



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

**DATE: Feb. 2, 2007**  
**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>
Memo on celebration of confirmation and new Confirmation Guidelines and Liturgy Planning Form	DREs, confirmation program directors, youth ministers, pastors, deacons, liturgy directors	Bishop	yes
Bioethics newsletter	Priests	Bishop	no
Bishop Aymond's contact card	Priests ONLY	Bishop	no
Vacation Bible School programs and procedures	Pastors, DREs, VBS directors	Bishop	yes
Spirituality of Busy Church Workers flyer	Clergy, parish staff and lay volunteers	Bishop	yes
Brochures on Holy Week, three recent documents of the USCCB	Priests	Bishop	no
Pro-life activities and bulletin announcements	Clergy and parish staff	Pro-life activities	yes
The Year of the Word	Clergy and parish staff	Communication	yes
World Day of Prayer for Vocation and Vocation Discernment Weekend brochure	Pastors	Vocation	yes
Msgr. McGreed Stewardship Conference registration form, 2007 ICSC registration form, Region X Stewardship Conference registration	Clergy, Stewardship Committees	Stewardship and Development	no
Family Connections newsletter, family Lenten Bible study guide	Clergy, DREs, families	Family Life and Family Counseling	yes
Families and Faith workshop	Clergy, DREs, youth ministers, family ministry leaders	Family Life and Family Counseling	yes
Annual Budget Assumptions Letter	Pastors, principals, administrators and bookkeepers	Finance	yes
Saved the date for CCCTX fundraiser	Clergy	Catholic Charities	no
Preaching the Just Word workshop	Clergy	Social Concerns	yes
Godstock 2007	Youth minister	Youth Ministry	no
Catholic Spirit bill	Bookkeeper	Communications	no
ChurchDB bill	Bookkeeper	Communications	no