



**Diocese of Austin**  
**The Catholic Church of Central Texas**  
 1600 N. Congress • Austin, TX 78711 • 512-476-4888

**DATE: July 6, 2006**  
**FROM: Helen Osman, Communications Office**  
**TO: Parish staff**  
**RE: Enclosed material from diocesan offices**

Please find enclosed materials for various ministries and positions in your parish staff. Please sort the contents of this mailing to the proper individuals/offices, and include a copy of this memo to your pastor. I appreciate your attention to this matter, and would also like to know if we need to send any additional copies.

Contents of this mailing, the intended recipients and the office sending the material are as follows:

<b>Material</b>	<b>To be delivered to</b>	<b>From diocesan office</b>	<b>Electronic copy available?</b>
Ethics & Medicine newsletter	Pastors and associate pastors	Bishop's Office	no
Catholic State Action Plan for Criminal Justice	Clergy and parish staff	Criminal Justice	yes
Pro-life activities and bulletin announcements	Clergy and parish staff	Pro-life activities	yes
Invitation	All priests	Vocation	yes
Family Connections newsletter and resource packet for NFP Awareness Week	Clergy and parish staff	Family Counseling and Family Life	yes
EIM parish/school procedures manual and report	Pastors, EIM administrators, ministry leaders	Communications	yes
Web site/Directory information	Business administrator	Communications	no
Newsletter	Pastors and Stewardship Committees	Stewardship and Development	no
Newsletter	Pastors, associate pastors, RCIA coordinators	Tribunal	yes
Hispanic ministry newsletter, Spanish Marriage Encounter and Retrouvaille material, leadership workshop flyer	Pastors and associate pastors	Hispanic Ministry	no
ChurchDB agreement or statement	Parish business administrator or secretary	Communications	no