

**REGISTER NOW FOR 2024!**

# 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**

### 2024 CERTIFICATE CLASS

January – April 2024 (20 hrs total)  
2:00 PM ET to 4:00 PM ET

**Orientation: January 23**

**First session: February 6**

*Who is My Employer?*

*The Identity and Mission of the Church*

Presenter: Dr. Carmina Chapp

**Second session: February 20**

*Catholic Social Teaching in the Catholic Workplace*

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

**Third session: March 5**

*Nuts and Bolts of HR through the Lens of the Church Part 1*

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

**Fourth session: March 12**

*Nuts and Bolts of HR through the Lens of the Church Part 2*

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

**Fifth session: March 26**

*The Role of Canon Law as it Pertains to HR Administration*

Presenter: Mary Santi, JCL, M.Div.

**Wrap-up: April 9**

**Assignment due: April 23**

**TESTIMONIALS**

### TESTIMONIALS

*Even though I had been in the Human Resource field for several years, I found that I was able to learn something from each class, the handouts, as well as the group chat from all participants. When working with people, not all books are going to have the answers. Learning from each other is how we are going to be able to benefit from each of our dioceses/archdioceses. – Class of 2023*

*I found that learning more about both HR content and Catholic Church context at the same time was very valuable and directly applicable to my daily work. – Class of 2023*

*Time allotment was just right, and the course is very helpful especially for HR practitioners who are working in a Church setting for the very first time. – Class of 2023*

*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 of 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 of 2022*

### DESCRIPTION

This 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 HR 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.
- Understand the unique application of HR principles in the church organization setting.

### 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 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 will be assigned a mentor from January-April 2024.

### CERTIFICATE

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

**COST \$895 Member** (includes books)

**\$995 Non-member** (includes books)



### REGISTRATION INFORMATION:

To register go to [www.alumni.neumann.edu/nacpa24](http://www.alumni.neumann.edu/nacpa24)

For additional information or questions contact Jillian Green at 571-551-6064 or [jgreen@nacpa.org](mailto:jgreen@nacpa.org)

**Registration deadline: January 16, 2024**

