

Enter---the Secretary

by Ernest W. Veige, Jr.
President of Rochester Business Institute

Charlemagne, the Great, could neither read nor write—and the same fact holds true for many other leaders of the medieval period. But medieval armies were small, thrones were unstable, efficiency in organization as we know it today, almost entirely lacking.



Modern business, too, has passed through its "dark ages." Yesterday's rugged individualists, like Charlemagne, too often overlooked details—substituted their own will and shrewd decisions. Today business leaders must have both.

Business leaders of today realize the limitations of time and place. They know that one man's personality, no matter how outstanding, will avail little without brains in organization. At the very heart of business organization is the modern secretary.

You have but to visit government offices under the New Deal, or the administrative departments of large industrial units to have this fact firmly impressed. Rows upon rows of busy secretaries are at work. Department heads may be in conference, at conventions, on vacation—business goes on without interruption. These secretaries are far from being automata. They hold responsible positions because they know the thing to do and how to do it. Their work is neat and accurate. They do not bother their executives with minor decisions. They have been chosen not only because of immediate usefulness but because at some not too distant date the management of a department may be thrust upon them.

Modern secretaries do not happen by accident. The best secretarial courses offered in business training organizations and colleges call for two years of intensive preparation. Subjects include: Economics, Secretarial Accounting, Typing and Shorthand, Law, Billing, Advertising, Office Appliances, Investments, and Personality Development.

Employment heads of modern corporations know that efficient secretaries are produced only through a relatively small number of schools. Representatives of such organizations often come long distances to select students graduating from R. B. I. Some of the largest local corporations depend on R. B. I. entirely for secretarial replacements.

The day of the secretary is at hand. There is a definite call not only for young women but men, as well, in this capacity. Whenever I am approached by a high school graduate without other predetermined vocational aptitudes my advice is always: "By all means prepare yourself for secretarial usefulness."—Adv.

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The Steamboat "Genesee"

For many years the only river navigation between Rochester and the upper valley was by means of flat boats which were poled up the river.

With the incorporation of Rochester as a city in 1834, the time seemed right to expand. A steam boat was built and put into operation between Rochester and Genesee.

She was called "The Genesee", was a stern-wheeler, flat bottomed, capacity three hundred passengers, besides towing other boats. This end of the run was made to the rapids (at Brooks Avenue) and carryalls were stationed there to bring passengers to the center of the city.

After two seasons, the enterprise was abandoned and the vessel run over the dam and broken up.

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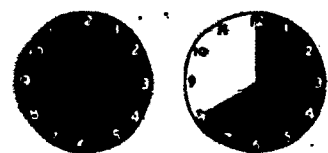
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Rochester Pilgrims Receive Blessing Of Holy Father

Following an audience with Pope Pius XI, at Vatican City, eight Rochesterians, members of an American pilgrimage to the Passion Play at Oberammergau, received the blessing of His Holiness, on July 28.

The Rochester delegation, headed by the Rev. Gerald C. Lambert, assistant director of Columbus Civic Center, includes: The Rev. Joseph G. Merkel, Mrs. Anna A. Welter, Miss Mary E. Dentinger, Mrs. Gertrude L. Schickler, Miss Beatrice E. Schickler, Thomas Holahan and Miss M. A. Elizabeth Helfer.

Organized by Manager William McCarthy of the Catholic Travel League of New York, the pilgrimage comprises three groups, namely, those from Rochester and New York dioceses and the Holy Name Society of Brooklyn. Arrangements for the local group were made by Victor DeFriez of the Central Travel Bureau.

Included among the pilgrims are the following clergy: the Rt. Rev. Monsignor Francis Ludec of Brooklyn, Edward T. Hoar, the rector of the Immaculate Conception Seminary of Huntington, Long Island, the Rev. Thomas F. Conlon, O.P., National Director of the Holy Name Society, the Rev. George S. Herget of Brooklyn and Father Lamberti.

The Rochester party sailed July 14 and went directly to Lourdes, where they participated in American Day ceremonies at the shrine at Lourdes. On their way to Oberammergau, they will visit Florence, Venice, Cortina, Bolzano and Munich. They will return August 15, after a short stay in Paris.

Physical Director Presents Rules For Learning To Swim

Physical Director Wilbur E. Quinn of Columbus Civic Center, this week carries the beginner in swimming into the more advanced stages of the lessons.

"Now comes step 13 which is packed full of fun, providing the pupil has mastered what we have covered. THE FRONT PUSH-OFF. The pupil stands in waist-deep water about eighteen inches from the pool wall with his back to it. He stands on his right foot and places the sole of his left foot against the pool wall behind his right knee. He then bends forward, takes a breath, puts his face on the water, reaches his hands out in front and pushes with his left leg. He should not kick the wall, but give it a quick firm push. He goes into a front float position and after a little practice will be able to coast fifteen or twenty feet before standing up.

"Step 14. PUSH OFF AND KICK. The pupil does a front push-off, then starts the crawl kick he has been practicing. The kicking should increase his coasting distance ten or fifteen feet. Of course, he must not coast into deep water.

"Step 15. KICK AND LEFT ARM STROKE. The pupil does step 14, then, after kicking is well started, pulls his left arm, elbow straight, directly below him and back until it reaches his left hip. Then he tries the right arm the same way with his left by his side.

"It is very important that he starts kicking before he takes the stroke and that he continues kicking after he takes it. If the kick doesn't become automatic now, he will forget it later when he has more to think about. A crawl swimmer never drowns without first letting his feet sink. He does not go under water in a prone position; his feet sink, he raises his arms instinctively toward the light and their weight forces the body under water. Therefore the pupil must practice the kick until it is automatic, which will mean that he can never be drowned until he is either unconscious or too exhausted to kick.

"Step 16. KICK AND BOTH ARMS. The pupil kicks, pulls with his left arm as in step 15, then immediately pulls with his right arm, at the same time swinging his left arm above the water back to the front float position. Then he continues kicking with his left arm by his side. He must kick before, during and after the strokes.

"Step 17. KICK ONE ARM AND EXHALE. The pupil does step 15. As he makes the last half of his arm-pull, he exhales vigorously through his nose. He takes only one arm-pull, and he doesn't inhale until he stands up."

(To be Continued)

Fr. John J. Hayes Named Assistant Chancellor of Hartford Diocese

Rev. John J. Hayes, a native of Providence, R. I., and a member of the class of 1931 at St. Bernard's Seminary, has been appointed assistant chancellor of the Diocese of Hartford, to which he is attached.

Following his ordination in 1931, Father Hayes after a brief time on parish duty went to the Catholic University of America where he received his M. A. degree, this year.

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Central Chapter K. of C. Honors Five From Diocese of Rochester

Special to CATHOLIC COURIER

Cazenovia—Five Knights of Columbus from the Diocese of Rochester were honored with office at the Central New York Chapter, K. of C. meeting held here Sunday at Shore Acres, summer hotel overlooking Cazenovia Lake. About 200 Knights from Central and Western New York attended.

Thomas J. Moloney of Ithaca was elected chairman of the Chapter. Other officers named were: Vice-Chairman, John J. Leo, Auburn; Treasurer, George L. Marshall, Waterloo; Guardian, William Hartnett, Cortland in Syracuse diocese; executive committee, F. Clifford Curtin, Syracuse; Judge Frederick J. Mix, Rochester; and Peter T. Campton, Binghamton in Syracuse diocese.

Chapter secretary is an appointive office. John M. Hurley of Oswego is the incumbent.

Outlines Aims
Past accomplishments of the Knights of Columbus were lauded and present and future aims were outlined by William J. Armstrong of Albany, past state deputy of the order in the principal address at the meeting. Mr. Armstrong said that the Knights of Columbus had withstood the depression splendidly, were in a sound condition numerically and financially, and were planning to achieve greater things for religion and country. He added that the K. of C. had always been first to respond to calls for help from victims of disaster in all parts of the world, citing specific cases. He also gave figures on K. of C. insurance, and the order's contribution to Catholic education, the part taken by the order in the Oregon parochial school case, likewise the support of New York State Council, K. of C. sanatorium at Gabriels, N.Y. Urging continued devotion to the order's ideals and principles, Mr. Armstrong asked the members to "spread and increase the K. of C. membership."

Also at the meeting as a guest of honor was Timothy V. O'Shea, S. of Rome, recently elected state warden. Mr. O'Shea was given an ovation and responded with remarks acknowledging appreciation of the chapter's efforts in his behalf. Mr. O'Shea is known throughout the state as a degree official.

James E. Langan of Fulton, provided as chairman, his term of office expiring with this meeting. The chapter constitution provides for single term for chairman.

For Clean Films
Announcement was made that all councils in the Chapter had taken action in support of the Legion of Decency campaign against objectionable moving pictures. Continued support was promised.

The invitation of Mr. Campton to hold the next meeting in Binghamton was accepted by the committee headed by Chairman Moloney. The date is October 21, instead of October 24, because the Fourth Degree ceremonial will be held on the 24th at Syracuse. The class will be headed by Bishop Duffy of Syracuse. Councils were urged to have candidates for the degree.

Delegates Present
Delegates from Rochester diocese present were:

Rochester Council: Grand Knight Dr. Walter B. O'Neil, Judge Frederick J. Mix, Charles F. Raymond, William J. Worman, James E. Knapp, Harold F. Kelleher, Clarence M. Lofink and James M. Ryan.

Auburn Council: District Deputy John J. Leo, Grand Knight Raymond J. Wall, Francis C. Cuddy, J. Harold Wright, Charles E. Gahery.

Geneva Council: John J. Lee, Willis D. Lynch. Others prevented from attending by Council outing in Geneva.

Seneca Falls Council: William J. Hammill, P. J. Ryan, J. H. O'Brien, M. E. Reagan, C. S. Feigley.

Waterloo Council: George G. Hahn, Thomas Coggins, George L. Marshall, John Flanagan, John Carlon.

Ithaca Council: District Deputy Thomas J. Solan.

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Master John F. Barrett Inducts Local 4th Degree K. C. Assembly Officers

District Master John F. Barrett of Syracuse, head of the Fourth Degree, Knights of Columbus in the Fifth District, installed the officers of Rochester Assembly, Fourth Degree, Thursday evening in the Assembly's room, Columbus Civic Center Building.

Officers inducted into office are: Faithful Navigator, Patrick A. Dwyer; Faithful Admiral, Louis C. Hoek; Faithful Captain, Otto A. Shulls; Faithful Pilot, William J. Worman; Faithful Comptroller, Charles H. Geyer; Faithful Inside Sentinel, Clarence M. Lofink.

At the conclusion of the ceremony, District Master Barrett commended the outgoing officers and expressed best wishes for a successful administration for the new leaders. He spoke of the growing importance of Catholic laymen entering into the field of Catholic Action.

A rising vote of thanks was given retiring Faithful Navigator Louis C. Hoek and his staff.

CATHOLIC STUDENT CENTER

Fribourg, Switzerland—(NCWC)—A Catholic center for Ibero-American students has been organized at the University of Fribourg, in the interests of Spanish speaking students. Centers already exist at Louvain and several other European Universities. It is affiliated with the Secretariate of Ibero-American Catholic Students, an international organization for the benefit of Spanish speaking students.

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BLESSED SACRAMENT LADIES AUXILIARY HOLD OUTING
Blessed Sacrament Auxiliary, No. 10, Knights of St. John held their second annual picnic at Ontario Beach Park, July 27.
Guests of honor were the clergy of the parish. The Reverend Thomas F. Connors, Francis Feeney, and Thomas Curley. The winners of games were as follows: Edward Bauman, William Bauman, Marian Mills, Jerry Meade, Ariens Crumey, Ralph Ver Haven, Gordon Hook, Ruth Jordan, Jack McNamara, Margaret McAlla, Gertrude Klein, Margaret Stead, Della Carroll, Martha Crumey, Katherine Wabaler, Louise Sealton, Agnes Schickler, Marcelle Della.

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