

The Business Side of Running a Parish

WORKSHOP FOR PASTORS

September 12, 2011, 9:00 a.m. to September 13, 2011, 4:00 p.m.

St. Francis Retreat Center, DeWitt

This two-day workshop is primarily designed for priests who, in the past five years, have become pastors for the first time, however, all are welcome. We will focus on the business side of running a parish, recognizing that the pastoral side can never be separated. The flow of the two days will reflect the interests and concerns of the participants, but the principal topics will include the following:

Personnel

- Recruitment / Selection / Hiring
- Coaching / Mentoring / Guiding
- Evaluation / Goals
- Job Descriptions
- Personnel Policies
- Diocesan Handbook
- Employment Status
- (Whom to call with questions.)

Plant / Maintenance

- Abestos
- Ice and Snow Safety
- Loss Prevention
- Adverse Possession
- Long-term Maintenance
- Construction Projects
- (Whom to call with questions.)

Internal Controls

- Bookkeeping / Accounting
- Resources
- Counting / Depositing / Signing
- Deadlines that Cannot be Missed
- Capital Campaign / Debt Reduction
- Document Retention / Paperless Office
- (Whom to call with questions.)

Diocesan Policies

- Cemeteries
- Manuals
- (Whom to call with questions.)

Running a Parish Well

- Businessman / Shepherd
- Supervising a Staff
- Availability
- Time Management
- (Whom to call with questions.)

Registration

Business Side of Running a Parish

Name: _____

Parish: _____

Address: _____

Phone: _____ Email: _____

Cost: \$110 including meals and overnight accommodations.

Additional cost of \$45 if arriving Sunday night.

- Arriving Monday and leaving Tuesday (\$110)
- Arriving Sunday and leaving Tuesday (\$155)

Please mail registration to:

Anne Rivet
Diocese of Lansing
228 Walnut St.
Lansing, MI 48933

Checks payable to: Diocese of Lansing