Summary Information

Creator
Caritas

Extent (quantity/size)
5 document boxes

Language
English

Abstract
The [Waco] Caritas Records represents organizational records from the Caritas Catholic charity located in Waco, Texas. The records follow the meetings, programs, and public image of Caritas from its creation in the 1960s through its continued service in the 1980s. The collection scope ends just before the records were gifted to the Texas Collection in 1990.

Subjects
Caritas of Waco / Catholic Charities USA / Charities -- Texas -- Waco / Food for People / Humanitarianism -- Texas - Waco / Jud, Esther Miller / Jud, Eugene F / Poor Man's Supper / Society of St. Vincent de Paul.

Administrative Information

Restrictions on Access and Use
All requests for copying of materials must be submitted to The Texas Collection in writing. Please use the Request Form for Copying Materials sheet. Unpublished materials authored or otherwise produced by the creator(s) of this collection are in the public domain. There are no restrictions on use. Copyright status for other collection materials is unknown. Transmission or reproduction of materials protected by U.S. Copyright Law (Title 17, U.S.C.) beyond that allowed by fair use requires the written permission of the copyright owners. Works not in the public domain cannot be commercially exploited without permission of the copyright owners. Responsibility for any use rests exclusively with the user.

Preferred Citation
When quoting material from this collection, the preferred citation is:

[Caritas of Waco] Records, Accession #2891, Box #, Folder #, The Texas Collection, Baylor University. [Waco] Caritas Records, Accession #2891, Box #, Folder #, The Texas Collection, Baylor University.

Processing Information
Described by Sarah Dodson and released on 2012-12-19.

Scope and Content
The [Waco] Caritas Records were received in two gifts. The first gift was received from Caritas via L. Katherine Cook in 1989 October. The second gift was received from Caritas via L. Katherine Cook in 1990 August 31.

The inclusive dates for the collection are 1965-1987. The collection includes meeting minutes, financial reports, contracts, newspaper clippings, photographs, and correspondence pertaining to [Caritas of Waco] Caritas. Minutes include those from regular member meetings, board of director meetings, and committee meetings. The financial records include budgets, thrift store earnings, donation reports, and proposed costs for various activities. Contracts are for the Model Cities from 1973-1975. Newspaper clippings cover items primarily published in the local newspapers. Photographs include gatherings of members on special occasions. Correspondence includes memoranda to members, requests for donations, and acknowledgements of donations. Also included are the minutes and reports from the St. Vincent de Paul Society from 1965-1972 in a bound volume.

Administrative/Biographical History
The Department of Catholic Charities of the Austin Diocese of the Catholic Church established Caritas in 1967. The main function for Caritas of Waco from 1970-1977 was to provide emergency aid under the Urban Renewal and Model Cities Programs. In 1978, Caritas no longer received city grants and nearly had to close. That same year, Bishop Harris of the Austin Diocese helped Caritas receive its charter to make it ecumenical according to the Texas State Department.

Caritas became an independent organization in 1979, governed by sixteen board members consisting of local community leaders. At this time Caritas became more ecumenical and interfait, as the board members included Protestants, Catholics, and Jewish faiths.

Thrift stores became part of the Caritas programs in 1980, and the Food for People Program began in 1981. Concurrently Caritas distributed surplus goods in contract with the Texas Department of Human Services. In 1985 Caritas matched a grant from the Mabee Foundation and moved all of its operations from the First Presbyterian Church and the basement of the old South Junior High School to its newly purchased building at 318 South 5th Street. The Ladies of Charity operated the thrift store at this location. In 1986 Caritas added the Bellmead Thrift Store after purchasing the building at 3016 Bellmead Drive. The administrative offices, food warehouse, and Ladies of Charity Thrift Store moved to a larger space at 300 South 15th Street in 2003. The thrift store moved to another new location on Franklin Avenue for renovations at the 15th Street building.

Assistance is provided to about 100-125 families daily, employs 30 full-time and part-time staff, and uses 250-300 volunteers monthly. More than 86% of funds donated to Caritas of Waco go directly to assisting families in need. Families receive supplemental food assistance up to once a month.

Related Resources
Related citations

Archival Arrangement
When received, the collection was arranged chronologically in year-labeled folders, and some years were arranged by material type. The collection is now arranged in five series: I. Correspondence, II. Legal, III. Financial, IV. Literary Productions, V. Photographs. Within each series and/or subseries, the collection is arranged in chronological order.
Series 1: Correspondence. 1969-1988, undated

Administrative/Biographical History
This series contains correspondence to and from Caritas. It includes memoranda from Caritas to board members, letters from Caritas in recognition for donations, letters from donors indicating donations, and letters to pastors and other community leaders alerting them to Caritas programs. It is arranged chronologically. This series is in average to good condition.

Item List
Box 1. Folder 1. Correspondence, 1969-1975
Box 1. Folder 2. Correspondence, 1976
Box 1. Folder 3. Correspondence, 1977
Box 1. Folder 5. Correspondence, 1982
Box 1. Folder 6. Correspondence, 1983-1984
Box 1. Folder 7. Correspondence, 1985
Box 1. Folder 8. Correspondence, 1986 January – 1986 May
Box 1. Folder 9. Correspondence, 1986 August – 1987 April
Box 1. Folder 10. Correspondence, 1988
Box 1. Folder 11. Correspondence, undated

Series 2: Legal. 1965-1988

Administrative/Biographical History
This series includes minutes, contracts, policy statements, and a state resolution. The minutes from Caritas from 1977-1988 detail regular monthly board meeting business. As of meeting minutes is also included for the St. Vincent de Paul Society. The contracts represent legal agreements between Caritas and Model Cities from 1972-1975. The policy statements are general statements for Caritas from 1969-1986. The state resolution passed the Texas State House of Representatives concerning the death of Esther Miller Jud in 1987. The series is arranged by material type then by chronology. The series is in average condition.

Item List
Box 1. Folder 13. Minutes, 1979 January – 1979 December
Box 1. Folder 17. Minutes, 1982 April – 1982 August
Box 1. Folder 18. Minutes, 1982 September – 1982 November
Box 1. Folder 20. Minutes, 1983 April – 1983 June
Box 1. Folder 22. Minutes, 1984 January – 1984 June
Box 1. Folder 23. Minutes, 1984 July – 1984 November
Box 1. Folder 24. Minutes, 1984 December – 1985 April
Box 1. Folder 25. Minutes, 1985 May – 1985 December
Box 1. Folder 27. Minutes, 1986 June – 1986 November
Box 2. Folder 2. Contracts: Model Cities Contract (1 of 8), 1972-1973
Box 2. Folder 3. Contracts: Model Cities Contract (2 of 8), 1972-1973
Box 2. Folder 5. Contracts: Model Cities Contract (4 of 8), 1972-1973
Box 2. Folder 8. Contracts: Model Cities Contract (7 of 8), 1972-1973
Box 2. Folder 17. Policy Statements (1 of 2), 1969-1977


Administrative Information
Description by Sarah Dodson and released on 2012-12-19.

Administrative/Biographical History
This series contains financial reports for Caritas, its thrift stores, and its programs. Some reports include donation information in pounds of food. Some reports are cumulative for each month of the year. Most years have a yearly end report in December. This series is arranged chronologically. This series is in good condition.
Series 4: Literary Productions. 1971-1988, undated

Administrative/Biographical History
This series contains literary productions including reports, newsletters, publicity, brochures, Poor Man’s Supper, general, and newspaper clippings. The reports consist mainly of volunteer reports concerning hours spent at each thrift store from 1976-1987. The newsletters include a few Caritas newsletters and one St. Vincent de Paul newsletter from 1971-1986. The publicity includes press releases, scripts for radio announcements, and magazine placements from 1982-1985. Brochures are examples of Caritas brochures available regarding different programs. Poor Man’s Supper includes letters, tickets, broadsides, and press releases directly related to the Poor Man’s Supper program from 1973-1988. General literary productions include awards and a college term paper describing Caritas as a complex organization from 1973-1989. Newspaper clippings include articles related to Caritas programs, events, or organization members from 1968-1988. The series is arranged by material type and then by chronology. The series is in average to good condition.

Item List
Box 4. Folder 15. Brochures, undated
Box 4. Folder 17. Poor Man’s Supper, 1983-1984
Box 4. Folder 18. Poor Man’s Supper, 1985
Box 4. Folder 19. Poor Man’s Supper, 1986-1987
Box 4. Folder 20. Poor Man’s Supper, 1988
Box 4. Folder 21. Poor Man’s Supper, undated
Box 4. Folder 23. General (1 of 2), 1986 May
Box 4. Folder 32. Newspapers: Clippings, 1983
Box 5. Folder 5. Newspapers: Clippings, 1987 November
Series 5: Photographs. 1969-1987, undated

Administrative/Biographical History
This series contains photographs from various Caritas activities and special events. Some photographs depict people and conditions served by Caritas. Some photographs document special events such as volunteer recognition and a ribbon cutting. Negatives are included for 1982 activities and the documentation of houses. The series is arranged by topic and chronology. The series is in good condition.

Item List
Box 5. Folder 9. Houses, undated
Box 5. Folder 10. General, undated
Box 5. Folder 11. Events, undated
Box 5. Folder 12. Portraits, 1969
Box 5. Folder 13. Merger, 1969
Box 5. Folder 14. Lu Mitchell, 1970
Box 5. Folder 15. Christmas, 1980
Box 5. Folder 16. Food for People Ribbon Cutting (1 of 2), 1981 October
Box 5. Folder 17. Food for People Ribbon Cutting (2 of 2), 1981 October
Box 5. Folder 18. General, 1982
Box 5. Folder 19. Volunteer Recognition (1 of 3), 1982 December
Box 5. Folder 20. Volunteer Recognition (2 of 3), 1982 December
Box 5. Folder 21. Volunteer Recognition (3 of 3), 1982 December
Box 5. Folder 22. General (1 of 3), 1986
Box 5. Folder 23. General (2 of 3), 1986
Box 5. Folder 24. General (3 of 3), 1986
Box 5. Folder 25. General, 1987
Box 5. Folder 27. Negatives: Houses, undated