

# CELEBRATING THE PAST... EMBRACING THE FUTURE



**2010 Annual Conference**

**April 25-27, 2010**

**Marriott Chicago Oak Brook**

**Oak Brook, IL**

**National Association  
of Church Personnel  
Administrators**



**1970 | NACPA 40TH ANNIVERSARY | 2010**

# PLENARY SESSIONS

8:45 a.m. MONDAY, April 26



## The Turbulent World As It Should Be: A Catholic View

Speaker: Gregory F. Augustine Pierce

Greg, who has over 40 years of experience working for social justice, is a publisher, businessman, community organizer, husband, and father. He is president of ACTA Publications, as well as a leader in United Power for Action and Justice. Greg is the author of several books, including the best seller *Spirituality at Work*.

Description: The Kingdom of God was Jesus' big idea, his vision for things as they should be, "on earth as it is in heaven." This is the mission on which we Catholics are sent forth at the end of each Mass, a mission that is worthy of the lives of our young adults.

8:45 a.m. TUESDAY, April 27



## Why Excellence Matters: The Stewardship of Ministry and Management

Speaker: Kerry Robinson

Kerry, the Executive Director of the National Leadership Roundtable for Church Management, works tirelessly to promote excellence and best practices in the management, finances and human resources development of the Catholic Church in the U.S. by greater incorporation of the expertise of the laity. Kerry has served as an advisor to philanthropic foundations and religious charitable organizations since 1992 and is the editor of five books including *The Catholic Funding Guide: A Directory of Resources for Catholic Activities*.

Description: The Church is not a corporation, but it is comprised of people, facilities and finances and they deserve to be managed with the highest standards of excellence for the sake of the Church's mission. This discussion will highlight key practical resources for effective and exemplary management of parishes, dioceses and religious institutes within the context of fundamental Catholic chrisms.

5:00 p.m. TUESDAY, April 27



## Turbulence on a Global Scale in the 21st Century Church

Speaker: John Allen

John Allen is the prize-winning Vatican Senior Correspondent for the *National Catholic Reporter* and CNN Senior Vatican Analyst and author of the definitive English-language biography of Cardinal Ratzinger (*Cardinal Ratzinger: The Vatican's Enforcer of the Faith, Continuum, 2000*). Since then John has published 3 books with Doubleday: *Conclave: The Politics, Personalities, and Process of the Next Papal Election* (2002) and *All the Pope's Men: The Inside Story of How the Vatican Really Thinks* (2004) and *The Future Church: How Ten Trends are Revolutionizing the Catholic Church* (2009). From 1993-96, he ran the journalism program at Notre Dame High School in Sherman Oaks, California. During that time the student newspaper consistently ranked in the top ten in the nation and dozens of his students won national writing awards. He holds an M.A. in religious studies from the University of Kansas.

Description: John will address NACPA members on several of the forces in contemporary culture that radically intersect with the life and mission of the Church. He will draw on material from his newest book, *The Future Church: How Ten Trends are Revolutionizing the Catholic Church*.



NACPA's 2010 convocation has been approved for up to 12 general credit hours, up to 8 strategic business management credit hours, and up to 2.75 international credit hours by the HR Certification Institute.

# PRE-CONVOCAATION

Saturday, April 24, 2010

## Parish Business Managers/Administrators and Pastors Workshop

Speaker: Diane Bach

Neil Heskin | Business Manager

Ascension Parish | Oak Park, IL

Rev. Bob Heidenreich | Pastor

Deacon Tom Bartholomew | Business Manager

Sacred Heart Parish | Winnetka, IL

Laura Ramirez | Parish Director of Institutional Advancement

Dennis Mudd | Director of Finance & Operations

Rev. Dan Hartnett, SJ | Pastor

Most Blessed Trinity Parish

Diane Bach | Program Operations Manager

Community Action Agency | Jackson, MI

This workshop, for new and seasoned business managers/administrators and pastors, will cover four main areas of responsibility of successful parish business administration: finances, facilities and grounds, stewardship/development and human resources/personnel. This year, in addition to these topics, we will also have an optional luncheon forum that will address the critical pastor/Business Manager/Parish Administrator relational dynamics and mutual commitments and expectations for those who are interested.

Time: Saturday, April 24, 2010

9:00 a.m. - 5:00 p.m.

Cost: \$189 NACPA members

\$250 Nonmembers

*(Includes materials and coffee)*

Sunday, April 25, 2010

## New Human Resource and Personnel Directors Workshop

Does one of the following describe you?

- A new priest or deacon personnel director or clergy continuing education director for a diocese who needs to find resources to help with priest or deacon personnel issues
- A seasoned veteran in the field who has been recently hired by a Church organization to manage human resource administration
- A newly elected leadership team member or personnel director for a religious congregation with responsibility for congregational personnel matters
- A parish administrator or business manager who is learning to manage the human resource or personnel functions in a parish setting.



This pre-convocation workshop is designed for you. Sessions will help participants find resources and support for the challenges that face those new in the position.

Topics include:

- Unique qualities of the human resource-personnel function in a church setting
- Elements of a comprehensive system
- Policy development
- Information and communication
- Compensation
- Performance appraisal
- Crisis intervention
- Workplace relationships
- Professional development and self care

Speaker: Diane Bach | Program Operations Manager

Community Action Agency | Jackson, MI

Time: Sunday, April 25, 2010

9:00 a.m. - 4:30 p.m.

Cost: \$189 NACPA members

\$250 Nonmembers

*(Includes materials and coffee)*

**Saturday, April 24**

5:00 – 6:30 p.m. Early Registration

**Sunday, April 25**

2:00 - 5:30 p.m. Registration

5:00 p.m. – 5:30 p.m. Sunday, April 25

**NEW MEMBERS ORIENTATION**

NACPA's mission, goals and services are reviewed by representatives of the National Staff and Board of Directors. New members are encouraged to take this opportunity to ask questions and express opinions about the association's activities.

6:00 p.m. **Convocation Opening/Liturgy**

7:30 p.m. Social

**Monday, April 26**

8:15 a.m. Prayer/Focus for the day

8:45 a.m. **PLENARY SESSION****The Turbulent World As It Should Be: A Catholic View**

Speaker Gregory F. Augustine Pierce

*(See description under Plenary Sessions)*

10:15 a.m. Break

**Monday, April 26**

10:45 a.m. – 12:00 Noon



NACPA's 2010 convocation has been approved for up to 12 general credit hours, up to 8 strategic business management credit hours, and up to 2.75 international credit hours by the HR Certification Institute.

**WORKSHOP SESSION I****101 The Mass is Never Ended**

Speaker Gregory F. Augustine Pierce

President &amp; Co-Publisher of ACTA Publications | Skokie, IL

This workshop will look at the Mass through the lens of the Dismissal. It is both humorous and challenging for Church personnel and will provide opportunity for discussion and engagement with the speaker and the participants. You will never look at the Mass the same way again.

**102 The New Health Care Dynamic**Speaker Philip Bushnell | National Managing Director  
Gallagher Religious & Nonprofit Practice Group

In the wake of one of the most unpredictable times, debate on health care reform legislation continues on Capitol Hill. Elected officials are considering a number of issues and reforms, including proposals that could fundamentally change employer sponsored health benefits.

Experts from Gallagher Benefit Services, who have a dual understanding of both Religious organizations and health care, will interpret and explain the most up-to-date information from Washington. They will specifically look at how it applies, affects and impacts Catholic organizations as well as the overall economy. You will hear their expert predictions on the future delivery of health care services and the new roles of consumers, health care providers, benefits providers and the government as participants in the 'new health care dynamic'.

By April 25th, there will likely be some resolution to the above mentioned issues with possible outcomes including: new legislation, dead legislation, or new proposals. Regardless, there will be much to discuss regarding the impending path of Church plans and subsequent need to adjust our practices.

## 103 Succession Planning in Religious Organizations

Speaker Bill Yacullo | Managing Partner  
Trinity Executive Partnership | Westchester, IL

The workshop will take you through a process to continue the effectiveness of your organization after losing a strong and effective leader or key employee. We will examine short term or emergency replacements as well as long term talent management. Discussion will center on critical skill sets necessary for success as well as identifying, developing and assessing possible successors.

Learning Objectives:

1. How to determine the critical skills necessary for future leaders.
2. How to administer a development program for current employees.
3. How to align leadership skills with the mission of the organization.

## 104 Multiple Parish Pastoring...”All for One and One for All?”

Speakers Rev. Bruce Jarboe  
Pastor of 3 Suburban Parishes  
Rev. Patrick Carrion  
Pastor of 3 Urban Parishes  
Rev. Jim Hannon  
Pastor of several small-town/rural Parishes

As the number of priests around the nation serving as Pastor of more than one parish continues to increase, what lessons and insights can be learned from these experiences? This workshop will offer some reflections gleaned from multiple parish pastoring in urban, suburban and small town/rural settings. The impact of this new and increasingly utilized parish staffing arrangement will be considered from the perspective of priests, staff members and parishioner.

Through presentation and group discussion, the workshop will attempt to identify the challenges and opportunities, the risks and rewards (and surprises?), the spiritual and theological dimensions associated with multiple parish pastoring.

12:15 p.m. Lunch

12:45 p.m. Business Meeting  
Introduction of Board Candidates



*Ferris Wheel at Navy Pier*

Monday, April 26

2:00 p.m. – 3:15 p.m.

## WORKSHOP SESSION II

### 201 Implementing Pay for Performance

Speaker Deacon Dan Murphy | Pastoral Associate for Administration  
St. Veronica's Catholic Church | Cincinnati OH

You will see how the lessons learned from 2009 NACPA Workshop "Implementing Pay for Performance" were integrated into the St. Veronica Parish strategy and performance review process that results in continuous improvement and progress toward the realization of the parish vision.

The presentation will consist of three major components:

- Process and Development of Parish Strategy
- Performance Management
- Compensation System "Pay for Performance – Parish and Faculty"

You will understand the process and integration of all three of these components that result in continuous improvements and realization of the parish vision over time.

You will be given examples and the lessons learned from the processes.

### 202 Healthy Pastoral Team, Healthy Parish

Speaker Daniel Gast | Director  
INSPIRE, A Partnership Initiative of Loyola University Chicago  
& the Archdiocese of Chicago

Drawn from INSPIRE, the pastoral leadership project at Loyola University Chicago and the Archdiocese of Chicago, this session suggests strategies for developing healthy inter-ministry communication, collaboration, and common mission.

Reviews early project data on hallmarks of parish communities when pastoral staffs form themselves and co-minister as collaborative pastoral leadership teams.

### 203 Developing a Code of Ethical Conduct

Speaker Tom Tropp | Vice President-Corporate Ethics  
Arthur J. Gallagher & Co. | Chicago, IL

This workshop will provide a basic process for developing a Statement of Ethical Culture for a Faith Based Entity. The presentation will focus on the difference between compliance and ethics and will emphasize the importance of Biblical grounding. Content will include:

- A discussion of the difference between Compliance and Ethics
- The search for grounding from which to develop our ethical system - religious focus and ethical focus
- An analysis of the ethical decision making process with emphasis on movement from autonomic to intentional thought - decision tree methodology and summary guidelines
- Methods for the presentation of a final Code of Ethical Conduct - delivery of the message and maintenance of the message.

## 204 Immigration Law as It Applies to Church Workers: A Primer

Speaker Marcy Meldahl, SPHR | Director of Employment Services and Benefits  
Diocese of Knoxville

This session will describe the immigration steps from the time a student enters the country to the time he receives permanent residency. It will also include lessons learned by the Diocese of Knoxville and what the Diocese has done to ensure a smooth transition of the student to priest to permanent resident. While this journey is underway, it is necessary for the priest to understand such things as the US health care system, tax issues unique to priests, cultural differences, and so forth that affect the quality of his ministry while in the US. The focus of this session will include what a diocesan staff member(s) responsible for guiding this process needs to know. This is not a legal session.

## 205 21st Century Retirement Plan Design/ Increasing Plan Participation/Best Practices

Speaker Mike Mitchell | Director, Institutional Business Development  
TIAA-CREF

This session will include a discussion of the following topics: types of plans, how much is enough for retirement, employee communication, best practices and industry trends.

**Monday, April 26**

3:45 p.m. – 5:00 p.m.

### ROUNDTABLE DISCUSSIONS

Roundtable Discussions are opportunities to network with your colleagues. Each session will be a breakout by specific church groups and will be facilitated by a knowledgeable NACPA member. Groups include: Parishes, Diocesan, Religious Congregations, Priests.

Free Evening



*Wrigley Magnificent Mile*

**Tuesday, April 27**

8:15 a.m. Prayer/Focus for the day

8:45 a.m. **PLENARY SESSION****Why Excellence Matters: The Stewardship of Ministry and Management**

Speaker Kerry Robinson

*(See description under Plenary Sessions)*

10:15 a.m. Break

**Tuesday, April 27**

10:45 a.m. – 12:00 Noon

**WORKSHOP SESSION III****301 Why Excellence Matters:  
The Stewardship of Ministry and Management**

Speaker Kerry Robinson

Kerry will deepen and continue the conversation from her plenary address and answer questions in this session.

**302 New Employee Orientation**Speaker Rev. John Schultz | Pastor  
St. Boniface Church | Erie, PA

What is it like to begin a new job? What questions does a new employee need to have answered on day one? Through an open discussion of new employee orientation and the presentation of some “best practice” models, we will discuss how any organization can ensure a smooth entry process for a new employee. Bring along your memories of YOUR first day and let’s talk about how we can do better!



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### 303 Preventing Employment Discrimination Claims While Staying True to Your Faith

Speaker Andrew Kopon, JD | National Counsel  
Christian Brothers Services

Every employer, regardless of size and mission, will undoubtedly face an employment discrimination claim at some point. Filing a charge of discrimination with a local, state, or federal agency is simple and free. Employees or applicants may file a charge of discrimination without the assistance of an attorney, and without any evidence to support their claim. Therefore, discrimination claims are simply inevitable, and employers must take proactive measures in order to protect themselves and their organizations from liability.

The purpose of this session is to teach you effective strategies for avoiding and defending against frivolous claims of discrimination brought against religious organizations. The session will also explain how you can limit liability in the event an employee comes forward with a valid discrimination or harassment claim. We will provide insight on key employment policies, including equal employment, anti-harassment and non-discrimination policies, that religious employers like you must maintain in order to prevent and defend employment claims. You will also receive instruction on proper methods of training supervisory and human resource personnel regarding the handling of complaints of harassment or discrimination.

Join us as we guide you through an understanding of how discrimination claims are initiated and analyzed and, therefore, an understanding of ways to prevent and/or quickly resolve potential claims. You will learn the fundamentals of how to make decisions that comply with anti-discrimination laws and serve legitimate business purposes. From job postings to interview practices, you will learn effective techniques that will protect you from liability for failure-to-hire claims. From disciplinary action to discharge procedures, this session will offer guidance on how to be compassionate yet consistent in following policies and making employment decisions. We will also provide you with guidance on best practices for documenting adverse employment actions and document retention in order to limit liability for frivolous discrimination claims. This session will also provide you with tips for avoiding unintentional discrimination against applicants or employees. This training is ideal for managers, supervisors, and human resources personnel.

### 304 Serving the Unemployed and Underemployed

Speaker John Strazanac | Parish Administrator  
St. Patrick & St. Anthony Catholic Community | Grand Haven, MI

Michigan is experiencing 15% unemployment and there is a significant need for job search assistance for a range of individuals from "shop floor" to upper level management. Serving the unemployed and underemployed is a ministry of the St. Patrick & St. Anthony Catholic Community that serves the parish and local community.

St. Patrick's has had a job seekers program for 13 years. During that time we have experienced different trends and have received grant support for enhancing our program. We currently provide many services which will be discussed at the session with a staff of three and about 30 hours a week. Our usual participation level in the last three years ranged from 20 to 70. This year we have been assisting 46 individuals in the first 6 months.

12:00 p.m. Lunch

1:45 p.m. – 3:00 p.m.

Tuesday, April 27

## WORKSHOP SESSION IV

### 401 Welcoming the International Priests into the Diocese

Speaker Carol Walters | Director/Office for Lay Ecclesial Ministry  
Archdiocese of Chicago

This session will report on efforts in the Archdiocese of Chicago to assist the transition of international priests into parish and diocesan life. After listening to the accounts of pastors, pastoral associates and other parish staff members, and priests who have transitioned into the Archdiocese, we learned that the designation “international priest” is a deceptive relegation that masks important cultural and vocational dynamics. We are building a multilateral human resources and pastoral approach to acculturation, integration and successful pastoral engagement. Our processes not only address the priests themselves, but also the preparation, reception, and mentoring work that must happen within the diocesan community, parish staff and parishioner communities for successful transitions.

### 402 Using Time Management Techniques to Create a Healthy Balance in Your Work and Personal Life

Speaker Dian Taylor-Pringle | Director of Human Resources  
Society of the Holy Child Jesus

In this comprehensive seminar, you’ll discover information, strategies, and techniques to help you manage your most important asset and resource-TIME! You’ll gain a clearer understanding of what TIME is, why it is so important, and how properly managing yourself and your time is so critical in fulfilling your personal and professional goals.

How do you accomplish this? How do you eliminate your tendency to procrastinate, maximize your productivity, meet deadlines without undue stress, organize your work area, and strengthen your self-discipline? This seminar will address those problem areas, give you suggestions that will help enhance your performance effectiveness and achieve your goals and objectives, and empower you in exercising more control over how you spend your time.

During this session, you will be given the tools, information, and resources you need to utilize Time Logs, Action Plans, and Daily Appointment Logs effectively. Lastly, you will be given a list of additional suggestions and innovative ideas to help you create and sustain a healthy balance in your work and personal life.



Chicago Theatre

### 403 Legally and Ethically Downsizing Your Workforce

Speaker Rachel E. Yarch, JD  
Member of Kopon Airdo, LLC | Chicago, IL

Due to economic reasons some employers have no choice but to downsize. Before acting, it is important to know whether your organization is governed by federal and/or state laws requiring advance notification to be given to employees prior to a mass layoff. Not only does this comply with the law, you may believe that it is in furtherance of the teachings of the Church to notify employees in advance regarding the loss of their employment. Employers should also consider whether or not to offer severance to some or all of the targeted employees, and how to determine the eligibility for severance in a non-discriminatory manner so that personal prejudices do not come into play. This session will also provide you with information regarding effective strategies for documenting and implementing plans for reorganization which are not tainted by petty likes and dislikes and personal animus. You will gain an understanding of the type of evidence that must be generated and preserved in order to protect your organization from liability for discrimination and wrongful termination claims which are often motivated by a desire to "get back" at the employer. We will provide you with guidance on consistently following your policies and procedures when conducting layoffs, particularly if seniority will not be used as the basis for the layoff determinations. This information, in turn, ensures fairness in the downsizing process. You will also learn the best and most compassionate practices for notifying employees regarding layoffs and conducting exit interviews. This training is ideal for managers, supervisors and human resources personnel who have the mission and values of the Church in mind.

### 404 I'll Take Risk Management for \$100: aka: Low cost/no cost risk management strategies for Catholic organizations

Speaker Roger Duffield | Director of Risk and Claims Services  
Christian Brothers Services

This interactive seminar will provide an overview of the risk management process, discuss organizational challenges for managing property and casualty risks, identify common causes of claims in the area of property, general liability, auto and workers compensation and provide low cost/no cost ideas to reduce the frequency and severity of claims. Several tools will be provided that can be immediately implemented after leaving the presentation. Attendees will also have the opportunity to prioritize one more risk management strategy for when they return to their desk.

3:00 p.m. – 3:30 p.m. Break



*Lincoln Park Lake*

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3:30 p.m. – 4:45 p.m.

## WORKSHOP SESSION V

### 501 Turbulence on a Global Scale in the 21st Century Church – Potential Implications for the Practice of Human Resources

Speaker John Allen, Senior Correspondent for NCR & Senior Vatican Analyst for CNN

John will discuss the impact of the new demography on the practice of HR in Church organizations around the globe – age, gender, generational differences, shifts in population, ethnicity, nontraditional labor force, and unskilled labor.

### 502 Welcoming the International Priest into the Parish Community

Speaker Carol Walters | Archdiocese of Chicago | Director/Office for Lay Ecclesial Ministry

This session will report on efforts in the Archdiocese of Chicago to assist the transition of international priests into parish life. After listening to the accounts of pastors, pastoral associates and other parish staff members, and priests who have transitioned into the Archdiocese, we learned that the designation “international priest” is a deceptive relegation that masks important cultural and vocational dynamics. We are building a multilateral human resources and pastoral approach to acculturation, integration and successful pastoral engagement. Our processes not only address the priests themselves, but also the preparation, reception, and mentoring work that must happen within the diocesan community, parish staff and parishioner communities for successful transitions.

### 503 Crafting Employee Health Plans for Catholic Institutions

Speaker Dean Burri | Owner & CEO | Burri & Company

In the last few years, the Catholic Church and its Catholic institutions have faced attacks through legislation and judicial activism, which are increasingly coming in the form of mandates for health insurance “benefits” that support immoral behavior but not medical necessities. The most recent instances in the news include the federal Equal Opportunity Employment Commission’s (EEOC) ruling against Belmont Abbey College and Wisconsin’s mandate forcing even Catholic employers to provide contraception coverage. Both are extremely troubling though not unexpected in today’s increasingly secular environment.

This presentation is based on building employee health plans for more than 50 Catholic employers, including several dioceses and religious orders and not on the law. This workshop will provide suggestions and ideas for finding insurance solutions that avoid the problems of religious discrimination and violations of conscience – “real world” solutions that can be implemented today

### 504 Tips for Balancing Compassion for Injured or Disabled Employees V. Compliance with the FMLA and the ADA

Speaker Michael A. Airdo, JD | Founding Member of Kopon Airdo, LLC | Chicago, IL

At some point, all employers must deal with situations involving injured, ill, or disabled employees. In this session, you will learn how federal law impacts your organization and how the laws should affect your decision-making with regard to injured, ill, or disabled employees. Through the material presented, you will be able to determine whether your current policies comply with federal law. You will also learn important methods of determining when an employee is entitled to time off for medical reasons and for what length of time. In addition, you will develop an understanding of the rights of the employer in requesting appropriate documentation regarding an employee’s condition, and following up with physicians regarding additional documentation. By the end of this session, you will be better equipped to analyze situations involving injured, ill, or disabled employees in order to make decisions that provide considerate and realistic accommodations to your employees while, at the same time, protect your workplace from liability. Navigating the specifics of the ADA and the FMLA can be daunting and time-consuming. By completing this session, you can avoid making many of the common mistakes employers encounter when dealing with these complex federal laws.

5:00 p.m. **PLENARY SESSION**

### Turbulence on a Global Scale in the 21st Century Church

Speaker John Allen

*(See description under Plenary Sessions)*

6:30 p.m. Social

7:15 p.m. Banquet

Adjournment

# GENERAL INFORMATION

## 2010 CONVOCAATION REGISTRATION

### SESSIONS

Please check the workshop preferred for each session.

Session I  101  102  103  104  
 Session II  201  202  203  204  205  
 Session III  301  302  303  304  
 Session IV  401  402  403  404  
 Session V  501  502  503  504

NACPA may, during an association event, photograph, videotape, film, and/or record members and participants. Solely for purposes of promoting the organization, its services and events, NACPA reserves the right to reproduce, edit, publish, copyright, exhibit, broadcast, distribute and/or post on NACPA websites any of these items. Members or participants who do not wish to have their image or voice published, copyrighted, exhibited, broadcasted, distributed, and/or posted on NACPA internet sites must inform the NACPA office in writing before the event.

### COST OF REGISTRATION

#### The Registration Fee Schedule is

Early Bird (before 2-15-10)	\$390	NACPA members
Regular (before 3-31-10)	\$450	NACPA members
Regular (before 3-31-10)	\$610	Nonmembers
<i>includes 1 year NACPA membership</i>		
Late (after 3-31-10)	\$500	NACPA Members
Late (after 3-31-10)	\$675	Nonmembers
<i>includes 1 year NACPA membership</i>		

**Fee includes:** Convocation attendance and materials, 1 banquet dinner, 1 lunch, 2 continental breakfasts, coffee breaks.

**Cancellation:** A refund of fees, paid, less \$75 will be made upon receipt of cancellation notification before 3-31-10. After 3-31-10, no refunds will be made.

### GUESTS

Participants' spouses, families and/or guests are welcome to attend the Opening Session, Eucharistic Liturgy and meal functions. Please check the registration form for information on guest meal packages.

Check one:  NACPA Member  Nonmember

Check if this is your first Convocation

(Circle)

Br. Deacon Mr. Mrs.  
Ms. Rev. Sr. \_\_\_\_\_

Position Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email: \_\_\_\_\_

### PRE-CONVOCAATION

Please check if you plan to attend:

- Parish Business Mgrs/ Admin. & Pastors \$189 NACPA Member  
 Saturday, April 24 \$250 Nonmember
- New Human Resource and Personnel Dir. \$189 NACPA Member  
 Sunday, April 25 \$250 Nonmember

### OPTIONS

- New Members Orientation

### INFORMATION

- Please send guest information (meals and options)
- Please send information regarding NACPA membership

### PAYMENT

To register on-line go to NACPA's Website: [www.nacpa.org](http://www.nacpa.org) and click on visit our on-line store.

If you prefer to mail or fax convocation registration, copy and mail it to: NACPA, 100 E. 8th Street, Cincinnati OH 45202-2129 or copy and fax to: 531-421-3085

Registration Fee \$ \_\_\_\_\_

Parish Business Managers/Administrators & Pastors \_\_\_\_\_

New Human Resource and Personnel Directors \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_

Charge registration fee to my credit card

Circle one: Visa Mastercard American Express

Name on Card \_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### THE HOTEL

**Marriott Chicago Oak Brook** - 1401 West 22nd St., Oak Brook, IL 60523

For Reservations call:

Direct: 630-573-8555

Fax: 630-573-1026

Toll Free: 800-228-9290

Web: [www.marriottoakbrook.com](http://www.marriottoakbrook.com)

### HOTEL RESERVATIONS

**Group Code: NACNACA**

Registrants are responsible for placing their hotel reservations. To guarantee the availability of a room, reservations must be placed by April 1, 2010. Be sure to let the hotel know you will be attending the NACPA Convocation.

Click on this link:

<http://www.marriott.com/hotels/travel/CHIOB?groupCode=NACNACA&app=rsvlink&fromDate=4/23/10&toDate=4/29/10>

to facilitate the reservation process. You will be directed to the Marriott Chicago Oak Brook home page with the Group Code already entered in the appropriate field. All you need to do is enter your arrival date to begin the reservation process.

### HOTEL COSTS

Single/Double \$99 Triple \$99 **These rates apply from 4-23-10 to 4-29-10.**

I understand that I am liable for one night's room rate and occupancy tax (approximately 14%) which will be covered by my deposit or billed through my credit card in the event that I do not cancel 3 days or more prior to arrival date.

- All hotel accounts are payable at departure, subject to prior credit arrangements at time of registration.
- Check-in time will be 4 p.m. on date of arrival.
- Check-out time is 12:00 Noon
- Reservations not claimed on date of arrival, hotel will retain first night deposit and tax.
- To cancel a reservation call the hotel at least 72 hours prior to arrival. Retain cancellation number until you receive a refund of your deposit.

*NACPA set up a bulletin board on its website for you to post your arrival times so that you can share cabs or to share rooms at the hotel.*

<http://www.nacpa.org/live/myboard/>

### Travel budget cut? Consider Megabus.

Megabus.com one-way fares start as low as \$1. Fares will vary by reservation date, day of travel and demand for seats. Megabus offers its best prices to those who make reservations early.

Reservations can be made for trips up to 45 days in advance of departure. All motor coaches are equipped with on board restrooms and rest stops are provided on longer trips. Megabus will drop you at Union Station in Chicago. Then you would need to take a cab to the Marriot.



# NACPA NATIONAL OFFICE

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**GP**  
National  
Association  
of Church  
Personnel  
Administrators