other pertinent relevant witnesses may be heard by the Board.

(i) Neither the victim, nor the accused, nor his/her civil or Canonical counsel/representative may be present during the deliberation of the Sexual Abuse Advisory Board.

(j) A quorum of the voting members must be present to determine any assessment by the Sexual Abuse Advisory Board to the Bishop.

12.11 The Sexual Abuse Advisory Board's recommendation will consist of a short and concise statement conveying the consensus of the Board and its assessment of the credibility of the allegation, presented to the Bishop in writing.

12.12 The Sexual Abuse Advisory Board's recommendation will be the only official documentation of the presentation, deliberation, and result of the Sexual Abuse Advisory Board's meeting.

XIII. PROCEDURE FOR REPORTING AN ALLEGATION

13.01 An individual who wishes to make a report of an allegation to the Diocese is encouraged to make contact with the Director of Child Protection Services located at telephone number 843-853-2130, extension 209 or to the Victim Assistance Coordinator at the toll free number 1-800-921-8122.

13.02 Nothing herein shall be construed to prevent an individual from reporting an allegation to the proper civil authorities.

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13.03 The Director of Child Protection Services will be responsible for ensuring that the public is informed of their options in reporting an allegation as stated above. The Director will publish this procedure in multiple forms and intervals.

XIV. INVESTIGATION OF ALLEGATIONS

14.01 When the Diocese receives information in which church personnel has been accused of sexual misconduct or abuse of a minor, an internal investigation will be conducted in accordance with the procedures outlined herein. Specific procedures for allegations against clergy, Religious, lay personnel and Volunteers are also delineated herein.

14.02 Church personnel and those individuals participating in the Diocesan inquiry will proceed with pastoral care for the victim, the family of the victim, the accuser, and the accused, and will not interfere with any civil criminal investigation.

14.03 All allegations of sexual misconduct or abuse will be directed to the Internal Coordinator who will notify the Bishop, the Vicar(s) General, and the General Counsel as soon as possible, but no later than twenty-four hours (24) after the receipt of an allegation. Depending upon the circumstances of the allegation, the Internal Coordinator will also notify other senior personnel as directed by the Bishop.

14.04 The Internal Coordinator will refer the victim to the Victim Assistance Coordinator as soon as reasonably possible in accordance with Sections IX and X of this Policy.

14.05 The Internal Coordinator and/or General Counsel will direct the Investigator to gather all specific data and information from the victim and/or accuser regarding the allegation of sexual misconduct or abuse.

(a) The victim or the accuser will be told at the beginning of any interview related to the accusation that anonymity cannot be guaranteed and the allegation will be reported to the appropriate civil authorities as required by law.

(b) The Investigator will be granted access to all Diocesan files to assist in his investigation, including the entire priest personnel files, employee personnel files, parish records.

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14.06 The Internal Coordinator will notify the accused that an allegation of Sexual Abuse or Misconduct of a minor has been reported against him.

14.07 The Investigator will notify the accused of the nature of the allegation and attempt to interview the accused and provide an opportunity for the accused to respond to the allegation.

(a) The Investigator will advise the accused of his right to a civil attorney during the interview and at any stage of the investigative process.

(b) If the accused is a cleric or Religious, the Investigator will advise him of his right to a canon lawyer.

14.08 Upon the receipt of an allegation, the accused will be placed on Administrative leave.

(a) If the accused is a cleric, and after the Investigator has gathered the initial information, the Bishop will authorize the canonical investigation.

(b) The Bishop or his designee will also advise the accused in person of the opening of the canonical investigation and afford him the opportunity to undergo counseling and/or to take voluntary administrative leave.

1) Such administrative leave will include a suspension of the faculties of the accused. The accused will be advised of his right to both civil and/or Canonical counsel during any and all stages of the proceedings.

2) When necessary, the Bishop will supply canonical counsel to the cleric.

(c) If the accused is a member of a religious order, or an extern priest, or a priest of another diocese with faculties to serve in the Diocese of Charleston, the Bishop or his designee will immediately notify the appropriate superior of the accused of the nature of the allegation.

(d) If the accused is a volunteer, the accused will be relieved of any assignment, duty or responsibility associated with his position as a volunteer. The Bishop will directly, or though the Internal Coordinator, notify the accused he is

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restrained from appearing or being present at such diocesan property specified by the Bishop.

14.09 The Investigator will report the results of his preliminary investigation to both the Internal Coordinator and the General Counsel. The Investigator will continue his investigation as deemed appropriate by either the Internal Coordinator or the General Counsel.

14.10 The Internal Coordinator and the General Counsel will notify the Bishop of the results of the preliminary investigation.

14.11 The Sexual Abuse Advisory Board will be convened to receive the results of the investigation and, if necessary assess the credibility of the allegation as specified in Section XII.

14.12 If the accused admits the allegation to be true, the Bishop will remove the accused from active ministry, office or function.

(a) In the event the accused is a cleric or Religious, the Bishop will suspend the cleric's faculties, remove the cleric/religious from ministerial assignment, and impose any other appropriate restrictions or conditions.

14.13 If the Sexual Abuse Advisory Board assesses the allegation to be credible, or there is sufficient evidence that sexual misconduct or abuse of a minor has occurred, the Bishop will remove the accused from ministry and from any office or function.

14.14 The results of the Board's assessment will be provided in writing to the Bishop by the Internal Coordinator as specified in 12.11 and 12.12 above.

14.15 If the Sexual Abuse Advisory Board assesses an allegation against a member of the clergy to be credible or concludes that there is sufficient evidence that sexual misconduct or abuse of a minor has occurred and the Bishop accepts the Board's recommendation, the Bishop will

(a) Petition the Congregation of the Doctrine of the Faith for a penal trial or for an administrative process

(b) Pending the outcome of the civil and/or canonical process

(i) Issue a decree of administrative leave

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(ii) Remove the accused cleric from sacred ministry and/or office

(iii) Suspend his faculties

(iv) Prohibit his residence in any specific parish, rectory, diocesan entity/institution, deanery, or geographic area

(v) Prohibit the public participation in the Holy Eucharist

(vi) Prohibit the wearing of clerical garb by granting a dispensation to the accused cleric

14.16 Nothing in this Policy shall be construed as to require or limit the Bishop from exercising his rights and responsibilities as outlined in canon law and civil law from taking such prudent action as he deems appropriate regarding a member of the clergy under his charge.

14.17 If the Sexual Abuse Advisory Board does not assess the allegation to be credible, the Bishop, nevertheless, may impose appropriate restrictions if he believes the safety of minors requires such action.

(a) The accused may be requested to seek and/or may be urged voluntarily to comply with an appropriate medical and psychological evaluation at a facility mutually acceptable to the Bishop and the accused. The accused may authorize the institution to share the results of any evaluation with the Bishop and his designees

(b) When even a single act of sexual misconduct or abuse by a cleric is admitted or is established after an appropriate process in accord with canon law, the offending cleric will be removed from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants.

14.18 In every case involving Canonical penalties, the process as provided by canon law must be observed. This process is guided by and follows the provisions of the *Code of Canon Law* (*Codex Iuris Canonici*, 1983), the Moto Proprio *Sacramentorum Sanctitatis Tutela* (2001) and its revised norms found in *Normae de gravioribus delictis* (2010), and *The Guide to Understanding Basic CDF Procedures concerning Sexual Abuse Allegations*

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(2010), and such other directives, policies and procedures as may be promulgated by the Holy See and/or the USCCB.

14.19 The accused may, at any time, request a dispensation from the obligations of the clerical state. In exceptional cases, the Bishop may request from the Holy Father the dismissal of the accused from the clerical state *ex officio*, even without the consent of the accused.

14.20 If a penalty has been applied, but not the penalty of dismissal from the clerical state, the accused will not be permitted to celebrate Mass publicly, to administer sacraments (except *in extremis* as provided by canon law), to wear clerical garb, or to present himself publicly as a priest. The accused will be encouraged to live a life of prayer and penance.

14.21 In the event a cleric or religious member who has been accused of an act of sexual misconduct or abuse may not be transferred for ministerial assignment to another diocese or religious province.

(a) Before the accused can transfer his residence to another diocese or religious province, the Bishop will forward, in a confidential manner to the local Bishop/Eparch or Religious Superior (if applicable) of the proposed place of residence, any and all information concerning any act of sexual misconduct or abuse of a minor and any other information indicating that the accused has been, or may be, a danger to children. This provision will apply even if the accused comes to reside in the local community of an institute of consecrated life or society of apostolic life.

14.22 Before receiving a cleric from outside the diocese, the Bishop will obtain the necessary information regarding any past act or allegation of sexual misconduct or abuse of a minor by the cleric. The cleric in question will submit to a background screening and safe environment training before beginning ministry for the diocese.

14.23 Care will always be taken to protect the good name and the rights of all parties involved especially the victim and the accused.

14.24 When an allegation has been proven not to be credible, every step possible will be taken to restore the good name of the accused.

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XV. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

15.01 The Coordinator is to be the custodian of all information accumulated in accordance with this Policy. The Coordinator will develop an appropriate record keeping system to ensure accountability and the security and confidentiality of such information.

15.02 All written reports, documents, photographs, letters, and similar information are considered privileged and confidential. To protect the confidentiality of the named accused and the victim these documents, unless directed by civil order, will not be disseminated.

15.03 The following information may be disclosed:

(a) The results of the preliminary investigation will be made known to the accused to enable him/her to respond to the allegation.

(b) Timely information concerning the progress of the investigation will be made known to the victim and the accused of the Sexual Abuse Advisory Board's assessment and the Bishop's decision.

(c) The results of the internal investigation and all other pertinent and factual information used to form an assessment by the Sexual Abuse Advisory Board will be made available to the Bishop.

(d) Such information as may be required by canon law or civil law.

XVI. MEDIA, COMMUNICATION AND COLLABORATION

16.01 The Diocese of Charleston is committed to openness and transparency, especially in all matters related to the protection of children, and collaborates with other entities sharing the goal of preventing the sexual abuse of minors. To this end, the Bishop meets periodically with delegates of clerical institutes present in the Diocese of Charleston to ensure coordination of their roles concerning the issue of allegations made against a cleric member of a religious institute.

16.02 To avoid confusion, all media inquiries concerning any allegation of sexual misconduct or abuse will be referred to the designated

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communications officer. This officer is the only person who will disseminate information to the press or answer any media inquiries concerning the subject of sexual misconduct or abuse of a minor by church personnel.

16.03 The designated communications officer oversees the recommendation and implementation of all authorized media communications when an allegation of sexual misconduct or abuse is made. This officer is solely responsible for responding to all media inquires and for the disbursement of information concerning matters related to allegations and incidents of sexual misconduct or abuse of a minor by church personnel.

16.04 The designated communications officer is afforded access to all diocesan files and documents on a case-by-case basis as authorized by the Bishop in order to prepare for the dissemination of information and to recommend a response to media or public inquiries.

16.05 Church personnel, unless specifically directed by the communications officer, will not attempt to contact any member of the media nor comment regarding any matter related to diocesan Policy and/or allegations of sexual misconduct.

16.06 All media inquiries received by church personnel are referred to the designated communications officer.

16.07 Interacting with the media without designation may provide cause for disciplinary action, including potential termination.

16.08 The Diocese will not enter into confidentiality agreements with respect to alleged sexual abuse, except in cases where confidentiality is requested by a victim or a survivor of such abuse for grave and substantial reasons proffered by the victim or survivor, which reasons are noted in the text of the confidentiality agreement.

XVII. DISTRIBUTION OF POLICY AND PROCEDURES

17.01 A copy of this Policy will be distributed to and followed by all current church personnel, parishes, schools, and other church-sponsored ministries.

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17.02 All diocesan clergy, school principals, and department heads are to have a studied understanding of this Policy and their respective responsibility for its implementation.

17.03 A copy of this Policy will be distributed to all potential church personnel prior to, or concurrent with their assuming their positions, assignments, or appointments

17.04 The church personnel *Code of Conduct* and *Policy Concerning Allegations of Sexual Misconduct or Abuse of a minor by Church Personnel (2012)* acknowledgment and agreement form attached to this Policy as Appendices will be signed by all church personnel and retained on site in a designated Safe Environment folder with other necessary safe environment documents (signed Code of Conduct, Certificate of Attendance to an educational session and proof of background screening).

17.05 The following will be responsible for the distribution and the collection of the properly executed Acknowledgment of Receipt:

(a) Vicar for Clergy – priests

(b) Vicar for Vocations – transitional deacons and seminarians

(c) Director of the Deaconate – permanent deacons and deacon candidates

(d) Liaison for Religious – religious sisters and brothers

(e) Director of Catholic Schools Office – All Principals and School Employees/Volunteers

(f) Pastors – all parish employees/volunteers

(g) Director of Human Resources – All other church personnel not previously stated above.

XVIII. SANCTIONS

18.01 The Diocese of Charleston will not employ or retain as a volunteer with access to minors anyone who fails to comply fully with the provisions of this Policy.

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18.02 An applicant for any diocesan position who fails to comply with the provisions of this Policy will be denied the position.

XIX. REVIEW OF THIS POLICY

19.01 The Diocese of Charleston *Policy Concerning Allegations of Sexual Misconduct or Abuse of a minor by Church personnel (2012)* will be reviewed periodically, at least every two years, by the Sexual Abuse Advisory Board.

19.02 If any term or provision of this Policy has been declared by a court of competent jurisdiction to be invalid or unenforceable, all other terms and provisions of this Policy shall remain in full force and effect.

19.03 The Sexual Abuse Advisory Board will make such recommendations to the Bishop to modify, amend, or make changes to the provisions and terms of this Policy periodically, as they deem appropriate, to be in conformity with existing civil and canonical authority and scientific developments.

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APPENDICES

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APPENDIX I

CODE OF CONDUCT FOR CHURCH PERSONNEL

OF THE DIOCESE OF CHARLESTON

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CODE OF CONDUCT FOR CHURCH PERSONNEL

OF THE DIOCESE OF CHARLESTON

I. Preamble

The *Code of Conduct for Church Personnel* of the Diocese of Charleston contains various rules, policies, and procedures. Many of the provisions are summaries of civil and Canon law. Such laws change from time to time. The Diocese of Charleston may find it necessary or advisable to alter this Policy from time to time. Therefore, the provisions of this Policy are subject to change by the Diocese of Charleston at any time, with or without previous notice. If there is a conflict in the rights and remedies between canon law and civil law within the Policy, the Policy will follow that jurisprudence which reconciles the inconsistency.

1.01 Church personnel (priests, deacons, pastoral ministers, administrators, staff, and volunteers) in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct. The Code of Conduct provides a set of standards for conduct in certain pastoral situations, and can be used as a guideline for all interactions with minors.

II. Responsibility

2.01 The public and private conduct of church personnel can inspire and motivate people, but it can also scandalize and undermine the people's faith. Church personnel must, at all times, be aware of the responsibilities that accompany their work. They must also know that God's goodness and grace support them in their ministry.

2.02 Responsibility for adherence to the Code of Conduct rests with each individual. Church personnel who disregard this Code will be subject to remedial action by the parish, religious community/institute, the school, or the Bishop. Corrective action may take various forms – from verbal correction to removal from the ministry – depending upon the specific nature and circumstance of the offense and the extent of potential harm.

III. Pastoral Standards

3.01 Church personnel, and especially all who engage in any pastoral counseling or spiritual direction, shall not step beyond their competence

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EXHIBIT 3

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[redacted]

FAMILY NAME | FIRST | MIDDLE | PLACE OF BIRTH | DATE

GRADE PROGRESS RECORD

YEAR	GRADE	NAME OF SCHOOL	TEACHER	YEAR	GRADE	NAME OF SCHOOL	TEACHER
	5						
	6						
1970	6	Sacred Heart	Mrs. Dorothy Velez				
1971	7	Sacred Heart	Br. C. Gerard				

SCHOOL ACHIEVEMENT RECORD — DIOCESE OF CHARLESTON

ACADEMIC PROGRESS — GRADE	6	7							
YEAR	19	19	19	19	19	19	19	19	19
RELIGION	F	P							
ARITHMETIC	F+	P							
READING	P	P							
ENGLISH	F	F							
SPELLING	F	P							
WRITING	P	P							
HISTORY	F+	F+							
CIVICS									
GEOGRAPHY									
SCIENCE	F	P							
HEALTH									
MUSIC	P+	P							
ART	F+	F+							
AVERAGE	F	P							
DAYS ABSENT	4	22							
DAYS LATE	3	6							
DEPORTMENT	F+	P							
PROMOTED	Summer School								

MEANING OF MARKS

98 - 100 ..... Excellent
90 - 94 ..... Very Good
89 - 80 ..... Good
70 - 78 ..... Passing
Below 70 ..... Failure

Any grade below 78 will not be honored for promotion.

HABITS AND ATTITUDES

YEAR	19	19	19	19	19	19	19	19	19
GRADE	6	7							
COOPERATIVE in class and activities									
nearly always									
sometimes		✓							
seldom	✓								
DEPENDABLE faithful to assigned duties									
nearly always									
sometimes		✓							
seldom	✓								
COURTEOUS to teacher and fellow students									
nearly always		✓							
sometimes									
seldom	✓								
SINCERE in dealing with others									
nearly always									
sometimes		✓							
seldom	✓								
WORKS according to ability and steadily									
nearly always									
sometimes									
seldom	✓	✓							
NEAT a. appearance; b. work and material	a.								
nearly always		✓							
sometimes									
seldom	✓ b								
COMES to school prepared for class									
nearly always									
sometimes		✓							
seldom	✓								
RESPECTS the property of others									
nearly always		✓							
sometimes									
seldom									

ATTENDANCE RECORD

YEAR	1970								
HALF DAYS ABSENT	4								
TARDY	3								

CHARACTER AND ATTITUDE TESTS

GRADE	DATE	NAME OF TEST	RATING

PRESENT ADDRESS

NUMBER	STREET OR AVENUE	ZONE	TELEPHONE
[redacted]			

INTELLIGENCE TESTS

GRADE	DATE	NAME OF TEST	FORM	C. A.	M. A.	I. Q.

STANDARDIZED ACHIEVEMENT TESTS

GRADE	DATE	NAME OF TEST	FORM	GRADE EQUIV.	P. R.	NORM.	GRADE	DATE	NAME OF TEST	FORM	GRADE EQUIV.	P. R.	NORM.

	DATE	GRADE	FM	TEST	SAT	ADV	OTHER INFO	OLMAT-INT	X-RM	L.	BEG NORM
	10/70	7	X								

	WD MNG	PAR MNG	SPELL	W ST	SKI	LANG	AR	COMPAR	CONCAR	APPLEOC	STOSCIENCE	READ	ARITH	OLMAT
NGE		4.4102	5.7223			6.0304	3.3	11	6.3344	7.2545	5.4185	6.0304	3.4122	98455 RS39565

[redacted]

CHURCH'S NAME | FIRST NAME | INITIAL | PLACE OF BIRTH | U. S. CITIZEN | RELIGION | OCCUPATION | BUSINESS ADDRESS | BUSINESS PHONE

Baptism Date 57 Church Cathedral Chap Place SC First Communion Date 64 Church Holy Cross Place SC Confirmation Date 66 Church Holy Cross Place S.C.

RECOMMENDATIONS—OBSERVATIONS—SPECIAL ABILITIES AND INTERESTS

YEAR	GRADE	TEACHER	
1970	6	Velez	- a thorough knowledge of English & Phonics
1971	7	Taylor	- Posts Sacred Heart School Spelling Champion

RECORD OF ENTRIES AND WITHDRAWALS

YEAR	MO.	DAY	CAUSE
1971	2		E.T

GRADUATED: UNSATISFACTORILY { } SATISFACTORILY { }

DATE:

HIGH SCHOOL ENTERED:

PERMANENT OFFICE RECORD, ELEMENTARY SCHOOLS, DIOCESE OF CHARLESTON

FORM 2—750—8-8-69—Furlongs-35281—7-62

1047 | Sacred Heart School - Admin records - Parent Teacher Organization, 1959-1989 1/3

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August 24, 1959

My dear People:

Another year's work [illegible] and the ladies of the Sacred Heart Parent-Teacher Organization are preparing for the annual School-Parish Carnival. A certain amount of social activity is vital to the life and growth of any parish. I have often wished we could get together more often, socially, in order to get to know one another better, and in this way become more deeply interested in the life of the parish. Our annual Carnival suits this purpose admirably: whole families can come in a group to the grounds, have supper and then linger a few hours at the various booths the ladies have planned.

In connection with the Carnival is the now well-known RAFFLE. During the evening a total of $375.00 will be given away to those holding the winning tickets. I am particularly interested in this undertaking because it yields to the Parish Debt Fund, through the generosity and hard work of the P.T.O., a sum of One Thousand Dollars ($1000.00). This is quite a sum of money to raise, and it can be achieved only by the hearty help of every member of the parish. When you are approached by someone on a Committee, or by mail, please give YOUR mite. If YOU do this, no one will be inconvenienced or financially burdened. I make a special request of you that YOU do everything possible to make the Carnival and the Raffle a complete success.

The Carnival will be held Tuesday, October 13, from 4:00 p.m. until 10:00 p.m. Supper will be served from 5 to 8 p.m. Mark that date on your calendar. Make it a family day at the Carnival. Bring the children! Fathers, you are especially invited! Mothers, Wives, make sure the men of the family together with you and the children attend the Carnival!! With a parish this size, if everybody comes, the grounds won't be able to hold you all.

We'll be looking for you on the 13th !!!!!!!!

John L. Manning
Pastor

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Carnival Time is near. ~~The members of the PTA PTO are busy already preparing for~~ our annual Parish big night. ~~The~~ under the direction of the leaders of our PTO. It is the one night in the year when we make every effort to get the members of our Parish together for a kind social activity. ~~we have a fine group of people in this parish~~. Social activity is our parish weakness — we do not get together often enough to know one another as parish people should. Maybe in time we shall have more frequent social events, but right now it is the annual PTO carnival that affords everyone to participate. Anything to be present for regardless of the expense. Booths, games, prizes, supper, — all these are in the ~~activities~~ offering for carnival night.

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SACRED HEART PARISH
Charleston South Carolina
1 9 6 0

My dear People:

October is Carnival time at Sacred Heart - our annual big night for the parish under the sponsorship of the school P T O. It is THE one night of the year when we make an all out effort to get the parish together for an evening of social activity. Social group activity is our parish weakness at the moment - we just don't get together often enough to meet and to cultivate one another as parish people should. Maybe in time we shall have more frequent social events, but right now it is the PTO annual Carnival that gives every member of the parish a chance to contirute something to the general enjoyment of the evening. Booths, games, prizes, supper - all these are on the agenda for Carnival night.

Carnival night: TUESDAY OCTOBER 11
Time: 4 p.m. to 10 p.m.
Place: School grounds

Please mark this date on your calendar or in your appointment book. Fathers: much depends upon you. As the heads of your homes, you can lead the family to the Carnival - wife, children, neighbors, relatives, friends. If each of you will do just this, the grounds will be crowded and business at the booths fine. Whatever you do, fathers, don't leave it to the other fellows. We want every family in the parish to enjoy the atmosphere of carnival night. Give the wife a chance to get away from the kitchen, give the children a chance to ejoy themselves, and give yourself a chance to find out how good it feels to be a part of the group. It may be inconvenient to you, but the inconvenience will pay big dividends to the hard-working PTO, because it means you will be present. Come to supper with the family, linger a while at the booths, and maybe hear your name called as a winner of a $25, $50, $75 or $100 prize.

The heart of the Carnival is the RAFFLE. During the evening $375.00 will be given to holders of lucky numbers. From the profits of the Raffle the PTO gives to the parish $1000.00, and it takes many raffle books to make that kind of money. So, when someone approaches you, either in person or by mail, please help the good cause along by giving your mite. If each one in the parish gives his little, no one will be burdened unnecessarily.

It is always an encouagement to see a generous cooperative spirit among aprishoners. Sacred Heart has always been known for this "pulling together by everybody". Don't fail us this year. I make a special request of every member of our parish: help the PTO make this years' Carnival a memorable one.

Hope to see everybody October 11!!

John L Manning
Pastor

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CONSTITUTION
Revised October 1960

By- Laws IV Article # IV (annual Meeting) # V (Standard Committee including Book Chr

ARTICLE 1

NAME

The name of this organization shall be the parent-teacher Organization of Sarcred Heart School of Charleston in the State of South Carolina, Dioces e of Charleston.

ARTICLE 11

Object

The object of this organization shall be:

- -to coordinate the spirtual and educational forces of the home and school in a program of Catholic child training;
- to offer through well- planned program information of particular interest to parents;
- to encourage the maintenance of high standards of family life;
- to create a greater appreciation of Catholic Education.

ARTICLEIII

MEMBERSHIP

Any person interested in the development of Catholic youth in Sacred Heart is eligible to membership.

ARTICLE IV

OFFICERS

Sec. 1. The officers of this organization shall be: 1. Spiritual Director, 2. President, 3. Vice- President, 4. Recording Secretary, 5. Corresponding Secretary,6. Treasurer & Parliamentarian.

Sec.2. These officers with the exception of the Spiritual Director & Parliamentarian shall be elected at the annual meeting by a majority vote of the members.

Sec. 3. The term of office shall be one year. No officer may hold the same office more than two consecutive years.

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ARTICLE V

ANNUAL MEETING

This Constitution may be amended at the annual meeting by a two- thirds vote of the members present and entitled to vote, providing that such Amendments have been presented in writing to the Organization at the regular meeting preceding the annual meeting.

The annual meeting of the organization shall be held the third Tuesday of May, with the nine consecutive meeting running from September to May.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Sec. 1. Athe the meeting prior to the Annual Meeting a Nomination Committeeshall be elected by ballot from the membership. This committee shall consist of three. The person recieving the largest number of votes acts as Chairman.

Sec. 2. The Mominating Committee gives its report at the annual meeting presenting the name of one canidate for each office. Nominations may also be offered from the floor.

Sec. 3. The President shall appoint a Committee of three to act as a committee on elections at the annual Meeting. This Committee shall conduct the annual election, count the ballots, and report the same to the chairman of the meeting, who at once reports the results to the Organization.

ARTICLE VII

RULES

All meetings of this Organization shall be conducted according to Thumb Prints of Parlimentary Points unless otherwise specified.

ARTICLE VIII

QUORUM

Sec. 1. The Quorum of an organization meeting shall consist of eight(8) members of the Organization.

Se. 2. The quorum of the Executive Board shall be a majority of the member of the Board.

ARTICLE IX

AMENDMENTS

The By- Laws of this constitution may be amended at any regular meeting by a two- third vote of the members present and voting,

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provided notice has been given in writing at the previous regular business meeting.

ARTICLE X

READING OF CONSTITUTION

This Constitution shall be read at the first meeting of each year.

BY-LAWS

ARTICLE I

OFFICERS

The President shall preside at all meetings of this organization, appoint the Chariman of the Standing Committees, and perform such duties as are incumbent under this office. The President is ex- officio a member of all committees except the Nominating committee.

The Vice- President, in the absence of the President, shall perform all the duties of the President.

The recording Secretary shall keep theminutes of all Organization meeting, as well as the meetings of the Executive Board, She shall keep a list of all members of this Organization and shall notify member of their appointment on Committees and discharge such duties as are incumbent upon the office.

The Corresponding Secretary shall handle all the correspondence of the Organization.

The officers shall be installed at the Annual Meeting.

ARTICLE II

DUES

The dues of this Organization shall be $1.00 a year.

ARTICLE LII

EXECUTIVE BOARD

Sec. 1. The officers of the Organization with the Chariman of the Standing Committees make up the Executive Board.

Sec. 2. The President and Recording Secretary of the Organization, respectively, shall act as Chairman and Secretary of the Executive Board.

Sec. 3. In case of a vacancy in office, the Executive Board shall elect to fill that office.

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ARTICLE IV
MEETINGS

The Regular meeting of this Organization shall be held in the evening of of the third Tuesday of September, November, February and May.

ARTICLE V

Standing Committees

The Standing Committees shall be Membership, Hospitality, Program, Finance Publicity, Health, Welfare, Education, Legislation, Motion Pictures, Libraries and Literature, Properties, Playground Room Mothers and Book Chariman. Such special committees as may by found necessary in the proper development of the Organization may be appointed by the Presidnet as the need arises.

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AGENDA FOR: SACRED HEART P.T.O ----- 1960-61

MEETING: September 20th; November 15th; February 7th; May 16th.

TIME: 8:00 P. M.

PLACE: School Auditorium. All parents or Guardians are invited to attend.

DUES: $1.00 per person per year.
THE FACULTY WILL CONFER WITH PARENTS ON FRIDAYS OF THE WEEK REPORTS CARDS ARE ISSUED.

OFFICER: (7)

1. SPIRITUAL DIRECTOR: Monsignor John L Manning, (Pastor)

2. PRESIDENT: Mrs M L Runey, Jr (Elsie)
5 Wesson Avenue,
Ra 3-3494

3. VICE-PRESIDENT: Mrs Albert Shahid (Julia)
33 Pendleton Avenue,
Ra 2-6716

4. RECORDING SECTY: Mrs George Spain (Peggy)
(Advisor to Room Mother Chariman) 4 Wesson Avenue,
Ra 3-9200

5. CORRESPONDING SECTY: Mrs Francis Oliver (Delores)
33 Cypress Street,
Ra 2-1532

5. TREASURER: Mrs Charles E Eiserhardt (Cecil)
(Advisor to Finance Chairman) 69 Maple Street,
Ra 3-3581

7. PARLIAMENTARIAN: Mrs William Schacte (Mary)
152 Grove Street,
Ra 2-3298

STANDING COMMITTEES (15)

1. MEMBERSHIP MARY KENNEDY
Chairman: Mrs John J Kennedy Jr.,
42 St Margaret Street,
Ra 3-1020

2. HOSPITALITY EMILY MOLONY
Chairman; Mrs H A Molony,
110 Peachtree Street;
Ra 2-2811
Co- Chairman; Mrs H O Mathiesen (Mary)
28 Piedmont Street
Ra 2-1818

3. PROGRAM OLGA MOLUF
Chairman Mrs G A. Moluf,
40 Piedmont Avenue,
Ra 3-7366

4. FINANCE MARY HOWLAND
Chairman: Mrs L L Howland
48 Peachtree Street
Ra 3-2120
Co- Chairman: Mrs George Meyers (Fredrica)
226 W Popular Street
Ra 2-3958

5. PUBLICITY
Chaiman: Mrs William T Mc Laughlin
49 Clemson Street
Ra 2-8630

6. HEALTH
Chairman: Mrs Edward I Condon (Mary)
30 Parkwood Avenue, Charleston S.C.

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7. WELFARE: LUNCHROOM
Chairman: Mrs William F Owens (Barbara)
4 Carolina Street,
Ra 2-6170

Co- Chairman: (in charge of Workers)
Mrs James Gordon (Sara)
30 Dunneman Avenue
Ra 3-2034

8.EDUCATION
(Safety)
Chairman: Principal, Sister M Alfonso,
Legare Street Convent,
Ra 2-1189 School no #

9. LEGISLATION:

(Parliamentarian)
Chairman: Mrs William Schachte
152 Grove Street
Ra 2-3298

10. MOTION PICTURES:
Chairman: Mrs R J Carmel (Mary)
151 Grove Street
Ra 3-9249

11. LIBRARI ES& LITERATure
Chairman: Mrs Harry Hopman (Dot)
872 Rutledge Ave
Ra 2-0074

12. PROPERTIES:
Chairman: Mr & Mrs John (LaFay) Mc Gregor
429 Huger Street
Ra 3-5213

13. PLAYGROUND
Chairman: Mrs Thomas Lawton (Celeste)
1118 King Street
Ra 2-0963
Co- Chairman: Mrs R A Howard (Ronnie)
77 Maple Street
Ra 3-1737

14. ROOM MOTHERS:
Chairman: Mrs Clyde Harfield (Virginia)
8 B Amelia Street
Ra 3-8421

15. BOOKS

Chairman: Mrs Michael L Nolen (Margaret)
35 Lyttleton Ave
SN 6-5051

APPOINTED COMMITTEE (1)

FRIDAY MORNING BREAKFAST:
Mrs Nicholas White(Chirman)
810 A Rutledge Avenue
Ra 3-7289

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FACULTY

1st Grade---- Sister Mary John

2nd Grade---- Mrs Vera Mack

3rd Grade---- Sister M Vincent

4th Grade---- Mrs Dorothy Keenan

5th Grade---- Sister Mary Victoria

THE UPPER GRADES -- 6th, 7th & 8th are Taught by 5 teacher:

SPIRITUAL DIRECTOR:----Monsignor John L Manning
teaches Latin to the 8th Grade.

6th Grade---- Mr Edward Fisher

7th Grade---- Sister Stella Maris

8th Grade---- Sister M Alfonso, The Principal

SACRED HEART RECTORY: PASTOR, Msg. J. L. Manning,
ASST Pastor Rev Leo J Croghan
Ra- 2-7018 HOUSEKEEPER Mrs Attendorff, Maid Henrietta, Janitor Herman.

PROJECTS FOR SCHOOL YEAR:

1. To Furnish Sister's Transporation

2. Donations:1. To United Fund
   2. T. B. Drive
   3. March of Dimes
   4. Deanery
   $5.00 to each

3. Maid Service- to hire when necessary.
   to contuine ORKIN SERVICE for kitchen

4. Blue Ribbon Party-- Not to Exceed $25,00

5. Carnival: To be held Tuesday October 11th on School grounds.
   Spaghetti Supper to be served.

6. Childrens' Christman Party to be held as usual.

7. Candlemas Day: $25.00 to be given to candles for church.

8. To give U S O Supper if called upon.

9. Bingo Party to be held in spring.

10. To Remember Moderator's and Asst pastor's anniversaries and Sister's feast days. Give $5.00 to each Faculty member at Christman and end of school year.

11. To provide honor pins for graduating class.

12. To have breakfast for graduating class.

13. To Give $1,000.00 from carnival proceeds to Monsignor Manning.

14. $25.00 to be invested in the "Credit Union".

15. To hold 4 night meeting a year.

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ROOM MOTHERS

Chariman: Mrs Clyde Hairfield
8 B Amelia Street
Ra 3-8421

First Grade
Mrs Sarah Gordon Ra 3-2034 Dunneman Avenue
Mrs Leonard La Brasca Ra 3-4151 32 N.Enston Avenue

Second Grade
Mrs Thomas Barrineau Ra 3-7576 1032 King Street
Mrs Ellen T Cahill Ra 3-5652 340 President Street

Third Grade
Mrs Harry (Betty) Rumph Ra 2-7469 2124 Weaver Avenue
Mrs James K Morelli Ra 3-8805 28 Alberta Ave

Fourth Grade
Mrs RC Limehouse Ra 3-3134 19 E Simmons Street
Mrs M J Shahid Ra 3-4382 157 San Souci Street

Fifth Grade
Mrs J H (DOris) LLoyd Ra 3-7431 12 Piedmont Avenue
Mrs Lonnie Wright Ra 3-9760 32 Moultrie Street

Sixth Grade
Mrs Lawrence (Helena) Clair Ra 3-1369 2126 Mt Pleasant Street
Mrs Raymond Mc Kevlin Ra 3-2237 989 Ashley Avenue

Seventh Grade
Mrs Clarence (Janie) Shahid Ra 2-4281 25 Piedmont Avenue
Mrs G A Moluf Ra 3-7366 40 Piedmont avenue

Eight Grade
Mrs J J (Mary) Kennedy Ra 3-1020 42 St Margaret Street
Mrs W. J Roche Ra 3-7943 729 King Street
Mrs M . L. Nolen SO 6-5051 35 Littleton Ave
Mrs Albert Shahid Ra 2-6716 33 Pendelton Avenue

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CONSTITUTION
SACRED HEART SCHOOL P.T.O.
CHARLESTON, S.C.

ARTICLE I
Nature and Function

Section 1. Parents must take their rightful place as leaders in the sphere of influence which permeates the school.

Section 2. Parents are chief educators for their child's formation in faith and values.

Section 3. In these ways parents may exercise prerogatives appropriate to their role as primary educators while enriching the board with unique insights into educational policy making.

Section 4. Parents Association is accountable to the school board.

Section 5. Accountability is discharged not only by formal and periodic reporting, but also by cooperation with the board in programs such as development, long range planning, school evaluation, communications and public relations.

ARTICLE II
Officers

Section 1. The officers of the P.T.O. shall consist of five (5) members: President, Vice-President, Secretary, Treasurer, and Fund Raising Chairperson. Officers will be elected every two years by the P.T.O. at the last meeting of the school year.

Section 2. All members of the P.T.O. are eligible for any office.

Section 3. Duties of Officers.

A. The President shall preside at all regular and special meetings of the P.T.O.
B. The Vice-President shall perform all the duties of the President when he is unable to act or is absent.
C. The Secretary shall maintain records of all acts of P.T.O., conduct, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his care.
D. Chairperson for Fund Raising shall coordinate and head all fund raising activities for Sacred Heart School.

Air Conditioning men of Parish
Boys. marked wrongly
All Men —
Chairman — Piano

16th Christmas
Piano —
Dolores Bolin Treas.
722 6839 Chairman Fund

ARTICLE III

Meetings

Section 1. The P.T.O. shall meet every six (6) weeks at a place and time designated by the principal. Special meetings maybe called by the president if needed.

Section 2. A majority of the voting membership will carry motions.

ARTICLE IV

Committees

The P.T.O. may establish committees having powers and perform such duties as may be designated to it by the P.T.O..

ARTICLE V

P.T.O. Dues

Dues of $3.00 per family are collected at the first meeting each year.

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P 20

THE FIDELITY MUTUAL LIFE INSURANCE COMPANY

Faithfully Serving Insurers Since 1878

M. L. RUNEY, JR. · 411 PEOPLES BUILDING · CHARLESTON · SOUTH CAROLINA · PHONE RA 2-0711

January 26, 1961

My dear Father Manning,

Paul celebrated his 5th birthday today with 10 little boys. He was so sorry you couldn't come – as I know you are too!! When can you come to supper?

Finally got a chairman for the alter boy supper – Mrs. Pat. (Lois) Sheedy. All mothers so willing to help but refuse to be "in charge" of the cooking and ordering. Mrs. Sheedy can't do it next week but can be chairman any night – the week of the 5th. Our P.T.C. meeting is Feb. 7th – so that leaves the 6th, 8th, 9th available – if convient for you. I'll be home all day tomorrow – so – if you have a free moment call me – or – else – send a note by Joseph if possible.

Mary Schacte will be in charge of the nomination committee at our next P.T.C. Maybe you'd like to suggest some members you'd like to serve on the nomination

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Committee, at the May 16th (sit-down supper) meeting - the annual elections and installations shall take place.

Any suggestions for "the Catholic woman of the year?"

As usual - the 8th grade - wants to leave the school - an appreciation gift. Do you have any suggestions? A movie camera, projector and screen? The committee (8th Grade Rm. Mothers — Mary Kennedy, Mrs W.J. Roche, Mrs. M'L. Talen and Mrs Albert Shahid) want to know if it meets with your approval - may they raffle a portable T.V. - drawing to be held Easter Monday - at our annual Spring P.T.O. Bingo Party.

Hope all is well with you. Looking forward to hearing from you - and - thanking you for everything, I am,

Sincerely yours,

Elsie

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PTO

Porjects For School Year- 1961-1962

Projects For School Year- 1961-1962

1. To Furnish Sister's Transportation

2. Donations:1.To United Fund

2. T. B. Drive

3. March of Dimes

4. Deanery

$5.00 to each

3. Maid Service-to hire when necessary-to continue ORKIN SERVICE for kitchen year round

4. Blue Ribbon party-not to exceed $25.00

5. Carnival:To be held Tuesday October 17th on school grounds.

6. Children's Christmas party to be held as usual-25¢ per child-$1.50 for class prize.

8. To give U S O Supper if called upon.

9. Money raising project to be held in the Spring.

10. To remember Moderator's and Ass't Pastor's anniversaries and Sister's feast days. Give $5.00 to each Faculty member at Christmas and at end of school year.

11. To have breakfast for graduating class-7th grade room mother's in charge.

12. To provide honor pins for graduating class. Students maintaining an average of 905%- 90% after completing their 5th, 6th, 7th, & 8th. grades.

13. To give $1,000.00 from carnival proceeds to Msgr. Manning-rest to go to the ~~P-Too~~ P T O treasurer.

14. $25.00 to be invested in the "Credit Union".

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Projects For School Year-1961-1962

15. Book rental: $7.50 per child, $20.00 for 3 or more children.

16. All keys be returned to newly installed President at the end of school year-so that same maybe given out to proper chairman.

17. $15.00 to be given to principal each month for incidentals.

18. To give luncheon to Sister's-at end of school year or at Christmas.

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Officers-1961-1962

Spiritual Director----------Monsignor John L. Manning

President----------Mrs. Albert Shahid

Vice President----------Mr. L. L. Howland

Treasurer----------Mrs. Charles Eiserhardt

Recording Secty.----------Mrs. Roland Carmel

Correspondence Secty.-----Mrs. Julian Smith Jr.,

Parliamentarian ----------Mr. & Mrs. James Gordon

Faculty--School Year.

1st Grade---------Sister Mary John

2nd Grade---------Sister Mary Paul

3rd Grade--------Mrs. Vera Mack

4th Grade--------Mrs. Dorothy Keenan

5th Grade------Sister Mary ~~Martha~~ Victoria

6th Grade------Sister Mary Martha

7th Grade-----Mr. Edward Fischer

8th Grade-----Sister Mary Alphonsus (Principal)

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PTO

A call meeting of the Executive Board of the Sacred Heart P.T.O. was held on Monday afternoon, 4 June 1962, at the Church Rectory. The meeting was opened with prayer by Father Manning.

Father Manning recommended that the Constitution be changed to extend the term of office of the President to a two year period. He explained that this would save manpower and would be a great aid to have the President familiar with the work after having served one term.

Father suggested that a revision to Article 5 be made in order to allow for a reduction in the number of chairmen of standing committees who would be required to attend the Board meetings. Too many people in attendance at the Board meetings result in unwieldy management of the business at hand. With a limited number, better planning can be conducted.

It was recommended that some of the chairmen of committees be grouped together to have a representative of the group attend the Board meetings.

It was recommended that the following separate committee chairmen exist: Membership, Lunch Room, Hospitality, and Room Mothers.

It was further recommended that the following officers and committee chairmen compose the Executive Board: President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary and the Chairmen of the following committees: Membership, Lunch Room, Hospitality, and Room Mothers.

It was recommended that the office of Parliamentarian be taken off the Executive Board.

It was recommended that the Treasurer's duties be combined to include those duties of the Finance Chairman.

It was recommended that the Hospitality Chairman's duties be combined to include the duties of Program and Properties Chairmen.

It was recommended that the Room Mothers Chairman duties be combined to include the duties of Library and Health Chairmen.

It was recommended that the Corresponding Secretary's duties be combined to include the duties of Publicity Chairman.

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Father Manning suggested that all the money, with the exception of the Lunch Room, be combined into one account. The P.T.O. should not get involved in the Book Fund money.

The Principal stated that she will take care of the book rental money in a special account for Sacred Heart School. It was, therefore, recommended that the Book Fund Committee Chairman be dropped. Sister will have volunteer mothers to help out on the morning of registration.

Father suggested the Legion of Decency movie ratings could be placed on a bulletin board in the School, thus relieving the need for a Motion Picture Chairman.

Father Manning stated that he would be responsible for playground supervision at recess, thus relieving the P.T.O. mothers of that duty of Playground Committee Chairman. He said he would organize an 8th grade patrol group of about 6 boys on a rotation basis to handle this matter.

In view of the above, it was recommended that the following committee chairman be dropped: Book Rental, Playground, and Motion Pictures.

The Treasurer, Miss Rose Kelly, reported a balance in the bank of $209.94, ~~with bills amounting to~~ Bills due $343.78. There is a deposit also of $35.00, leaving actually $186.00.

Sister Alphonsus reported as closely as she could figure the needs for new books for the coming year would cost approximately $900.00, perhaps a little less. The need is chiefly for workbooks, not many new hard back books will be required.

Father Manning stated that the tuition would have to be increased in view of the greatly increased cost of books. He explained he did not wish to overcharge parents, but, on the other hand, the school does not want to lose money. It was recommended that instead of the $7.50 fee per pupil or $20.00 for three or more children in one family as had been charged in the past, that an increase be made to $10.00 per child for each of the first three children, no charge for any additional children in one family. This $10.00 fee will include the $1.50 per pupil diocesan assessment fee. Father Manning stated he would place accouncements in the Parish Bulletin concerning the change in tuition fee to be charged.

Sister Alphonsus stated that in addition to the textbooks she would like to have all the money possible to invest in books for the Library. The Library is very limited and there are not one-third enough books for the lower grades. Father Manning suggested that Sister check into a series of books published by the Paulist Fathers which are said to be excellent for schools.

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The Principal stated that the Librarian did a wonderful job the past school year. 250 books a month were given out, in addition 210 books were obtained by the Library Committee Chairman from the County Library. Each child read 2 or 3 books a month. The Librarian initiated a good program for book reports also.

It was suggested that all trash in the lunch room be discarded, the cabinets washed, floor mopped, and a list be made of all equipment and utensils.

It was decided that during the next school year no bottled drinks would be sold at recess. Bottled drinks are too much of a hazard in the school yard. Only white milk, chocolate milk, and orange juice, all in cartons, will be sold. A check will be made to determine if any milk dairy supplies ice chests in order that the additional milk supply may be accommodated.

The President stated she would attempt to obtain the services of a Lunch Room Chairman. If she is unable to obtain someone willing to do this task, Father suggested the lunch room be closed and each child bring his own lunch, or that it be turned over to some outsider to run as a profit-making concession.

The Correspondence Secretary announced Mrs. Eugene Kelly appreciated the P.T.O.'s help at the reception held in honor of her son's ordination.

In regard to the P.T.O. School Carnival, it was decided to make it a Parish Carnival sponsored by the P.T.O. and the Holy Name Society. Father Manning suggested having the Carnival extend for two evenings, Friday and Saturday, and possibly having Benson Street lined up for the location. He suggested that whatever is to be raffled be decided upon and that tickets be printed and put on sale right away. Father stated he would get together a group of the Holy Name men shortly and have them get started on this project.

Sister Alphonsus explained that a file cabinet will be needed by the school.

Sister said the school has a movie mm projector set bought for educational purposes and also a Hi-Fi set, both of which require money to operate. The School is obtaining the services of a music teacher and music appreciation records will be required for the Hi-Fi set. Sister suggested that it would be wise for the P.T.O. to try to leave $100.00 or $150.00 in the Treasury at the end of the school year to serve as a fund for starting the forthcoming school year.

There being no further business, the meeting adjourned.

Respectfully submitted,

Recording Secretary

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

PTO

The Summer Board meeting of the Sacred Heart P.T.O. was held on Tuesday evening, 10 July 1962, in the Church Rectory. The meeting was opened with prayer by Father Manning.

The minutes of the June Board meeting were read and approved.

It was recommended that the following change be made to the recommendation requested by the Board at the last meeting: it was recommended that the Hospitality Chairman's duties not be combined to include the duties of Program and Properties Chairmen, but rather that Hospitality and Program be separate committees and thus each be a representative to the Executive Board and that the duties of the Lunch Room Chairman be combined to include Properties Chairman. Father Manning stressed the importance of limiting the Executive Board to ten members.

It was announced that the tickets for the raffle have been printed and will be shortly in the process of distribution.

Miss Rose Kelly, Treasurer, read the P.T.O.'s list of expenditures for the past school year. A total of $659.50 was spent. This figure does not include the gas and oil for the Sisters' car, nor does it include the cost of the duplicator nor the gift of cakes presented to the teachers on their feast days.

Miss Kelly reported a $9.00 gasoline bill received from the gasoline station for the Sisters' car covering the three-week period to 21 June.

Father Manning suggested that the P.T.O. limit itself to parish activities, and that many of the outside social activities in which the P.T.O. participates be dropped.

It was thus recommended that the annual P.T.O.-sponsored supper for the U.S.O. be discontinued and that $5.00 donations for such drives as the United Fund, T.B., and March of Dimes also be discontinued. It was also recommended that the P.T.O. discontinue the presentation of cakes as a remembrance of the Moderator's and Assistant Pastor's anniversaries and the Sisters' feast days, and that the Sisters' luncheon at Christmas be discontinued.

Father Manning stated the School is a part of the Parish and the P.T.O.'s duty is to have the parents keep after the children. The P.T.O. should not be obligated to give equipment to the School. It was therefore recommended that the Principal should contact the Pastor in regard to the equipment needs of the School.

Father, you mentioned with Sister about this. you would check

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It was stated that at the first regular P.T.O. meeting in the fall an explanation will be given to the members that honor pins will be awarded to graduating students who average a rating of 90% or more during the combined four year period of the 5th, 6th, 7th, and 8th grades. Explanation concerning this will be posted in each of the four grades affected.

It was recommended that the P.T.O. not commit itself to furnish any awards other than the honor pins. If occasions arise and miscellaneous awards are desired, the Principal will contact Father Manning who will attempt to locate a donor for the awards.

In regard to the volley ball awards program, it was recommended that a large plaque be obtained, and if possible to have same donated by a parishoner. This plaque would be kept in the school and each year the winning team's grade would be engraved upon it.

Due to the resignation of Mrs. Raymond McKevlin as President of the P.T.O., the members of the Board, in the presence of the Spiritual Director and the Parliamentarian, moved and seconded that the Vice-President, Mrs. James Morelli, be elevated to fill the top position.

The Parliamentarian, Mrs. Michael Runey, instructed the new President to appoint a nominating committee to submit one person's name as a nominee to fulfill the vacancy of the Vice-Presidential office. The name will be submitted at the first meeting of the school year and if there are any additional nominations from the floor those names may be submitted at that time.

The Parliamentarian was informed that the Constitution should be revised.

Mrs. Morelli announced that she had been fortunate in having Mrs. Hayden accept the chairmanship of the Lunch Room. Mrs. Thomas Lawton will assist her in lining up the ladies to help in the Lunch Room.

Mrs. Hayden had reported to Mrs. Morelli that she agreed about having lunch room drinks only served in cartons. A check was made and West End Dairy has agreed to furnish refrigeration for the additional white milk, chocolate milk, orange and grape drinks.

Mrs. Hayden asked that rules concerning the Lunch Room be established to handle solutions to the problems that have come up in the past. Therefore, it was decided that, less misunderstanding occur, a sign be posted in the Lunch Room

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stating that no child will be permitted in the Lunch Room at lunch time. It was also decided that no child be allowed credit in buying lunch at the Lunch Room counter. If a child wishes to buy lunch and has no money, arrangements should be made through the child's teacher.

In regard to the free lunches given to children who are unable to pay, the following limit was set: one or two sandwiches as desired, a drink, and a nickel dessert of whatever the child wishes.

Father Manning's boys patrol group will assist in seeing to it that children do not break into the lunch line formed.

Mrs. Morelli stated that Mr. William Sullivan offered that the Navy Yard could regalvanize the three sinks in the kitchen. Mr. Kausek, contractor, could take the sinks out and carry them to B.L. Montague Company which has a contract with the Navy Yard and the Montague Co. could carry the sinks into the Navy Yard and Mr. Sullivan would see to it that the work is expedited. Regalvanizing of the sinks is charged by the pound and it is estimated the cost of the job would be about $25.00. It was decided that the P.T.O. assume the responsibility for regalvanizing the sinks.

The following recommendations were made by the Board for the upcoming school year:

1. To furnish Sisters' transportation.

2. Donation of $5.00 to the Deanery.

3. Continue Orkin service for kitchen.

4. Blue Ribbon Party - Not to exceed $25.00.

5. Parish Picnic and Raffle - P.T.O. and Holy Name Society to sponsor a Parish Picnic on Sunday, 23 September, at the Rifle Club Grounds. Raffle for $1,200.00 grand prize to be fund-raising project.

6. Children's Christmas Party - At cost of 25¢ for each pupil, plus $1.50 per class for prizes.

7. If sufficient money is not obtained from raffle, there will be some kind of money-making project in the spring.

8. Give $5.00 to each faculty member at Christmas and end of school year. Give $5.00 to Janitor at Christmas time.

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9. Graduating pupils who average a rating of 90% or more during the combined four year period of the 5th, 6th, 7th, and 8th grades to receive honor pins.

10. To have breakfast for graduating class. Seventh grade room mothers to be in charge.

11. Book rental - $10.00 per child for each of the first three children, no charge for any additional children in one family. Included in this, is the $1.50 per pupil diocesan assessment fee.

12. Proceeds of picnic and raffle - the first $1,200.00 to pay for grand prize, the next $1,000 to be given to Father Manning (this sum to be turned over to the Bishop to help liquidate the debt on the Novitiate at James Island), the next $1,000 to the P.T.O. Treasury, and the next $1,000 to the Holy Name Society--then any remaining to be equally divided between the two organizations.

13. If there is a surplus of money at the end of the school year, a sum to be then determined will be invested in Parish Credit Union.

14. To hold four night meetings a year - to be held in September, November, February, and May, with the February meeting to be designated as Father's Night and to be almost exclusively for enjoyment.

15. $15.00 a month will be given to the Principal for miscellaneous incidental expenses.

16. A breakfast to be served in honor of the First Communion Class.

17. If there is sufficient money at end of school year, same to be given Principal for projects as Library, Music, etc.

The President announced that she will consult with the Finance Chairman in regard to plans for the picnic and raffle.

Membership Chairman, Mrs. Albert Shahid, plans to call parents thus making a personal contact to encourage parents to become members of the P.T.O.

There being no further business, the meeting adjourned.

Respectfully submitted,

Recording Secretary

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A meeting of the Executive Board took place on Tuesday morning, 12 February, at the Sacred Heart Rectory.

The next regular meeting will be held on Tuesday evening, the 19th, at 8 p.m. This will be the annual Father's Night program. Hospitality Chairman, Mrs. Moluf suggested that a ham and potato salad buffet-type supper will be prepared. Mrs. Charles Eiserhardt and Mrs. Morelli will check to ascertain that sufficient chairs, tables, and silverware will be available for the evening. The usual donation of 50¢ per couple will be requested and will be collected at the door.

Mrs. Kelly, Program Chairman, announced that Mr. Traynor Ferillo will handle the entertainment. Mrs. Kelly will check concerning a form of notice to be sent parents as reminders of this meeting.

Mrs. Morelli announced that due to unusual circumstances this year, the Blue Ribbon Party for the First Graders had not as yet been held. Sister Mary John had suggested the possibility of scheduling the Party for Easter time. The Board recommended that in the future the First Grade Blue Ribbon party be held at a date not later than 15 November.

The President mentioned that the refrigerator in the Sisters' Lunch Room had ceased to operate satisfactorily. She gave recognition to Shahid's Department Store which very generously donated a replacement Frigidaire.

Mrs. Morelli mentioned receipt of a letter concerning the volunteers for the Cancer Drive in May. However, the P.T.O. does not participate in this type of drive.

There was also a letter from the Deanery President in regard to encouraging women to undergo a cancer check. The letter is being turned over to the Health Chairman for reference purposes.

A discussion was held concerning the possibility of having 9 evening P.T.O. meetings a year instead of the 4 as have been recently tried. It was felt that with the 9 meetings more interest would be generated and that the work of the P.T.O. could be handled more effectively, that it would bring the members out for more frequent social get-togethers and that the members would be able to have more active participation in the Organization. The Board recommended that after a two year trial of the 4 evening meetings a year, that the number of these evening meetings be increased to 9, that is, one a month.

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Mrs. Albert Shahid, Membership Chairman, reported a total of $75.00 in dues collected to date.

It was suggested that a membership drive to encourage more active participation be initiated in the Fall. It was suggested a prize could be offered to the class which has the greatest number of parents enrolled as members.

Mrs. Charles Eiserhardt reported that approximately $200.00 has been profited in the Lunch Room thus far for this year. In addition to this figure $76.70 has been expended in State taxes. At the end of last year, $105.00 had been profited-this sum has not been touched.

A preliminary discussion was held concerning the next Parish picnic. Inasmuch as the Fourth of July and Labor Day are the only possible legal holidays on which a picnic would be scheduled in order that the entire family might attend, it was the preference of the Board that the picnic be held again on a Sunday. However, this matter will be decided later.

There being no further business, the meeting adjourned.

Respectfully submitted,

MARY T. CARMEL
Recording Secretary

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MAY 15, 1962

THE NOMINATING COMMITTEE.

Mr. James Condon, Mrs. James Morelli and Mr. Michael L. Runey, Jr., submit the following slate for Officers for the Sacred Heart School P.T.O. School Year of 1962- 1963.

President -	Mrs. Raymond R. McKevlin, (Joanne) (Ra 3 2237) 989 Ashley Avenue.
Vice-President -	Mrs. James K. Morelli, (Joyce) (Ra 3 8805) 28 Alberta.
Treasurer -	Miss Rose M. Kelly (Ra 2 7104)
Recording Secretary -	Mrs. Roland Carmel (Mary Frances) (Ra 3 9249)
Corresponding Secretary-	Mrs. Julian Smith (Shirley)

Miss Rose Kelly does not have children 'tis true - but - our Constitution reads: Any person interested in the development of Catholic Youth is eligible. She cried - when asked.

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SACRED HEART SCHOOL P.T.O. PROJECTS FOR 1963-1964 SCHOOL TERM

1. To cover expenses of Sisters' transportation.

2. Convention expenses of two P.T.O. delegates to the Diocesan convention will be paid. All diocesan assessments and dues will be paid.

3. Continue Orkin service to kitchen.

4. Parish Raffle - P.T.O. and Holy Name Society will jointly sponsor annual Parish raffle. Drawings for prizes will be in the School Hall on Sunday, 22 September 1963 at 5:30 P.M.

5. Children's Christmas Party - At cost of 25¢ for each pupil, plus $1.50 per class for prizes. Parties sponsored by P.T.O. will be held in the individual classrooms of all grades on final school day before Christmas holidays.

6. If sufficient money is not obtained from raffle, there will be some kind of money-making project after Christmas.

7. Give $5.00 to each faculty member at Christmas and end of school year. Give $5.00 to Janitor at Christmas time.

8. Graduating pupils who average a rating of 90% or more during the combined four year period of the 5th, 6th, 7th, and 8th grades to receive honor pins.

9. To have breakfast for graduating class. Seventh grade room mothers to be in charge.

10. If there is a surplus of money in the Lunch Room Treasury at the end of the school year, it will be deposited in Parish Credit Union to be saved and used at a later date for some large expense which may be incurred by the School. ($100.00 of this balance is to be left in Treasury for operating expenses in the Lunch Room for the following year.)

11. To hold six night meetings a year--to be held on the following Tuesday evenings: September 17th, October 22nd, December 10th (Christmas entertainment by children), February 4th (Father's Night), March 10th, and April 28th (annual meeting and installation of officers). Parent-Teacher conferences will be held in the individual classrooms 7:00-8:30 P.M. Meetings will start at 8:30 P.M. in the School Hall. Refreshments will be served.

12. $15.00 a month will be given to the Principal for miscellaneous incidental expenses.

13. A breakfast will be served in honor of the First Communion Class.

14. If there is sufficient money at the end of school year, authorization will be given to the Principal by the P.T.O. to purchase Library books at a sum up to $100.00.

DOE_3929_000548

P-20

Sacred Heart Rectory
Charleston South Carolina
August 28 1965

From: Father Manning
TO: A Group of PTO Members.

Our PTO President, Mr Julian Ritter, is a patient at St Francis Hospital. In his absence and at his request I am writing this letter. He had planned to call you personally but time ran out.

Because of our annual diffiulty to get a school mother to take care of the lunch counter, we have made a change that we hope will be permanent. Mrs Frances Lempesis has now taken over the lunch room and will conduct it as a business project. She will have to have some school mothers to help her during the lunch period just as they have done during the past years.

But I am writing you about a proposition distinct from the lunch counter. I am concerned about the faculty lunches - Sisters and lay teachers. So we are asking a group of our school mothers to take one day in about every third week to prepare the faculty lunches The Teachers do not have much time to prepare their lunch in the short recess period. It would be so much more enjoyable if the simple lunch could be on the table, fully prepared, when the faculty arrives at noon. This is what we are asking you to help us with.

We do not ask nor expect you to assume personally the expense of the luches. The PTO or the parish will underwite this expense. However, you might like to bring to the faculty something of what you prepare for the family on that day. This would afford a little variety but it is not obligatory. The food will be kept in the kitchen refrigerator and the menu for the day will be planned by the mother on duty that day. There will be four Sisters and four lay teachers. The lay teachers have now a dining room on the right wing of the stage as you enter the hall.

Mrs Joyce Morelli will act as chairman of this group and will call you to remind you of your assignment. If uou prefer a fixed day each week you serve, tell Mrs Morelli.

I am sure this courtesy will do much to animate our faculty our teachers. So I am anxious to get it started by Tuesday September 7th.

This will not put too great a burden upon any one Mother. Please do not turn us down. We are depending upon you.

J. M
Father Manning

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February 19,1968

From: John E. Ferrara
Sacred Heart PTO
888 King Street
Charleston, South Carolina, 29403

To : City Council
City of Charleston,
Charleston, South Carolina

Honorable Sirs:

I am representing the Sacred Heart PTO and Sacred Heart Church, concerning a project I will proceed to explain to you.

Sacred Heart School has a severe traffic problem on Benson Street, which parallels King Street and extends one block from Huger Street to Congress Street. Parking now exists on both sides of the street, with a white line area for unloading school busses at the Benson Street entrance to the school. During the morning hours and afternoon hours, when school is opening and closing, traffic becomes entangled to an unimaginable snarl. The school busses take up quite an area and with two way traffic on Benson Street, no one can go either way. Such a condition moves various drivers to an impatient mood. They, frequently, will try squeezing through abbreviated spaces at speeds ranging from quite fast to a snail's pace and, then again accelerated. This poses a danger to our children being discharged from automobiles on both sides of the streets The area is short of parking facilities as is and it may impose an undue restriction on residents to change these too severely.

We believe that widening Benson Street could produce some relief from the congestion. Both sides of Benson Street consist of a normal sidewalk area and a dirt areaoof equal width, in which some trees are planted. We request that you remove the dirt bed on both sides of Benson Street, and widen the street, as is then possible. We would like a white line area placed on the west side of Benson Street for discharging children from cars and busses. This would then, leave enough roadway for traffic to pass in both directions with reduced hazards for everyone. We would also like to have you restrict parking on Benson Street to a two hour limit during the hours from 8 A.M. to 4 P.M. This would be helpful to the situation and to the residents, since the employees of neighboring businesses, frequently, tie up the area for the entire day. We have some other plans we are looking into with respect to helping the situation. Most of these plans are mostly dependent on the street widening, in order to adequately alleviate existing conditions.

In behalf of the Sacred Heart PTO and Sacred Heart Church, I would like to thank you in advance for your consideration of this matter. I would be very happy to give you any additional details that might be helpful in resolving this matter. Thank you again.

Sincerely,

John E. Ferrara
Sacred Heart PTO

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Bensu st widening

CITY OF CHARLESTON
SOUTH CAROLINA
29402

February 29, 1968

Alderman John W. O'Neill, Chairman
Committee on Public Safety & Traffic

Alderman Fred J. Martschink, Jr.,
Chairman,
Committee on Streets
Charleston, South Carolina

Gentlemen:

I am transmitting herewith a copy of a communication from John E. Ferrara, representing Sacred Heart PTO and Sacred Heart Church, which was read to City Council at its meeting February 27. Council referred the communication to the Committees on Streets and Public Safety and Traffic and to the Director of the Department of Traffic and Transportation.

Yours sincerely,

A. J. TAMBERG
Clerk of Council

AJT/dm
cc: Mr. Harold M. Raymor, Director, Department of Traffic and Transportation
Honorable J. Palmer Gaillard, Jr., Mayor
Mr. John E. Ferrara, 888 King Street

DOE_3929_000551

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May 1983

CONSTITUTION
SACRED HEART SCHOOL P.T.O.
CHARLESTON, S.C.

ARTICLE I
Nature and Function

Section 1. Parents must take their rightful place as leaders in the sphere of influence which permeates the school.

Section 2. Parents are chief educators for their child's formation in faith and values.

Section 3. In these ways parents may exercise prerogatives appropriate to their role as primary educators while enriching the board with unique insights into educational policy making.

Section 4. Parents Association is accountable to the school board.

Section 5. Accountability is discharged not only by formal and periodic reporting, but also by cooperation with the board in programs such as development, long range planning, school evaluation, communications and public relations.

ARTICLE II
Officers

Section 1. The officers of the P.T.O. shall consist of five (5) members: President, Vice-President, Secretary, Treasurer, and Fund Raising Chairperson. Officers will be elected every two years by the P.T.O. at the last meeting of the school year.

Section 2. All members of the P.T.O. are eligible for any office.

Section 3. Duties of Officers.

A. The President shall preside at all regular and special meetings of the P.T.O.
B. The Vice-President shall perform all the duties of the President when he is unable to act or is absent.
C. The Secretary shall maintain records of all acts of P.T.O., conduct, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his care.
D. Chairperson for Fund Raising shall coordinate and head all fund raising activities for Sacred Heart School.

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ARTICLE III

Meetings

Section 1. The P.T.O. shall meet every six (6) weeks at a place and time designated by the principal. Special meetings maybe called by the president if needed.

Section 2. A majority of the voting membership will carry motions.

ARTICLE IV

Committees

The P.T.O. may establish committees having powers and perform such duties as may be designated to it by the P.T.O..

ARTICLE V

P.T.O. Dues

Dues of $3.00 per family are collected at the first meeting each year.

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PTO
1985-86

President - Lloyd Francis
Vice President - Clarence Major
Recording - Angela Moore ?
Annie Foster?
Treasurer - Roslyn White
Financial Secretary - Thomasina Taylor
Fundraising Chairperson - Annie Foster

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486

First Federal of Charleston

PAGE 1

ACCOUNT NUMBER

1505-01263-1

STATEMENT DATE

JUL 28, 1987

INTEREST RATE

5.25%

FIRST MATE CHECKING

15 SACRED HEART ELEM SCHOOL PTO
888 KING ST
CHARLESTON SC 29403-4139

BALANCE LAST STATEMENT	DEPOSITS NO.	DEPOSITS AMOUNT	DISBURSEMENTS NO.	DISBURSEMENTS AMOUNT	INTEREST EARNED	SERVICE CHARGES	BALANCE THIS STATEMENT	CHECKS ENCLOSE
4,736.70	0	.00	0	.00	21.80	.00	4,758.50	0

DIRECT ALL INQUIRIES TO 745-5626

ACTIVITY ********** (OTHER THAN CHECKS) **********

DATE	DESCRIPTION	DEPOSITS	DISBURSE
JUL 28	INTEREST PAID	21.80	

STATEMENT CLOSING DATE	PREVIOUS BALANCE	−	PAYMENTS (AND) CREDITS	+	ADVANCES (AND) DEBITS	+	FINANCE CHARGE	=	CURRENT BALANCE

NUMBER OF DAYS IN BILLING CYCLE	DAILY PERIODIC RATE	ANNUAL PERCENTAGE RATE	MINIMUM PAYMENT AMOUNT	MINIMUM PAYMENT DUE DATE	AVAILABLE CREDIT
		%			

The Minimum Payment Will Be Deducted From Your Checking Account On The Date Due Unless Otherwise Paid

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DUTIES OF P.T.O. OFFICERS

Mrs Lopez

The President shall preside at all meetings of the P.T.O. organizations. She will appoint all committees and attend to such duties as pertain to her office.

Mrs Arthur Taylor

The Vice-President shall serve in the absence of the President and carry out her duties.

Mrs. Bennett -

The Secretary shall keep all minutes and make reports when required.

Mrs. Ruth Green

The Treasurer shall keep account of the P.T.O. dues and report when required to do so by the P.T.O. organization.

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Fr. Condon

DEPARTMENT OF EDUCATION

Diocese of Charleston
119 Broad Street
P.O. Box 818
Charleston, South Carolina 29402

803-724-8370

February 9, 1989

Memo to: Pastors, Home-School Association Presidents and Principals

From: Father Kelly

Re: Role of Home-School Associations and their Constitutions

Since we are in process of updating School Board Directives and reviewing the Constitutions of these organizations, we would like to bring our review of Home-School Associations (PTO's) and their constitutions up to date also.

Please send to this office a copy of the Constitution and By-Laws of your organization, give a brief summary of how you see yourselves functioning relative to your particular school, and how your functioning correlates with the Diocesan Policy - a copy of which is enclosed.

Thank you for your prompt response to this request, We would like to have it no later than March 10, 1989.

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DIOCESAN POLICY GOVERNING ALL HOME-SCHOOL ASSOCIATIONS OF THE DIOCESE OF CHARLESTON

Home-School Associations

To foster unity of purpose between home and school it is recommended that each school have a Home and School Association (HSA), (PAT), (PTO). Its proper function is support of the school and its programs. It is not a policy-making organization, but it serves as an excellent vehicle of communication for the school with parents and community. 105

Each parent association is to formulate a Constitution governing its operation. This Constitution must be submitted to the Diocesan Office of Education for approval. 105.1

In addition to the pastor and principal, representatives of the parents and of the lay and religious faculty should be members of the executive committee. 105.2

Expenditures of funds are to be in line with school objectives and priorities, authorized by the executive committee of the association but subject to final approval by the pastor/principal. 105.3

NOTE: As soon as a Constitution for a local School Board is developed, it is to be sent to the Diocesan School Office. It will then be submitted to the Bishop for approval, and when such approval is given, a certificate of approval will be sent to the parish.

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DEPARTMENT OF EDUCATION

Diocese of Charleston
119 Broad Street
P.O. Box 818
Charleston, South Carolina 29402

803-724-8370

March 13, 1989

To: School Board Chairpersons

Fr: Fr. Kelly

Re: Fund Raising Related to Schools

Our Policy Handbook for the schools of the Diocese of Charleston has some very clear directives concerning fund raising:

Fund Raising Activities

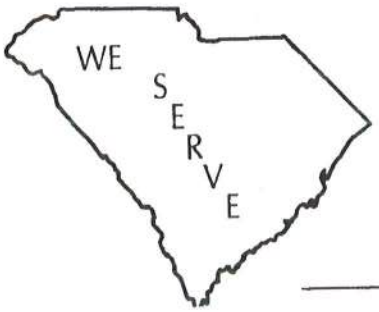
When and if, consideration of the establishment of an endowment fund is initiated, this should be brought to the attention of the Diocesan Superintendent of Education, who will then alert those concerned to the necessary diocesan procedure to be followed. 340

No fund raising activities shall be undertaken by the school or any organization thereof without the consent and approval of the pastor and these moneys shall be expended only upon his approval. 341

The result of all fund-raising activities should be included in the final annual financial report of the school operation. 342

Relative to Home School Associations, the following policy exists:

Expenditures of funds are to be authorized by the executive committee and are subject to final approval by the pastor/principal. 105.3



It is well that some very definite regulations be established for the handling of funds collected through an activity carried out by this organization in the name of the school. In order to safeguard all concerned, it is recommended that all moneys be accounted for on a regular basis, and that all checks and deposits require dual signatures (one of which is that of the pastor/principal.)

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DOE_3929_000561

1/11

1047/Sacred Heart School-Admin records-Teacher Contracts, 1974-1973

Attention archivist!

Access is restricted.

This collection is opened to employees only.

Reason:

Social Security Numbers

March 11, 2015

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T-12

SACRED HEART SCHOOL
888 KING STREET
CHARLESTON 26, S. C.

TEACHERS ----------1964 - 1965

Grade One ..... Sister M. Imelda (Motherhouse)

Two ..... Mrs. Bolchoz (BL. Sacrament)

Three ..... Mrs. Sakre (St. John's)

Four ..... Sister Jean Marie

Five ..... Mrs. Keenan

Six ..... Mrs. Runyan (Bl. Sacrament)

Seven ..... Sister M. Teresa (Motherhouse)

Eight ..... Sister M. Alphonsus

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Department of Education
Diocese of Charleston
119 Broad Street
Charleston, South Carolina

Phone RAymond 3-6383

M A Y 19th, 1 9 6 4

Reverend and dear Father:-

At the recent Annual Meeting of the Diocesan School Board it was decided to introduce for the coming school term the use of a lay teacher contract in all our schools. I am enclosing a copy. Please let me know how many copies you wish me to send you.

Also enclosed is a memorandum about Lay Teacher Contracts, explaining the contract to be used and a suggested plan which you will find very beneficial to consider for your school.

At present, we are in the process of drawing up a recommended salary schedule which we shall send you later. In the meantime, we suggest that you check with your local school district for a copy of its salary schedule and try to match the amounts in employing your lay teachers or at least strive to pay 75 - 80% of what the local public school district is paying. This is purely suggestive.

With best wishes for a fine school year in 1964 - 65, I am,

Sincerely in Christ,

J F McManus

Rev. J. F. McManus,
Superintendent of Schools.

JFM/N

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DEPARTMENT of EDUCATION

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this _____day of_____,19____ by an between

_____(teacher) and_____

_____Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the _____school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being_____,19____. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days, The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish(Or High School) agrees to pay the teacher a yearly salary of $_____, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows;_____

_____

Pastor_____
or Rector

Teacher_____

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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SUBJECT: Lay Teacher Contracts

INTRODUCTION: With th addition of more and more lay teachers to our school staffs and the increasing problems arising in securing and keeping good teachers, it seems that the time has come for the schools of our Diocese to introduce the matter of a definite contract for the lay teacher.

The following information on this important subject has been gathered together to help our pastors in this area. We offer these suggestions in the light of helpful hints to good school policy.

Comments on the contracts prepared for adoption in all the schools of our Diocese.

1- We have tried to include here only the essential elements of a good teaching contract.
   - a - the length of the school year and opening date
   - b - the salary for the year (before deductions) and space to indicate manner in which it is to be paid.
   - c - the kind of service (not a specific grade) to be rendered and the person who will direct this service (the principal)
   - d- under #3, we have included a broad condition to cover all posibilities without spelling out conditions that may not be valuable to have included.
   - e - under #4 we are introducing the concept of sick leave and how it is to be figured
   - f - if an individual pastor (or rector) may wish to add certain specific conditions for his own school then it is advisable to attach to the contract a list of the rules and regulations of the school applicable to teachers (this item is covered in the terms of the contract under #3)

2- We strongly urge and recommend that the contracts for the school year be completed and signed in the spring (April 1st) for the following full term.

3- Continuing Contract Program
   Because of advantages both to the school and to the lay teacher, pastors would be wise to consider what they can do to improve contractual arrangements in their schools. The following plan is based on successful public school practice, and should be applicable in parochial schools. The plan includes the following steps:

Step I. Probationary Period (three years)
Step II. Limited Contract Period (three years)
Step III. Continuing Contract Period (indefinite)

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Step I. Probationary Period (three years)

A. The Pastor's role

1. Signs a one year contract with the beginning lay teacher
2. The following spring, offers a satisfactory lay teacher a one year contract for the next year; or in case of unsatisfactory services, withholds the contract Repeats this in the spring of the second year.
3. In the spring of the third year, either notifies the teacher that her services will not be needed in the fall or admits her to the next level.

B. The lay teacher's role

1. Renders satisfactory service.
2. Meets certification requirements
3. Gives evidence of required in-service improvements (perhaps in terms of added college credits)

Step II. Limited Contract Period (three years)

A. The Pastor's role

1. At the end of the probationary period, offers the satisfactory lay teacher a three year period contract
2. In the spring of the second year, offers the satisfactory lay teacher a supplementary salary contract for the fall term. Withholds the contract of an unsatisfactory teacher (corresponds to Lay Teacher Advisory Program - see Chapter #10)
3. In the spring of the third year, either notifies the lay teacher that her services will not be needed in the fall or admits her to the next level.

B. The lay teacher's role

1. Continues to fullfill obligations (1) (2) and (3) in 1B above

Step III. Continuing Contract Period (indefinite)

A. The Pastor's role

1. Offers a continuing contract to the lay teacher who has satisfastorily completed the Linited Contract Period. This continuing contract assures the teacher of a position each fall unless notified by April 1st that her services will not be needed in the fall.
2. Each spring offers the lay teacher on a continuing contract a supplementary salary contract for the fall term.
3. Enforces the age for retirement.

B. The lay teacher's role

1. Continues to fulfill obligations (1) (20 and (3) in 1B above
2. Retires at the age specified

The three steps outlined above form the basis for contractual arrangements in public schools using the continuing contract. They are mentioned as steps because each part of the plan can be intro-

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Contract - Teachers,

DEPARTMENT of EDUCATION

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 16th day of Sept., 1968 by an between (Mrs) Dorothy E. Keenan (teacher) and Sacred Heart Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the 1968-69 school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being Aug 28, 1968. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days, The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish(Or High School) agrees to pay the teacher a yearly salary of $_____, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows; for Ten Months

Pastor or Rector John R Manning

Teacher Mrs. Dorothy E. Keenan

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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DEPARTMENT of EDUCATION

DIOCESE OF CHARLESTON

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 16th day of Sept, 1968 by an between Mrs. Christine Freeman (teacher) and Sacred Heart _____ Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the 1968 - 69 school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being Aug 28, 1968. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days, The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish(Or High School) agrees to pay the teacher a yearly salary of $3000, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows: $300.00 per month for Ten Months

Pastor [signature]
or Rector

Teacher Christine M. Freeman

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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DEPARTMENT of EDUCATION DIOCESE of CHARLESTON

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 18th day of September, 19 1968 by an between Katha B. Mills (teacher) and Sacred Heart Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the 1968-69 school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being Aug 28, 19 68. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days, The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish(Or High School) agrees to pay the teacher a yearly salary of $3000, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows; $300 per month for Ten Months

Pastor or Rector [signature]

Teacher Mrs. Katha B. Mills

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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DEPARTMENT of EDUCATION

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 16th day of Sept, 1968 by an between Mrs. Margaret Conti (teacher) and Sacred Heart Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the 196 school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being Aug 28, 1968. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days, The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish(Or High School) agrees to pay the teacher a yearly salary of $3,000, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows; $300. per Month for Ten Months

Pastor or Rector John R Mawn

Teacher

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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DEPARTMENT of EDUCATION

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 16th day of Sept, 1968 by an between Martha Runyan (teacher) and Sacred Heart Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the 1968-69 school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being Aug 28, 1968. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days, The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish(Or High School) agrees to pay the teacher a yearly salary of $3 000, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows: $300 per Month - for Ten Months

Pastor or Rector [signature]

Teacher Martha Runyan

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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DEPARTMENT of EDUCATION

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 16th day of Sept, 1968 by an between Mrs. Pamela Brazda (teacher) and Sacred Heart Parish (or High School)

provides as follows:

The teacher agrees to teach in the school designated above for the 1968-69 school term or for such portion thereof as may remain after the beginning date of service, subject to the following conditions:

1. The school term shall be one hundred & eighty days, (180) the first school day for the term being Aug 08, 1968. In addition if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to constitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal. The teacher shall discharge this assignment to the satisfaction of the principal and the pastor (where appicable).

3. The teacher shall abide by all the rules and regulations of the school and those of the Department of Education of the Diocese of Charleston.

4. In case of absence, the pastor shall pay for one day's absence for each month of service completed, up to ten days' absence a year, and cumulative up to absence of ninety days. The pastor shall also pay the salary of the substitute teacher during such absence.

IN consideration of such services, the Parish (Or High School) agrees to pay the teacher a yearly salary of $ 2750, subject to deductions for Social Security, income tax and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made as follows; $275 per Month for Ten Month.

Pastor or Rector John L Manning

Teacher Pamela L Brazda

3 copies are to be signed by both parties:
one copy for Pastor or Rector
one copy for Teacher
one copy for school file

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29 Timmerman Dr.,
Charleston, So. Carolina
29407

June 9, 1969

Dear Msgr. Manning,

I recently read in the News and Courier your advertisement for qualified lay teachers for Sacred Heart Elementary School. I am interested in applying for a position in your school administration.

I was educated in the Parochial schools of Charleston, graduating from Saint Patrick School in 1961, and from Bishop England High School in 1965, as an honor graduate. I received the Bachelor of Arts degree from Erskine College, Due West, South Carolina, this month. While at Erskine I was a member of the Newman Club, German Club, Spanish Club, Concert Chorus (Vice-President), and was honored as the Euphemian Literary Society's "Student-of-the-Month" for May, 1969, a high honor at Erskine. I was the holder of a $2,000 honor scholarship, and graduated with

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approximately a 3.2 average (out of 4.0). My liberal arts course of study included a major in music, a minor field in English, and I excelled in Math, Chemistry, and Languages.

I have taken the 1969 National Teacher's Examinations and received well over an "A" on both the Commons as well as the Teaching Area Exams.

I would prefer teaching either fifth or eighth grade students, although I would consider sixth or seventh grades as well. I have tutored a fifth grader and have worked well with children before. I am considered an excellent organizer, and present materials clearly, forcefully, and seem to captivate the attention and respect of those I have taught or worked with.

At present, I am answering letters I have received from Anderson, Charleston, and Darlington School Districts. But my teaching preference is Charleston.

I would appreciate hearing from you

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at your earliest convenience. I would also appreciate a personal interview, if you see fit to call one.

Yours very sincerely,

Christopher C. Hartnett, Jr.

P.S.

My reference credentials are on file, and available upon request from:

Guidance and Placement Center
Erskine College,
Due West, South Carolina
29639

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Dear Mr. Brennan and Members of the Sacred Heart School Board:

I am returning the contract you have recently sent me concerning teaching again at Sacred Heart for the 1970-71 school year. I cannot put my signature on a binding contract until I have had a chance to have several "petitions" heard, and hopefully, some revisions made.

I. Although I am extremely well-pleased with the manner in which Sacred Heart School is run, it has been noticed by myself and several other faculty members that a need exists for an appointed disciplinarian. In no way is this word to denote any type of gestapo regimentation, but rather as an approach to teaching discipline instead of enforcing it. Father Manning is a strong upholder of discipline; however, he is not in any position to be contacted each time a need arises. On the other hand, it is the general concensus that Mrs. Runyon overlooks too frequently actions of students that warrant disciplinary action. It is true that each teacher is responsible for the discipline in his or her own classroom. I am referring to the incidents outside the classroom, as well as those in the classroom which are perhaps too serious to deal with in front of other students. I also feel the duties of disciplinarian should double as counselor. Each student at one time or another needs the advice or encouragement of a counselor. Most schools have this now; since we are operating more and more on a professional basis I think it should be given due consideration.

Furthermore I feel the school rules and policies should be printed and distributed in September. I personally believe this is the only way to professionally handle this aspect of administration. Especially since our school will be opening its doors to so many new students in the fall.

II. Also in the line of new students. Would it be possible to investigate the chances of giving short standardized testing to incoming students. Many transcripts are not

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received until the year is well under way. It happened last September that the upstairs teachers spent nearly one month trying to "place" several transfer students. (Example: One 5th grader knew only how to write his name: no reading, spelling, basic math, etc... He eventually ended up in 3rd grade where Mrs. Powell performed a minor miracle on him, and he is just now beginning to come up to 3rd grade standards.) There are several more cases similar to this one. If we could get I.Q. scores or better, Grade Equivalents in Math, Language, and Reading it would alleviate some of the September confusion and embarrassment.

III.

The final topic I wish to bring up is one that I hesitate to, because it is something I give as little attention to as possible. I would also like to mention that there has, to my knowledge, been no discussion of this among faculty members at all this year.

I am aware of the close financial planning regarding the 1970-71 school year. Nevertheless, after giving it quite a bit of pencil work and thought, I do not feel I can continue at Sacred Heart without a salary increase sufficient enough for me to "clear" approximately $375, preferably $400 even, per month. At present I earn exactly $315.82.

My reasons for asking this increase are as follows:

(1) As a single, self-supporting male I require more money to operate than teachers who are wives of working husbands, and who teach for additional income.

(2) I feel salary should be distributed on a scale commensurate with training, ability, experience, and above all, responsibility. I hold the Bachelor of Arts degree from Erskine, where I was an outstanding scholarship student. I can teach any subject in the upper grades, expecially the more taxing ones like Math and Music. It is obvious that I have the heaviest schedule in the upper grades. My reponsibilities exceed those of the average teacher: I am in charge of school productions, which require many hours of "overtime." I have sponsored pep rallies, dances, and am in charge of the office records for the 8th grade, which involves a good bit. I also enjoy representing the school as often as I can at diocesan curriculum meetings, as well as civic academic meetings; I feel I can represent the school well in any capacity.

(3) I have been approached concerning being the full-time organist at Sacred Heart Church next year, in the event that the position is open-- and it has been surmised that there probably will be. I have consented to take the position, if I am at Sacred Heart at the time. I

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6.

held this position for two years (1964-1965), on a salaried basis.

(4) Lastly, because I feel the quality of my teaching is above average. I am interested in students personally. Personally enough to hold special afternoon classes for the slower students, or for those who can achieve but have failed to do the work. I insist that each student strive to work up to his capacity, because I earnestly try to determine each child's capacity, regardless of his past records of present environment.

In no way does my returning of this contract signify a refusal of it. I am deeply interested in Sacred Heart School. My first year has been one of personal fulfillment and self-enrichment. This is why I have sat down and tried to determine ways to make the school even better.

I am asking that this letter be read (or summarized) before a quorum of the board. I would appreciate a hearing before the board, if you wish me to clarify my thoughts or discuss any of the above points in further detail.

In fact, I heartily advocate <u>each</u> faculty member be invited to appear before the board on the same night, if for no other purpose than to say "no news is good news." It is to my understanding that the faculty gets to appear before the board anyhow in regards to recommendations and criticism of textbooks, the physical plant, or any other topic related to the school board.

Apologizing for the longevity and thanking you for your consideration, I am

Very sincerely yours,

Christopher C. Hartnett, Jr.

Christopher C. Hartnett, Jr.

29 Tammerman Dr

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DOE_3929_000580

DIOCESE OF
CHARLESTON, S. C.

APPLICATION FOR TEACHING POSITION

DATE: June 15, 1969

PERSONAL HISTORY

Name HARTNETT, JR. CHRISTOPHER C.
Family Name Christian Name

Street 29 TIMMERMAN DR., City CHARLESTON, SC

Place of Birth CHARLESTON Date of Birth 11-11-47

Religion: specify denomination, if non-Catholic

Parish to which you belong BLESSED SACRAMENT

City CHARLESTON

How applicant Can Be Reached: Time — Phone 556-1764 (home)

Address:

Phone 556-1764 Sex: ✓ M ___ F

Race: ✓ White ___ Negro ___ Oriental

Citizenship: ✓ American ___ Naturalized

Marital Status: ✓ Single ___ Widowed ___ Married ___ Divorced

Ages of Children —

If married woman, husband's first name —

Maiden Name —

Social Security Number [redacted]

EDUCATIONAL BACKGROUND

Level	Name of School	City and State	Dates Attended From	Dates Attended To	Date of Graduation	Kind of Degree
Elementary	Saint Patrick School	Charleston, S.C.	1953	1961	1961	with honors
Elementary						
High School	Bishop England High	Charleston, S.C.	1961	1965	1965	College Prep. w/ Honors
High School						
College	ERSKINE COLLEGE	DUE WEST, S.C.	1965	1969	1969	A.B.
College						

APPLICATION BEING MADE FOR

If elementary school, list grades in order of preference
1. 5 2. 6 3. 7

If high school, list subjects you are qualified to teach:
1. ___ 2. ___ 3. ___

Specify: ✓ Full-time teacher ___ Substitute

School in which you are interested: SACRED HEART

TEACHING EXPERIENCE

Public School, Grade 1 - 8	___ Years
Public School, Grade 9 - 12	___ Years
Catholic School, Grade 1 - 8	___ Years
Catholic School, Grade 9 - 12	___ Years
Total	___ Years

001296

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SOUTH CAROLINA CERTIFICATES*

Name of South Carolina Teaching Certificates You Hold	Date Issued	Date of Expiration	Serial Number	Subjects or Grades Covered by Certificates

WORK EXPERIENCE

Place	Occupation (if non-teaching) Grade or Subjects (if teaching)	Dates From	Dates To

REFERENCES

Full Name of References	Address	Position
My reference credentials are on file and are obtain-		Your Pastor
able upon request from:	Guidance and Placement Center	Your Employer (If employed)
	ERSKINE COLLEGE	
	DUE WEST, S.C. 29639	

PLEASE NOTE: * Application should be accompanied by South Carolina teaching certificate. Request official transcripts of credit from all colleges you have attended. Have transcripts forwarded directly

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 20th day of June 1969 by and between Christopher C Hartnett Jr Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1969-1970 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 27 1969. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Christopher C. Hartnett, Jr.
Teacher

DOE_3929_000583

June 1911969

Mrs Martha Runyon
1243 Harrow Street
Charleston South Carolina

Dear Mrs Runyon:

The Sacred Heart School Board sends you the enclosed contract to cover your teaching position at the Sacred Heart School. Please read it carefully, then return it to me at the above address.

The Board is very happy to have you as the principapal of the school. Your years of experience, especially your years at Sacred Heart will make you a valuable asset to the school.

We have tried to assign salareis as near to the public schools as possible. We cannot pay the same salaries but we tried to keep in mind whether or nt the teachers had degrees, their years of experience etc. We are offering you a salary for next year in the amount of $4000.00 (monthly $400.00) We could have given a little more if you had a college degree. A degree is not necessary for a good teacher, but it does decide the salary. If the salary is satisfactory to you, please return the signed contract as soon as possible.

With kind personal regards I am

Sincerely yours

Malcolm N Brennan

Malcolm N Brennan
Chairman School Board

Encl.

DOE_3929_000584

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

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DOE_3929_000585

001300

SOUTH CAROLINA CERTIFICATE

State of Teaching Certificates Now Held	Date Issued	Date of Expiration	Period of Service	Subjects or Grades Covered by Certificate
State of Maryland	1954	1959		Primary – Intermediate

WORK EXPERIENCE

Place	Position (Include grade taught)		Dates
Pikeville, Ky	Octavia J.	4-5	1943 – 1945
American School	Tsingtao, China	5-6	1945 – 1947
Rising Sun, Md.	Rising Sun	6	1953 – 1956
Charleston, S.C.	Sacred Heart	2	1964 – 1969
Pleasanton, Calif.	Kindergarten & Nursery School		1940 1941
	U.S.C.F. Base		

Name	Address	Occupation
Casper Padgett	317 Marlboro Rd. Chas. S.C.	Attorney
Dr. E. M. Ball	65 Gadsden St. Chas. S.C.	Physician
Mr. T. Pirrille	Pikes Peak Chas. S.C.	U.S.N. Supply

NOTE: Application should be accompanied by South Carolina teaching certificate. Deposit with list of employers of credit on all children who have attended. Show subjects taught and officially kept.

DIOCESE OF CHARLESTON, S. C.

APPLICATION FOR TEACHING POSITION

PERSONAL HISTORY

Date: 6-2-69

Name: Mrs. Martha Runyan
Family Name — Christian Name

Street: 1243 Harrow — City: Charn, S.C.

Place of Birth: N.O. La — Date of Birth: 6-4-16

Religion: specify denomination, if non-Catholic: Catholic

Parish to which you belong: St. Joseph's

City: Charleston, S.C.

How applicant can be located: Phone 766-5138

Address: 1243 Harrow St.

Phone: 766-5138

Race: White ✓ Negro

Sex: M F ✓

Citizenship: American ✓

Marital Status: Single ✓ Married Widowed Divorced

Ages of Children: 18 - 26

If married women, Husband's first name: William

Maiden Name: Theleman

Social Security Number: 407-22-8989

A. PERSONAL INFORMATION

Level	Name of School	City and State	Years Attended From	To	Date of Graduation	Kind of Degree
Elementary	St. Dominic's	N.O. La	1930		1930	
Elementary						
High School	Mt. Carmel Academy				1934	
College	Mt. Carmel Academy		2 yrs.		1936	
College						

APPLICATION BEING MADE FOR

If elementary school, list grades in order of preference:
1. 2. ✓ 3.

If high school, list subjects you are qualified to teach:
1. 2. 3.

Specify: Catholic teacher

School in which you are interested: Sacred Heart

TEACHING EXPERIENCE

Public School, Grade 1 - 8	7	Years
Public School, Grade 9 - 12		Years
Catholic School, Grade 1 - 8	6	Years
Catholic School, Grade 9 - 12		Years
Total	13	Years

001301

DOE_3929_000586

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PHYSICAL
CREATIVE
CAMP CHIMNEY ROCK
SPIRITUAL
MENTAL

CAMP CHIMNEY ROCK

Chimney Rock, North Carolina 28720

CHIS KANZABA BARKIN, OWNER & DIRECTOR

June 27, 1969

Dear Mr. Brennan,

The two day assigned duties use into my present contract at camp. Will it be possible for me to arrive at Laurel Heart the 19th for days of assigned duties. Going by school days I would have 7 school days instead of 10. Also will it be possible to have a schedule of my classes. Please let me know if this condition will be in agreement with the school board.

Sincerely,
Jay Lanham
Camp Chimney Rock
Chimney Rock, N.C.

WINTER ADDRESS: BOX [illegible] [illegible] GEORGIA 30068 • PHONE [illegible]-6712

ACA ACCREDITED CAMP

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 27 day of June 1969 by and between Henry Jefferson Parham Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1969 - 1970 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 27 1969. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Henry Jefferson Parham
Teacher

DOE_3929_000588

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 30 day of June 1969 by and between Mrs Faith Delany Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1969-1970 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 27 1969. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $3200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Teacher

DOE_3929_000589

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Sjoukje A. Sanders Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being ~~(as announced)~~ 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $2,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Sjoukje A Sanders
Teacher

DOE_3929_000590

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Marilla R. Powell (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions.

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,725.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Marilla R. Powell
Teacher

DOE_3929_000591

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Dorothy Keenan Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Dorothy Keenan
Teacher

DOE_3929_000592

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Martha V. Runyon (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Mrs. Martha Runyon
Teacher

DOE_3929_000593

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Alice S. Sherwood (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $3,360.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Alice Sherwood
Teacher

DOE_3929_000594

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Elsie J. Holtslander Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $[illegible], subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Elsie J. Holtslander
Teacher

DOE_3929_000595

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Henry J. Parham Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department of Education of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Henry Jefferson Parham
Teacher

DOE_3929_000596

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Christopher C. Hartnett, Jr. (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department of Education of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Teacher

DOE_3929_000597

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

April 15, 1970

Dear Mr. Brennan,

My contracts were returned unsigned for several reasons that I would like to present before the school board for discussion.

To give you some idea of subjects I would like to mention

(1) a discipline board

(2) faculty approval of fall schedules

(3) revision of the present subject matter

and

(4) pay scale

I would like to dwell for a minute on my last reason for a hopeful discussion between the board and faculty.

In the course of this year I found out that none of the faculty members do not hold college degrees or are certified teachers, both of which I am.

These letters came just after I mailed the notice of the meeting. I will invite the gentlemen to come to the meeting at 8:00, allowing us an hour to strike an appropriate attitude. (My inclination is to agree with most of what they want to do.)

Michael Brennan

DOE_3929_000598

DOE_3929_000599
001314

I realize that experience compensates these two items, however again I was a little surprise to find that some teachers with no experience were getting my salary. Its just a matter of question is to why a teacher with no certificate and experience should draw the same salary as a teacher with a certificate and two years experience?

Also in many school aid is given to male faculty members for the mere fact that they are males. In the case of Sound Heart I would be willing to assume more responsibilities with the students to help nurse the idea of compensation to male teachers.

I hope that if this letter raises any questions among the Board that we will be given a chance to talk over the situation.

Sincerely,
Judy Carlan

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

29 Timmerman Drive
Byrnes Downs,
Charleston, S.C. 29407

April 27, 1971

Dear Msgr. Manning, Mr. Brennan,
and Members of the School Board,

I am sending this letter to notify you that I have already accepted a position with another school system for the coming school year.

My decision came as the result of several factors that came to be. First, I will be teaching fifth grade at James H. Spann Junior High in Summerville, S.C. I will also be taking some education courses at night at the Baptist College, since both schools are in the same area.

It is with mixed regret that I leave Sacred Heart. These two years have been more rewarding than you could ever know. My first teaching experience, made possible, showed me that I want a career in teaching. Your giving me this opportunity was the beginning of two fine years, and my only regret is that maybe I could have been better in some small way in my job. But as I do leave Sacred Heart, my feelings are 99% joyous, and only 1% regret, because working with such a fine faculty and cooperative parents has been my pleasure.

Wishing all of you happiness and success in your plans for the upcoming year, I remain

Very truly yours,

Chris C. Hartnett, Jr.

Chris C. Hartnett, Jr.

DOE_3929_000600

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 6 day of June 19 70 by and between Mr. Harold Brooks (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being As Announced 19 70. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4,000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Harold M. Brooks
Teacher

DOE_3929_000601

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 23 day of June 19 70 by and between Mrs. Ruby B. Garbini Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 26 19 70. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 3200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev. John L. Manning
Pastor Sacred Heart Parish

Ruby B. Garbini
Teacher

DOE_3929_000602

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 20 day of January 19 71 by and between Mrs. Margarette Hughes Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1971 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being January 11, 19 71. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofeducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $400.00 monthly subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John E Manning
Pastor Sacred Heart Parish

Margarette F. Hughes
Teacher

DOE_3929_000603

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 2 day of February 19 72 by and between Mrs. Darlene Frogg (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and ~~xxxxxx~~ forty nine (149) days (~~xxx~~), the first school day for the term being February 2, 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $400.00 permonth, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the five ~~xxx~~ school months beginning with ~~September~~ February and ending with the month of June.

Rev John L [illegible]
Pastor Sacred Heart Parish

Mrs. Darlene Frogg
Teacher

DOE_3929_000604

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Dorothy Keenan Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,600.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Dorothy Keenan
Teacher

DOE_3929_000605

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ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Elise S. Holtslander (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being September 7 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department of Education of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L [illegible]
Pastor Sacred Heart Parish

Elaine S. Holtslander
Teacher

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Alice S. Sherwood (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $3,400.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Alice S. Sherwood
Teacher

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Henry J. Parham Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August ~~25~~ 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,600.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev. John L. Manning
Pastor Sacred Heart Parish

Henry J. Parham
Teacher

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Ruby Garbini (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August ~~25~~ 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ $2,800.00 $3,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Ruby Garbini
Teacher

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Marilla R. Powell Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofeducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ $4,900.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev. John L Manning
Pastor Sacred Heart Parish

Marilla R. Powell
Teacher

DOE_3929_000610

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 4th day of August 19 72 by and between Martha V. Runyon Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30, 1972 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4600.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Martha V. Runyon
Teacher

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 30 day of August 19 72 by and between Mrs. Caleather C. Brown (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being 30 August 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ $4,000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Mrs. Caleather C. Brown
Teacher

Department of Education
Diocese of Charleston
119 Broad Street
Charleston, South Carolina 29401

Phone 723-1594

May 8, 1973

Msgr. John L. Manning
Sacred Heart School
888 King Street
Charleston, South Carolina 29403

Dear Msgr. Manning:

I know that you have interest in knowing about the assignment of Sisters by Mother Mary of Good Counsel to Sacred Heart School.

I have received a copy of a memorandum from Mother Mary of Good Counsel of the Oblate Sisters of Providence, giving me the assignments for the school year 1973-74.

For Sacred Heart School, the following assignments have been communicated:

Seventh or Eight Grade - Sister M. Regis Bacon
Fifth Grade - Sister Mary De Montfort Roches

In bringing this information to your attention, I would also like to refer to recent consultation between Mother Mary of Good Counsel and Bishop Unterkoefler. The substance of this is that the Oblate Sisters of Providence teaching in the Cathedral School and in Sacred Heart School are to receive a stipend equivalent to that paid to the Sisters of Charity of Our Lady of Mercy.

I am planning for a budget for the school year 1973/74. The salary scale should then be comparable in both schools for both religious communities.

With many good wishes, I remain,

Sincerely,

(Rev.) John M. Bond
Superintendent

cc: Mrs. Martha Runyon
Mr. John Ferrara

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Department of Education
Diocese of Charleston
119 Broad Street
Charleston, South Carolina 29401

Phone 723-1694

May 24, 1973

Mother Mary of Good Counsel, OSP
Superior General
Oblate Sisters of Providence
701 Gun Road
Baltimore, Maryland 21227

Dear Mother Mary of Good Counsel:

By now you should have received correspondence from Father Miller concerning this summer's education for the Charleston Oblates. I hope my efforts in this regard were helpful to you.

Following up on on our conversation of Tuesday, as mentioned, the total stipend per sister, teaching at Sacred Heart and at Cathedral will be $2,916.00. This amount includes medical insurance, continuing education, automobile expenses, and utilities. This amount of $2,916.00 is equal to the amount that will be received by the Sisters of Our Lady of Mercy at Cathedral.

As I also conveyed to you, the kindergarten will be located at Sacred Heart. In our conversation about this it was my understanding that the assignments would be as follows:

Sacred Heart School

Seventh or Eight Grade - Sister M. Regis Bacon, OSP
Fifth Grade - Sister Mary De Montfort Roches, OSP
Eight Grade - Sister Carmel, OSP
Kindergarten - Sister Clare Dixon, OSP

Cathedral School

First Grade - Sister Mary Timothy Howard, OSP
Fourth Grade - Sister Mary of Mercy Coleman, OSP
First Grade - Sister Veronica, OLM
Principal - Sister M. Bridget, OLM

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Once again my thanks to you for your cooperation in our behalf. With many good wishes.

Sincerely,

(Rev.) John M. Bond
Superintendent

JMB/md

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OBLATE SISTERS OF PROVIDENCE
OUR LADY OF MOUNT PROVIDENCE CONVENT
701 GUN ROAD • BALTIMORE, MARYLAND 21227 • AREA CODE 301-242-8500

July 30, 1973

Rev. John M. Bond, Superintendent
Diocese of Charleston
P.O. Box 818
Charleston, South Carolina 29402

Reverend and dear Father:

This is to verify the assignments of the five Sisters currently stationed in Charleston at Cathedral and Sacred Heart Schools.

As you know, one of the Sisters assigned to the Diocese of Charleston for the coming year was elected to the General Chapter. This left only two Sisters in Orangeburg. I was faced with a choice of either closing the school in Orangeburg or withdrawing one of the Sisters from one of the Charleston schools.

After some deliberation, Sister Marcella White was asked to return to Orangeburg. This left only one Sister at Cathedral, but four at Sacred Heart. Since only two Sisters were assigned to Sacred Heart from the beginning, and Sister Carmel was added to the staff at the request of Mrs. Runyon, Sister Regis was reassigned to Cathedral. Assignments, therefore, are as follows:

Cathedral School	Sister Mary of Mercy Sister M. Regis
Sacred Heart School	Sister M. Carmel Sister Clare Dixon Sister M. DeMontfort

I am sure you understand our position and that I can count upon your support and cooperation.

Sincerely yours in Christ,

Mother Mary of Good Counsel

Mother Mary of Good Counsel, OSP
Superior General

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After some deliberation, Sister Marcella White was asked to

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Copy

July 30, 1973

Mrs. Martha Runyon, Principal
Sacred Heart Elementary School
888 King Street
Charleston, South Carolina 29403

Dear Mrs. Runyon:

This is to verify the assignments of the five Sisters currently stationed in Charleston at Cathedral and Sacred Heart Schools.

As you know, one of the Sisters assigned to the Diocese of Charleston for the coming year was elected to the General Council. This left only two Sisters in Orangeburg. I was faced with a choice of either closing the school in Orangeburg or withdrawing one of the Sisters from one of the Charleston Schools.

After some deliberation, Sister Marcella White was asked to return to Orangeburg. This left only one Sister at Cathedral, but four at Sacred Heart. Since only two Sisters were originally assigned to Sacred Heart and Sister Carmel was added at your request, Sister Regis was re-assigned to Cathedral. Assignments, therefore, are as follows:

Cathedral School	Sister Mary of Mercy Sister M. Regis
Sacred Heart School	Sister M. Carmel Sister Clare Dixon Sister M. DeMontfort

I am sure you understand our position and that I can count upon your support and cooperation.

Sincerely in Christ,

Mother Mary of Good Counsel, OSP
Superior General

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 27 day of June 1969 by and between Henry Jefferson Parham Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1969 - 1970 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 27 1969. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Henry Jefferson Parham
Teacher

DOE_3929_000619

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 30 day of June 1969 by and between Mrs Faith Delany Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1969-1970 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 27 1969. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $3200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Pastor Sacred Heart Parish

Faith C. DeLany
Teacher

DOE_3929_000620

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Sjoukje A. Sanders Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being ~~(as announced)~~ 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $7,360.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Sjoukje A Sanders
Teacher

DOE_3929_000621

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Marilla R. Powell Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,725.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Marilla R. Powell
Teacher

DOE_3929_000622

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LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Dorothy Keenan Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Dorothy Keenan
Teacher

DOE_3929_000623

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 1970 by and between Martha V. Runyon (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Mrs. Martha Runyon
Teacher

DOE_3929_000624

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Alice S. Sherwood (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $3,360.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Alice Sherwood
Teacher

DOE_3929_000625

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Elsie S. Holtslander Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $2,520.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Elsie S. Holtslander
Teacher

DOE_3929_000626

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Henry J. Parham Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L Manning
Pastor Sacred Heart Parish

Henry Jefferson Parham
Teacher

DOE_3929_000627

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 13th day of April 19 70 by and between Christopher C. Hartnett, Jr. (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being (as announced) 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John L. Manning
Pastor Sacred Heart Parish

Teacher

DOE_3929_000628

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

29 Timmerman Drive
Byrnes Downs,
Charleston, S.C. 29407

April 27, 1971

Dear Msgr. Manning, Mr. Brennan,
and Members of the School Board,

I am sending this letter to notify you that I have already accepted a position with another school system for the coming school year.

My decision came as the result of several factors that came to be. First, I will be teaching fifth grade at James H. Spann Junior High in Summerville, S.C. I will also be taking some education courses at night at the Baptist College, since both schools are in the same area.

It is with mixed regret that I leave Sacred Heart. These two years have been more rewarding than you could ever know. My first teaching experience, made possible, showed me that I want a career in teaching. Your giving me this opportunity was the beginning of two fine years, and my only regret is that maybe I could have been better in some small way in my job. But as I do leave Sacred Heart, my feelings are 99% joyous, and only 1% regret, because working with such a fine faculty and cooperative parents has been my pleasure.

Wishing all of you happiness and success in your plans for the upcoming year, I remain

Very truly yours,

Chris C. Hartnett, Jr.

Chris C. Hartnett, Jr.

DOE_3929_000629

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 6 day of June 19 70 by and between Mr. Harold Brooks Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being As Announced 19 70. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4,000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Harold M. Brooks
Teacher

DOE_3929_000630

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 23 day of June 1970 by and between Mrs. Ruby B. Garbini Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1970-71 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 26 1970. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 3200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev. John L. Manning
Pastor Sacred Heart Parish

Ruby B. Garbini
Teacher

DOE_3929_000631

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 20 day of January 19 71 by and between Mrs. Margaret Hughes Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1971 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being January 11, 19 71. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $400.00 Monthly subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John E Mannion
Pastor Sacred Heart Parish

Margarette F. Hughes
Teacher

DOE_3929_000632

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 2 day of February 19 72 by and between Mrs. Darlene Frogg (Teacher) and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and ~~xxxxxx~~ forty nine (149) days (~~xxx~~), the first school day for the term being February 2, 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $400.00 permonth, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ~~xxx~~ five school months beginning with ~~September~~ February and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Mrs. Darlene Frogg
Teacher

DOE_3929_000633

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Dorothy Keenan Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4,600.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Dorothy Keenan
Teacher

DOE_3929_000634

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Elise S. Holtslander Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being September 7 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Elsie S. Holtslander
Teacher

DOE_3929_000635

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Alice S. Sherwood Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 3,400.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Alice S. Sherwood
Teacher

DOE_3929_000636

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Henry J. Parham Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August ~~25~~ 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,600.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Henry Jefferson Parham
Teacher

DOE_3929_000637

ELECTRONICALLY FILED - 2020 Feb 18 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Ruby Garbini Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30, 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $2,800.00 $2,200.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Ruby Garbini
Teacher

DOE_3929_000638

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 14 day of May 19 72 by and between Marilla R. Powell Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In consideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $4,900.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev. John L. Manning
Pastor Sacred Heart Parish

Marilla R. Powell
Teacher

DOE_3929_000639

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 1st day of August 19 72 by and between Martha V. Runyon Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being August 30, 1972 19____. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ 4600.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

John F. Manning
Pastor Sacred Heart Parish

Martha V. Runyon
Teacher

DOE_3929_000640

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

LAY TEACHER CONTRACT

THIS AGREEMENT:

Entered into this 30 day of August 19 72 by and between Mrs. Caleather C. Brown Teacher and the Sacred Heart Parish provides:

The teacher agrees to teach in the Sacred Heart Elementary School Charleston South Carolina for the 1972-73 school term or for such portion thereof as may remain after the beginning date of serivce, subject to the following conditions:

1. The school term shall be one hundred and eighty days (180), the first school day for the term being 30 August 19 72. In addition, if necessary, ten days of assigned duties prior to the opening date of school and ten days of assigned duties after the closing date of school are to be added to the 180 school days to sonstitute 200 days of service.

2. The teacher shall serve this school in the position and in the specific duties assigned by the principal, and shall discharge this assignment to the satisfaction of the principal.

3. The teacher shall abide by all the rules and regulations of Sacred Heart School, and those of the Department ofEducation of the Diocese of Charleston.

4. Each teacher is allowed ten (10) days of sick leave in any one school year. The school shall pay the salary of the substitute teacher during such absence. Should the absence extend beyond the allowable ten days, the salary of the substitute teacher will be deducted from the teacher's salary on a per diem basis.

In sonsideration of such services, Sacred Heart Parish agrees to pay the teacher a yearly salary of $ $4,000.00, subject to deductions for Social Security, income tax, and local tax where operative. A day's salary shall be computed as 1/200 of the annual salary. Salary payments shall be made the last week of the ten school months beginning with September and ending with the month of June.

Rev John L Manning
Pastor Sacred Heart Parish

Mrs Caleather C Brown
Teacher

Department of Education
Diocese of Charleston
119 Broad Street
Charleston, South Carolina 29401

Phone 723-1694

May 8, 1973

Msgr. John L. Manning
Sacred Heart School
888 King Street
Charleston, South Carolina 29403

Dear Msgr. Manning:

I know that you have interest in knowing about the assignment of Sisters by Mother Mary of Good Counsel to Sacred Heart School.

I have received a copy of a memorandum from Mother Mary of Good Counsel of the Oblate Sisters of Providence, giving me the assignments for the school year 1973-74.

For Sacred Heart School, the following assignments have been communicated:

Seventh or Eight Grade - Sister M. Regis Bacon
Fifth Grade - Sister Mary De Montfort Roches

In bringing this information to your attention, I would also like to refer to recent consultation between Mother Mary of Good Counsel and Bishop Unterkoefler. The substance of this is that the Oblate Sisters of Providence teaching in the Cathedral School and in Sacred Heart School are to receive a stipend equivalent to that paid to the Sisters of Charity of Our Lady of Mercy.

I am planning for a budget for the school year 1973/74. The salary scale should then be comparable in both schools for both religious communities.

With many good wishes, I remain,

Sincerely,

(Rev.) John M. Bond
Superintendent

cc: Mrs. Martha Runyon
Mr. John Ferrara

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Department of Education
Diocese of Charleston
119 Broad Street
Charleston, South Carolina 29401

Phone 723-1694

May 24, 1973

Mother Mary of Good Counsel, OSP
Superior General
Oblate Sisters of Providence
701 Gun Road
Baltimore, Maryland 21227

Dear Mother Mary of Good Counsel:

By now you should have received correspondence from Father Miller concerning this summer's education for the Charleston Oblates. I hope my efforts in this regard were helpful to you.

Following up on on our conversation of Tuesday, as mentioned, the total stipend per sister, teaching at Sacred Heart and at Cathedral will be $2,916.00. This amount includes medical insurance, continuing education, automobile expenses, and utilities. This amount of $2,916.00 is equal to the amount that will be received by the Sisters of Our Lady of Mercy at Cathedral.

As I also conveyed to you, the kindergarten will be located at Sacred Heart. In our conversation about this it was my understanding that the assignments would be as follows:

Sacred Heart School

Seventh or Eight Grade - Sister M. Regis Bacon, OSP
Fifth Grade - Sister Mary De Montfort Roches, OSP
Eight Grade - Sister Carmel, OSP
Kindergarten - Sister Clare Dixon, OSP

Cathedral School

First Grade - Sister Mary Timothy Howard, OSP
Fourth Grade - Sister Mary of Mercy Coleman, OSP
First Grade - Sister Veronica, OLM
Principal - Sister M. Bridget, OLM

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Once again my thanks to you for your cooperation in our behalf.
With many good wishes.

Sincerely,

(Rev.) John M. Bond
Superintendent

JMB/md

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OBLATE SISTERS OF PROVIDENCE
OUR LADY OF MOUNT PROVIDENCE CONVENT
701 GUN ROAD - BALTIMORE, MARYLAND 21227 - AREA CODE 301-242-8500

July 30, 1973

Rev. John M. Bond, Superintendent
Diocese of Charleston
P.O. Box 818
Charleston, South Carolina 29402

Reverend and dear Father:

This is to verify the assignments of the five Sisters currently stationed in Charleston at Cathedral and Sacred Heart Schools.

As you know, one of the Sisters assigned to the Diocese of Charleston for the coming year was elected to the General Chapter. This left only two Sisters in Orangeburg. I was faced with a choice of either closing the school in Orangeburg or withdrawing one of the Sisters from one of the Charleston schools.

After some deliberation, Sister Marcella White was asked to return to Orangeburg. This left only one Sister at Cathedral, but four at Sacred Heart. Since only two Sisters were assigned to Sacred Heart from the beginning, and Sister Carmel was added to the staff at the request of Mrs. Runyon, Sister Regis was reassigned to Cathedral. Assignments, therefore, are as follows:

Cathedral School	Sister Mary of Mercy Sister M. Regis
Sacred Heart School	Sister M. Carmel Sister Clare Dixon Sister M. DeMontfort

I am sure you understand our position and that I can count upon your support and cooperation.

Sincerely yours in Christ,

Mother Mary of Good Counsel

Mother Mary of Good Counsel, OSP
Superior General

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After some deliberation, Sister Marcella White was asked to

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Copy

July 30, 1973

Mrs. Martha Runyon, Principal
Sacred Heart Elementary School
888 King Street
Charleston, South Carolina 29403

Dear Mrs. Runyon:

This is to verify the assignments of the five Sisters currently stationed in Charleston at Cathedral and Sacred Heart Schools.

As you know, one of the Sisters assigned to the Diocese of Charleston for the coming year was elected to the General Council. This left only two Sisters in Orangeburg. I was faced with a choice of either closing the school in Orangeburg or withdrawing one of the Sisters from one of the Charleston Schools.

After some deliberation, Sister Marcella White was asked to return to Orangeburg. This left only one Sister at Cathedral, but four at Sacred Heart. Since only two Sisters were originally assigned to Sacred Heart and Sister Carmel was added at your request, Sister Regis was re-assigned to Cathedral. Assignments, therefore, are as follows:

Cathedral School	Sister Mary of Mercy Sister M. Regis
Sacred Heart School	Sister M. Carmel Sister Clare Dixon Sister M. DeMontfort

I am sure you understand our position and that I can count upon your support and cooperation.

Sincerely in Christ,

Mother Mary of Good Counsel, OSP
Superior General

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1047 | Sacred Heart School - Admin records - Parent Teacher Organization, 1959-1989 1/3

August 24, 1959

My dear People:

Another year [illegible] and the ladies of the Sacred Heart Parent-Teacher Organization are preparing for the annual School-Parish Carnival. A certain amount of social activity is vital to the life and growth of any parish. I have often wished we could get together more often, socially, in order to get to know one another better, and in this way become more deeply interested in the life of the parish. Our annual Carnival suits this purpose admirably: whole families can come in a group to the grounds, have supper and then linger a few hours at the various booths the ladies have planned.

In connection with the Carnival is the now well-known RAFFLE. During the evening a total of $375.00 will be given away to those holding the winning tickets. I am particularly interested in this undertaking because it yields to the Parish Debt Fund, through the generosity and hard work of the P.T.O., a sum of One Thousand Dollars ($1000.00). This is quite a sum of money to raise, and it can be achieved only by the hearty help of every member of the parish. When you are approached by someone on a Committee, or by mail, please give YOUR mite. If YOU do this, no one will be inconvienced or financially burdened. I make a special request of you that YOU do everything possible to make the Carnival and the Raffle a complete success.

The Carnival will be held Tuesday, October 13, from 4:00 p.m. until 10:00 p.m. Supper will be served from 5 to 8 p.m. Mark that date on your calendar. Make it a family day at the Carnival. Bring the children! Fathers, you are especially invited! Mothers, Wives, make sure the men of the family together with you and the children attend the Carnival!! With a parish this size, if everybody comes, the grounds won't be able to hold you all.

We'll be looking for you on the 13th !!!!!!!!

John L. Manning
Pastor

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Carnival Time is near. ~~The members of the St PTO are busy already preparing for~~ our annual Parish big night. ~~The~~ under the direction of the leaders of our PTO. It is the one night in the year when we make every effort to get the members of our Parish together for a social activity. ~~we have a fine group of people in this parish~~. Social activity is our parish weakness — we do not get together often enough to know one another as parish people should. We have in mind we have have more frequent social events, but right now PTO It is the annual carnival that appears dangerous to Catholicism. Something to be proud of. Many of the Opening: Booths, games, prizes, supper, — are here are in the ~~activities~~ agenda for carnival night.

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SACRED HEART PARISH
Charleston South Carolina
1 9 6 0

My dear People:

October is Carnival time at Sacred Heart - our annual big night for the parish under the sponsorship of the school P T O. It is THE one night of the year when we make an all out effort to get the parish together for an evening of social activity. Social group activity is our parish weakness at the moment - we just don't get together often enough to meet and to cultivate one another as parish people should. Maybe in time we shall have more frequent social events, but right now it is the PTO annual Carnival that gives every member of the parish a chance to contirute something to the general enjoyment of the evening. Booths, games, prizes, supper - all these are on the agenda for Carnival night.

Carnival night: TUESDAY OCTOBER 11
Time: 4 p.m. to 10 p.m.
Place: School grounds

Please mark this date on your calendar or in your appointment book. Fathers: much depends upon you. As the heads of your homes, you can lead the family to the Carnival - wife, children, neighbors, relatives, friends. If each of you will do just this, the grounds will be crowded and business at the booths fine. Whatever you do, fathers, don't leave it to the other fellows. We want every family in the parish to enjoy the atmosphere of carnival night. Give the wife a chance to get away from the kitchen, give the children a chance to ejoy themselves, and give yourself a chance to find out how good it feels to be a part of the group. It may be inconvenient to you, but the inconvenience will pay big dividends to the hard-working PTO, because it means you will be present. Come to supper with the family, linger a while at the booths, and maybe hear your name called as a winner of a $25, $50, $75 or $100 prize.

The heart of the Carnival is the RAFFLE. During the evening $375.00 will be given to holders of lucky numbers. From the profits of the Raffle the PTO gives to the parish $1000.00, and it takes many raffle books to make that kind of money. So, when someone approaches you, either in person or by mail, please help the good cause along by giving your mite. If each one in the parish gives his little, no one will be burdened unnecessarily.

It is always an encouagement to see a generous cooperative spirit among aprishoners. Sacred Heart has always been known for this "pulling together by everybody". Don't fail us this year. I make a special request of every member of our parish: help the PTO make this years' Carnival a memorable one.

Hope to see everybody October 11!!

John L Manning
Pastor

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CONSTITUTION
Revised October 1960

By- Laws IV Article # IV (annual Meeting) # V (Standard Committee including Book Chr

ARTICLE 1

NAME

The name of this organization shall be the parent-teacher Organization of Sarcred Heart School of Charleston in the State of South Carolina, Dioces e of Charleston.

ARTICLE 11

Object

The object of this organization shall be:

- to coordinate the spirtual and educational forces of the home and school in a program of Catholic child training;
- to offer through well- planned program information of particular interest to parents;
- to encourage the maintenance of high standards of family life;
- to create a greater appreciation of Catholic Education.

ARTICLEIII

MEMBERSHIP

Any person interested in the development of Catholic youth in Sacred Heart is eligible to membership.

ARTICLE IV

OFFICERS

Sec. 1. The officers of this organization shall be: 1. Spiritual Director, 2. President, 3. Vice- President, 4. Recording Secretary, 5. Corresponding Secretary, 6. Treasurer & Parliamentarian.

Sec. 2. These officers with the exception of the Spiritual Director & Parliamentarian shall be elected at the annual meeting by a majority vote of the members.

Sec. 3. The term of office shall be one year. No officer may hold the same office more than two consecutive years.

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ARTICLE V

ANNUAL MEETING

This Constitution may be amended at the annual meeting by a two- thirds vote of the members present and entitled to vote, providing that such Amendments have been presented in writing to the Organization at the regular meeting preceding the annual meeting.

The annual meeting of the organization shall be held the third Tuesday of May, with the nine consecutive meeting running from September to May.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Sec. 1. Athe the meeting prior to the Annual Meeting a Nomination Committeeshall be elected by ballot from the membership. This committee shall consist of three. The person recieving the largest number of votes acts as Chairman.

Sec. 2. The Mominating Committee gives its report at the annual meeting presenting the name of one canidate for each office. Nominations may also be offered from the floor.

Sec. 3. The President shall appoint a Committee of three to act as a committee on elections at the annual Meeting. This Committee shall conduct the annual election, count the ballots, and report the same to the chairman of the meeting, who at once reports the results to the Organization.

ARTICLE VII

RULES

All meetings of this Organization shall be conducted according to Thumb Prints of Parlimentary Points unless otherwise specified.

ARTICLE VIII

QUORUM

Sec. 1. The Quorum of an organization meeting shall consist of eight(8) members of the Organization.

Se. 2. The quorum of the Executive Board shall be a majority of the member of the Board.

ARTICLE IX

AMENDMENTS

The By- Laws of this constitution may be amended at any regular meeting by a two- third vote of the members present and voting,

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provided notice has been given in writing at the previous regular business meeting.

ARTICLE X

READING OF CONSTITUTION

This Constitution shall be read at the first meeting of each year.

BY-LAWS

ARTICLE I

OFFICERS

The President shall preside at all meetings of this organization, appoint the Chariman of the Standing Committees, and perform such duties as are incumbent under this office. The President is ex- officio a member of all committees except the Nominating committee.

The Vice- President, in the absence of the President, shall perform all the duties of the President.

The recording Secretary shall keep theminutes of all Organization meeting, as well as the meetings of the Executive Board, She shall keep a list of all members of this Organization and shall notify member of their appointment on Committees and discharge such duties as are incumbent upon the office.

The Corresponding Secretary shall handle all the correspondence of the Organization.

The officers shall be installed at the Annual Meeting.

ARTICLE II

DUES

The dues of this Organization shall be $1.00 a year.

ARTICLE LII

EXECUTIVE BOARD

Sec. 1. The officers of the Organization with the Chariman of the Standing Committees make up the Executive Board.

Sec. 2. The President and Recording Secretary of the Organization, respecttively, shall act as Chairman and Secretary of the Executive Board.

Sec. 3. In case of a vacancy in office, the Executive Board shall elect to fill that office.

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ARTICLE IV
MEETINGS

The Regular meeting of this Organization shall be held in the evening of of the third Tuesday of September, November, February and May.

ARTICLE V

Standing Committees

The Standing Committees shall be Membership, Hospitality, Program, Finance Publicity, Health, Welfare, Education, Legislation, Motion Pictures, Libraries and Literature, Properties, Playground Room Mothers and Book Chariman. Such special committees as may by found necessary in the proper development of the Organization may be appointed by the Presidnet as the need arises.

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AGENDA FOR: SACRED HEART P.T.O ----- 1960-61

MEETING: September 20th; November 15th; February 7th; May 16th.

TIME: 8:00 P. M.

PLACE: School Auditorium. All parents or Guardians are invited to attend.

DUES: $1.00 per person per year.
THE FACULTY WILL CONFER WITH PARENTS ON FRIDAYS OF THE WEEK REPORTS CARDS ARE ISSUED.

OFFICER: (7)

1. SPIRITUAL DIRECTOR: Monsignor John L Manning, (Pastor)

2. PRESIDENT: Mrs M L Runey, Jr (Elsie)
5 Wesson Avenue,
Ra 3-3494

3. VICE-PRESIDENT: Mrs Albert Shahid (Julia)
33 Pendleton Avenue,
Ra 2-6716

4. RECORDING SECTY: (Advisor to Room Mother Chariman) Mrs George Spain (Peggy)
4 Wesson Avenue,
Ra 3-9200

5. CORRESPONDING SECTY: Mrs Francis Oliver (Delores)
33 Cypress Street,
Ra 2-1532

5. TREASURER: (Advisor to Finance Chairman) Mrs Charles E Eiserhardt (Cecil)
69 Maple Street,
Ra 3-3581

7. PARLIAMENTARIAN: Mrs William Schacte (Mary)
152 Grove Street,
Ra 2-3298

STANDING COMMITTEES (15)

1. MEMBERSHIP MARY KENNEDY
Chairman: Mrs John J Kennedy Jr.,
42 St Margaret Street,
Ra 3-1020

2. HOSPITALITY EMILY MOLONY
Chairman; Mrs H A Molony,
110 Peachtree Street;
Ra 2-2811
Co- Chairman; Mrs H O Mathiesen (Mary)
28 Piedmont Street
Ra 2-1818

3. PROGRAM OLGA MOLUF
Chairman Mrs G A. Moluf,
40 Piedmont Avenue,
Ra 3-7366

4. FINANCE MARY HOWLAND
Chairman: Mrs L L Howland
48 Peachtree Street
Ra 3-2120
Co- Chairman: Mrs George Meyers (Fredrica)
226 W Popular Street
Ra 2-3958

5. PUBLICITY
Chaiman: Mrs William T Mc Laughlin
49 Clemson Street
Ra 2-8630

6. HEALTH
Chairman: Mrs Edward I Condon (Mary)
30 Parkwood Avenue, Charleston S.C.

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7. WELFARE: LUNCHROOM
Chairman: Mrs William F Owens (Barbara)
4 Carolina Street,
Ra 2-6170

Co- Chairman: (in charge of Workers)
Mrs James Gordon (Sara)
30 Dunneman Avenue
Ra 3-2034

8.EDUCATION
(Safety)
Chairman: Principal, Sister M Alfonso,
Legare Street Convent,
Ra 2-1189 School no #

9. LEGISLATION:

(Parliamentarian)
Chairman: Mrs William Schachte
152 Grove Street
Ra 2-3298

10. MOTION PICTURES:
Chairman: Mrs R J Carmel (Mary)
151 Grove Street
Ra 3-9249

11. LIBRARI ES& LITERATure
Chairman: Mrs Harry Hopman (Dot)
872 Rutledge Ave
Ra 2-0074

12. PROPERTIES:
Chairman: Mr & Mrs John (LaFay) Mc Gregor
429 Huger Street
Ra 3-5213

13. PLAYGROUND
Chairman: Mrs Thomas Lawton (Celeste)
1118 King Street
Ra 2-0963
Co- Chairman: Mrs R A Howard (Ronnie)
77 Maple Street
Ra 3-1737

14. ROOM MOTHERS:
Chairman: Mrs Clyde Harfield (Virginia)
8 B Amelia Street
Ra 3-8421

15. BOOKS

Chairman: Mrs Michael L Nolen (Margaret)
35 Lyttleton Ave
SN 6-5051

APPOINTED COMMITTEE (1)

FRIDAY MORNING BREAKFAST:
Mrs Nicholas White(Chirman)
810 A Rutledge Avenue
Ra 3-7289

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FACULTY

1st Grade----	Sister Mary John
2nd Grade----	Mrs Vera Mack
3rd Grade----	Sister M Vincent
4th Grade----	Mrs Dorothy Keenan
5th Grade----	Sister Mary Victoria

THE UPPER GRADES -- 6th, 7th & 8th are Taught by 5 teacher:

SPIRITUAL DIRECTOR:----Monsignor John L Manning
teaches Latin to the 8th Grade.

6th Grade----	Mr Edward Fisher
7th Grade----	Sister Stella Maris
8th Grade----	Sister M Alfonso, The Principal

SACRED HEART RECTORY: PASTOR, Msg. J. L. Manning,
ASST Pastor Rev Leo J Croghan
Ra- 2-7018 HOUSEKEEPER Mrs Attendorff, Maid Henrietta, Janitor Herman.

PROJECTS FOR SCHOOL YEAR:

1. To Furnish Sister's Transporation

2. Donations:1. To United Fund
   2. T. B. Drive
   3. March of Dimes
   4. Deanery
   $5.00 to each

3. Maid Service- to hire when necessary.
   to contuine ORKIN SERVICE for kitchen

4. Blue Ribbon Party-- Not to Exceed $25,00

5. Carnival: To be held Tuesday October 11th on School grounds.
   Spaghetti Supper to be served.

6. Childrens' Christman Party to be held as usual.

7. Candlemas Day: $25.00 to be given to candles for church.

8. To give U S O Supper if called upon.

9. Bingo Party to be held in spring.

10. To Remember Moderator's and Asst pastor's anniversaries and Sister's feast days. Give $5.00 to each Faculty member at Christman and end of school year.

11. To provide honor pins for graduating class.

12. To have breakfast for graduating class.

13. To Give $1,000.00 from carnival proceeds to Monsignor Manning.

14. $25.00 to be invested in the "Credit Union".

15. To hold 4 night meeting a year.

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ROOM MOTHERS

Chariman: Mrs Clyde Hairfield
8 B Amelia Street
Ra 3-8421

First Grade
Mrs Sarah Gordon Ra 3-2034 Dunneman Avenue
Mrs Leonard La Brasca Ra 3-4151 32 N.Enston Avenue

Second Grade
Mrs Thomas Barrineau Ra 3-7576 1032 King Street
Mrs Ellen T Cahill Ra 3-5652 340 President Street

Third Grade
Mrs Harry (Betty) Rumph Ra 2-7469 2124 Weaver Avenue
Mrs James K Morelli Ra 3-8805 28 Alberta Ave

Fourth Grade
Mrs RC Limehouse Ra 3-3134 19 E Simmons Street
Mrs M J Shahid Ra 3-4382 157 San Souci Street

Fifth Grade
Mrs J H (DOris) LLoyd Ra 3-7431 12 Piedmont Avenue
Mrs Lonnie Wright Ra 3-9760 32 Moultrie Street

Sixth Grade
Mrs Lawrence (Helena) Clair Ra 3-1369 2126 Mt Pleasant Street
Mrs Raymond Mc Kevlin Ra 3-2237 989 Ashley Avenue

Seventh Grade
Mrs Clarence (Janie) Shahid Ra 2-4281 25 Piedmont Avenue
Mrs G A Moluf Ra 3-7366 40 Piedmont avenue

Eight Grade
Mrs J J (Mary) Kennedy Ra 3-1020 42 St Margaret Street
Mrs W. J Roche Ra 3-7943 729 King Street
Mrs M . L. Nolen SO 6-5051 35 Littleton Ave
Mrs Albert Shahid Ra 2-6716 33 Pendelton Avenue

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CONSTITUTION

SACRED HEART SCHOOL P.T.O.

CHARLESTON, S.C.

ARTICLE I

Nature and Function

Section 1. Parents must take their rightful place as leaders in the sphere of influence which permeates the school.

Section 2. Parents are chief educators for their child's formation in faith and values.

Section 3. In these ways parents may exercise prerogatives appropriate to their role as primary educators while enriching the board with unique insights into educational policy making.

Section 4. Parents Association is accountable to the school board.

Section 5. Accountability is discharged not only by formal and periodic reporting, but also by cooperation with the board in programs such as development, long range planning, school evaluation, communications and public relations.

ARTICLE II

Officers

Section 1. The officers of the P.T.O. shall consist of five (5) members: President, Vice-President, Secretary, Treasurer, and Fund Raising Chairperson. Officers will be elected every two years by the P.T.O. at the last meeting of the school year.

Section 2. All members of the P.T.O. are eligible for any office.

Section 3. Duties of Officers.

A. The President shall preside at all regular and special meetings of the P.T.O.
B. The Vice-President shall perform all the duties of the President when he is unable to act or is absent.
C. The Secretary shall maintain records of all acts of P.T.O., conduct, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his care.
D. Chairperson for Fund Raising shall coordinate and head all fund raising activities for Sacred Heart School.

Air Conditioning men of Parish
Boys. marked wrongly —
All Men —
Chairman — Piano —

16th Christmas
Piano —
Dolores Belin Treas.
722 6839 Fund

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ARTICLE III

Meetings

Section 1. The P.T.O. shall meet every six (6) weeks at a place and time designated by the principal. Special meetings maybe called by the president if needed.

Section 2. A majority of the voting membership will carry motions.

ARTICLE IV

Committees

The P.T.O. may establish committees having powers and perform such duties as may be designated to it by the P.T.O..

ARTICLE V

P.T.O. Dues

Dues of $3.00 per family are collected at the first meeting each year.

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P 20

THE FIDELITY MUTUAL LIFE INSURANCE COMPANY

Faithfully Serving Insurers Since 1878

M. L. RUNEY, JR. · 411 PEOPLES BUILDING · CHARLESTON · SOUTH CAROLINA · PHONE RA 2-0711

January 26, 1961

My dear Father Manning,

Paul celebrated his 5th birthday today with 10 little boys. He was so sorry you couldn't come – as I know you are too!! When can you come to supper?

Finally got a chairman for the altar boy supper – Mrs. Pat. (Lois) Sheedy. All mothers so willing to help but refuse to be "in charge" of the cooking and ordering. Mrs. Sheedy can't do it next week but can be chairman any night – the week of the 5th. Our P.T.O. meeting is Feb. 7th – so that leaves the 6th, 8th, 9th available – if convenient for you. I'll be home all day tomorrow – so – if you have a free moment call me – or – else – send a note by Joseph if possible.

Mary Schaefe will be in charge of the nominations committee at our next P.T.O. Maybe you'd like to suggest some members you'd like to serve on the nomination

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THE FIDELITY MUTUAL LIFE INSURANCE COMPANY

Faithfully Serving Insurers Since 1878

M. L. RUNEY, JR. · 411 PEOPLES BUILDING · CHARLESTON · SOUTH CAROLINA · PHONE RA 2-0711

Committee, at the May 16th (sit-down supper) meeting - the annual elections and installations shall take place.

Any suggestions for "the Catholic woman of the year?"

As usual - the 8th grade - wants to leave the school - an appreciation gift. Do you have any suggestions? A movie camera, projector and screen? The committee (8th Grade Rm. Mothers — Mary Kennedy, Mrs W.J. Roche, Mrs. M.L. Valen and Mrs Albert Shadid) want to know if it meets with your approval - may they raffle a portable T.V. - drawing to be held [illegible] day - at our annual Spring P.T[illegible]

[illegible] well with you. Looking forward to hearing from you - and - thanking you for everything, I am,

Sincerely yours,

Elsie

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PTO

Porjects For School Year- 1961-1962

Projects For School Year- 1961-1962

1. To Furnish Sister's Transportation

2. Donations:1.To United Fund

2. T. B. Drive

3. March of Dimes

4. Deanery

$5.00 to each

3. Maid Service-to hire when necessary-to continue ORKIN SERVICE for kitchen year round

4. Blue Ribbon party-not to exceed $25.00

5. Carnival:To be held Tuesday October 17th on school grounds.

6. Children's Christmas party to be held as usual-25¢ per child-$1.50 for class prize.

8. To give U S O Supper if called upon.

9. Money raising project to be held in the Spring.

10. To remember Moderator's and Ass't Pastor's anniversaries and Sister's feast days. Give $5.00 to each Faculty member at Christmas and at end of school year.

11. To have breakfast for graduating class-7th grade room mother's in charge.

12. To provide honor pins for graduating class. Students maintaining an average of 95%- 90% after completing their 5th, 6th, 7th, & 8th. grades.

13. To give $1,000.00 from carnival proceeds to Msgr. Manning-rest to go to the ~~P-Too~~ P T O treasurer.

14. $25.00 to be invested in the "Credit Union".

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Projects For School Year-1961-1962

15. Book rental: $7.50 per child, $20.00 for 3 or more children.

16. All keys be returned to newly installed President at the end of school year-so that same maybe given out to proper chairman.

17. $15.00 to be given to principal each month for incidentals.

18. To give luncheon to Sister's-at end of school year or at Christmas.

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Officers-1961-1962

Spiritual Director----------Monsignor John L. Manning

President----------Mrs. Albert Shahid

Vice President----------Mr. L. L. Howland

Treasurer----------Mrs. Charles Eiserhardt

Recording Secty.----------Mrs. Roland Carmel

Correspondence Secty.-----Mrs. Julian Smith Jr.,

Parliamentarian ----------Mr. & Mrs. James Gordon

Faculty--School Year.

1st Grade---------Sister Mary John

2nd Grade---------Sister Mary Paul

3rd Grade--------Mrs. Vera Mack

4th Grade--------Mrs. Dorothy Keenan

5th Grade------Sister Mary ~~Martha~~ Victoria

6th Grade------Sister Mary Martha

7th Grade-----Mr. Edward Fischer

8th Grade-----Sister Mary Alphonsus (Principal)

Eddie Fischer

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PTO

A call meeting of the Executive Board of the Sacred Heart P.T.O. was held on Monday afternoon, 4 June 1962, at the Church Rectory. The meeting was opened with prayer by Father Manning.

Father Manning recommended that the Constitution be changed to extend the term of office of the President to a two year period. He explained that this would save manpower and would be a great aid to have the President familiar with the work after having served one term.

Father suggested that a revision to Article 5 be made in order to allow for a reduction in the number of chairmen of standing committees who would be required to attend the Board meetings. Too many people in attendance at the Board meetings result in unwieldy management of the business at hand. With a limited number, better planning can be conducted.

It was recommended that some of the chairmen of committees be grouped together to have a representative of the group attend the Board meetings.

It was recommended that the following separate committee chairmen exist: Membership, Lunch Room, Hospitality, and Room Mothers.

It was further recommended that the following officers and committee chairmen compose the Executive Board: President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary and the Chairmen of the following committees: Membership, Lunch Room, Hospitality, and Room Mothers.

It was recommended that the office of Parliamentarian be taken off the Executive Board.

It was recommended that the Treasurer's duties be combined to include those duties of the Finance Chairman.

It was recommended that the Hospitality Chairman's duties be combined to include the duties of Program and Properties Chairmen.

It was recommended that the Room Mothers Chairman duties be combined to include the duties of Library and Health Chairmen.

It was recommended that the Corresponding Secretary's duties be combined to include the duties of Publicity Chairman.

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Father Manning suggested that all the money, with the exception of the Lunch Room, be combined into one account. The P.T.O. should not get involved in the Book Fund money.

The Principal stated that she will take care of the book rental money in a special account for Sacred Heart School. It was, therefore, recommended that the Book Fund Committee Chairman be dropped. Sister will have volunteer mothers to help out on the morning of registration.

Father suggested the Legion of Decency movie ratings could be placed on a bulletin board in the School, thus relieving the need for a Motion Picture Chairman.

Father Manning stated that he would be responsible for playground supervision at recess, thus relieving the P.T.O. mothers of that duty of Playground Committee Chairman. He said he would organize an 8th grade patrol group of about 6 boys on a rotation basis to handle this matter.

In view of the above, it was recommended that the following committee chairman be dropped: Book Rental, Playground, and Motion Pictures.

The Treasurer, Miss Rose Kelly, reported a balance in the bank of $209.94, ~~with bills amounting to~~ receive $343.78. There is a deposit also of $35.00, leaving actually $186.00.

Sister Alphonsus reported as closely as she could figure the needs for new books for the coming year would cost approximately $900.00, perhaps a <u>little</u> less. The need is chiefly for workbooks, not many new hard back books will be required.

Father Manning stated that the tuition would have to be increased in view of the greatly increased cost of books. He explained he did not wish to overcharge parents, but, on the other hand, the school does not want to lose money. It was recommended that instead of the $7.50 fee per pupil or $20.00 for three or more children in one family as had been charged in the past, that an increase be made to $10.00 per child for each of the first three children, no charge for any additional children in one family. This $10.00 fee will include the $1.50 per pupil diocesan assessment fee. Father Manning stated he would place accouncements in the Parish Bulletin concerning the change in tuition fee to be charged.

Sister Alphonsus stated that in addition to the textbooks she would like to have all the money possible to invest in books for the Library. The Library is very limited and there are not one-third enough books for the lower grades. Father Manning suggested that Sister check into a series of books published by the Paulist Fathers which are said to be excellent for schools.

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The Principal stated that the Librarian did a wonderful job the past school year. 250 books a month were given out, in addition 210 books were obtained by the Library Committee Chairman from the County Library. Each child read 2 or 3 books a month. The Librarian initiated a good program for book reports also.

It was suggested that all trash in the lunch room be discarded, the cabinets washed, floor mopped, and a list be made of all equipment and utensils.

It was decided that during the next school year no bottled drinks would be sold at recess. Bottled drinks are too much of a hazard in the school yard. Only white milk, chocolate milk, and orange juice, all in cartons, will be sold. A check will be made to determine if any milk dairy supplies ice chests in order that the additional milk supply may be accommodated.

The President stated she would attempt to obtain the services of a Lunch Room Chairman. If she is unable to obtain someone willing to do this task, Father suggested the lunch room be closed and each child bring his own lunch, or that it be turned over to some outsider to run as a profit-making concession.

The Correspondence Secretary announced Mrs. Eugene Kelly appreciated the P.T.O.'s help at the reception held in honor of her son's ordination.

In regard to the P.T.O. School Carnival, it was decided to make it a Parish Carnival sponsored by the P.T.O. and the Holy Name Society. Father Manning suggested having the Carnival extend for two evenings, Friday and Saturday, and possibly having Benson Street lined up for the location. He suggested that whatever is to be raffled be decided upon and that tickets be printed and put on sale [illegible]y. Father stated he would get together a g[illegible] men shortly and have them get started [illegible]

Raffle

Sister A[illegible] that a file cabinet will be needed by the sc[illegible]

Sister s[illegible] movie mm projector set bought for educat[illegible] also a Hi-Fi set, both of which require mon[illegible] to operate. The School is obtaining the services of a music teacher and music appreciation records will be required for the Hi-Fi set. Sister suggested that it would be wise for the P.T.O. to try to leave $100.00 or $150.00 in the Treasury at the end of the school year to serve as a fund for starting the forthcoming school year.

There being no further business, the meeting adjourned.

Respectfully submitted,

[illegible]cording Secretary

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PTO

The Summer Board meeting of the Sacred Heart P.T.O. was held on Tuesday evening, 10 July 1962, in the Church Rectory. The meeting was opened with prayer by Father Manning.

The minutes of the June Board meeting were read and approved.

It was recommended that the following change be made to the recommendation requested by the Board at the last meeting: it was recommended that the Hospitality Chairman's duties not be combined to include the duties of Program and Properties Chairmen, but rather that Hospitality and Program be separate committees and thus each be a representative to the Executive Board and that the duties of the Lunch Room Chairman be combined to include Properties Chairman. Father Manning stressed the importance of limiting the Executive Board to ten members.

It was announced that the tickets for the raffle have been printed and will be shortly in the process of distribution.

Miss Rose Kelly, Treasurer, read the P.T.O.'s list of expenditures for the past school year. A total of $659.50 was spent. This figure does not include the gas and oil for the Sisters' car, nor does it include the cost of the duplicator nor the gift of cakes presented to the teachers on their feast days.

Miss Kelly reported a $9.00 gasoline bill received from the gasoline station for the Sisters' car covering the three-week period to 21 June.

Father Manning suggested that the P.T.O. limit itself to parish activities, and that many of the outside social activities in which the P.T.O. participates be dropped.

It was thus recommended that the annual P.T.O.-sponsored supper for the U.S.O. be discontinued and that $5.00 donations for such drives as the United Fund, T.B., and March of Dimes also be discontinued. It was also recommended that the P.T.O. discontinue the presentation of cakes as a remembrance of the Moderator's and Assistant Pastor's anniversaries and the Sisters' feast days, and that the Sisters' luncheon at Christmas be discontinued.

Father Manning stated the School is a part of the Parish and the P.T.O.'s duty is to have the parents keep after the children. The P.T.O. should not be obligated to give equipment to the School. It was therefore recommended that the Principal should contact the Pastor in regard to the equipment needs of the School.

Father, you mentioned with Sister about this. you would check

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It was stated that at the first regular P.T.O. meeting in the fall an explanation will be given to the members that honor pins will be awarded to graduating students who average a rating of 90% or more during the combined four year period of the 5th, 6th, 7th, and 8th grades. Explanation concerning this will be posted in each of the four grades affected.

It was recommended that the P.T.O. not commit itself to furnish any awards other than the honor pins. If occasions arise and miscellaneous awards are desired, the Principal will contact Father Manning who will attempt to locate a donor for the awards.

In regard to the volley ball awards program, it was recommended that a large plaque be obtained, and if possible to have same donated by a parishoner. This plaque would be kept in the school and each year the winning team's grade would be engraved upon it.

Due to the resignation of Mrs. Raymond McKevlin as President of the P.T.O., the members of the Board, in the presence of the Spiritual Director and the Parliamentarian, moved and seconded that the Vice-President, Mrs. James Morelli, be elevated to fill the top position.

The Parliamentarian, Mrs. Michael Runey, instructed the new President to appoint a nominating committee to submit one person's name as a nominee to fulfill the vacancy of the Vice-Presidential office. The name will be submitted at the first meeting of the school year and if there are any additional nominations from the floor those names may be submitted at that time.

The Parliamentarian was informed that the Constitution should be revised.

Mrs. Morelli announced that she had been fortunate in having Mrs. Hayden accept the chairmanship of the Lunch Room. Mrs. Thomas Lawton will assist her in lining up the ladies to help in the Lunch Room.

Mrs. Hayden had reported to Mrs. Morelli that she agreed about having lunch room drinks only served in cartons. A check was made and West End Dairy has agreed to furnish refrigeration for the additional white milk, chocolate milk, orange and grape drinks.

Mrs. Hayden asked that rules concerning the Lunch Room be established to handle solutions to the problems that have come up in the past. Therefore, it was decided that, less misunderstanding occur, a sign be posted in the Lunch Room

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stating that no child will be permitted in the Lunch Room at lunch time. It was also decided that no child be allowed credit in buying lunch at the Lunch Room counter. If a child wishes to buy lunch and has no money, arrangements should be made through the child's teacher.

In regard to the free lunches given to children who are unable to pay, the following limit was set: one or two sandwiches as desired, a drink, and a nickel dessert of whatever the child wishes.

Father Manning's boys patrol group will assist in seeing to it that children do not break into the lunch line formed.

Mrs. Morelli stated that Mr. William Sullivan offered that the Navy Yard could regalvanize the three sinks in the kitchen. Mr. Kausek, contractor, could take the sinks out and carry them to B.L. Montague Company which has a contract with the Navy Yard and the Montague Co. could carry the sinks into the Navy Yard and Mr. Sullivan would see to it that the work is expedited. Regalvanizing of the sinks is charged by the pound and it is estimated the cost of the job would be about $25.00. It was decided that the P.T.O. assume the responsibility for regalvanizing the sinks.

The following recommendations were made by the Board for the upcoming school year:

1. To furnish Sisters' transportation.

2. Donation of $5.00 to the Deanery.

3. Continue Orkin service for kitchen.

4. Blue Ribbon Party - Not to exceed $25.00.

5. Parish Picnic and Raffle - P.T.O. and Holy Name Society to sponsor a Parish Picnic on Sunday, 23 September, at the Rifle Club Grounds. Raffle for $1,200.00 grand prize to be fund-raising project.

6. Children's Christmas Party - At cost of 25¢ for each pupil, plus $1.50 per class for prizes.

7. If sufficient money is not obtained from raffle, there will be some kind of money-making project in the spring.

8. Give $5.00 to each faculty member at Christmas and end of school year. Give $5.00 to Janitor at Christmas time.

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9. Graduating pupils who average a rating of 90% or more during the combined four year period of the 5th, 6th, 7th, and 8th grades to receive honor pins.

10. To have breakfast for graduating class. Seventh grade room mothers to be in charge.

11. Book rental - $10.00 per child for each of the first three children, no charge for any additional children in one family. Included in this, is the $1.50 per pupil diocesan assessment fee.

12. Proceeds of picnic and raffle - the first $1,200.00 to pay for grand prize, the next $1,000 to be given to Father Manning (this sum to be turned over to the Bishop to help liquidate the debt on the Novitiate at James Island), the next $1,000 to the P.T.O. Treasury, and the next $1,000 to the Holy Name Society--then any remaining to be equally divided between the two organizations.

13. If there is a surplus of money at the end of the school year, a sum to be then determined will be invested in Parish Credit Union.

14. To hold four night meetings a year - to be held in September, November, February, and May, with the February meeting to be designated as Father's Night and to be almost exclusively for enjoyment.

15. $15.00 a month will be given to the Principal for miscellaneous incidental expenses.

16. A breakfast to be served in honor of the First Communion Class.

17. If there is sufficient money at end of school year, same to be given Principal for projects as Library, Music, etc.

The President announced that she will consult with the Finance Chairman in regard to plans for the picnic and raffle.

Membership Chairman, Mrs. Albert Shahid, plans to call parents thus making a personal contact to encourage parents to become members of the P.T.O.

There being no further business, the meeting adjourned.

Respectfully submitted,

Recording Secretary

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A meeting of the Executive Board took place on Tuesday morning, 12 February, at the Sacred Heart Rectory.

The next regular meeting will be held on Tuesday evening, the 19th, at 8 p.m. This will be the annual Father's Night program. Hospitality Chairman, Mrs. Moluf suggested that a ham and potato salad buffet-type supper will be prepared. Mrs. Charles Eiserhardt and Mrs. Morelli will check to ascertain that sufficient chairs, tables, and silverware will be available for the evening. The usual donation of 50¢ per couple will be requested and will be collected at the door.

Mrs. Kelly, Program Chairman, announced that Mr. Traynor Ferillo will handle the entertainment. Mrs. Kelly will check concerning a form of notice to be sent parents as reminders of this meeting.

Mrs. Morelli announced that due to unusual circumstances this year, the Blue Ribbon Party for the First Graders had not as yet been held. Sister Mary John had suggested the possibility of scheduling the Party for Easter time. The Board recommended that in the future the First Grade Blue Ribbon party be held at a date not later than 15 November.

The President mentioned that the refrigerator in the Sisters' Lunch Room had ceased to operate satisfactorily. She gave recognition to Shahid's Department Store which very generously donated a replacement Frigidaire.

Mrs. Morelli mentioned receipt of a letter concerning the volunteers for the Cancer Drive in May. However, the P.T.O. does not participate in this type of drive.

There was also a letter from the Deanery President in regard to encouraging women to undergo a cancer check. The letter is being turned over to the Health Chairman for reference purposes.

A discussion was held concerning the possibility of having 9 evening P.T.O. meetings a year instead of the 4 as have been recently tried. It was felt that with the 9 meetings more interest would be generated and that the work of the P.T.O. could be handled more effectively, that it would bring the members out for more frequent social get-togethers and that the members would be able to have more active participation in the Organization. The Board recommended that after a two year trial of the 4 evening meetings a year, that the number of these evening meetings be increased to 9, that is, one a month.

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Mrs. Albert Shahid, Membership Chairman, reported a total of $75.00 in dues collected to date.

It was suggested that a membership drive to encourage more active participation be initiated in the Fall. It was suggested a prize could be offered to the class which has the greatest number of parents enrolled as members.

Mrs. Charles Eiserhardt reported that approximately $200.00 has been profited in the Lunch Room thus far for this year. In addition to this figure $76.70 has been expended in State taxes. At the end of last year, $105.00 had been profited-this sum has not been touched.

A preliminary discussion was held concerning the next Parish picnic. Inasmuch as the Fourth of July and Labor Day are the only possible legal holidays on which a picnic would be scheduled in order that the entire family might attend, it was the preference of the Board that the picnic be held again on a Sunday. However, this matter will be decided later.

There being no further business, the meeting adjourned.

Respectfully submitted,

MARY T. CARMEL
Recording Secretary

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MAY 15, 1962

THE NOMINATING COMMITTEE.

Mr. James Condon, Mrs. James Morelli and Mr. Michael L. Runey, Jr., submit the following slate for Officers for the Sacred Heart School P.T.O. School Year of 1962- 1963.

President -	Mrs. Raymond R. McKevlin, (Joanne) (Ra 3 2237) 989 Ashley Avenue.
Vice-President -	Mrs. James K. Morelli, (Joyce) (Ra 3 8805) 28 Alberta.
Treasurer -	Miss Rose M. Kelly (Ra 2 7104)
Recording Secretary -	Mrs. Roland Carmel (Mary Frances) (Ra 3 9249)
Corresponding Secretary-	Mrs. Julian Smith (Shirley)

Miss Rose Kelly does not have children 'tis true - but - our Constitution reads: Any person interested in the development of Catholic Youth is eligible. She cried - when asked.

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SACRED HEART SCHOOL P.T.O. PROJECTS FOR 1963-1964 SCHOOL TERM

1. To cover expenses of Sisters' transportation.

2. Convention expenses of two P.T.O. delegates to the Diocesan convention will be paid. All diocesan assessments and dues will be paid.

3. Continue Orkin service to kitchen.

4. Parish Raffle - P.T.O. and Holy Name Society will jointly sponsor annual Parish raffle. Drawings for prizes will be in the School Hall on Sunday, 22 September 1963 at 5:30 P.M.

5. Children's Christmas Party - At cost of 25¢ for each pupil, plus $1.50 per class for prizes. Parties sponsored by P.T.O. will be held in the individual classrooms of all grades on final school day before Christmas holidays.

6. If sufficient money is not obtained from raffle, there will be some kind of money-making project after Christmas.

7. Give $5.00 to each faculty member at Christmas and end of school year. Give $5.00 to Janitor at Christmas time.

8. Graduating pupils who average a rating of 90% or more during the combined four year period of the 5th, 6th, 7th, and 8th grades to receive honor pins.

9. To have breakfast for graduating class. Seventh grade room mothers to be in charge.

10. If there is a surplus of money in the Lunch Room Treasury at the end of the school year, it will be deposited in Parish Credit Union to be saved and used at a later date for some large expense which may be incurred by the School. ($100.00 of this balance is to be left in Treasury for operating expenses in the Lunch Room for the following year.)

11. To hold six night meetings a year--to be held on the following Tuesday evenings: September 17th, October 22nd, December 10th (Christmas entertainment by children), February 4th (Father's Night), March 10th, and April 28th (annual meeting and installation of officers). Parent-Teacher conferences will be held in the individual classrooms 7:00-8:30 P.M. Meetings will start at 8:30 P.M. in the School Hall. Refreshments will be served.

12. $15.00 a month will be given to the Principal for miscellaneous incidental expenses.

13. A breakfast will be served in honor of the First Communion Class.

14. If there is sufficient money at the end of school year, authorization will be given to the Principal by the P.T.O. to purchase Library books at a sum up to $100.00.

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P-20

Sacred Heart Rectory
Charleston South Carolina
August 28 1965

From: Father Manning
TO: A Group of PTO Members.

Our PTO President, Mr Julian Ritter, is a patient at St Francis Hospital. In his absence and at his request I am writing this letter. He had planned to call you personally but time ran out.

Because of our annual diffiulty to get a school mother to take care of the lunch counter, we have made a change that we hope will be permanent. Mrs Frances Lempesis has now taken over the lunch room and will conduct it as a business project. She will have to have some school mothers to help her during the lunch period just as they have done during the past years.

But I am writing you about a proposition distinct from the lunch counter. I am concerned about the faculty lunches - Sisters and lay teachers. So we are asking a group of our school mothers to take one day in about every third week to prepare the faculty lunches The Teachers do not have much time to prepare their lunch in the short recess period. It would be so much more enjoyable if the simple lunch could be on the table, fully prepared, when the faculty arrives at noon. This is what we are asking you to help us with.

We do not ask nor expect you to assume personally the expense of the luches. The PTO or the parish will underwite this expense. However, you might like to bring to the faculty something of what you prepare for the family on that day. This would afford a little variety but it is not obligatory. The food will be kept in the kitchen refrigerator and the menu for the day will be planned by the mother on duty that day. There will be four Sisters and four lay teachers. The lay teachers have now a dining room on the right wing of the stage as you enter the hall.

Mrs Joyce Morelli will act as chairman of this group and will call you to remind you of your assignment. If uou prefer a fixed day each week you serve, tell Mrs Morelli.

I am sure this courtesy will do much to animate our faculty our teachers. So I am anxious to get it started by Tuesday September 7th.

This will not put too great a burden upon any one Mother. Please do not turn us down. We are depending upon you.

J M
Father Manning

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February 19,1968

From: John E. Ferrara
Sacred Heart PTO
888 King Street
Charleston, South Carolina, 29403

To : City Council
City of Charleston,
Charleston, South Carolina

Honorable Sirs:

I am representing the Sacred Heart PTO and Sacred Heart Church, concerning a project I will proceed to explain to you.

Sacred Heart School has a severe traffic problem on Benson Street, which parallels King Street and extends one block from Huger Street to Congress Street. Parking now exists on both sides of the street, with a white line area for unloading school busses at the Benson Street entrance to the school. During the morning hours and afternoon hours, when school is opening and closing, traffic becomes entangled to an unimaginable snarl. The school busses take up quite an area and with two way traffic on Benson Street, no one can go either way. Such a condition moves various drivers to an impatient mood. They, frequently, will try squeezing through abbreviated spaces at speeds ranging from quite fast to a snail's pace and, then again accelerated. This poses a danger to our children being discharged from automobiles on both sides of the streets The area is short of parking facilities as is and it may impose an undue restriction on residents to change these too severely.

We believe that widening Benson Street could produce some relief from the congestion. Both sides of Benson Street consist of a normal sidewalk area and a dirt areaoof equal width, in which some trees are planted. We request that you remove the dirt bed on both sides of Benson Street, and widen the street, as is then possible. We would like a white line area placed on the west side of Benson Street for discharging children from cars and busses. This would then, leave enough roadway for traffic to pass in both directions with reduced hazards for everyone. We would also like to have you restrict parking on Benson Street to a two hour limit during the hours from 8 A.M. to 4 P.M. This would be helpful to the situation and to the residents, since the employees of neighboring businesses, frequently, tie up the area for the entire day. We have some other plans we are looking into with respect to helping the situation. Most of these plans are mostly dependent on the street widening, in order to adequately alleviate existing conditions.

In behalf of the Sacred Heart PTO and Sacred Heart Church, I would like to thank you in advance for your consideration of this matter. I would be very happy to give you any additional details that might be helpful in resolving this matter. Thank you again.

Sincerely,

John E. Ferrara
Sacred Heart PTO

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Benson St widening

CITY OF CHARLESTON

SOUTH CAROLINA

29402

February 29, 1968

Alderman John W. O'Neill, Chairman
Committee on Public Safety & Traffic

Alderman Fred J. Martschink, Jr.,
Chairman,
Committee on Streets
Charleston, South Carolina

Gentlemen:

I am transmitting herewith a copy of a communication from John E. Ferrara, representing Sacred Heart PTO and Sacred Heart Church, which was read to City Council at its meeting February 27. Council referred the communication to the Committees on Streets and Public Safety and Traffic and to the Director of the Department of Traffic and Transportation.

Yours sincerely,

A. J. TAMBERG
Clerk of Council

AJT/dm
cc: Mr. Harold M. Raynor, Director, Department of Traffic and Transportation
Honorable J. Palmer Gaillard, Jr., Mayor
Mr. John E. Ferrara, 888 King Street

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May 1983

CONSTITUTION
SACRED HEART SCHOOL P.T.O.
CHARLESTON, S.C.

ARTICLE I
Nature and Function

Section 1. Parents must take their rightful place as leaders in the sphere of influence which permeates the school.

Section 2. Parents are chief educators for their child's formation in faith and values.

Section 3. In these ways parents may exercise prerogatives appropriate to their role as primary educators while enriching the board with unique insights into educational policy making.

Section 4. Parents Association is accountable to the school board.

Section 5. Accountability is discharged not only by formal and periodic reporting, but also by cooperation with the board in programs such as development, long range planning, school evaluation, communications and public relations.

ARTICLE II
Officers

Section 1. The officers of the P.T.O. shall consist of five (5) members: President, Vice-President, Secretary, Treasurer, and Fund Raising Chairperson. Officers will be elected every two years by the P.T.O. at the last meeting of the school year.

Section 2. All members of the P.T.O. are eligible for any office.

Section 3. Duties of Officers.

A. The President shall preside at all regular and special meetings of the P.T.O.
B. The Vice-President shall perform all the duties of the President when he is unable to act or is absent.
C. The Secretary shall maintain records of all acts of P.T.O., conduct, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his care.
D. Chairperson for Fund Raising shall coordinate and head all fund raising activities for Sacred Heart School.

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ARTICLE III

Meetings

Section 1. The P.T.O. shall meet every six (6) weeks at a place and time designated by the principal. Special meetings maybe called by the president if needed.

Section 2. A majority of the voting membership will carry motions.

ARTICLE IV

Committees

The P.T.O. may establish committees having powers and perform such duties as may be designated to it by the P.T.O..

ARTICLE V

P.T.O. Dues

Dues of $3.00 per family are collected at the first meeting each year.

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PTO
1985-86

President - Lloyd Frasier
Vice-President - Clarence Major
Recording - Angela Moore? Annie Foster?
Treasurer - Roslyn White
Financial Secretary - Thomasina Taylor
Fundraising Chairperson - Annie Foster

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486

First Federal of Charleston

PAGE 1

ACCOUNT NUMBER

1505-01263-1

STATEMENT DATE

JUL 28, 1987

INTEREST RATE

5.25%

FIRST MATE CHECKING

15 SACRED HEART ELEM SCHOOL PTO
888 KING ST
CHARLESTON SC 29403-4139

0

BALANCE LAST STATEMENT	DEPOSITS NO.	DEPOSITS AMOUNT	DISBURSEMENTS NO.	DISBURSEMENTS AMOUNT	INTEREST EARNED	SERVICE CHARGES	BALANCE THIS STATEMENT	CHECKS ENCLOSE
4,736.70	0	.00	0	.00	21.80	.00	4,758.50	0

DIRECT ALL INQUIRIES TO 745-5626

ACTIVITY ********** (OTHER THAN CHECKS) **********

DATE	DESCRIPTION	DEPOSITS	DISBURSE
JUL 28	INTEREST PAID	21.80	

STATEMENT CLOSING DATE	PREVIOUS BALANCE	−	PAYMENTS (AND) CREDITS	+	ADVANCES (AND) DEBITS	+	FINANCE CHARGE	=	CURRENT BALANCE

NUMBER OF DAYS IN BILLING CYCLE	DAILY PERIODIC RATE	ANNUAL PERCENTAGE RATE	MINIMUM PAYMENT AMOUNT	MINIMUM PAYMENT DUE DATE	AVAILABLE CREDIT
		%			

The Minimum Payment Will Be Deducted From Your Checking Account On The Date Due Unless Otherwise Paid

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DUTIES OF P.T.O. OFFICERS

Mrs Lepper

The President shall preside at all meetings of the P.T.O. organizations. She will appoint all committees and attend to such duties as pertain to her office.

Mrs Arthur Taylor

The Vice-President shall serve in the absence of the President and carry out her duties.

Mrs. Bennett -

The Secretary shall keep all minutes and make reports when required.

Mrs. Ruth Green

The Treasurer shall keep account of the P.T.O. dues and report when required to do so by the P.T.O. organization.

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Fr. Condon

DEPARTMENT OF EDUCATION
Diocese of Charleston
119 Broad Street
P.O. Box 818
Charleston, South Carolina 29402

803-724-8370

February 9, 1989

Memo to: Pastors, Home-School Association Presidents and Principals

From: Father Kelly

Re: Role of Home-School Associations and their Constitutions

Since we are in process of updating School Board Directives and reviewing the Constitutions of these organizations, we would like to bring our review of Home-School Associations (PTO's) and their constitutions up to date also.

Please send to this office a copy of the Constitution and By-Laws of your organization, give a brief summary of how you see yourselves functioning relative to your particular school, and how your functioning correlates with the Diocesan Policy - a copy of which is enclosed.

Thank you for your prompt response to this request, We would like to have it no later than March 10, 1989.

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DIOCESAN POLICY GOVERNING ALL HOME-SCHOOL ASSOCIATIONS OF THE DIOCESE OF CHARLESTON

Home-School Associations

To foster unity of purpose between home and school it is recommended that each school have a Home and School Association (HSA), (PAT), (PTO). Its proper function is support of the school and its programs. It is not a policy-making organization, but it serves as an excellent vehicle of communication for the school with parents and community. 105

Each parent association is to formulate a Constitution governing its operation. This Constitution must be submitted to the Diocesan Office of Education for approval. 105.1

In addition to the pastor and principal, representatives of the parents and of the lay and religious faculty should be members of the executive committee. 105.2

Expenditures of funds are to be in line with school objectives and priorities, authorized by the executive committee of the association but subject to final approval by the pastor/principal. 105.3

NOTE: As soon as a Constitution for a local School Board is developed, it is to be sent to the Diocesan School Office. It will then be submitted to the Bishop for approval, and when such approval is given, a certificate of approval will be sent to the parish.

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DEPARTMENT OF EDUCATION

Diocese of Charleston
119 Broad Street
P.O. Box 818
Charleston, South Carolina 29402

803-724-8370

March 13, 1989

To: School Board Chairpersons

Fr: Fr. Kelly

Re: Fund Raising Related to Schools

Our Policy Handbook for the schools of the Diocese of Charleston has some very clear directives concerning fund raising:

Fund Raising Activities

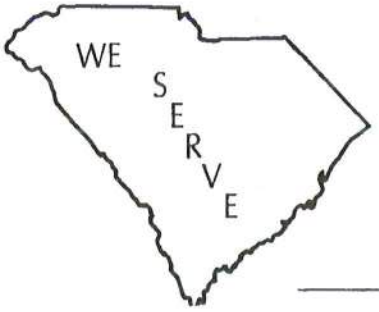
When and if, consideration of the establishment of an endowment fund is initiated, this should be brought to the attention of the Diocesan Superintendent of Education, who will then alert those concerned to the necessary diocesan procedure to be followed. 340

No fund raising activities shall be undertaken by the school or any organization thereof without the consent and approval of the pastor and these moneys shall be expended only upon his approval. 341

The result of all fund-raising activities should be included in the final annual financial report of the school operation. 342

Relative to Home School Associations, the following policy exists:

Expenditures of funds are to be authorized by the executive committee and are subject to final approval by the pastor/principal. 105.3



It is well that some very definite regulations be established for the handling of funds collected through an activity carried out by this organization in the name of the school. In order to safeguard all concerned, it is recommended that all moneys be accounted for on a regular basis, and that all checks and deposits require dual signatures (one of which is that of the pastor/principal.)

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1047 | Sacred Heart School - Admin - School Board - Financial, 1969-1990

116

DOE_3929_000690

SACRED HEART SCHOOL

FINANCIAL SUMMARY

July 1, 1969 THROUGH JUNE 30, 1970

Total Receipts, Excluding Parish Subsidy	$ 327861
Total Expenditures (Expenses)	528643
Loss	$ 200782
Parish Subsidy	125307
Deficit, June 30, 1970	$ 75475

Financial Position	
Cash in Bank	$ 648
Liabilities	753123
Deficit, June 30, 1970	75475

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SACRED HEART SCHOOL
INCOME STATEMENT
1969-70 School Year Through April 30, 1970

School Operating Income (Tuition, Books, etc.)			$23002.21
School Operating Expenses:			
Salaries and Wages:			
Teachers	$26580.00		
Secretary	2750.00		
Maintenance	1450.80		
Substitute Teachers	330.00	$31110.80	
School Books and Supplies		3763.76	
Utilities (Including telephone)		1984.66	
Repairs and Maintenance		1915.89	
Payroll Taxes		1269.91	
Board of Education (Per capitaLevy, etc)		474.90	
Office Supplies and Expense		410.00	
Sound System Rental		156.10	
Student Pictures and Yearbook		634.40	
Holy Childhood Christmas Seals		100.00	
Miscellaneous		351.47	
Total			42171.89
Operating Loss (Eight Months)			19169.68
Other Income:			
Parish Bingo Proceeds		$ 2653.25	
Contributions, Prior Year Tuition, etc		1166.38	
		$ 3819.63	
Other Expenses:			
New Equipment	618.57		
School Expenses of Prior Year	924.00	$ 1542.57	2277.06
Net Loss			$16892.62
Less Parish Subsidy to April 30, 1970			10983.07
Existing Deficit, April 30, 1970			$ 5909.55
Deficit Consisting of:			
Liabilities			$ 8286.05
Less Cash on Hand and in Banks			2376.50
Deficit Balance			$ 5909.55

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ANNUAL FINANCIAL REPORT

for

PARISH SCHOOLS

July 1, 1973 - June 30, 1974

School SACRED HEART SCHOOL City CHARLESTON, S.C.

SUMMARY

	(1) From Parish Account Book	(2) Unrecorded at June 30, 1970	Total of Columns 1 & 2
Total Receipts (Total, page 2)	75397.18	. (A)	75397.18
Total Expenses (Total, page 5)	77576.82	3180.63 (B)	80757.45
Net Gain/Loss (Difference between Total Receipts and Total Expenses above)	<2179.64>	3180.63	<5360.27>

Balance to begin year	<2089.70>
Net Gain/Loss for year	<5360.27>
Balance to end year	<7449.97>

School enrollment, Oct. 1, 1973	200	200
Actual per pupil cost (Total of expenses above divided by school enrollment)	387.89	403.79

(A) Includes all receipts which would have been recorded in the Parish Account Book on June 30, 19 , or prior, had they been received by that date but were not received until July 1, 19 or subsequently. Please submit a list of the details of this amount.

(B) Includes all expenditures which would have been recorded in the Parish Account Book on June 30, 19 , or prior, had they been paid by that date but were not paid until July 1, 19 or subsequently. Please submit a list of the detail of this amount.

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RECEIPTS

10.1	Tuition, parishioners	36649.57
10.2	Tuition, non-parishioners	6319.06
11	Parish Subsidy	13000.00
12	Subsidy, other parishes	7030.00
13	Diocesan Subsidy	.
14	Registration, Activity and Textbook Fees	7239.00
15	Transportation Fees	.
16	School Collections	.
17	Gifts and Donations	.
18	Rent, School Facilities	.
19	*Net Receipts, Clearing Accts.	.
20	Nonrevenue Receipts	.
21	Miscellaneous Receipts	5159.55
	TOTAL RECEIPTS	75397.18

*If page 6 shows a total net receipt over expenditures, enter the net here.

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EXPENDITURES

Instruction

210.2	Salaries, Lay Teachers	22199.40	
210.4	Salaries, Religious	8521.40	
216	Salaries, Secretaries & Clerks	5211.41	
220	Textbooks	6541.51	
230	School Library	130.73	
240	Teaching Supplies	1659.09	
250	Other Expenses, Instruction	2210.00	
	TOTAL, Instruction		$46473.54

Residence Services

320	Repairs and Replacements	-0-	
330	Utilities	-0-	
340	Supplies	-0-	
350	New Equipment	-0-	
360	Automobile	-0-	
370	Residence Allowance	-0-	
	TOTAL, Residence Services		-0-

Health Services

400	Health Services		-0-

Pupil Transportation Services

500	Pupil Transportation		-0-

Operation of Plant

610	Salaries, Operation of Plant	2080.42	
620	Contracted Services	922.99	
630	Heat for Buildings	911.57	
640.1&3	Water and Sewage, and Gas	100.00	
640.2	Electricity	1228.80	
640.4	Telephone	762.13	
650	Supplies, Custodial and Care of Grounds	1261.13	
670	Other Expenses	861.58	
	TOTAL, Operation of Plant		8128.62

Maintenance of Plant

720	Contracted Services	5582.62	
730.1	Replacement of Instructional Equipment	170.80	
730.2	Replacement of Non-Instructional Equipment	.	
740	Other Expenses	2522.82	
	TOTAL, Maintenance of Plant		8276.24

Fixed Charges

810	School Contribution, Social Security and Retirement	8424.53	
820.1	Property Insurance	.	
820.2	Employee Insurance	.	
820.4	Other Expenses	.	
	TOTAL, Fixed Charges		8424.53

Food Services, Student Activities and Services

910	*Net Expenditure, Clearing Accts.	8273.89

*If page 6 shows a total net expenditure over receipts, enter the net amount here.

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Capital Outlay			
1210	Sites and Buildings	_____.	
1230.1	New Instructional Equipment	_____.	
1230.2	New Non-Instructional Equip.	_____.	
	TOTAL, Capital Outlay		_____.
Debt Services			
1310	Interest payments on Debt	_____.	
1320	Principal payments on Debt	_____.	
	TOTAL, Debt Services		_____.

TOTAL EXPENDITURES
(pages 3 to 5) 77576.82

CLEARING ACCOUNTS

	Receipts	Expenditures
1510.2 Food Services	.	970.47
1610.2 ~~Athletics~~ ACTIVITIES	513.12	562.54
1620 School Publications	.	.
1630 School Music Organizations	.	.
1640 Other Clubs	.	.
1660.2 Entertainments and Socials	.	25.00
1670 Fund Raising Activities	.	.
1711 Bus Tickets	.	.
1712 Concessions	2005.22	2972.51
1713 Student Insurance	.	.
1714 Uniforms	.	.
1715 Textbooks and other Class Sup.	437.62	437.62
1716 Testing	.	.
1717 Special Programs and Trans.	1660.00	3762.22
1721 Student Pictures	.	.
1717.3 SCHOOL INS. ~~1729~~ ~~Miscellaneous~~	158.52	158.52
1730 Miscellaneous Exchanges	.	.
1717.4 ~~1740~~ ~~Insurance~~ Adjustments	385.01	385.01
1810 Student Contributions	.	.
1820 Scholarships	.	.
1830 Awards	.	.
Totals	5159.55	7275.89

*NET RECEIPT OR EXPENDITURE 2114.34

*Enter here the difference between the total receipts and expenditures on the line above. If there is a net receipt, enter this figure also on page 2, account #19. If there is a net expenditure, enter this figure on page 5, account #910.

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DIOCESE OF CHARLESTON -- MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

SACRED HEART
PARISH SCHOOL AND LOCATION

JULY 1974
Month and Year

		Current Month
RECEIPTS		
10.1-10.2	Tuition	$ 25.00
11-13	Subsidies	
14-18	Fees, transportation, school collections, donations and rent	28.00
20	Nonrevenue Receipts	
21	Miscellaneous	
19 or 1510.1-1830.1	Net receipts from clearing account	
	TOTAL RECEIPTS	$ 53.00
EXPENDITURES		
210.2-210.4	Instruction-lay and religious salaries $	
216-250	Instruction - other	
	Total Instruction	$ 38.50
[illegible]-370	Convent	
400	Health services	
500	Pupil Transportation	
610-670	Operation	492.19
720-740	Maintenance	27.48
810-820.4	Fixed charges	1085.36
1210-1230.2	Capital	
1310-1320	Debt services	
910	Net expenditure from clearing accounts	
	TOTAL EXPENDITURES	$ 1643.53

Cash balance, end of previous month $ 1625.91
Total receipts from above 53.00
TOTAL 1678.91
Less: Total expenditures from above 1643.53
Balance on Hand, end of current month $ 35.38

Prepared by: Jean Vermeul Date: 9-20-74

Prepared by: _____ Date: _____

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DIOCESE OF CHARLESTON -- MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

SACRED HEART
PARISH SCHOOL AND LOCATION

AUGUST 1974
Month and Year

			Current Month
RECEIPTS			
.0.1-10.2	Tuition		$ 2423.00
.1-13	Subsidies		
.4-18	Fees, transportation, school collections, donations and rent		1771.76
.0	Nonrevenue Receipts		
.1	Miscellaneous		
9 or 1510.1-1830.1	Net receipts from clearing account		
	TOTAL RECEIPTS		$ 4194.76
EXPENDITURES			
10.2-210.4	Instruction-lay and religious salaries	$ 46.91	
16-250	Instruction - other	526.69	
	Total Instruction		$ 573.60
20-370	Convent		
0	Health services		
	Pupil Transportation		
10-670	Operation		974.79
20-740	Maintenance		204.39
10-820.4	Fixed charges		
210-1230.2	Capital		
310-1320	Debt services		
10	Net expenditure from clearing accounts		42.14
	TOTAL EXPENDITURES		$ 1794.92
	Cash balance, end of previous month	$ 35.38	
	Total receipts from above	4194.76	
	TOTAL	4230.14	
	Less: Total expenditures from above	1794.92	
	Balance on Hand, end of current month		$ 2435.22

Prepared by: [signature] Date: 9-20-74

Prepared by: _____ Date: _____

DOE_3929_000700

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DIOCESE OF CHARLESTON -- MONTH STATEMENT OF PARISH SCHOOL FINANCES

SACRED HEART
PARISH SCHOOL AND LOCATION

9/74
Month and Year

	RECEIPTS	Current Month	Year to Date
10.1	Tuition, Parishioners	$ 6875.00	$ 9323.00
10.2	Tuition, Non-Parishioners		
11.	Parish Subsidy		
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees	1400.97	3200.73
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts		
1510.1 - 1810.1	Clearing Accounts Receipts		
	TOTAL ABOVE ACCOUNTS	8275.97	12523.73

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 2435.22
Total Receipts for the Month	8275.97
Total	10,711.19
Less Total Disbursement for the month	10,116.38
Checkbook Balance at the end of the Month	619.81

Bank Reconciliation

Bank Statement Balance at end of Current Month	$
Less Outstanding Checks	
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	619.81

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	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 2468.85	2515.76
210.4	Salaries of Religious	683.20	683.20
216.	Salaries, Sec'ty, Clerks, etc.	365.33	730.66
220.	Textbooks	1752.04	1752.04
230.	Library	38.88	48.88
240.	Teaching Supplies	491.58	652.94
250.	Other Expenses, Instruction	130.21	158.71
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	847.39	1324.39
620.	Contracted Services	70.00	70.00
630.	Heat for Buildings		
640.1	Water and Sewage		
640.2 & 3	Electricity and Gas		
640.4	Telephone	85.46	137.75
650.	Supplies, Custodial and Care of Grounds	56.28	760.47
670.	Other Expenses for Operation of Plant	58.89	292.39
720.	Maint. of Plant - Contracted Services		

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	DISBURSEMENTS	Current Month	Year to Date
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.	91.66	91.66
740.	Other Expenses, Maint. of Plant	405.85	637.72
810.	Social Security & Retirement	640.00	1725.36
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment	366.84	366.84
1230.2	New Non-Instructional Equipment	364.81	364.81
	DONATIONS		2.00
1510 - 1830	Clearing Account Disbursements	1401.58	1441.72
	Other (Explain in remarks)		

account Payable 4167.74

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DIOCESE OF CHARLESTON -- MONTH STATEMENT OF PARISH SCHOOL FINANCES

PARISH SCHOOL AND LOCATION

10/74
Month and Year

	RECEIPTS	Current Month	Year to Date
10.1	Tuition, Parishioners	$	$
10.2	Tuition, Non-Parishioners		
11.	Parish Subsidy		
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees		
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts		
1510.1 - 1810.1	Clearing Accounts Receipts		
	TOTAL ABOVE ACCOUNTS		

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$
Total Receipts for the Month	
Total	
Less Total Disbursement for the month	
Checkbook Balance at the end of the Month	

Bank Reconciliation

Bank Statement Balance at end of Current Month	$
Less Outstanding Checks	
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	

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	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ [illegible]	4677.98
210.4	Salaries of Religious	[illegible]	[illegible]
216.	Salaries, Sec'ty, Clerks, etc.	[illegible]	[illegible]
220.	Textbooks	[illegible]	[illegible]
230.	Library		[illegible]
240.	Teaching Supplies	123.11	[illegible]
250.	Other Expenses, Instruction	357.13	[illegible]
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	1134.51	[illegible]
620.	Contracted Services		[illegible]
630.	Heat for Buildings		
640.1	Water and Sewage		
640.2 & 3	Electricity and Gas	[illegible]	[illegible]
640.4	Telephone	[illegible]	[illegible]
650.	Supplies, Custodial and Care of Grounds	[illegible]	441.65
670.	Other Expenses for Operation of Plant	[illegible]	[illegible]
720.	Maint. of Plant - Contracted Services	[illegible]	[illegible]

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	DISBURSEMENTS	Current Month	Year to Date
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement		
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		[illegible]
1230.2	New Non-Instructional Equipment		334.81
1510 - 1830	Clearing Account Disbursements	754.43	3276.15
	Other (Explain in remarks)		

DOE_3929_000706

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DIOCESE OF CHARLESTON -- MONTH STATEMENT OF PARISH SCHOOL FINANCES

PARISH SCHOOL AND LOCATION

DECEMBER
Month and Year

	RECEIPTS	Current Month	Year to Date
10.1	Tuition, Parishioners	$ 3955.30	$ 21834.84
10.2	Tuition, Non-Parishioners		
11.	Parish Subsidy	1600.00	3900.00
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees	28.00	3262.73
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts	139.17	224.27
1510.1 - 1810.1	Clearing Accounts Receipts	198.00	894.40
	TOTAL ABOVE ACCOUNTS	5920.47	3166.24

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 4064.53
Total Receipts for the Month	5920.47
Total	9985.00
Less Total Disbursement for the month	5852.11
Checkbook Balance at the end of the Month	4132.89

Bank Reconciliation

Bank Statement Balance at end of Current Month	$
Less Outstanding Checks	
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	

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	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 2676.93	9480.16
210.4	Salaries of Religious	683.20	2732.80
216.	Salaries, Sec'ty, Clerks, etc.		1461.32
220.	Textbooks		1993.86
230.	Library		48.88
240.	Teaching Supplies	43.65	819.60
250.	Other Expenses, Instruction		622.54
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	618.14	3758.72
620.	Contracted Services	35.00	175.00
630.	Heat for Buildings		
640.1	Water and Sewage		25.00
640.2 & 3	Electricity and Gas	125.54	533.59
640.4	Telephone		262.91
650.	Supplies, Custodial and Care of Grounds		948.66
670.	Other Expenses for Operation of Plant		319.69
720.	Maint. of Plant - Contracted Services	249.31	381.81

DOE_3929_000708

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

BUDGET FORECAST FOR SACRED HEART

1974 - 1975

THE following PROJECTIONS ARE BASED ON AVAILable DATA AND IT IS OUR belief THAT IT IS REASONABLY ACCURATE

PROJECTED REVENUE (ENROLLMENT 190 STUDENTS)

TUITION	$ 51,000.00	(EQUITABLY FOR FAMILIES DIVIDED S.H. & CATHEDRAL)
KINDERGARTEN	4,050.00	
REGISTRATION AND TEXTBOOKS	4,000.00	
NET RECEIPTS, CLEARING ACCT.	300.00	
MISC. RECEIPTS	600.00	
TOTAL REVENUES	49,950.00	
SACRED HEART PARISH SUBSIDY	13,000.00	
TOTAL	72,950.00	

PROJECTED EXPENDITURES

INSTRUCTIONAL SALARIES	32,450.00
OTHER SALARIES	6,500.00
OTHER INSTRUCTIONAL, OPERATION, & MAINTENANCE COST	22,000.00
FIXED COST	12,000.00
TOTAL EXPENDITURES	72,950.00

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SACRED HEART SCHOOL

TUITION(First Semester)	28,450.00
TUITION(Second Semester)	39,360.00
PARISH SUSIDY	13,000.00
SUBSIDY(St. Mary's)	3,000.00
SUBSIDY(Diocese)	4,180.00
REGISTRATION FEE	2,000.00
YEARLY TOTAL	$89,990.00

SALARIES(Yearly)	55,452.00
EXPENSES(Estimate)	30,000.00
	85,452.00

TUITION RATES: Effective Second Semester

PARISHIONERS
$250.00 First Child
$300.00 Two Children
$336.00 Three Children

NON-PARISHIONERS
$360.00 First Child
$420.00 Two Children
$456.00 Three Children

NON-CATHOLICS
$480.00 First Child
$540.00 Two Children
$576.00 Three Children

DOE_3929_000710

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Denman, Moultrie & Roy

"Tax Consultants"

Complete Bookkeeping and Income Tax Service

757 KING STREET PHONE (803) 723-2222 CHARLESTON, S. C. 29403

SACRED HEART SCHOOL
Budget 1974-75

Tuition	51,000.00	
Parish Subsidy	13,000.00	
Registration	4,000.00	
Clearing Acct.	300.00	
Misc. Receipts	600.00	
Dioncion Subsidy	4,050.00	
TOTAL RECEIPTS		$ 72,950.00
Salaries	46,150.00	
Operation of Plant	7,800.00	
Fixed Charges	12,000.00	
[illegible]	[illegible]	
Cash Stipend	8,748.00	
TOTAL EXPENSES		$ 74,648.00

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200

DIOCESE OF CHARLESTON -- MONTH STATEMENT OF PARISH SCHOOL FINANCES

Feb-1975
Month and Year

PARISH SCHOOL AND LOCATION
Sacred Heart School

	RECEIPTS	Current Month	Year to Date
10.1	Tuition, Parishioners	$ 4464.65	$ 31582.14
10.2	Tuition, Non-Parishioners		
11.	Parish Subsidy	1300.00	8000.00
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		3262.73
14.	Fees		
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts	51.75	276.02
1510.1 - 1810.1	Clearing Accounts Receipts	1235.05	3398.25
	TOTAL ABOVE ACCOUNTS	7451.45	46519.14

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 1193.32
Total Receipts for the Month	7451.45
Total	8644.77
Less Total Disbursement for the month	6193.85
Checkbook Balance at the end of the Month	2450.92

Bank Reconciliation

Bank Statement Balance at end of Current Month	$
Less Outstanding Checks	
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	

DOE_3929_000712

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 1935.60	13993.29
210.4	Salaries of Religious	683.20	4099.20
216.	Salaries, Sec'ty, Clerks, etc.	365.33	1826.65
220.	Textbooks		2371.49
230.	Library		48.88
240.	Teaching Supplies	183.36	1728.48
250.	Other Expenses, Instruction	298.16	8305.50
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	497.64	4772.96
620.	Contracted Services	70.00	245.00
630.	Heat for Buildings		
640.1	Water and Sewage	26.10	51.10
640.2 & 3	Electricity and Gas	136.71	855.51
640.4	Telephone	56.41	421.98
650.	Supplies, Custodial and Care of Grounds	278.23	1674.02
670.	Other Expenses for Operation of Plant		319.69
720.	Maint. of Plant - Contracted Services		411.02

DOE_3929_000713

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		181.37
740.	Other Expenses, Maint. of Plant	43.40	1516.40
810.	Social Security & Retirement	850.00	4076.75
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		366.84
1230.2	New Non-Instructional Equipment		364.81
1510 - 1830	Clearing Account Disbursements	769.71	5802.41
	Other (Explain in remarks)		
	Donation		2.00

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DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

School SACRED HEART
Address 888 King St.
Charleston, S.C.

Date July 1975

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$	$
10.2	Tuition, Non-Parishioners	67.75	67.75
11.	Parish Subisdy	3879.75	3879.75
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees		
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts		
1510.1 1810.1	Clearing Accounts Receipts		
	TOTAL ABOVE ACCOUNTS	3947.50	3947.50

DOE_3929_000715

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 24.00	24.00
210.4	Salaries of Religious		
216.	Salaries, Sec'ty, Clerks, etc.		
220.	Textbooks	236.89	
230.	Library	27.00	
240.	Teaching Supplies	8.48	
250.	Other Expenses, Instruction	20.00	
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant		
620.	Contracted Services		
630.	Heat for Buildings		
640.1	Water and Sewage		
640.2 & 3	Electricity and GAs		
640.4	Telephone		
650.	Supplies, Custodial and Care of Grounds		
670.	Other Expenses for Operation of Plant	31.33	
720.	Maint. of Plant-Contracted Services		

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	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement	2,881.18	
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		
1230.2	New Non-Instructional Equipment		
1510		80.00	
1830	Clearing Account Disbursements		
	Other (Explain in remarks)		
1712.2		31.56	
1721		182.00	

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 736.35
Total Receipts for the Month	3947.50
Total	4683.85
Less Total Disbursement for the month	3562.44
Checkbook Balance at the end of the Month	1121.41

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 4298.78
Less Outstanding Checks	
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	1121.41

REMARKS:

1712.2 --- SANDWICH Co.
1721 --- STUDENT PICTURES

DOE_3929_000717

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

School SACRED HEART
Address 888 King St.
Charleston, S.C.

Date August 1975

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 1466.00	$ 1466.00
10.2	Tuition, Non-Parishioners	3393.00	3460.75
11.	Parish Subisdy		
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees	10953.00	10953.00
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts		
1510.1 1810.1	Clearing Accounts Receipts	1727.00	1727.00
	TOTAL ABOVE ACCOUNTS	15812.00	21486.50

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$	
210.4	Salaries of Religious		
216.	Salaries, Sec'ty, Clerks, etc.	497.50	497.50
220.	Textbooks	3555.20	3555.20
230.	Library		
240.	Teaching Supplies	228.23	228.23
250.	Other Expenses, Instruction		
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	257.00	257.00
620.	Contracted Services	273.50	273.50
630.	Heat for Buildings		
640.1	Water and Sewage		
640.2 & 3	Electricity and GAs		
640.4	Telephone	56.62	56.62
650.	Supplies, Custodial and Care of Grounds	469.96	469.96
670.	Other Expenses for Operation of Plant		
720.	Maint. of Plant-Contracted Services		

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	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement		
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		
1230.2	New Non-Instructional Equipment		
1510 - 1830	Clearing Account Disbursements	1727.00	
	Other (Explain in remarks)		

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 1121.41
Total Receipts for the Month	15812.00
Total	16933.41
Less Total Disbursement for the month	10952.59
Checkbook Balance at the end of the Month	5980.82

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 10278.81
Less Outstanding Checks	4297.99
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	5980.82

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DOE_3929_000720

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

Date SEPT - 1975

School SACRED HEART
Address 845 KING ST
CHARLESTON S.C.

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 997.00	$ 2463.00
10.2	Tuition, Non-Parishioners	176.50	5224.25
11.	Parish Subisdy	—	—
12.	Subsidy, Other Parishes	—	—
13.	Diocesan Subsidy	—	—
14.	Fees	1087.50	12043.50
15.	Pupil Transportation	—	—
16.	School Collections	—	—
17.	Donations	—	—
18.	Rent	—	—
20.	Non-Revenue Receipts	—	—
21.	Miscellaneous Receipts -1713- (STUD-INS.)	193.25	195.25
1510.1 1810.1	Clearing Accounts Receipts	150.25	1377.25
	TOTAL ABOVE ACCOUNTS	2159.50	21801.25

DOE_3929_000721

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 2656.46	2656.46
210.4	Salaries of Religious	199.00	199.00
216.	Salaries, Sec'ty, Clerks, etc.	792.50	1290.00
220.	Textbooks	1547.97	5142.97
230.	Library	—	—
240.	Teaching Supplies	512.5	279.48
250.	Other Expenses, Instruction		
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant		
620.	Contracted Services		
630.	Heat for Buildings		
640.1	Water and Sewage		
640.2 & 3	Electricity and GAs	76.87	76.87
640.4	Telephone	89.57	89.57
650.	Supplies, Custodial and Care of Grounds	222.56	722.52
670.	Other Expenses for Operation of Plant		
720.	Maint. of Plant-Contracted Services	592.72	592.72

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement		
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		
1230.2	New Non-Instructional Equipment		
1510 - 1830	Clearing Account Disbursements		
1713	Other (Explain in remarks) STUD. INS.)	153.00	

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 5980.82
Total Receipts for the Month	4191.50
Total	10172.32
Less Total Disbursement for the month	8085.67
Checkbook Balance at the end of the Month	2086.65

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 6285.61
Less Outstanding Checks	2228.16
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	4057.45

DOE_3929_000723

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

Date OCTOBER 1975

School SACRED HEART
Address 888 KING ST
CHASN, S.C.

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 1316.00	$ 3779.00
10.2	Tuition, Non-Parishioners	3674.00	5898.25
11.	Parish Subisdy	—	—
12.	Subsidy, Other Parishes	—	—
13.	Diocesan Subsidy	—	—
14.	Fees	471.00	12514.50
15.	Pupil Transportation	—	—
16.	School Collections	—	—
17.	Donations	—	—
18.	Rent	—	—
20.	Non-Revenue Receipts	—	—
21.	Miscellaneous Receipts	—	193.25
1510.1 1810.1	Clearing Accounts Receipts	—	1877.25
	TOTAL ABOVE ACCOUNTS	4990.00	22262.25

DOE_3929_000724

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 3121.37	5777.73
210.4	Salaries of Religious	699.20	1398.20
216.	Salaries, Sec'ty, Clerks, etc.	354.00	1644.00
220.	Textbooks	1193.21	6336.18
230.	Library	—	—
240.	Teaching Supplies	10.21	289.69
250.	Other Expenses, Instruction	—	—
320.	Convent Repairs & Replacement	—	—
330.	Convent Utilities	—	—
340.	Convent Supplies	—	—
350.	New Equipment for Convent	—	—
360.	Automobile Payments & Insurance	—	—
360.2	Operation & Maint. Cost for Automobile	—	—
370.	Residence Allowance	—	—
500.	Pupil Transportation	—	—
610.	Salaries Operation of Plant	575.82	835.82
620.	Contracted Services	—	
630.	Heat for Buildings	—	
640.1	Water and Sewage	—	
640.2 & 3	Electricity and GAs	114.53	225.75
640.4	Telephone	90.62	179.99
650.	Supplies, Custodial and Care of Grounds	153.68	912.22
670.	Other Expenses for Operation of Plant	164.00	164.00
720.	Maint. of Plant-Contracted Services	54.50	637.22

DOE_3929_000725

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$ —	—
730.2	Replacement of Non-Instructional Equip.	—	
740.	Other Expenses, Maint. of Plant	—	
810.	Social Security & Retirement	964.44	
820.1	Property Insurance	—	
820.2	Employee Insurance	—	
1210.	Sites and Building Capital	—	
1230.1	New Instructional Equipment	—	
1230.2	New Non-Instructional Equipment	—	
1510 - 1830	Clearing Account Disbursements	—	
	Other (Explain in remarks)	—	

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 4057.45
Total Receipts for the Month	5461.00
Total	9518.45
Less Total Disbursement for the month	7694.06
Checkbook Balance at the end of the Month	1824.39

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 5857.30
Less Outstanding Checks	3676.41
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	2180.89

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DOE_3929_000726

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

Date NOVEMBER 1975

School SACRED HEART
Address KING + HIGER
CHASN - S.C

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 1075.00	$ 4854.00
10.2	Tuition, Non-Parishioners	4156.00	13034.25
11.	Parish Subisdy		
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees	367.00	12781.50
15.	Pupil Transportation		
16.	School Collections		
17.	Donations	250.00	250.00
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts	57.00	250.25
1510.1 1810.1	Clearing Accounts Receipts		1577.25
	TOTAL ABOVE ACCOUNTS	$5405.00	33,067.25

DOE_3929_000727

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 30942.36	336009
210.4	Salaries of Religious	199.20	2097.40
216.	Salaries, Sec'ty, Clerks, etc.	243.20	1927.20
220.	Textbooks	53401	6472.19
230.	Library		
240.	Teaching Supplies	25.22	311.91
250.	Other Expenses, Instruction	20.00	20.00
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	415.75	1257.57
620.	Contracted Services	184.42	
630.	Heat for Buildings	76.45	76.45
640.1	Water and Sewage	28.42	
640.2 & 3	Electricity and GAs	165.83	
640.4	Telephone	68.52	
650.	Supplies, Custodial and Care of Grounds	63.33	
670.	Other Expenses for Operation of Plant		
720.	Maint. of Plant-Contracted Services	665.81	

DOE_3929_000728

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement	1129.50	
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment	1303.49	
1230.2	New Non-Instructional Equipment		
1510 - 1830	Clearing Account Disbursements		
	Other (Explain in remarks)		

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 4180.89
Total Receipts for the Month	5805.00
Total	9985.89
Less Total Disbursement for the month	6237.14
Checkbook Balance at the end of the Month	3194.37

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 2150.05
Less Outstanding Checks	2697.53
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	547.48

DOE_3929_000729

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

School SACRED HEART
Address

Date DECEMBER 1975

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 1370.00	$ 6224.00
10.2	Tuition, Non-Parishioners	2984.00	16038.25
11.	Parish Subisdy		
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees	55.00	12836.50
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		250.00
18.	Rent		
20.	Non-Revenue Receipts		
21.	Miscellaneous Receipts	20.00	270.25
1510.1 1810.1	Clearing Accounts Receipts		1877.25
	TOTAL ABOVE ACCOUNTS	4429.00	37496.25

DOE_3929_000730

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 3058.36	11918.45
210.4	Salaries of Religious	699.20	2796.60
216.	Salaries, Sec'ty, Clerks, etc.	138.00	2065.20
220.	Textbooks		6874.19
230.	Library		
240.	Teaching Supplies	40.18	355.09
250.	Other Expenses, Instruction		20.00
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	475.25	1725.82
620.	Contracted Services	32.98	
630.	Heat for Buildings	143.23	
640.1	Water and Sewage		
640.2 & 3	Electricity and GAs	157.28	
640.4	Telephone		
650.	Supplies, Custodial and Care of Grounds	31.04	
670.	Other Expenses for Operation of Plant		
720.	Maint. of Plant-Contracted Services	60.00	

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement	850.00	
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		
1230.2	New Non-Instructional Equipment		
1510 - 1830	Clearing Account Disbursements		
	Other (Explain in remarks)		

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 547.48
Total Receipts for the Month	4429.00
Total	4946.48
Less Total Disbursement for the month	6178.37
Checkbook Balance at the end of the Month	— 1231.89

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ —948.44
Less Outstanding Checks	344.73
Add Deposits entered in Checkbook but not on statement	
Balance in Checkbook at the end of the Month	— 1293.17

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DOE_3929_000732

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

School SACRED HEART
Address

Date January 1976

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 2,577.00	$ 8,801.00
10.2	Tuition, Non-Parishioners	6,044.00	22,082.25
11.	Parish Subisdy		
12.	Subsidy, Other Parishes		
13.	Diocesan Subsidy		
14.	Fees	100.50	12,937.00
15.	Pupil Transportation		
16.	School Collections		
17.	Donations	1,000.00	1,250.00
18.	Rent		
20.	Non-Revenue Receipts 1717 Flutes	85.05	85.05
21.	Miscellaneous Receipts	20.00	290.25
1721	Student Pictures	665.75	665.75
1510.1 1810.1	Clearing Accounts Receipts	41.58	1,918.83
	TOTAL ABOVE ACCOUNTS	10,533.88	48,030.13

DOE_3929_000733

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 3,118.36	15,036.81
210.4	Salaries of Religious	699.00	3,495.60
216.	Salaries, Sec'ty, Clerks, etc.	288.44	2,353.64
220.	Textbooks		
230.	Library	23.60	23.60
240.	Teaching Supplies	71.62	426.71
250.	Other Expenses, Instruction		20.00
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	381.87	2,107.69
620.	Contracted Services	233.64	728.54
630.	Heat for Buildings	506.63	726.31
640.1	Water and Sewage		28.42
640.2 & 3	Electricity and GAs	174.46	726.32
640.4	Telephone	120.72	425.85
650.	Supplies, Custodial and Care of Grounds	187.20	1,193.79
670.	Other Expenses for Operation of Plant		195.33
720.	Maint. of Plant-Contracted Services	60.00	1,423.03

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement	318.36	6,143.48
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		303.49
1230.2	New Non-Instructional Equipment		
1510 - 1830	Clearing Account Disbursements		80.00
1712.2	Other (Explain in remarks)		
1717	Flutes	85.05	
1721		510.98	692.98

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 1,311.84 O.D. (-)
Total Receipts for the Month	10,344.78
Total	9,032.94 (+)
Less Total Disbursement for the month	7,001.64
Checkbook Balance at the end of the Month	2,031.30

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 5,805.89
Less Outstanding Checks	4,068.07
Add Deposits entered in Checkbook but not on statement	1,737.82
Balance in Checkbook at the end of the Month	1,990.82

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DOE_3929_000735

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

School SACRED HEART
Address King Street
Charleston, S.C.

Date March 1976

MONTHLY STATEMENT OF PARISH SCHOOL FINANCES

	RECEIPTS		
10.1	Tuition, Parishioners	$ 2,550.50	$ 12,886.50
10.2	Tuition, Non-Parishioners	2,551.00	31,163.25
11.	Parish Subisdy		1,000.00
12.	Subsidy, Other Parishes	500.00	500.00
13.	Diocesan Subsidy		
14.	Fees	17.00	12,961.00
15.	Pupil Transportation		
16.	School Collections		
17.	Donations		1,250.00
18.	Rent		
20.	Non-Revenue Receipts		122.05
21.	Miscellaneous Receipts	170.69	511.54
1510.1 1810.1	Clearing Accounts Receipts		1,918.83
	TOTAL ABOVE ACCOUNTS	8,789.19	62,313.17

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	DISBURSEMENTS	Current Month	Year to Date
210.2	Salaries of Lay Teachers	$ 20,713.70	20,872.70
210.4	Salaries of Religious	690.00	4,893.60
216.	Salaries, Sec'ty, Clerks, etc.	319.13	2,928.20
220.	Textbooks	394.48	7,584.05
230.	Library	30.00	231.95
240.	Teaching Supplies	54.26	533.86
250.	Other Expenses, Instruction		59.00
320.	Convent Repairs & Replacement		
330.	Convent Utilities		
340.	Convent Supplies		
350.	New Equipment for Convent		
360.	Automobile Payments & Insurance		
360.2	Operation & Maint. Cost for Automobile		
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries Operation of Plant	516.48	3,140.65
620.	Contracted Services	272.95	1,102.57
630.	Heat for Buildings	188.81	1,123.57
640.1	Water and Sewage		64.96
640.2 & 3	Electricity and GAs	211.41	1,133.80
640.4	Telephone	68.79	553.24
650.	Supplies, Custodial and Care of Grounds	328.27	1,688.55
670.	Other Expenses for Operation of Plant		195.33
720.	Maint. of Plant-Contracted Services		1,423.03

DOE_3929_000737

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

	DISBURSEMENTS	Current Month	Date to Year
730.1	Replacement of Instructional Equipment	$	
730.2	Replacement of Non-Instructional Equip.		
740.	Other Expenses, Maint. of Plant		
810.	Social Security & Retirement	1,700.00	8,693.48
820.1	Property Insurance		
820.2	Employee Insurance		
1210.	Sites and Building Capital		
1230.1	New Instructional Equipment		
1230.2	New Non-Instructional Equipment		
1510 - 1830	Clearing Account Disbursements		
	Other (Explain in remarks)		
1729.2	Miscellaneous	193.25	
1830.2	Awards	147.17	141.17

Checking Account Reconciliation

Balance in Checkbook at Beginning of Month	$ 1,617.55
Total Receipts for the Month	8,789.19
Total	10,406.74
Less Total Disbursement for the month	7,963.37
Checkbook Balance at the end of the Month	2,443.37

Bank Reconciliation

Bank Statement Balance at end of Current Month	$ 6,666.95
Less Outstanding Checks	4,599.68
Add Deposits entered in Checkbook but not on statement	90.00
Balance in Checkbook at the end of the Month	2,157.27

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DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

ANNUAL FINANCIAL REPORT
FOR
PARISH SCHOOLS

July 1, 19[illegible] - June 30, 19[illegible]

SCHOOL Sacred Heart CITY Charleston

SUMMARY

	1 From Parish Account Book	2 Unrecorded at June 30th	Total of Column 1 & 2
TOTAL RECEIPTS:	$ 123,225.54	$ 0	$ 123,225.54
TOTAL EXPENSES:	$ 119,670.84	$ 0	$ 119,670.84
NET GAIN/LOSS (Difference between Total Receipts and Total Expenses)	$ 3,554.70		

Balance to Begin Year $ 2,236.39

Net Gain/Loss for Year $ 3,554.70

Balance to End Year $ 5,791.09

School Enrollment, October 1, of current year _____

Actual Per Pupil Cost (Total expenses divided by school enrollment) $ _____

DOE_3929_000739

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

DATE: 7/30/85

SCHOOL: Sacred Heart
ADDRESS: 888 King

STATEMENT OF PARISH SCHOOL FINANCES

RECEIPTS		CURRENT QUARTER	CUMULATIVE YEAR TO DATE
10.1	Tuition, Parishioners	$ 3,322.00	$ 14,858.00
10.2	Tuition, Non-parishioners	13,919.00	77,856.85
10.3	Tuition, Non-Catholic		
11.	Parish Subsidy		1,636.57
12.	Subsidy, Other Parishes		4,200.00
13.	Diocesan Subsidy		
	A. Diocesan Development Fund		
	B. Negro & Indian Mission Fund		3,625.00
14.	Fees		2,520.00
15.	~~Parish Collection for Schools~~ Pre Registration	855.00	2,775.00
16.	Donations		1,000.00
17.	Rent		
18.	Non-Revenue Receipts		686.82
19.	Miscellaneous Receipts	1,014.52	
500.	Pupil Transportation		
	TOTAL ABOVE ACCOUNTS	$	$
910.	* Clearing Accounts	1,222.11	12,832.61
	Transfered from Savings		168.22
	TOTAL RECEIPTS	$ 20,332.63	$ 123,225.54

001455

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

SCHOOL: Sacred Heart

ADDRESS: 888 King

EXPENSES		CURRENT QUARTER	CUMULATIVE YEAR TO DATE
210.2	Salaries, Lay Teachers	$ 13,865.06	$ 47,176.85
210.3	Salaries, Substitutes		
210.4	Salaries, Religious	3,641.82	12,789.40
216.	Salaries, Secretary,Clerks,Etc	1,600.50	5,080.11
220.	Textbooks		11,289.78
230.	Library, School		53.85
240.	Teaching Supplies	584.19	3,642.84
250.	Other Expenses,Instruction		693.59
260.	Fees Paid		3,133.25
320.	Convent Repairs		
330.	Convent Utilities		
340.	Payments to Retirement Fund	1,317.09	3,871.11
360.	Automobile, All Expenses	50.00	50.00
370.	Residence Allowance		
500.	Pupil Transportation		
610.	Salaries, Operation of Plant	779.00	2,994.21
630.	Heating Expense	592.75	2,926.09
640.1	Water & Sewage	212.80	745.44
640.2	Electricity & Gas	706.02	4,216.31
640.4	Telephone	134.50	779.31
650.	Supplies,Custodial & Grounds	68.21	1,835.20
720.	Contracted Services and Maintenance	414.37	6,135.88
730.	Replacement of Equipment		
810.	Employers Portion,Social Security	1,200.91	3,868.17
820.1	Property Insurance		
820.2	Employee Insurance		

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DOE_3929_000741

SCHOOL: Sacred Heart

ADDRESS: 888 King

1210.	Capital Account, Sites and Buildings	$	$
1230.1	Instructional Equipment		
1230.2	Non-instructional Equipment		1,962.30
	TOTAL ABOVE ACCOUNTS	$	$ 112,643.29
910	* Clearing Accounts	1,472.12	7,027.55
	Transfered to Savings		
	TOTAL EXPENSES	$ 26,639.34	$ 119,670.84

Checking Account Reconciliation	CURRENT ~~MONTH~~ Month	YEAR TO DATE
Balance in Checkbook at Beginning of Period	12,097.80	2,236.39
Total Cash Receipts for Period	20,332.63	123,225.54
Total	32,430.43	125,461.93
Less Total Cash Disbursements for Period	26,639.34	119,670.84
Balance in Checkbook at End of Period	5,791.09	5,791.09

Bank Reconciliation	
Balance as Per Bank Statement at End of Current Month	6,141.93
Less Outstanding Checks (written but not cleared through bank)	350.84
Subtotal	5,791.09
Add Deposits Entered in Checkbook but not on Statement	-0-
Balance in Checkbook at End of Month	5,791.09

Financial Summary	
Checkbook Balance at end of period	$ 5,791.09
Savings Account balance at end of period	-0-
Other	-0-
Total Financial Summary	$ 5,791.09

Due on Taxes State 158.56
Fed 1,054.21
Due on Retirement 368.99
paid July 24, 1985.

001457

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SCHOOL Sacred Heart

CLEARING ACCOUNTS WORKSHEET FOR QUARTER

		Receipts	Expenses
1510	Food Service	$ 543.00	$ 388.66
1610	Athletics		77.70
1620	School Publications		
1630	School Music Organizations		
1640	Other Clubs		
1660	Entertainments and Socials		
1670	Fund Raising Activities		
1711	Bus Tickets		
1712	Concessions		
1713	Student Insurance		
1714	Uniforms		
1715	Textbooks and Other Class Supplies		
1716	Testing		
1717	Special Programs and Trans.		
1721	Student Pictures		
1729	Miscellaneous		
1730	Miscellaneous Exchanges	679.11	649.71
1740	Insurance Adjustments		
1810	Student Contributions collected		225.00
1820	Scholarships		
1830	Awards	70.00	131.52
	TOTALS #910	1,222.11	#910 1,472.59

*If there is a net receipt in excess of expenses, enter the figure on Page 1, Account #910, as income. If there is a net epxnese in excess of receipts enter this figure on Page 3, Account #910, as an expense. Please indicate one or the other.

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DOE_3929_000743

SCHOOL CATHEDRAL/SACRED HEART

ADDRESS CHARLESTON

SCHOOL BUDGET FOR 1985 - 1986

RECEIPTS

		BUDGET 198 - 198	BUDGET 1985 - 1986
10.1	Tuition, Parishioners $80 a month for 1 $100 a month for 2 $120 a month 3 or more		43,000.00
10.2	Tuition, Non-Parishioners (Catholic)		-
10.3	Tuition, Non-Catholic 1 - $100. 2 - $120. 3 - $140.		125,000.00
11	Parish Subsidy		24,000.00
12	Subsidy, Other Parishes		-
13	Diocesan Subsidy		-
13.A	Diocesan Development Fund		-
13.B	Negro and Indian Mission Fund		7,000.00
14	Fees - based on 200 students $30 per student		6,200.00
15	Parish Collections for Schools		-
16	Donations		-
17	Rent		-
18	Non-Revenue Receipts		-
19	Miscellaneous Receipts - Cafeteria		7,000.00
500	Pupil Transportation		-
910	Net Receipts, Clearing Accounts (Book fees - $65. per student)		22,500.00
	TOTAL RECEIPTS		234,700.00

Direct subsidy from Parishes

Cathedral	-	$ 5,000.00
St. Patrick's	-	10,000.00
Sacred Heart	-	5,000.00
Our Lady of Mercy	-	2,000.00
St. Mary's	-	2,000.00

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

SCHOOL CATHEDRAL/SACRED HEART

ADDRESS

EXPENDITURES		BUDGET 198 - 198	BUDGET 1985 - 1986
Instruction			
210.1	Salaries, Lay Teachers		$ 81,000.00
210.4	Salaries, Religious		27,000.00
216	Salaries, Secretaries		12,000.00 4,000.00 Bkkpr.
217	Retirement Payments (Lay)		4,700.00 1,300.00 Rel.
220	Textbooks		~~15,000.00~~
230	School Library		~~400.00~~
240	Teaching Supplies		2,000.00
250	Other Expenses, Instruction		2,000.00
	Diocesan Fee		3,300.00
	~~Textbook Inventory~~		
	Subst.		2,000.00
	TOTAL		154,700.00
Residence			
320	Repairs and Replacements		-
330	Utilities		-
340	Supplies		-
350	New Equipment		-
360	Automobile		1,800.00
370	Residence Allowance		-
	Total Residence		1,800.00
Pupil Transportation Services			
500	Pupil Transportation		-
	Total Pupil Transportation		-

DOE_3929_000745

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

SCHOOL CATHEDRAL/SACRED HEART

ADDRESS

		BUDGET 198 - 198	BUDGET 198 - 198
Operation of Plant			
610	Salaries, Operation of Plant		9,000.00
620	Contracted Services - For Plant		4,000.00
630	Heat for Buildings		3,000.00
640.1	Water and Sewage		3,000.00
640.2	Electricity and Gas		13,000.00
640.4	Telephone		2,500.00
650	Supplies, Custodial and Care of Grounds		3,000.00
670	Other Expenses, Operation of Plant		
	Total Operation of Plant		37,500.00
Maintenance of Plant			
720	Contracted Services		
730	Replacement of Equipment		4,000.00
740	Other Expenses, Maint. of Plant		
	Total Maintenance of Plant		4,000.00
Fixed Charges			
810	School Contribution, Social Security		6,700.00
820.1	Property Insurance		4,000.00
820.2	Employee Insurance (Health Care, Accident, etc.)		20,000.00
	Total Fixed Charges		30,700.00

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SCHOOL CATHEDRAL/SACRED HEART

ADDRESS

	BUDGET 198 - 198	BUDGET 1985 - 1986
Food Services, Student Activities and Services		
910 Net Expenditure, Clearing Accounts		6,000.00
Capital Outlay		
1210 Sites and Buildings		
1230 New Instructional Equipment		
1230.2 New Non-Instructional Equipment		
Total Capital Outlay		
Debt Services		
1310 Interest payment on debt		
1320 Principal payments on debt		
Total Debt Services		
TOTAL EXPENDITURES		

	TOTAL REVENUE	TOTAL EXPENSES
Budeget 1985 - 198 6	234,700.00	234,700.00
Budget 198 - 198		

Projected Financial Summary

Check Book Bal. June 30, 198	
Sav. Acc. Bal. June 30, 198 - Reg. Sav.	
Sav. Acc. Bal. June 30, 198 - 90 Day Sav.	
Other	

DOE_3929_000747

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

ANNUAL FINANCIAL REPORT

for

PARISH SCHOOLS

July 1, 1985 June 30, 1986

SCHOOL Sacred Heart CITY Charleston

SUMMARY

	From Parish Account Book	Unrecorded at June 30, 198	Total of Column 1 and 2
Total Receipts (Total Page 2)	$ 121094.49	$ -0-	$ 121,094.49
Total Expenses (Total Page 3)	$ 120,888.75	$ -0-	$ 120,888.75
Net Gain/Loss (Difference between Total Receipts and Total Expenses above)	$ 205.74	$	$

Balance to begin year	$ 5791.09
Net Gain/Loss for year	$ 205.74
Balance to end year	$ 5996.83
School Enrollment, October 1, 1986	164
Actual per pupil cost (Total of expenses above divided by school Enrollment)	$ 738.38

DOE_3929_000748

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

SCHOOL Sacred Heart CITY Charleston

RECEIPTS

10.1	Tuition, Parishioners	$ 28127.77
10.2	Tuition, Non-Parishioners	73499.00
10.3	Tuition, Non-Catholic	
11.	Parish Subsidy	1000.00
12.	Subsidy, Other Parishes	3653.00
13.	Diocesan Subsidy	
	A. Diocesan Development Fund	
	B. Negro and Indian Mission Fund	4305.00
14.	Fees	4279.00
15.	~~Parish Collections for School~~ DONATION	100.00
16.	Donations	
17.	Rent	
18.	Non-Revenue Reneipts	1118.00
19.	Miscellaneous Receipts	1112.00
500	~~Pupil Transportation~~ ATHLETICS	3034.00
910	*Clearing Accounts	
	TOTAL RECEIPTS	$ 120,227.77
	INTEREST	866.72
	TOTAL	$ 121,094.49

EXPENSES

Instruction

210.2	Salaries, Lay Teachers	$ 40292.57
210.3	Salaries, Substitutes	2687.50
210.4	Salaries, Religious	13378.90
216	Salaries, Secretary, Clerks, Etc.	4396.70
220	Textbooks	4981.21
230	Library, School	2962.71
240	Teaching Supplies	2778.55
250	Other Expenses, Instruction + Athletics	2215.33 + 3034.00
260	Fees Paid To Catholic School Office	2340.00
	TOTAL INSTRUCTION	$ 79,067.47

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~~Residence~~ Service			
230	Convent Repairs & Replacement		
330	Convent Utilities		
340	Retirement Fund Lay Teachers	$1348.37	
360	Automobile, All Expenses		
370	Residence Allowance or Convent Expenses		
	TOTAL, ~~Residence Service~~		$ 1348.37
Pupil Transportation Services			
500	Pupil Transportation		
Operation of Plant			
610	Salaries, Operation of Plant	$5417.76	
630	Heating Expense	4022.39	
640.1	Water and Sewage	790.75	
640.2	Electricity and Gas	4833.43	
640.4	Telephone	724.96	
650	Supplies, Custodial and Grounds	4789.14	
670	Other Expenses for Operation of Plant	2577.73	
	TOTAL, Operation of Plant		23156.16
Maintenance of Plant			
720	Contracted Services & Maintenance		
730	Replacement of Equipment	133.35	
	TOTAL, Maintenance of Plant		133.35
Fixed Charges			
810	Employer's Portion, Social Security	13,714.35	
820.1	Property Insurance		
820.2	Employee Insurance	3469.05	
	TOTAL, Fixed Charges		$17,183.40
910	*Clearing Accounts		
Capital Outlay			
1210	Sites & Buildings, Capital		
1230.1	Instructional Equipment		
1230.2	Non-Instructional Equipment		
	TOTAL, Capital Outlay		
	Transferred to Savings		
	TOTAL, EXPENSES		$120,888.75

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Checking Account Reconciliation

Balance in Checkbook at Beginning of Year	$ 5791.09
Total Receipts for Year	120 227.77
TOTAL	126018.86
Less Total Disbursements for the Year	- 120 888.75
Checkbook Balance at end of Year	5130.11

Bank Reconciliation

Bank Statement Balance at End of Current Year	9631.68
Less Outstanding Checks	3634.85
Subtotal	5996.83
Plus Deposits not on statement	
Balance in Checkbook at end of the Year	5996.83

Financial Summary

Checkbook Balance end of Year	5130.11
~~Sav.Acc. Balance end of Year~~ Interest Earned	866.72
Other	—
TOTAL Financial Summary	5996.83

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SCHOOL SACRED HEART

ADDRESS 888King Street ;Charleston 29403

5/5/86

SCHOOL BUDGET FOR 19 - 19

BUDGET SUMMARY

RECEIPTS

		Budget 1986 1987	Budget 1986 - 1987
10.1	Tuition, Parishioners	3200.00	32000.00
10.2	Tuition, Non-Parishioners (Catholic)		
10.3	Tuition, Non-Catholic	6800.00	68000.00
11	Parish Subsidy	500.00	5000.00
12	Subsidy, Other Parishes		
13	Diocesan Subsidy		
13.A	Diocesan Development Fund		
13.B	Negro and Indian Mission Fund	400.00	4000.00
14	Fees	1040.00	10400.00
15	Parish Collections for Schools		
16	Donations		
17	Rent		
18	Non-Revenue Receipts		
19	Miscellaneous Receipts		
500	Pupil Transportation		
910	Net Receipts, Clearing Accounts		
	TOTAL RECEIPTS	11940.00	119400.00

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SCHOOL SACRED HEART

ADDRESS 888 King Street : Charleston 29403

EXPENDITURES		BUDGET 1986 - 1987	BUDGET 1986 - 1987
Instruction			
210.1	Salaries, Lay Teachers	5110.00	51100.00
210.4	Salaries, Religious	1940.00	19400.00
216	Salaries, Secretaries	600.00	6000.00
217	Retirement Payments (Lay)	304.00	3040.00
220	Textbooks	600.00	6000.00
230	School Library	100.00	1000.00
240	Teaching Supplies	320.00	3200.00
250	Other Expenses, Instruction	450.00	4500.00
	Total Instruction	9424.00	94240.00
Residence			
320	Repairs and Replacements		
330	Utilities		
340	Supplies		
350	New Equipment		
360	Automobile		
370	Residence Allowance		
	Total Residence		
Pupil Transportation Services			
500	Pupil Transportation		
	Total Pupil Transportation		

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SCHOOL SACRED HEART

ADDRESS 888 King Street Charleston: 29403

		BUDGET 1986 - 1987	BUDGET 1986 - 1987
Operation of Plant			
610	Salaries, Operation of Plant	504.00	5040.00
620	Contracted Services - For Plant		
630	Heat for Buildings	540.00	5400.00
640.1	Water and Sewage	36.00	360.00
640.2	Electricity and Gas	410.00	4100.00
640.4	Telephone	56.00	560.00
650	Supplies, Custodial and Care of Grounds	300.00	3000.00
670	Other Expenses, Operation of Plant		
	Total Operation of Plant		
Maintenance of Plant			
720	Contracted Services	50.00	500.00
730	Replacement of Equipment		
740	Other Expenses, Maint. of Plant		
	Total Maintenance of Plant	1896.00	18960.00
Fixed Charges			
810	School Contribution, Social Security		
820.1	Property Insurance		
820.2	Employee Insurance (Health Care, Accident, etc.)		
	Total Fixed Charges		

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SCHOOL SACRED HEART

ADDRESS 888 King Street Charleston : 29403

		monthly BUDGET 1986 - 1987	BUDGET 1986 - 1987
Food Services, Student Activities and Services			
910	Net Expenditure, Clearing Accounts		
Capital Outlay			
1210	Sites and Buildings		
1230	New Instructional Equipment		
1230.2	New Non-Instructional Equipment		
	Total Capital Outlay		
Debt Services			
1310	Interest payment on debt		
1320	Principal payments on debt		
	Total Debt Services		
	TOTAL EXPENDITURES		

	TOTAL REVENUE	TOTAL EXPENSES
Budget 1986 - 1987	119400.00	113200.00
Budget 1986 - 1987		

Projected Financial Summary

Check Book Bal. June 30, 1986	5000.00
Sav. Acc. Bal. June 30, 1986 - Reg. Sav.	
Sav. Acc. Bal. June 30, 1986 - 90 Day Sav.	
Other	

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SCHOOL _____

ADDRESS _____

FORMAT FOR COMPUTING TOTAL STIPEND

	Annual Amount for Sisters	Annual Amount per Sister	Monthly Amount per Sister
*Cash Stipend	_____	_____	_____
Continuing Education	_____	_____	_____
Medical Insurance	_____	_____	_____
Automobile	_____	_____	_____
Convent rent at ___% month or appraisal value of $_____ of			
Amount given to Community or to Sisters for housing	_____	_____	_____
Convent Utilities	_____	_____	_____
Cook's Salary	_____	_____	_____
Other	_____	_____	_____
TOTAL STIPEND	_____	_____	_____

Please fill this out as a much needed breakdown of Item 210.4 Salaries, Religious

*Kind indicate if this figure includes a contribution to a Community Retirement fund.

Yes ____ No ____

If the answer is yes, please give amount per Sister $_____

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ANNUAL FINANCIAL REPORT
for
PARISH SCHOOLS

July 1, 1986 - June 30, 1987

SCHOOL: SACRED HEART ELEMENTARY CITY: CHARLESTON

SUMMARY

	From Parish Account Book	Unrecorded at June 30, 1987	Total of Column 1 and 2
Total Receipts (Total Page 2)	$127186.09	$	$ 127186.09
Total Expenses (Total Page 3)	$126367.71	$	$ 126367.71
Net Gain/Loss (Difference between Total Receipts and Total Expenses above)	$ 818.38	$	$ 818.38
Balance to begin year	$ 1813.64		
Net Gain/Loss for year	$ 818.38		
Balance to end year	$ 2632.02		
School Enrollment, October 1, 198	174		
Actual per pupil cost (Total of expenses above divided by school Enrollment)	$ 726.25		

SCHOOL: SACRED HEART ELEMENTARY CITY: CHARLESTON

RECEIPTS

10.1	Tuition, Parishioners	$ 19001.37
10.2	Tuition, Non-Parishioners	
10.3	Tuition, Non-Catholic	81301.45
11.	Parish Subsidy	-0-
12.	Subsidy, Other Parishes	5500.00
13.	Diocesan Subsidy	-0-
	A. Diocesan Development Fund	-0-
	B. Negro and Indian Mission Fund	4825.00
14.	Fees	4233.00
15.	Parish Collections for School	
16.	Donations	1000.00
17.	Rent	
18.	Non-Revenue Receipts ATHLETICS	3765.00
19.	Miscellaneous Receipts	3860.27
500	Pupil Transportation P.Green Fund	3700.00
910	*Clearing Accounts	
	TOTAL RECEIPTS	127186.09

EXPENSES

Instruction

210.2	Salaries, Lay Teachers	$ 41933.93	
210.3	Salaries, Substitutes	2795.75	
210.4	Salaries, Religious	15678.90	
216	Salaries, Secretary, Clerks, etc.	5238.13	
217	Retirement Payments, Lay	1747.46	
220	Textbooks	3978.84	
230	Library, School	3515.55	
240	Teaching Supplies	2055.40	
250	Other Expenses, Instruction	1611.48	
260	Fees Paid P.Green Fees	3700.00	
	TOTAL INSTRUCTION		82255.44

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Residence Service			
230	Convent Repairs & Replacement	$	
330	Convent Utilities		
340	Retirement Fund, Religions		
360	Automobile, All Expenses		
370	Residence Allowance or Convent Expenses		
	TOTAL, RESIDENCE SERVICE		$
Pupil Transportation Services			
500	Pupil Transportation		$
Operation of Plant			
610	Salaries, Operation of Plant	4865.54	
630	Heating Expense	3539.42	
640.1	Water and Sewage	1058.08	
640.2	Electricity and Gas	4786.63	
640.4	Telephone	670.95	
650	Supplies, Custodial and Grounds	3193.09	
670	Other Expenses for Operation of Plant	2845.27	
	TOTAL, OPERATION OF PLANT		$ 20958.98
Maintenance of Plant			
720	Contracted Services & Maintenance	1800.00	
730	Replacement of Equipment	4374.44	
	TOTAL, MAINTENANCE OF PLANT		$ 6174.44
Fixed Charges			
810	Employer's Portion, Social Security	13622.97	
820.1	Property Insurance		
820.2	Employee Insurance		
	TOTAL, FIXED CHARGES		$ 13622.97
910	*Clearing Accounts		$
Capital Outlay			
1210	Sites & Buildings, Capital		
1230.1	Instructional Equipment	2055.40	
1230.2	Non-Instructional Equipment	1600.48	
	TOTAL, Capital Outlay		$ 3655.88
	Transferred to Savings		$
	TOTAL, EXPENSES		$ 44412.27

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Checking Account Reconciliation

Balance in Checkbook at Beginning of Year	$ 1813.64
Total Receipts for Year	127186.09
TOTAL	128999.73
Less Total Disbursements for the Year	126367.71
Checkbook Balance at end of Year	2632.02

Bank Reconciliation

Bank Statement Balance at end of Current Year	
Less Outstanding Checks	
Subtotal	
Plus Deposits not on statement	
Balance in Checkbook at end of the Year	2632.02

Financial Summary

Checkbook Balance end of Year	2632.02
SavingsAccount Balance end of Year	
Other TUITION NOT COLLECTED TO DATE (Most of these students will withdraw)	2106.00
TOTAL FINANCIAL SUMMARY	4738.02

DOE_3929_000760

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ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

ANNUAL FINANCIAL REPORT
for
PARISH SCHOOLS

July 1, 1987 - June 30, 1988

SCHOOL: SACRED HEART ELEMENTARY CITY: CHARLESTON

SUMMARY

	From Parish Account Book	Unrecorded at June 30, 198	Total of Column 1 and 2
Total Receipts (Total Page 2)	$	$	$ 152007.73
Total Expenses (Total Page 3)	$	$	$ 154005.44
Net Gain/Loss (Difference between Total Receipts and Total Expenses above)	$	$	$ 1997.71
Balance to begin year	$ 2632.02		
Net Gain/Loss for year	$ 1997.71		
Balance to end year	$ 634.31		
School Enrollment, October 1, 198	167		
Actual per pupil cost (Total of expenses above divided by school Enrollment)	$ 922.19		

SCHOOL: SACRED HEART ELEMENTARY CITY: CHARLESTON

RECEIPTS

10.1	Tuition, Parishioners	$ 28350.00
10.2	Tuition, Non-Parishioners	76790.00
10.3	Tuition, Non-Catholic	
11.	Parish Subsidy	2900.00
12.	Subsidy, Other Parishes	7800.00
13.	Diocesan Subsidy	10000.00
	A. Diocesan Development Fund	
	B. Negro and Indian Mission Fund	4000.00
14.	Fees	14173.95
15.	Parish Collections for School	
16.	Donations	2495.00
17.	Rent	
18.	Non-Revenue Receipts	
19.	Miscellaneous Receipts	
500	Pupil Transportation	
910	*Clearing Accounts	5498.78
	TOTAL RECEIPTS	152007.73

EXPENSES

Instruction

210.2	Salaries, Lay Teachers	$ 65500.00	
210.3	Salaries, Substitutes	790.00	
210.4	Salaries, Religious	13378.90	
216	Salaries, Secretary, Clerks, etc.	6800.00	
217	Retirement Payments, Lay	2464.80	
220	Textbooks	6377.76	
230	Library, School	2465.05	
240	Teaching Supplies	4935.37	
250	Other Expenses, Instruction	2122.81	
260	Fees Paid		
	TOTAL INSTRUCTION		104834.69

DOE_3929_000762

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Residence Service			
230	Convent Repairs & Replacement	$	
330	Convent Utilities		
340	Retirement Fund, Religions		
360	Automobile, All Expenses		
370	Residence Allowance or Convent Expenses		
	TOTAL, RESIDENCE SERVICE		$
Pupil Transportation Services			
500	Pupil Transportation		$
Operation of Plant			
610	Salaries, Operation of Plant	6000.00	
630	Heating Expense	3074.61	
640.1	Water and Sewage	916.87	
640.2	Electricity and Gas	5354.90	
640.4	Telephone	1635.47	
650	Supplies, Custodial and Grounds	6522.69	
670	Other Expenses for Operation of Plant	2474.00	
	TOTAL, OPERATION OF PLANT		$ 25978.54
Maintenance of Plant			
720	Contracted Services & Maintenance		
730	Replacement of Equipment		
	TOTAL, MAINTENANCE OF PLANT		$
Fixed Charges			
810	Employer's Portion, Social Security	5850.29	
820.1	Property Insurance		
820.2	Employee Insurance		
	TOTAL, FIXED CHARGES		$ 5850.29
910	*Clearing Accounts		$ 4034.19
Capital Outlay			
1210	Sites & Buildings, Capital	12954.15	
1230.1	Instructional Equipment		
1230.2	Non-Instructional Equipment	353.58	
	TOTAL, Capital Outlay		$ 13307.73
	Transferred to Savings		$
	TOTAL, EXPENSES		$ 49170.75

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Checking Account Reconciliation

Balance in Checkbook at Beginning of Year	$ 2632.02
Total Receipts for Year	152007.73
TOTAL	154639.75
Less Total Disbursements for the Year	154005.44
Checkbook Balance at end of Year	634.31

Bank Reconciliation

Bank Statement Balance at end of Current Year	634.31
Less Outstanding Checks	
Subtotal	
Plus Deposits not on statement	
Balance in Checkbook at end of the Year	634.31

Financial Summary

Checkbook Balance end of Year	634.31
SavingsAccount Balance end of Year	
Other	
TOTAL FINANCIAL SUMMARY	634.31

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SCHOOL SACRED HEART ELEMENTARY

BREAK-DOWN SHEET (#910)

#910 - Clearing Accounts

		Receipts	Expenses
1510	Food Service (MILK)	$ 1804.00	$ 1154.47
1610	Athletics	831.68	1161.86
1620	School Publications		
1630	School Music Organizations		
1640	Other Clubs		
1660	Entertainments and Socials		
1670	Fund Raising Activities	2863.10	1717.86
1711	Bus Tickets		
1712	Concessions		
1713	Student Insurance		
1714	Uniforms		
1715	Textbooks and Other Class Supplies		
1716	Testing		
1717	Special Programs and Trans.		
1721	Student Pictures		
1729	Miscellaneous		
1730	Miscellaneous Exchanges		
1740	Insurance Adjustments		
1810	Student Contributions		
1820	Scholarships		
1830	Awards		
	TOTALS #910	5498.78	#910 4034.19

*The above Totals (Receipts and Expenses) should be posted to accounts #910 on Pages 1 and 3.

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888King Street- CHARLESTON

SCHOOL BUDGET FOR 1987- 1988

BUDGET SUMMARY

RECEIPTS

		Budget 1987 1988	Budget 1987 - 1988
10.1	Tuition, Parishioners		33000.00
10.2	Tuition, Non-Parishioners (Catholic)		
10.3	Tuition, Non-Catholic		83000.00
11	Parish Subsidy		5000.00
12	Subsidy, Other Parishes		6000.00
13	Diocesan Subsidy		5000.00
13.A	Diocesan Development Fund		
13.B	Negro and Indian Mission Fund		5000.00
14	Fees		4200.00
15	Parish Collections for Schools		
16	Donations		
17	Rent		
18	Non-Revenue Receipts		
19	Miscellaneous Receipts		
500	Pupil Transportation		
910	Net Receipts, Clearing Accounts		
	TOTAL RECEIPTS		141000.00

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St, - CHARLESTON

EXPENDITURES		BUDGET 198 - 198	BUDGET 198 7 - 198 8
Instruction			
210.1	Salaries, Lay Teachers		63000.00
210.4	Salaries, Religious		13400.00
216	Salaries, Secretaries		6000.00
217	Retirement Payments (Lay)		2000.00
220	Textbooks		6500.00
230	School Library		1500.00
240	Teaching Supplies		2000.00
250	Other Expenses, Instruction		2000.00
	Total Instruction		96400.00
Residence			
320	Repairs and Replacements		
330	Utilities		
340	Supplies		
350	New Equipment		
360	Automobile		
370	Residence Allowance		
	Total Residence		
Pupil Transportation Services			
500	Pupil Transportation		
	Total Pupil Transportation		

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St. - CHARLESTON

		BUDGET 198 - 198	BUDGET 1987 - 1988
Operation of Plant			
610	Salaries, Operation of Plant		6500.00
620	Contracted Services - For Plant		800.00
630	Heat for Buildings		4000.00
640.1	Water and Sewage		1100.00
640.2	Electricity and Gas		5000.00
640.4	Telephone		700.00
650	Supplies, Custodial and Care of Grounds		3200.00
670	Other Expenses, Operation of Plant		1000.00
	Total Operation of Plant		22300.00
Maintenance of Plant			
720	Contracted Services		2000.00
730	Replacement of Equipment		2500.00
740	Other Expenses, Maint. of Plant		3000.00
	Total Maintenance of Plant		7500.00
Fixed Charges			
810	School Contribution, Social Security		15600.00
820.1	Property Insurance		
820.2	Employee Insurance (Health Care, Accident, etc.)		
	Total Fixed Charges		15600.00

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888King St. - CHARLESTON

	BUDGET 198 - 198	BUDGET 198 7 - 1988
Food Services, Student Activities and Services		
910 Net Expenditure, Clearing Accounts		
Capital Outlay		
1210 Sites and Buildings		
1230 New Instructional Equipment		
1230.2 New Non-Instructional Equipment		
Total Capital Outlay		
Debt Services		
1310 Interest payment on debt		
1320 Principal payments on debt		
Total Debt Services		
TOTAL EXPENDITURES		

	TOTAL REVENUE	TOTAL EXPENSES
Budeget 198 - 198		
Budget 198 7 - 198 8	141800.00	141800.00

Projected Financial Summary

Check Book Bal. June 30, 198 8	4000.00
Sav. Acc. Bal. June 30, 198 - Reg. Sav.	
Sav. Acc. Bal. June 30, 198 - 90 Day Sav.	
Other	

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TUITION SCHEDULE - per year 1987-88

BLESSED SACRAMENT

If flat rate per family:

Parishioner $ 990 Catholic Non-Parishioners $_____ Non-Catholic $_____

If scaled:

	Parishioner	Non-Parishioners	Non-Catholic
1 child	# 990	1,530.00	
2 children	-	1,650.00	
3 children or more	-	1,770.00	

CATHEDRAL

If scaled:

	Catholic	Non-Parishioners	Non-Catholic
1 child	800		1,000
2 children	1,000		1,200
3 children or more	1,200		1,400

CHRIST OUR KING - STELLA MARIS

If scaled:

	Catholic	Non-Parishioners	Non-Catholic
1 child	$1,000.00	$1,260.00	$1,580.00
2 children	1,400.00	1,600.00	2,520.00
3 children or more	2,100.00	2,360.00	3,780.00

DIVINE REDEEMER

If scaled:

	Catholic	Non-Parishioners	Non-Catholic
1 child	$750.00	$1,050.00	$1,200.00
2 children	$875.00	$1,225.00	$1,250.00
3 children or more	$900.00	$1,275.00	$1,350.00

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NATIVITY

If scaled:

	Catholic	Non-Parishioners	Non-Catholic
1 child	900	1200	1200
2 children	925	2000	2000
3 children or more	950	2900	2900

SACRED HEART

If scaled:

	Catholic	Non-Parishioners	Non-Catholic
1 child	$700	$1000	$1000
2 children	900	900	900
3 children or more	1100	1400	1400

ST. JOHN

If scaled:

	Catholic	Non-Parishioners	Non-Catholic
1 child	900.00	1300.00	1300.00
2 children	1350.00	1750.00	1750.00
3 children or more	1600.00	2000.00	2000.00

Kindergarten 650.00 per student Separate from above

DOE_3929_000771

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888King St. - Charleston 29403

SCHOOL BUDGET FOR 1988- 1989

BUDGET SUMMARY

RECEIPTS

		Budget 1987- 1988	Budget 1988- 1989
10.1	Tuition, Parishioners	33000.00	28000.00
10.2	Tuition, Non-Parishioners (Catholic)		
10.3	Tuition, Non-Catholic	83000.00	75400.00
11	Parish Subsidy	5000.00	5000.00
12	Subsidy, Other Parishes	6000.00	6000.00
13	Diocesan Subsidy	10000.00	10000.00
13.A	Diocesan Development Fund		
13.B	Negro and Indian Mission Fund	5000.00	4500.00
14	Fees	4200.00	4000.00
15	Parish Collections for Schools		
16	Donations		
17	Rent		
18	Non-Revenue Receipts		
19	Miscellaneous Receipts		
500	Pupil Transportation		
910	Net Receipts, Clearing Accounts		
	TOTAL RECEIPTS	146200.00	132900.00

DOE_3929_000772

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St.-Charleston 29403

EXPENDITURES		BUDGET 1987 - 1988	BUDGET 1988 - 1989
Instruction			
210.1	Salaries, Lay Teachers	63000.00	53600.00
210.4	Salaries, Religious	13400.00	13400.00
216	Salaries, Secretaries	6000.00	6400.00
217	Retirement Payments (Lay)	2000.00	2000.00
220	Textbooks	6500.00	6200.00
230	School Library	1500.00	1400.00
240	Teaching Supplies	2000.00	1600.00
250	Other Expenses, Instruction	2000.00	1200.00
	Total Instruction	96400.00	85800.00
Residence			
320	Repairs and Replacements		
330	Utilities		
340	Supplies		
350	New Equipment		
360	Automobile		
370	Residence Allowance		
	Total Residence		
Pupil Transportation Services			
500	Pupil Transportation		
	Total Pupil Transportation		

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St.- Charleston-29403

		BUDGET 1987 - 1988	BUDGET 1988 - 1989
Operation of Plant			
610	Salaries, Operation of Plant	6500.00	6600.00
620	Contracted Services - For Plant	800.00	800.00
630	Heat for Buildings	4000.00	4500.00
640.1	Water and Sewage	1100.00	1000.00
640.2	Electricity and Gas	5000.00	5000.00
640.4	Telephone	700.00	1450.00
650	Supplies, Custodial and Care of Grounds	3200.00	2500.00
670	Other Expenses, Operation of Plant	1000.00	1000.00
	Total Operation of Plant	22300.00	22850.00
Maintenance of Plant			
720	Contracted Services	2000.00	2000.00
730	Replacement of Equipment	2500.00	1900.00
740	Other Expenses, Maint. of Plant	3000.00	1000.00
	Total Maintenance of Plant	7500.00	4900.00
Fixed Charges			
810	School Contribution, Social Security	15600.00	14000.00
820.1	Property Insurance		
820.2	Employee Insurance (Health Care, Accident, etc.)		
	Total Fixed Charges	15600.00	14000.00

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SCHOOL SACRED HEART SCHOOL

ADDRESS 888 King St.- Charleston-29403

	BUDGET 198 - 198	BUDGET 198 - 198
Food Services, Student Activities and Services		
910 Net Expenditure, Clearing Accounts		
Capital Outlay		
1210 Sites and Buildings		
1230 New Instructional Equipment		
1230.2 New Non-Instructional Equipment		
Total Capital Outlay		
Debt Services		
1310 Interest payment on debt		
1320 Principal payments on debt		
Total Debt Services		
TOTAL EXPENDITURES		

	TOTAL REVENUE	TOTAL EXPENSES
Budeget 198 - 198		
Budget 1988 - 1989	132900.00	127550.00

Projected Financial Summary

Check Book Bal. June 30, 198 _____

Sav. Acc. Bal. June 30, 198 - Reg. Sav. _____

Sav. Acc. Bal. June 30, 198 - 90 Day Sav. _____

Other _____

DOE_3929_000775

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St.-Charleston - 29403

FORMAT FOR COMPUTING TOTAL STIPEND

	Annual Amount for Sisters	Annual Amount per Sister	Monthly Amount per Sister
*Cash Stipend	13400.00	6700.00	670.00
Continuing Education			
Medical Insurance			
Automobile			
Convent rent at ___% month or appraisal value of $_____ of			
Amount given to Community or to Sisters for housing			
Convent Utilities			
Cook's Salary			
Other			
TOTAL STIPEND			

Please fill this out as a much needed breakdown of Item 210.4 Salaries, Religious

*Kind indicate if this figure includes a contribution to a Community Retirement fund.

Yes For Sister Marcella White only. No

If the answer is yes, please give amount per Sister $ 300.00

DOE_3929_000776

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ANNUAL FINANCIAL REPORT
for
PARISH SCHOOLS

JULY 1, 1988 - JUNE 30, 1989

SCHOOL: SACRED HEART CITY: CHARLESTON

SUMMARY

	From Parish Account Book	Unrecorded at June 30, 198	Total of Column 1 and
Total Receipts (Total Page 2)	$	$	$147907.96
Total Expenses (Total Page 3)	$	$	$147113.16
Net Gain/Loss (Difference between Total Receipts and Total Expenses above)	$	$	$ 794.80
Balance to begin year	$ 634.31		
Net Gain/Loss for year	$ 794.80		
Balance to end year	$1429.11		
School Enrollment, October 1, 1988	161		
Actual per pupil cost (Total of expenses above divided by school Enrollment)	$ 913.75		

SCHOOL: SACRED HEART CITY: CHARLESTON

RECEIPTS

10.1	Tuition, Parishioners	$ 12585.00
10.2	Tuition, Non-Parishioners	103220.00
10.3	Tuition, Non-Catholic	
11.	Parish Subsidy	
12.	Subsidy, Other Parishes	6750.00
13.	Diocesan Subsidy	10000.00
	A. Diocesan Development Fund	4500.00
	B. Negro and Indian Mission Fund	990.25
14.	Fees	
15.	Parish Collections for School	1513.00
16.	Donations	
17.	Rent	
18.	Non-Revenue Receipts	
19.	Miscellaneous Receipts	
500	Pupil Transportation	8349.71
910	*Clearing Accounts	147907.96
	TOTAL RECEIPTS	

EXPENSES

Instruction

210.2	Salaries, Lay Teachers	$ 53200.00	
210.3	Salaries, Substitutes	2311.00	
210.4	Salaries, Religious	13378.90	
216	Salaries, Secretary, Clerks, etc.	7000.00	
217	Retirement Payments, Lay USED CREDIT FROM RETIRED TEACHERS	400.08	
220	Textbooks	11033.05	
230	Library, School	3788.75	
240	Teaching Supplies	5840.13	
250	Other Expenses, Instruction	2084.88	
260	Fees Paid NCEA DUES	95.00	
	TOTAL INSTRUCTION		99131.79

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Residence Service			
230	Convent Repairs & Replacement	$	
330	Convent Utilities		
340	Retirement Fund, Religions	300.00	
360	Automobile, All Expenses		
370	Residence Allowance or Convent Expenses		
	TOTAL, RESIDENCE SERVICE		$ 300.00
Pupil Transportation Services			
500	Pupil Transportation		$
Operation of Plant			
610	Salaries, Operation of Plant	8000.00	
630	Heating Expense	3536.93	
640.1	Water and Sewage	869.08	
640.2	Electricity and Gas	3134.66	
640.4	Telephone	1601.62	
650	Supplies, Custodial and Grounds	5484.14	
670	Other Expenses for Operation of Plant		
	TOTAL, OPERATION OF PLANT		$ 22626.43
Maintenance of Plant			
720	Contracted Services & Maintenance		
730	Replacement of Equipment		
	TOTAL, MAINTENANCE OF PLANT		$
Fixed Charges			
810	Employer's Portion, Social Security	7051.90	
820.1	Property Insurance		
820.2	Employee Insurance	203.95	
	TOTAL, FIXED CHARGES		$ 7255.85
910	*Clearing Accounts		$ 7863.95
Capital Outlay			
1210	Sites & Buildings, Capital	9935.14	
1230.1	Instructional Equipment		
1230.2	Non-Instructional Equipment		
	TOTAL, Capital Outlay		$ 9935.14
	Transferred to Savings		$
	TOTAL, EXPENSES		$ 47981.37

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Checking Account Reconciliation

Balance in Checkbook at Beginning of Year	$ 634.41
Total Receipts for Year	147907.96
TOTAL	148542.37
Less Total Disbursements for the Year	147113.16
Checkbook Balance at end of Year	1429.11

Bank Reconciliation

Bank Statement Balance at end of Current Year	
Less Outstanding Checks	
Subtotal	
Plus Deposits not on statement	
Balance in Checkbook at end of the Year	1429.11

Financial Summary

Checkbook Balance end of Year	1429.11
SavingsAccount Balance end of Year	
Other	
TOTAL FINANCIAL SUMMARY	1429.11

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SCHOOL SACRED HEART

BREAK-DOWN SHEET (#910)

#910 - Clearing Accounts

		Receipts	Expenses
1510	Food Service	$ 1150.00	$ 757.94
1610	Athletics	1220.00	2583.40
1620	School Publications		
1630	School Music Organizations		
1640	Other Clubs		
1660	Entertainments and Socials		
1670	Fund Raising Activities	3635.00	2681.00
1711	Bus Tickets		
1712	Concessions		
1713	Student Insurance		
1714	Uniforms		
1715	Textbooks and Other Class Supplies		
1716	Testing		
1717	Special Programs and Trans.		
1721	Student Pictures	1677.00	1173.90
1729	Miscellaneous SAIL PROGRAM	667.71	667.71
1730	Miscellaneous Exchanges		
1740	Insurance Adjustments		
1810	Student Contributions		
1820	Scholarships		
1830	Awards		
	TOTALS #910	8349.71	#910 7863.95

*The above Totals (Receipts and Expenses) should be posted to accounts #910 on Pages 1 and 3.

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888King St. - Charleston 29403

SCHOOL BUDGET FOR 1989- 1990

BUDGET SUMMARY

RECEIPTS

		Budget 1988-1989	Budget 1989-1990
10.1	Tuition, Parishioners	33000.00	28000.00
10.2	Tuition, Non-Parishioners (Catholic)		
10.3	Tuition, Non-Catholic	83000.00	75400.00
11	Parish Subsidy	5000.00	5000.00
12	Subsidy, Other Parishes	6000.00	6000.00
13	Diocesan Subsidy	10000.00	10000.00
13.A	Diocesan Development Fund		
13.B	Negro and Indian Mission Fund	5000.00	4500.00
14	Fees	4200.00	4000.00
15	Parish Collections for Schools		
16	Donations		
17	Rent		
18	Non-Revenue Receipts		
19	Miscellaneous Receipts		
500	Pupil Transportation		
910	Net Receipts, Clearing Accounts		
	TOTAL RECEIPTS	146200.00	132900.00

DOE_3929_000782

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St.-Charleston 29403

EXPENDITURES		BUDGET 1988-1989	BUDGET 1989-1990
Instruction			
210.1	Salaries, Lay Teachers	63000.00	53600.00
210.4	Salaries, Religious	13400.00	13400.00
216	Salaries, Secretaries	6000.00	6400.00
217	Retirement Payments (Lay)	2000.00	2000.00
220	Textbooks	6500.00	6200.00
230	School Library	1500.00	1400.00
240	Teaching Supplies	2000.00	1600.00
250	Other Expenses, Instruction	2000.00	1200.00
	Total Instruction	96400.00	85800.00
Residence			
320	Repairs and Replacements		
330	Utilities		
340	Supplies		
350	New Equipment		
360	Automobile		
370	Residence Allowance		
	Total Residence		
Pupil Transportation Services			
500	Pupil Transportation		
	Total Pupil Transportation		

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St.- Charleston-29403

		BUDGET 1988-1989	BUDGET 1989-1990
Operation of Plant			
610	Salaries, Operation of Plant	6500.00	6600.00
620	Contracted Services - For Plant	800.00	800.00
630	Heat for Buildings	4000.00	4500.00
640.1	Water and Sewage	1100.00	1000.00
640.2	Electricity and Gas	5000.00	5000.00
640.4	Telephone	700.00	1450.00
650	Supplies, Custodial and Care of Grounds	3200.00	2500.00
670	Other Expenses, Operation of Plant	1000.00	1000.00
	Total Operation of Plant	22300.00	22850.00
Maintenance of Plant			
720	Contracted Services	2000.00	2000.00
730	Replacement of Equipment	2500.00	1900.00
740	Other Expenses, Maint. of Plant	3000.00	1000.00
	Total Maintenance of Plant	7500.00	4900.00
Fixed Charges			
810	School Contribution, Social Security	15600.00	14000.00
820.1	Property Insurance		
820.2	Employee Insurance (Health Care, Accident, etc.)		
	Total Fixed Charges	15600.00	14000.00

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SCHOOL SACRED HEART SCHOOL

ADDRESS 888 King St.- Charleston-29403

	BUDGET 1988-1989	BUDGET 1989-1990
Food Services, Student Activities and Services		
910 Net Expenditure, Clearing Accounts		
Capital Outlay		
1210 Sites and Buildings		
1230 New Instructional Equipment		
1230.2 New Non-Instructional Equipment		
Total Capital Outlay		
Debt Services		
1310 Interest payment on debt		
1320 Principal payments on debt		
Total Debt Services		
TOTAL EXPENDITURES		

	TOTAL REVENUE	TOTAL EXPENSES
Budeget 198 - 198		
Budget 1988 - 1989	132900.00	127550.00

Projected Financial Summary

Check Book Bal. June 30, 198 _____

Sav. Acc. Bal. June 30, 198 - Reg. Sav. _____

Sav. Acc. Bal. June 30, 198 - 90 Day Sav. _____

Other _____

DOE_3929_000785

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SCHOOL SACRED HEART ELEMENTARY

ADDRESS 888 King St.-Charleston - 29403

FORMAT FOR COMPUTING TOTAL STIPEND

	Annual Amount for Sisters	Annual Amount per Sister	Monthly Amount per Sister
*Cash Stipend	13400.00	6700.00	670.00
Continuing Education			
Medical Insurance			
Automobile			
Convent rent at ___% month or appraisal value of $_____ of			
Amount given to Community or to Sisters for housing			
Convent Utilities			
Cook's Salary			
Other			
TOTAL STIPEND			

Please fill this out as a much needed breakdown of Item 210.4 Salaries, Religious

*Kind indicate if this figure includes a contribution to a Community Retirement fund.

Yes For Sister Marcella White only. No

If the answer is yes, please give amount per Sister $ 300.00

DOE_3929_000786

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

Date October 18, 1989

Sacred Heart School - Charleston - 29403

(1) QUARTERLY STATEMENT OF PARISH SCHOOL FINANCES

RECEIPTS		CURRENT MONTH	CUMMULATIVE YEAR TO DATE
10.1	Tuition, Parishioners	$ 800.00	$ 4250.00
10.2	Tuition, Non-Parishioners		
10.3	Tuition, Non-Catholic	9272.00	32870.00
11	Parish Subsidy		
12	Subsidy, Other Parishes	1200.00	1200.00
13	Diocesan Subsidy		
	A. Diocesan Development Fund		
	B. Negro and Indian Mission Fund		4000.00
14	Fees	174.00	1665.92
15	Parish Collection for Schools		
16	Donations		
17	Rent		
18	Non-Revenue Receipts		
19	Miscellaneous Receipts		
500	Pupil Transportation		
	TOTAL ABOVE ACCOUNTS		
910	*Clearing Accounts		
	Transferred from Savings		
	TOTAL RECEIPTS	11446.00	43985.92

EXPENSES			
210.1	Salaries, Lay Teachers	3736.81	8676.89
210.3	Salaries, Substitutes		
210.4	Salaries, Religious	1307.89	3035.77
216	Salaries, Secretary, Clerks, etc.	584.62	1168.23
217	Retirement Payments, Lay	149.20	298.40
220	Textbooks	3274.46	9332.86
230	Library, School	726.00	1266.26
240	Teaching Supplies	1542.66	3140.29
250	Other Expenses, Instruction	2014.75	2014.75
260	Fees Paid (IRS)	1496.29	2992.58

DOE_3929_000787

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		CURRENT MONTH	CUMMULATIVE YEAR TO DATE
320	Convent Repairs		
330	Convent Utilities		
340	Payments to Retirement Fund, Religious		300.00
360	Automobile, All Expenses		
370	Residence Allowance		
500	Pupil Transportation		
610	Salaries, Operation of Plant	400.75	801.49
630	Heating Expense	100.00	500.00
640.1	Water and Sewage	38.49	57.56
640.2	Electricity and Gas		363.86
640.4	Telephone	155.66	155.66
650	Supplies Custodial and Grounds	1103.81	3034.14
670	Other Expenses Operation of Plant	1331.37	2441.55
720	Contracted Services & Maintenance		
730	Replacement of Equipment		
810	Employers' Social Security	485.16	970.32
820.1	Property Insurance		
820.2	Employee Insurance		
1210	Capital Account, Sites & Buildings		
1230.1	Instructional Equipment	1370.38	3140.29
1230.2	Non-Instructional Equpment		
	TOTAL ABOVE ACCOUNTS		
910	*Clearing Accounts		
	Transferred to Savings		
	TOTAL EXPENSES	6486.64	43690.90

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Checking Account Reconciliation	CURRENT MONTH	YEAR TO DATE
Balance in Checkbook at Beginning of Period.....	634.31	634.31
Total Cash Receipts for Period.....	11446.00	43985.92
Total.....	12080.31	44620.23
Less Total Cash Disbursements for Period.....		43690.90
Balance in Checkbook at end of Period.....		929.33

Bank Reconciliation	
Balance as Per Bank Statement at End of Current Month.....	929.33
Less Outstanding Checks (written but not cleared through bank)	
Subtotal	
Add Deposits Entered in Checkbook but not on Statement.....	
Balance in Checkbook at End of Month.....	929.33

Financial Summary	
Checkbook Blanace at end of period	929.33
Savings Account Balance at end of Period	
Other	
Total Financial Summary	929.33

UNPAID BILLS ACCOUNT :

A) Total of individual bills in the amount of:

$1.00 to $499.00 each. _____

B) List of all specific creditors for amounts of $500.00 and up.

Creditors	Amount
1.	
2.	
3.	
4.	
5.	
6.	

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ANNUAL FINANCIAL REPORT
for
PARISH SCHOOLS

July 1, 1989 - June 30, 1990

SCHOOL: SACRED HEART ELEMENTARY CITY: CHARLESTON

SUMMARY

	From Parish Account Book	Unrecorded at June 30, 198	Total of Column 1 and 2
Total Receipts (Total Page 2)	$	$	$191265.92
Total Expenses (Total Page 3)	$	$	$185574.63
Net Gain/Loss (Difference between Total Receipts and Total Expenses above)	$	$	$ 5691.29
Balance to begin year	$ 1429.11		
Net Gain/Loss for year	$ 5691.29		
Balance to end year	$ 7120.40		
School Enrollment, October 1, 198	179		
Actual per pupil cost (Total of expenses above divided by school Enrollment)	$ 1036.73		

SCHOOL: SACRED HEART ELEMENTARY CITY: CHARLESTON

RECEIPTS

10.1	Tuition, Parishioners	$ 20893.00
10.2	Tuition, Non-Parishioners	132082.00
10.3	Tuition, Non-Catholic	
11.	Parish Subsidy	
12.	Subsidy, Other Parishes	
13.	Diocesan Subsidy	6700.00
	A. Diocesan Development Fund	
	B. Negro and Indian Mission Fund	
14.	Fees	4000.00
15.	Parish Collections for School	1492.55
16.	Donations	
17.	Rent	5195.73
18.	Non-Revenue Receipts	
19.	Miscellaneous Receipts	
500	Pupil Transportation	
910	*Clearing Accounts	
		20902.64
	TOTAL RECEIPTS	191265.92

EXPENSES

Instruction

210.2	Salaries, Lay Teachers	$ 55000.00
210.3	Salaries, Substitutes	2603.00
210.4	Salaries, Religious	13548.89
216	Salaries, Secretary, Clerks, etc.	11884.74
217	Retirement Payments, Lay USED CREDIT FROM RETIRED TEACHERS	538.54
220	Textbooks	11074.91
230	Library, School	3513.20
240	Teaching Supplies	7974.90
250	Other Expenses, Instruction	7687.15
260	Fees Paid NCEA DUES	95.00
	TOTAL INSTRUCTION	113920.33

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Residence Service			
230	Convent Repairs & Replacement	$	
330	Convent Utilities		
340	Retirement Fund, Religions	300.00	
360	Automobile, All Expenses		
370	Residence Allowance or Convent Expenses		
	TOTAL, RESIDENCE SERVICE		$ 300.00
Pupil Transportation Services			
500	Pupil Transportation		$
Operation of Plant			
610	Salaries, Operation of Plant	6661.19	
630	Heating Expense	4960.55	
640.1	Water and Sewage	1304.06	
640.2	Electricity and Gas	3381.46	
640.4	Telephone	1896.02	
650	Supplies, Custodial and Grounds	8540.20	
670	Other Expenses for Operation of Plant		
	TOTAL, OPERATION OF PLANT		$ 26743.48
Maintenance of Plant			
720	Contracted Services & Maintenance	6427.13	
730	Replacement of Equipment	3810.18	
	TOTAL, MAINTENANCE OF PLANT		$ 10237.31
Fixed Charges			
810	Employer's Portion, Social Security	6532.00	
820.1	Property Insurance		
820.2	Employee Insurance	477.90	
	TOTAL, FIXED CHARGES		$ 7009.92
910	*Clearing Accounts		$ 22047.56
Capital Outlay			
1210	Sites & Buildings, Capital	3810.18	
1230.1	Instructional Equipment	1675.85	
1230.2	Non-Instructional Equipment		
	TOTAL, Capital Outlay		$ 5486.03
	Transferred to Savings		$
	TOTAL, EXPENSES		$ 71824.30

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Checking Account Reconciliation

Balance in Checkbook at Beginning of Year	$ 1429.11
Total Receipts for Year	191265.92
TOTAL	192695.03
Less Total Disbursements for the Year	185574.63
Checkbook Balance at end of Year	7120.40

Bank Reconciliation

Bank Statement Balance at end of Current Year	7120.40
Less Outstanding Checks	
Subtotal	
Plus Deposits not on statement	
Balance in Checkbook at end of the Year	7120.40

Financial Summary

Checkbook Balance end of Year	7120.40
Savings Account Balance end of Year	
Other	
TOTAL FINANCIAL SUMMARY	7120.40

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SCHOOL SACRED HEART ELEMENTARY

BREAK-DOWN SHEET (#910)

#910 - Clearing Accounts

		Receipts	Expenses
1510	Food Service	$ 1276.00	$ 882.75
1610	Athletics	8983.00	8911.63
1620	School Publications		
1630	School Music Organizations		
1640	Other Clubs	600.00	
1660	Entertainments and Socials		
1670	Fund Raising Activities		
1711	Bus Tickets		
1712	Concessions		
1713	Student Insurance		
1714	Uniforms		
1715	Textbooks and Other Class Supplies	5656.53	8911.13
1716	Testing REFUND	162.06	
1717	Special Programs and Trans.		
1721	Student Pictures	2206.00	1323.00
1729	Miscellaneous Missions	351.40	351.40
1730	Miscellaneous Exchanges Field Trips		1667.65
1740	Insurance Adjustments		
1810	Student Contributions		
1820	Scholarships		
1830	Awards		
	TOTALS #910	20902.64	#910 22047.56

*The above Totals (Receipts and Expenses) should be posted to accounts #910 on Pages 1 and 3.

DOE_3929_000794

ELECTRONICALLY FILED - 2020 Feb 14 10:13 AM - CHARLESTON - COMMON PLEAS - CASE#2018CP1003929

DEPARTMENT OF EDUCATION
DIOCESE OF CHARLESTON

Date July 1, 1985 - March 1, 1986

SCHOOL SACRED HEART

ADDRESS: 888 KING STREET

STATEMENT OF PARISH SCHOOL FINANCES

RECEIPTS		CURRENT MONTH	CUMULATIVE YEAR TO DATE
10.1	Tuition, Parishioners	$ 2151.00	$ 21712.77
10.2	Tuition, Non-Parishioners	6720.00	49727.00
10.3	Tuition, Non-Catholic		
11	Parish Subsidy	1000.00	1000.00
12	Subsidy, Other Parishes		3653.00
13	Diocesan Subsidy:		
	A. Diocesan Development Fund		
	B. Negro & Indian Mission Fund		
14	Fees		4305.00
15	Parish Collection for Schools		4279.74
16	Donations		
17	Rent		100.00
18	Non-Revenue Receipts		
19	Miscellaneous Receipts	270.00	1118.00
500	Pupil Transportation (Athletics)	346.50	433.50
	TOTAL ABOVE ACCOUNTS	67.25	3034.00
		$	$ 89363.01
910	*Clearing Accounts		
	Transferred from Savings		
	TOTAL RECEIPTS	$ 10554.75	$ 89363.01

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SCHOOL Sacred Heart

ADDRESS 888King Street

EXPENSES

		CURRENT MONTH	CUMULATIVE YEAR TO DATE
210.1	Salaries, Lay Teachers	$ 3893.62	$28874.90
210.3	Salaries, Substitutes	75.00	1725.00
210.4	Salaries, Religious	1307.89	9455.23
216	Salaries, Secretary, Clerks, etc.	419.17	3139.19
220	Texbooks	49.52	4441.89
230	Library, School	367.81	871.49
240	Teaching Supplies	90.08	2098.68
250	Other Expenses, Instruction	92.44	1056.20
260	Fees Paid		2340.00
320	Convent Repairs etc.		
330	Convent Utilities		
340	Payments to Retirement Fund		
360	Automobile, All Expenses		943.88
370	Residence Allowance		
500	Pupil Transportation		
610	Salaries, Operation of Plant		
630	Heating Expense		3042.98
640.1	Water and Sewage		3299.21
640.2	Electricity and Gas		469.60
640.4	Telephone		3266.27
650	Supplies, Custodial and Grounds		492.91
670	Other Expenses Operation of Plant	479.58	2311.68
720	Contracted Services and Maintenance	476.85	2522.73
730	Replacement of Equipment	175.00	3042.98
810	Employers' Social Security		
820.1	Property Insurance	1316.94	7775.74
820.2	Employee Insurance		
		1300.95	2601.90

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		CURRENT MONTH	CUMULATIVE YEAR TO DATE
1210	Capital Account, Sites and Buildings	$	$
1230.1	Instructional Equipment		
1230.2	Non-Instructional Equipment		
	TOTAL ABOVE ACCOUNTS	$ 9568.00	$ 83772.46
910	Clearing Accounts		
	Transferred to Savings		
	TOTAL EXPENSES	$ 9568.00	$ 83772.46

Checking Account Reconciliation	CURRENT MONTH	YEAR TO DATE
Balance in Checkbook at Beginning of Period		5791.09
Total Cash Receipts for Period	10554.75	89363.01
Total		95154.10
Less Total Cash Disbursements for Period		11381.64
Balance in Checkbook at End of Period		

Bank Reconciliation	
Balance as Per Bank Statement at End of Current Month	12570.90
Less Outstanding Checks (written but not cleared through bank)	1189.29
Subtotal	11381.64
Add Deposits Entered in Checkbook but not on Statement	
Balance in Checkbook at End of Month	

Financial Summary	
Checkbook Balance at end of period	$11381.64
Savings Account balance at end of period	
Other	
Total Financial Summary	$11381.64

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