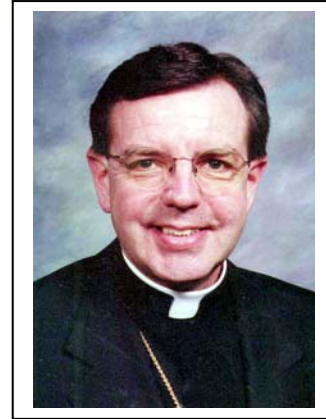




Diocese of Oakland

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510.893.4711 · Fax 510.893.0945 · www.oakdiocese.org

January 2, 2007



Dear Friends:

Since becoming Bishop of Oakland in October 2003, I have spoken often of you as co-workers with me in caring for the people of our Diocese of Oakland. I want to thank you, first of all, for the incredible work of service that you do for God's people. I am very grateful that we are working together.

Bishop Cummins, my predecessor, had the vision to recognize the importance of developing Policies and Procedures that would create a sound basis for our working together. The first Chancery/Parish Personnel Policies were approved and promulgated in January 2000. The Policies were completely reviewed again in 2003 and once again reviewed by the Presbyteral Council and approved by Bishop Cummins. The current Presbyteral Council has reviewed the changes that you will find this year, and I have approved them.

These policies clearly state the rights and responsibilities of each employee and also the rights and responsibilities of the Diocese/Parish as the employer. Please take time each year to carefully review this document. Do not hesitate to contact our Human Resources Office with any questions.

May our God bless you and your families and bless especially the time and talent you so graciously share in His service.

Sincerely yours,

The Most Reverend Allen H. Vigneron
Bishop of Oakland