CERTIFICATE PROGRAM

For HR Professionals in a Catholic Workplace

REGISTRATION OPEN UNTIL DEC 18

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

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

- Define core Catholic Church terminology, explain its hierarchical governance structure, and describe basic administrative functions at the parish and diocesan levels.
- Exhibit a familiarity with Canon Law as it pertains to HR administration.
- Apply Gospel values in one's HR role.
- Utilize Catholic social doctrine when developing policies and procedures and other HR initiatives and projects.
- Understand the unique application of HR principles in the church workplace.

FORMAT

- It is anticipated that this course can be completed in 22 hours.
- Six, two-hour, live, virtual sessions
  - Includes 30-minute structured discussion with the instructor.
  - Sessions followed by discussion boards and assigned readings. Presenters will respond to questions from participants.
- Final assignment due **April 9**
- Participants also have the option of being paired with a mentor for the duration of the program (January–April 2027).

CERTIFICATE

Dual Credits:

- 2 CEUs = 22 hours through Neumann University (*Pending*)
- 12 recertification credits from HRCI and SHRM (*Pending*)

COST & MATERIALS

Included with registration is the required material: *Just Treatment for Those Who Work for the Church, second edition*

$920 Member **$1,020 Non-member**

REGISTER NOW AT:
www.nacpa.org

REGISTRATION DEADLINE: DEC 18, 2026

INTENDED AUDIENCE

- Human resources and business manager professionals who are new to HR in the Catholic Church setting.
- Seasoned HR professionals who have recently assumed responsibilities in a parish, school, diocese, religious congregation, or a Catholic organization.

January – April 2027 (22 hrs total)
All session are virtual and meet Mondays*
2:00 PM ET to 4:00 PM ET

Jan 7	**Orientation** Regina Haney, Ed.D. **This is a Thursday session*
Jan 11	**Church Terminology 101 and Governance for HR Professionals** Sarah Fogler, SPHR, SHRM-CP Nanette Lowe
Jan 25	**Who is my Employer?** Dr. Carmina Chapp
Feb 1	**Catholic Social Doctrine** Rev. Frank Donio, SAC, D.Min.
Feb 8	**Canon Law** Mary Santi, JCL, M.Div.
Mar 1	**Nuts & Bolts I** Sarah Fogler, SPHR, SHRM-CP Nanette Lowe
Mar 8	**Nuts and Bolts II** Sarah Fogler, SPHR, SHRM-CP Nanette Lowe
Mar 15	**Wrap Up** *Final Assignment due April 9*



TESTIMONIALS

The program reflected the beauty of the Catholic tradition by emphasizing service, collaboration, accountability, and care for the people entrusted to us. I especially appreciated how the program connected practical knowledge with our shared mission of supporting the work of Christ and His Church. - Class of 2026

It encouraged me to approach my role not simply as a job, but as a vocation rooted in faith, integrity, and servant leadership. The instructors, discussions, and resources were excellent, and I left the program feeling both spiritually encouraged and professionally equipped to better serve my parish and community. - Class of 2026