

REGISTER NOW FOR 2025!

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

2025 CERTIFICATE CLASS

January – April 2025 (20 hrs total)
2:00 PM ET to 4:00 PM ET

Orientation: January 13

Webinar 1: January 27

Who is My Employer?

The Identity and Mission of the Church

Presenter: Dr. Carmina Chapp

Webinar 2: February 10

Catholic Social Teaching in the Catholic Workplace

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

Webinar 3: February 24

The Role of Canon Law as it Pertains to HR Administration

Presenter: Mary Santi, JCL, M.Div.

Webinar 4: March 3

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

Webinar 5: March 10

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

Wrap-up: March 24

Homework due: April 7

TESTIMONIALS

I would highly recommend this program for anyone new to HR. I would also recommend to anyone moving from a secular Human Resource job to a church HR job. These classes were very foundational for someone in HR. I also enjoyed having others in the class to share ideas with and get information on how they are doing things. – Class of 2024

There was value in every class, and discussion, and putting that together in a final project. The cohorts in the class were amazing and so supportive. Everyone that I met at NACPA was supportive and helpful. It is a completely new environment from working in a secular workplace. – Class of 2024

Coming from a secular environment to a church environment, this program opened my eyes to the so many opportunities to approach employees and the clergy differently. It's all about relationships. – Class of 2024

The program was amazing from every aspect: curriculum/content, leadership, teamwork, resources, and schedule. I really enjoyed the program! – Class of 2024

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, if he/she wishes, will be assigned a mentor from January–April 2025. This is optional.

CERTIFICATE

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

COST \$895 Member \$995 Non-member
Plus cost of *Just Treatment* books.



REGISTRATION INFORMATION:

To register go to www.nacpa.org/certificate2025

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

Registration deadline: December 20, 2024

