

Archdiocese of Indianapolis
Empowering Pastoral Leaders – Course Catalog

MISSION STATEMENT

To develop pastoral leaders who have a solid foundation in financial literacy and appropriate skills in leadership and management so that their ministries flourish and parishioners grow as disciples.

Empowering Pastoral Leaders also offers grants to priests, deacons serving on parish staffs and lay ecclesial ministers dealing with personal debt issues.

EMPOWERING PASTORAL LEADERS - GOALS

1. To actively engage, motivate and inspire in ways that empower our pastoral leaders to enhance their leadership and management skills so they can address the challenges that undercut their parish ministry.
2. To provide educational opportunities for pastoral leaders and seminarians to enable them to solidly connect leadership and management to the theology and spirituality of priesthood and ministry as well as to the mission of a parish.
3. To enable pastoral leaders to become more comfortable with a spirituality of money and generosity and to enable pastoral leaders to better communicate a spirituality of money and generosity to their parishioners.
4. To provide financial counseling opportunities for pastoral leaders and seminarians to achieve personal financial literacy so that personal concerns with money do not impact ministry.
5. To grow a Ministerial Excellence Fund that provides opportunities for pastoral leaders who have debt due to education (including parents who have incurred debt due to their children's college education) and those who are experiencing a financial emergency as a result of illness or a spouse losing a job.
6. To grow the effectiveness of all archdiocesan offices that relate to support of pastoral leaders on the parish level, especially the archdiocesan office of stewardship and development with the goal of enhancing the stewardship skills of pastoral leaders.

EMPOWERING PASTORAL LEADERS – STRATEGIC DIRECTION

The Archdiocese has created a clear vision through the implementation of the Archdiocese Pastoral Plan that will enhance our Catholic identity, mission and presence throughout the archdiocese.

As stated by Archbishop Thompson, “Our ministries and services, while providing care and outreach to the spiritual and corporal needs of individuals as well as communities—families, parishes, schools, marginalized groups, etc.—ultimately exist with the eye of faith and hope in salvation of souls,” he says. “Together, through a common rootedness in word, sacrament and service, we carry on the mission of Jesus Christ as entrusted to the Church. “

“We need to be intentional about proclaiming the Good News of Jesus Christ, drawing ever closer to him and providing a credible witness that leads others to a personal encounter with our Savior.” †

The pastoral plan is not meant for the shelf. Rather, it is designed to be enacted through the various secretariats of the archdiocese, by pastors, associate pastors, parish life coordinators,

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pastoral associates—but more so to be enacted in the very reality of our parishes, the people of God.

Archbishop Charles C. Thompson signed off on the new archdiocesan pastoral plan that will guide the vision and focus of the Church in central and southern Indiana for the next three to five years by achieving these goals:

1. Prayer and Worship
 - To foster a personal encounter with Jesus Christ through a rich and vibrant liturgical, sacramental and devotional, and personal prayer life.
2. Stewardship
 - To cultivate a culture of stewardship responding to our baptismal call through the giving of one's time, talent and treasure in the service of God and others.
3. Family and Community
 - To support and engage families and communities in the Archdiocese.
4. Evangelization and Catechesis
 - To live with an attitude of missionary discipleship of all people, reaching out to the peripheries of our archdiocese, parishes and communities.
5. Priestly Life and Leadership
 - To ensure the spiritual and physical well-being of the clergy by spiritual vitality, organizational efficacy and sound stewardship principles and practices.

Empowering Pastoral Leaders project will directly support the implementation of the Pastoral Plan through a series of programs made available to pastors, associate pastors, parish life coordinators, and pastoral associates.

HISTORY

Priests, deacons and parish life coordinators are called in their ministry to help grow the faith of the people in their parishes and to support them in times of need.

In some cases, especially in parishes that have a school, they also have to oversee dozens of employees and annual multi-million-dollar budgets.

The Archdiocese of Indianapolis received a \$1 million grant in 2016 from the Indianapolis-based Lilly Endowment National Initiative to Address Economic Challenges Facing Pastoral Leaders to help pastoral leaders in central and southern Indiana bring these two areas of their ministry together, and help them grow in their understanding of finances and personnel management. The Archdiocese received an additional \$189,119 in 2019 to continue to fund the Empowering Pastoral Leaders project.

Focusing on the continuing formation of clergy and other pastoral leaders in central and southern Indiana in this particular area is confirmed in the fact that, over the past decade, Sunday and holy day collections at archdiocesan parishes have increased by less than 1 percent annually while health and property insurance and utility costs and minimum raises for staff have increased at a much higher rate.

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Archbishop Tobin believed that the programs funded by the grant will help people who help lead parishes across central and southern Indiana grow in their ability to minister with care to the people they serve.

“For all of us—ordained and non-ordained—our service to the Church is not simply a job, volunteer activity or hobby,” Archbishop Tobin said. “Rather, it is a generous response to God, who loved us first, as well as an art. Any art requires discipline, practice and evaluation. I hope that this grant will help all of us learn the art of loving service.” †

EDUCATIONAL CONSULTANTS

EPL offers these training programs from both external consultants and some offerings created by the Archdiocese:

Villanova University Center for Church Management

Villanova’s Center for Church Management enables current and future church leaders to steward the human, financial, and other resources of the church by teaching business best practices in a Christian context of mission and ministry. They offer a Certificate in Church Management, as well as conducting programs in church management throughout the year. Villanova offers a series of 90-minute web seminars that offer participants the most current Church management practices designed uniquely for faith-based organizations.

National Leadership Roundtable

Leadership Roundtable promotes best practices and accountability in the management, finances, communications, and human resource development of the Catholic Church in the U.S. including greater incorporation of the expertise of the laity. They bring together leaders from the worlds of business, finance, academia, philanthropy, nonprofit organizations, and the Church, to serve the Catholic Church.

Leadership Roundtable serves the Church through their programs, their collection of best practices, and their consultancy services.

Lake Institute on Faith and Giving

Assists pastors and PLCs and their ministry leaders to turn the conversation from money to generosity exploring cultural change within a parish. Their programs prepare participants to increase weekly offering and prepare for capital campaigns.

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The Archdiocese of Indianapolis offers internal programs to their employees, both optional and required. These include programs from the Intercultural Pastoral Institute on pastoral leadership, from the Office of Stewardship and Development on cultivating generous congregations, Human Resourced promoting human dignity in the Church Workplace, Matt Bloom on Wellbeing in Ministry, and Pete the Planner on financial management.

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St. Meinrad Institute for Priests and Presbyterates

The Institute for Priests and Presbyterates aims to help priests sharpen their skills for more effective ministry and to keep both priests and presbyterates holy, healthy and effective in various ministry settings and stages of life. Their mission includes a venture to help dioceses provide the ongoing formation needed for their priests.

REGISTRATION:

For those programs offered by external consultants, contact the Empowering Pastoral Leaders project director: Dan Krodel at dkrodel@archindy.org or 317-236-1562 for more information. Some programs may require your supervisor's approval prior to enrollment. For those programs offered internally by the Archdiocese, please contact the appropriate Archdiocese office.

FEES:

Most programs offered by external consultants include a participant fee and a fee that is paid for by the Archdiocese. contact the Empowering Pastoral Leaders project director: Dan Krodel at dkrodel@archindy.org or 317-236-1562 for more information. Most programs offered by the Archdiocese may also include fees. Please contact the appropriate Archdiocese Office.

Empowering Pastoral Leaders Philosophy for Pastoral Leader Formation

Ongoing formation is the continuing integration of priestly identity and functions or service for the sake of mission and communion with Christ and the Church. There are ongoing formation elements that are the same at every moment of a pastoral leader's life. There are parts of the plan that identify the different formational tasks appropriate in the different ages and special moments of priestly ministry and life. There are some key pivotal opportunities for the Archdiocese to assist pastoral leaders including: (1) first years of ministry; (2) first time appointment to lead a parish as a pastor or parish life coordinator; (3) transition to a new parish; (4) mid-life; and finally, (5) preparation for retirement. A final section considers the formation of an entire presbyterate.

Ongoing formation begins with and is sustained by *commitments* made by pastoral leaders and by the Archdiocese. Without a deliberate or intentional decision to engage the process and without the willingness to support it, ongoing formation cannot happen.

Ongoing formation is essentially a process that unfolds in the ministry and life of pastoral leaders, it does have a *programmatic* side. Planning, programs, various practices, and events serve as instruments, not to make formation happen, but to help it emerge during ministry and life. *Pastoral Leader Formation can be* divided into four categories: human, intellectual, pastoral (the focus of Empowering Pastoral Leaders) and spiritual.

The Church that pastoral leaders serve is both a spiritual and a visible-institutional reality. Part of their continuing pastoral formation must include knowledge of the ways of *institutional leadership* and *management*. In their pastoral function, pastors and PLC's are responsible for the Church as a community ordered in love. Additionally, they function as employers and as stewards of the temporal goods of the Church. None of these responsibilities is outside their pastoral task. All dimensions of management require thoughtful attention, specific knowledge, and competencies and skills to make appropriate applications of the knowledge to practical situations. Even as pastors and PLC's hire business managers to be directly responsible for temporal matters, they still need some management development.

Empowering Pastoral Leaders will address these ongoing pastoral formation areas:

- Personnel management
- Conflict resolution
- Financial management
- Effective leadership
- Fundraising and stewardship
- Facilitation of parish communication

NOTE: Empowering Pastoral Leaders Philosophy includes several references from THE BASIC PLAN FOR THE ONGOING FORMATION OF PRIESTS, *A Statement of the U.S. Catholic Bishops issued 2001*

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PASTORS, ASSOCIATE PASTORS, and PARISH LIFE COORDINATORS

Required Programs –Associate Pastor and PLC - Phase 1 - Years 1 to 3 of Ministry

The Archdiocese requires during Phase 1 and Phase 2 that a Priest/PLC targeted to be Pastor completes the Phase 1 and Phase 2 curriculum.

<i>Year</i>	<i>Program Number</i>	<i>Program Title</i>
1	SM001	Associate Pastor Workshop *
1 - 3	VIC001	Priestly Life and Ministry Programs*
2	HR002	Clergy Psychological Well Being *
3	VIC002	Peer Learning Groups (Ongoing)
3	VILL-ICM	Introduction in Church Management

For International priests in Phase 1 – Years 1 to 3 of Ministry

The Archdiocese recommends this program for international priests serving in the Associate Pastor or Pastor role.

<i>Year</i>	<i>Program Number</i>	<i>Program Title</i>
1	SM003	The International Priest Workshop*

Required Programs –First Time Pastor/PLC Leading a Parish – Phase 2 – Years 4 to 9 of Ministry

First time pastors/PLC’s have completed or are continuing all Phase 1 programs or have equivalent experience.

<i>Year</i>	<i>Program Number</i>	<i>Program Title</i>
4	SM002	The Newly Appointed Pastor
5	VILL-CMC	Villanova Church Management Certificate (All Webinars)
6	HR001	Promoting Human Dignity in Church Workplace
6	CGC001	Lake Institute Cultivating Generous Congregations
7	FIN001	Financial Planning and Taxes
7	NLR360	National Leadership Roundtable 360
4-9	VIC001	Priestly Life and Ministry Programs*
4-9	VIC002	Peer Learning Groups (Ongoing)
8	VIC003	Wellbeing in Ministry

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Suggested Programs – Pastor or PLC Leading a Parish – Phase 3 – Years 10-20

Pastor or PLC leading a Parish transition to a new parish (or 2nd term at first Parish) have completed or are continuing all Phase 1 and 2 programs or have equivalent experience. The program suggests reviewing financial planning and taxes and 360 progress every 8 to 10 years.

<i>Years</i>	<i>Program Number</i>	<i>Program Title</i>
10-15	ECRF001	Lake Institute Executive Certificate in Religious Fundraising
10-15	VILL-CSM	Villanova Catholic Schools Management Certificate
15-20	FIN001	Financial Planning and Taxes
15-20	NLR360	National Leadership Roundtable 360
10-20	VIC001	Priestly Life and Ministry Programs*
10-20	VIC002	Peer Learning Groups (Ongoing)

Suggested Programs – Pastor or PLC – Phase 4 – Years 21 - 35

Pastor or PLC in mid-life have completed or are continuing all Phase 1 through 3 programs or have equivalent experience.

<i>Years</i>	<i>Program Number</i>	<i>Program Title</i>
21-25	SM004	Mentor Training *
25-30	NLR360	National Leadership Roundtable 360
25-30	FIN001	Financial Planning and Taxes
25-30	FIN002	Financial Planning for Retirement
21-35	VIC001	Priestly Life and Ministry Programs*
21-35	VIC002	Peer Learning Groups (Ongoing)

Suggested Programs – Preparation for Retirement – Phase 5 – Years 30+

Pastor or PLC have completed or are continuing all Phase 1 through 4 programs or have equivalent experience.

<i>Years</i>	<i>Program Number</i>	<i>Program Title</i>
36-40	SM005	Encore Priests *
36-40	FIN001	Financial Planning and Taxes
36-40	FIN002	Financial Planning for Retirement
36+	VIC001	Priestly Life and Ministry Programs*
36+	VIC002	Peer Learning Groups (Ongoing)

- An asterick (*) indicates program is only available to priests at this time

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CGC 001 - Cultivating Generous Congregations (CGC) is an interactive seminar—offered on a contract basis—demonstrating how pastors and ministry leaders can unearth and energize congregational generosity by exploring the significant and necessary steps to creating lasting cultural change within a congregation. A seminar experience that will change the way you and your congregation approach giving and generosity. Interactive segments of CGC explore theology, the role of adaptive leadership, fiscal transparency and the importance of donor care, with action steps to impact the generosity exploration and experience for both laity and clergy.

ECRF 001 – The Executive Certificate in Religious Fundraising (ECRF) is currently an eight-week online course with a practical application project. It provides the research, tools, and customized training to meet the growing needs of leaders in religious communities and fundraisers of faith-based organizations. The focus of the ECRF is on the cultural, organizational, and philanthropic practices unique to religious institutions. These practices in turn enable donors motivated by spiritual and religious values to experience the joy of generous giving.

FIN 001 – Financial Planning and Taxes – Retain the services of qualified financial planners to meet individually with priests, PLC's, and lay ecclesial ministers and their spouses to guide them in their financial planning. A tax consultant will assist priests/PLC's in understanding tax regulations.

FIN 002 – Financial Planning for Retirement - Retain the services of qualified financial planners to meet individually with priests, PLC's, and lay ecclesial ministers and their spouses to guide them in their retirement planning.

HR 001 - The Archdiocese of Indianapolis will be offering online training entitled Promoting Human Dignity in the Workplace. There are two separate training modules: one for supervisors and one for employees. Both courses reference Catholic teaching on the dignity of the human person and include legal information and practical examples on what constitutes harassment based on gender, age, disability, race, ethnicity, or other protected factors. The courses also have assessments of learning to ensure that the content has been mastered.

HR 002 – A collection of 7 videos to support the health of the presbyterate of the Archdiocese of Indianapolis on the following topics:

- Introduction of our collaboration and overcoming stigma with mental health
- Coping skills and stress management
- Tertiary trauma
- Healthy Catholic masculinity
- Conflict resolution
- Addiction and vices
- Health in retirement

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NLR 360 - There are two distinct 360 degree assessment tools to provide lay leaders and priests with a unique opportunity to seek feedback from those with whom they interact. The custom 360 Assessments draw upon National Certification Standards for Lay Ecclesial Ministers and In Fulfillment of Their Mission: the Duties and Tasks of a Roman Catholic Priest in addition to proven best practices for leadership development, performance improvement and interpersonal communication.

The 360 Assessments provide feedback on leadership competencies and behaviors deemed important for success in the roles of lay leader or priests. The leadership competencies included in the 360 tools focus on the areas of Communication, Leading Others, Relationships, Planning and Personal Management. The term 360 is used because the instruments are designed to collect feedback from a multitude of people referred to as raters. The data is summarized and provided to the participant in a comprehensive report. Each participant engages in a confidential, one-on-one feedback session with a certified facilitator to review and interpret their feedback report and to create an individual development program for future growth.

SM 001 - The *Program for Priestly Formation* notes that a seminary "may invite newly and recently ordained (priests) back to reflect on their experience of transition and to engage in mystagogical catechesis that focuses on the rite of ordination and subsequent experiences of ministry." Designed for the recently ordained priest, the **Associate Pastor Workshop** offers a chance to reflect on the first months of priestly life and ministry. Participants engage in continuing formation with the goal of beginning to integrate priestly formation and spirituality into their sacramental configuration to Christ the High Priest.

SM 002 – The Newly Appointed Pastor is a four-day workshop addresses the duties of pastors: teaching, sanctifying and governing. Effective pastoring requires skills in leading and managing, planning and communicating, organizing and stewarding. Understanding and implementing the practices necessary for working well with fellow clergy, staff and volunteers, both within his own parish and larger circles of the Church, are key to pastoring successfully.

SM 003 - International priests serving in the United States bring many gifts and talents to their ministry. The International Priest workshop assist priests with facing the distinct challenges of an international assignment. Among the most pervasive challenges are their parishioners' ability to understand their accents and understanding the complexities inherent in intercultural communication and ministry. This workshop aims to give priests the skills needed to:

- produce spoken English in a way that is easy for Americans to follow
- proclaim the Gospel and other liturgical texts in a listener-friendly manner for North American audiences
- learn more about their cultural values and assumptions, and those of their parishioners, and
- develop strategies for effective interpersonal communication in the United States.

SM 004 - The Institute for Priests and Presbyterates' Mentor Training Program trains seasoned pastors who have been chosen by their diocese to help recently ordained priests, newly appointed

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pastors and newly arrived international priests' transition successfully into their new ministry assignments. A well-trained mentor introduces the mentee to his new role and helps him avoid unnecessary obstacles and pitfalls. Training provides the mentor with advanced communication techniques and listening skills to help his "mentee" develop his "best self" for ministry. The fraternal bond that develops between the members of a mentoring relationship helps to build more unified presbyterates.

SM 005 – The Encore Priest workshop designed for priests in their 60s or approaching retirement. This workshop prepares priests for this transition. Of course, priests never fully retire. By the nature of the sacrament of Holy Orders, priests always have some form of priestly ministry. But how can a mature priest transition into a retirement that is meaningful and vital? If you're a priest nearing retirement age, this workshop is designed to help you:

- plan for the transition into retirement
- make your retirement meaningful and purposeful
- discover your strengths and your likely challenges, and how to best engage both
- discover the 15 spiritual growth factors that can transform retirement into an energizing time of personal and spiritual development
- learn the steps to make the most of your retirement

VIC 001 – The Pastoral Leader Convocations focus on a variety of theme important to the Mission and Vision of the Archdiocese and to those Pastoral Leaders who serve the Archdiocese. For example:

- Giving Pastoral Leaders opportunities to share their gifts and talents with one another is part of the work of building unity and constitutes part of a pastoral leader's spiritual life.
- Enabling Pastoral Leaders to communicate more effectively with each other

VIC 002 – Peer Learning Groups - We have so much to learn from each other because we have so much life and personal experience. The primary goal will be to share our lives as pastors and how we integrate all the facets of our ministry: prayer, sacraments, pastoral practice, pastoral leadership and our administrative tasks. How can we do that instead of the often-fragmented feeling that we get? How can we be “whole” in our persons and in our ministry instead of just moving from one thing to another.

VIC 003 – Wellbeing in Ministry - Empowering Pastoral Leaders offers 3 – 15-minute videos presented by Matt Bloom that offer participants the most current practices designed for Pastoral Leaders to flourish in Ministry. Matt Bloom is an Associate Professor at the University of Notre Dame where he leads the Wellbeing at Work Program. Matt is the Principle Investigator of the Wellbeing at Work Program (wellbeing.nd.edu) in which he and his team studying flourishing among the helping and caring professions. Matt has received almost \$9 million in grant funding to support their research. He leads an interdisciplinary team of ten researchers and staff who work together to learn how to sustain helping and care-giving professionals in their work.

Flourishing in Ministry examines what motivates pastoral leaders to be engaged in ministry—and what disrupts them from experiencing wellbeing in their work. In our research, we attempt to

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explore how pastoral leaders—often working with lean resources—can give so much to others and experience a sense of fulfillment and growth in their daily work lives.

- First video is titled: Step back: Why Wellbeing Matters. Key insights are discussed from the Flourishing in Ministry research on the vital role that wellbeing plays in creating and maintaining high levels of leader effectiveness and vital church ministries. Matt discusses the four dimensions of wellbeing, tools that allow each member to acquire their own personal wellbeing profile, and the process for identifying key wellbeing indicators.
- Second video is titled: Step simply: Individual wellbeing and wise wellbeing practice. This presentation will help participants understand their unique wellbeing profile and begin the development of personalized wellbeing practices.
- Third video is titled: Step Together: Building strong ecosystems of wellbeing.: A presentation of the vital role that relationships and social support play in sustaining wellbeing, and opportunities to develop meaningful group-based wellbeing practices. Step Faithfully: Spirituality and wellbeing: An opportunity for participants to integrate spirituality, theology, and religious beliefs into their developing insights about wellbeing.

Detailed instructions for completing participants individual well being assessments are available and discussion guide for breakouts after each video are also included.

VILL – CMC - a Certificate in Church Management, as well as conducting programs in church management throughout the year. Villanova offers a series of 12 – 90-minute web seminars that offer participants the most current Church management practices designed uniquely for faith-based organizations.

VILL 001 - Church Management in Mission Driven Churches - This webinar will introduce and explore the five components of church management, which will serve as the framework for your Certificate program. It will offer practical strategies to influence and shape the culture of your organization for mission and benchmarks to consider when evaluating the effectiveness of your church in fulfilling its mission.

VILL 002 -Leading Councils and Teams - A great way to involve others in the ministry and leadership of our churches is through councils and teams, but for many the experience of teams and councils can be frustrating and full of dysfunction. Learn how to re-think and re-structure so your teams are life-giving to members and make a difference in the life of your community.

VILL 003 – Leadership Development The purpose of this webinar is to describe a conceptual framework that can assist leaders in understanding the leadership situations they face and the leadership tools at their disposal. A number of different leadership styles will be discussed, as well as the process to cultivate and develop leaders within your church and organization.

VILL 004 - Virtual Presence and Communications - The digital continent is the newest frontier for evangelization. What does your virtual presence and message communicate about your church? How do different generations view it? This webinar will cover strategies to leverage social media and your website to advance the mission of your church as well as cautioning about the possible pitfalls of these communication vehicles.

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VILL 005 - Spirituality of Administration - This webinar will explore the biblical roots of administration as well as draw on lessons from church teaching and tradition. It will help those in administrative roles maintain the critical connection with the mission of Jesus and reinforce the important role of administration, not as a necessary evil, but as an integral part of ministry.

VILL 006 - Human Resources and People Management - The Human Resources and People Management webinar will cover the basics of HR, look at the elements of healthy pastoral human resource principles and will be a resource for those in leadership in church organizations. Human Resources is at its core the process by which we work with people at all levels of an organization for the purpose of accomplishing the mission of that entity.

VILL 007 - Budgeting and Allocating Resources - The budget is the tool that connects parish priorities to financial resources. The alignment between parish mission, vision, pastoral priorities and budgeting are integrally linked. Effective parish budgeting not only enables you to plan, allocate, and manage resources effectively, it will empower you with information and insights to help inform decision-making. This webinar covers the budgeting process at the church level. The primary focus is on operational budgeting. Budgeting for capital projects will be discussed to a lesser extent.

VILL 008 – Civil Law - Whether we like it or not, law impacts each of us in everything we do. Even churches must be aware of the civil law implications on their activities, and of the fact that a church is a citizen, with rights and responsibilities, as all citizens have. Civil Law must be considered for church issues such as contracts, premises liability, liability from negligent hiring and supervision, and personnel problems. Additionally, churches have their own legal systems for their own church law issues. And there are also those most interesting intersections where Civil Law and church beliefs collide. In short, law matters, and church professionals need to be aware of this.

VILL 009 - Church Security & Facilities Management - This is a church-specific security, loss prevention, risk management, and threat management program for people who share the common goal of keeping staff, congregations, property, church funds, and other congregational assets safe and secure while providing a “welcoming” community for people to worship. Discussions on current hate crimes, terrorism, and violent intruder threats to faith-based organizations will be reviewed and relevant and current topical areas such as fire protection, emergency preparedness, and facility management will be examined.

VILL 010 - Taking the Pulse of Your People - Many church leaders view communications as a one-way street – what we need to tell our people - and do not always know effective ways to listen to and get feedback from the congregation. This webinar will cover fundamentals of assessing church effectiveness and some cost-effective tools you can use today to get the pulse on your people and respond with even more effective ministry and service.

VILL 011 – Strategic Planning - The webcast will provide participants with a basic framework and tools for effective pastoral planning. Several practical models will be presented that can be easily adapted and utilized by faith communities to create short-term and long-term pastoral plans.

VILL 012 – Financial Planning - Does your parish struggle with creating clear, understandable and transparent financial reports? As churches balance the broad range of financial information that parishioners seek, they also struggle with what to report and how to

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communicate this information. Learn how to construct a comprehensive, yet concise financial narrative and discover best practices in choosing the most compelling visuals. A substantive church financial report will both engage and empower parishioners to understand their parish finances.

VILL – ICM – an introduction in Church Management for newly ordained priests and seminarians. One-week residency at Villanova. Villanova offers a series of 9 modules and case studies (starting in 2021).

VILL – CSM – Since its inception by St. John Neumann, the Catholic parochial school system has served the US Catholic Church as a vehicle for catechesis, evangelization, and the cultivation of vocations. Administrators in these Catholic schools are typically required to be certified as supervisors and principals by their state public education systems, which often involves completion of a Masters degree in some educational discipline. However, these programs tend to include very few classes on the management aspects of being a principal or other administrator in a Catholic school, such as strategic planning, facilities management, budgeting for mission, employee talent development, and other skills that are critical to the role of a school administrator.

As a global resource on the subject of church management, Villanova School of Business's Center for Church Management, in partnership with the National Catholic Educational Association (NCEA) has developed this certificate to help fill in these gaps in learning for Catholic school principals, vice principals, presidents, and rising leaders. The program equips school leaders with the tools they will need to successfully guide our Catholic schools for years to come and to continue the legacy of this invaluable component of our church. The Certificate in Catholic School Management is a unique program designed to enhance management skills and deepen the spirit of leadership. It will provide principals and administrators with high-quality training in the diverse skills needed to successfully lead Catholic schools. This resource will be of great value to school leaders and will better enable them to achieve the mission of Jesus Christ through their schools.

MODULES

1. Strategic Planning
2. Budgeting and Financial Management
3. Financial Reporting and Analysis
4. Marketing for Image, Enrollment, and Resources
5. Tuition Planning
6. Enrollment Management: Recruiting, Admissions, and Retention
7. Contract Negotiations and Vendor Relations
8. Advancement and Donor Relations
9. Human Resources for Schools
10. Volunteer Leadership and Governance
11. Facilities, Security, and Risk Management
12. Analytics and Data Driven Decision Making