

THE CHANCERY  
DIOCESE OF CLEVELAND  
CHANCERY BUILDING, CATHEDRAL SQUARE  
CLEVELAND, OHIO 44114

January 6, 1966  
Feast of the Epiphany


Reverend dear Father:

The MEMORANDUM TO THE CLERGY brings to the priests, religious and laity matters of routine attention and also of special concern, in the concise form of a bulletin.

The MEMORANDUM will be issued by The Chancery from time to time during the year. It will reduce the number of formal official letters. It will inform our priests, particularly pastors and chaplains, of directives involving their sharing in the spiritual and temporal pastoral administration of our Diocese.

1. The MEMORANDUM is to be considered as official as any letter or communication directly from the Ordinary.
2. The MEMORANDUM is to be kept on file in parishes and institutions. It is recommended that all priests retain their copy for reference.
3. The MEMORANDUM is punched with three holes in the margin of the paper, in order that copies may be conveniently filed in a ring binder.
4. Pastors and chaplains are to provide a stiff-back binder, in which the MEMORANDUM may be inserted during the year, and later retained permanently in the files.
5. This filing of the MEMORANDUM, every successive year in its own binder, is to be part of the inspection of the records of parishes and institutions at the time of visitation.

With prayerful best wishes and my blessing in the New Year, I am

  
Coadjutor Bishop of Cleveland  
Apostolic Administrator

JAN 12 1966