

REGISTER NOW FOR 2023!

CERTIFICATE PROGRAM

HUMAN RESOURCES RESPONSIBILITIES IN A CATHOLIC WORKPLACE



Sponsored by the National Association of Church Personnel Administrators (NACPA) in collaboration with Neumann University, PA and The Catholic Apostolate Center

2023 CERTIFICATE CLASS

January – May 2023 (10 hrs total)

2:00 PM ET to 3:30 PM ET

Orientation: January 11

First webinar: January 19

Who is My Employer?

The Identity and Mission of the Church

Presenter: Dr. Carmina Chapp

Second webinar: February 15

Catholic Social Teaching in the Catholic Workplace

Presenter: Rev. Frank Donio, SAC, D.Min.

Third webinar: March 15

Nuts and Bolts of HR through the Lens of the Church

Presenters: Maureen Fontenot, PHR, SHRM-CP

and Melissa Robertson

Fourth webinar: March 29

The Role of Canon Law as it Pertains

to Personnel Administration

Presenter: Mary Santi, JCL, M.Div.

Wrap-up: April 19

Assignment due: May 10

TESTIMONIALS

I would definitely recommend it. A great introduction to HR in the church!

– Class 2022

This program is very beneficial to anyone coming to work in the church workplace. So many things to learn.

– Class 2022

The work environment of the church is unique in its culture, which is very different from the corporate world. This program provides awareness to help acclimate to its specific mindset and governing by Canon Law.

– Class 2022

I would recommend the program because it is specifically geared toward Catholic HR issues and concerns. Secular training is available from a variety of sources, but this program is one-of-a-kind!

– Class 2022

This program provides an excellent foundation for those entering Human Resources in the Catholic Church even if they are a long-term HR practitioner.

– Class 2022

DESCRIPTION

The dual master's level CEU program will assist human resources and business manager professionals in a Catholic workplace who are moving to Church human resources administration. This program will familiarize participants with Catholic teaching on the apostolic mission of the Church, stewardship, and the dignity of work, while highlighting presuppositions that may differ from their previous work environments. Participants will be offered resources to empower them in fulfilling their role in building the Kingdom of God.

OUTCOMES

- Demonstrate an understanding of the Church's organizational structure
- Exhibit a familiarity with canon law as it pertains to personnel administration
- Apply Gospel values in one's HR role
- Utilize Catholic social teaching, in particular the message in *Just Treatment for Those Who Work for the Church*, second edition, when developing policies and procedures and other HR initiatives and other projects

INTENDED AUDIENCE

Human resources and business manager professionals, whether seasoned or recently assuming parish, diocesan, or religious congregation Church responsibilities

FORMAT

- It is anticipated that this course can be completed in 10 hours.
- Four 90-minute-long-live virtual sessions include a 30-minute real-time structured discussion with the instructor.
- Each session will be followed by discussion boards, assigned readings, (Guest speakers will respond to questions from participants.)
- Final assignment
- Each participant will be assigned a mentor from February-April 2023.

CERTIFICATE

Dual Credits: one master's level CEU offered (1 CEU = 10 hours) through Neumann University and four recertification credits from HRCI and SHRM

COST \$795 Member
\$895 Non-member



REGISTRATION INFORMATION:

To register go to **www.alumni.neumann.edu/nacpa23**

For additional information or questions contact Jillian Green at 571-551-6064 or jgreen@nacpa.org



Catholic Apostolate Center
Reviving Faith • Rekindling Charity • Forming Apostles

