

Synod Norm Three-Year Strategic Plans

*Compiled by Department of Diocesan Planning
and Commission for Synod Implementation*



January 21, 2009

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NORM 1

Norm Description: The Office for Priest Personnel and the Office of the Diaconate, in consultation with their personnel boards, are to review how pastors, parochial vicars, and permanent deacons are assigned.

Department or Office with Primary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry)

Departments or Offices with Secondary Responsibility: Office for Priest Personnel, Office of the Diaconate.

Person Submitting Plan: Very Rev. Edward C. Puleo

Goal: To review how priests and deacons are assigned as pastors, parochial vicars, and deacons.

Objectives:

1. The Department of Clergy and Religious Personnel will review handbooks for the priest personnel and diaconate office regarding how deacons and priests are assigned (completed January, 2009).
2. The Department of Clergy and Religious Personnel will review the assigning procedure with the respective personnel boards (Priest Personnel Board and the Diaconate Personnel Board) by April 1, 2009.
3. The Department of Clergy and Religious Personnel will make changes in the policies according to the results of these reviews by July 1, 2009.

NORM 2

Norm Description: The Office for Priest Personnel, in consultation with the Priest Personnel Board, is to explore ways parish pastoral councils may help develop the parish profiles that are distributed when new pastorates are announced.

Department or Office with Primary Responsibility: Office for Priest Personnel

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry), Department of Diocesan Planning

Person Submitting Plan: Very Rev. Edward Puleo

Goal: The Office for Priest Personnel and the Office of the Chancellor will revise the *Annual Pastoral Profile* instrument so that parish pastoral councils may have a role in its completion in each parish.

Objectives:

1. Staff from the Office for Priest Personnel, the Office of the Chancellor, and the Department of Diocesan Planning will develop a narrative section of the *Annual Pastoral Profile* to be completed by parish pastoral councils (January, 2009).
2. All parishes in the Diocese will utilize the new format in 2009.
3. The Priest Personnel Board will be consulted for their feedback after all the parishes have returned the *Annual Pastoral Profile* for 2009.
4. The *Annual Pastoral Profile* will be revised accordingly for 2010.

NORM 3

Norm Description: The Office for Priest Personnel, in collaboration with the Presbyteral Council, is to evaluate the effectiveness of, and make recommendations about, the existing mentoring program for new pastors and administrators.

Department or Office with Primary Responsibility: Office for Priest Personnel

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry), Presbyteral Council

Person Submitting Plan: Very Rev. Edward C. Puleo

Goal: To review and evaluate the current mentoring programs in place for new pastors and administrators.

Note: The Presbyteral Council has established a sub-committee to review the current mentoring programs in the Diocese. The chair is Fr. Puleo.

Objectives:

1. The Office for Priest Personnel will survey surrounding dioceses to learn what mentoring programs are in place and how colleagues evaluate those programs (completed January, 2009).
2. The Office for Priest Personnel will submit recommendations for the Diocese of Metuchen to the Presbyteral Council for their review by April 1, 2009.
3. Based on the feedback of the Presbyteral Council, the Office for Priest Personnel will implement a new mentoring program for new pastors and administrators beginning July 1, 2009.

NORM 4

Norm Description: To support priests burdened by administrative tasks and to increase their vital pastoral ministry, the Diocese is to provide resources for the task force currently charged with reviewing models of parish administration.

Department or Office with Primary Responsibility: Department of Diocesan Planning

Departments or Offices with Secondary Responsibility: Vicar General, Commission for Parish Life and Leadership

Person Submitting Plan: Jeffry Odell Korgen

Goal: To support priests burdened by administrative tasks and to increase their vital pastoral ministry, the Diocese is to provide resources for the task force currently charged with reviewing models of parish administration.

Objectives:

1. A Task Force on Future Staffing of Parishes was named by Bishop Bootkoski in January, 2009. This task force will meet 8-10 times for one year, researching how other dioceses are responding to the priest shortage and administrative burdens on priests. This task force will make a policy proposal which deals with these issues while maintaining the integrity of the priesthood to Bishop Bootkoski in December, 2009.
2. After Bishop Bootkoski's approval, in 2009 and 2010, diocesan departments designated by the proposal will follow-through on the steps approved by the Bishop to make the plan a reality in the Diocese.

NORM 5

Norm Description: The Department of Personnel in Ministry is to create a task force to study models of accountability for clergy, religious, and laity, and then is to present these models and recommendations to the Bishop. These need to include tools for evaluating how pastors communicate diocesan policies to parishioners

Department or Office with Primary Responsibility: Department of Diocesan Planning

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry), Office for Priest Personnel, Deans, Episcopal Vicars

Person Submitting Plan: Jeffry Odell Korgen

Goal: The Department of Diocesan Planning will study models of accountability for clergy, religious, and laity, and then is to present these models and recommendations to the Bishop, including tools for evaluating how pastors communicate diocesan policies to parishioners.

Objectives:

1. The Department of Diocesan Planning has commissioned the National Catholic Roundtable for Church Leadership to review models of accountability for personnel in ministry among dioceses across the country and will receive a report from them by June 1, 2009.
2. In 2009, the Diocese will explore the feasibility of piloting a National Federation of Priest Councils/National Association of Church Personnel Administrators/Roundtable ministry development project which includes development and accountability for all staff in ministry. This process would be piloted in the Summer of 2009 and extended through 2011 if results are favorable. If not, another model will be chosen in 2010.

NORM 6

Norm Description: The Office for Religious, in consultation with the major superiors of institutes, is to develop a *Personnel Policy Manual for Consecrated Life* for those involved in diocesan and parish ministries.

Department or Office with Primary Responsibility: Office for Religious

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry)

Person Submitting Plan: Sister Ascenza Tizzano, MPF

Goal: To develop a manual of policies for religious in the Diocese of Metuchen in conjunction with input from the major superiors.

Objectives:

1. The Office for Religious will collect sample policy manuals from various dioceses (completed).
2. The Office for Religious will form a committee of representatives from three different communities to work on this project (completed).
3. The committee will meet after the National Vicars' Convention in March, because there is discussion surfacing that a manual is being prepared on a national level. If this resource will be ready soon, it will be integrated into our manual. Should it be long in coming we will begin the work on our own (completed).
4. A draft of the Diocese of Metuchen *Personnel Policy Manual for Consecrated Life* will be ready for final review at the diocesan major superiors of religious orders' meeting in October, 2009 (completed).
5. The completed manual will be distributed in March, 2010.

NORM 7

Norm Description: The Diocese is to establish specific requirements for the continuing spiritual and professional development of priests, deacons, and religious who are involved in diocesan and parish ministries.

Department or Office with Primary Responsibility: Office of the Vicar General

Departments or Offices with Secondary Responsibility: Office of the Diaconate, Office for Priest Personnel, Office for Religious, Presbyteral Council

Person Submitting Plan: Rev. Msgr. William Benwell, VG

Goal: The Vicar General, in his role of assisting the Bishop in the good governance of the Diocese, is to coordinate the establishment of policies through which clergy and religious serving in the Diocese will pursue ongoing spiritual formation and professional development and thereby be equipped share with the people they serve the latest best pastoral practices and insights into the ecclesiastical and secular sciences.

Objectives:

1. In March, 2009, the Vicar General will propose that the Presbyteral Council form an *ad hoc* committee to make recommendations to the Bishop for the implementation of norm 7 for all priests actively serving in the Diocese. He will request that those recommendations be submitted to the Bishop and the Council by September, 2009.
2. In March, 2009, the Vicar General will request that the Office of the Diaconate develop a means by which to address the implementation of norm 7 and to present its recommendations to the Bishop by September, 2009.
3. In March, 2009, the Vicar General will request that the Office for Religious develop a means by which to address the implementation of norm 7 and to present its recommendations to the Bishop by September, 2009.

NORM 8

Norm Description: To foster religious vocations, the Diocese is to establish a task force to evaluate the effectiveness of existing programs and to propose new ones at the parish and diocesan levels.

Department or Office with Primary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry)

Departments or Offices with Secondary Responsibility: Office of Vocations, Office of Religious

Person Submitting Plan: Rev. Randall J. Vashon

Goal: To foster *priesthood and* religious vocations, the Diocese is to establish a task force to evaluate the effectiveness of existing programs and to propose new ones at the parish and diocesan levels.

Note: In the Fall of 2004, Bishop Bootkoski established an ad hoc committee of priests to do precisely what this synod norm proposes. The committee met regularly for more than two years and was comprised of approximately 20 priests representing previous vocations directors, newly ordained, and seasoned priests. This committee made numerous suggestions which resulted in the following:

- 1. Establishment of a full-time Director of Vocations;*
- 2. Establishment of St. John Vianney House of Discernment;*
- 3. Updated marketing materials (posters, prayer cards, promotional handouts, etc);*
- 4. Initiated regular "Dinners with the Bishop" for discerners and annual vocations picnic;*
- 5. Fishers of Men Awareness Conference for priests in our Diocese;*
- 6. Diocesan Year of Prayer for Vocations using monstrances blessed by Pope Benedict XVI;*
- 7. Chaplains for Vocations for our high schools.*

Objectives:

1. Identify potential members of a task force who are willing and able commit to the strategic plan (Summer, 2009).
2. Review parish programs (Serra International, hybrid models, etc). that are being utilized in some areas of our Diocese and attempt to renew interest in maintaining these programs (since over time many of these have waned) or determine other programs better suited for parishes in our Diocese to consider.
 - a. Establish a sub-committee to look into what is available and methods to re-invigorate programs at a parish level (December, 2009).
 - b. Update existing diocesan *Parish Resources for Vocations* booklet (Summer, 2010).
3. Evaluate current diocesan vocations programs for viability; research other dioceses' programs for ideas that might be implemented in our Diocese. This should be an ongoing process but some changes should begin as soon as the Fall of 2009. Once changes are identified a prioritized list with necessary resources should be established.
4. Review how we might best utilize our existing seminarians in vocational initiatives. While their primary function is their own personal growth towards priesthood, we need to evaluate and consider summer and holiday assignments that involve their participation.

NORM 9

Norm Description: Because of the current shortage of priests, the Diocese is to establish a policy of pastoral partnership agreements between or among parishes within each deanery.

Department or Office with Primary Responsibility: Department of Diocesan Planning

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry), Office for Priest Personnel, Deans

Person Submitting Plan: Jeffry Odell Korgen

Goal: Because of the current shortage of priests, the Diocese is to establish a policy of pastoral partnership agreements between or among parishes within each deanery.

Objectives:

1. Deanery boundaries will be re-drawn by April 30, 2009 to better reflect geographies that will promote pastoral partnerships among parishes.
2. Throughout 2009-2011, the Department of Diocesan Planning will work with parishes in the “Renewing the Church in _____,” a regional planning effort intended to bring together groups of parishes within the Diocese for collaboration in ministry. One outcome of the process will be “pastoral partnership agreements.”
3. Deanery Councils will reflect on possibilities for “pastoral partnership agreements” within their deaneries from June, 2009 through December, 2011.

NORM 10

Norm Description: With the increase of lay employees at parishes, pastors are to develop their own parish employee handbook modeled on the *Diocese of Metuchen Employee Handbook* and tailored to the needs of their parish.

Department or Office with Primary Responsibility: Office of Human Resources

Departments or Offices with Secondary Responsibility: Pastors

Person Submitting Plan: Eric Dill

Goal: Our goal is twofold, first to develop and implement an employee handbook at each parish that complies with state and federal employment laws and diocesan policies, and incorporates respective parish policies, and second to ensure that the handbook is properly distributed to staff and that it serves to establish formal guidelines for administering personnel matters.

Objectives:

1. The Office of Human Resources will conduct on-site reviews of personnel policies and procedures at each parish in the Diocese at a rate of approximately 35-40 parishes per year. During the review, the Office of Human Resources will work with the pastor and parish representatives to develop an employee handbook that is “customized” to the parish, but that is modeled on the *Diocese of Metuchen Employee Handbook*. The parish employee handbook will then become a cornerstone through which all personnel policies and programs are administrated.
2. Once the pastor has reviewed the proposed handbook and provided his final approval, the Office of Human Resources will assist parish representatives with presenting and distributing the handbook to parish staff. This process will include a staff meeting where an overview of several important policies will be explained during a ‘Q & A’ session.

Parishes will be encouraged to review their policies on a regular basis (at a minimum, annually) and to communicate with the Office of Human Resources office regarding any changes. The Office of Human Resources will likewise advise parishes of any recommended changes that should be made as a result of changes in employment laws or “best practices” trends (December, 2010).

3. The process will be completed by December, 2012.

NORM 11

Norm Description: Pastors are to appoint an adult faith formation coordinator responsible for establishing an adult faith formation program.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Department of Education, Pastors

Person Submitting Plan: Cele Regan

Goal: Pastors are to appoint an adult formation coordinator responsible for establishing an adult faith formation team.

Objectives:2009-2010

1. Employ an assistant director of the Office for Catechesis to develop Adult Faith Formation (AFF) and Lifelong Learning in parishes (completed January, 2009).
2. Research the role and function of AFF Coordinators in literature as well as in parishes to determine what contributes to an effective AFF leader (June, 2010).
3. Gather a task force of AFF leaders and pastors to develop ministry/job description to use in appointing/hiring an AFF Coordinator and recommendations for establishing AFF teams. Discuss the possibility of changing the name of AFF coordinators to LLFF coordinators (June, 2010).
4. Offer training throughout the Diocese on church documents that call for AFF to be placed *at the heart* of religious education/formation in parishes, to serve as the central axis for lifelong faith formation (LLFF) (in progress through June, 2010).
5. Develop plans to systemize the monthly adult faith formation seminars that enrich and encourage AFF, vary the days and times, and bring them into the four counties of our Diocese (to be completed December, 2010).

2010-2011

1. Develop a plan for communication and dialogue with pastors in order to support implementation and assessment of AFF efforts in parishes (September, 2010).
2. Provide workshops by the Center for Ministry Development for training and education of clergy, parish leaders, and AFF teams to support the vision of AFF being central to lifelong faith formation (June, 2011).
3. Research and recommend ways, through deanery councils, for parishes to share AFF coordinators and resources that will ease financial burdens of parishes (June, 2011).
4. Continue the monthly AFF seminars that enrich and encourage AFF within the vision of LLFF and adapt them to the needs of leadership teams (June, 2011).

2011-2012

1. Evaluate AFF ministry in parishes, based on the two previous years and adapt diocesan outreach accordingly. Celebrate and communicate AFF within the vision of LLFF growth in parishes (June, 2012).
2. Provide resources and ongoing training and enrichment for AFF leaders (June, 2012).

NORM 12

Norm Description: The Office for Catechesis is to develop recommendations for the content of adult faith formation programs for parish selection and implementation and is to offer training for such program coordinators.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Department of Education

Person Submitting Plan: Cele Regan

Goal: The Office for Catechesis is to develop recommendations of formats for adult faith formation for parish selection and implementation, and is to offer training to AFF coordinators to facilitate implementation.

Objectives:

2009-2010

1. Offer training throughout the Diocese on church documents that call for AFF to be placed at the heart of religious education/formation in parishes, to serve as the central axis for lifelong faith formation (LLFF) (in progress through June, 2010).
2. Gather information from other diocesan offices, especially the Office of Evangelization, regarding AFF tools that are effective in parishes, e.g., bible study, Catholic discernment of gifts workshops, etc. (in progress through June, 2010).
3. Collaborate with other diocesan offices, especially the Office of Evangelization, in offering information and training to parishes regarding implementation of AFF/LLFF initiatives (in progress through June, 2010).
4. Research published programs which serve AFF/LLFF needs in parishes (June, 2010).
5. Research AFF/LLFF in individual parishes and compile a list of best practices for use in other parishes (June, 2010).
6. Research successful AFF/LLFF formats and programs used in other dioceses (June, 2010).
7. The AFF task force will develop an assessment tool for parishes that will help pastors and leaders measure what is already taking place in the parish and allow them to plan for future growth of AFF within the vision of LLFF in their community (June, 2010).

2010-2011

1. Through training offered by the Center for Ministry Development, help parish leaders study and experience resources for lifelong faith formation in parishes (June, 2011).
2. Model through diocesan and parish events what AFF looks like; offer debriefings to help parish leaders adapt these events to their own communities (June, 2011).
3. Find ways, through deanery councils, for parishes to share AFF/LLFF coordinators and resources that will ease financial burdens of parishes (June, 2011).
4. Offer AFF/LLFF opportunities through online learning (June, 2011).
5. Pilot a blog for AFF leaders for support, resources, and ideas (June, 2011).

2011-2012

1. Establish AFF/LLFF centers in each of our four counties that will be local gathering places for training, collaboration, and resources (June, 2012).
2. Appoint a coordinator for each of these AFF/LLFF centers with a reasonable, annual stipend to ensure updating, maintenance, and accessibility (June, 2012).
3. Fund and organize a local lending library of resources at each of the AFF/LLFF centers. Update and add resources as needed (June, 2012).
4. Expand blog, if successful; evaluate and adjust training and resources to the needs of parishes (June, 2012).

NORM 13

Norm Description: The Office for Catechesis, in collaboration with the Office of Communications and Public Relations, is to explore using technology to:

- deliver religious news and programming (e.g. scripturally-based adult faith formation) via a cable TV channel and/or radio station;
- offer interactive distance learning for religious education via the internet.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Departments of Administrative Services, Education, Offices of Communications and Public Relations, Information Systems

Person Submitting Plan: Cele Regan

Goal: The Office for Catechesis in collaboration with the Office of Communications and Public Relations, is to explore using technology to:

- deliver religious news and programming (e.g. scripturally-based adult faith formation) via a cable TV channel and/or radio station.
- offer interactive distance learning for religious education via the internet.

Objectives:

2009-2010

1. Meet with Joanne Ward (Director of Communications) to brainstorm possible methods of communicating religious news and programming via cable television and radio (completed Fall, 2009).
2. Meet with Leo Cortelezzi (Director of Information Systems) to investigate technology and costs for cable television and radio communication (ongoing through the Technology Committee).
3. Meet with Tom Toolan (Director of Finance) to discuss budgetary needs (ongoing).
4. Investigate other technological resources for religious news and programming, such as our diocesan website, online websites, and webinars (ongoing through June, 2010).
5. Continue encouraging, supporting, and advertising interactive distance learning via the internet and online courses at Catholic colleges (ongoing through June, 2010).

2010 through 2012

Objectives are dependent upon the outcome of these meetings, technological restrictions, and budgetary appropriations. A feasibility study will determine cable TV and radio programming over the next two years. During this time, we intend to continue to pursue other online resources, such as our diocesan website, blogs, online courses and programming, and webinars for religious news and programming, and make them available to the people of our Diocese (June, 2012).

NORM 14

Norm Description: The Office for Catechesis is to compile a compendium of relevant and effective religious education programs to provide models for adoption by parishes.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Department of Education

Person Submitting Plan: Cele Regan

Goal: The Office for Catechesis is to compile a compendium of relevant and effective religious education programs to provide models for adoption by parishes.

Objectives:2009-2010

1. The Office for Catechesis already has in place a compendium of resources for the “school model” of religious education for children, and will continue to update and communicate these resources to parishes (completed Fall, 2009).
2. Research all methods of religious education/formation to support lifelong faith formation, and define these models clearly for parishes (i.e. whole community catechesis, summer bible camps, summer alternative “school” model, intergenerational programs, sacramental programs, adult faith formation, etc). (completed Fall, 2009).
3. Develop a list and description of resources that may be used for each of the models defined and communicate these resources to parishes (completed Fall, 2009).
4. Develop a list of diocesan parishes where these models are being used (completed Fall, 2009).

2010-2011 and 2011-2012

1. Keep current on the various models of faith formation (ongoing).
2. Update the list of resources for all models of faith formation; inform parishes (June, 2011 & 2012).
3. Offer information and training on new programming, as necessary (June, 2011 & 2012).

NORM 15

Norm Description: The Office for Catechesis is to establish uniform standards for the formation of catechists.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Department of Education

Person Submitting Plan: Cele Regan

Goal: The Office for Catechesis is to establish uniform standards for the formation of catechists.

Objectives:2009-2010

1. The Office for Catechesis already has in place uniform standards for the formation of catechists. There are various models of accreditation to meet the needs and lifestyles of every catechist: local parish formation (CARE and Echoes of Faith video series/discussion), and online courses through the University of Dayton (completed 2008).
2. Examine and update current methods of catechist accreditation, with attention to an ongoing spirituality component (completed Fall, 2009).
3. Update and communicate what is already in place through contact with catechists, pastors, and PCLs (PCL encouragement, letters, and catechists' handbook) and on our diocesan website (completed Fall, 2009).
4. Encourage attendance at monthly ECHO Enrichments, AFF seminars and parish programs for continuing education, spirituality, and enrichment. Award continuing education credits for participation (completed & ongoing).
5. Vary the times, days, and locations of ECHO Enrichment and AFF seminars to make them more convenient for catechists to attend (completed September, 2009).
6. Establish requirements for renewal of diocesan accreditation after 5 years (completed Fall, 2009).

2010-2011 and 2011-2012

1. Offer a yearly day of reflection during the Easter season for catechists to deepen their spirituality and nourish their ministry (June, 2010 & 2012).
2. Develop and encourage diocesan accreditation for LLFF leaders and teams, as well as children's catechists (June, 2011 & 2012).
3. Establish criteria for diocesan accreditation for AFF leaders and teams. (June, 2011).
4. Continue to update and communicate what is already in place through contact with catechists and on our diocesan website (June, 2010 & 2012).
5. Encourage attendance at monthly ECHO Enrichments and AFF seminars for continuing education and enrichment. Award continuing education credits for participation (June, 2010 & 2012).
6. Vary the times, days, and locations of ECHO Enrichment and AFF seminars to make them more convenient for catechists to attend (June, 2010 & 2012).
7. Encourage renewal of diocesan accreditation after 5 years (June, 2010 & 2012).

NORM 16

Norm Description: The Bishop is to encourage all catechists to attend the Catechist Accreditation in Religious Education (CARE) program. This program is to be offered annually in each deanery. Additional models, using creative and flexible approaches beyond the CARE program, are also to be made available.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary responsibility: Bishop, Department of Education

Person Submitting Plan: Cele Regan

Goal: The Bishop is to encourage all catechists to attend the Catechist Accreditation in Religious Education (CARE) program as well as pursue continuing formation beyond CARE.

Objectives:2009-2010

1. Bishop Bootkoski, as keynote speaker at the 2009 Catechetical Congress, will address this norm directly to the 500+ catechists who attend and encourage formation (completed November, 2009).
2. Continue to encourage the Bishop's participation in all major catechetical events to witness his support of catechetical ministry in this Diocese (completed & ongoing).
3. Encourage catechists to participate in formation through personal outreach by the Bishop: letters to catechists, diocesan policy, personal contact and homilies, with awarding of certification by the Bishop at the Catechetical Congress (ongoing through 2012).
4. Encourage the Bishop, as the one bearing responsibility for the overall direction of catechesis in our Diocese (GDC#222), to remind pastors and priests to make their own continuing catechetical formation a priority (GDC #234) (completed November, 2009).

2010-2011

1. Develop criteria for “Catechist of the Year,” one for each parish that will include completion of accreditation requirements, ongoing formation, and outstanding service to the parish community, with recognition by the Bishop (June, 2011).
2. Choose one diocesan “Catechist of the Year” and two honorable mentions who meet the criteria from the parish “Catechist of the Year” on a yearly basis, with recognition and award by the Bishop at the Catechetical Congress (June, 2011).
3. Ask *The Catholic Spirit* to write human interest stories on the honorees and list the names of those nominated by their parishes (June, 2011).

2011-2012

1. Evaluate and adapt catechist formation according to perceived needs, and encourage the Bishop to be an advocate for initial and continuing accreditation/formation (June, 2012).

NORM 17

Norm Description: Pastors are to encourage and financially support continuing education beyond CARE for their catechists.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Pastors, Department of Education

Person Submitting Plan: Cele Regan

Goal: Pastors are to encourage and financially support ongoing formation and education for their catechists.

Objectives:2009-2010

1. Put into place a diocesan policy for catechist reaccreditation every 5 years. Inform pastors and catechetical staff (completed Fall, 2009).
2. Research, through the diocesan Office of Finance, strategies to provide funds for catechist accreditation and reaccreditation. Inform pastors of these opportunities (June, 2010).
3. Provide opportunities on the diocesan level for catechists to receive continuing education credits, and inform pastors to help encourage catechist participation (completed Fall, 2009 & ongoing).
4. Inform pastors that catechist participation in parish faith formation can be applied to continuing formation of catechists. Develop a method of verifying participation (completed Fall, 2009).
5. Develop a template letter for pastors to send to their catechists, encouraging participation in continuing formation and offering financial assistance when possible (June, 2010).

2010-2011

1. Develop a plan for effective communication with pastors (September, 2010).
2. Encourage each pastor, “as catechist of catechists, [to] attend to ...formation [of parish catechists] by giving the greatest attention to this duty” (GDC #225) (June, 2011).
3. Encourage catechists to take online courses through the University of Dayton to pursue their faith interests and continue their formation (June, 2011).
4. Ask pastors to share (or pay for) the \$40 fee per course for every course completed successfully beyond CARE (June, 2011).
5. Pastors are to encourage attendance at a yearly day of reflection during the Easter season for catechists to deepen their spirituality and nourish their ministry. Continuing education credits will be offered (June, 2011).

2011-2012

1. Survey pastors and parish staffs to determine the effectiveness of the above objectives (June, 2012).
2. Continue to “tweak”, encourage, and find ways for parishes to support continuing education for catechists (June, 2012).

NORM 18

Norm Description: Parishes are to provide opportunities for intergenerational family faith formation as in integral part of their catechetical program. Such opportunities will include catechesis, prayer, and service opportunities.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Department of Education, Pastors, Parish Catechetical Leaders

Person Submitting Plan: Cele Regan

Goal: Parishes are to provide opportunities for lifelong faith formation as an integral part of their catechetical program. Such opportunities will include catechesis, prayer, and service opportunities.

Note: The wording of this goal has been changed to be consistent with the language in our other goals. Intergenerational Family Faith Formation is a component of Lifelong Faith Formation. This goal is intrinsically linked with norm 11 on AFF. Many of the objectives for norm 11 overlap with this norm.

Objectives:

2009-2010

1. Employ an assistant director of the Office for Catechesis to develop Lifelong Learning in parishes (completed January, 2009).
2. Communicate with pastors to enlist their support for this effort in parishes (ongoing).
3. Offer training to clergy and parish staffs on catechesis for LLFF: foundational documents, pastor's perspective, definitions, and 'mechanics' (completed Fall, 2009).
4. Offer opportunities for all parishes to observe LLFF in a parish setting with debriefing afterwards (completed April, 2009).
5. Meet with the Center for Ministry Development to plan systemized training for parish staffs (completed January 2009).

2010-2011

1. Provide workshops by the Center for Ministry Development for training and education of clergy and parish leaders in lifelong faith formation (completed October, 2009).
2. Find ways, through deanery councils, for parishes to share events, ideas, and resources (June, 2011).
3. Continue the monthly ECHO Enrichment, AFF seminars and Footsteps newsletter to enrich and encourage LLFF; adapt them to the needs of leadership teams (ongoing).
4. Develop and encourage diocesan accreditation for LLFF leaders and teams (June, 2011).

2011-2012

1. Evaluate LLFF in parishes, based on the two previous years and adapt diocesan outreach accordingly. Celebrate and communicate LLFF growth in parishes (September, 2011).
2. Provide resources and ongoing training and enrichment (ongoing).
3. Expand and encourage diocesan accreditation (September, 2011).

NORM 19

Norm Description: The Bishop is to appoint a commission to create a process for establishing a system of regional and/or consolidated schools to make Catholic education available, affordable, and accessible throughout the Diocese.

Department or Office with Primary Responsibility: Department of Education

Departments or Offices with Secondary Responsibility: Bishop

Person Submitting Plan: Ellen F. Ayoub

Goal: The Bishop is to appoint a commission to create a process for establishing a system of regional and/or consolidated schools to make Catholic education available, affordable, and accessible throughout the Diocese.

Objectives:

1. In the Fall of 2008, the Office of the Schools will identify members to be appointed to the Diocesan Catholic School Commission (DCSC) by the Bishop who represent all four counties in the Diocese and a wide range of expertise that will be instrumental in guiding the Catholic schools into the future.
2. In the 2008 – 2009 school year, the Commission will adopt a set of bylaws that will guide the work that they do. The bylaws will include: descriptions of responsibilities, membership, and length of service.
3. In the 2009 – 2010 school year, the committees of the Commission will begin to study the following areas: alternative funding for Catholic schools; diocesan-wide marketing of schools; and various models of school configurations, i.e. multiple consolidated schools, merged, and diocesan system of schools.
4. During the 2009 – 2010 school year, each school will submit a strategic plan to the Office of the Schools that will guide the work of the school for the next three years. These plans will be reviewed by the Diocesan Catholic School Commission, and recommendations and commendations will be made regarding the plans. Each year, the schools will send a report to the Commission on the status of their plans.

5. During the 2009 – 2010 school year, the DCSC will design a process to be used by School Advisory Councils, and later Deanery Councils, that will enable them to make decisions about closing or consolidating schools. This process will be created using the Criteria for Viable Schools developed by Meitler Consultants, Inc. and the Task Force that worked on the Meitler project.
6. By 2010 – 2011, the deanery School Advisory Councils will be put into place. They will be created and supervised by the Diocesan Catholic School Commission. It will be the responsibility of the Deanery School Advisory Councils to facilitate collaboration and accountability. They will provide coordination and assistance for the schools in the deanery, particularly in the areas of planning, marketing, public relations, development, and finances. They will be a part of the process for consolidating schools.

NORM 20

Norm Description: The Bishop is to direct pastors responsible for a Catholic school to form an advisory council of religious and lay professionals who have expertise in such areas as finance, development, long range planning, personnel issues, and building maintenance to assist/advise school operations.

Department or Office with Primary Responsibility: Department of Education

Departments or Offices with Secondary Responsibility: Bishop, Pastors

Person Submitting Plan: Ellen F. Ayoub

Goal: The Bishop is to direct pastors responsible for a Catholic school to form an advisory council of religious and lay professionals who have expertise in such areas as finance, development, long range planning, personnel issues, and building maintenance to assist/advise school operations.

Objectives:

1. In March, 2008, the Office of the Schools presented to pastors and principals information on the role and responsibilities of School Advisory Councils (SAC) and the timeline for the implementation of SACs at each school. Pastors and principals were asked to name the Executive Committee for each school and submit those names to the Office of the Schools.
2. In the Fall of 2008, the Office of the Schools provided training for the Executive Committees of the School Advisory Councils. The regional schools (Perth Amboy Catholic, Holy Family Academy, and St. Mary and St. Peter Catholic Academy) will have boards of limited jurisdiction, as opposed to advisory councils and will be trained separately.
3. During the 2008 – 2009 school year, the School Advisory Councils and Regional Boards will lead the schools in the completion of a strategic plan. The plan will address the following areas: Catholic identity, curriculum, staffing, finance, development, marketing/enrollment, facilities, governance, and the school in the community. Direction on completing the plan will be given by the Office of the Schools. Plans will be submitted in September, 2009.

4. During the 2008 – 2009 school year, the Office of the Schools will convene meetings of the Executive Committees from each SAC to assess the progress being made in the formation of the councils and their work. They will share best practices and discuss any challenges they have had along the way.
5. During the 2009 – 2010 school year, the SACs will begin to implement the strategic plans they created, paying particular attention to enrollment/retention and finances. They will receive assistance from the Assistant Superintendent assigned to each school and the Diocesan Catholic School Commission.
6. During the 2010 – 2011 school year, School Advisory Councils will assess their schools in light of the Criteria for Viability established by Meitler Consultants, Inc. and the Task Force. They will determine recommendations to the pastor and principal regarding the viability of the school remaining open or the need to merge/consolidate.
7. During the 2010 – 2011 school year, the Office of the Schools will begin to work with the deanery School Advisory Councils that will become operational at that time. They will provide assistance to schools in the areas of planning, marketing, public relations, development, and finance on a broader scale. The Diocesan Catholic School Commission and the Office of the Schools will have responsibility for this process.

NORM 21

Norm Description: Pastors are to actively encourage all parishioners to advocate legislation supporting and promoting Catholic schools.

Department or Office with Primary Responsibility: Department of Education

Departments or Offices with Secondary Responsibility: Pastors

Person Submitting Plan: Ellen F. Ayoub

Goal: Pastors are to actively encourage all parishioners to advocate legislation supporting and promoting Catholic schools.

Objectives:

1. During 2008 – 2009 school year, the director of the Network of NJ Families will work through the Home School Association to establish a contact at each school who will be the legislative advocate for that school. The director will visit each school principal to establish contact procedures and to discuss the legislative objectives of the NJ Catholic Conference.
2. During the 2008 – 2009 school year, the director will contact the pastors of parishes with schools and ask him to recommend a contact within the parish to be used as the legislative contact for the broader parish.
3. During the 2009– 2010 school year, the Honeywell Instant Alert System will be used to broadcast the *Action Alerts* from the Catholic Conference. Both the school and parish legislative advocate will be included in the alert.
4. After the Office of Social Justice is established (2009), the director of the Network of NJ Families will meet with the director of that office to determine ways in which the two offices can collaborate on legislative issues throughout the Diocese.
5. During 2010, the Network director will work with campus ministry organizations at each high school to inform them of pending legislation and the impact it will have on schools. Students will develop ways to advocate for the needed legislation in their own parishes, working with social justice committees at each parish.

NORM 22

Norm Description: The Diocese is to establish deanery councils for parish life to help parishes work collaboratively by:

- developing and sharing resources and services;
- developing formation programs, particularly adult faith formation programs;
- exchanging ideas and experiences about ministry, faith, and culture.

These deanery councils are to be comprised of representatives from every parish within each deanery and should include priests, deacons, religious, and laity. The Diocese is to develop a communications mechanism to ensure that deanery councils relay information promptly and effectively to various bodies within parishes, especially parish pastoral councils.

Department or Office with Primary Responsibility: Office of the Vicar General

Departments or Offices with Secondary Responsibility: Office of the Chancellor, Department of Diocesan Planning

Person Submitting Plan: Rev. Msgr. William Benwell, VG

Goal: The Diocese will establish deanery councils for parish life to help parishes work collaboratively by:

- developing and sharing resources and services;
- developing formation programs, particularly adult faith formation programs;
- exchanging ideas and experiences about ministry, faith, and culture.

These deanery councils will be comprised of representatives from every parish within each deanery and should include priests, deacons, religious, and laity. The Diocese will develop a communications mechanism to ensure that deanery councils relay information promptly and effectively to various bodies within parishes, especially parish pastoral councils.

Objectives:

1. The Diocese will redraw deanery boundaries based on feedback from pastors and geographic patterns of affinity by March 30, 2009, factoring in changes recommended by the presbyterate.
2. The Deanery Council Task Force will meet 2-3 times in the first quarter of 2009 to develop a job description for deanery councils and a recommended membership structure for these consultative bodies by March 30.
3. In the second quarter of 2009, the Department of Diocesan Planning will contract with facilitators for a pilot of deanery councils in four deaneries.
4. The four pilot deaneries will hold the first meetings of their deanery councils on or before September 30, 2009.
5. The remaining deaneries will hold the first meeting of their councils by April 1, 2010.
6. The Department of Diocesan Planning will continue to resource the deanery councils by providing facilitation to each deanery council through the end of 2010.

NORM 23

Norm Description: Office of Parish Leadership Formation is to establish a basic certification program for lay ecclesial ministers.

Department or Office with Primary Responsibility: Office of Parish Leadership Formation, Department of Formation and Leadership

Departments or Offices with Secondary Responsibility: Department of Education, Office for Catechesis

Person Submitting Plan: Very Rev. Robert W. Medley

Goal: The Office of Parish Leadership Formation is to establish a basic certification program for lay ecclesial ministers. This program is to follow the guidelines of the 2005 statement by the United States Conference of Catholic Bishops, "Co-Workers in the Vineyard of the Lord" and will be required of all serving as lay ecclesial ministers in parish leadership. Formation programs may be offered locally or regionally and are to cover all areas of ministry including worship, service, education, formation, and evangelization.

Note: Lay ecclesial minister refers to professionally trained or otherwise properly prepared women and men, including vowed religious, who are in positions of service and leadership in the Church.

Objective:

1. Hire a qualified director for the Office of Parish Leadership Formation by July 1, 2010. This director will establish a basic certification program for lay ecclesial ministers by September, 2010.

NORM 24

Norm Description: The Diocese is to explore more effective ways of communicating to every parishioner, especially new and inactive parishioners, the services and programs offered by the Diocese of Metuchen and the local parish.

Department or Office with Primary Responsibility: Office of Communications and Public Relations

Departments or Offices with Secondary Responsibility: All pastoral ministry departments

Person Submitting Plan: Joanne Ward

Goal: The Office of Communications and Public Relations will coordinate a diocesan-wide effort to determine the most effective means of communicating with parishioners, especially new and inactive parishioners, the services and programs offered by the Diocese of Metuchen and its parishes.

Objectives:

1. In conjunction with the Department of Pastoral Life and the Commission for Hispanic Ministry, the office staff met with representatives of the Hispanic community from throughout the Diocese on June 25, 2008, to discuss communication. As a result of the meeting a survey (in Spanish) was developed and distributed in October to all parishes with Hispanic communities. The results of the survey will be compiled by December 31. By January 30, 2009, based on the results, it will be determined whether we need to develop a newsletter and/or other means of communication with the Diocese's Hispanic communities. (Survey completed January 2009. Discussions are underway regarding the creation of a Hispanic newsletter. Hispanic Ministry has been added to the website.)
2. In conjunction with the Office of Stewardship, a mini-magazine, "Ministering to the People of God," was developed, published, and mailed to 120,000 households in the Diocese. The magazine describes the services and programs of the Office of Youth and Young Adult Ministry, Office of the Schools, Office for Vocations, Commission for Synod Implementation, Office of RCIA, Office of Family Life, Office of Evangelization, Office of Hospital Chaplaincy, Office of Prison Ministry, Office of Respect for Life, Office for Catechesis, and Catholic Charities. In addition, a calendar listing some of the events and programs of the Diocese, its departments and offices is listed.

This type of magazine, designed specifically to detail the Diocese's programs and events, will be published twice a year: in the Spring and the Fall.

3. In conjunction with the Office of Information Systems, a completely re-designed Diocesan website was launched in August, 2008. The new website provides viewers with immediate access to diocesan news and events, links to important websites such as the Bishop's Annual Appeal, as well as updated departmental and office web pages. In 2009, a plan will be developed to better publicize the website. (Accomplished May 2009)
4. In conjunction with the Department of Diocesan Planning, a newsletter was developed and distributed through the parishes to 80,000 parishioners in November, 2008. The newsletter was an update on the status of the synod norms and also included information about the new Department of Diocesan Planning as well as changes in the Office for Catechesis. The newsletter will be distributed three times a year with the next issue scheduled for Spring, 2009. (CSI newsletter has been eliminated and replaced by a weekly column, launched in October 2009, in *The Catholic Spirit*.)
5. In January, 2009, partnering with Radio Luz de Cristo.org, the Diocese will serve as the home base for an Hispanic radio program to be broadcast over the internet from our radio studio. (Accomplished August 2009)
6. In January, 2010, a communications survey will be developed to determine the most effective ways of reaching our parishioners, as well as new and inactive Catholics. Based on the results of that survey it may be recommended that the Diocese develop a brochure and/or mini-CD listing all its programs and services, develop an e-weekly newsletter, and explore the feasibility of publishing a quarterly magazine to be distributed to both parishioners and non-parishioners. The survey will also indicate whether the Diocese should venture into cable TV and/or re-establish weekly radio programs. There will be a cost associated with the survey.
7. The diocesan newspaper, *The Catholic Spirit*, is one of the best ways to communicate to all parishioners. Since the number of subscribers to our newspaper is continually declining, we need to change how the paper reaches parishioners. In the Spring of 2009, we expect to present a proposal to the Diocese which would have *The Catholic Spirit* delivered in bulk to parishes where it would be distributed. Instead of paid subscriptions, the paper would be supported by pastors who would be asked to participate in an annual voluntary gift program for *The Catholic Spirit*. (Proposal presented March 2009)

8. Communicating with youth and young adults require different strategies from those used for adults. In the Spring of 2009, the Office of Communications will work with the Office of Youth and Young Adult Ministry to conduct a communications survey of our young people. Its results will serve as the basis for strategies to be developed and implemented. (Focus groups with youth planned for March and April 2010)
9. The Office of Communications will continue to provide secular newspapers with information on diocesan programs and events for their print editions as well as their websites.
10. For the 2010 fiscal year, a year long program utilizing 30 second or one minute radio spots to inform individuals of diocesan programs and services will be planned and implemented. The estimated cost for this program is \$100,000, but it will be one definite way of reaching inactive and lapsed Catholics.
11. Since the internet is an effective way to reach individuals, in 2011, we will create a blog with weekly guest columnists. This will require an individual dedicated to monitoring the blog and responding to inquiries about it.
12. By the year 2011, the Diocese will offer podcasts announcing upcoming programs and events.

NORM 25

Norm Description: Diocesan offices are to provide job descriptions parishes may use when hiring personnel for particular ministries, and are to maintain a database of lay ecclesial ministers and trained volunteers who have been properly formed and accredited.

Department or Office with Primary Responsibility: Office of Parish Leadership Formation, Department of Formation and Leadership

Departments or Offices with Secondary Responsibility: Department of Administrative Services, Office of Human Resources, Department of Education

Person Submitting Plan: Very Rev. Robert W. Medley

Goal: Diocesan offices are to provide job descriptions parishes may use when hiring personnel for particular ministries, and are to maintain a database of lay ecclesial ministers and trained volunteers who have been properly formed and accredited.

Objective:

1. Hire a qualified director for the Office of Parish Leadership Formation who will lead the implantation of this norm; providing job descriptions by mid-2011, and who will establish and maintain a database of lay ecclesial ministers and trained volunteers.

NORM 26

Norm Description: The Bishop is to mandate the establishment of parish pastoral councils within a definite timeline to strengthen the participation of laity in their parishes. The Department of Formation and Leadership is to identify parishes that do not yet have parish pastoral councils and help them establish these councils so that all parishes in the Diocese will have a functioning parish pastoral council.

Department or Office with Primary Responsibility: Department of Diocesan Planning

Departments or Offices with Secondary Responsibility: Department of Formation and Leadership

Person Submitting Plan: Jeffry Odell Korgen

Goal: The Bishop is to mandate the establishment of parish pastoral councils within a definite timeline to strengthen the participation of laity in their parishes. The Department of Diocesan Planning will identify parishes that do not yet have parish pastoral councils and help them establish these councils so that all parishes in the Diocese will have a functioning parish pastoral council.

Objectives:

1. The Department of Diocesan Planning will hire a Pastoral Council development specialist by July 1, 2010.
2. This new staff person will identify parishes that do and do not have parish pastoral councils, offer training for existing parish pastoral councils, and help new parish pastoral councils get started.
3. Bishop Bootkoski will reiterate his interest in seeing a parish pastoral council in every parish within one year in the Summer of 2010.

NORM 27

Norm Description: The Department of Pastoral Life is to provide resources to further the training and formation of parish pastoral council members at every parish, so that members may adequately create and implement programs to foster parish life [now assigned to Department of Diocesan Planning].

Department or Office with Primary Responsibility: Department of Diocesan Planning

Departments or Offices with Secondary Responsibility: Department of Formation and Leadership, Office of Parish Leadership Formation

Person Submitting Plan: Jeffry Odell Korgen

Goal: The Department of Diocesan Planning is to provide resources to further the training and formation of parish pastoral council members at every parish, so that members may adequately create and implement programs to foster parish life.

Objectives:

1. The department will provide trainings on discerning mission, setting goals, and clarifying objectives for pastoral councils beginning in January, 2009 and continuing for the period of this plan. Department staff and consultants will lead these trainings.
2. Beginning in Fall, 2009, the department web page will begin to add useful materials for pastors, parish staffs, and pastoral council members. By the end of the Summer of 2009, a full range of worksheets and planning guides will be available. From 2009—2010 the resources will be broadened and deepened.
3. The department will complete the inventory of parish pastoral councils begun by the Department of Formation and Leadership by September 1, 2009.
4. The department will hire a director for the Office of Pastoral Planning to lead council development activities beginning July 1, 2010. This person will work with pastors to encourage the development of pastoral councils in every parish in the Diocese.

NORM 28

Norm Description: The Office of Stewardship is to assist parishes in developing and maintaining a skills/talents database within each parish.

Department or Office with Primary Responsibility: Department of Stewardship & Development, Office of Stewardship

Departments or Office with Secondary Responsibility: Department of Administrative Services, Office of the Vicar General, Office of Information Systems

Person Submitting Plan: Very Rev. Sylvester Cronin

Goal: The Office of Stewardship is to assist parishes in developing and maintaining a skills/talents database within each parish.

Objectives:

1. The Office of Stewardship will communicate to the parishes on a yearly basis the availability and willingness of the Office of Stewardship and the Office of Information Systems to assist parishes in implementing this norm through letters to the pastors, emails to parish staff, and advertisements associated with stewardship workshops.
2. In communications concerning Norm 28, the Office of Stewardship will mention the capabilities of the ParishSoft Time & Talent module for maintaining a skills/talents database.
3. Regarding the ParishSoft data system, the Office of Stewardship will coordinate with the Office of Information Systems in providing specific information regarding license and yearly support and maintenance fees which are involved at the parish level.
4. The Office of Information Systems will respond to requests from parishes for technical assistance as needed.
5. The Office of Stewardship will host information sessions for parish staff/volunteers in the form of a workshop held at the Diocesan Center on an annual basis concerning Time & Talent Management. The first workshop was held on April 15, 2008 with 56 attendees representing 27 parishes. The next information session is scheduled for January 14, 2009.

6. In addition to the technical information about the ParishSoft data system, the Office of Stewardship will provide parishes with tools to use in recruiting, training, and retaining volunteers. Tools/Resources include:
 - a. Diocese of Metuchen publications which are available in print and/or on the Stewardship web page: Ministry Expo Planning Guide, Time & Talent Follow-Up, and Forming a Stewardship Committee.
 - b. Referrals to additional resources through the Diocese of Metuchen's membership in the International Catholic Stewardship Council.
 - c. Periodic (4-5 times per year) stewardship workshops and annual Stewardship Symposium at which related topics may be presented.
 - d. On-site consultation services.

NORM 29

Norm Description: Each parish is strongly encouraged to become a stewardship parish and to establish a parish stewardship committee to:

- help parishioners recognize their talents and to encourage them to share their time and treasure with the parish community;
- communicate the value and importance of stewardship through pastoral leadership, parish committee, and teaching from the pastor (i.e., through homilies, weekly bulletin columns, etc).

Department or Office with Primary Responsibility: Department of Stewardship & Development, Office of Stewardship

Departments or Office with Secondary Responsibility: Office of the Vicar General, Pastors

Person Submitting Plan: Very Rev. Sylvester Cronin

Goal: The Office of Stewardship will promote stewardship as a “way of life” and will encourage and support parishes in becoming stewardship parishes. A stewardship parish is defined as one that:

- Has an established Stewardship Committee that is responsible for on-going stewardship awareness and education in the parish.
- Promotes stewardship as a “way of life” from the pulpit, in the classrooms, in the bulletin, and all other means of parish communication.
- Conducts annual commitment renewals to call forth the gifts of time, talent, and treasure of its members.
- Incorporates stewardship principles into fund-raising, budget decisions, and accountability practices.

Objectives:

1. The implementation of this norm is an ongoing process that is already part of the mission of the Office of Stewardship. This office promotes stewardship through ongoing 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. Efforts are made through:
 - a. The Annual Stewardship Symposium.
 - b. Stewardship Workshops which provide information on a variety of stewardship-related topics.
 - c. Printed resource materials, many of which are available on-line.
 - d. Monthly emails to bulletin editors which provide stewardship education suggestions to be included in parish bulletins.
 - e. Field consultation services, particularly for parishes new to stewardship and those that are considered to be “at-risk” due to low rates of participation and financial support.
 - f. Stewardship-related presentations and retreats offered at parish locations.
2. To assist parishes in their efforts to help people recognize their gifts and encourage them to share their time, talent and treasure with the parish community, the Office of Stewardship will:
 - a. Offer Gifts Discovery Workshops at parish locations upon request. Facilitated by members of the Diocesan Stewardship Council, Gifts Discovery is an introductory gifts discernment process that can also incorporate ministerial needs specific to the parish.
 - b. Offer the tools, guidance, and assistance for parishes to conduct Ministry Expos and prepare Ministry Catalogues for the purpose of recruiting volunteers.
3. To assist parishes in communicating the importance of stewardship, the office will continue its ongoing efforts as described in (a) above.
4. To promote a better understanding of stewardship and its benefits in a parish setting among the clergy of the Diocese, the office will schedule more formation opportunities for priests only, and will continue to relay information regarding stewardship seminars and conferences offered by the International Catholic Stewardship Council.

NORM 30

Norm Description: The Office of Evangelization is to help each parish establish a parish evangelization committee, the purpose of which should include, but not be limited to:

- Training hospitality ministers to serve as greeters for weekend liturgies and all parish functions;
- Establishing specific groups to serve ethnic, age-related, and specific family types;
- Reaching out to all, especially non-practicing and alienated Catholics, through print and electronic communications, social gatherings, and prayers during the General Intercessions.

Department or Office with Primary Responsibility: Office of Evangelization

Departments or Offices with Secondary Responsibility: N/A

Person Submitting Plan: Jodie D'Angiolillo

Goal: The Office of Evangelization is to help each parish establish a parish evangelization committee.

Objectives:

1. The office, having piloted three parishes over the course of the past two years in the establishment of evangelization teams, will begin its training on a deanery-wide basis in early 2009.
2. The office will target three deaneries in the upcoming year: Perth Amboy, New Brunswick and Forsgate.
3. The office will meet with priests in the deaneries to overview the plan and invite their participation in the training process during November and December of 2008.
4. The office will commence the first phase of the training in Spanish in January, 2009 and in English in February, 2009.
5. The remaining phases of formation and training will unfold systematically throughout the rest of the year.

NORM 31

Norm Description: The Office of Youth and Young Adult Ministry, in collaboration with parishes, is to ensure that:

- At least one qualified and compensated youth minister be available as a resource to parishes in each deanery. This youth/young adult minister would develop and coordinate comprehensive youth and young adult activities and ministries within the deaneries;
- Every parish, either individually or collaboratively with parishes in its deanery, develops comprehensive youth and young adult ministries;
- Training and formation programs are available for youth and young adult ministers;
- A scale of just compensation for youth and young adult ministers is established and used throughout the Diocese.

Department or Office with Primary Responsibility: Office of Youth and Young Adult Ministry

Departments or Offices with Secondary Responsibility: Department of Administrative Services, Department of Formation and Leadership, Office of Human Resources, Office of Parish Leadership Formation

Person Submitting Plan: Michael Wojcik

Goal 1: The Office of Youth and Young Adult Ministry will make available standard training and formation for youth and young adult ministers.

Objectives:

1. In the Winter of 2009, the office will initiate a Diocesan Youth Ministry Council, to advise the office as a means to include, involve, and encourage parish youth ministers and their development.
2. Commencing in the Spring, 2009, the office will offer various sessions quarterly on young adult ministry. The office will encourage, offer guidance, and empower young adults to minister in Young Adult Ministry as a peer-to-peer ministry. We will continue to explore different young adult ministry models and encourage parishes to create young adult ministry opportunities utilizing resources (such as Renew International's Young Adult Small Christian Communities, Busted Halo, and National Catholic Young Adult Ministry Association, Ministry Training Source, Center for Ministry Development, CARA, etc). By June, 2009, we will have a library of resources available.

3. In the Spring of 2009, the office will offer a retreat day for new youth ministers to review comprehensive youth ministry components, and offer the essentials of youth ministry. By Fall of 2009, continuing educational standards will be set requiring youth ministers to attend two continuing education workshops per year. Youth ministers would need to attend at least one. The office has already commenced offering workshops reinforcing comprehensive youth ministry since 2006 with national speakers to ensure quality information and education.
4. One of three educational options would be offered for the formation of youth and young adult ministers.
 - a. The first option involves the office continuing to collaborate with the Office of Parish Leadership. Beginning the Fall, 2010, utilize the modules for the lay ecclesial ministry formation and include a minimum of two modules on youth and young adult ministry. [The Youth & Young Adult Ministry Office eagerly awaits the Diocese's decision on lay ecclesial minister formation which will impact the design of this needed training.] Subsidies for youth and young adult minister training should be provided by either parish leadership or Youth Ministry Office at a one-third cost of the program. This should be included in the 2010/2011 budget submitted in the Spring, 2010. (One model being considered is the Youth Ministry Certificate Program at the College of Saint Elizabeth. The undergraduate courses cost is currently \$2700 per year per student based on three courses per year with college ministry discount). If we are thinking to go in this direction as a Diocese, and if there was a sharing of this cost between student, parish, and Diocese, a current diocesan cost would be \$900 per year per student. If a non-accredited program was decided upon, then the cost would be less. If a masters program was decided upon, the costs mentioned above would be higher.]
 - b. The second option is educating youth ministers by providing information and financial support to enroll in either the National Certificate for Youth Ministry offered by the Center for Ministry Development or the Pastoral Ministry/Youth Ministry Certificate offered by the College of Saint Elizabeth. The office would provide information and financial support for youth ministers to enroll in certificate programs with the National Certificate Program by Center for Ministry Development (at Seton Hall University, Staten Island, New York City, Camden or here) or College of Saint Elizabeth Youth Ministry Certificate Programs.
 - c. The third option would be to attend required initial and basic diocesan training at deanery levels based on the youth ministry handbook. By Spring of 2010, the office will issue this diocesan handbook on youth ministry including comprehensive youth ministry and diocesan standards to be distributed to all parishes and published on our website and used by deanery resource personnel for basic training.

5. In the Winter of 2010, the office will coordinate a session among diocesan offices to determine what young adult population young adult ministry is to be defined as and how to coordinate services offered in various offices to this group (i.e., if it is 20-30 year olds, do we and how do we serve married couples of this age as well as singles, who do we collaborate with to reach this age group--Family Life, Evangelization, RCIA, etc).
6. The office will also develop young adult awareness documents in the Summer of 2010 to assist parishes: Defining Young Adults, Reaching Out and Welcoming Young Adults in Parishes.

Goal 2: Every parish, either individually or collaboratively with parishes in its deanery, develops comprehensive youth and young adult ministries.

Objectives:

1. In Fall of 2008, the office designed and distributed a parish census for youth and young adult ministry for the purpose of updating our database on youth ministers, determining parish's interest in commencing youth ministry if not present, and assessing their needs.
2. In February, 2009, the office will follow-up with parishes to obtain responses to the census.
3. In May, 2009, determine which deaneries have the highest rate of interest.
4. See Goal 4 for next steps.

Goal 3: A scale of just compensation for youth and young adult ministers is established and used throughout the Diocese.

Objectives:

1. Summer, 2009, research salary scales for youth and young adult ministers, both full time and part time, in similar dioceses in the northeast to compare. Review national salary scales with the Office of Human Resources.
 - a. email directors in our region (NJ/PA, as well as NFCYM) to request information.
 - b. Compose excel spreadsheet with information
2. Work with the Office of Human Resources to determine salary ranges based on experience.
3. Get approvals needed.
4. Publish and mail information to all pastors by Winter, 2010.

Goal 4: At least one qualified and compensated youth minister be available as a resource to parishes in each deanery. This youth/young adult minister would develop and coordinate comprehensive youth and young adult activities and ministries within the deanery.

Objectives:

1. The deanery concept needs to become known in youth and young adult ministry. The office will further the awareness of deaneries, especially new deanery groupings received from the Office of the Bishop, to youth ministers by the following:
 - a. Commencing January, 2009, at any youth minister and young adult minister workshop or gathering, roundtable discussion groups are separated by deaneries to create opportunities for interaction.
 - b. Add deanery information to all standard information being given to youth ministers and on our website by March, 2009.
 - c. Commencing Spring, 2009, the office will encourage deanery interactions at any diocesan youth ministry function by creating small groups based on deaneries.
 - d. Commencing Spring, 2010, parish deanery participation will be encouraged at Diocesan Youth Day, by requesting parishes of a particular deanery to take an active role promoting it.
2. Determine models that are workable for this deanery model from other dioceses and create a workable job description and standards.
 - a. Further understand the dynamics, agreements, and finances among parishes for someone who ministers for other parishes and apply that to the new role of deanery resource person. Previously, we have culled information from national and regional workshops on multi-parish youth ministry. In Fall, 2008, we researched information from NFCYM regarding what and how other dioceses are using this model in our area. By April, 2009, we will research the experience of the Archdiocese of Philadelphia and the Diocese of Providence with these models. By Fall, 2009, obtain current youth ministers' input and develop a format for pastors to give their input on a job description for deanery resource person. By May, 2010, we will develop a preliminary model based on this research.

- b. By December, 2010, create job descriptions and standards for these positions. Then, based on the salary publication developed above with the Office of Human Resources, we will determine compensation for the deanery resource person and get necessary approvals.
- c. In Spring, 2011, meet with priests at deanery meetings and/or deanery councils to present standards.

NORM 32

Norm Description: The Office of Youth and Young Adult Ministry is to continue researching and implementing information technology in its ministry to youth and young adults.

Department or Office with Primary Responsibility: Office of Youth and Young Adult Ministry

Departments or Offices with Secondary Responsibility: Department of Administrative Services, Department of Formation and Leadership, Office of Information Systems

Person Submitting Plan: Michael Wojcik

Goal 1: Continue researching information technology in its ministry to youth and young adults.

Objectives:

1. Gather information from National Catholic Youth Minister's Conference in December, 2008 and at January, 2009 and Spring, 2009 regional meetings on some new technologies available that are being utilized by other dioceses.
2. In Summer, 2009, gather information on what information technology other diocesan youth and young adult ministry offices are using through NFCYM networking. In Fall, 2009, determine if it would be helpful for parishes to utilize these new technologies through the Youth Ministry Council.
3. In the Fall of 2009, determine viability of usage with the Office of Information Systems; present recommendations to the diocesan Technology Committee for their review and determination.

Goal 2: The Office of Youth and Young Adult Ministry is to continue implementing information technology in its ministry to youth and young adults.

Objectives:

1. In September, 2008, reformatted the new website that included a separate link for youth ministers under the youth ministry site and completely separate and distinct webpage for young adults. Also purchased Adobe Professional to create PDF's from our computer to send out to youth ministers which will be available in January, 2009.
2. By the Summer, 2009, we will begin to implement the use of online registration for youth minister workshops offered in the Fall, 2009 to Spring, 2010 via Content Management program.

3. The diocesan extranet will be utilized so that there will be a location for youth ministers with a password only. This will be developed based on the schedule of the Office of Information Systems, sometime by December, 2009.
4. Office of Youth and Young Adult Ministry will explore using alternatives for continuing education for new youth minister seminars or young adult gatherings that can be sent from the diocesan center and seen at remote sites (such as video conferencing or web-based programs) by Winter, 2009.

NORM 33

Norm Description: The Office of Youth and Young Adult Ministry is to continue reaching out and providing faith formation for young adults through various programs in each vicariate, such as “Theology on Tap.”

Department or Office with Primary Responsibility: Office of Youth and Young Adult Ministry

Departments or Offices with Secondary Responsibility: Department of Administrative Services, Department of Formation and Leadership, Office of Information Systems

Person Submitting Plan: Michael Wojcik

Goal: The Office of Youth and Young Adult Ministry is to continue reaching out and providing faith formation for young adults through various programs in each vicariate, such as “Theology on Tap.”

Objectives:

1. In the Fall, 2008, the office assisted in the networking of existing young adult groups through developing a diocesan-wide core group. Current requests by these young adults do not only include Theology on Tap, but other offerings as well. We will re-institute the Theology on Tap model for new young adults in the Fall of 2009.
2. In March, 2009, we will host a young adult workshop and offer suggested resources for continued discussion within a 6 to 8 week small Christian community format.
3. The office will work with young adult core group to develop an initial Fall, 2009 retreat for young adults.
4. Commencing in Winter, 2009 each quarter the office will coordinate with young adults to offer at least one service, social, and/or spiritual event.
5. Beginning in the Spring, 2009, the office will offer two retreats for young adults per year.
6. The office’s participation on the board for the NJ State Young Adult Conference will continue to provide statewide representation and offerings to young adults.
7. The office will work to support parish young adult ministry by developing young adult leaders who will incorporate this ministry into their parish.
8. The office will explore utilizing new technologies to be present to and reach out to young adults such as blogs and request from the Office of Information Systems and the Technology Committee their implementation by December, 2009.

NORM 34

Norm Description: The Diocese is to establish an Office of Social Justice to work with secular community organizations, Catholic Charities, Catholic Relief Services, the New Jersey Catholic Conference, the United States Conference of Catholic Bishops, and diocesan offices to coordinate and direct efforts to promote the social mission of the Church in parishes;

- The Office of Social Justice is to develop practical ways for Catholics to become more involved in the work of justice through education, legislative advocacy, prayer, and outreach efforts;
- All pastors are to designate a Social Justice Advocate to coordinate parish-level implementation of diocesan social justice programs.

Department or Office with Primary Responsibility: Department of Pastoral Life

Departments or Offices with Secondary Responsibility: Department of Social Services, Catholic Relief Services, Department of Diocesan Planning, Office of Respect for Life.

Person Submitting Plan: Judith A. Psota

Goal: The Diocese is to establish an Office of Social Justice to work with secular community organizations, Catholic Charities, Catholic Relief Services, the New Jersey Catholic Conference, the United States Conference of Catholic Bishops, and diocesan offices to coordinate and direct efforts to promote the social mission of the church in parishes;

- The Office of Social Justice is to develop practical ways for Catholics to become more involved in the work of justice through education, legislative advocacy, prayer, and outreach efforts;
- All pastors are to designate a Social Justice Advocate to coordinate parish-level implementation of diocesan social justice program.

Objectives:

1. The department will develop a job description for the position of Director for the Office of Social Justice, in consultation with the Director for Diocesan Planning, following a thorough review of existing job descriptions nationally beginning in March, 2010.
2. The department will begin advertising for the position of Director for the Office of Social Justice by the end of March, 2010. In consultation with the Human Resources Office, postings for the position will appear in *Catholic Jobs Online*, *Seton Hall University*, *St. Elizabeth College* and *NACPA (National Association for Church Personnel Administrators)*.

3. The department will select a Screening Committee comprised of Directors of Social Services, Catholic Relief Services, Diocesan Planning, Human Resources and Respect for Life. A partial Screening Committee was selected in June, 2009 and will convene again in April, 2010.
4. Interviews and screenings will be conducted throughout the months of April/May, 2010.
5. The position of Director for the Office for Social Justice will be appointed no later than June, 2010. This person will be responsible for developing and implementing a strategic plan over the next two years that will conform to the synod norms for that office.

NORM 35

Norm Description: Priests and deacons are to deliver homilies that address key contemporary social issues; offer concrete ways to live the Gospel (i.e., faith in action); and promote social justice and respect for all human life from a Catholic perspective.

Department or Office with Primary Responsibility: Department of Worship and Liturgical Formation

Departments or Offices with Secondary Responsibility: Department of Social Services, Office of Social Justice, Pastors and Deacons

Person Submitting Plan: Rev. Msgr. Michael Alliegro

Goal: To increase the awareness and understanding of Catholic social teaching, with particular emphasis on contemporary social issues, among the faithful across the Diocese of Metuchen through greater and improved catechesis as delivered in homilies. By providing a stronger foundation and education about social justice, parishioners will be better equipped to apply these teachings in daily life to live in service to the Gospel.

Note: Full implementation of norm 35 is contingent upon the existence of the Office of Social Justice. Completion of specific goals and action plans for the implementation of this norm will be addressed within a reasonable timeframe once the Office of Social Justice and its mission has been established. Also, this norm will be addressed as part of the plans for norm 57 which considers ongoing homiletics training for clergy in all areas. Specific dates for plans identified below will be determined once the Office of Social Justice is created.

Objectives:

1. Form a small committee comprised of representatives from the Departments of Worship and Liturgical Formation and Social Services, the Office of Social Justice (when created) along with several priests and deacons to develop a realistic plan to identify methods and resources to assist clergy in developing homilies that address contemporary social issues. Committee to be established within 2-3 months after the Office of Social Justice is established. A series of requirements gathering meetings will be scheduled.
2. Based on the needs and requirements identified, create a plan to develop the necessary resources and tools.
3. Consider developing a guide or workbook for all clergy that would outline the weekly Sunday readings and match them, where appropriate, with social justice themes and supporting catechesis for use in homilies. Develop a plan to create this resource.

4. Develop a communication plan to address how and through what means these resources and tools would be made available to diocesan clergy.
5. Determine budget requirements to implement the plans created.

NORM 36

Norm Description: The Department of Worship and Liturgical Formation, in collaboration with the Office of Social Justice, is to provide ongoing homiletics education to help priests and deacons address key contemporary social issues, including critical life issues, from a Catholic perspective.

Department or Office with Primary Responsibility: Department of Worship and Liturgical Formation

Departments or Offices with Secondary Responsibility: Department of Social Services, Office of Social Justice

Person Submitting Plan: Rev. Msgr. Michael Alliegro

Goal: To ensure that the ongoing formation and instruction of priests and deacons in the area of homiletics includes a specific set of course offerings or modules that address key and relevant contemporary issues. This training will better equip homilists to incorporate teachings on social justice issues into homilies and so catechize the faithful.

Note: Full implementation of norm 36 is contingent upon the existence of the Office of Social Justice. Completion of specific goals and action plans for the implementation of this norm will be addressed within a reasonable timeframe once the Office of Social Justice and its mission has been established. Also, this norm would be addressed as part of the plans for norm 57 which considers ongoing homiletics training for clergy in all areas.

Objectives:

1. Conduct a series of meetings with representation from the Department of Worship and Liturgical Formation, the Department of Social Services, and the Office of Social Justice (once established) to discuss and identify effective ways of delivering homiletics education to priests and deacons on key social issues. A preliminary discussion to begin 2-3 months after the Office of Social Justice is established.
2. Develop a model of how homiletics education focused on social justice issues can be provided to assist clergy in addressing these issues in homilies and through other catechetical methods. Develop a proposal for the model.
3. Create pilot program within a deanery or select group of clergy to determine the effectiveness of the program. Target date to be determined.
4. Determine budget needs, if necessary, to support implementation plans.

NORM 37

Norm Description: The Office of Communications and Public Relations is to collaborate with the Office of Social Justice to use print and electronic media to more effectively promote awareness of Catholic agencies as well as secular organizations and programs that provide social justice services (e.g., food banks, shelters, medical services, immigration services, etc).

Department or Office with Primary Responsibility: Office of Communications and Public Relations

Departments or Offices with Secondary Responsibility: Office of Social Justice

Person Submitting Plan: Joanne Ward

Goal: The Office of Communications and Public Relations is to collaborate with the Office of Social Justice to use print and electronic media to more effectively promote awareness of Catholic agencies as well as secular organizations and programs that provide social justice services (e.g., food banks, shelters, medical services, immigration services, etc)..

Objectives:

1. Upon the appointment of the director of the Office of Social Justice, the Office of Communications and Public Relations will issue a press release on the establishment of the office and the hiring of its director.
2. Within a month of the director of the Office of Social Justice's appointment, plans for a meeting of representatives of all agencies and organizations which provide social justice services will be initiated.
3. In the Summer of 2010, in conjunction with the Office of Social Justice and the Department of Social Services, an audit will be conducted of social justice services currently provided or planned within the Diocese of Metuchen.
4. By January 2011, in conjunction with the Office of Social Justice a plan will be developed to provide year-long awareness of social justice programs within the Diocese of Metuchen.

NORM 38

Norm Description: Each parish is to develop a social ministry program that will include a needs assessment so that social services, information and referrals can be appropriately provided to individuals and families. Support would include but not be limited to: financial assistance, pastoral counseling, annulment information, bereavement support and support for specific populations. Parishes are to ensure that lay ecclesial ministers are trained to serve in this ministry.

Department or Office with Primary Responsibility: Department of Pastoral Life

Departments or Offices with Secondary Responsibility: Office of Family Life Ministry, Department of Social Services, Office of Parish Leadership Formation, Office of Social Justice, Pastors

Person Submitting Plan: Judith A. Psota

Goal: Each parish is to develop a social ministry program that will include a needs assessment so that social services, information and referrals can be appropriately provided to individuals and families. Support would include but not be limited to: financial assistance, pastoral counseling, annulment information, bereavement support and support for specific populations. Parishes are to ensure that lay ecclesial ministers are trained to serve in this ministry.

Objectives:

1. The department will convene a meeting within a month of the appointment of the Director for the Office of Social Justice with the Directors and/or Coordinators of the Office of Family Life Ministry, Department of Social Services, Office of Social Ministry, Office of Parish Leadership Formation and two or three parish representatives to review all services currently being provided.
2. The Director for the Office of Social Justice will initiate parish visitations to see what is happening in the diocese while assessing current strengths and areas of need.
3. Beginning in November, 2010, the department will form a subcommittee to be co-chaired by the Office for Social Justice and the Office of Family Life Ministry, with the specific task of developing a strategic plan to improve and expand outreach services to parishes as required.

4. The department will devise a special needs assessment tool that can be used in the parish for the purpose of providing referrals to individuals and families by the Spring, 2011.
5. The department will utilize the diocesan website to advertise formational training sessions for ecclesial ministers as well as information relative to support groups for specific populations effective immediately. (on-going)

NORM 39

Norm Description: The Office of Pro-Life is to be renamed to “The Office of Respect for Life,” a title that better encompasses the wide range of life issues that it addresses.

Department or Office with Primary Responsibility: Office of Pro-Life Activities

Department or Offices with Secondary Responsibility: Commission for Pro-Life Action, Department of Pastoral Life

Person Submitting Plan: Jennifer Ruggiero

Goal: The Office of Pro-Life is to be renamed to *The Office of Respect Life*, a title that better encompasses the wide range of life issues that it addresses.

Objectives:

1. Announce name change through a pastors’ mailing (completed June 18, 2008).
2. Create a new brochure which states the mission of the office and the wide range of issues which are addressed and include in pastors’ mailing (completed June 18, 2008).
3. Collaborate with *The Catholic Spirit* on an article featuring the rationale behind the name change (completed June, 2008).
4. Update diocesan directory and update diocesan website with new name and include brochure (completed November, 2008)

NORM 40

Norm Description: The Office of Respect for Life is to continue to expand educational programs that will address life issues from conception until natural death.

Department or Office with Primary Responsibility: Office of Pro-Life Activities

Department or Offices with Secondary Responsibility: Commission for Pro-Life Action, Department of Pastoral Life

Person Submitting Plan: Jennifer Ruggiero

Goal: The Office of Respect for Life is to continue to expand educational programs that will address life issues from conception until natural death in order to deepen respect for human life.

Note: Current educational programs include: Annual Critical Life Issues Conference, Continuing Medical Education program (after the White Mass) for healthcare professionals, topical workshops, bulletin inserts, website, videos, and parish and school presentations.

Objectives:

1. The office will form an education committee made up of selected Pro-Life Commission members and those who have served on the Critical Life Issues Conference Committee to evaluate and plan for current and new educational activities that will be implemented by the office on an ongoing basis. A meeting will be held in January, 2009.
2. The committee will identify topics that should be addressed through educational programs using evaluation forms completed by the 2008 Critical Life Issues Conference participants (completed January, 2009).
3. The committee will develop a plan for a series of workshops on end-of-life issues by March, 2009. An initial workshop was held in November, 2008.
4. The office will develop a one-year plan to foster awareness about people living with disabilities by July, 2009. Two disabilities ministry meetings have been held to date (September and December 2008). The office is collaborating with the Office for Catechesis on a symposium in March, 2009.
5. Continue to develop the Student Ambassador for Life Program for high school student leaders to educate the youth about life issues. Program scheduled for May, 2009.
6. Director of office will be attending strategic planning sessions with the other diocesan Respect Life Directors of the province starting in February, 2009. Statewide educational programs will be one of the topics addressed.

NORM 41

Norm Description: Each pastor is to reaffirm his commitment to support and promote respect for life by assuring the implementation of the diocesan Respect Life program within the parish. Pastors are to appoint a parish representative to assist with the implementation.

Department or Office with Primary Responsibility: Office of Pro-Life Activities

Department or Offices with Secondary Responsibility: Commission for Pro-Life Action, Department of Pastoral Life, Pastors

Person Submitting Plan: Jennifer Ruggiero

Goal: Each pastor is to reaffirm his commitment to support and promote respect for life by assuring the implementation of the diocesan Respect Life program within the parish. Pastors are to appoint a parish representative to assist with the implementation.

Objectives:

1. The office will inventory all parishes to determine those that currently have active parish pro-life representatives. This will be completed by March, 2009.
2. The pastors of parishes that have active representatives will be asked to reaffirm their commitment by reappointing those representatives by June, 2009.
3. Those parishes without active parish pro-life representatives will be asked to affirm their commitment by appointing a parish pro-life representative to help implement the Respect Life program by June, 2009.
4. In parishes where the pastor cannot appoint a volunteer, the office will evaluate the possibility of having a regional/deanery representative by June, 2009. This will be accomplished by personal contact with the pastors and/or at deanery meetings.

NORM 42

Norm Description: The Bishop is to issue a pastoral letter concerning the Church's teaching on the role of women in various ministries of the Church.

Department or Office with Primary Responsibility: Office of the Vicar General

Departments or Offices with Secondary Responsibility: N/A

Person Submitting Plan: Rev. Msgr. William Benwell, VG

Goal: The Vicar General, in his role of assisting the diocesan Bishop in presenting the truths of the faith and protecting the rights of all the faithful, is to insure that a conviction expressed by many during the consultation phase of the synod process – namely, that the gifts and insights of women have a legitimate and important place in the Church's ministries – be clearly, accurately, and effectively communicated to all within the Diocese.

Objectives:

1. Since the Bishop has decided that the pastoral letters called for by the synod and recommended by the Commission for Synod Implementation should be spaced over a three-year period in order to maximize the impact of each, and since the Bishop has decided that the pastoral letter on the role of women in the Church should be published in 2011, by January 1, 2010 the Vicar General will form an advisory group of individuals familiar with the theological, canonical, and practical issues related to women in ministry for the purpose of:
 - a. Identifying what issues should be addressed in the pastoral letter;
 - b. Determining the practical concerns involved in the writing and communicating of the pastoral letter; and, once the letter is published,
 - c. Assessing its effects on the ministry of women in parish and diocesan ministry and reporting its findings to the Bishop of Metuchen.

NORM 43

Norm Description: The Bishop is to appoint a task force to expand the leadership role of women in the Church of Metuchen, both on the diocesan and parish levels.

Department or Office with Primary Responsibility: Office of the Vicar General

Departments or Offices with Secondary Responsibility: N/A

Person Submitting Plan: Rev. Msgr. William Benwell, VG

Goal: The Vicar General, in his role of assisting the Bishop in the governance of the Diocese, is to insure that the Diocese – its central operations and its parishes – receives in real ways the benefits of the various gifts bestowed on this significant segment of the faithful.

Objectives:

1. The strategic plan for norm 42, which calls for the Bishop to issue a pastoral letter on the role of women in ministry, includes the formation by March 1, 2009 of an advisory group composed of individuals familiar with the theological, canonical, and pastoral issues associated with the issue of women in the Roman Catholic Church today. In addition to contributing to the pastoral letter, this group will serve as the task force that will:
 - a. Examine the current role of women in positions of leadership in diocesan administration and in parishes to determine “the state of the question.”
 - b. Explore options for hearing the experiences and insights of women – in positions of leadership and not in leadership – throughout the Diocese.
 - c. Research opportunities and programs of formation for women that exist in other dioceses.
 - d. Examine diocesan policies and practices to determine whether there are biases, conscious or unrecognized, that inhibit the greater participation of women in the life of the diocesan Church.
 - e. Submit to the Bishop by September 8, the Feast of the Nativity of the Blessed Virgin Mary, a report containing its findings and any recommendations necessary for insuring that women are able to assume the role that is their right in the leadership of the Church.

NORM 44

Norm Description: The Bishop and his clergy are to conduct listening sessions with those who declare same-sex attractions to better understand how the Church of Metuchen can offer healing to those who feel marginalized and who are struggling to live in accord with Church teachings.

Department or Office with Primary Responsibility: Bishop, Office of Family Life Ministry

Departments or Offices with Secondary Responsibility: Department of Pastoral Life, Office of Communications and Public Relations

Person Submitting Plan: Judith A. Psota

Goal: The Bishop and his clergy are to conduct listening sessions with those who declare same-sex attractions to better understand how the Church of Metuchen can offer healing to those who feel marginalized and who are struggling to live in accord with Church teachings.

Objectives:

1. In Spring, 2010, the Office of Family Life Ministry working with the Spiritual Moderator/Coordinator for ministry to persons with same-sex attraction and the Office of Communications and Public Relations, in collaboration with leadership representatives from each support group, will meet for the purpose of developing an online questionnaire.
2. The Spiritual Moderator/Coordinator will review the results of the online questionnaire and begin to formulate a series of listening sessions for persons with same-sex attraction.
3. Conclusions and recommendations will be presented to the Bishop by the Fall, 2010.
4. Once the recommendations are accepted and approved by the Bishop, the first in a series of listening sessions will be held in the Winter, 2011.

NORM 45

Norm Description: The Department of Pastoral Life, in collaboration with the Office of Communication and Public Relations, is to help raise awareness about existing support groups for men and women with same-sex attractions and their families (e.g., Courage and Encourage).

Department or Office with Primary Responsibility: Office of Family Life Ministry

Departments or Offices with Secondary Responsibility: Department of Administrative Services, Department of Pastoral Life, Office of Communications and Public Relations

Person Submitting Plan: Judith A. Psota

Goal: The Department of Pastoral Life, in collaboration with the Office of Communication and Public Relations, is to help raise awareness about existing support groups for men and women with same-sex attractions and their families (e.g., Courage and Encourage).

Objectives:

1. In January, 2009, the position of the Spiritual Moderator/Coordinator for the ministry to persons with same-sex attraction became vacant with the retirement of the current moderator. A new Spiritual Moderator/Coordinator will be appointed by the Bishop. (completed October, 2009)
2. Beginning January, 2010, the Moderator/Coordinator will attend monthly diocesan and parish-based support group meetings to become better acquainted with the members, gain deeper insight into the goals/objectives of each group and become familiar with the structure/format of each meeting.
3. The coordinator will meet in March, 2010 with the Office of Communications and Public Relations, Office of Family Life Ministry and representatives from each support group to assist in determining effective ways to raise awareness about this ministry.

NORM 46

Norm Description: The Diocese, while remaining faithful to Church teachings on matters of faith and morals, is to provide ongoing education and sensitivity training about gender and human sexuality issues for all members of the Church of Metuchen to create an environment of collaboration between men and women, and to provide support and guidance to anyone struggling to live in accord with Church teachings.

Department or Office with Primary Responsibility: Office of Family Life Ministry, Office of Respect for Life

Departments or Offices with Secondary Responsibility: Department of Administrative Services, Department of Pastoral Life, Office of Human Resources, Commission for Pro-Life Action

Person Submitting Plan: Judith A. Psota

Goal: The Diocese, while remaining faithful to Church teachings on matters of faith and morals, is to provide ongoing education and sensitivity training about gender and human sexuality issues for all members of the Church of Metuchen to create an environment of collaboration between men and women, and to provide support and guidance to anyone struggling to live in accord with Church teachings.

Objectives:

1. The Offices of Child and Youth Protection, Respect for Life and Family Life Ministry continue to sponsor ongoing programs that provide education and sensitivity training about gender and human sexuality issues that reach out to parents, children, engaged and married couples.
2. The Office of Family Life Ministry initiated a program, *God's Plan for a Joy-filled Marriage*, a catechetical program dealing with the Church's teaching on marriage and sexuality effective January, 2008 to approximately 400 couples (ongoing).
3. Special workshops and seminars on the teachings of Pope John Paul II's *Theology of the Body* were presented throughout 2008 to approximately 150 persons (ongoing).
4. Advanced weekend training seminars on the *Theology of the Body* have been given in Spanish and English to 120 attendees (ongoing).

5. The Office of Respect for Life sponsors annual teen outreach chastity programs to approximately 2,000 eighth grade students and 1,300 high school students while providing support and resources for parents through information evenings in parishes (ongoing).
6. Beginning in the Fall, 2009, the Office of Child and Youth Protection will institute a mandatory program, *Called to Protect*, at all four diocesan high schools in grades 9-12. Teachers are currently in the process of being trained in each of the high schools. This program will be ongoing and offered annually to ninth graders and new transfer students.
7. In the Summer, 2010, the Office of Family Life Ministry in conjunction with the Office of Respect for Life will establish a task force consisting of representatives from the Departments and/or Offices of Administrative and Legal Services, Youth and Young Adult Ministry, Evangelization and Education, including a cross-section of high school campus ministers and teachers, to study and develop a comprehensive two-year plan that will broaden the current outreach on matters of faith and morals to children and parents.
8. The Office of Family Life Ministry initiated a twelve week spirituality seminar for women in church leadership positions for spiritual growth and with the intent of creating a network of women who may be available to assist with future focus groups for women (six weeks completed in November, 2009, the final six weeks to be completed March, 2010).
9. The Department of Pastoral Life working with the Human Resources Office will collaborate to sponsor two diocesan training programs dealing with gender sensitive issues; one for all diocesan department and office directors, the other for clergy to be held in the Spring, 2010.

NORM 47

Norm Description: Parishes are to establish an annual gathering so that their priests, deacons, and parish staff may plan how they are to serve the parish and one another.

Department or Office with Primary Responsibility: Department of Diocesan Planning

Departments or Offices with Secondary Responsibility: Department of Formation and Leadership, Office of Parish Leadership Formation, Pastors

Person Submitting Plan: Jeffry Odell Korgen

Goal: Parishes are to establish an annual gathering so that their priests, deacons, and parish staff may plan how they are to serve the parish and one another.

Objectives:

1. The Department of Diocesan Planning will hire a director of the Office of Parish Pastoral Councils and Planning by July 1, 2010.
2. The director will develop a model for parish annual planning gatherings by December 31, 2010. The model will be piloted in four parishes.
3. The director will train a group of facilitators.
4. The director will lead a team of facilitators who will provide regional planning gatherings in each deanery in 2011. At least 20 parishes will be serviced.
5. The director will lead a team of facilitators who will provide regional planning gatherings in each deanery in 2012. At least 30 parishes will be serviced.

NORM 48

Norm Description: The Bishop is to establish an atmosphere of open and honest communication, fostering discussion and collaboration among existing diocesan offices, parishes, diocesan commissions, and agencies.

Department or Office with Primary Responsibility: Office of the Vicar General

Departments or Offices with Secondary Responsibility: Department of Diocesan Planning

Person Submitting Plan: Rev. Msgr. William Benwell, VG

Goal: The Vicar General, in his role of assisting the Bishop in the governance of the Diocese, is to establish and coordinate methods by which diocesan offices, commissions and agencies work closely with each other and with parishes so that the aims of the Diocese are arrived at collaboratively, and understood and communicated clearly.

Objectives:

1. The Vicar General will continue to convene monthly meetings of diocesan executive directors (among whom are all those who bear responsibility for the various diocesan offices, commissions, and agencies). The purpose of these “curia” meetings will be to:
 - a. Insure that the diocesan curia is working together to advance the Bishop’s overall pastoral priorities for the Diocese.
 - b. Share information on the work of their respective departments.
 - c. Discuss ways that departments can work together on common issues and concerns.
 - d. Bring to the attention of executive directors issues and areas of concern about which they may not be aware, but are likely to have implications for their department.

2. By June, 2009, the curia will develop a strategy (e.g., distribution of minutes, a newsletter, departmental outreach to deaneries) by which it will, generally, demonstrate its commitment to consistent communication and open and honest dialogue with parish leadership, and will specifically:
 - a. Inform parishes of its deliberations and the pastoral plan of the various departments;
 - b. Solicit feedback from parish leadership concerning: the diocesan mission, ideas for future curial discussion, and local and regional challenges facing parishes.

NORM 49

Norm Description: The Diocese is to use all available print and electronic communication tools to highlight the ways and means by which Catholic faith is lived within the Diocese of Metuchen.

Department or Office with Primary Responsibility: Office of Communications and Public Relations

Departments or Offices with Secondary Responsibility: N/A

Person Submitting Plan: Joanne Ward

Goal: The Diocese is to use all available print and electronic communication tools to highlight the ways and means by which Catholic faith is lived within the Diocese of Metuchen.

Objectives:

1. Each week, the diocesan newspaper, *The Catholic Spirit*, publishes stories of Catholics living their faith. Since the number of subscribers to our newspaper is continually declining, we need to change how the paper reaches parishioners. In the Spring of 2009, we expect to present a proposal to the Diocese which would have *The Catholic Spirit* delivered in bulk to parishes where it would be distributed. Instead of being paid by subscriptions, the paper would be supported by pastors who would be asked to participate in an annual voluntary gift program for *The Catholic Spirit*. (Proposal presented March 2009)
2. The Office of Communications will continue to send press releases, suggestions for photo opportunities, and press advisories to the secular press to gain coverage of faith in action.
3. In order to secure more coverage in the daily and weekly newspapers, in the Spring 2010, the Office of Communications will sponsor a seminar for pastors or their representative to identify faith stories in their parishes and assist them with ways to pitch or send the story idea to the appropriate media.
4. In October, 2008, Office of Communications explored the financial feasibility of publishing a quarterly magazine produced by Faith Publishing. To print 115,000 copies of a 24 page magazine would cost approximately \$160,000 plus either postage or truck delivery. If we were to publish 80,000 (the number of bulletins distributed each week) the cost would drop to about \$110,000 plus truck delivery. If the communications study to be conducted in early 2010 indicates there is an interest in receiving a magazine, in the Summer of 2010 the Office of Communications will revisit publishing a magazine.

5. In the Summer of 2010, the Office of Communications will develop a proposal to re-establish the diocesan radio program which would be broadcast over the internet and available as a podcast. In addition, the programs may be aired on stations that are identified in the proposal. This will require an additional part-time individual.
6. Through a blog, individuals can share how they are living out their faith. In the Spring, 2010, the Office of Communications will explore the feasibility of setting up a blog or having a prominent link on the diocesan website to blogs which describe the daily lives of individuals living out their faith.
7. In 2011, the Office of Communications will explore the feasibility of developing and producing a half-hour cable TV program.

NORM 50

Norm Description: The Diocese is to establish ways and means to affirm cultural diversity in worship.

Department or Office with Primary Responsibility: Department of Worship and Liturgical Formation

Departments or Offices with Secondary Responsibility: Office of Multi-Cultural Ministries, Department of Pastoral Life

Person Submitting Plan: Rev. Msgr. Michael Alliegro

Goal: Provide greater opportunity in liturgies, both at the parish and diocesan level, to incorporate and affirm cultural diversity in the worship experience. This goal is twofold:

1. Find ways to infuse the cultural richness of the various ethnicities into regular parish and diocesan liturgies.
2. Broaden the exposure and understanding of all the faithful across the Diocese to the different ethnicities present in the Diocese so that our parishes are more welcoming, inclusive and accepting of all people regardless of cultural or ethnic background.

Objectives:

1. Conduct a meeting(s) with a group of pastors and priests representing the different and predominant ethnic backgrounds found in the Diocese of Metuchen to generate input and ideas about the needs and opportunities to integrate cultural diversity in worship (January, 2009).
2. Investigate how other neighboring dioceses are incorporating cultural diversity in their liturgies. Report back on findings by end of May, 2009.
3. Create a projected budget for 2009/2010 diocesan budget cycle.
4. Based on findings and recommendations, develop a plan and resource materials by December, 2009 to assist parishes in integrating cultural diversity in liturgical celebrations.

NORM 51

Norm Description: The Diocese and parishes are to establish systems that will help educate laity about diocesan policies and procedures.

Department or Office with Primary Responsibility: Office of the Chancellor

Departments or Offices with Secondary Responsibility: Department of Administrative Services

Person Submitting Plan: Lori Albanese

Goal: The Diocese and parishes are to establish systems that will help educate laity about diocesan policies and procedures.

Objectives:

1. The Office of the Chancellor will work with the Office of Information Systems to identify technology and media resources available to communicate policies and procedures most effectively, beginning in January, 2009 and continuing for the period of this plan as new resources become available.
2. The Office of the Chancellor will identify, by June 30, 2009, a team of representatives from diocesan departments and offices with whom it will be necessary to collaborate about the formulation of a Standard Operating Procedure (SOP) for updating and communicating diocesan policies and procedures.
3. The Office of the Chancellor will plan a series of meetings with the team to draft and finalize SOP, meetings which will commence no later than July 30, 2009, and conclude no later than October 30, 2009. The SOP will contain two components: how the Diocese will update and communicate diocesan procedures and policies, and how the parishes will educate the laity about diocesan policies and procedures.
4. The Office of the Chancellor will conduct a training workshop on the SOP for diocesan staff in Winter, 2009.
5. The Office of the Chancellor will review the SOP for efficacy at regular intervals, not to exceed six months between reviews, commencing Winter, 2009 and continuing for the period of this plan.

NORM 52

Norm Description: 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.

Department or Office with Primary Responsibility: Office of the Chancellor

Departments or Offices with Secondary Responsibility: Department of Administrative Services

Person Submitting Plan: Lori Albanese

Goal: 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.

Objectives:

1. The Office of the Chancellor will work with the Office of Information Systems to identify technology and media resources available to communicate policies and procedures most effectively, beginning in January, 2009 and continuing for the period of this plan as new resources become available.
2. By July 31, 2009, the Office of the Chancellor will survey diocesan departments and offices to establish the various means by which diocesan policies and procedures are currently communicated.
3. No later than July 31, 2009, the Office of the Chancellor will incorporate the focus of norm 52 into the synod norm strategic plan of norm 51, so that the suggested methods of communication by which the pastors will communicate diocesan policies and procedures to their parishioners are identified in the Standard Operating Procedure (SOP) for updating and communicating diocesan policies and procedures.

NORM 53

Norm Description: Parishes are to provide opportunities for couples in interfaith/ecumenical marriages to better understand and appreciate each other's beliefs and traditions.

Department or Office with Primary Responsibility: Office of Family Life Ministry

Departments or Offices with Secondary Responsibility: Department of Pastoral Life, Pastors, Commission for Ecumenical and Interreligious Initiatives

Person Submitting Plan: Judith A. Psota

Goal: Parishes are to provide opportunities for couples in interfaith/ecumenical marriages to better understand and appreciate each other's beliefs and traditions.

Objectives:

1. The Office of Family Life Ministry will survey neighboring dioceses and other dioceses throughout the country, with the assistance of the National Association of Catholic Family Life Ministers, to ascertain if there are resource materials available by the beginning of June, 2009. (Completed)
2. An initial phone interview with pastoral staff will be undertaken to discover how parishes are currently ministering to couples in interfaith/ecumenical marriages. Following those preliminary results, additional in parish visits will be conducted.
3. The Office of Family Life Ministry will conduct a preliminary meeting with the Commission for Ecumenical and Interreligious Initiatives and representatives of the Presbyteral Council for the purpose of soliciting input and suggestions for reaching out to couples in interfaith/ecumenical marriages in Spring, 2010.
4. A pilot program will be developed, if none already exist, for couples in interfaith/ecumenical marriages and made available to three parishes interested in working with the Office of Family Life Ministry towards implementation by Fall, 2010.

NORM 54

Norm Description: Parishes are to seek ways to foster relationships with other faith communities.

Department or Office with Primary Responsibility: Commission for Ecumenical and Interreligious Initiatives (CEII)

Departments or Offices with Secondary Responsibility: Office of the Chancellor, Pastors

Person Submitting Plan: Deacon Joel Livingston

Goal: To have a trained Parish Ecumenical and Interfaith Representative (PEIR) in each parish of the Diocese who would represent the pastor, be responsible for developing and nurturing relationships with other faith communities within the parish boundaries, and network with nearby parishes as needed.

Objectives:

1. CEII develop a presentation that will motivate pastors to select and support a PEIR from their parish. A speaker from outside the Diocese may be needed (March 31, 2009).
2. CEII and Chancellor select a deanery to hear the presentation and make presentation (June 30, 2009).
3. Pastors select one or more PEIRs from their parish.
4. Develop a training plan for PEIRs (June 30, 2009).
5. Evaluate the effectiveness of the presentation and modify as needed (August 31, 2009).
6. Beginning in September, 2009, make one presentation a quarter until each deanery has heard the presentation.
7. Beginning in September, 2009, have a training session each quarter for the PEIRs selected in the previous quarter. Continue until all deaneries have participated.
8. Continue to have a workshop for each deacon candidate class to raise their interest in and knowledge of ecumenical and interfaith activities. Invite seminarians to the workshop.
9. CEII arrange for an annual training workshop for PEIRs already functioning in their parish.

NORM 55

Norm Description: The Diocese is to evaluate at the deanery level what is currently offered to parishes relative to spiritual growth, formation and renewal, and then is to create ways for parishes to collaboratively use and develop catechetical and spiritual renewal programs that account for age, gender and cultural diversity.

Department or Office with Primary Responsibility: Office for Catechesis

Departments or Offices with Secondary Responsibility: Departments of Education, Pastoral Life, Formation and Leadership, Offices of Evangelization, Multi-Cultural Ministries.

Person Submitting Plan: Cele Regan

Goal: The Diocese is to evaluate at the deanery level what is currently offered to parishes relative to spiritual growth, formation and renewal, and then is to create ways for parishes to collaboratively use and develop catechetical and spiritual renewal programs that account for age, gender and cultural diversity.

Objectives:

2009-2010

1. Meet with smaller clusters of PCLs within deaneries to listen and learn about what is happening in faith formation in their parishes (completed September, 2009).
2. Encourage clusters to continue to meet to support each other and share ideas and resources (completed Fall, 2009).

2010-2011

1. Collaborate with the Department of Diocesan Planning to determine how best to use deanery councils to incorporate intergenerational faith formation into their parishes (June, 2011).
2. Bring the monthly ECHO Enrichment and AFF seminars into the deaneries to initiate and model collaboration in LLFF (June, 2011).

2011-2012

1. Meet with deanery councils to brainstorm methods of collaboration for lifelong faith formation (June, 2012).
2. Identify a faith formation “point guard” in every parish to be the liaison for faith formation between parishes and the deanery council, when they are established (June, 2012).
3. Continue and adapt ECHO Enrichment and AFF seminars to needs of deaneries/parishes (June, 2012).

NORM 56

Norm Description: The Bishop, as chief liturgist of the Diocese, is to issue a pastoral letter about the importance of liturgy in the life of every Catholic, with special emphasis on the true presence of Christ in the Eucharist.

Department or Office with Primary Responsibility: Department of Worship and Liturgical Formation

Departments or Offices with Secondary Responsibility: Bishop

Person Submitting Plan: Rev. Msgr. Michael Alliegro

Goal: Re-educate and re-instill in Catholics throughout the Diocese of Metuchen a sense of awe and a solid understanding about the true presence of Christ in the Eucharist and the importance of liturgy in the life of every Catholic.

Objectives:

1. Conduct an initial meeting with the Bishop to gather his input and direction on the pastoral letter, to be published in 2010.
2. Form a small committee (6-8) of priests, deacons and lay leaders to identify some key themes and messages that should be conveyed and articulated in a pastoral letter from the Bishop about the Eucharist. Develop an outline and proposal to present to the Bishop.
3. Create a draft of the pastoral letter.
4. Develop a communication plan to identify how the letter will be announced, publicized, and distributed to the parishes.
5. Develop some resources that pastors, priests, and deacons can use to incorporate appropriate catechesis about the letter in homilies and other faith formation venues. Provide these resources to the parishes.
6. Announce and publish the pastoral letter to coincide with a particular solemnity such as Corpus Christi, 2010.

NORM 57

Norm Description: Priests and deacons are to attend ongoing instruction in homiletics. The focus of these training sessions should be proclaiming scripture, catechetical formation, preaching to youth, and conveying the Church's stance on contemporary social issues.

Department or Office with Primary Responsibility: Department of Worship and Liturgical Formation

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry)

Person Submitting Plan: Rev. Msgr. Michael Alliegro

Goal: To provide a structured training program and accessible resources for priests and deacons so that they may receive regular and ongoing instruction in homiletics in key areas such as proclaiming scripture, catechetical formation, preaching to youth and Church social teaching.

Note: Plans for implementing this norm addressing homiletics education for priests and deacons would also incorporate the needs addressed in norms 35 and 36 which address homiletics formation specific to social justice issues.

Objectives:

1. Collaborate with the Department of Clergy & Religious Personnel to identify training needs in homiletics and the best method of providing instruction for priests and deacons. Solicit input and feedback from the Presbyteral Council, Diaconate Personnel Board and through deanery meetings. Consolidate feedback and findings by
June 30, 2009.
2. Consult with appropriate faculty at several seminaries to identify courses, programs or current practices that could be used or integrated into a homiletics training program. Investigate programs utilized in other dioceses that might be adapted for use in the Diocese of Metuchen. Complete survey and identify findings by September 30, 2009.
3. Offer a workshop on homiletics for priests and deacons in late Spring or Fall of 2009 with guest lecturer.
4. Develop a proposal and budget for a structured, ongoing training program in homiletics to be reviewed by the Presbyteral Council, Diaconate Formation Board with final approval by the Bishop by year end 2009.
5. Evaluate program effectiveness through participant and instructor feedback and provide report by year end 2010.

NORM 58

Norm Description: The Office for Priest Personnel is to assist clergy for whom English is a second language and provide further instruction in English and homiletics for them.

Department or Office with Primary Responsibility: Office for Priest Personnel

Departments or Offices with Secondary Responsibility: Department of Clergy & Religious Personnel (formerly Department of Personnel in Ministry)

Person Submitting Plan: Very Rev. Edward C. Puleo

Goal: To assist foreign-born clergy in finding classes in English as a Second Language and homiletics.

Objectives:

1. The Office for Priest Personnel will identify a list of schools that offer ESL, accent reduction, and homiletic instruction (completed December, 2008).
2. The Office for Priest Personnel will identify clergy for whom English is a second language who need accent reduction classes and/or instruction in English and invite them to enroll in such training courses. This objective will be completed by July 1, 2009.
3. The Office for Priest Personnel will encourage the same group of priests to attend homiletics training provided by the schools identified in objective 1 and the workshops provided by the Department of Worship and Liturgical Formation in fulfillment of synod norm 57.

NORM 59

Norm Description: The Diocese is to strengthen and expand the Department of Worship and Liturgical Formation so that it can promote excellent and uniform liturgical standards by providing parishes with current resources and ongoing training for liturgical ministers, particularly those involved with music ministry.

Department or Office with Primary Responsibility: Department of Worship and Liturgical Formation

Departments or Offices with Secondary Responsibility: N/A

Person Submitting Plan: Rev. Msgr. Michael Alliegro

Goal: To enhance the worship experience in all parishes throughout the Diocese of Metuchen by promoting and implementing uniform liturgical standards and practices for all liturgical ministers serving in each parish by offering training programs, workshops and relevant resources for ministerial development.

Objectives:

1. The Department of Worship and Liturgical Formation will expand its current resources by creating the position of Director of Liturgical Formation to address ongoing liturgical formation needs across the Diocese (completed, July, 2008).
2. An initial series of training and formation workshops will be developed and scheduled for clergy, liturgical ministers and music ministers in the Fall of 2008 and Spring and Summer of 2009.
 - a. Fall, 2008: Five workshops were scheduled and offered as follows:
 - Extraordinary Ministers – October 15, 2008 for over 310 ministers
 - Readers – October 28, 2008 for about 110 readers
 - Catholic Funeral Liturgies – November 11, 2008 for over 140 deacons, priests, funeral directors, music ministry, Lazarus ministry
 - The Latin Mass – November 18, 2008 for over 70 liturgical ministers and interested parishioners
 - Confirmation Workshop for Priests – December 10, 2008 for Pastors needing training to administer the Sacrament of Confirmation

- b. Spring and Summer, 2009 workshops: An additional series of formation workshops to be scheduled and offered including workshops for Extraordinary Ministers and Readers, Music Ministry, weddings and others to be announced.
 - Music Ministry workshop on the document *Sing to the Lord – Music in Divine Worship* scheduled on February 10, 2009
 - Other workshops to be announced
3. Beginning in Advent, 2008, a quarterly newsletter, *Lift Up Your Hearts*, will be developed and published by the Department of Worship and Liturgical Formation to address timely and relevant topics, questions and issues in the area of Divine Worship to communicate and promote excellent and uniform liturgical standards and a common understanding of liturgical practices. Newsletters will be available for download from the diocesan website under the Department of Worship and Liturgical Formation (completed November, 2008).
4. A network of parish leaders who have responsibility for liturgy preparation or liturgical formation will be established by April, 2009. A planning meeting will be held in May/June, 2009 with the parish representatives to identify parish liturgical formation needs and resource requirements. Additional workshops will be planned and scheduled based on assessment results and other topics to be addressed.