



## DIocese OF METUCHEN DEPARTMENTAL PASTORAL PLANS

### Office

### *Office of the Diaconate*

### Mission Statement

*The Office of the Diaconate assists the Bishop of Metuchen in the implementation of the processes and procedures identified in the National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States. The office supports the community of ordained deacons and their wives. It also focuses its efforts to enlist a new group of devout and competent men into the diaconal ministry of the Church. The office extends its effort in the recruitment, selection, and training of such men who through prayer and discernment have recognized their calling to the clerical state.*

### Vision Statement

*The Office of the Diaconate has in place the training and education required for deacon's to assume the full responsibilities for parish administration. All of the norms that have been identified in the "National Directory for the Formation, Ministry, and Life of Permanent Deacons in the United States" are fully implemented in the Diocese of Metuchen. The Office of the Diaconate places deacons in all of the active parishes of the Diocese of Metuchen. The Office of the Diaconate successfully recruits deacons to provide project support to office initiatives.*

### Three-Year Goals

- 1 To fully implement the norms of the "National Directory for the Formation, Ministry, and Life of the Permanent Deacons in the United States".**
- 2 Begin recruiting effort to staff the Office of the Diaconate with an additional deacon responsible for overseeing post-ordination formation. (Budget Permitting)**
- 3 Develop and implement education and training programs that will allow deacons to become parish coordinators.**
- 4 Begin discussions with pastors who currently do not have assigned deacons and develop the necessary relationships to have deacons considered for those parishes.**
- 5 Continue to support the dialog meetings for all of the Hispanic Deacons of the diocese.**

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to “Embrace Unity in our Diversity”.**

## One Year Objectives

**Goal 1: To fully implement the norms of the “National Directory for the Formation, Ministry, and Life of the Permanent Deacons in the United States”.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Approve Course curriculum at the Immaculate Conception Seminary	Deacon Sam Costantino and Deacon Patrick Cline	July 31, 2011
2	Plan and develop the appropriate formation workshops.	Deacon Sam Costantino and Deacon Patrick Cline	Sep 30, 2011
3	Plan Rite of Candidacy for Class of 2015	Deacon Sam Costantino and Terry Gertz	Sep 30, 2012

**Goal 2: Begin recruiting effort to staff the Office of the Diaconate with an additional deacon responsible for overseeing post-ordination formation. (Budget Permitting)**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Develop the job description for the position.	Deacon Sam Costantino and Terry Gertz	Sep 30, 2011
2	Determine stipend amount for budgeting.	Deacon Sam Costantino	Mar 31, 2012
3	Publicize position to diaconate community.	Terry Gertz	June 30, 2012
4	Interview and select candidate.	Deacon Sam Costantino	July 1, 2012

**Goal 3: Develop and implement education and training programs that will allow deacons to become parish coordinators.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Explore Parish Administration courses from academia.	Deacon Sam Costantino and Deacon Patrick Cline	Oct 31, 2011
2	Evaluate course offerings and expense.	Deacon Sam Costantino and Deacon Patrick Cline	Feb 28, 2012

**Goal 4: Begin discussions with pastors who currently do not have assigned deacons and develop the necessary relationships to have deacons considered for those parishes.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Determine the number of parishes without deacons.	Terry Gertz	Apr 30, 2012
2	Assign where possible newly ordained deacons (2012) to target parishes.	Assoc. Director Class of 2012	May 31, 2012

**Goal 5: Continue to support the dialog meetings for all of the Hispanic Deacons of the diocese.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Determine the number of meetings to be held.	Deacon Sam Costantino & Office of Hispanic Ministry	Oct 31, 2011
2	Assist in planning the agenda for scheduled meetings.	Deacon Sam Costantino & Office of Hispanic Ministry	As needed based on step 1 of this goal





## DIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

**Office**

*Office of Hospital Chaplaincy*

**Mission Statement**

*To be developed by Director of Hospital Chaplaincy*

**Vision Statement**

*To be developed by Director of Hospital Chaplaincy*

### Three-Year Goals

**1** To be developed by Director of Hospital Chaplaincy by April 26, 2010.

**2**

**3**

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to “Embrace Unity in our Diversity”.**

# One Year Objectives

## Goal 1:

Objective	Person Responsible	Date Due
1		
2		
3		
4		
5		

## Goal 2:

Objective	Person Responsible	Date Due
1		
2		
3		
4		
5		

## Goal 3:

Objective	Person Responsible	Date Due
1		
2		
3		
4		
5		



## DIocese OF METUCHEN DEPARTMENTAL PASTORAL PLANS

### Office

*Office of Ministry to Priests*

### Mission Statement

*Office of Ministry to Priests exists to help priests of the Diocese of Metuchen to rediscover the great gift of their priesthood and the great asset that they are to each other in that rediscovery.*

### Vision Statement

*The Office of Ministry to Priests will continue to keep lines of communications open among the Presbyterate and make resources available to them to help with their ministry and care of self.*

### Three-Year Goals

- 1 Increase Opportunities for Priests to Gather together.**
- 2 Continue to build lines of communication among the Presbyterate.**

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to “Embrace Unity in our Diversity”.**

## One Year Objectives

### Goal 1: Increase Opportunities for Priests to Gather together.

	Objective	Person Responsible	Date Due
1	Plan and implement an annual Gathering of Priests.	Rev. Msgr. Joe Curry	Yearly
2	Identify four pastors through out the Diocese to open their rectories on a monthly basis to priests.	Rev. Msgr. Joe Curry	June 30, 2012

### Goal 2: Continue to build lines of communication among the Presbyterate.

	Objective	Person Responsible	Date Due
1	Re-instate a newsletter among the presbyterate.	Rev. Msgr. Joe Curry	June 30, 2012
2	Work with the Committee for the Continuing Education of Priests to coordinate activities.	Rev. Msgr. Joe Curry	June 30, 2012



## UDIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

### Office

*Office for Priest Personnel*

### Mission Statement

*The Office of Priest Personnel collaborates with the Bishop of the Diocese of Metuchen in the assignment of the priests in the Diocese of Metuchen for the mission of the Church. The office also provides resources to assist our priests with the necessary competencies to do so.*

### Vision Statement

*The Office of Priest Personnel collaborates with the Ordinary of the diocese to ensure the bonds of the Presbyterate are strengthened to serve the people of God. The Office facilitates ongoing collaboration with the various offices of the diocese including but not limited to the Department of Worship and Liturgical Formation, Department of Diocesan Planning, Evangelization, Office of Family Life Ministry, Office of Finance, Department of Education, and Office of Respect for Life.*

### Three-Year Goals

- 1 Evaluate the effectiveness of, and make recommendations about, the existing mentoring program for new pastors and administrators. (Synod Norm 3)**
- 2 Assist the Bishop in developing programs to cultivate the twelve competencies of priests as found in recent documents of the Holy See and the National Conference of Catholic Bishops, and thereby assist the Vicar General in the implementation of Synod Norm 7.**

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to “Embrace Unity in our Diversity”.**

## One Year Objectives

**Goal 1: Evaluate the effectiveness of, and make recommendations about, the existing mentoring program for new pastors and administrators. (Synod Norm 3)**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Identify priests who would be suitable to become peer mentors.	Rev. Msgr. Edward Puleo	June 30, 2011
2	Develop a peer mentoring program for newly-appointed Administrators and Pastors.	Rev. Msgr. Edward Puleo	June 30, 2011
3	Continue to develop a peer mentoring plan for newly ordained priests.	Rev. Msgr. Edward Puleo	Sep 30, 2011
4	Help international priests develop the skills and confidence needed for effective ministry in our Diocese through cultural awareness and sensitivity programs.	Rev. Msgr. Edward Puleo / Very Rev. Bruno Ugliano, OSB	June 30, 2011

**Goal 2: Assist the Bishop in developing programs to cultivate the twelve competencies of priests as found in recent documents of the Holy See and the National Conference of Catholic Bishops, and thereby assist the Vicar General in the implementation of Synod Norm 7.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Sponsor workshop on “Witnessing and Promoting the Gospel of Life and all Catholic Social Teaching”	Rev. Msgr. Edward Puleo/Continuing Ed/ Formation Committee	Mar 31, 2012
2	Sponsor workshop on “Exercising Prudence, Dialogue, and Collaboration while Maintaining Proper Priestly Persona”	Rev. Msgr. Edward Puleo/Continuing Ed/ Formation Committee	June 30, 2012
3	Amend Policy Manual for Priests to include the Twelve Competencies	Rev. Msgr. Edward Puleo	June 30, 2012



## DIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

### Office

*Office of Prison Ministry*

### Mission Statement

*The Office of Prison Ministry functions as a reflection of the Church's social justice teaching, particularly as it applies to the criminal justice system. The office serves as a resource for parishes and the faithful by providing information and ministry opportunities for clergy and laity in correctional institutions within the borders of the diocese. The Director of Prison Ministry serves as the direct representative of the Bishop, as well as the Catholic Church's presence to the incarcerated and to those who work in the various institutions. The office insures the availability of Mass and the Sacraments, bible study, personal formation and counsel. It also acts as a liaison to the families of the incarcerated and counsel.*

### Vision Statement

*To stand beneath the Cross of Jesus, the abandoned one, the suffering one, with Mary, bringing consolation and presence to Him, in the form of the incarcerated.*

### Three-Year Goals

- 1 To develop more ministry to Hispanic inmates, in cooperation with the Office for Hispanic Ministry.**
- 2 To develop a mentoring program for inmates.**

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to "Embrace Unity in our Diversity".**

## One Year Objectives

### Goal 1: To develop more ministry to Hispanic inmates, in cooperation with the Office for Hispanic Ministry.

	Objective	Person Responsible	Date Due
1	Add masses in Spanish – 3 per week in different locations.	Director of Prison Ministry	June 30, 2011
2	Add 4 Bible Studies in Spanish.	Director of Prison Ministry	June 30, 2011

### Goal 2: To develop a mentoring program for inmates.

#### Year 1

	Objective	Person Responsible	Date Due
1	Develop a Catholic mentoring program based on existing models.	Director of Prison Ministry	June 30, 2011

#### Year 2

	Objective	Person Responsible	Date Due
1	Identify 2 mentors.	Director of Prison Ministry	June 30, 2012
2	Train mentors.	Director of Prison Ministry	June 30, 2012
3	Match mentors over a period of months.	Director of Prison Ministry	June 30, 2012
4	Supervise and evaluate mentors.	Director of Prison Ministry	June 30, 2012



## DIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

### Office

*Office for Religious*

### Mission Statement

*The Office for Religious links the Bishop of the Diocese of Metuchen to its members of Consecrated Life living and/or ministering in the Diocese. Its mission is primarily one of service: service to the Bishop when acting as his representative; service to the members of Consecrated Life; service to the Diocese by supporting, in whatever ways possible, the vocation to Consecrated Life.*

### Vision Statement

*The Office for Religious is the center where the Religious of the Diocese and their Major Superiors are certain of service and support in matters and issues unique to them. It assures them a vehicle where their voice, needs, and concerns are heard and communicated to the Bishop and also to those who affect their respective ministries.*

### Three-Year Goals

- 1 To help the Religious of the Diocese to communicate with the Delegate for Religious to better understand their ministries, to show support, and to learn how the Office for Religious could be of further service.**
- 2 To promote Consecrated Life and to grasp every opportunity to bring it to the forefront.**
- 3 To discover further ways to nourish and enrich the spiritual life of those in Consecrated Life.**
- 4 To maintain a connection between the Office of Religious and the Priests of the Diocese.**

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to “Embrace Unity in our Diversity”.**

## One Year Objectives

**Goal 1: To help the Religious of the Diocese to communicate with the Delegate for Religious to better understand their ministries, to show support, and to learn how the Office for Religious could be of further service.**

	Objective	Person Responsible	Date Due
1	To continue to make a concerted effort to visit at least one local Community or place of mission each month where Religious serve in the Diocese.	Sr. Ascenza Tizzano	Monthly
2	To continue to make a concerted effort, at least quarterly, to respond to invitations to visit local convents, to attend anniversaries, and other events of Sisters/Brothers when the invitation is extended and/or when the Religious of the Diocese are involved.	Sr. Ascenza Tizzano	Quarterly
3	To communicate, whenever apprised, with the local Community through a phone call, visit, or mass card when a member of a local community dies or is ill.	Sr. Ascenza Tizzano	Varies
4	To send an annual newsletter to the local communities highlighting the significant happenings of the year that relate to the Religious of the Diocese.	Sr. Ascenza Tizzano	June 30, 2011
5	To prepare bi-lingual worship aids when celebrating Evening Prayer for Consecrated Life at the Cathedral, in order to more fully embrace all participants.	Sr. Ascenza Tizzano	Feb 28, 2012

**Goal 2: To promote Consecrated Life and to grasp every opportunity to bring it to the forefront.**

	Objective	Person Responsible	Date Due
1	To continue to make greater use of The Catholic Spirit to advertise events that involve Consecrated Life by placing the following in <b>Diocesan Events</b> and an article preceding or following the event.  <b>Events:</b> World Day for Consecrated Life, Major Superiors' Meeting, Days of Prayer (Advent & Lent).	Sr. Ascenza Tizzano	Before/ after scheduled event.

**Goal 3: To discover further ways to nourish and enrich the spiritual life of those in Consecrated Life.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	To continue to provide well-planned Days of Prayer during seasons of Advent and Lent.	Sr. Ascenza Tizzano	Seasonally
2	To continue to apprise the Sisters/Brothers of workshops, retreats, and other programs that come to the attention of this Office whenever the information is received by respective Office. (Communicate by means of website and/or email.)	Sr. Ascenza Tizzano	Varies
3	To poll the priests of the Diocese asking if they are willing to place their name on a list to be circulated to the Religious of the Diocese confirming their availability for Spiritual Direction and for the Sacrament of Reconciliation for the Religious in the Diocese.	Sr. Ascenza Tizzano	June 30, 2011

**Goal 4: To maintain a connection between the Office of Religious and the Priests of the Diocese.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Each September when the current annual statistics of Religious are available, send a communication to the priests of the Diocese. This communication will include current statistics and other relevant information that would be of interest to them regarding Consecrated Life.	Sr. Ascenza Tizzano	Sep 30, 2011
2	Circulate résumés of Religious seeking employment to Pastors whenever they are received by the Office of Religious.	Sr. Ascenza Tizzano	Varies





## DIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

### Office

*Office of Vocations*

### Mission Statement

*The Office of Vocations prayerfully promotes awareness initiatives and programs to the parishes, priests and seminarians of the Diocese in furtherance of seeking out and supporting individuals that are being called to the Ministerial Priesthood of Jesus Christ.*

### Vision Statement

*The Office of Vocations seeks to promote a culture of awareness of God's unique and individual call to His people in the Diocese of Metuchen. Collaborating with other diocesan efforts we provide the parish priests and catechetical leaders, who know their parishioners best, an effective structure in which the people of God may recognize His vocational plan. Further, we provide spiritual, intellectual, pastoral and human formation for the education of seminarians to the ministerial priesthood.*

### Three-Year Goals

- 1 Create a board of advisors to review existing programs. (Synod Norm 8)
- 2 Improve our diocesan programs to evangelize and identify Rutgers University students whom God may be calling to the diocesan priesthood.
- 3 Promote collaborative efforts between other diocesan offices and departments.
- 4 Improve communication between the Office of Vocations and Diocesan Clergy.
- 5 Improve our work with foreign-born seminarians.

**\* Note: The highlighted Goals & Objectives support the Diocesan effort to “Embrace Unity in our Diversity”.**

## One Year Objectives

### Goal 1: Create a board of advisors to review existing programs. (Synod Norm 8)

Objective	Person Responsible	Date Due

### Goal 2: Improve our diocesan programs to evangelize and identify Rutgers University students whom God may be calling to the diocesan priesthood.

Objective	Person Responsible	Date Due
1 Identify clergy, religious personnel, and lay ministers that attended the University to witness to vocations at Rutgers.	Rev. Keith Cervine	Oct 31, 2010

### Goal 3: Promote collaborative efforts between other diocesan offices and departments.

Objective	Person Responsible	Date Due
1 Meet with the Director of the Office of Family Life to identify individuals & couples who may assist in vocational talks and develop a better understanding of the practices of the office in helping individuals who are called to the Vocation of Marriage.	Rev. Keith Cervine	Aug 31, 2011
2 Attend Diocesan Youth Events as they occur such as Diocesan Youth Day, NJ Youth Rally.	Rev. Keith Cervine	June 30, 2011
3 Develop a stronger relationship with Diocesan High Schools by attending events and being visible outside of vocation talk days.	Rev. Keith Cervine	Dec 31, 2011

**Goal 4: Improve communication between the Office of Vocations and Diocesan Clergy.**

Objective	Person Responsible	Date Due
1 Follow-up meetings with clergy about the booklet “Lend your own voice to Christ” which was distributed to all clergy in November 2010.	Rev. Msgr. Randy Vashon	Jan 31, 2012

**Goal 5: Improve our work with foreign-born seminarians.**

Objective	Person Responsible	Date Due
1 Translate our office website into Spanish.	Rev. Keith Cervine	Jun 30, 2012
2 Develop a survey or tool to measure the effectiveness of our programs in assisting, supporting and forming current seminarians from Colombia.	Rev. Keith Cervine	Aug 31, 2011
3 Collaborate with other diocesan vocation directors to understand new difficulties in immigration law and formation of Spanish-speaking seminarians.	Rev. Keith Cervine	Oct 31, 2011