



**Diocese of Covington**

***Year Three 2010 – 2011 Diocesan Annual Plan***

**Rationale Statements**

**Presented by the Diocesan Curia**

**To The**

**Diocesan Deanery Pastoral Councils**

**9 January 2010**

**Howard Hall  
Covington, KY**

DIOCESE OF COVINGTON  
DEANERY PASTORAL COUNCIL  
PLAN REVIEW FORM

Date \_\_\_\_\_

Deanery \_\_\_\_\_

Number of Members \_\_\_\_\_

Number Present \_\_\_\_\_

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Archives**

OBJECTIVE # 1

Policy # 9

Objective Statement: To create an alphabetical electronic database for marriage dispensation records.

Rationale: Such a database will facilitate rapid retrieval of dispensation records when they are requested.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Tom Ward, Archivist.

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DIOCESE OF COVINGTON  
DEANERY PASTORAL COUNCIL  
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GOAL: The Diocese of Covington will implement the Synod Documents of 2006.

Synod Document: Catholic Education and Faith Formation

Diocesan Office: **Catechesis and Faith Formation**

OBJECTIVE # 1

Policy # 17

Objective Statement: To develop ongoing education/formation program for all who minister in marriage preparation programs and marriage enrichment for diocesan married couples.

Rationale: The General Directory of Catechesis states that “the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel, Par. 234.” For this reason, the Office of Catechesis and Formation will make sure that all catechists involved in Ministry are properly trained and formed according to the church Documents.

Person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Isaak Abraham Isaak, Director Office of Catechesis and Faith Formation.

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

Synod Document: Catholic Education and Faith Formation

Diocesan Office: **Catechesis and Faith Formation**

OBJECTIVE # 2

Policy # 24

Objective Statement: To develop policies regarding home – based religious education programs.

Rationale: Because of its newness, Catholic homeschooling is an enigma to many people: pastors, catechetical leaders, and even the homeschooling families themselves as they begin on their way. Many people have called our offices about concerns regarding participation in parish events and reception of the sacraments.

We will offer guidelines as a source for information on Catholic homeschooling in the Diocese and a guide policy for cooperation between parishes and families. The guidelines will contain a clear understanding of the homeschooling ministry, will set forth diocesan policy with regard to sacramental reception, and will indicate a variety of means for building an enriching partnership at every level of Church life.

Person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Isaak Abraham Isaak, Director Office of Catechesis and Faith Formation.

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

Synod Document: Catholic Education and Faith Formation

Diocesan Office: **Catechesis and Faith Formation**

OBJECTIVE # 3

Policy # 17, Evangelization #8

Objective Statement: To provide various training opportunities in Core Competencies, and effective Youth Ministry Strategies for Youth, Young Adult, and Campus Ministers.

Rationale: The General Directory of Catechesis states that “the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel, Par. 234.” For this reason, the Office of Catechesis and Formation will make sure that all catechists involved in Ministry are properly trained and formed according to the church Documents.

Person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Isaak Abraham Isaak, Director Office of Catechesis and Faith Formation.

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

Synod Document: Gospel of Life/Respect Life

Diocesan Office: **Catholic Charities**

OBJECTIVE # 1

Policy # 12

Objective Statement: To transition plans formulated in 2009/10 for a center that empowers low income families to become self-sufficient.

Rationale: In 2008/10 Catholic Charities participated in a regional planning process to develop a center which will provide services to help people who are poor to become self-sufficient. In 2010/11 the task will be to act on recommendations developed in that process in 2009/10.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Bill Jones, Diocesan Director of Catholic Charities.

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

Synod Document: Gospel of Life/Respect Life

Diocesan Office: **Catholic Charities**

OBJECTIVE # 2

Policy # 50

Objective Statement: To strengthen partnerships with targeted parishes to meet the human service needs of vulnerable people.

Rationale: In 2008/09 Catholic Charities began the process of meeting with all diocesan pastors to provide the most current information about the services of Catholic Charities and to offer services that would strengthen the ability of parishes to reach out to the poor. This objective will continue to follow up on progress made in 2009/10 by offering concrete programs to serve the poor using parish volunteers.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Bill Jones, Diocesan Director of Catholic Charities.

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

Synod Document: Gospel of Life/Respect Life

Diocesan Office: **Catholic Charities**

OBJECTIVE # 3

Policy # 161 G

Objective Statement: To complete a feasibility study for expanding selected human services as described in Policy 161G to Catholic parishioners in Lewis and Mason Counties.

Rationale: The people of the diocese outside Boone, Kenton, Campbell and Grant counties have requested that human services be made available to them at a location closer to their homes. We have had specific requests for services in Mason County and believe that Lewis County is proximate enough to partner in receiving services. The plan for the first year is to leverage local services, recruit volunteers with professional backgrounds and to explore creative financing alternatives.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Bill Jones, Diocesan Director of Catholic Charities.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Cemeteries**

OBJECTIVE # 1

Policy # 15

Objective Statement: To develop and implement standards for parish cemetery endowment funds.

Rationale: To insure that the care of cemeteries can be sustained in perpetuity.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Jack Nienaber, Director of Cemeteries Office.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Chancery**

OBJECTIVE # 1

Policy # 12

Objective Statement: To take a census in one county of the Diocese as a pilot.

Rationale: A census will provide accurate data on the location of Catholics, provide data for parish planning, serve as an outreach to fallen away Catholics and lay the groundwork for evangelization.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Margie Schack, Chancellor.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Chancery**

OBJECTIVE # 2

Policy # 19

Objective Statement: To meet yearly with curia support staff as part of staff performance appraisals.

Rationale: Staff evaluations recognize employee skills and articulate areas where growth is needed. Staff evaluations help keep job descriptions current.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Margie Schack, Chancellor.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Chancery**

OBJECTIVE # 3

Policy # 2

Objective Statement: To collate organizational charts from parishes and institutions of the Diocese.

Rationale: Every ecclesial organization is subject to its bishop. Clear chains of command promote accountability while respecting the principle of subsidiarity.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Margie Schack, Chancellor.

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

Synod Document: Priestly Life and Ministry

Diocesan Office: **Chancery**

OBJECTIVE # 4

Policy # 23

Objective Statement: To hold discernment gatherings for young men interested in priesthood.

Rationale: Gathering men together will help them discern their call to priesthood through shared experiences, meeting pastors and hearing pastors' experiences.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Fr. Greg Bach, Vocations Promoter.

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

Synod Document: Diaconal Life and Ministry

Diocesan Office: **Deacon Formation**

OBJECTIVE # 1

Policy # 3, 19, 24

Objective Statement: To implement procedures to ensure the accountability of deacons with regard to annual retreats and continuing education.

Rationale: These procedures are essential to ensuring important aspects of the spiritual growth and educational formation of the deacons.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Msgr. William B. Neuhaus, V.F., Director Deacon Formation.

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

Synod Document: Diaconal Life and Ministry

Diocesan Office: **Deacon Formation**

OBJECTIVE # 2

Policy # 23, 32

Objective Statement: To implement practical ideas, projects, and procedures in order to mentor newly ordained deacons and their families.

Rationale: It is important to develop and implement these ideas, projects, and procedures as soon as possible in order to assist in the new group of deacons being ordained on April 17, 2010.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Msgr. William B. Neuhaus, V.F., Director Deacon Formation.

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

Synod Document: Catholic Education and Faith Formation

Diocesan Office: **Department of Catholic Schools**

OBJECTIVE # 1

Policy # 4

Objective Statement: To direct schools in the creation of an annual plan that provides opportunities for the faith development of the entire school community.

Rationale: The primary function of Catholic Schools is to live, to teach and to share the gospel message of Jesus Christ. It is important that this purpose include the entire learning community, and that an annual plan, as directed by the Department of Catholic Schools, exists for schools to reach out to all of its stakeholders.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Mr. Michael Clines, Superintendent of Schools.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Finance**

OBJECTIVE # 1

Policy # 14, 9

Objective Statement: To distribute the Revised Policy & Procedures (P&P) Manual and instruct parish personnel on usage. This is the second year of a two year objective.

Rationale: Review and update of financial policies is necessary to insure proper safeguarding of parish assets and financial resources.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Dale Henson, Chief Financial Officer.

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DIOCESE OF COVINGTON  
DEANERY PASTORAL COUNCIL  
PLAN REVIEW FORM

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Finance**

OBJECTIVE # 2

Policy # 9 – bullet point #2

Objective Statement: To evaluate the need for a standard parish accounting system.

Rationale: This is necessary in order to achieve efficient financial reporting and operations at the parish level, and will enable the Finance Office to provide better support in the area of accounting systems and software.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Dale Henson, Chief Financial Officer.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Finance**

OBJECTIVE # 3

Policy # 9 – bullet point #1

Objective Statement: To compile salary statistics of key parish positions.

Rationale: This review is necessary in order to determine that there is salary equity among financially similar parishes.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Dale Henson, Chief Financial Officer.

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

Synod Document: 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

Diocesan Office: **Marydale**

OBJECTIVE # 1

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  
Priestly Life 2, 4; Diaconal Life 3

Objective Statement: To proactively assist departments and organizations, chartered with implementing the policies of the Synod, in developing retreats to help achieve their objectives.

Rationale: We believe that the best way to develop new retreats that will help implement the policies of the Synod is to proactively assist the departments and organizations chartered with implementing the policies.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Deacon Paul Yancey, Director Marydale Retreat Center.

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

Synod Document: Liturgy and Prayer, Diocesan and Parish Administration, Catholic Education and Faith Formation, Lay Apostolate Evangelization, Gospel of Life -- Respect Life

Diocesan Office: **Marydale**

OBJECTIVE # 2

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

Objective Statement: To create a plan to build a sense of value for the retreat movement in our diocese, particularly among young adults.

Rationale: Over the years, the perceived value of a personal retreat has diminished in our diocese, particularly among the young. We believe that we need to build a visible connection between a personal retreat and our spiritual growth.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Deacon Paul Yancey, Director Marydale Retreat Center.

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

Synod Document: Diocesan and Parish Administration

Diocesan Office: **Marydale**

OBJECTIVE # 3

Policy # 2

Objective Statement: To create an organization chart of Marydale staff that shows clear lines of responsibility and accountability.

Rationale: This is the next logical step in improving our infrastructure, relative to Diocesan policies and guidelines.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Deacon Paul Yancey, Director Marydale Retreat Center.

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

Synod Document: Catholic Education and Faith Formation

Diocesan Office: **Messenger**

OBJECTIVE # 1

Policy # 13 (para. 35, 40, 41); #15 (para. 15)

Objective Statement: To utilize the resources of Catholic News Service (specifically the “Faith Alive!” series) to support adult faith development.

Rationale: The “Faith Alive!” feature provided by the Catholic News Service is a valuable resource for adult faith development. Providing it regularly through the diocesan newspaper is convenient and cost-effective.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Tim Fitzgerald (Editor) or Laura Keener (Assistant Editor).

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

Synod Document: Gospel of Life/Respect Life

Diocesan Office: **Pro-Life Office**

OBJECTIVE # 1

Policy # 31

Objective 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.

Rationale: In its Mission Statement, the Pro-Life Commission of the diocese incorporates the following purpose: “We the Pro-Life Commission of the Roman Catholic Diocese of Covington guided by our Bishop to promote the sanctity of human life from conception to natural death through: prayer, pastoral care, public policy, and education.” We have chosen to introduce this objective, not only because it is congruent with and will lead to the Synod Policy #31, but also because it is consistent with the vision established by the commission in 2005.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Kathleen Kiely, Director Pro-Life Office.

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

Synod Document: Gospel of Life/Respect Life

Diocesan Office: **Pro-Life Office**

OBJECTIVE # 2

Policy # 9

Objective Statement: To develop (phase one) chastity program for Diocese of Covington includes research and gathering of information on an existing chastity program.

Rationale: It was determined during the course of the synod’s “Gospel of Life/Pro-Life” committee process, that the level of chastity education offered in the past by a limited number of dedicated volunteers was inadequate to meet the need in schools and that those volunteers were discouraged by the lack of institutional support. In addition, educational programs provided by non-Catholic organizations were determined not to meet the need of the Catholic Schools. Gospel of Life/Pro-Life policy #9, which includes the following: “the Diocese of Covington shall establish a program in chastity education, tailored for each age group from the primary grades through college,” provides direct incentive for accomplishing this objective.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Kathleen Kiely, Director Pro-Life Office.

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Synod Document: Diocesan and Parish Administration

Diocesan Office: **Stewardship & Missions Services**

OBJECTIVE # 1

Policy # 9 & 10

Objective Statement: To revise the expectations and responsibilities of the Diocesan Stewardship Committee.

Rationale: There is a need to convene a series of round table discussions with the Stewardship Committee to identify strengths, weaknesses, challenges and obstacles as it relates to stewardship promotion. These discussions will suggest specific strategies for the Stewardship Office to undertake and determine the resources that would be needed to adequately support the promotional process. The duties of the Stewardship Committee should be reviewed and revised and this will be accomplished with the input from the current committee.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Michael Murray, Director of Stewardship and Missions Services.

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Synod Document: Diocesan and Parish Administration

Diocesan Office: **Stewardship & Missions Services**

OBJECTIVE # 2

Policy # 14

Objective Statement: To develop a marketing plan for deferred giving opportunities to the Diocese.

Rationale: There is a need to identify and promote deferred giving opportunities in our Diocese. The planned giving advisory group with the Stewardship Director would draft strategies to promote deferred Diocesan giving to allied professionals, estate planning professional and financial advisors in our faith community.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Michael Murray, Director of Stewardship and Missions Services.

# Affirm \_\_\_\_\_ # Do not Affirm \_\_\_\_\_ # Abstain \_\_\_\_\_

Comments:

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DIOCESE OF COVINGTON  
DEANERY PASTORAL COUNCIL  
PLAN REVIEW FORM

Date \_\_\_\_\_

Deanery \_\_\_\_\_

Number of Members \_\_\_\_\_

Number Present \_\_\_\_\_

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

Synod Document: Lay Apostolate; Diaconal Life; Evangelization

Diocesan Office: **Tribunal**

OBJECTIVE # 1

Policy # 11; 63; 3 respectively

Objective 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.

Rationale: 1. An increasing number of people are getting divorced and remarried. 2. Divorced and remarried Catholics desire access to the sacraments and remarried non-Catholics desire entrance into the Catholic Church. 3. Increasing demands for Tribunal resources increase the time it takes to complete required processes. 4. The length of time it takes to complete required processes is experienced by many as a burden. 5. Making clear and accurate written information available to interested petitioners, providing written answers to frequently asked questions, listing requirements and explaining options...will ease frustrations caused by misinformation, promote greater understanding of a complex process and alleviate some of the need for immediate assistance by Tribunal staff who can then complete the processes required by Church law more efficiently. (This objective was delayed during Year Two).

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Rev. Monsignor Don Enzweiler, Judicial Vicar, Director Tribunal Office.

# Affirm \_\_\_\_\_ # Do not Affirm \_\_\_\_\_ # Abstain \_\_\_\_\_

Comments:

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DIOCESE OF COVINGTON  
DEANERY PASTORAL COUNCIL  
PLAN REVIEW FORM

Date \_\_\_\_\_

Deanery \_\_\_\_\_

Number of Members \_\_\_\_\_

Number Present \_\_\_\_\_

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

Synod Document: Liturgy and Prayer

Diocesan Office: **Worship and Liturgy**

OBJECTIVE # 1

Policy # 6

Objective Statement: To update and revise the Diocesan guidelines for the celebration of the Mass of Christian burial.

Rationale: The current guidelines have not been updated since 1984. It is important to update these guidelines.

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Fr. Ryan Maher, Director of Worship and Liturgy.

# Affirm \_\_\_\_\_ # Do not Affirm \_\_\_\_\_ # Abstain \_\_\_\_\_

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DIOCESE OF COVINGTON  
DEANERY PASTORAL COUNCIL  
PLAN REVIEW FORM

Date \_\_\_\_\_

Deanery \_\_\_\_\_

Number of Members \_\_\_\_\_

Number Present \_\_\_\_\_

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

Synod Document: Liturgy and Prayer

Diocesan Office: **Worship and Liturgy**

OBJECTIVE # 2

Policy # 6

Objective Statement: To create a draft outline of new Diocesan guidelines based on the existing Directives for Building, Renovating or Redecorating Places of Worship.

Rationale: It is important to revise the current Diocesan guidelines in light of recent Church documents such as "Built of Living Stones" (USCCB).

The person who will be presenting at the January Convocation, Saturday, January 9, 2010 is Fr. Ryan Maher, Director of Worship and Liturgy.

# Affirm \_\_\_\_\_ # Do not Affirm \_\_\_\_\_ # Abstain \_\_\_\_\_

Comments:

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