



DMIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

Office

Office of Child & Youth Protection

Mission Statement

Office of Child and Youth Protection assists the Bishop of Metuchen with the obligation to create and maintain safe environment for children and young people throughout our diocesan community.

Vision Statement

Office of Child and Youth Protection in collaboration with all child related ministries within the Diocese of Metuchen fosters a pledge of commitment from all involved to do all that is humanly possible to protect our children and youth from harm.

Three-Year Goals

- 1 Complete implementation of ParishSoft Safe Environment Program Manager in all parishes and schools.
- 2 Complete Integration of all School Employee backgrounds conducted by NJ Department of Education, Criminal History Review Unit and additional data into ParishSoft Safe Environment Program Manager.

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

One Year Objectives

Goal 1: Complete implementation of ParishSoft Safe Environment Program Manager in all parishes and schools.

	Objective	Person Responsible	Date Due
1	Set up and conduct informational meetings.	Larry Nagle IS Department	Dec 31, 2010
2	Schedule training for staff and volunteers.	Larry Nagle	Dec 31, 2010
3	Contact with pastors, principals and staff of uncooperative locations.	Larry Nagle	Dec 31, 2010
4	Schedule additional meetings if necessary.	Larry Nagle	Dec 31, 2010
5	Schedule additional trainings if necessary.	Larry Nagle	Dec 31, 2010
6	Follow-up with pastors, principals and staff.	Larry Nagle	Dec 31, 2010

Goal 2: Complete Integration of all School Employee backgrounds conducted by NJ Department of Education, Criminal History Review Unit and additional data into ParishSoft Safe Environment Program Manager.

	Objective	Person Responsible	Date Due
1	Meet with Diocesan Superintendent of Schools and Director of Human Resources	Larry Nagle	Dec 31, 2010
2	Set up informational meeting with Principals.	Larry Nagle	Dec 31, 2010
3	Schedule training if necessary	Larry Nagle	Dec 31, 2010
4	Follow-up with Director of Human Resources, principals to ensure participation and quality services	Larry Nagle	Dec 31, 2010



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Office

Office of Communications and Public Relations

Mission Statement

The Office of Communications serves the Bishop by advancing his vision of the Diocese, promoting the ministries, programs, and activities of the Diocese to all its publics through the Catholic Spirit, the official newspaper of the diocese and other media. The Communications Office collaborates with and provides support to diocesan offices, parishes and schools, and its director serves as the spokesperson for the diocese.

Vision Statement

The Office of Communications promotes a positive image of the Diocese of Metuchen utilizing print, especially the Catholic Spirit, the diocesan newspaper, electronic and social media. It informs and educates Catholics, especially new parishioners, about the work of Diocese, its offices and ministries. It provides ways to evangelize to inactive Catholics as well as non-Catholics.

Three-Year Goals

- 1 To utilize print, electronic and social media to communicate to parishioners, especially new and inactive parishioners, the services and programs offered by the Diocese.**
- 2 To utilize print and electronic communication tools to highlight the ways and means by which Catholic faith is lived within the Diocese of Metuchen.**
- 3 To promote awareness of Catholic agencies as well as secular organizations and programs that provide social justice services.**
- 4 To promote and publicize cultural diversity programs in the diocese.**

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

One Year Objectives

Goal 1: To utilize print, electronic and social media to communicate to parishioners, especially new and inactive parishioners, the services and programs offered by the Diocese.

	Objective	Person Responsible	Date Due
1	Post three podcasts from the diocese, its clergy and lay-leaders on the diocesan website.	Joanne Ward	June 30, 2012
2	Over the course of the year, sign up 600 subscribers to the diocese's e-newsletter.	Joanne Ward	June 30, 2012
3	Keep main page of the diocesan website updated.	Jangie Lin	June 30, 2012
4	Create Facebook page for the diocese.	Joanne Ward	June 30, 2012
5	Publish 26 copies of <i>The Catholic Spirit</i> .	Joanne Ward	June 30, 2012
6	Live stream 3 diocesan events/Masses.	Joanne Ward	Jan 30, 2012
7	On website provide links to blogs written by diocesan clergy or lay leadership.	Joanne Ward	Jan 30, 2012

Goal 2: To utilize print and electronic communication tools to highlight the ways and means by which Catholic faith is lived within the Diocese of Metuchen.

	Objective	Person Responsible	Date Due
1	In 6 issues of <i>The Catholic Spirit</i> include a profile of someone living out their faith.	Joanne Ward	June 30, 2012
2	Publish a supplement on senior citizens focusing on how they live their faith.	Joanne Ward	Jan 30, 2012
3	Submit three stories of faith from <i>The Catholic Spirit</i> to the secular press.	Erin Friedlander	June 30, 2012

Goal 3: To promote awareness of Catholic agencies as well as secular organizations and programs that provide social justice services.

	Objective	Person Responsible	Date Due
1	Publicize the appointment of the Social Justice Director in the secular press, on radio as well as News12NJ and NJN television stations.	Joanne Ward	June 30, 2012
2	Together with Social Justice Director conduct an audit of all social justice services currently provided or planned for the diocese.	Joanne Ward	June 30, 2012
3	Publish 6 stories on social justice programs in <i>The Catholic Spirit</i> .	Joanne Ward	June 30, 2012

Goal 4: To promote and publicize cultural diversity programs in the diocese.

	Objective	Person Responsible	Date Due
1	Publish stories in <i>The Catholic Spirit</i> on special ethnic Masses.	Joanne Ward	June 30, 2012
2	Publish profiles of two diocesan multi-cultural apostolates in <i>The Catholic Spirit</i> .	Joanne Ward	May 31, 2012
3	Publish story on Korean community.	Joanne Ward	June 30, 2012
4	Include information about multi-cultural apostolates on diocesan website.	Joanne Ward	June 30, 2012



DIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

Office

Office of Internal Audit

Mission Statement

The Internal Audit department assists the Bishop of Metuchen in his role as administrator of the temporal goods of the Diocese by providing independent, objective assurance and advisory services designed to add value and improve the Diocese's operations and governance.

Vision Statement

The Internal Audit department assists the Diocese of Metuchen's Chancery operations, parishes and schools accomplish their objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Three-Year Goals

- 1 Develop Risk Assessment model and implement 3 year Audit Plan.**
- 2 Promote a greater organizational understanding of the role and purpose of Internal Audit.**
- 3 Promote a greater organizational understanding of the need for and use of Internal Controls.**
- 4 Promote a commonality in parish financial statement preparation and presentation.**
- 5 Ensure the Bishop and Audit Committee of the Council for Financial Affairs are informed of critical issues & concerns in a timely manner.**
- 6 Foster an environment that allows individuals to question practices, policies, & procedures and raise concerns.**
- 7 Ensure Technology is used effectively to streamline reporting processes.**

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

One Year Objectives

Goal 1: Develop Risk Assessment model and implement 3 year Audit Plan.

	Objective	Person Responsible	Date Due
1	Establish 3 Year Audit Plan.	Marie Zissler	July 1, 2011
2	Conduct audits included in Year 1 of Audit Plan.	Entire Staff of Internal Audit	Throughout the year
3	Assess Risk Assessment model for revisions that may be needed.	Marie Zissler	July 1, 2011
4	Revise Audit Plan for Years 2 and 3.	Marie Zissler	Dec 31, 2011

Goal 2: Promote a greater organizational understanding of the role and purpose of Internal Audit.

	Objective	Person Responsible	Date Due
1	Offer presentation to Diocesan offices, parishes & schools to define role of Internal Audit.	Entire Staff of Internal Audit	July 1, 2011
2	Publish newsletter to promote Best Practices to highlight advisory services of Internal Audit.	Entire Staff of Internal Audit	Quarterly
3	Coordinate audit activities with those of Human Resources and Insurance Risk audits.	Entire Staff of Internal Audit	Ongoing

Goal 3: Promote a greater organizational understanding of the need for and use of Internal Controls.

	Objective	Person Responsible	Date Due
1	Coordinate training sessions to discuss optimal and mitigating Internal Control structures.	Entire Staff of Internal Audit	Quarterly
2	Develop and document revisions to the Finance portion of the Administrative Policies & Procedures manual to emphasize Internal Controls.	Entire Staff of Internal Audit	July 1, 2011
3	Revise Internal Control Questionnaire utilized for Parish, School and Cemetery audits.	Entire Staff of Internal Audit	July 1, 2011

Goal 4: Promote a commonality in parish financial statement preparation and presentation.

	Objective	Person Responsible	Date Due
1	Develop and present a training workshop for Parish Business Managers and Bookkeepers to enhance their usage of QuickBooks.	Entire Staff of Internal Audit	Dec 31, 2011
2	Prepare and distribute a topical newsletter to provide payroll, tax and financial reporting updates.	Entire Staff of Internal Audit	Ongoing
3	Coordinate efforts with the Office of Finance analyzing the Annual Financial Report.	Entire Staff of Internal Audit	Dec 31, 2011

Goal 5: Ensure the Bishop and Audit Committee of the Council for Financial Affairs are informed of critical issues & concerns in a timely manner.

	Objective	Person Responsible	Date Due
1	Monitor the Issue Tracking mechanism.	Marie Zissler	Throughout the year
2	Develop format for RAC (Report to Audit Committee).	Marie Zissler	July 1, 2011
3	Consolidate findings for quarterly Report to Audit Committee.	Marie Zissler	Quarterly

Goal 6: Foster an environment that allows individuals to question practices, policies and procedures, and raise concerns.

	Objective	Person Responsible	Date Due
1	Implement a mechanism for diocesan staff to identify a concern to audit staff.	Entire Staff of Internal Audit	Dec 31, 2011

Goal 7: Ensure Technology is used effectively to streamline reporting processes.

	Objective	Person Responsible	Date Due
1	Implement Audit Software package.	Marie Zissler Kathleen Henry	June 30, 2011
2	Assist in efforts to phase all parishes and schools onto QuickBooks for financial reporting.	Marie Zissler	June 30, 2011