



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

**DATE: Sept. 1, 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 the diocesan office</b>	<b>Electronic copy available?</b>
Symphony of the Faith announcement and registration information	Clergy, parish staff	All	yes
Symphony of Faith choir members request	Clergy, parish staff	Worship	yes
U.S. Catholic Catechism for Adults book and order form	Clergy, religious education directors, RCIA directors	Bishop	no
Request for trainers for Called to Protect for Youth	Pastors, religious education directors, youth ministers, principals	Bishop	yes
Ethics and Medics newsletter	Pastor and associate pastor	Bishop	no
Charity Yard Sale postcard	Clergy and parish staff	Catholic Charities	no
Building dedication and open house invite	Clergy and parish staff	Catholic Charities	no
Cedarbrake Log, brochure for men's retreat	Clergy and parish staff	Cedarbrake	no
Family life newsletters and bulletin inserts	Clergy, family life ministry leaders, parish staff	Family Counseling and Family Life	yes
Campaign to end the Death Penalty	Pastor, parish social minister	Parish Social Ministry	no
Respect Life month material	Pastor	Pro-life activities	no
Pro-life activities and bulletin announcements	Clergy and parish staff	Pro-life activities	yes
Domestic violence information	Parish social ministers	Parish Social Ministry	no
The Vincentian Herald	St. Vincent de Paul societies	Society of St. Vincent de Paul	yes
Stewardship conference registration	Pastor and stewardship coordinator	Stewardship and Development	no
ICSC parish membership application	Pastor and stewardship coordinator	Stewardship and Development	no
Vocations material	Priests, religious education director	Vocation	yes
SWLC 2007 date holder	Liturgical ministers	Worship	no
Catholic Spirit bill	Bookkeeper	Communications	no
Austin area workshop for Spanish-speaking crime victims	Clergy, parish staff	Immigrant Legal Services	yes