

Year Four 2011-2012
Diocesan Annual Plan

Goal and Development Action Plans

2011 - 2012

Goal Development Action Plan ~ Year Four 2011 – 2012 Annual Plan

Synod Document: Diocesan & Parish Administration **Policy #** 18

OFFICE: Archives

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

Objective Number: 1 **Statement:** To develop & implement a volunteer program.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Produce a Volunteer Agreement form (including a confidentiality agreement) & Volunteer Guidelines.	Sept. 2011	Tom Ward	Margie Schack	0
	2	Seek, interview, hire & instruct volunteers.	June 2012	Tom Ward	Margie Schack	0
	3					
	4					
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Synod Document: Liturgy & Prayer Policy # 6

OFFICE: Archives

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

Objective Number: 2 Statement: To put Sacramental Certificate forms in digital format.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Have certificates scanned into digital format.	Dec. 2011	Tom Ward	Alice Saner	0
	2	Transfer certificates into Archives hard drive.	Dec. 2011	Tom Ward	Alice Saner	0
	3					
	4					
	5					

Goal Development Action Plan ~ Year Four 2011 – 2012 Annual Plan

Synod Document: Liturgy & Prayer Policy # 6

OFFICE: Archives

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

Objective Number: 3 Statement: To plan for converting the Sacramental Records on microfilm to a digital format.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Check into various services for converting microfilm to digital, including prices.	Dec. 2011	Tom Ward		
	2	Budget for future conversion.	June 2012	Tom Ward		
	3					
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Synod Document: Diocesan and Parish Administration Policy # 15

OFFICE: **Buildings and Property**

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

Objective Number: 1 Statement: To implement Diocesan Building Commission Requirements on all Building and Major Renovation Projects.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Set up initial meeting with parishes, schools and institutions that are planning major capital improvement project to review the Building Commission Guidelines.	On Going	Don Knochelmann		
	2	Schedule quarterly meetings with Diocesan Building Commission to review upcoming projects and discuss issues relating to the Commission Guidelines and procedures.	July 2011	Don Knochelmann		
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Synod Document: Diocesan and Parish Administration Policy # 15

OFFICE: **Buildings and Property**

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

Objective Number: 2 Statement: To develop and implement standards for parish endowment funds

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	This is not a new activity but a continuation of the previous work to assist the parishes in building viable endowment funds.	Throughout the year	Don Knochelman	Jack Neinaber	
	2					
	3					
	4					
	5					

Goal Development Action Plan ~ Year Four 2011 – 2012 Annual Plan

Synod Document: Catholic Education and Faith Formation Policy # EDU 24, EDU 25, EDU 26

OFFICE: Department of Catechesis and Formation

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

Objective Number: 1 Statement: To develop a religion curriculum for young people of high school age based on the Doctrinal Elements of a Curriculum Framework published by the USCCB in 2008.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Form a Curriculum Development Committee appointed by the Bishop to study the USCCB Framework (Dept. of Cat. & Form).	August 2011	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and Theology Dept. Chairs and teachers	\$\$\$
	2	Using the Framework and/or the CCC and other pertinent documents (e.g. GDC, NDC), identify a list of concepts to be taught at the high school level in the diocese (Committee).	November 2011	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and Theology Dept. Chairs, and teachers	\$\$\$
	3	Organize the list of concepts into a curriculum which will govern catechetical instruction, assessment, and textbook alignment/selection as needed (Committee).	March 2012	Isaak A. Isaak	Dept. of Catechesis & Formation Staff , and Theology Dept. Chairs, and teachers	\$\$\$
	4	Submit the proposed curriculum to the Religious Education Advisory Board for review and recommendation to the Bishop for approval (Committee, REAC, Bishop).	August 2012	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and Rel. Ed. Advisory Committee and Bishop	\$\$\$\$

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Synod Document: Catholic Education and Faith Formation Policy # EDU 24, EDU 11

OFFICE: Department of Catechesis and Formation

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

Objective Number: 2 Statement: To create a parish Christian Initiation manual: a handbook of the RCIA process for parish DRE/CREs, RCIA coordinators, and RCIA team members.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Form a contributing and editing committee, appointed by the Bishop, to draft a RCIA manual (Dept. of Cat. & Form).	August 2011	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and RCIA Coordinators	\$\$\$
	2	Study the RCIA process and identify essential elements and best practices (Committee).	November 2011	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and RCIA Coordinators	\$\$\$
	3	Organize essential elements and best practices into a manual draft (Committee).	March 2012	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and RCIA Coordinators	\$\$\$
	4	Submit manual draft to Religious Education Advisory Board for review and recommendation to the Bishop for approval and promulgation (Committee, REAC, Bishop).	August 2012	Isaak A. Isaak	Dept. of Catechesis & Formation Staff and Rel. Ed. Advisory Committee and Bishop	\$\$\$\$

Goal Development Action Plan ~ Year Four 2011 – 2012 Annual Plan

Synod Document: Gospel of Life/Pro Life Policy # 49

OFFICE: Catholic Charities

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

Objective Number: 1 Statement: To implement an information and referral service that allows potential volunteers to select from available opportunities to participate in charitable apostolates within the Diocese of Covington.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Develop an outreach tool to solicit organizations that use volunteers	Sept 30, 2011	Catholic Charities intake & referral staff		NA
	2	Using tool developed above, develop a pool of organizations that use volunteers	January 30, 2012	Catholic Charities intake & referral staff		NA
	3	Vet the list assure appropriateness for Catholic volunteers	March 15, 2012	Catholic Charities intake & referral staff		NA
	4	Market the program to potential volunteers in parishes	May 30, 2010	Catholic Charities marketing staff	Messenger Observer Parish Secretaries	NA
	5	Begin the matching process	June 30 2012	Catholic Charities intake & referral staff	Catholic Charities volunteer coordinator	NA

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

OFFICE: Catholic Charities

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

Objective Number: 2 Statement: To follow up on the results of the 2010-2011 feasibility study for expanding selected human services to Catholic parishioners in Lewis and Mason Counties.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Implement actions based on the needs assessment developed in 2010-2011	June 30, 2012	Executive Director of Catholic Charities	Vicar General	unknown

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

OFFICE: Catholic Charities

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

Objective Number: 3 Statement: To transition plans formulated in 2010-2011 for a center that empowers low income families to become self-sufficient.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Continue to collaborate with a broad community coalition to develop wrap-around services for low income families seeking self sufficiency at the Stewart Ironworks (or similar) site in Covington.	Ongoing through June 2012	Executive Director of Catholic Charities	Catholic Charities Program Leadership Team	unknown

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Synod Document: Parish and Diocesan Administration Policy # 12

OFFICE: Chancery

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

Objective Number: 1 Statement: To refine and finalize the plan, process and timeline for the implementation of the census.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Meet with parish coordinating census teams in Boone County to gather feedback on the process	July 2011	Fr. Ryan Maher & Margie Schack	Boone County Parish Coordinating Teams	0
	2	Download the census data from the Boone County parishes into the central database	July 2011	Alice Saner	Boone County Parish PDS secretaries	0
	3	Update the wording of parish boundaries	Ongoing	Fr. Ryan Maher & Margie Schack	Parish Pastors	0
	4	Contact county planning commissions to request information on residences for the second phase of the census.	September 2011	Fr. Ryan Maher & Margie Schack	Planning Commissions	?
	5	Decide with parishes will conduct their census in 2011-2012	July 2011	Bishop Foys	Fr. Ryan Maher & Margie Schack	0
	6	Adjust the census process used in Boone County to meet the	September	Fr. Ryan	Parishes who will be	0

		needs of the parishes conducting the next phase of the census.	2011	Maher & Margie Schack	conducting next phase of the census	
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Synod Document: Priestly Life and Ministry Policy # 23

OFFICE: Chancery - Vocations

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

Objective Number: 2 Statement: To hold Parish based gatherings for high school and young adults to find out more about vocations in the Church

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Prepare Program	5/1/11	Fr. Greg Bach		0
	2	Contact Parishes	6/1/11	Fr. Greg Bach		0
	3	Contact Religious Orders	6/1/11	Fr. Greg Bach		0
	4	Announcements in Bulletins	2 weeks prior to gathering	Fr. Greg Bach		0
	5	Deliver Supplies, Food and Drinks	Evening of gathering			\$50

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Synod Document: Diaconal Life and Ministry Policy # 26, 27

OFFICE: **Deacon Formation**

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

Objective Number: 1 Statement: To develop and Establish a Vocation Information Committee to provide information to men (and wives) who are inquiring into the life and ministry of Permanent Deacons.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Established a team to work on this project	8/31/11	Dir. of Diaconal Formation	Presidents of Diaconal Assembly and Community	n/a
	2	Establish the goals, objectives, scope of responsibility, and other structural parameters for the Vocation Information Committee	11/31/11	Dir. of Diaconal Formation	Project team	n/a
	3	Obtain approval for the goals, objectives, scope of responsibility, and other structural parameters for the Vocation Information Committee	12/31/11	Dir. of Diaconal Formation	Project team	n/a
	4	Develop charter, policies, and procedures for the Vocation Information Committee and the implementation plan	3/31/12	Dir. of Diaconal Formation	Project team	n/a

	5	Obtain approval for the charter, policies, and procedures for the Vocation Information Committee and the implementation plan	4/30/12	Dir. of Diaconal Formation	Project team	n/a
	6	Establish the Vocation Information Committee according to the approved implementation plan	6/30/12	Dir. of Diaconal Formation	Project team	n/a

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Synod Document: Diocesan and Parish Administration Policy # 9 – bullet point #1

OFFICE: Finance

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

Objective Number: 1 Statement: Disseminate salary range information compiled in Year 3 objective to parishes and institutions.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Determine appropriate format of information to be distributed; i.e. segregation of data based on parish size, geographical location, etc.	Oct 2011	Dale Henson	Debby Dutle, Gene Kuehne	
	2	Determine actual distribution method and whether the data will actually be distributed, or communicated to parishes when they ask for assistance.	Nov 2011	Dale Henson	Debby Dutle, Gene Kuehne	
	3	Distribute information as determined above.	Jan 2012	Dale Henson	Debby Dutle, Gene Kuehne	
	4					
	5					

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Synod Document: Diocesan and Parish Administration Policy # 9 – bullet point #2

OFFICE: Finance

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

Objective Number: 2 Statement: Communicate the Diocesan Finance Council recommendations for potential changes to parish and school accounting systems to the business managers of the Diocese. This is a continuation of a prior year objective.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Obtain and review the recommendations from the Diocesan Finance Council related to the potential change to parish/school accounting systems.	Jul 2011	Dale Henson	Debby Dutle, Gene Kuehne	
	2	Hold a meeting of all Diocesan business managers, pastors and administrators (every parish should have representation) to communicate the results of the survey, the recommendation of the DFC and solicit their direct feedback on a potential change.	Oct 2011	Dale Henson	Debby Dutle, Gene Kuehne	
	3	Communicate the results of the DFC and business manager meetings to Bishop Foys. Make recommendation to Bishop Foys as to whether an accounting system change is warranted and/or justified. This should include a Pro's/Con's analysis.	Dec 2012	Dale Henson	Debby Dutle, Gene Kuehne	
	4	Depending on Bishop Foys' decision: Affirmative – Conversion will be a Year 5 objective, and will occur the following fiscal year (i.e. 2012/2013). Negative – Communicate the decision and rationale to the DFC, business managers & pastors.	Jun 2012	Dale Henson	Debby Dutle, Gene Kuehne	

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Synod Document: Liturgy and Prayer, Diocesan and Parish Administration, Catholic Education and Faith Formation, Lay Apostolate Evangelization, Gospel of Life -- Respect Life Policy # Liturgy 1, 2, 4, 11, 13, 15, 17; Education 4, 11, 13, 21 Lay Ministry 2, 4, 9; Evangelization, 5, 6, 7, 9 Gospel of Life 3, 13, 33, 42, 45

OFFICE: Marydale Retreat Center

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

Objective Number: 1 Statement: To develop and implement one new diocesan-wide retreat to meet areas of spiritual growth that are as yet unaddressed.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Determine which retreat will be developed	9/30/11	Director	Curia Directors	n/a
	2	Develop retreat content, structure, cost, and other organizational parameters	1/31/12	Director	Curia Directors and potentially Parish Pastors	n/a
	3	Distribute retreat outline for review and comment	2/28/12	Director		n/a
	4	Modify retreat content, structure, cost, and other organizational parameters as needed based on comments	3/31/12	Director		n/a

	5	Schedule and implement new retreat	5/31/12	Director	Department Managers	n/a
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Synod Document: Diocesan and Parish Administration Policy # Admin 1, 9, 19

OFFICE: Marydale Retreat Center

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

Objective Number: 2 Statement: To implement a program of Annual Performance Evaluations for all Marydale staff

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Review job descriptions for suitability for performance evaluation process and modify as required	9/30/11	Director	Department Managers	n/a
	2	Convert job descriptions into diocesan performance evaluation forms	12/31/11	Director	Diocesan Human Resources Department	n/a
	3	Develop the Annual Performance Evaluations policies and procedures	3/31/12	Director	Department Managers	n/a
	4	Obtain program approval	4/30/12	Director	Vicar General	n/a
	5	Implement program	6/30/12	Director	Department Managers	n/a

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Synod Document: Education, Life Policy # 13; 14

OFFICE: Messenger

Goal Statement: The diocese will implement the Synod documents of 2006

Objective Number: 1 Statement: To continue to inform readers about Synod implementation

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Create a system, through email, to seek and track information from offices/agencies/ministries about Synod implementation	Activated at least monthly	Assistant Editor	<Text>	<Text>
	2	Prepare and publish news articles and features	Ongoing	Editor	Assistant Editor	<Text>
	3	<Text>	<Text>	<Text>	<Text>	<Text>
	4	<Text>	<Text>	<Text>	<Text>	<Text>
	5	<Text>	<Text>	<Text>	<Text>	<Text>

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Synod Document: Gospel of Life / Respect Life Policy # Life #31

OFFICE: Pro-Life

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

Objective Number: 1 Statement: To assist each diocesan parish in establishing a pro-life team led by a pro-life coordinator to build a culture of life and mobilize the faithful.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Contact pastors at parish where there is not a coordinator, or where coordinator is not active	December 2011	Faye Roch	Pastoral Care Committee (pastoral outreach sub-committee) from Pro-Life Advisory Board	TBD – meeting exp, printing, mailing
	2	Assist pastor to identify parishioner to coordinate pro-life activities	March 2012	Faye Roch	Pastoral Care Committee (pastoral outreach sub-committee) from Pro-Life Advisory Board	Staff time
	3	Orientation for coordinator and team members	June 2012	Faye Roch	Pastoral Care Committee (pastoral outreach sub-committee) from Pro-Life Advisory Board	Staff time
	4	Implement USCCB Pastoral Plan for Pro-Life Activities in all parishes	September 2012	Faye Roch	Pastoral Care Committee (pastoral outreach sub-committee) from Pro-Life Advisory Board	TBD

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

OFFICE: Pro-Life

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

Objective Number: 2 Statement: To develop (phase 1) chastity program for Diocese of Covington. Includes research and gathering of information on an existing chastity program. To implement (phase 2) as available a comprehensive plan for chastity education tailored to each age group for the primary grades through college.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Research and gather information on current existing chastity programs. First scheduled visit to Ruah Woods, Cincinnati. ACCOMPLISHED	November 2009		Clare Ruehl and Karen Riegler	TBD
	2	Meet with Chastity curriculum committee with findings of current existing chastity programs MEET W/ CHASTITY COMMITTEE ABOUT THE FINDINGS OF EXISTING DIOCESAN APPROVED CHASTITY PROGRAMS FOR PARENTS, TEACHERS AND STUDENTS	December 2011	Faye Roch	Chastity curriculum Committee and Faye Roch	TBD
	3	Establish an adult education course on the Church's teaching concerning Human Sexuality and Marriage ready to be taught to adults (educators and parents)	January 2012	Fr Ray Enzweiler	Chastity curriculum Committee and Faye Roch	TBD (printing, mailing, copies ..)
	4	Establish timeline for implementation of adult education course	June 2012 For school of 2012-13	Dept of Religious Education and Dept of Education	Chastity curriculum Committee and Faye Roch	TBD (printing, mailing, copies..)

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Synod Document: Catholic Education and Faith Formation Policy # 10

OFFICE: Department of Catholic Schools

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

Objective Number: 1 Statement: To write guidelines that regulate schools functions and athletic events on Sundays, and special days such as Holy Days and Holy Week.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Establish a committee to write specific guidelines for school Functions and athletic events on Sundays, Holy Days and Holy Week	Jan. 2011	Mike Clines	Dept. of Catholic Schools Staff	
	2	Write the guidelines and establish an approval and implementation process for the 2011 – 2012 school year	Oct. 2011	Mike Clines	Dept. of Catholic Schools Staff, high school principals and athletic directors	
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	4					
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Synod Document: Admin Policy # 14

OFFICE: Stewardship and Mission Services

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

Objective Number: 1 Statement: Revise Policies & Procedures for Charitable Giving to the Diocese

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Review the Policies & Procedures for Charitable Giving document with Stewardship Staff for areas of possible revisions and re-writes.	August and September, 2011	Mike Murray	Pam Ruschman Joan Lecoy Kathy Selby	0
	2	Take the revised draft of the Policies & Procedures for Charitable Giving document and review the revisions with other internal staff for their input and suggestions.	October and November, 2011	Mike Murray	Chancery Office Finance Office	0
	3	Submit the revised draft of the Policies & Procedures for Charitable Giving to Offices of the Curia for their review.	January, 2012	Mike Murray	Curia Staff	0
	4	Gather final input and create final draft of the Policies & Procedures for Charitable Giving for submission to the Bishop's Office.	March, 2012	Mike Murray	Bishop's Staff	0
	5	Post final, approved copy of the Policies & Procedures for Charitable Giving on the Diocesan Website.	July, 2012	Mike Murray	Diocesan Technology Office	0

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Synod Document: EDU 20 Policy # 63

OFFICE: Stewardship and Mission Services

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

Objective Number: 2 Statement: Establish Stewardship Day in the Diocese

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Convene a meeting of the Diocesan Stewardship Committee for the purpose of planning a day of stewardship for the parishes of the Diocese.	January, 2011	Mike Murray	Stewardship Committee	0
	2	Submit an action plan for the proposed event, including a schedule of events for the day and a list of prospective speakers for consideration.	April, 2011	Mike Murray	Stewardship Committee	0
	3	Select a date and location for the event. Also send save-the-date announcements out to the parishes of the Diocese and finalize the list of volunteers who will serve on the planning committee.	June, 2011	Mike Murray	Stewardship Staff and select volunteers	\$100
	4	Confirm speakers/topics, secure sponsors and market the event not only to Diocesan parishes and organizations but other faith-based groups in Cincinnati and Southwest Indiana.	October, 2011	Mike Murray	Stewardship staff and the volunteer event committee.	0
	5	Hold the event at the selected date and location, thereby promoting the concept of stewardship to members of our parish communities and to other faith-based groups.	January, 2012	Mike Murray	Stewardship staff and the volunteer event committee.	\$150

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Synod Document: EDU 20 Policy # 63

OFFICE: Stewardship and Mission Services

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

Objective Number: 3 Statement: Introduce Stewardship program for all Diocesan Schools.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Identify areas of concentration for the proposed stewardship curriculum draft with feedback and approval given from the Office of Catechesis and Formation.	October, 2011	Mike Murray	Stewardship Committee and Catechesis and Formation	\$200
	2	Submit the revised stewardship curriculum draft to the Department of Catholic Schools and the Diocesan Chancery Office for their review and approval.	January, 2012	Mike Murray	Stewardship Committee and Catechesis and Formation	\$100
	3	Introduce the revised stewardship curriculum to Diocesan Parochial Schools for implementation during the 2012-2013 school year.	April, 2012	Mike Murray	Stewardship Committee and Catechesis and Formation	\$200
	4					
	5					

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Synod Document: Lay Apostolate; Diaconal Life; Evangelization; Diocesan & Parish Administration Policy # _____

OFFICE: Tribunal

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

Objective Number: 1 and 2 Statement: Increase the level of cooperation between the Tribunal Office and parish pastors (and their delegates) with respect to the canonical requirements and canonical responsibilities of marriage.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Establish a protocol for Ministers of Marriage (priests and deacons) who come from outside of the Diocese of Covington.	6/30/11	Rev. Msgr. Donald Enzweiler		0
	2	Establish a protocol for Marriage Preparation when it is to occur outside the Diocese of Covington.	6/30/11	Rev. Msgr. Donald Enzweiler		0
	3					
	4					

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Synod Document: Liturgy and Prayer Policy # 6

OFFICE: Worship and Liturgy

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

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

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	This is the completion of an objective from a previous year. Review the first draft.	March 2011	Fr. Maher	Worship Commission	
	2	Meet with the Worship Commission to discuss the first draft.	June 2011	Fr. Maher	Worship Commission	
	3	Make any changes to the draft and prepare final draft.	Sept. 2011	Fr. Maher	Worship Commission	
	4	Present final draft to the Bishop for approval.	Dec. 2011	Fr. Maher	Worship Commission	
	5					