



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

DATE: Aug. 3, 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:

Material	To be delivered to	From the diocesan office	Electronic copy available?
Called to Protect for Youth program	Pastors, DREs, principals, youth ministers	Communications	yes
Vocations workshop @ Symphony of Faith	Priests	Vocations	yes
Catholic Spirit bill	Bookkeeper	Communications	no
Child care licensing	Pastors	Chancellor	no
JustFaith workshop	Pastors	Parish Social Ministry	no
Diocesan staff phone information	Receptionist	Communications	no
Pro-life activities and bulletin announcements	Clergy and parish staff	Pro-life activities	yes
Ethics & Medicine newsletter	Pastors and associate pastors	Bishop's Office	no
LTP resource order forms, St. Luke's Mass	Worship/Liturgy Staff	Worship Office	yes