

---

---

## MEMORANDUM

---

---

**TO:** All Priests of the Diocese of Austin

**FROM:** Rev. Msgr. W. Michael Mulvey, Vicar General

**CC:** Most Reverend Gregory M. Aymond, Bishop  
Helen Osman, Director of Communications

**SUBJECT:** Vacation Schedules

**DATE:** March 21, 2007

---

As the vacation season approaches, I would like to bring to your attention a procedure for vacation replacement. Most of you already take it upon yourself to find replacements for Sunday masses as you prepare to be out of the parish. In a few cases; however, parish personnel have called either me or the Communications Office asking for assistance in locating a replacement after a priest has already left the parish. In discussing this with the deans last month, it was suggested that I bring this to your attention. The suggested procedure would be that:

- (1) you find a replacement in plenty of time before you go on vacation;
- (2) ask for the dean's help if you have difficulty locating a priest; and as a last resort
- (3) engage the Diocesan Communications Office.

The Communications Office will be happy to assist you in getting a request out for help when there is an emergency situation with short notice (illness, family matter, etc). In these cases, please feel free to contact the Communications Office.

Thank you for your attention in this matter. If you need further clarification, please do not hesitate to send me an email or call my office.