



## DIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

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### Office

*Office of the Chancellor*

### Mission Statement

*The Office of the Chancellor assists the Bishop of Metuchen by promoting greater understanding of and applying universal and diocesan Church law and policy.*

### Vision Statement

*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.*

### Three-Year Goals

- 1 The Diocese and parishes are to establish systems that will help educate laity about diocesan policies and procedures (Synod Norm 51) and The Diocese is to review how pastors learn about diocesan policies and procedures, and is to explore how they can better communicate them to their parishioners. (Synod Norm 52)**
- 2 The Office of the Chancellor will promote greater awareness of universal law and diocesan policies. (Pastoral Priority – Embracing Unity in Our Diversity)**
- 3 The Office of the Chancellor will oversee and organize the diocesan inquiry into the life, virtues and the reputation of holiness for the Cause of Beatification and Canonization of Maria Esperanza Medrano de Bianchini.**

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

## One Year Objectives

**Goal 1: The Diocese and parishes are to establish systems that will help educate laity about diocesan policies and procedures (Synod Norm 51) and The Diocese is to review how pastors learn about diocesan policies and procedures, and is to explore how they can better communicate them to their parishioners. (Synod Norm 52)**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	The Office of the Chancellor will conduct a training workshop for diocesan staff on the SOP for updating and communicating diocesan policies and procedures.	Chancery Staff	Sep 30, 2011
2	The Office of the Chancellor will meet with diocesan Executive Directors and Directors to make sure that the best means of communication are being utilized to communicate policies and procedures relevant to each ministry.	Lori Albanese	Dec 1, 2011
3	The Office of the Chancellor will review the SOP for efficacy at regular intervals.	Lori Albanese	Ongoing

**Goal 2: The Office of the Chancellor will promote greater awareness of universal law and diocesan policies. (Pastoral Priority – Embracing Unity in Our Diversity)**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Research canon law relevant to personal/national parishes.	Lori Albanese	Aug 31, 2011
2	Develop draft copy of a canonical and pastoral resource guide for parishes to transition from personal/national parishes to territorial parishes (to be used as an internal document by the Diocese of Metuchen).	Lori Albanese	Sep 30, 2011
3	Distribute draft copy of resource guide to Bishop, Vicar General, Executive Director of the Department of Diocesan Planning, and other interested parties to be determined.	Susan Kovach	Oct 7, 2011
4	Incorporate changes to resource guide as necessary.	Lori Albanese	Nov. 11, 2011
5	Produce final resource guide for future use by the Diocese of Metuchen.	Lori Albanese	Nov. 23, 2011

**Goal 3: The Office of the Chancellor will oversee and organize the diocesan inquiry into the life, virtues and the reputation of holiness for the Cause of Beatification and Canonization of Maria Esperanza Medrano de Bianchini.**

	<b>Objective</b>	<b>Person Responsible</b>	<b>Date Due</b>
1	Schedule witnesses and tribunal sessions.	Lori Albanese	Ongoing
2	Make arrangements for use of facilities.	Susan Kovach	Ongoing
3	Prepare transcriptions and record testimony.	Lori Albanese	Ongoing
4	Download depositions and distribute to transcriptionists.	Lori Albanese	Ongoing
5	Keep financial records and process reimbursements.	Susan Kovach	Ongoing
6	Format and edit testimonies once received from transcriptionists.	Lori Albanese	Ongoing
7	Develop a Continuing Education Seminar to educate the diocesan staff on the Cause (under the auspices of the Office for Catechesis).	Lori Albanese Cele Regan	July 31,2011
8	Gather materials (e.g., DVDs, prayer cards) to use for staff seminar.	Lori Albanese	July 31,2011
9	Schedule staff seminar with the Office for Catechesis.	Lori Albanese Cele Regan	Aug 31,2011
10	Host Continuing Education Seminar for diocesan staff.	Chancery Staff Office for Catechesis Staff	Oct 31,2011