

Diocesan Annual Plan

2009 - 2010

Goal and Development Action Plans

2009 - 2010

GOAL DEVELOPMENT ACTION PLAN

Office: Archives

Synod Document: Diocesan & Parish Administration

Policy # Admin 15

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 To maintain the Archives Inventory in a more usable format

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Transfer the Archives Inventory from old data base to Microsoft Word	Sept. 30, 2009	Archives Director	IT Staff	0
2	Update the Inventory from hard copy.	Jun. 30, 2010	Archives Staff		0
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**Diocese of Covington
Annual Plan 2009 - 2010**

GOAL DEVELOPMENT ACTION PLAN

Office: Catholic Charities

Synod Document: Gospel of Life/Respect Life

Policy # 12

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: T transition plans formulated in 2008/09 for a center that empowers low income families into the actions established in the collaboration process. This is the responsibility of the Diocesan Director of Catholic Charities and will be accomplished by June 30 2010.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Actions and actors will be consistent with the plan developed by June 30, 2009	Jun-09	Bill Jones	as indicated by plan	
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GOAL DEVELOPMENT ACTION PLAN

Office: Catholic Charities

Synod Document: Gospel of Life/Respect Life Policy # 50

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 Statement: To strengthen partnerships with targeted parishes to meet the needs of vulnerable persons.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Act on the report submitted to Fr. Due by June 30 of 2009	30-Jun-10	Bill Jones	as indicated by plan	\$\$\$
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Catholic Charities

Synod Document: Gospel of Life/Respect Life Policy # 12

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 3 Statement: To evaluate the outcomes of a feasibility study exploring the need for residential services for pregnant women and act (or not act) in accordance with the recommendations of the study.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Actions and actors will be consistent with the plan developed by June 30, 2009	Jun-09	Bill Jones	as indicated in the plan	
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GOAL DEVELOPMENT ACTION PLAN

Office: Chancery

Synod Document: Diocesan and Parish Administration

Policy # Admin 12

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # Chan 1 Statement: To develop Census forms as needed.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Collect Forms used by other dioceses.	Jan-10	Office of Planning	Chancery	0
2	Collect forms used by parishes in the Diocese of Covington who have recently conducted a census.	Mar-10			
3	Form an ad hoc committee to choose those forms most useful to parishes	May-10			
4	Present forms to Bishop	Jun-10			
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GOAL DEVELOPMENT ACTION PLAN

Office: Chancery

Synod Document: Diocesan and Parish Administration Policy # Admin 19

Goal Statement:

Objective # Chan 2 Statement: To assess the implementation of the curia staff evaluation instrument

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Compose a few questions pertaining to the effectiveness of the job evaluation instrument.	Sep-09	Msgr. Rutz	Steve Kopyay and the Handbook Committee	0
2	Distribute the questionnaire to directors and staff	Oct-09			
3	Msgr. Rutz and ad hoc committee collate responses	Nov-09			
4	Give feedback to Bishop	Dec-09			
5	Revisions are incorporated in staff evaluation instrument	Apr-10			
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GOAL DEVELOPMENT ACTION PLAN

Office: Chancery

Synod Document: Priestly Life and Ministry Policy # Priest Para.23

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # Chan 3 To develop in parishes initiatives to encourage young men to discern and respond to God's call to priesthood.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Contact parishes to schedule a visit to each parish.	Aug-09	Fr. Bach		0
2	Visit each parish.	Jan-10			
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GOAL DEVELOPMENT ACTION PLAN

Office: Chancery

Synod Document: Priestly Life and Ministry Policy # Priest 5

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # Chan 4 Statement: To revise at least one section of the Priest Personnel Policies and Guidelines

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Meet with the Priest Personnel Committee	Aug-09	Msgr. Donald Hellmann	Priest Personnel Committee and Ad Hoc Committee	0
2	Priest Personnel Committee appoints an ad hoc committee to propose revisions for Section 1 of the Priest Personnel Handbook	Sep-09			
3	Ad Hoc Committee submits proposals to Priest Personnel Committee for consideration	Mar-10			
4	Priest Personnel Committee accepts revisions or sends further instruction for revision to ad hoc committee	Apr-10			
5	Section one revision is completed.	Jun-10			
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GOAL DEVELOPMENT ACTION PLAN

Office: Chancery

Synod Document: Diocesan and Parish Administration Policy # Admin 2

Goal Statement: The Diocese will implement the Synod Documents od 2006.

Objective # Chan 5 To collect organizational charts from parishes and institutions of the Diocese.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Compile a list of every parish and institution who will be required to submit and organizational chart.	Aug-09	Margie Schack		
2	Send a letter of explanation to every parish and organization including a due date and requiring that each entity update or create its organizational chart.	Sep-09			
3	Send a communication to every parish and institution giving a deadline for submitting organizational charts to Chancery	Jan-10			
4	Submit organizational charts to Bishop	Mar-10			
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Deacon Formation

Synod Document: Liturgy and Prayer Policy # 1

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: To enhance the liturgical skills of the deacons, pursuant to Pol Lit. 1, by the heads of the deacon assembly and community of deacons, working with the director of diaconal formation.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Will have a workshop for the permanent deacons.	Jul-10	Msgr. Neuhaus	Deacon Nolan, Deacon Durkee	
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Deacon Formation

Synod Document: Diaconal Life and Ministry Policy # 33

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 Statement: To enhance especially the liturgical skills of the deacons pertaining to pontifical liturgies pursuant to Pol Deacon 33; by the heads of the deacon assembly and community of deacons, working with the director of diaconal formation.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Will work with the Office of Worship to develop a practicum class for liturgical formation.	Jul-10	Msgr. Neuhaus	Deacon Nolan, Deacon Durkee	
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Deacon Formation

Synod Document: Diaconal Life and Ministry Policy # 18

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 3 Statement: To implement the subcommittees of the assembly of deacons and the community of deacons, pursuant to Deac 18, by the heads of those respective bodies.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Will establish subcommittees at upcoming Deacon Assemblies.	Jun-10	Msgr. Neuhaus	Deacon Nolan, Deacon Durkee	
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Department of Catholic Schools

Synod Document: Catholic Education and Faith Formation

Policy # 10

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 To write guidelines that regulate school functions and athletic events on Sundays, and special days such as Holy Days and Holy Week.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Establish a committee to write specific guidelines for school functions and athletic events on Sundays, Holy Days and Holy Week.	August '09	Michael Clines	Department of Catholic Schools Staff	
	Write the guidelines and establish an approval and implementation process for the 2010-2011 school year.	March '10	Michael Clines	Department of Catholic Schools Staff, high school principals and athletic directors	
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**Diocese of Covington
Annual Plan 2009 - 2010**

GOAL DEVELOPMENT ACTION PLAN

Office: Department of Catholic Schools

Synod Document: Catholic Education and Faith Formation Policy # 7

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 To develop a process that utilizes the ACRE testing results to strengthen the religious education programs and curriculum of the schools.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Establish a committee to develop the ACRE Results Utilization Process.	August '09	Ray Hildebrand	Department of Religious Education	
2	Establish implementation procedure and training for the ACRE Results Utilization Process for the schools.	March '10	Lawrence Bowman	Dept . Of Catholic School, Principls and Religion Chairs and Teachers	
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: FINANCE

Synod Document: Diocesan and Parish Administration Policy # 14

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 **Statement:** To Revise the "Parish Fiscal Policies and Procedures Manual" in order to protect the financial resources of both the Diocese and parishes.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Review existing Policies and Procedures Manual.	Sep-08	Dale Henson	Debby Dutle & Gene Kuehne	
2	Revise existing and develop new policies as needed.	Dec-09	Dale Henson	Debby Dutle & Gene Kuehne	
3	Revised policies reviewed by a small sample of Parish Business Managers.	Feb-10	Dale Henson	Debby Dutle, Gene Kuehne & Parish Business Managers	
4	Revisions made as appropriate from Parish feedback.	Apr-10	Dale Henson	Debby Dutle & Gene Kuehne	
5	Revised policies reviewed by Diocesan Finance Council and approved by the Bishop.	May-10	Dale Henson	Debby Dutle, Gene Kuehne, Diocesan Finance Council & Bishop	
6	Communicate revised policies to parishes	Jun-10	Dale Henson	Debby Dutle & Gene Kuehne	\$\$\$

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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Marydale Retreat Center

Synod Documents: Liturgy and Prayer, Diocesan and Parish Administration, Catholic Education and Faith Formation, Lay Apostolate Evangelization, Gospel of Life – Respect Life, Priestly Life and Ministry, Diaconal Life and Ministry

Policy #s
15, 17
Edu 4, 11, 13, 21
Lay 2, 4, 9
Evan 5, 6, 7, 9
Life 3, 13, 33, 42, 45
Priestly life 2, 4

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: To establish a plan for developing new retreats and workshops that facilitate implementation of Synod policies

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Develop list of potential retreat and workshop sponsor departments	Jul-09	Director		
2	Meet with sponsor departments to develop potential retreats and workshops	Nov-09	Director	Sponsor Departments for above referenced policies	
3	Develop plan to build workshops and retreats that will facilitate implementation of Synod policies	Feb-10	Director	Sponsor Departments for above referenced policies	
4	Obtain necessary approvals	Mar-10	Director		

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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Marydale Retreat Center

Synod Document: Liturgy and Prayer Policy # Lit 3

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 Statement: To display Mass times at local churches for Hosted Retreats.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Assemble list of Mass times for local churches	Sep-09	Registrar		
2	Prepatre document and post in chapel	Oct-09	Registrar		
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Marydale Retreat Center

Synod Document: Liturgy and Prayer Policy # Lit 23

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 3 Statement: To display a list of churches and chapels that offer Perpetual Adoration of the Blessed Sacrament.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Obtain List of churches and chapels that offer Perpetual Adoration of the Blessed Sacrament	Jul-09	Registrar		
2	Prepare document for posting	Aug-09	Registrar		
3	Post in chapel	Aug-09	Registrar		
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Marydale Retreat Center

Synod Document: Diocesan and Parish Administration Policy # Admin 19

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 4 Statement: To develop Job Descriptions for staff according to diocesan guidelines.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Obtain Diocesan Guidelines	Jul-09	Business Manager		
2	Develop new job descriptions	Aug-09	Business Manager	Director, Registrar, Food Services, Manager	
3	Collate and edit for consistency	Sep-09	Registrar		
4	Review and approve	Oct-09	Director		
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: MESSENGER

Synod Document: LIT; EDU Policy # 2; 13

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: To continue implementing Year I objective -- develop relationship with Office of Worship so that "education about liturgy" can be featured in Messenger articles

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Meet with director of the Office of Worship to review liturgical calendar for Synod year 07/01/09--06/30/10	8/31/2009	Assistant Editor	Editor	
2	Evaluate quarterly	9/30/09; 12/31/09; 3/31/10; 6/30/10	Assistant Editor	Editor	
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: MESSANGER

Synod Document: DEACON Policy # 70

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 Statement: To continue implementing Year I objective -- deacon-written columns

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Evaluate Year I implementation	7/31/2009	Assistant Editor	Editor	
2	Establish column schedule for Year II	8/31/2009	Assistant Editor	Editor	
3	Evaluate Year II program mid-way	1/31/2010	Editor	Assistant Editor	
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Department of Religious Education

Synod Document: Catholic Education and Faith Formation

Policy # Edu 11

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: To promote and communicate opportunities for Adult Faith Formation occurring within the various parishes and institutions of the Diocese utilizing existing communication tools (e.g. The Messenger, The Observer, Diocesan websites...)

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	The Department of Religious Education and its Advisory Committee will promote and communicate opportunities for Adult Faith Formation occurring within the various parishes and institutions of the Diocese utilizing existing communication tools (e.g. The Messenger, The Observer, Diocesan websites...)	Jun-10	Isaak A. Isaak	Religious Education Advisory Committee	\$\$\$
2	Communication with Parishes to gather information on Adult Faith Formation will be done through Mail, Email, Forms... & other suitable communication means...	Jun-10	Isaak A. Isaak	Religious Education Advisory Committee	\$\$\$
3	The Promotion of Adult Faith Formation will be done through a creation of Media Spot lights on The Department of Religious Education Website, Mailings, Emailing, Observer, Messenger, Parish websites, Parish weekly & Monthly Bulletins...	Jun-10	Isaak A. Isaak	Religious Education Advisory Committee	\$\$\$
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Department of Religious Education Office

Synod Document: Catholic Education and Faith Formation

Policy # Edu 23

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 Statement: To survey pastors, DREs, CREs and Youth Ministers in order to obtain feedback regarding areas of interest/opportunities for professional growth in their apostolates of religious education and formation.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	The Department of Religious Education and its Advisory Committee will survey pastors, DREs, CREs and Youth Ministers in order to obtain feedback regarding areas of interest/opportunities for professional growth in their apostolates of religious education and formation.	Jun-10	Isaak Isaak	The Religious Education Advisory Committee	\$\$\$
2	The Department of Religious Education will gather the survey information from Pastors, DREs, CREs, and Youth Ministers through Email, Mail, Forms...	Jun-10	Isaak Isaak	The Religious Education Advisory Committee	\$\$\$
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**Diocese of Covington
Annual Plan 2009 - 2010**

GOAL DEVELOPMENT ACTION PLAN

Office: Worship

Synod Document: Liturgy and Prayer Policy # 6

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: To update the diocesan guidelines for the celebration of the sacrament of Marriage

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Review existing Diocesan guidelines.	Aug-09	Fr. Maher	Worship Commission	
2	Review existing guidelines of other dioceses.	Aug-09	Fr. Maher	Worship Commission	
3	Review all related church documents issued since the promulgation of current Diocesan guidelines.	Aug-09	Fr. Maher	Worship Commission	
4	Write draft of new guidelines.	Dec-09	Fr. Maher	Worship Commission	
5	Submit draft to the Bishop and Curia staff for review.	Mar-10	Fr. Maher	Worship Commission	
6	Write final draft and present it the Bishop.	May-10	Fr. Maher	Worship Commission	

**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: _____ **Worship**

Synod Document: **Liturgy and Prayer** Policy # **10**

Goal Statement: **The Diocese will implement the Synod Documents of 2006.**

Objective # **1** Statement: **To update the diocesan guidelines for the renovation and building of sacred spaces.**

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Review existing Diocesan guidelines.	Aug-09	Fr. Maher	Worship Commission	
2	Review existing guidelines of other dioceses.	Aug-09	Fr. Maher	Worship Commission	
3	Review all related church documents issued since the promulgation of current Diocesan guidelines.	Aug-09	Fr. Maher	Worship Commission	
4	Write draft of new guidelines.	Dec-09	Fr. Maher	Worship Commission	
5	Submit draft to the Bishop and Curia staff for review.	Mar-10	Fr. Maher	Worship Commission	
6	Write final draft and present it the Bishop.	May-10	Fr. Maher	Worship Commission	

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GOAL DEVELOPMENT ACTION PLAN

Office: Catholic Cemeteries

Synod Document: Diocesan and Parish Administration Policy # 15

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1, 2 Statement: Following the establishment of standards for endowment funds for diocesan and parish cemeteries these standards will be shared with each cemetery and a plan will be developed to increase cemetery endowment to meet the standard.

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	The Director of Cemeteries will meet with pastors and other involved with parish cemetery administration to determine current levels of endowment, sources of annual income and expenses.	31, October 2009	Jack Nienaber	Pastors with Parish Cemeteries	Cost to be absorbed by Diocesan Cemeteriers
2	The Director of Cemeteries will meet with pastors and others involved with parish cemetery administration to share recommended paractices for parish cemetery financial operations.	31, March 2009	Jack Nienaber	Pastors with Parish Cemeteries	Cost to be absorbed by Diocesan Cemeteriers
3	The Director of Cemeteries will meet with pastors and others involved with parish cemetery administration to develop plans to increase the endowments of parish cemeteries.	30, June 2009	Jack Nienaber	Pastors with Parish Cemeteries	Cost to be absorbed by Diocesan Cemeteriers
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Stewardship & Mission Services Office

Synod Document: Lay Apostolate

Policy # Section VI, page 5:

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 To develop a renewal training program for year 2 of the Time, Talent and Treasure Program and year 3 of the parish Offertory Program

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Develop a strategy that encourages more parishes to participate in the Time,	June 30 2009	Director of Stewardship with consulting service from Bannon & Associates	Office Staff	Consulting Fees, printing, postage, travel, office supplies, etc.
2	Review materials and training sessions agendas	Aug-09	Director of Stewardship Office	Office Staff	
3	Develop New Materials & training agendas	September & October 2009	Director of Stewardship	Office Staff	
4	Schedule & conduct Training Sessions at the Parish Level	January 2009 - December 2010	Director of Stewardship Office & Director of Finance		
5	Evaluate Reporting Process				
6					

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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Stewardship & Mission Services Office

Synod Document: Priestly Life and Ministry

Policy # Section XI, p109

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 To implement a major gifts effort for seminarian education

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$	
1	Convene Planning Committee	Dec-08	Director of Stewardship	Bishop, Asst. Director of Seminarians, Vocations	Depends on Format & location	
2	Select location & format	Mar-08	Director of Stewardship	Director, Seminarians. Bishop, Asst. Director of Seminarians, Vocations		
3	Evaluate & Identify Major Gift Prospects	Jul-09	Director of Stewardship	Director, Seminarians. Bishop, Asst. Director of Seminarians, Vocations		
4	Develop invitations, programs, agenda, PR campaign	Sep-09	Director of Stewardship	Director, Seminarians. Bishop, Asst. Director of Seminarians, Vocations		printing, mailing
5	Conduct Event	Oct-09	Director of Stewardship	Director, Seminarians. Bishop, Asst. Director of Seminarians, Vocations		food, AV equipment, etc.
6				Volunteer committee		

**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Pro-Life Commission Office

Synod Document: Gospel of Life/Respect Life Policy # 9

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 1 Statement: To implement chastity education tailored for each age group from the primary grades through college

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Publish and make available to pastors, administrators, educators and parents the established guidelines for chastity education	Jan-10	Karen Riegler Isaac Isaac	Conuttee with members from: Pro-Life Commission, Dept. Of Religious Ed Chastity Committee	TBD
2	Identify curriculum (s) that meets the guidelines for chastity education	Apr-10	Isaac Isaac - Karen Riegler	Dept. Religious Ed/ Catholic Schools	TBD
3	Provide chastity education certification classes for parents and educators	Jul-10	Isaac Isaac	Department of Religious Education/	TBD
4	Provide chastity education programs for adults of diocese, in particular, parents and teachers	Oct-10	Karen Riegler Isaac Isaac	Department of Religious Education/ Dept Catholic Schools Pro-Life Commission	TBD
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**Diocese of Covington
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GOAL DEVELOPMENT ACTION PLAN

Office: Pro-Life Commission Office

Synod Document: Gospel of Life/Respect Life Policy # 43

Goal Statement: The Diocese will implement the Synod Documents of 2006.

Objective # 2 Statement: To continue to provide clergy with regular timely resources intended to foster recognition of the value of human life at every state and in every condition

Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	Implement plan to send identified resources to clergy	Sep-09	Karen Riegler	Pro-Life Commission	TBD
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Synod Document: Gospel of Life – Respect Life

Office: Tribunal

Policy # 43

Goal Statement: The Diocese of Covington will implement the Synod Documents of 2006.

Objective # 1 Statement: To issue an informational booklet (the 2nd in a series of 5) regarding the legal processes established in Canon Law and available through the Tribunal that will assist individuals who desire to re-establish their freedom to marry in the Catholic Church.

Obj. #	Step	Activity	Due No Later than	Person Responsible	Others Responsible	\$\$\$	
1	1	Preliminary Research	8-31-2009	Entire Tribunal Staff		\$100	
	2	Compile Content	10-31-2009	Entire Tribunal Staff			
	3	Draft Booklet Chapter 1 Chapter 2 Chapter 3 Chapter 4	Chapter 1	11-30-2009	Msgr. Enzweiler		
			Chapter 2	12-31-2009	Fr. Barth		
			Chapter 3	1-31-2010	Msgr. Enzweiler		
			Chapter 4	2-28-2010	Fr. Barth		
4	Review and Revise	3-31-2010	Entire Tribunal Staff				
5	Production	4-30-2010	K. Guidugli Sr. M. Walther		\$600		
6	Distribution	6-30-2010	K. Guidugli Sr. M. Walther		\$600		