

REGISTER NOW FOR 2026!

CERTIFICATE PROGRAM

HUMAN RESOURCES 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

2026 CERTIFICATE CLASS

January–April 2026 (20 hrs total)

2:00 PM ET to 4:00 PM Eastern Time

Orientation: January 12

Webinar 1: January 26

Who is my Employer? Presenter: Dr. Carmina Chapp

Webinar 2: February 9

Canon Law Presenter: Mary Santi, JCL, M.Div.

Webinar 3: February 24

Catholic Social Doctrine

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

Webinar 4: March 2

Nuts and Bolts Part 1

Presenters: Maureen Fontenot, PHR, SHRM-CP and Sarah Fogler, SPHR, SHRM-CP

Webinar 5: March 9

Nuts and Bolts Part 2

Presenters: Maureen Fontenot, PHR, SHRM-CP and Sarah Fogler, SPHR, SHRM-CP

Wrap-up: March 23

Homework Due: April 13

TESTIMONIALS

This program had such relevant information. Everything we talked about was something that I've dealt with before or I'm dealing with currently. It's also a great way to grow your network of others in Church Human Resources. – Class of 2025

This certificate program deserves 10 stars because it is well organized and if I had any questions, communication was clear and timely. It is also a great way to learn with people who are facing similar challenges and goals to incorporate God's plan in our workplaces. – Class of 2025

This has provided valuable information that I can share with my HR team and begin incorporating into our HR functions. All the information provided will assist with our Pastors in how to approach HR related matters with them and how to serve them along with our employees. I most enjoyed learning about Canon law and how to apply it towards our ministry – Class of 2025

This program is great for anyone working in the Church, especially those in HR roles. It gives them a better understanding of how HR works in a church setting and helps those new to the field get up to speed with the unique practices and processes involved. – Class of 2025

DESCRIPTION

This dual master's-level CEU 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 those in 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 HR administration.
- Apply Gospel values in one's HR role.
- Utilize Catholic social doctrine, 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.
- Understand the unique application of HR principles in the church organization setting.

INTENDED AUDIENCE

The content is especially helpful for human resources and business manager professionals who are new to HR in the Catholic Church setting, while also benefiting seasoned professionals who have recently assumed parish or diocesan responsibilities.

FORMAT

- It is anticipated that this course can be completed in 20 hours.
- Five two-hour long live virtual sessions include a 30-minute real-time structured discussion with the instructor.
- Each session will be followed by discussion boards and assigned readings. (Guest speakers will respond to questions from participants.)
- Final assignment.
- Each participant, if he/she wishes, will be assigned a mentor from January–April 2026. This is optional.

CERTIFICATE

Dual Credits (pending): 2 CEUs = 20 hours through Neumann University and eight recertification credits from HRCI and SHRM (pending)

COST Including the cost of *Just Treatment* books
\$920 Member \$1,020 Non-member



REGISTRATION INFORMATION:

Registration deadline: December 20, 2025



Catholic Apostolate Center

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NEUMANN UNIVERSITY
CATHOLIC EDUCATION IN THE FRANCISCAN TRADITION