



Dear Members of Religious Institutes, Secular Institutes, Societies of Apostolic Life, and other forms of Consecrated Life in the Diocese of Austin:

### Welcome to the Beautiful Diocese of Austin!

As the Director of Consecrated and Apostolic Life for the Diocese of Austin, I work on behalf of Bishop Daniel E. Garcia with members of Religious Institutes, Secular Institutes, Societies of Apostolic Life, and other forms of Consecrated life. It is Bishop Garcia's sincere desire, as well as mine, that this mission will further strengthen his bond with the Consecrated men and women ministering in his Diocese.

Below you will find important onboarding items to begin and continue ministry in the Diocese of Austin:

#### Records

The Diocese of Austin requires each consecrated member's records to be updated every three years. This includes:  
**(1) Profile database form, (2) Suitability letter and (3) Safe Environment Compliance.**

#### Profile Form

**Consecrated Profile Form** - This information is used to ensure accurate correspondence. It is also included in the Diocesan Directory, the Official Catholic Directory, and the Diocesan Archives. Please complete the form online at: [www.austindiocese.org/religious-orders-and-congregations](http://www.austindiocese.org/religious-orders-and-congregations) or if you prefer, it can be emailed.

#### Suitability Letter

**Suitability Letter** - Each religious brother or sister residing in the Diocese of Austin should mail a hard copy letter of suitability from his or her Religious General, Provincial or Delegated Regional Superior to Most Reverend Daniel E. Garcia, Bishop of Austin C/O Very Reverend Thomas J. Reitmeyer, JCL, Vicar General. A sample suitability letter with what is required can be [found here](#). Please address your suitability letter to Most Rev. Daniel E. Garcia, Bishop of Austin C/O Very Reverend Thomas J. Reitmeyer, JCL, Vicar General, 6225 E US 290 HWY SVRD EB, Austin, TX 78723-1025, ensuring that one hard copy letter is sent per consecrated person residing in the Diocese, affixed with the seal of your community.

#### Safe Environment/EIM

**Safe Environment/ EIM**- Within 60 days of commencing ministry, participate in Ethics and Environment Workshop and attend a basic refresher on-line course every 3 years. For more info: [www.austindiocese.org/eim](http://www.austindiocese.org/eim).

#### Jubilarians

If you are celebrating your 20th, 25th, 30th, 35th, etc. Jubilee Anniversary, please let us know by sending the **Jubilee Form by November 1, of the previous year**, so that you will be recognized at our World Day of Consecrated Life and in the Catholic Spirit Magazine. The Jubilarian Form can be found at: <https://www.austindiocese.org/religious-orders-and-congregations>.

#### Resources for Consecrated

Visit [https://www.austindiocese.org/religious-orders-and-congregations](http://www.austindiocese.org/religious-orders-and-congregations) for resources for Consecrated Life.



### Friday Message

If you would like to receive, via email, a copy of the “Friday Message” with wonderful news from around the Diocese of Austin, simply email the Editor at [catholic-spirit@austindiocese.org](mailto:catholic-spirit@austindiocese.org).



### Visits

Bishop Garcia has asked me to visit all the Consecrated throughout the diocese. My visit will be informal; simply the bishop extending his hands, heart, and ears to you through this servant. I will be contacting you or would love to hear from you to learn when would be a good time for me to come and see you.



### Gatherings

We gather yearly with our Bishop in February to celebrate World Day of Consecrated Life. The bishop celebrates Mass for us and then we typically share together over lunch at the Bishop’s Hall of St. Mary Cathedral. Religious are especially invited to all the other important Diocesan events such as the Chrism Mass, Ordinations to the Priesthood or Transitional Diaconate, and a yearly “Beloved,” vocational discernment day. Please be attentive to your email and RSVP for these events as timely as possible.



### Prayer Requests

Know that you and your ministries are in the Bishop’s and this Servant’s daily prayers. Please feel free to call or email me any intentions that we might offer to our good Lord at Holy Mass: if you have any joys or sorrows of any kind, an anniversary, a Jubilee, a going to our Father’s House, a profession, etc. We want to be a support for you!



### Changes

Please email or call to let me know any changes in your community, such as: any new members arriving or leaving, changes in address, phone, ministry, change in superior general or provincial and a change in their contact information, etc.

On behalf of Bishop Garcia, welcome again to the Diocese of Austin. Thank you as well for all your years of service to the Church and we pray for many more years of fruitful ministry in this beautiful Diocese. May the Lord use you to bring His children Home!

Sincerely,

**Sr. Silvia M. Tarafa, SCTJM**

Director of Consecrated & Apostolic Life



Diocese of Austin  
6225 E. Highway SVRD EB  
Austin TX 78723; (512) 949-2446  
[sr-silvia-tarafa@austindiocese.org](mailto:sr-silvia-tarafa@austindiocese.org)  
[www.austindiocese.org](http://www.austindiocese.org)