



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

DATE: April 4, 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:

Material	To be delivered to	From the diocesan office	Electronic copy available?
Sacramentum Caritatis	Priests	Bishop's Office	yes
Sacramental records archiving (two letters)	Clergy and parish staff	Bishop and Vicar General	yes
Parish Financial Governance memo	Pastors	Bishop's Office	yes
ACTS retreat program	Clergy and parish staff	Bishop's Office	yes
BioEthics Newsletter	Priests	Bishop's Office	no
CCCTX luncheon invitation	Pastor	CCCTX	no
Catholic Spirit bill	Bookkeeper	Communications	no
Prison Ministry Conference	Pastor	Criminal Justice Ministry	no
Called to Protect for Youth trainers appeal	DRE, principal	EIM	yes
Celebrating Sacred Art 2007	Clergy and parish staff	Fine Arts Council	no
Pro-life activities and bulletin announcements	Clergy and parish staff	Pro-life activities	yes
Region X Stewardship Conference	Stewardship councils	Stewardship	no
St. Vincent de Paul newsletter	SVDP society members	SVDP Society	no
Revised policy on confirmation of baptized Catholic adults	Clergy and parishstaff	Vicar General	yes
Vacation schedules	Priests	Vicar General	yes
Project Andrew and Spanish vocation discernment retreat	Priests	Vocation	No
Youth ministers training	Pastor, DRE, youth minister	Youth Ministry	no