



UDIOCESE OF METUCHEN DEPARTMENTAL PASTORAL PLANS

Office

Office of the Tribunal

Mission Statement

The Marriage Tribunal of the Diocese of Metuchen serves those whose marriages have ended in divorce, through a healing process that reconciles them with themselves, their families, the Church, and above all, with the Lord.

Vision Statement

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.

Three-Year Goals

- 1 Establish uniform operating procedures reflecting current Canon Law for efficient management of the Tribunal case load.**
- 2 Continue to provide professional enrichment for Tribunal Staff to remain current in Canon Law.**
- 3 Raise awareness of the Annulment Process among the various ethnic groups in the Diocese of Metuchen so that more Catholics can be in Full Communion with the Church.**

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

One Year Objectives

Goal 1: Establish uniform operating procedures reflecting current Canon Law for efficient management of the Tribunal case load.

	Objective	Person Responsible	Date Due
1	Develop a Procedural Manual for day-to-day functions of the Office of the Tribunal for each staffing level.	Sara Acevedo Maggie Manza	July 1, 2011
2	Develop a client communication log to track all client communication.	Rev. Robert Kolakowski, J.C.L.	Mar 1, 2011
3	Revise all Tribunal form letters in accordance with the guidelines of <i>Dignitas Connubii</i> .	All Tribunal Staff	Aug 1, 2011

Goal 2: Continue to provide professional enrichment for Tribunal Staff to remain current in Canon Law.

	Objective	Person Responsible	Date Due
1	In conjunction with the Archdiocese of Newark and the Dioceses of Trenton, Camden and Paterson, schedule two meetings for exchange of information regarding Tribunal procedures.	Rev. Robert Kolakowski, J.C.L. Very Rev. Richard J. Lyons, J.C.L.	June 1, 2012
2	In conjunction with the Archdiocese of Newark and the Dioceses of Trenton, Camden and Paterson, schedule two professional development workshops with Canon Law experts.	Rev. Robert Kolakowski, J.C.L. Very Rev. Richard J. Lyons, J.C.L.	July 1, 2010

Goal 3: Raise awareness of the Annulment Process among the various ethnic groups in the Diocese of Metuchen so that more Catholics can be in Full Communion with the Church.

Objective	Person Responsible	Date Due
1 Contact every dean individually to make ourselves available to any clergy meeting in order to encourage those who might be interested in working in the tribunal as auditors.	Maggie Manza	July 1, 2011
2 Schedule two bilingual (English Spanish) sessions in the Diocese to provide information on the annulment process.	Rev. Robert Kolakowski, J.C.L. Very Rev. Richard J. Lyons, J.C.L.	June 1, 2012
3 Assist clergy, particularly those for whom English is their second language, by disseminating the necessary information regarding the process and providing and explaining the correct use of current forms.	Rev. Robert Kolakowski, J.C.L.	June 1, 2012