

ABBREVIATIONS, REFERENCES, AND RESOURCES

Section abbreviations for *Policies for Pastoral Ministry: Many Gifts*

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| AF | Administration and Finance |
| AR | Archival Records |
| CJ | Criminal Justice Ministry |
| CL | Many Gifts, One Spirit: Church Governance Through Consultative Leadership |
| DF | Diaconal Formation |
| DM | Diaconal Ministry |
| EC | Electronic Communications |
| FF | Parish Faith Formation |
| HC | Health Care Ministry |
| HR | Human Resources |
| PM | Priestly Ministry |
| SF | Seminarian Formation |
| SR | Sacramental Records |

Section abbreviations for *Sacramental Policies: One Spirit*

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| AN | Anointing of the Sick |
| BL | Blessings |
| CF | Confirmation |
| DD | Dedications |
| DV | Popular Devotions and Spiritual Exercises |
| EU | Eucharist |
| FC | First Communion |
| FP | First Penance |
| FR | Christian Funeral Rites |
| HO | Holy Orders |
| IA | Rite of Christian Initiation of Adults |
| IB | Infant Baptism |

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| IC | Rite of Christian Initiation of Adults—Children/Teens |
| LH | Liturgy of the Hours |
| LM | Liturgical Ministry |
| MR | Matrimony |
| PM | Pastoral Music Ministry |
| PN | Penance |
| VI | Viaticum for the Dying |

Other commonly used abbreviations:

1971 Guidelines *Permanent Deacons in the United States: Guidelines on Their Formation and Ministry.* Washington, D.C.: USCCB; Bishop Unterkoefler, Chair BCD, 1971.

1984 Guidelines *Permanent Deacons in the United States: Guidelines on Their Formation and Ministry, Revised.* Washington, D.C.: USCCB; Bishop Kinney, Chair BCD, 1984.

AA *Apostolicam Actuositatem.* Decree On the Apostolate of the Laity, Second Vatican Council, 1965.
http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_decree_19651118_apostolicam-actuositatem_en.html

ACCCA American Catholic Correctional Chaplain’s Association

ADP Automatic Data Processing [payroll system]

ADUS: Pope John Paul II, *The Heart of the Diaconate: Servants of the Mysteries of Christ and servants of Your Brothers and Sisters,* Address to Deacons of the United States, Detroit, Michigan, September 19, 1987.

AGD: *Ad Gentes Divinitus*

AHERA Asbestos Hazard Emergency Response Act

ARF Archdiocesan Revolving Fund

BLS *Built on Living Stones: Art, Architecture and Worship.* Washington, D.C.: USCCB, 2000.

BNFPD Congregation for Catholic Education, *Basic Norms for the Formation of Permanent Deacons (Ratio Fundamentalis Institutionis Diaconorum Permanentium)* Washington DC: USCCB, 1998

CCAS Corporation of the Catholic Archbishop of Seattle

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| CCC | <i>Catechism of the Catholic Church</i> . The Liturgical Press, 1999 |
| CCHD | Catholic Campaign for Human Development |
| CCSWW | Catholic Community Services of Western Washington |
| CD | <i>Christus Dominus</i> , Decree Concerning the Pastoral Office of Bishops in the Church. Second Vatican Council, 1965. |
| CFU | Continuing Formation Units |
| CHA | The Catholic Health Association of the United States, http://www.chausa.org . |
| CIC | <i>Code of Canon Law</i> |
| CLSA | Clergy Procedure Handbook |
| CPE | Clinical Pastoral Education |
| CPS | Child Protective Services |
| CSD | Catholic Schools Department |
| DAPNE | <i>Didascalía Apostolorum, Directory of the Application of Principles and Norms on Ecumenism</i> . Washington, D.C.: USCCB, 1993 |
| DCWW | Diaconal Community of Western Washington |
| DMLPD | Congregation for the Clergy, <i>Directory for the Ministry and Life of Permanent Deacons (Directorium Pro Ministerio et Vita Diaconorum Permanentium)</i> Washington DC: USCCB, 1998. |
| DOC | Department of Corrections, Washington State |
| ED | <i>Ecumenical Directory</i> |
| EEOC | Equal Employment Opportunity Commission |
| EFT | Electronic funds transfer |
| ESL | English as a Second Language |
| FFH | Archbishop Alex J. Brunett, <i>A Future Full of Hope: Vision, Priorities, and Goals of the Archdiocese of Seattle, Years 2004–2009</i> . Seattle: Archdiocese of Seattle, 2004. |
| FML | Family and Medical Leave |
| FTE | Full Time Exempt (employee) |
| GDC | <i>General Directory for Catechesis</i> . Washington, D.C.: USCCB, 1997. |
| GS | <i>Gaudium et Spes</i> . Pastoral Constitution on the Church in the Modern World. Second Vatican Council, 1965. |

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| | http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_cons_19651207_gaudium-et-spes_en.html |
| GE | <i>Gravissimum Educationis</i> . Declaration on Christian Education, Second Vatican Council, 1965. |
| GIRM | <i>General Instruction of the Roman Missal</i> . Washington, D.C.: USCCB, 2003. |
| ICE Center | US Immigration and Customs Enforcement Center |
| HIPAA | Health Insurance Portability and Accountability Act |
| LG | <i>Lumen Gentium</i> , Dogmatic Constitution on the Church. Second Vatican Council, 1964. http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_const_19641121_lumen-gentium_en.html |
| LMI | Liturgical Ministries Institute |
| LMT | Liturgical Ministry Today |
| LOTH | General Instruction of the Liturgy of the Hours |
| Manager's Toolkit | http://intranet.seattlearch.org |
| MMPI 2 | Minnesota Multiphasic Personality Inventory 2 |
| NDC | <i>National Directory for Catechesis</i> . Washington, D.C.: USCCB, 2005 |
| NACC | National Association of Catholic Chaplains |
| NACCS | National Association of Catholic Chaplains Standards |
| NCCB | National Conference of Catholic Bishops |
| ND | <i>National Directory for the Formation, Ministry and Life of Permanent Deacons in the United States</i> ; Washington, D.C.: USCCB; Bishop Morlino, Chair BCD, 2005 |
| NDC | <i>National Directory for Catechesis</i> . Washington, D.C.: USCCB, 2005. |
| NSC | <i>National Statutes for the Catechumenate</i> |
| OCF | <i>Order of Christian Funerals</i> |
| OCFF | Office of Catholic Faith Formation |
| OE | <i>Orientalium Ecclesiarum</i> , Decree on the Catholic Churches of the Eastern Rite. Second Vatican Council, 1964. |
| PCS | <i>Pastoral Care of the Sick</i> |
| PDV | Pope John Paul II, <i>Post Synodal Apostolic Exhortation, I Will Give You Shepherds (Pastores Dabo Vobis)</i> Washington DC: USCCB, 1992 |

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| <i>PO</i> | <i>Presbyterorum Ordinis</i> , Decree on the Ministry and Life of Priests, Second Vatican Council, 1965. |
| PRF | Parish Revolving Fund |
| RCIA | Rite of Christian Initiation of Adults |
| RM | Rite of Marriage |
| <i>SC</i> | <i>Sacrosanctum Concilium</i> , Constitution on the Sacred Liturgy. Second Vatican Council, 1963. |
| SCRIP | A piece of paper representing or acknowledging value, such as a receipt or certificate, given in lieu of currency. |
| TIN | Tax Information Number |
| TOEFL | Test of English as a Foreign Language |
| USCCB | United States Conference of Catholic Bishops |
| WSCC | Washington State Catholic Conference |

Additional references and resources:

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- Catholic Study Bible*. New York: Oxford University Press, 1995.
- Documents of Vatican II*. The Liturgical Press, 1992.
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- Growing in Wisdom, Age and Grace*. Wm. H. Sadlier, Inc., 1997.
- Guidelines for the Celebration of the Sacraments with Persons with Disabilities*. Washington, D.C.: USCCB, 1995.
- Guidelines for the Reception of Communion*. Washington, D.C.: USCCB, 1996.
- Justicia in Mundo (Justice in the World)*. World Synod of Catholic Bishops, 1971.
- Marriage Preparation and Cohabiting Couples*. Washington, D.C.: USCCB, 1999.
- Our Hearts Were Burning Within Us: a Pastoral Plan for Adult Faith Formation in the United States*, Washington, D.C.: USCCB, 1999.
- Parish Accounting Manual*. Archdiocese of Seattle Office of Administration and Finance.
- Popular Devotional Practices: Basic Questions and Answers*. Washington, D.C.: USCCB, 2003.
- The Real Presence of Jesus Christ in the Sacrament of the Eucharist: Basic Questions and Answers*. Washington, D.C.: USCCB, 2001.
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Washington, D.C.: USCCB, 1997, 1999.

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<http://www.usccb.org/stewardship/disciplesresponse.pdf>

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1998.

Archdiocese of Seattle Website: www.seattlearch.org