



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

DATE: Dec. 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:

Material	To be delivered to	From the diocesan office	Electronic copy available?
Guidelines for Our Faith ~ Our Legacy deposits	Pastors and business administrators	Finance	yes
Catholic Spirit bill	Bookkeeper	Communications	no
Ethics and Medics	All priests	Bishop	no
Committee on the Liturgy newsletter	All priests	Bishop	yes
ICSC Stewardship Parish Recognition Process	Pastors and Stewardship Committee	Stewardship	no
Open enrollment letter and creditable coverage letter	Pastors and business administrators	Finance	yes
Pro-life activities and bulletin announcements	Clergy and parish staff	Pro-life activities	yes
Spanish Marriage Encounter	Pastors and Hispanic ministry leaders	Hispanic Ministry	yes
Hispanic leadership workshop	Pastors	Hispanic Ministry	yes
Altar Server recognition day	Coordinator of altar servers	Vocation	yes
Upcoming Vocations events letter	Pastors	Vocation	yes
Vincentian Herald Quarterly Newsletter	Pastors	Society of St. Vincent de Paul	yes