



# NEWSNOTES



December 2009

National Association of Church Personnel Administrators

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***Executive Director's Corner***  
***Mary Jo Moran, Ph.D., SPHR***

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***Dan Milman said, "In my life, I've learned that at precisely those times when life seems to get worse that you may actually be getting ready to make a leap. When you feel like you're getting nowhere - stagnating, even***

***slipping backward - what you're actually doing is backing up to get a running start."***

I don't know about you but I am ready to leave 2009 behind and leap into 2010. 2009 will more than likely be remembered for its many challenges; however, in most cases those challenges also provided opportunities. NACPA has had its share of challenges during 2009, and yet, each did present an opportunity.

2009 presented serious financial challenges to most, if not all, national Catholic associations. The opportunity provided was that NACPA's Board consciously and deliberately pondered and discussed strengthening NACPA's continued viability and the Board made the hard decisions that impacted NACPA's staffing that resulted from that reflection. You saw concrete results of the Board's efforts when you receive NACPA's Annual Report last month. NACPA finished the year in the black (+\$5378) – even after posting significant investment losses in its reserve fund. As a side note, the closing of the National Pastoral Life Center in November after 25 years of service to the Church was a sobering call to all associations and their memberships not to take viability for granted.

A significant challenge for NACPA today is how to provide services to its members and the Church at large with only 2 employees. The opportunity this provides is serious reflection and decision making on what it is that members and the Church most value about what we do today and this reflection challenges us to let go of activities that are more historical in nature

since it is the mission of NACPA that must prevail.

Another opportunity the lack of personnel offers is the challenge and the opportunity to find new ways of doing business. Last April we sent all of you information about our new website, data management system, etc. This new system links our inventory, our financial accounting, our membership records, banking, and our website to eliminate duplication of work. Charlene and I are doing more with less.

Another way NACPA is meeting the challenge of doing more with less is NACPA's intentional reaching out to find partners who support our mission in order to meet the challenges of a changing world. One such partner is Northern Kentucky University, Department of Informatics, who is working with us to make our data collection and subsequent survey publications available online. Two other partners are the National Federation of Priest Councils and the National Roundtable for Church Management who are working with us to develop and provide performance development plans based on 360 feedback for the ordained and the lay employees in the Church. Next we partnered with Xavier Leadership Center, Cincinnati and Myca Multimedia & Training Solutions, a world leader in innovative e-learning technology and training, to provide you with state-of-the-art e-learning that meets state and federal training requirements in Diversity, Harassment, Drug Free Workplace, as well as Business Tools and Technology for Teams.

Finally, NACPA has partnered with a strong cadre of very competent and qualified consultants to meet your HR needs for consultation and/or executive search services.

We also have accepted the challenge of providing in-service to our members in an inexpensive and virtual way and have conducted two webinars to date with more to come early in 2010.

I have spoken of some of NACPA's challenges and opportunities. I would like to now challenge each of you to do what you can – wherever you are and in whatever position you are in – to

help enhance and ensure NACPA's viability.....encourage colleagues to join; share your satisfaction with our consultation services with potential clients; encourage others to purchase our publications or to attend our annual convocation. Give yourself a present and participate in one of NACPA's webinars or if you have not seriously considered attending NACPA's 2010 convocation April 25-27, consider doing so. NACPA people are some of the best people you will ever meet and I guarantee you will learn more than you ever imagined possible in such a short time.

2010 marks NACPA's 40<sup>th</sup> anniversary. 40 years ago members of NFPC (National Federation of Priest Councils) had a dream. They dreamed of a Church workplace where all people (ordained and lay alike) were treated justly. The Church has made significant advances since 1970; however, there is still a long road ahead of us in order to make this dream a reality. A wise person once said, "Never give up on a dream just because of the length of time it will take to accomplish it. The time will pass anyway."

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***NACPA Board President  
Joyce Soukup, SSJ-TOSF***

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While hard to believe, Christmas is almost here. Most have shared their wish lists. Many are scurrying to find the "right" gift to give a loved one or friend. During this season of Advent anticipation and abundance, I find myself pondering again on the

real gift of Christmas. For unto us a child is born, unto us a son is given. JESUS...God-With-Us...is the "perfect" gift.

Advent reminds us that celebrating and recognizing God-With-Us in our own life, in our neighbor, in our world and in our universe is really all we need.

Advent, a time of lighting the way, reminds us that Jesus makes his home with us and through us. There is no reason to look any further for that perfect gift. Jesus is in our midst. Rejoice! Rejoice!

The NACPA Board of Directors wishes all a blessed and Merry Christmas. We pray that you discover again and receive the perfect gift....Jesus.

As a Board, we believe that our Executive Director, Mary Jo Moran and her staff Charlene Sanders and Judy Chalfant truly are "gifts" for all of us. Their leadership and service bless the members of NACPA. We know during this time of downsizing of staff and financial challenges, Mary Jo, Charlene and Judy continue to make a difference. Often, through their efforts in support of NACPA members, the work of promoting justice in the workplace continues. For this we are grateful.

**NACPA Member Update**

The following information reflects the work of the NACPA Board at an October 12-13 meeting at the Mercy Spirituality Center in Nashville, Tennessee and a November 10<sup>th</sup> conference call meeting.

**Audit and Financial Decisions**

The board accepted recommendations of the Finance Committee to approve the 2008-09 audit and to continue utilizing Christian Brother Investment Services as NACPA's investment services provider because of their use of socially responsible investment screens and reasonable fees. Tom Hoffman, Treasurer, reported that NACPA's current financial position remains stable.

In reviewing the cash position of NACPA, the Board approved designating \$50,000 as reserve funds and including these reserve funds in the investment portfolio.

The Board reviewed recommendations from the Finance Committee for target allocations in NACPA's investment portfolio. After considerable review, the following investment targets were approved.

- Money market – 20%
- Diversified Bonds – 30%
- Short term bonds – 15%
- Large growth – 7%
- Large core – 10%
- Large Value – 7%
- International – 7%
- Small cap – 4%

The treasurer will develop a timeline/plan for the implementation of the approved target allocations based on market performance.

## **Board Member Replacement**

With regret, the Board accepted Sandy Duvic's resignation. On behalf of all members of NACPA, we thanked Sandy for her service on the Board. NACPA bylaws state, "Vacancies in office during a term shall be filled by appointment by the Board of Directors for the balance of the term." At a conference call meeting of the Board in November 2009, Lou Martin was appointed to complete the remainder of Sandy's term which ends at the Annual Meeting in 2012. Lou is the Director of Human Resources for the Adrian Dominican Sisters in Michigan.

## **Board In-Service**

Bill Sinclair, Executive Director, Catholic Charities of Nashville in-serviced the NACPA board on the characteristics of 501c3's; board roles and responsibilities; the differences between for-profit and not-for-profit organizations and boards; annual planning cycles for boards; board committee structures and common problems that boards identify as issues as they plan for the future. The NACPA board is planning some follow-up work on issues identified during the presentation and discussion to enhance the functioning of the board. The NACPA committee structure and functions will be reviewed at the April 2010 board meeting.

## **Categories of Membership for NACPA in 2010**

The following categories of membership, developed and recommended by the Membership Committee, were approved to begin in 2010. Individuals who meet the respective criteria and who are interested in pursuing NACPA's mission to "provide leadership that models gospel values, promoting justice in the workplace", are invited to consider affiliation in one of the following categories:

### **I. Professional Members.**

Professional Membership may be granted to individuals who are compensated in a professional capacity in church human resource management, church business administration or other church administrative capacity. Professional Members have full access to the NACPA website, list serves, mailings and receive reduced rates on convocations, publications, workshops and services. Professional Members are eligible to vote and to serve on the NACPA Board. (The current annual membership fee structure will be retained.)

Group membership is available only to Professional members of NACPA.

### **II. Associates.**

Associates are individuals who do not meet the qualifications of "Professional Membership," but who are otherwise interested in the field of church human resource management, church business administration or in other church administrative capacities. Such individuals may include volunteers or individuals interested in supporting the mission of NACPA. Associates are invited to attend convocations and workshops. Associate members have no vote and may not serve on the NACPA Board. (Annual membership fee structure to be determined.)

### **III. Students.**

Students are enrolled full-time in undergraduate or graduate Church management programs in a university, college or seminary, are interested in church human resource management, church business administration, or other church administrative capacities and are not compensated in any of these capacities. Students are invited to attend convocations and workshops. Students have no vote and may not serve on the NACPA Board. (Annual membership fee structure to be determined.)

### **IV. Honorary Status**

Honorary Status may be awarded by the NACPA Board, upon recommendation of the Membership Committee, to individuals who are deemed to have distinguished themselves in the fields of church human resource management, church business administration, or other church administrative capacity, or who have rendered long and outstanding service in advocating for "justice in the church workplace." Individuals who are awarded Honorary Status shall have all of the privileges of Professional Membership with the exception of voting and serving on the NACPA Board. There shall be no annual fees applicable to Honorary Status.

Application for membership shall be made in writing (printed or electronic) on a form provided by NACPA. The Executive Director or his/her designate shall resolve any questions as to membership eligibility or membership status. Honorary Status is conferred only upon invitation and approval of the NACPA Board.

### Recommended Changes to NACPA Bylaws

The Constitution and Bylaws Committee recommended changes to Chapter II – The Board of Directors and in Chapter IX – Dues and Fees. The Board supported recommending these changes to the NACPA membership for review and vote at the Annual Meeting in 2010. A comparison of the current and recommended changes to the NACPA bylaws follows this summary.

The next regular meeting of the NACPA board will be held at St. Mary of the Lake in Chicago from April 22 – 24, 2010 prior to the convocation. If there are any issues that NACPA members want to bring to the board's attention for consideration, please contact any board member.

#### Current

### **CHAPTER II – THE BOARD OF DIRECTORS**

**A. The role of Directors** is to establish policies for the Association in accordance with the Constitution and be accountable to the membership in carrying out the purposes of the Association.

**B. Term of Office:** The term of office for Board members is three years. A Board member may be elected to two consecutive full terms. The Board terms of the President-elect and President shall be extended to coincide with their term as such officers. A person who has served two consecutive full terms is eligible for reelection after one year.

**C. Meetings** – The Board of Directors shall meet at least twice annually. Meetings of the Board shall be called by the President or the Executive Committee. A quorum shall consist of those Directors attending the meeting.

#### **D. Duties of the Board**

- 1) Designate the time and place of the Annual Meeting of the membership.
- 2) Periodically review and revise the mission and vision of the Association.
- 3) Approve, monitor and update the strategic plan for the Association.
- 4) Ensure effective communication among the Association and appropriate Church leaders and groups with interests related to the mission of the Association.
- 5) Determine and review categories and criteria for Membership in the Association.
- 6) Approve, review and modify when necessary the annual budget of the Association, including the amount of membership dues and other fees.
- 7) Establish committees or task groups as needed. Review and approve charters for all committees annually. Review committee progress. Appoint chairpersons to standing committees and recurring committees.
- 8) Fill Board vacancies and any vacancies that occur in any office other than President during a term.
- 9) Select the Executive Director.
- 10) Review and approve proposals for adding new staff positions full time or part time.

The Board of Directors may delegate operational duties to an officer or to the Executive Director.

#### Recommended Change to Bylaws Chapter II

Recommended that the following be considered by the NACPA membership for wording for Chapter II of the bylaws:

**A. The role of the Board of Directors** is to establish policies for the Association in accordance with the Constitution and be accountable to the membership in carrying out the purposes of the Association.

**B. Qualifications** – Board members are nominated with consideration of current and active professional membership.

**C. Term of Office** - The term of office for Board members is three years. A Board member may be elected to two consecutive full terms. The Board terms of the President-elect and President shall be extended to coincide with their term as such officers. A person who has served two consecutive full terms is eligible for re-election after one year. A Board member who fails to maintain or is no longer eligible for professional membership is not eligible to continue his/her term.

**D. Meetings** - The Board of Directors shall meet at least twice annually. Meetings of the Board shall be called by the President or the Executive Committee. A quorum shall consist of those Directors attending the meeting.

#### **E. Duties of the Board**

- 1) Designate the time and place of the Annual Meeting of the membership.
- 2) Periodically review and revise the mission and vision of the Association.
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- 5) Determine and review categories and criteria for Membership in the Association.
- 6) Approve, review and modify when necessary the annual budget of the Association, including the amount of membership dues and other fees.
- 7) Establish committees or task groups as needed. Review and approve charters for all committees annually. Review committee progress. Appoint chairpersons to standing committees and recurring committees.
- 8) Fill Board vacancies and any vacancies that occur in any office other than President during a term.
- 9) Select the Executive Director.
- 10) Review and approve proposals for adding new staff positions full time or part time.

The Board of Directors may delegate operational duties to an officer or to the Executive Director.

CHAPTER IX - DUES AND FEES

**Current**

Membership dues and convocation fees shall be the main source of funds necessary for the operations of the Association. Such dues and fees shall be determined by the Board of Directors.

**Recommended**

Membership dues and fees shall be determined by the Board of Directors.



**2010 Benefits Limits**

| Benefit   |                 | 2010      |
|---|-----------------|-----------|
| Maximum IRA contribution:   | Under Age 50    | \$5,000   |
|   | Age 50 & Over   | \$6,000   |
| Maximum 403(b) & 401(k) elective deferral                             | Under Age 50    | \$16,500  |
|   | Age 50 & Over   | \$22,000  |
| Salary for determining highly compensated employee                    |                 | \$110,000 |
| Social Security Taxable Wage Base                                     |                 | \$106,800 |
| Medicare Taxable Wage Base  |                 | Unlimited |
| Social Security Employee Tax Percentages                              | Social Security | 6.20%     |
|   | Medicare        | 1.45%     |
|   | TOTAL           | 7.65%     |
| Social Security Self-Employed Tax %                                   |                 | 15.3%     |
| Social Security Earnings Limit (with no benefit reduction)            |                 |           |
| Under Full Retirement Age (65 or older):                              |                 | \$14,160  |
| Year Reach Full Retirement Age:                                       |                 | \$37,680  |
| Years after Full Retirement Age:                                      |                 | None      |
| Social Security COLA increase   |                 | 0%        |
| Medicare Part A Deductible  |                 | \$1,100   |
| Medicare Part B Monthly Premium for Moderate Incomes (up to \$85,000) |                 | \$96.40   |
| IRS Mileage Reimbursement Rate  |                 | .50/mile  |

Sources: [www.adp.com](http://www.adp.com)      [www.aarp.org](http://www.aarp.org)  
[www.irs.gov](http://www.irs.gov)      [www.ssa.gov](http://www.ssa.gov)



*We wish you a Blessed Christmas  
 &  
 the Happiest of New Years!*

**Don't forget to plan for the.....**

**2010 NACPA Convocation**

**Marriott Chicago Oak Brook Hotel  
 Oak Brook, IL**

**April 25-27, 2010**

Our keynoter on Monday, April 26 will be **Gregory Pierce**, Author and Co-Publisher of ACTA Publications, will address the turbulent world as it should be: a Catholic View.

On Tuesday, April 27, **Kerry Robinson, Executive Director**, National Leadership Roundtable on Church Management, will address the stewardship of ministry and management. This discussion will highlight key practical resources for effective and exemplary management of parishes and dioceses within the context of fundamental Catholic chrisms.

John Allen will be back again by popular demand and will be our Plenary Speaker on Tuesday afternoon. The complete program will be available in January on NACPA's website, [nacpa.org](http://nacpa.org)

NEWSNOTES is published bimonthly as a service to the members of NACPA. (National Association of Church Personnel Administrators.)

**Mary Jo Moran, Ph.D.  
 Executive Director**

NACPA has been serving the Church and its ministers since 1970. Membership in the Association is open to clergy, laity and religious of the Catholic Church as well as interested persons of other faith traditions.

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 Web Site: [www.nacpa.org](http://www.nacpa.org)**

## Living Wage Update for 2010

Continuing our long standing practice, this brief note details NACPA's annual estimate of the "living wage" i.e., the minimum pay rate necessary for adult workers to maintain a basic living standard. As indicated in the *Issues* article on the Living Wage (March 2001) and in the *Church Pay Manual*, our estimate is based on the eligibility cutoff for the federal Food Stamps program for a family of three (130% above the federal poverty guideline). This estimate of the Living Wage assumes that health insurance and other benefits are provided in addition to the hourly wage (as is the practice with many living wage initiatives around the country). The 2010 figures are based on the federal food stamps eligibility guidelines as of 12/02/2009, effective for the federal FY beginning October 1, 2009 and running through September 30, 2010.

| <i><b>NACPA'S ESTIMATED LIVING WAGE MINIMUM</b></i>                | <b>2010</b>                              |
|--|--|
| <i><b>Hourly rate</b></i><br>Corresponding full-time annual salary | 11.45 per hour<br>\$23,808 annual salary |

Many cities across the country have living wage initiatives in place. Current living wage initiative pay rates for major cities, however, are no longer readily available. Therefore we are displaying below estimates of the living wage based on the national figure above and geographical salary and cost of living differentials. Cities which have adopted living wage ordinances may publish a different rate for their living wage.

|                          |                                     |
|--------------------------|-------------------------------------|
| <u>Midwest</u> 11.72     | <u>Northeast/Mid Atlantic</u> 13.29 |
| Chicago, IL 13.57        | Baltimore, MD 12.08                 |
| Cincinnati, OH 11.13     | Boston, MA 15.13                    |
| Cleveland, OH 11.40      | Buffalo, NY 11.43                   |
| Detroit, MI 12.38        | Burlington, VT 13.02                |
| Indianapolis, IN 11.24   | Hartford, CT 13.13                  |
| Kansas City, MO 11.08    | New York City, NY 17.33             |
| Milwaukee, WI 11.91      | Philadelphia, PA 13.21              |
| Minneapolis, MN 12.58    | Pittsburgh, PA 11.04                |
| Omaha, NE 10.68          | Rochester, NY. 12.11                |
| St. Louis, MO 11.22      | Washington D.C. 14.41               |
| <u>West</u> 12.31        | <u>South</u> 11.10                  |
| Albuquerque, NM 10.75    | Atlanta, GA 11.81                   |
| Boise, ID 10.43          | Charlotte, NC 11.26                 |
| Denver, CO 12.21         | Dallas, TX 11.48                    |
| Las Vegas, NV 12.06      | Houston, TX 11.36                   |
| Los Angeles, CA 14.20    | Little Rock, AR 10.56               |
| Phoenix, AZ 11.22        | Louisville, KY 10.47                |
| Portland, OR 11.91       | Memphis, TN 10.70                   |
| Salt Lake City, UT 11.34 | Miami, FL 12.15                     |
| San Francisco, CA 15.78  | Mobile, AL 10.36                    |
| Seattle, WA 13.23        | New Orleans, LA 10.86               |

## 2010 REGIONAL PAY ADJUSTMENT PROJECTIONS

NACPA annually gathers pay increase projections to inform clients & members about what US employers are projecting they will provide to employees in pay increases and how they will adjust their pay ranges. Sources of this information include several surveys developed by other organizations. In a recent email survey, most diocesan HR directors indicated no decision had been made. This information is summarized below to assist members as they consider budgets and potential pay increases for next year.

### 2010 OVERALL PAY INCREASE POOL PROJECTIONS

| SOURCE                             | National | Northeast  | South | Midwest | Central | West |
|------------------------------------|----------|--|-------|---------|---------|------|
| <b><u>EXEMPT POSITIONS</u></b>     |          |  |       |         |         |      |
| World at Work Association          | 2.9%     | 2.9%   | 2.9%  | 2.9%    | 2.9%    | 2.9% |
| Business and Legal Reports         | 1.9%     | 2.1%   | 1.8%  | 1.7%    | 2.2%    | 1.8% |
| Mercer Consulting                  | 2.9%     | 2.9%   | 2.9%  | 2.9%    | 2.9%    | 2.9% |
| NACPA Survey of Dioceses           | N/A      | Informal national survey: average 1% from only 12 dioceses |       |         |         |      |
| <b>AVERAGE EXEMPT</b>              | 2.6%     | 2.6%   | 2.5%  | 2.5%    | 2.7%    | 2.5% |
| <b><u>NON-EXEMPT POSITIONS</u></b> |          |  |       |         |         |      |
| World at Work Association          | 2.8%     | 2.8%   | 2.8%  | 2.8%    | 2.8%    | 2.8% |
| Business and Legal Reports         | 1.9%     | 2.1%   | 1.8%  | 1.7%    | 2.2%    | 1.7% |
| Mercer Consulting                  | 2.9%     | 2.9%   | 2.9%  | 2.9%    | 2.9%    | 2.9% |
| NACPA Survey of Dioceses           | N/A      | Informal national survey: average 1% from only 12 dioceses |       |         |         |      |
| <b>AVERAGE NON-EXEMPT</b>          | 2.5%     | 2.6%   | 2.5%  | 2.5%    | 2.6%    | 2.5% |

### 2010 PROJECTIONS FOR INCREASES TO PAY RANGES

| SOURCE                             | National | Northeast   | South | Midwest | Central | West |
|------------------------------------|----------|---|-------|---------|---------|------|
| <b><u>EXEMPT POSITIONS</u></b>     |          |   |       |         |         |      |
| World at Work Association          | 1.8%     | 1.8%  | 1.8%  | 1.8%    | 1.8%    | 1.8% |
| Business and Legal Reports         | 1.3%     | 1.4%  | 1.2%  | 1.2%    | 1.5%    | 1.3% |
| Mercer Consulting                  | 2.4%     | 2.5%  | 2.4%  | 2.4%    | 2.4%    | 2.4% |
| NACPA Survey of Dioceses           | N/A      | Informal national survey: too early for most to respond |       |         |         |      |
| <b>AVERAGE EXEMPT</b>              | 1.8%     | 1.9%  | 1.8%  | 1.8%    | 1.9%    | 1.8% |
| <b><u>NON-EXEMPT POSITIONS</u></b> |          |   |       |         |         |      |
| World at Work Association          | 1.8%     | 1.8%  | 1.8%  | 1.8%    | 1.8%    | 1.8% |
| Business and Legal Reports         | 1.2%     | 1.2%  | 1.1%  | 1.1%    | 1.4%    | 1.2% |
| Mercer Consulting                  | 2.4%     | 2.5%  | 2.4%  | 2.4%    | 2.4%    | 2.4% |
| NACPA Survey of Dioceses           | N/A      | Informal national survey: too early for most to respond |       |         |         |      |
| <b>AVERAGE NON-EXEMPT</b>          | 1.8%     | 1.8%  | 1.8%  | 1.8%    | 1.9%    | 1.8% |

Data as of 12-02-09

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**Villanova University**  
**Center for the Study of Church Management**

**“Staying Connected with Parishioners Using Technology”**

Churches of every denomination are becoming aware of the importance that technology can play in improving their effectiveness in meeting their mission. From enhancing parish record-keeping and financial reporting, to using their website to provide information to current parishioners and attract new members, to employing social networks to keep connected to all parishioners, including parish youth and young adults, parishes are recognizing the value of utilizing technology. Yet few parishes have been able to take full advantage of the technology currently available or to envision how future technological advances will impact parish life.

In response to this reality, on February 25, 2010, Villanova’s Center for the Study of Church Management will sponsor a one-day workshop, “Staying Connected with Parishioners using Technology”. In this workshop, representatives of parishes will be exposed to the latest thinking in all aspects of technology. In addition, they will have the opportunity to network with parishioners from other parishes to compare notes and gather ideas.

A national panel of experts has been recruited to make presentations at the workshop. They include:

- Steve Hewitt, Editor, *Christian Computing Magazine*  
“Technology in Churches: Where Have We Come From, Where Are We Going?” and “Mobile Computing”
- Sr. Susan Wolf, SND  
“Using the Internet and Social Media for Ministry: Planning to Succeed”
- Sr. Caroline Cerveny, SSJ, D.Min., President, Interactive Connections  
“Using Technology in Religious Education” and “Enhancing Sacramental Preparation Through Technology”
- Q. Chung, Villanova School of Business  
“Making the Most Out of Your Church Website”
- Paul Jarzembowski, Joliet Diocese, Executive Director National Catholic Young Adult Ministry Association (NCYAMA)  
“Reaching Young Adults Through Technology”
- Scott Miller, Coordinator for Adolescent Faith Formation, Archdiocese of Baltimore  
“Reaching Youth Through Technology”
- Bill Wagner, Villanova School of Business  
“Integrating Church Operations with Information Technology”
- Fr. Jeffrey Mickler SSP  
“Proclaiming the Good News through Video: How to Make Videos and Upload them to the Internet”

The Workshop will be held on the Villanova University campus in suburban Philadelphia. The registration fee is \$65 for the first registrant from an organization and \$35 for each additional registrant. This fee includes a continental breakfast, lunch, and all materials.

**NATIONAL ASSOCIATION OF CHURCH PERSONNEL ADMINISTRATORS**

***NEW DIOCESAN & CATHOLIC CHARITIES SALARY SURVEYS***

***2008-09 NATIONAL DIOCESAN SALARY SURVEY, Diocese Edition***

Annual salary survey of 83 diocesan administrative and ministry positions. Data from over 100 U.S. Catholic Dioceses, reported by staff size, budget, Catholic population and region.

***2008-09 SALARY SURVEY OF CATHOLIC CHARITIES AGENCIES***

Conducted in cooperation with Catholic Charities, USA, survey reports salaries for 50 positions including administration, development, social services, counseling, advocacy, social work & social ministry.

***2008-09 NATIONAL DIOCESAN SALARY SURVEY, Comprehensive Edition***

This survey report combines survey data from the Diocesan Edition of the National Diocesan Salary Survey and the Survey of Catholic Charities Agencies. It covers 83 Diocesan and 50 Catholic Charities positions.

Please send:

|  | <u>Regular<br/>Price</u> | <u>Member<br/>Price</u> | <u>Participant<br/>Price</u> |
|--|--------------------------|-------------------------|------------------------------|
| <b><i>2008-09 National Diocesan Salary Survey</i></b>              |                          |                         |                              |
| ___ (Diocese Edition – Diocesan Data only)                         | \$200.00                 | \$150.00                | \$60.00                      |
| ___ (Comprehensive Edition – Dioceses & Charities)                 | \$250.00                 | \$175.00                | \$75.00                      |
| <b><i>2008-09 Salary Survey of Catholic Charities Agencies</i></b> |                          |                         |                              |
| ___ (Catholic Charities Edition – Agencies Data only)              | \$150.00                 | \$100.00                | \$45.00                      |
| Cost of Surveys  | _____                    | _____                   | _____                        |
| Postage/handling (\$8 per survey)                                  | _____                    | _____                   | _____                        |
| <b>TOTAL</b>   | _____                    | _____                   | _____                        |

|                    |                       |
|--------------------|-----------------------|
| NAME _____         | TELEPHONE _____       |
| ORGANIZATION _____ |                       |
| ADDRESS _____      |                       |
| CITY _____         | STATE _____ ZIP _____ |

Mail to: NACPA National Office  
 100 East Eighth Street  
 Cincinnati OH 45202-2129  
 Phone (513) 421-3134  
 Fax (513) 421-3085  
 E-mail: nacpa@nacpa.org

|  |                 |
|--|-----------------|
| Please make check payable to NACPA or charge to Credit Card. |                 |
| Circle One: VISA    MASTERCARD    AMEX    DISCOVER           |                 |
| Card # _____   | Exp. Date _____ |
| Name on Card: _____  |                 |
| Signature: _____   | Zip Code: _____ |

NATIONAL ASSOCIATION OF CHURCH PERSONNEL ADMINISTRATORS

**PERFORMANCE APPRAISAL MANUAL**

Edited by

Colleen Branagan  
Ellen Doyle, OSU

NACPA offers this manual to help church groups understand the value of performance appraisals and implement the components of an effective appraisal process. It discusses NACPA's philosophy of performance appraisal, the assumptions that have guided NACPA in compiling this manual, the results which can be expected and hoped for, basic material on appraisal instruments and processes, and a number of cautions regarding performance appraisal.

In addition to appraisals conducted by an administrator with an employee, the manual presents formats for appraisal of pastors, associate pastors, and members of religious congregations. The manual also outlines termination procedures and due process.

20 sample Performance Appraisal instruments are included.

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Please send:

NACPA  
Member

Non-Member

\_\_\_\_\_ *PERFORMANCE APPRAISAL*

\$45.00

\$75.00

+ Postage/handling

7.00

7.00

TOTAL

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mail to: NACPA National Office  
100 East Eighth Street  
Cincinnati OH 45202-2129  
Phone (513) 421-3134  
Fax (513) 421-3085  
E-mail: nacpa@nacpa.org

|  |                 |
|--|-----------------|
| Please make check payable to NACPA or charge to Credit Card. |                 |
| Circle One: VISA    MASTERCARD    AMEX    DISCOVER           |                 |
| Card # _____   | Exp. Date _____ |
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| Signature: _____   | Zip Code: _____ |