



Year Three 2010 – 2011

Diocesan Annual Plan

Goal Development Action Plans

2010 - 2011

Goal Development Action Plan ~ Year Three 2010 – 2011 Annual Plan

Synod Document: Diocesan and Parish Administration Policy # 9

OFFICE: Archives

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

Objective Number: 1 Statement: Create standard business practices for Archives and record keeping.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	To create an alphabetical electronic database for marriage dispensation records.	June 2011	Tom Ward	Volunteers for data entry	0
	2					
	3					
	4					

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Synod Document: Catholic Education and Faith Formation Policy # 17

OFFICE: Catechesis and Formation

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

Objective Number: 1 Statement: To develop an ongoing education and formation program for all who minister in marriage preparation programs and marriage enrichment for Diocesan married couples.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Establish Conference Leadership Committee: Catechesis and Formation Advisory Committee, LMAS, EE, NFP, and others...	Jul 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	2	Brainstorm themes and topics on Church teaching and marriage from the perspective of minister formation	Sept 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	3	Brainstorm themes and topics on Church teaching and marriage from the perspective of married couples.	Nov 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	4	Plan initial conference and set a consistent schedule/dates for future conferences.	Jan 2011	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	5	Conduct first conference.	June 2011	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0

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Synod Document: Catholic Education and Faith Formation Policy # 24

OFFICE: Catechesis and Formation

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

Objective Number: 2 Statement: To develop policies regarding home-based religious education programs.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Research the role of the teaching Church regarding home-based religious education.	July 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	2	Educate parishes and schools concerning the role of parents as primary educators of their children.	Sept 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	3	Define home-schooling and its place in the Church.	Nov 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	4	Draft a Diocesan policy related to home catechesis and sacramental preparation.	June 2011	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0

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Synod Document: Catholic Education and Faith Formation Policy # 24 & Evangelization 8

OFFICE: Catechesis and Formation

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

Objective Number: 3 Statement: To provide various training opportunities in Core Competencies, effective Youth Ministry Strategies for youth, young adults and campus ministers.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Establish a well-balanced program of study that will include courses in scripture, doctrine, church history, moral theology, and liturgical/sacramental theology, pastoral ministry, prayer, and youth culture. . .	July 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	2	Work with the Office of Catechesis and Formation Advisory Committee, and Youth, Young Adult Campus Ministers to establish a teaching faculty.	Sept 2011	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	3	Develop list of concepts/skills in Technology that would assist Youth, Young Adult and Campus Ministers in their ministry with young people.	Nov 2010	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	4	Identify potential instructors for the technology course and select one.	Jan 2011	Isaak A. Isaak Jamie Schroeder	Catechesis and Formation Advisory Committee and CLC	0
	5	Identify a location suitable for teaching a technology course.	June 2011	Isaak A. Isaak Jamie Schroeder		

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

OFFICE: Catholic Charities

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

Objective Number: 1 Statement: To transition plans formulated in 2009/10 for a center that empowers low income families to become self-sufficient.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Continue to attend meetings and collaborate with a broad community coalition to develop wrap-around services for low income families seeking self-sufficiency at the Stewart Ironworks site in Covington.	Ongoing thru June 2011	Bill Jones	Catholic Charities Program Leadership Team	0
	2					
	3					
	4					
	5					

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

OFFICE: Catholic Charities

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

Objective Number: 2 Statement: To strengthen partnerships with targeted parishes to meet the human service needs of vulnerable people.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Continue listening sessions with individual Diocesan pastors (with a goal of 25 completed visits).	June 2011	Bill Jones		0
	2	Pursue development of an inner city mission project clearing house at Catholic Charities.	June 2011	Bill Jones	Msgr. Due	0
	3	Develop materials appropriate to implement the Circles of Support parish-based volunteer mentoring program (to enhance self-sufficiency in low income families served by Catholic Charities and other agencies).	Dec 2010	Catholic Charities Staff	Bill Jones	0
	4	Develop a funding mechanism to support a lay parish volunteer coordinator.	Mar 2011	Catholic Charities Staff	Bill Jones	0
	5	Seek approval from Bishop Foys for staffing pursuant to funding plan.	June 2011	Bill Jones	Msgr. Due	0

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Synod Document: Gospel of Life/Respect Life Policy # 161g

OFFICE: Catholic Charities

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

Objective Number: 3 Statement: To complete a feasibility study for expanding selected human services as described in Policy 161g to Catholic parishioners in Lewis and Mason Counties.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Meet with Catholic leaders in Lewis and Mason Counties to discern their need for services and their commitment to support services.	Sept 2010	Bill Jones	Msgr. Due	0
	2	Survey existing local services in Lewis and Mason Counties which could be of assistance to the Catholic population, match needs with available services and discern gaps.	Nov 2010	Catholic Charities I&R Staff	Bill Jones & Program Leadership Team	0
	3	Develop a proposal including a list of potential service opportunities and funding strategies.	Jan 2011	Bill Jones	Msgr. Due	0
	4	Meet with Catholic leaders in Lewis and Mason Counties to share information and gain commitments.	Mar 2011	Bill Jones	Msgr. Due	0
	5	Develop proposal to submit to Bishop Foys.	June 2011	Bill Jones	Msgr. Due	0

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Synod Document: Diocesan and Parish Administration Policy # 15

OFFICE: Cemeteries

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

Objective Number: 1 Statement: To develop and implement standards for parish cemetery endowment funds in order to insure the future care of the cemeteries.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Meet with the pastors of the three larger parish cemeteries to discuss the standards and develop a plan for implementation which would be feasible throughout the Diocese.	Sept. 2010	Jack Neinaber	Pastors of parishes with cemeteries	0
	2	Refine the implementation plan for review.	Dec. 2010	Jack Neinaber	Pastors of parishes with cemeteries	
	3	Meet with each pastor and assist in developing a specific plan for each parish.	June 2011	Jack Neinaber	Pastors of parishes with cemeteries	

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Synod Document: Diocesan and Parish Administration Policy # 12

OFFICE: Chancery

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

Objective Number: 1 Statement: To take a census in one county of the Diocese as a pilot.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Meet with the priests and provide them with instructions regarding the census	May 2010	Census Oversight Committee	Sister Suzanne Donovan, SC	0
	2	Train parish committees.	June 2010	Sister Suzanne Donovan, SC	Census Oversight Committee	
	3	Put IT system in place for data collection	July 2010	IT Person	Census Oversight Committee	
	4	Develop census materials.	Aug 2010	Census Oversight Committee	Parish Committees and Pastors	
	5	Train census takers.	Sept. 2010	Sister Suzanne Donovan, SC	Census Oversight Committee	

	6	Divide parishes into segments.	Seppt 2010	Parish Committees and Pastors	Census Oversight Committee	
	7	Prepare communication material for the press.	Oct. 17 & 24 2010	Parish Census Takers		
	8	Take the census.	June 2011	Census Oversight Committee	Parish Committees	
	9	Process the data gathered (Diocesan & non-Diocesan).	Oct. 17 & 24 2010	Census Oversight Committee	Parish Committees	

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Synod Document: Diocesan and Parish Administration Policy # 19

OFFICE: Chancery

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

Objective Number: 2 Statement: To meet yearly with curia support staff as part of staff performance appraisals.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Meet with curia support staff of each office to discuss office procedures and job descriptions.	June 2011	Vicars General	Curia Staff	0
	2	Include curia support staff input in director performance evaluations.	June 2011	Vicars General	Office Directors	
	3	Make adjustments to job descriptions as needed.	July 2011	Vicars General	Curia Staff	

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Synod Document: Diocesan and Parish Administration Policy # 2

OFFICE: Chancery

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

Objective Number: 3 Statement: To collate organizational charts from parishes and institutions of the Diocese.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Contact those parishes and institutions who have not yet submitted an organizational chart.	Oct 2010	Chancery	Curia Staff	Postage
	2	Share the organizational charts with those curia offices who need the information.	Dec 2010	Chancery	Office Directors	

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Synod Document: Priestly Life and Ministry Policy # 23

OFFICE: Chancery

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

Objective Number: 4 Statement: To hold discernment gatherings for young men interested in priesthood.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
4	1	Determine which pastors would be willing to host a gathering and which parish locations would be most advantageous.	Aug 2010	Fr. Greg Bach	Pastors	
	2	Schedule three gatherings in the fall of 2010 and 3 in the spring of 2011.	Aug 2010	Fr. Greg Bach	Pastors	
	3	Develop a format for the gatherings that includes prayer, meal, reflection by the pastor of the host parish, and group discussion.	Oct 2010	Fr. Greg Bach	Pastors	
	4	Begin the gatherings.	Oct 2010	Fr. Greg Bach	Pastors	

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Synod Document: Diaconal Life and Ministry Policy # 3,19,24

OFFICE: Deacon Formation

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

Objective Number: 1 Statement: To implement procedures to ensure the accountability of deacons with regard to annual retreats and continuing education.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Contact Deacon Assembly.	July 2010	President of Community of Deacons and Deacon Assembly	None.	0
	2	Schedule and conduct procedure development meetings.	Aug 2010	“	Educ. Subcommittee and Spiritual Life, Synod Committee	0
	3	Draft procedures.	Oct 2010	“	Synod Committee	0
	4	Review with committee and revise as necessary.	Nov 2010	“	Synod Committee	0
	5	Obtain approvals.	Dec 2010	“	Director of Deacons and Deacon Assembly	0

	6	Implement approved procedures.	Jan 2011	“	Community of Deacons and Deacon Assmebly	0
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Synod Document: Diaconal Life and Ministry Policy # 23, 32

OFFICE: Deacon Formation

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

Objective Number: 2 Statement: To develop practical ideas, project, and procedures in order to mentor newly ordained deacons and their families.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Form a committee to work on this objective.	July 2010	President of Community of Deacons and Deacon Assembly	Committee Members	0
	2	Search for programs in place in other dioceses.	Aug 2010	“	Committee Members	0
	3	Conduct presentations to committee.	Oct 2010	“	Committee Members	0
	4	Interview newly ordained deacons about their experiences.	Nov 2010	“	Committee Members & newly ordained deacons	0
	5	Develop practical ideas, projects, and procedures.	Dec 2010	“	Committee Members	0

	6	Draft documents.	Oct 2010	“	Committee Members	0
	7	Review documents with committee and revise.	Nov 2010	“	Committee Members	0
	8	Obtain approvals.	Dec 2010	“	Director of Deacons and lay ministry	0

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Synod Document: Catholic Education and Faith Formation Policy # 4

OFFICE: Department of Catholic Schools

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

Objective Number: 1 Statement: To direct schools in the creation of an annual plan that provides opportunities for the faith development of the entire school community.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Establish a committee to develop guidelines.	Oct 2010	Mike Clines		0
	2	Develop guidelines.	Jan 2011	Mike Clines	Committee Members	0
	3	Create process to implement guidelines in each school.	March 2011	Mike Clines	Committee Members and Depart. of Catholic Schools	0
	4	Collect and review the annual plan submitted by each school	Aug 2011	Mike Clines	Depart. of Catholic Schools Staff	0

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Synod Document: Diocesan and Parish Administration Policy # 9 & 14

OFFICE: Finance

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

Objective Number: 1 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.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	P&P are revised and written according to work product of the P&P Committee formed during last years' objective.	Oct 2009	Dale Henson	Debby Dutle, Gene Kuehne, P&B Committee	0
	2	Revised P&P document is reviewed with Diocesan Business Managers and Diocesan Finance Council for review and feedback.	Mar 2011	Dale Henson	Debby Dutle, Gene Kuehne, P&B Committee	
	3	Changes made based on feedback from Diocesan Business Managers and Diocesan Finance Council.	May 2011	Dale Henson	Debby Dutle, Gene Kuehne, P&B Committee	
	4	Final document is distributed. There will be one bound edition created for each parish. Additionally, there will be an electronic version posted on the Finance page of the Diocesan website.	June 2011	Dale Henson	Debby Dutle, Gene Kuehne, P&B Committee	

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

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Distribute a survey to all parishes that will provide at least the following information: Name of accounting software (if one is in use), satisfaction rating (1-5), list best 3 things about this software, and list worst 3 things about this software.	Dec 2010	Dale Henson	Debby Dutle & Gene Kuehne	0
	2	Compile the results of the survey in an easily understood format that will be conducive to effective review/analysis.	Mar 2011	Dale Henson	Debby Dutle, Gene Kuehne, P&B Committee	
	3	Review/evaluate results of survey to determine if there is any current system in place that would satisfy the needs of most parishes.	April 2011	Dale Henson	Debby Dutle & Gene Kuehne	
	4	Prepare report of findings to determine if a change to a standardized accounting system is justified from an economic feasibility standpoint to be presented to the Finance Council for review/feedback.	May 2011	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, Priestly Life and Ministry, Diaconal Life and Ministry

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

OFFICE: Marydale

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

Objective Number: 1 Statement: To proactively assist departments and organizations, chartered with implementing the policies of the Synod, in developing retreats to help achieve their objectives.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Interview sponsoring Curia departments and organizations to determine their readiness to develop retreats intended to help achieve their Synod objectives.	Oct 2010	Marydale Director	Department heads of sponsoring curia departments and diocesan organizations	0
	2	Prioritize needs and create development schedule.	Dec 2010	Marydale Director	Department heads of sponsoring curia departments and diocesan organizations	
	3	Assist in the departments and organizations in the development of the retreats.	June 2011	Marydale Director	Department heads of sponsoring curia departments and diocesan organizations	
	4	Integrate the new retreats with the Marydale Master schedule.	June 2011	Marydale Director	Department heads of sponsoring curia departments and diocesan organizations	

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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; Edu 4, 11, 13, 21 Lay Ministry 2, 4, 9; Evangelization, 5, 6, 7, 9 Gospel of Life 3, 13, 33, 42, 45

OFFICE: Marydale

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

Objective Number: 2 Statement: To create a plan to build a sense of value for the retreat movement in our diocese, particularly among young adults.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Create list of people to interview.	Aug 2010	Marydale Director		0
	2	Schedule and conduct interviews.	Nov 2010	Marydale Director	Interviewees	
	3	Analyze results of interviews.	Dec 2010	Marydale Director		
	4	Create initial plan.	Jan 2011	Marydale Director		
	5	Review plan with superiors and revise as necessary.	March 2011	Marydale Director	Vicar General of Pastoral Services	

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Synod Document: Diocesan and Parish Administration Policy # 2

OFFICE: Marydale

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

Objective Number: 3 Statement: To create an organization chart of Marydale staff that shows clear lines of responsibility and accountability.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
3	1	Create an organizational chart.	Dec 2010	Marydale Director	Registrar	0

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Synod Document: Catholic Education and Faith Formation Policy # #13 (para. 35, 40, 41); #15 (para. 46)

OFFICE: Messenger

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

Objective Number: 1 Statement: To utilize the resources of Catholic News Service (specifically the “Faith Alive!” series) to support adult faith development

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Contact the CNS business office to confirm price and order.	July 2010	Tim Fitzgerald		250 – 300 per month
	2	Construct “Faith Alive!” publication schedule.	July 2010	Laura Keener		
	3	Implement “Faith Alive!” series.	Sept 2010	Laura Keener	Tim Fitzgerald	
	4	Will monitor the implementation and evaluate the usefulness of the “Faith Alive!” series.	Mar 2011	Tim Fitzgerald	Laura Keener	

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Synod Document: Gospel of Life/Respect Life Policy # 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	Provide Pro-Life coordinators a process for establishing a Pro-Life team in their parish.	July 2010	Kathleen Kiely	Pastoral Outreach committee from Pro-Life Commission	TBD
	2	Meet with parish coordinators and/or pastors to review and help implement the USCCB Pastoral Plan.	Aug 2010	Kathleen Kiely	Pastoral Outreach committee from Pro-Life Commission	
	3	Create an accurate database of Pro-Life coordinators.	June 2011	Kathleen Kiely	Pastoral Outreach committee from Pro-Life Commission	
	4	Promote and open line of communication between Pro-Life coordinators and the Pro-Life office (newsletter, website, emails, pulpit and bulleting announcements).	June 2011	Kathleen Kiely	Pastoral Outreach committee from Pro-Life Commission	
	5	Will continue to keep parish pro-life teams active through communication, education and development.	June 2011 Ongoing	Kathleen Kiely	Pastoral Outreach committee from Pro-Life Commission	

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

OFFICE: Pro-Life

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

Objective Number: 2 Statement: To develop (phase one) chastity program for Diocese of Covington includes research and gathering of information on an existing chastity program..

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.	July 2010	Kathleen Kiely	Clare Ruehl and Karen Riegler	TBD
	2	Meet with Chastity curriculum committee with findings of current existing chastity programs.	Aug 2010	Kathleen Kiely	Chastity curriculum Committee and Kathleen Kiely	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).	June 2011	Fr. Ray Enzweiler	Chastity curriculum Committee and Kathleen Kiely	TBD
	4	Establish timeline for implementation of adult education course.	June 2011	Office of Catechesis and Formation, Depart. of Cath. Schools	Chastity curriculum Committee and Kathleen Kiely	TBD

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Synod Document: Diocesan and Parish Administration Policy # 9 and 10

OFFICE: Stewardship and Mission

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

Objective Number: 1 Statement: To revise the expectations and responsibilities of the Diocesan Stewardship Committee.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	The Stewardship Director will convene a series of round table discussion groups with the current Stewardship committee to identify strengths, weaknesses, challenges and obstacles as it relates to stewardship promotion.	July 2010	Director of Stewardship & Mission	Chair of Stewardship Committee	0
	2	The outcome from these discussions will be used to suggest specific strategies for the Stewardship Office to undertake, and also will determine the resources that would be needed to adequately support the promotional process.	Sept 2010	Director of Stewardship & Mission	Chair of Stewardship Committee	0
	3	With the results of these activities in-hand, the Stewardship Office and Stewardship committee would use the data to implement the suggested strategies.	Dec 2010	Director of Stewardship & Mission	Chair of Stewardship Committee	0

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Synod Document: Diocesan and Parish Administration Policy # 14

OFFICE: Stewardship and Mission

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

Objective Number: 2 Statement: To develop a marketing plan for deferred giving opportunities to the Diocese.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	The Stewardship Director will meet with the planned giving advisory group to identify ways to promote deferred giving opportunities in our Diocese.	July 2010	Director of Stewardship & Mission	Planned Giving Committee	0
	2	The outcome of this meeting would be used to draft strategies to promote deferred Diocesan giving by allied professionals, estate planning professional and financial advisors in our faith community.	Sept 2010	Director of Stewardship & Mission	Planned Giving Committee	0
	3	These materials would be made available for the above professionals to use.	Dec 2010	Director of Stewardship & Mission	Planned Giving Committee	0

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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 and revise the Diocesan guidelines for the celebration of the Mass of Christian Burial.

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
1	1	Review existing guidelines.	Aug 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	2	Review guidelines of other Dioceses.	Aug 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	3	Review all Church documents issued since the promulgation of current Diocesan guidelines.	Aug 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	4	Write draft of new guidelines	Dec 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	5	Present final draft and present it to the Bishop.	May 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0

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

Obj. #	Step	Activity	Due No Later Than	Person Responsible	Others Responsible	\$\$\$
2	1	Review existing guidelines.	Aug 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	2	Review guidelines of other Dioceses.	Aug 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	3	Review all Church documents issued since the promulgation of current Diocesan guidelines.	Aug 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	4	Write draft of new guidelines.	Dec 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0
	5	Present final draft and present it to the Bishop.	May 2010	Fr. Maher	Fr. Schomaker and Worship Commission	0