

# Archives of the Benedictine Abbey of Newark

## 305.38

### ALBERT (THOMAS) HOLTZ PAPERS.

Finding aid for

Albert (Thomas) Holtz Papers.

Date range: 1972 - present

Bulk dates: 1972 -present

Finding Aid created by Augustine J. Curley, O.S.B., 2020

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#### ***Summary Information:***

*Extent:*

*Abstract:* The papers of Albert (Thomas) Holtz includes his personal papers as well as papers relating to his administrative roles (primarily as Assistant Headmaster for Curriculum) of Saint Benedict's Preparatory School..

*Call number:* 305.38

*Language:* The material is in English

#### ***Access and Use:***

*Acquisition Information:* The papers were received directly from the creator.

*Access Restrictions:* The record group is generally open to research. Certain files may be restricted for privacy reasons.

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*Cite as:* [item], folder, box, Albert (Thomas) Holtz Papers. Archives of the Benedictine Abbey of Newark..

#### ***Background Information:***

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#### ***Scope and Content and Arrangement:***

#### ***Subject Terms:***

*Subjects:*

- Holtz, Albert (Thomas), 1942-
- St. Benedict's Prep (Newark, NJ)--Curriculum
- St. Benedict's Prep (Newark NJ)--Administration

•  
**Related Materials:**

**Contents listing:**

Folder #                      Description

**Series One: Personal**

**BOX 1**

1	Drop File
2	Journal, vol. 1, 10 February 1972 - 17 September 1973
3	Loose papers from vol. 1
4	Journal, vol. 2, 18 September 1973 - 2 May 1976
5	Loose papers from vol. 2
6	Journal, vol. 3, 9 May 1976 - 1 January 1979
7	Loose papers from vol.3
8	Journal, vol.4, 9 January 1979 - 1 November 1981
9	Loose papers from vol.4
10	Journal, vol. 5, 15 November 1981 - 21 November 1985
11	Loose papers from vol.5
12	Journal, vol. 6, 1 December 1985 - 31 December 1991
13	Loose papers from vol.6

**BOX 2**

1	<i>A Saint on Every Corner</i> (1998)
2	<i>Street Wisdom</i> (2003)
3	<i>Pilgrim Road</i> (2006)
4	<i>From Holidays to Holy Days</i> (2008)
5	<i>Walking in Valleys of Darkness</i> (2011)
6	<i>Downtown Monks</i> (rev. ed. 20112)
7	Blog (2011- )
8	"Benedictine Conversion" (1984)

**Box 3**

1	"Dancing with the Saints" undated typescript
2	"Dancing with the Saints" typescript 1/6/1997
3	"Dancing with the Saints" typescript 5/12/197
4	<i>A Saint on Every Corner</i> -- Correspondence

**BOX 4**

- 1 *Pilgrim Road* (rev. ed. 2015)
- 2 *Faces of Easter* (2019)
- 3 "Stories of the Downtown Monks" (2006)

**BOX 5**

- 1 Monks in the Hood Notes
- 2 "Valleys of Darkness"
- 3 Downtown Monks
- 4 Pilgrim Road
- 5 Easter Book
- 6 Easter Book Journal
- 7 Easter Book--Lit Press Correspondence

**BOX 6**

**CCC7**

- 1 A Saint in Every Corner (copy of the book)
- 2 N.A. History Book
- 3 1991 Notes for a "First Book" which never got written
- 4 Downtown Monks--  
Downtown Monks: Orders  
D.M. Art  
Downtown Mks. Corresp.  
Downtown M's Reviews  
Downtown M's Repub.  
D.M. Log
- 5 Pilgrim Road
- 6 Valleys of Darkness
- 7 "Street Wisdom" - Log
- 8 Holidays to Holy Days
- 9 A Saint in Every Corner (file)--  
Saint on Every Corner - Mail  
"A Saint..." Re-Publish  
AMP Correspond.  
Norris/Chittister/Weakland  
Spring '98 Ave Maria Press  
A Saint on Every... Reviews

**Box 7**

**CCC7**

- 1 Albert Journals Summary Vols. (I - VI)
- 2 Hist. N.A.. '72 FF- Typed Chpts.
- 3 ABA
- 4 St. V Archabbey Sept. '71
- 5 Vigil Dec 31

6	Jubilee/ Vigil Jan 1
7	Organ Concert '01
8	Hospitality Center
9	Compline Booklet '05
10	House Cleaning Assignments
11	Columbia T.C.
12	Merger- St Bridget
13	Brochure (Abbey)
14	Profession Ceremony
15	Visitation
16	Bishop Francis Lect '99- '04
17	Advocate
18	Abbey Brochure 2000
19	Abbots Round Tab.
20	Abbey Round Table
	Unlabeled Folder Containing several signs
	Abbey Website
	Lecture Series Fliers
	Lecture Series '98
	Fall Lecture
	Abbey Lecture Series- General
21	NA Evangel '04
22	Renovation Abbey '81
23	Abbey Outreach '04
24	Mission Statement '89
25	St Maur's
26	Retreats
27	SMS Renovation
28	Organ Konzelman
29	Organist Proposal
30	Sussex
31	Press Releases/ Lectures
32	Vocations/ Publ.Comm. '96-2000
33	NJ Benedictines
	Elias
	Lectio
	MUD-GAP
	Oblates Vow Formulas Completed '91 - '92 ( Yellow Envelope)
	Bened. Formation Delbarton- Agenda/ Minutes
	NJ Bened's: Common ad.
34	Photography/Abbey Photos
	Onion
	Oller '99- Contacts

S. Faulkner Contact Sheets

**SERIES 2: Saint Benedict's Prep Files**

**BOX 1**

- 1 Summer Phase 1973
- 2 Fall 1973
- 3 Summer Phase 1974
- 4 Workshop - June 1974
- 5 Fall 1974
- 6 Spring 1975
- 7 Summer 1975
- 8 Fall 1975
- 9 Workshop -- June 1975
- 10 Spring 1976
- 11 Summer Phase 1976
- 12 Fall 1976 & Summer 1976
- 13 Workshop -- June 1976
- 14 "Special Project" 1976
- 15 Summer 1977
- 16 "Special Session" Summer 1977
- 17 Fall 1977
- 18 Spring 1977
- 19 Workshop -- June 1977
- 20 Special Project 1977

**BOX 2**

- 1 Spring 1978
- 2 Summer 1978
- 3 Fall 1978
- 4 Workshop -- June 1978
- 5 Spring 1979
- 6 LD Project Phase 1979
- 7 Workshop -- June 1979
- 8 Summer 1979 Roster, Schedules, Sign-up Sheets
- 9 Fall 1979-1980
- 10 Spring Projects 1980
- 11 Summer 1980
- 12 Fall 1980-1981
- 13 Faculty Workshop June 1980
- 14 Summer 1981

15	Spring Projects 1981, 1982
16	Faculty Workshop 1981
17	Summer 1982
18	Fall 1982-1983
19	Faculty Session June 1982
20	Spring 1983
21	Faculty Workshop 1983 (after Spring of 1983)
22	Summer 1983
23	Fall 1983-84
24	Summer 1984
25	Spring 1984
26	Faculty Workshop 1984 (after Spring of 1984)
27	Fall/Winter 1984-85

### **BOX 3**

1	SBP 72? Plans
2	SBP Curriculum Committee 1976-2006
3	Administration Meetings 1983-84
4	Administration Meetings 1991-93
5	Admissions Committee
6	Advisory Board
7	Alumni
8	Apple Grant Proposal Jan 1990
9	Choir Correspondence
10	Choir trip
11	<i>Downtown Monks</i> for Beginners
12	ESL
13	French--Rosters and Outlines
14	"Future" Project

The following boxes are partially processed

### **BOX 4**

1	Counselling Center
2	Honor Code Violation Committee
3	FY Overnight Notes
4	Grading Procedures
5	Graduation Requirements
6	Interview - Admissions

7	Job Descriptions
8	Munsee & Renov 2000
9	Music Department
10	Music - Band 85-86
11	Montclair State University
12	NJ Department of Education Requirements
13	Parents' Org Newsletters and Orientation Day
14	Philosophy as a Course
15	School Philosophy
16	Planning '97 Maynard
17	Planning Committee
18	Projections
19	Project Phase: Gen
20	Replication Study 2006
21	Sex Education
22	Signage
23	St. Vincent College
24	St. Anselm's Urban Plunge
25	School Year Alternatives
26	Space Needs
27	Summer School Regulations - State Dept of Education
28	Turrell House
29	Writing Course - Summer
30	"Enhancing Educational and Personal Effectiveness at St. Benedict's Preparatory School" - Gerson & Hagovsky
31	New Building '84
32	Faith & Ethics (Jr. Religion)
33	Alumni - Class of '60
34	Customary - SBP
35	Photographs
36	"A Possible School" [1]
37	"A Possible School" [2]
38	SBP at Closing 1971-2
39	Course Catalog - Old SBP
40	SBP 1971

**BOX 5**

1	Honor Society 1971 Membership Admission
2	Certification of Enrollment & Parent Expenditure Forms Jan 1972
3	Rating Scale for Teachers
4	Thornton, etc., Proposal Mar '72
5	School Philosophy

6	1992 Annual Conference-Network of Complementary Schools
7	[Visitation Materials]
8	SBP '81-'82
9	1970 Middle States
10	1990 Middle States
11	Philosophy & Objectives 1974; '80
12	Administration Meetings 1975-[1981]
13	Yulan Meeting 1972
14	[SRA Scores - 1983]
15	Grades Distrib %
16	Faculty Mtgs '74-'78
17	Course Descriptions 1981
18	Mimeo Letters Feb/Mar '73
19	School Summary Report
20	[CTBS - St. Benedict's Prep (820) Second Choice 1985]
21	Faculty Mtgs Sep '79 -
22	Faculty Mtgs 1985-
23	Daily Schedule: Alt
24	Curriculum Committee
25	Advisory Committee
26	Visitation SBP 1982 N. J. Visitation
27	Visitation - N.J. Dec '77
28	Spring '85
29	Fac Workshop '85

**BOX 6**

1	Fall 85-86
2	Summer 86
3	Fall 1986
4	Spring 1986
5	Summer 1987
6	Fall 1987
7	Spring '87
8	Summer '88
9	Fall '88-'89
10	Spring '93
11	Summer 1993
12	Summer 1994
13	Fall '94
14	Spring '95

15	Summer '95
16	Spring '96
17	Summer 1996
18	Summer '97
19	Course Estimates Next Yr
20	Rooms/Gyms
21	Exam Schedules
22	[Various Papers - 1991-1997]
23	Fall 1991
24	Proj Spring '90
25	Spring '91
26	Spring 1992
27	Summer 1991
28	Summer 1992
29	Fall 1992-1993
30	Pennella [Staff Development Recommendations 1998]
31	Draft - St. B's
32	Dept Heads - '82
33	[1972 - Transfers to Other Schools]
34	1990-1992 Admin & Fac Mtgs
35	Summer '90
36	Fall 1990

**Box 7**

**WW7**

1	Faculty Handbook, September 1993, ed
2	Faculty Handbook, September 1993, ed, Mark
3	Faculty Handbook, November 1995, rev.
4	Plans & Priorities, October 1990
5	Plant & Facility, September 1990
6	Auxiliary Services, January - May 1990
7	Guidance Services, January - May 1990
8	Philosophy & Objectives, September 1990
9	School & Community, January - May 1990
10	Media Services, January - May 1990
11	Student Activities, January - May 1990
12	Design of Curriculum, January - June 1990
13	History, January - May 1990
14	Language, January - May 1990
15	Science, January - May 1990
16	English, 1990
17	Art
18	Mathematics, January - May 1990

19	Religion, January - May 1990
20	Art, January - May 1990
21	Physical Education, January - May 1990
22	MSE Steering, September 1990
23	Faculty Priorities, February 1991
24	Faculty Data, September 1990
25	Student Activities Program, 1990
26	Staff & Administration, January - May 1990
27	Plant & Facilities
28	Design of Curriculum, January - May 1990
29	Instructional Media Services,
30	School & Community, December 1989
31	Philosophy & Objectives, August 1989
33	Faculty Handbook, September 1993, ed, Boniface
34	Institutional Assessment Report, December 4, 1993
35	Institutional Assessment Report, December 4, 1993
36	Institutional Assessment Report, December 4, 1993, Corpus
37	Middle States Report, November 1990
38	Response to Middle States Rec., September 22, 1994
39	School Papers, 2002? - 2003?
40	Middle States Info
41	Technology Related Staff Development Plan, April 1998
42	English Dept. & Grades & School Misc.
43	Format for Individual Course Descriptions, 9/27/89

**Box 8**

**WW7**

1	SBP School, Newark, New Jersey Middle States Self-Study 2000- 2001, January 2001, Draft
2	Middle States 1994
3	Record Roll Book 2001-2006 (red)
4	Teachers Roll Book (blue)
5	Teachers' Record Roll Book - Fr. Albert, OSB Sept. 2005-August 2009 (red)
6	Teachers Roll Book (Summer 1980-1985; blue)
7	Teachers Roll Book (1985-1991; blue)