

Management as Ministry Workshop General Syllabus

May 17, 2016 – May 19, 2016

The Catholic University of America

Day 1: May 17, 2016

Location: McMahon Hall, Room 200

Organizational Management and Administration

Time: 10:00am – 11:00am

Instructors: Harvey Seegers, Assistant Professor of Management
Father Justin Ross, OFM, CONV.

This section will give you a framework to manage your organization efficiently and enable your people to do their jobs effectively. An efficient organization allows you as priests to focus on your mission of saving souls.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• Managing using best practices.• Motivating employees.• Employing subsidiarity in the workplace.• Using Aristotelian leadership principles.• Delivering feedback to employees.	<ul style="list-style-type: none">• Building and leading a team.• Planning and organizing a task, project, or initiative.• Delegating tasks effectively while team members remain accountable.• Setting an operating rhythm for your organization.	<ul style="list-style-type: none">• Managers delegate.• Employees need to be motivated toward top performance.• Employees want feedback.• Employees crave involvement in decisions affecting their work.• Credibility, passion, and reason define great leaders.

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Pastoral Management and Administration

Time: 11:15am - 12:15pm

Instructors: Jack Yoest, Clinical Assistant Professor of Management
Father Justin Ross, OFM, CONV.

This segment will focus on the art and science of effectively managing your staff, both paid and volunteer. It will address your role as a manager and a leader and how you interact with employees as individuals and as a team. The session will introduce the workshop participants to the management functions: to plan, organize, lead and control.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• Basics of managerial functions.• Basics of accomplishing organizational goals through others.• Subsidiarity and delegation.	<ul style="list-style-type: none">• Communicate with all stakeholders in securing active support.• Securing recommendations from staff.	<ul style="list-style-type: none">• The practice of servant leadership.• Management is not perfection – it is an imperfect practice.• The importance of persuasion and relationships in management.

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Ministry in the Digital Age

Time: 1:15pm – 2:45pm

Instructors:

Fred Jorgensen, Digital Marketing Professor
Fr. Frank Donio, S.A.C., D.Min

In today's society, marketing is changing at an incredibly fast pace. It is of the upmost importance to keep up with these changing times and to be able to connect to your audience where they are. Having a digital presence is important so that others know of your organization and it's outreach and activities.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• Basics of social media skills• Fundamentals of presentations• Importance of communication	<ul style="list-style-type: none">• How to conduct an “Extreme Presentation” to captivate your audience• How to maintain a presence online• How to market online• How to effectively use social media	<ul style="list-style-type: none">• Importance of digital presence to spread awareness of your Parish• Communication within the parish and outside world

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Online Tools and Dashboards

Time: 3:00pm – 4:00pm

Instructors:

Fred Jorgensen, Digital Marketing Professor
Fr. Frank Donio, S.A.C., D.Min

This section will provide an overview of helpful online tools that can be used in various functions of a parish such as scheduling, Parish database, and fundraising.

Course Goals

Knowledge

Things you will know

- Basics of online tools
- Understanding the effectiveness of data collection

Skills

Things you will know how to do

- Basic uses of different online tools
- How to effectively use data

Attitudes

Beliefs you will understand

- The importance of good data

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Day 2: May 18, 2016

Location: McMahon Hall, Room 200

General Parish Accounting

Time: 9:00am – 10:30am

Instructors:

Mary Njai, Assistant Professor of Accounting

Charbel Hage, Teaching Fellow, former Senior at PwC

This session will provide a simple introduction to parish accounting and how it relates to the church. This session will include an introduction to financial statements, such as the balance sheet and income statement, and how the information on these statements affect the day to day operations of the church.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• Basics of accounting language• Basics of financial statements• How the financial statements impact the church	<ul style="list-style-type: none">• Assess the quality of the financial position of the church• Discuss the financial position of the church with the finance council	<ul style="list-style-type: none">• Practice good stewardship of church funds• Expect good stewardship from the finance council

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Accounting Controls

Time: 10:45am - 12:00 pm

Instructors: Charbel Hage, Teaching Fellow, former Senior at PwC
Maribeth Leonard, Parish Financial Liaison, Diocese of Arlington

Another component of church management involves understanding the budgetary, legal, and tax, requirements of the church. This knowledge is relevant for managing the financial operations of a church. The session will cover creating and managing budgets, and protecting against fraud and embezzlement.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• Fundamentals of budget accounting• Basics of internal controls, asset protection, and fraud prevention.• Governance/accountability based on Canon Law #532, 537, 1284	<ul style="list-style-type: none">• Creating/maintaining a realistic budget• Managing church funds appropriately• Protecting against fraud and embezzlement.	<ul style="list-style-type: none">• Financial accountability• Faithful stewardship of temporal goods

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Organizational and Personal Budgeting

Time: 1:00pm - 2:15pm

Instructors:

Luanne Zurlo, Assistant Professor of Finance
Fr. Charlie Donahue, CSP

In addition to managing the financial affairs of the church, the priest must also keep his own house in order. Understanding your own finances, such as transportation, food, taxes, and other living expenses can help lay the foundation for appreciating the importance of managing parish finances. For some of you, retirement planning needs to be a consideration as well.

Course Goals

Knowledge <i>What you will learn</i>	Skills <i>What you will know how to do</i>	Attitudes <i>What beliefs you will develop</i>
<ul style="list-style-type: none">• Fundamentals of personal finance• Basics of tax filing• Fundamentals of borrowing money• Consequences of going over-budget	<ul style="list-style-type: none">• Creating a realistic budget• Managing your personal finances• Building on and/or improving spending habits• Avoiding spending outside your means	<ul style="list-style-type: none">• Appreciation for budget management• Frugal spending habits

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Parish Fundraising

Time: 2:30pm – 3:30pm

Instructors: Phil Brach, Assistant Dean of Development and Management
Fr. Michael Salah, Pastor of St. Catherine Laboure

Fundraising for a parish is a daunting task for newly ordained priests and seasoned priests alike. This session aims to quell the fears associated with fundraising by giving workshop participants tools and tactics to approach the topic. At the end of the session, participants will know the difference between asking for money and fundraising for a mission, the latter of which is the purpose of parish fundraising.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• How to approach the topic• How to ask for funds	<ul style="list-style-type: none">• Fundraise for the mission of the church• Utilize the resources of the church to reach the community	<ul style="list-style-type: none">• Fundraising isn't about asking for money• Fundraising is a team activity

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Facilities and Grounds Maintenance

Time: 3:45pm – 4:45pm

Instructors: Greg Campbell, Director of Maintenance, Shrine of St. Jude
Fr. Michael Salah, Pastor of St. Catherine Laboure

The appearance of your Church or School always needs to be welcoming and inviting. It is important for budgets to reflect maintenance expenses and any unforeseen emergencies such as snow removal, leaking roofs, etc. Further, understanding contracts, when to triple bid large jobs and what to do in an emergency is important.

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• How to ensure your budget reflects sufficient costs• How to manage grounds of the parish• What to do in a maintenance emergency	<ul style="list-style-type: none">• Properly manage parish grounds• Grounds and facility contract management, including scheduling.• Proper vetting of various grounds and facilities crews.• Bidding procedures	<ul style="list-style-type: none">• Awareness of the importance of Church facilities maintenance.• The importance of making good contractual decisions with regards to maintenance.

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Day 3: May 19, 2016

Location: McMahon Hall, Room 200

Canon Law

Time 9:00am - 10:00am

Instructors: Father John Beal, JCD, Ordinary Professor of Canon Law

This session will cover Book 5 of the Code of Canon Law, 1983: The Temporal Goods of the Church. Particular attention will be paid to Section 2, The Administration of Goods.

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• What Canon Law says about parish administration	<ul style="list-style-type: none">• How to use Canon Law to govern decisions about parish life	<ul style="list-style-type: none">• The importance of Canon Law in the daily function of a parish

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Personnel Management

Time: 10:15am – 12:15pm

Instructors: Maureen Brookbank, Chief Human Resources Officer, CUA
Frank Vinik, Title IX Coordinator, CUA

In this session, you will discuss best practices for personnel management within your parish or organization from an “employee life cycle perspective”. Topics will include:

- Hiring great employees
 - 1-on-1 meetings with team members
 - Annual evaluations
 - Recognize red flags among your team members when they arise
 - Counsel employees on performance issues
 - Proper processes for dismissing an employee

Course Goals

Knowledge <i>Things you will know</i>	Skills <i>Things you will know how to do</i>	Attitudes <i>Beliefs you will understand</i>
<ul style="list-style-type: none">• Recognizing the appropriate qualities of a great hire.• Understand the importance of regular meetings with employees.• Understand how to evaluate employees properly.• Recognize red flags with employees• Recognize when to dismiss an employee.	<ul style="list-style-type: none">• How to hire and interview potential employees.• How to conduct an effective meeting either 1-on-1 or as a team.• Conduct an employee evaluation effectively and fairly.• Confront an employee who isn't performing properly.• How to dismiss an employee according to the diocese and HR rules.	<ul style="list-style-type: none">• Being patient when hiring for an open position.• Listening to concerns and issues with employees.• Be receptive to employee feedback.• Maintain a respectful and professional demeanor with all employees.

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Capital Campaigns - Discussion

Time 1:15pm - 2:15pm

Instructors: Msgr. John Enzler, Director of Catholic Charities, long-time Pastor

Closing Address

Time 2:30pm – 3:30pm

Instructors: Steve Means, Chief Administrative Officer, St. Mary's Parish, Annapolis