



THE DIOCESE
OF COLORADO

The Right Reverend
Robert J. O'Neill

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Memorandum

To: Rectors, Vicars, Interim & In Charge Priests
Church Administrators and Secretaries

From: Beckett Stokes

Date: Monday December 19, 2005

Subject: Annual Personnel Reports

You will find the new 2006 personnel reports enclosed / attached. Please complete them and either email them to smcafee@coloradodiocese.org, or fax or mail them back to the Diocesan offices.

We will use this information to keep our diocesan directory up to date, and to compile email addresses for interest-specific email newsletters, but we will not share this information outside of the diocesan staff. If you have staff or volunteers who do not wish to receive email communications from the Diocese, please DO NOT include their email addresses on this form.

Please also take special care to ensure that your church's web site address (if you have one), and service times and locations are correct; we will post this information on the church directory portion of the diocesan web site. Also, please be sure to notify Sarah McAfee or Beckett Stokes if this information changes, so that we can keep the web site up-to-date and accurate.

Thank you for your time and attention in completing this information!