

**Mary's Pence Records,**  
**1986 – 1997, n.d.**

**Creator:** Mary's Pence

**Extent:** 3 linear ft.

**Location:**

**Processor:** Dorothy Hollahan, BVM. Updated by Elizabeth A. Myers, 2007

**Administration Information**

**Access Restrictions:** None

**Usage Restrictions:** Copyright for materials created by Mary's Pence has been transferred to the Women and Leadership Archives, June 16, 1997.

**Preferred Citation:** Loyola University Chicago. Women and Leadership Archives. Mary's Pence Records. Box #. Folder #.

**Provenance:** Mary's Pence Records were donated to the Women and Leadership Archives on June 16, 1997 by the National Coordinator, Maureen Gallagher. (WLA1997.22)

**See Also:** Chicago Catholic Women Records, held at the WLA.

**Special Note:** This finding aid contains the original collection and two subsequent addendums of material.

**Administrative History**

Mary's Pence, named for Mary of Nazareth, Mary of Bethany, and Mary of Magdala, directs funds to programs that serve women in need of education, shelter, legal advice, and psychological and spiritual development. The name, Mary's Pence, arose as a play on "Peter's Pence," the Pope's annual church collection.

The Mission Statement in the spring 1991 NEWSLETTER reads, "Mary's Pence is a Catholic women's organization that collects and distributes funds for the self-empowerment of women. Mary's Pence provides an opportunity for women and men to direct resources to the least powerful in our society, and to Catholic women working in their interests. In this way, Mary's Pence links donors and grantees in the work of social transformation."

The idea of Mary's Pence developed in Chicago from a group of women at a shared prayer service in August 1985. A few months later these women approached Chicago Catholic Women, an organization to which they belonged, and set up an Initiating Committee of nine women who met during 1986-87. Two years of discussion, study and challenge followed. On April 29 and 30, 1987 the Board of Directors met to create Mary's Pence. On July 2, 1987 Mary's Pence was incorporated as a not-for-profit organization and received tax-exempt status in September 1988.

Mary's Pence is managed by its Board of Directors. The National Coordinator, an ex-official member of the Board, manages the day-to-day operation of the organization. The board is divided into committees (Administration, Grants, Fund-raising, and Governance) and meets

twice a year. In 1988 Mary's Pence gave its first grants—23 in the amount of \$26,000. Funds requested were \$986,212. In 1989, 32 grants in the amount of \$35,000 were awarded; in 1992, 41 grants in the amount of \$55,000; and in 1996, 35 grants in the amount of \$130,000. As of 1996 a total of \$401,828.21 had been distributed. The grant application form was refined and revised through the years.

Fund-raising became the major task of the Board and the Coordinator. The type of ministries funded in and out of the United States included Advocacy, Child Care, Community Organization, Economic Development, Education and Training, Health, Housing, Pastoral, Prison Ministry, Refugee Advocacy, Shelter, Spirituality and Theological Study. The National Coordinator and Board developed many ways to make Mary's Pence well known and to raise the necessary funds for grants. Along with regular appeal mailings, advertisements, yearly presence at the Call To Action Fall meetings, a yearly Prayer Day was developed. It was to be held in parish churches or in private homes with a collection for Mary's Pence.

As 1998 approached plans were begun to have a 10th Year Anniversary celebration with a goal of one major grant award of \$25,000. Maureen Gallagher, the National Coordinator, announced her plans to resign at a Board meeting in February 1996, effective for 1998. She then planned to remain with Mary's Pence to coordinate the 10th Anniversary celebration. The Board on April 23, 1997 decided to hire Anna Marie Aldave to begin as coordinator in January 1998.

Maureen Gallagher wrote a May 7, 1997 letter to the Board expressing her thanks and her hopes for the continuing success of Mary's Pence as a vital assistance to women in the Church. The Winter-Spring 1997 NEWSLETTER, under notes from the Coordinator, has a thank you from Maureen to all the donors. The Jan 31-Feb.2 1997 Board minutes reflects a self-examination by the Board of Mary's Pence. The question "Has Mary's Pence run its course?" was asked and answered with a "No."

In the 1999 Spring Newsletter Anna announced her resignation as coordinator and the Board President Janice Barrea also noted the coordinator change. The new national coordinator Karen M. Flatte was announced as was the relocation of the office to Metuchen, N.J.

## **Scope and Content**

**Series 1: Minutes, 1987-1997, Boxes 1-2,** is arranged chronologically.

**Series 2: Early Organization and History, 1986-1997, n.d., Box 3,** contains information on pre-history, job descriptions and affirmation letters.

**Series 3: Board Development, 1986-1997, Boxes 3-4,** contains details of initiating Board, Coordinator evaluations, pictorials, lists of Board members, Kaye Ashe correspondence 1987-96, Advisory Circles.

**Series 4: Grant Criteria Development, 1987-1996, n.d. Box 4,** contains original Grant Criteria,

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early brochures, Grant recipients' descriptions of services.

**Series 5: Fund-raising /Finance, 1988-1997, n.d. Box 5**, contains personnel information, office locations, contracts, National Coordinator evaluations, funds distributed and Fund-raising activities.

**Series 6: Media and Public Relations, 1987-1997, n.d. Box 5**, contains early appeal letters, brochures, press releases, *Newsletter* (1991-1997) and calendar.

**Series 7: Audio Visual Material, 1987-1999, n.d. Box 6**, contains audiocassette tapes of Board meeting 1987, promotion video 1990, video of S.M.Luke Tobin S.L., and pictorials of grant recipients.

**Subjects**

Advocacy  
Ashe, Kaye OP  
Board of Directors  
CALL TO ACTION  
Chicago Catholic Women  
Coston, Carol OP  
Diehaus, Grant  
Education and Training  
Evaluation of Board and Coordinator  
Fund Raising-Types of Appeal  
Gallagher, Maureen OP  
Grant Criteria  
Mary's Pence  
Miller, Amata IHM  
Murphy, Sheila  
Muschal-Reinhardt, R.  
National Coordinator  
Philosophy of Mary's Pence  
Ruether, Rosemary  
Tobin, Mary Luke, SL  
Traxler, Margaret SSND  
Wise Women

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<b>Series 1: Minutes, 1987-1997</b>			
1	1	Minutes	1987
		History of Mary's Pence	
	2	Minutes	1988
		Includes By-Laws; Grant Criteria	
	3	Minutes	1989
		Coordinator' report; Evaluation	
	4	Minutes	1990
		Grant criteria; Eight Month Plan	
	5	Minutes	1991
	6	Minutes	1992
2	1	Minutes	1993
	2	Minutes	1994
	3	Minutes	1995
	4	Minutes	1996
	5	Minutes (incomplete)	1997
<b>Series 2: Early Organization &amp; History, 1986, n.d.</b>			
3	1	Early Organization	1986, n.d.
	2	Early Organization-Initiating Committee	1986-1989
	3	Early Organization	1990-1991
	4	Incorporation and By-Laws	1987-1992
	5	Pre-history, Beginnings	1988-1996
	6	Early Information-Used/Developed	1987-1989, n.d.
	7	History	1985-1989
		Committee roles/early strategic planning	
	8	Job Descriptions, Contracts, Evaluations	1987-1992
	9	Affirmation Letters	1987, 1990, 1991
	10	Affirmation Letters	1992, 1993, 1994
	11	Affirmation Letters	1995, 1997, n.d.
<b>Series 3: Board Development, 1986-1997</b>			
	12	Board Initiating Committee	1986-1991, n.d.
	13	Board Development -Member Questionnaire,	n.d.

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14	Board Development-Information for new members	1985-1995
15	Board Development-New Board Packet	1989-1994, n.d.
16	Board Development-Early Board Evaluation	1991, n.d.
17	Board Development-Evaluation	1991-1995
18	Board Development-Grants Committee	1993-1994
19	Board Development-Correspondence, Forms	1992-1995
20	Board Development-Correspondence Potential Board Members	1986-1992
21	Board Development-Correspondence to and from Board	1993
22	Board Pictorial-Rosary Luncheon	1989
23	Board Pictorial-Board, Display Table	1992
24	Board Pictorial- From Spring NEWSLETTER	1996
25	Board Officers	1987-1997
26	Kaye Ashe--Letters about funding appeal	1987
27	Kaye Ashe--Correspondence to and from Board Members	1988
28	Kaye Ashe--Article in WOMAN OF POWER by Kaye Ashe "Mary's Pence: Refurbishing An Old Tradition"	1989
4	1 Kaye Ashe Correspondence to and from Board Members	1990
	2 Kaye Ashe Correspondence to and from Board Members	1991
	3 Kaye Ashe Correspondence to and from Board Members	1992
	4 Kaye Ashe Requests/Thanks Board Members Services	1988-1992
	5 Kaye Ashe Possible Board Membership	n.d.
	6 Requests/Thanks--Early Contributors	1987-1991
	7 Advisory Circle	1989
	8 Awards: NAWR, NETWORK, LOS HERMANNOS	1992
	9 Awards: Resolution to give appreciation to Muschal- Reinhardt and Pacheco	1992

**Series 4: Grant Criteria Development, 1987-1996**

10	Original Grant Criteria	1987-1991
11	Funding Criteria	1998-1996, n.d.
12	Early Brochures	1989-1990, n.d.
13	Brochure: "Promoting Women's Ministries" by Rosemary Radford Ruether	1989
14	Letters: Copies to Grantees	1988-1991, n.d.
15	Grant Information	1988
16	Luncheon/Blessing at Rosary College, Chicago	1989-1989
17	Luncheon/Blessing at Cleveland, Ohio	1990
18	Racial/Ethnic Women's Literature Grant to High School Women	1993
19	Grant Recipient-The Dwelling Place /Pictures	1987-1991
20	Grant Recipient-Imani Family Center /Newsprint	1995
21	Grant Recipient-Newburgh Ministry/Article in NY CATHOLIC	1993

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22	Grant Recipient-Beatitude House /Thank You	1994
23	Grant Recipient-Damien Ministries/Article	1995

**Series 5: Fund Raising & Finance, 1988-1997**

5	1	Early office space- contract	1993
	2	Early Personnel	1988-1992
	3	Early employment	1997, n.d.
	4	Early Personnel-Maureen Gallagher Contract	1994
	5	Early Personnel-Evaluation, National Coordinator	1991-1996
	6	Early Personnel-Computer Information re: Training/Consultation,	1990-1991
	7	Financial-Information; Reports; Projections; Budget; Official Inventory	1991-1997
	8	Funds Given Out	1988-1996
	9	Funds Given Out	1988-1996
	10	Brochures and Letters re: Ways of Donating to Mary's Pence	1991-1993
	11	Fund-raising Letters re: Calendars/Donations	1992-1997, n.d.
	12	Fund-raising Systems-"Woman" Graphic/Bookmark,	1994-1996
	13	Fund-raising System-United Way, PA, Correspondence	1992-1997
	14	Fundraising System-Christmas/Memorial cards	1995
	15	Fund-raising System-Mary's Pence Prayer Day	1993-1996
	16	Fund-raising System-List of participating parishes	1995-1996

**Series 6: Media & Public Relations, 1987-1997**

	17	Early Appeal Letters	n.d.
	18	Brochure-early art work	n.d.
	19	Brochure/Public Relations materials	1988-1996
	20	Advertising Contracts/Bills	1989
	21	Logo Suggestions	1991
	22	Media	1987-1997
	23	Media/Early Public Relations	1985-1990
	24	Media/Public Relations	1992
	25	Press Releases	1988-1994
	26	Newsletter Spring	1991-1997
	27	Calendar; mock-ups,	1992-1997
	28	Mary's Pence Song	1992

**Series 7: Audio-Visual Materials, 1987-1994**

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6	1	VHS "Contemplation and Resistance"-S. M. Luke Tobin, S.L.,	1992
	2	VHS "Copy of "Contemplation and Resistance"	1992
	3	VHS Promotional video (only copy)	1989
	4	VHS Mary's Pence-First Generation	1990
	5	VHS-Historical Organization/Board Meetings	1987
	6	Grantee Pictorial	1988-1989
	7	Grantee Pictorials	1990-1991
	8	Grantee Pictorials	1993
	9	Sanctuary Project, Erie, PA. (El Salvador)	1994
	10	Memorabilia--PIN-Mary's Pence	n.d.

**Mary's Pence Records, 1985 -2002**  
**Addendum 1**

**Creator:** Mary's Pence

**Extent:** 1 linear ft.

**Location:**

**Processor:** Dorothy Hollahan, B.V.M. Updated by Elizabeth A. Myers, June 2007.

**Administration Information**

**Access Restrictions:** None.

**Usage Restrictions:** Copyright for the materials created by Mary's Pence has been transferred to the Women & Leadership Archives.

**Preferred Citation:** Loyola University Chicago. Women & Leadership Archives. Mary's Pence Records, Addendum 1. Box #. Folder #.

**Provenance:** These records were donated on July 25, 2002 (WLA2002.30).

**Separations:** None.

**Scope & Content**

The Mary's Pence Addendum 1 Records span from 1985 to 2002 with some undated material. The collection is arranged into two series: Series 1: Administration, 1985-2002, n.d., and Series 2: Audiovisual, 1992-1999, n.d. The records are generally arranged alphabetically within each series.

**Series 1: Administration, 1985-2002, n.d. Box 1**

Contains material related to the Board of Directors, meeting minutes, Coordinator notes, fundraising, accounting and other financial records. Also included are newsletters, public relations materials (news clippings), grants materials, and some correspondence.

**Series 2: Audiovisual, 1992-1999, n.d., Box 2**

Includes several VHS tapes of programs funded by Mary's Pence, Mary's Pence events, *Voices that Listen*, and several compellations by S.M. Luke Tobin.

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<b>Series 1: Administration, 1985-2002, n.d.</b>			
1	1	Board of Directors/Lists of current and past members	1990-1990
	2	Board of Directors-Applications/Resumes/Self-evaluation forms	1992-2000
	3	Board of Directors-Packet for new members	1994-1996
	4	<i>Call to Action News</i> —Creation of Mary’s Pence	1985-1987
	5	Coordinator-Anna Aldave—New Coordinator Letter	1997
	6	Coordinator-Board meeting notes	1997
	7	Correspondence-Board members and coordinator	1987-1993
	8	Financial /Accounting information, Copy of By-Laws	1992-1993
	9	Fundraising, Calendar and Honor A Woman Project	1998-1999
	10	Grant Application Forms; Funding Guidelines; Spanish Application forms	1997
	11	Grant distribution/ Awards by states	1988-1996
	12	Jubilee Celebration /Jubilee Newsletter Summer 1998	1998
	13	Newsletters/ Summer-Fall 1997 Farewell to Maureen Gallagher / Richard Driehaus Foundation grant	1996-2002
	14	Office Re-organization—Computer purchase	1997-1998
	15	Public Relations—News clippings	1999-2001
	16	Public Relations—National Gathering For Black Catholics/ Sponsored by Mary’s Pence-Front Page Ad	2001
	17	Bits of Wit and Wisdom—2 issues	1997
	18	Women’s Spiritual Reflection Group Program	1997
2	1	Video-Transitional Housing, Cleveland, OH. “A Revelation of the Heart” 9 min. M.P. funded	n.d.
	2	HABLO-Proyecto Hablo-30 min. M.P. funded	1994
	3	Tutwiler Quilters	1997
	4	Financial Report/ Mary’s Pence	1993-1996
	5	Contemplation and Resistance S.M.Luke Tobin, SL	1992

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*Ann Ida Gannon, BVM, Center for Women and Leadership*  
 Loyola University Chicago

6	Beyond Borders—Working in Haiti for Justice and Peace Out of Devotion to Christ	1995
7	Field Afar-Joao Pessoa, Brazil 26 min.-Narrated by Steve Allen-Marynoll Word Productions Video	n.d.
8	C.D. <i>Voices That Listen</i> —Maureen Gallagher OP-Radio show on spirituality, wellness and religion	1999
9	C.D. <i>Voices That Listen</i> —Syndicated Talk Show—Introduction to Program for Hire	1999
10	Cassette—Executive Board #1	1993
11	Cassette—Executive Board #2	1993
12	S.M. Luke Tobin, SL—Contemplation & Resistance	1992
13	S.M. Luke Tobin, SL—Contemplation & Resistance	1992
14	S.M. Luke Tobin, SL—Contemplation & Resistance	1992
15	Las Rosas de Maria—Dave Pipitone-English Version	1997
16	S.M. Luke Tobin, SL—Contemplation and Resistance	1992
17	Poster Boards and Display Signs for Mary's Pence	n.d.

**Mary's Pence Records, 1988-2004**  
**Addendum 2**

**Creator:** Mary's Pence

**Extent:** 1. ft.

**Location:**

**Processor:** Dorothy Hollahan, B.V.M. Updated by Elizabeth A. Myers, June 2007.

**Administration Information**

**Access Restrictions:** None.

**Usage Restrictions:** copyright for materials created by Mary's Pence has been transferred to the Women & Leadership Archives.

**Preferred Citation:** Loyola University Chicago. Women & Leadership Archives. Mary's Pence Records, Addendum 2. Box #. Folder #.

**Provenance:** Unknown.

**Separations:** None.

**Scope and Content**

In addendum 2 there is detailed information on the planning and execution of the 1998 Jubilee Celebration at the Milwaukee meeting of CTA. There is also extended material and correspondence on the development of Mary's Pence Day in homes and parishes. General correspondence from 1992 to 1994 is included. There is also a collection of many thank-you notes from the supporters of Mary's Pence efforts in empowering women's work in justice.

**Series 1: Organization, Fundraising, & Projects, 1992-2004, n.d. Box 1-3**

Contains information on donor mailings, grant criteria, correspondence, and general correspondence. Additional material includes calendars, Jubilee celebration reports, Mary's Pence Day rituals, newsletters, special event projects, publicity, and news articles.

**Series 2: Memorabilia, n.d. Box 4**

Contains a Mary's Pence sweat shirt, Mary's Pence pins, and Logo designs.

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 Loyola University Chicago

<b>Box</b>	<b><u>Folder</u></b>	<b><u>Title</u></b>	<b><u>Dates</u></b>
<b>Series 1: Organization, Fundraising, &amp; Projects, 1992-2004, n.d.</b>			
1	1	Mary's Pence-Purpose/Organization	1988-1998
	2	Donor appeal mailings	1998-1999, n.d.
	3	Donor appeal mailings	2000-2003
	4	Grant Correspondence	1992-1999
	5	Grant Criteria Correspondence	1992-1999
	6	Grant Guidelines	1999
	7	Grant Funding awards	1996
	8	Grant Recipient Information	1998-2004
	9	National Coordinator Search	1999
	10	Board Correspondence	1990-2001
	11	Bishop's letter on Mary's Pence	1994
	12	Correspondence with Miriam Therese Winters	1993-1994
	13	Correspondence	1992
	14	Correspondence	1993
	15	Correspondence	1994
	16	Correspondence /Christmas donations	1998
2	1	Donor Correspondence/Thank-you notes/Orders	1993-1999
	2	Correspondence from Grantees	1997-2001
	3	Calendars	1993-1997
	4	Calendars	1998-2002
	5	Jubilee Celebration Dinner/ Wise Women Correspondence/Planning/Program	1994-1998
	6	Jubilee Celebration Dinner/Correspondence/Bills/Reservations	1998
	7	Local Links Directory	1999-2000
	8	Mary's Pence Day/Oct. 15— Reports/Ritual/Correspondence	1993-1997
	9	Mary's Pence Day/Oct. 15—Prayer Service sample/Home Prayer services	1994-1999
3	1	Parish Fund Raising/Donor Thank You's	1988-1997
	2	Newsletters	1996-2000
	3	Newsletters	2001-2004
	4	Honoring A Special Woman-Mother's Day Project/Appeal letters	1997-2000
	5	Spiritual Reflection Group Program	1997-2000
	6	Woman's Calendar	1998-2000
	7	Business/Office correspondence	1992-2000
	8	Graphics/Ads/Certificate program	n.d.

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9	Logo Mary's Pence/Jubilee sample	1988-1998
10	Publicity for Mary's Pence	1993-2003
11	CALL TO ACTION-Publications	1997-2003
12	NEW WAYS MINISTRY/Reports	2002
13	Renew-Religious Network for Equity Education	1993

**Series 2: Memorabilia, n.d.**

4	1	Mary's Pence Pins	n. d.
	2	Mary's Pence Tee Shirt	n. d.
	3	Logo of Mary's Pence –Designs	n.d.