



HR Primer Certificate For Those in the Church Workplace



Human resource responsibilities are growing more complex in the Catholic Church workplace today. HR directors have limited personnel and resources to support the increased needs throughout their arch/dioceses.

Often the individuals in the parishes and schools who must address these issues have not had the opportunity to learn the fundamentals that will assist them in the ever-changing world of regulations.

At the same time, the professionals in these positions have limited time to attend classes in person to gain the knowledge that will enhance their work and ministry.

To address this growing need, NACPA (the National Association of Church Personnel Administrators) is offering a new, totally online

HR PRIMER CERTIFICATE *For Those in the Church Workplace.*

NACPA will partner with the HR directors in the dioceses to develop a customized program addressing key human resources disciplines, geared to our Catholic workplace. Participants will learn basic principles and benefit from structured discussions and case studies. Their professors are leading human resource leaders with a proven record in Church HR. A certificate from NACPA will be conferred upon the successful completion of the course.

WHO SHOULD ATTEND:

Parish and school personnel tasked with HR responsibilities.

THE FORMAT:

A series of **six 90-minute weekly online classes** has been designed to meet the needs of parish and school personnel. Working with the diocesan HR director, NACPA will customize the classes to conform to diocesan needs and priorities.

PRESENTERS:



DR. CAROL FOWLER is a national presenter, author of *Human Resources: Best practices in church management*, and former director of the Department of Personnel Services for the Archdiocese of Chicago.



RICARDO SERRANO served as the Director of Human Resources for the Diocese of Tucson for 14 years. Prior to this, Ricardo served the IBM Corporation for 26 years in Human Resources and Administrative Management.

PARTICIPANTS HAVE THIS TO SAY:

“Thank you for organizing this excellent HR workshop. It has been very beneficial and something all administrators should learn more about.”

“The classes have been very informative and I have made a binder with all of the handouts. Thank you so much for giving us this opportunity!”

DATES AND TIMES:

Set by sponsoring arch/diocese

COST: Determined by arch/diocese

REGISTRATION:

Conducted by sponsoring arch/diocese

POSSIBLE TOPICS:

- Course overview of HR in the Church
- Pastoral Foundations for HR in the Church
- Fair Labor Standards (HR Challenges)
- Recruitment & Selection Process
- Interviewing Skill Practice
- Performance Management
- Employee Relations



FOR MORE INFORMATION: Contact Regina Haney, Ed.D., Executive Director, NACPA

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