



DIOCESE OF METUCHEN DEPARTMENTAL VISION STATEMENTS

ADMINISTRATIVE SERVICES

Office of Cemeteries

The Office of Cemeteries in addition to the Corporal Works of Mercy of burying the dead provides families with spiritual and grief support during and after their time of need. The Office of Cemeteries also assists our clergy by offering them assistance in areas of need in the committal process of the Rite of Christian Burial.

Office of Finance

The Office of Finance continues to foster an environment of financial stability of all entities within the Diocese meeting both current and future need.

Office of Human Resources

The Office of Human Resources fosters and encourages work environments that make the Diocese of Metuchen, its parishes and schools a model employer. We serve clergy and lay employees throughout the diocese by providing effective leadership, professional expertise and quality consultation that respects organizational and individual rights under canon and civil law.

Office of Information Systems

The Office of Information Systems supports all ministries, schools and parishes' technologies to foster an environment which enables the Diocese, as a whole, to deliver its mission.

Office of Insurance

Through the broad level of interaction and communication between the insurance department and all levels of the diocese, diocesan interests related to insurance are better served and protected against exposure to insurance risk.

Office of Property & Facilities Management

Property & Facilities Management maintains open lines of communication with all schools, parishes and diocesan offices working to assist planning events and programs at the Diocesan Center. We develop relationships with all priests within the diocese for smooth transitions into parishes along with assisting them with consultation, on all renovations, construction and maintenance issues.

BISHOP

Office of Worship & Episcopal Ceremonies

The Office of Worship and Episcopal Ceremonies promotes, fosters and supports prayerful worship throughout the Diocese of Metuchen both by celebrating vibrant liturgies and forming our ministers and people in excellent and uniform liturgical standards in accordance with the documents and traditions of the Church.

CHANCELLOR

Office of the Chancellor

The Office of the Chancellor allows love, grace, charisms and charity to flourish within the Diocese of Metuchen by sustaining the discipline and order created in the Church by universal law and diocesan policy. The Office of the Chancellor assists in the education of clergy and lay leadership about these laws and policies to enable the gathered community of Christian faithful to carry out its mission in the world.

CLERGY & RELIGIOUS PERSONNEL

Office of the Diaconate

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.

Office of Hospital Chaplaincy

To be developed by Director of Hospital Chaplaincy.

Office of Ministry to Priests

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.

Office for Priest Personnel

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.

Office of Prison Ministry

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.

Office for Religious

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.

Office of Vocations

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.

DIOCESAN PLANNING

Office of Pastoral Planning

The Office of Pastoral Planning fosters a collaborative culture of pastoral planning within the Diocese of Metuchen, assisting both diocesan and parish ministries to discern mission, goals, and objectives, developing pastoral plans which fully implement the norms of the First Synod of the Diocese of Metuchen. The Office of Pastoral Planning promotes collaboration among parishes to develop new parish structures, joint ministries, new models of staffing, shared leadership, and cohesive deanery structures that reflect a vision of the universal Church.

EDUCATION

Campus Ministry Apostolate - The Catholic Center at Rutgers

The Catholic Center is a vibrant community of young men and women of faith who have come to an experience of initial conversion to Christ and his Church. Mentored by peers who have been formed in the faith our paradigm of relational evangelization continues to attract and connect new students to Catholic life on campus. A culture of discernment is integral to the ministry seeking to open students to seriously ponder how to be open to God's will for their lives. All activities whether spiritual, social or service in their focus are viewed as moments of evangelization. As our programs grow and develop we continue to look for the practical means to support the work of campus ministry particularly through growing participation by alumni in the Catholic Center Alumni Association.

Office of Pontifical Mission Societies (PMS)

That all Catholics understand and live their baptismal promise to be missionary so that the world will be one in Christ. That they support and pray for those who, in our name, proclaim Christ to the nations.

Office of Schools

The Office of Schools believes that the children are the church of tomorrow. It is our moral imperative to provide a strong foundation in both Catholic faith formation and academic excellence. We collaborate with the entire adult community as we actively participate in the formation of our students. Through shared governance, our schools utilize the expertise and creativity of our stakeholders as they address the need to maintain financially stable schools through sound fiscal policy, marketing and advancement. Our children as 'the church of tomorrow' are empowered spiritual, social and financial leaders, who have a profound impact on our global world.

FORMATION & LEADERSHIP

Office for Catechesis

The Office for Catechesis strives to make lifelong faith formation the central axis of catechesis in all parishes of the Diocese of Metuchen by providing all people, at every age and stage of life, opportunities to experience God's love and conversion of heart through a growing knowledge of Jesus and the Gospel message. The Office endeavors to raise up, train and nourish parish leaders and catechists who teach and echo the faith, who build up the life of the worshiping community, and lead others to commit themselves to living our Christian values in everyday life, according to age and ability. The Office for Catechesis commits itself to close collaboration with pastors and parish communities to fulfill its vision.

Office of Evangelization

That every parish be set on fire by the love of God and become a center of evangelization.

- *This fire is ignited by the encounter with Christ which leads to conversion and personal commitment of one's life to Him and His Church.*
- *Commitment to Christ, discipleship, is to be stoked by sound spiritual, intellectual, moral, communal and apostolic teaching and mentoring.*
- *The fire is set ablaze through active cooperation with the Spirit who impels the disciple outward to proclaim the Kingdom of God to all people.*

Office of Parish Leadership Formation

The Office of Parish Leadership Formation is rooted in and promotes the reality of a renewed and transformative ministry of the Baptized, received from and nourished by the Spirit. It recognizes the gifts of committed lay ecclesial ministers who are professionally educated, formed and empowered to respond to various needs in the contemporary Church and are supported for on-going collaboration in pastoral ministry.

Office of RCIA (Rite of Christian Initiation of Adults)

The RCIA Office fosters the development of teams in the parishes of the Diocese, assisting them to utilize the four periods of the Catechumenate process and the various rituals as provided in the Rite, to proclaim the message of Jesus, teach his truth and extend his love to all those seeking full reception into the Catholic Church. The RCIA Office promotes the collaborative effort of the entire parish community in the initiation of those seeking full reception in the Catholic Church, helping parishes to create opportunities of disciple apprenticeship for those seeking Sacraments of Initiation. The RCIA Office encourages collaboration and support among the RCIA parish teams of the Diocese of Metuchen in order to create various ways of sharing RCIA resources and networking with each other.

Office of Youth & Young Adult Ministry

Youth & Young Adult ministries become integral parts of a parish or school through ministers creating and maintaining comprehensive youth and young adult ministry programs. Ministers are actively involved in professional development and ongoing faith formation. Deaneries work collaboratively offering a variety of faith experiences that empower young people to live as Disciples of Christ. As a result, young people who are faith-filled transform their communities by living out the Gospel values.

PASTORAL LIFE

Office of Family Life

The Office of Family Life empowers families to accept and embrace Catholic values by courageously modeling those values for society by the joyful acceptance of cultural diversities, the compassionate outpouring of love for those who are hurting or in need and the ongoing affirmation of the dignity of all human life.

Office of Hispanic Ministry

The Office of Hispanic Ministry fosters the integration of Hispanics/Latinos into the full life of Catholic parish communities, accompanying them toward participation as equals in pastoral leadership at the service of the whole parish. The leaders are formed to work in collaboration with the non-Hispanic groups of the parish. The Hispanic Catholics are aided in building a Gospel community which, while diverse, forms a unified tapestry.

Office for Multi-Cultural Ministries

The Office for Multi-Cultural Ministries helps people of different ethnicities, cultures and tongues to remain connected to their Catholic roots by facilitating spiritual and pastoral care in a religious environment that is familiar to them. It also fosters among all Catholics a spirit of greater collaboration in living out the Catholic faith by promoting a greater respect and understanding for each others' ethnic, cultural and linguistic differences.

Office of Respect for Life

The Office of Respect for Life empowers all people of good will in the Diocese of Metuchen to serve as advocates for life, recognizing that human life is a precious gift from God, which must be protected and nurtured at all stages and in every condition.

SOCIAL SERVICES

Office of Catholic Charities, Diocese of Metuchen

To be a vibrant, dynamic agency dedicated to helping all individuals and families reach full potential while advocating for a more just and compassionate society.

STEWARDSHIP & DEVELOPMENT

Office of Development

The Office of Development ensures that the vital ministries of the Diocese of Metuchen receive the financial support and human resources necessary to grow and thrive.

Office of Stewardship

This Office promotes Stewardship through on-going education, motivation and invitation, and by providing practical support and tools to assist the clergy and laity as they invite active stewardship in the local parish church through the sharing of time, talent and financial resources.

TRIBUNAL

Office of the Tribunal

The Tribunal, in compliance with canon law, offers a diligent, dedicated and compassionate ministry to all who approach it with petitions to examine the validity of their marriages. The Tribunal's Staff, in a professional, dignified, and fair manner, is dedicated to study the facts and circumstances of the cases so as to be equitable to both parties.

VICAR GENERAL

Office of Child & Youth Protection

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.

Office of Communications & Public Relations

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.

Office of Internal Audit

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.