



# HR Primer Certificate For Those in the Church Workplace



To: All Parish and School Professionals with HR Responsibilities  
From: (Name of HR director)

As you well know, human resource responsibilities are growing more complex in the Catholic Church workplace. Today HR directors in the diocesan office have limited personnel and resources to support the increased needs throughout their arch/dioceses.

Often the individuals in the parishes and schools who must address these issues have not had the opportunity to learn the fundamentals that will assist them in the ever-changing world of regulations. To add to the complexity, there is limited time to attend classes in person to gain the knowledge that will enhance their work and ministry.

To address this growing need, our arch/diocese is partnering with NACPA (the National Association of Church Personnel Administrators) to offer a new, totally online

**HR PRIMER CERTIFICATE** *For Those in the Church Workplace.*

This certificate program addresses key human resources disciplines, geared to our Catholic workplace. Participants will learn basic principles and benefit from structured discussions and case studies. The professors teaching the course are leading human resource leaders with a proven record in Church HR. A certificate from NACPA will be conferred upon the successful completion of the course.

## WHO SHOULD ATTEND:

Parish and school personnel tasked with HR responsibilities.

## THE FORMAT:

A series of **six 90-minute weekly online classes** designed to meet the needs of parish and school personnel tasked with HR responsibilities.

## PRESENTERS:



**DR. CAROL FOWLER** is a national presenter, author of *Human Resources: Best practices in church management*, and former director of the Department of Personnel Services for the Archdiocese of Chicago.



**RICARDO SERRANO** served as the Director of Human Resources for the Diocese of Tucson for 14 years. Prior to this, Ricardo served the IBM Corporation for 26 years in Human Resources and Administrative Management.

## PARTICIPANTS HAVE THIS TO SAY:

“Thank you for organizing this excellent HR workshop. It has been very beneficial and something all administrators should learn more about.”

“The classes have been very informative and I have made a binder with all of the handouts. Thank you so much for giving us this opportunity!”

**FOR MORE INFORMATION:** Contact (TBD)

**DATES AND TIMES:** (TBD)

**COST:** (TBD)

**REGISTRATION:** (TBD)

## POSSIBLE TOPICS:

(sample list below may be customized for the diocese.)

- Course Overview: HR in the Church
- Pastoral Foundations for HR in the Church
- Fair Labor Standards (HR Challenges)
- Recruitment
- Interview Skills
- Performance Management
- Employee Relations



2121 Eisenhower Avenue, Suite 200 | Alexandria, Virginia 22314  
571-551-6064 | [www.NACPA.org](http://www.NACPA.org)