

PORTFOLIO SAMPLE — CONTEXT

This is an internal diocesan personnel announcement, written in the voice of a vicar general. Names and other identifying details have been redacted for portfolio use; all other text is unaltered and shown verbatim.

Announcement: [REDACTED] is new leader of Ethnic Ministries

We are pleased to announce that [REDACTED] has been hired as secretary of newly created Secretariat of Ethnic Ministries for the Diocese of [REDACTED]. [REDACTED] comes to us most recently as a consultant for the U.S. Conference of Catholic Bishops Committee on Religious Liberty. She is the creator and host of the [REDACTED] and has recently collaborated with America Media on "[REDACTED]", which has provided important commentary on the life of the Catholic Church in the United States.

[REDACTED] graduated from [REDACTED], and worked for two decades in the mortgage industry before becoming a risk management director at a major financial services company. She has served on the [REDACTED]; as an advisory board member for the Respect for Life departments of the [REDACTED], which serves the [REDACTED]. In [REDACTED], [REDACTED] also served on the archdiocese's pastoral council, taught Natural Family Planning, and helped prepare engaged couples for marriage as a member of a pre-Cana team.

In addition to her sought-after speaking engagements, [REDACTED] has appeared in many television and print media outlets including [REDACTED]. [REDACTED] hosted "[REDACTED]", an international radio show, and was named [REDACTED].

Reporting to [REDACTED] will be [REDACTED], director of Black Catholics and Native American Ministry, and [REDACTED], director of Hispanic Ministry.

She begins on [REDACTED] and will report to me. Please join us in welcoming [REDACTED] and praying for her success with the Diocese of [REDACTED].