



Management Skills in the Local Church

A Seminar on Parish Management



May 12-16, 2008
Austin Airport Hilton
9515 Hotel Drive
Austin, TX 78719
TXcatholic.org



MANAGEMENT SKILLS IN THE LOCAL CHURCH SCHEDULE OF EVENTS

MONDAY, May 12, 2008

- 11:00 a.m. Registration Opens
- 1:00 p.m. **Welcome**
Jennifer Carr Allmon
- 1:15 p.m. **Pastoral Planning and the Role of Management**
Ms. Ann Jenkins
Explores the necessity, benefits and techniques of short range planning in parish ministry. Deals with the tools needed to establish goals and objectives to implement projects for effective pastoral planning.
- 2:45 p.m. Break
- 3:00 p.m. Presentation (continued)
- 4:45 p.m. Conclusion
- 6:00 p.m. Dinner
- 7:00 p.m. Presentation (continued)

TUESDAY, May 13, 2008

- 7:30 a.m. Continental Breakfast
- 9:00 a.m. **Organization of Parish Volunteers**
Ms. Ann Jenkins
Explores the ways to identify the gifts people bring as volunteers and how to match them with appropriate ministries. This deals with the techniques of recruiting, motivating, and terminating the services of volunteers.
- 10:15 a.m. Break
- 10:30 a.m. Presentation (continued)
- 12:00 noon Lunch provided
- 1:30 p.m. **Parishes with Catholic Schools**
Margaret McGettrick & Panel
We will examine the school's governance structure, the responsibilities of a pastor as well as the relationship to the Diocesan Superintendants and TCC Education Departments.

- 2:45 p.m. Break
- 3:00 p.m. **Stewardship**
Scott Whitaker, Diocese of Austin
Are a small percentage of your parishioners doing 100% of the parish work? Parish stewardship can increase parishioner participation of time, talent and treasure. The role of parish administration for a successful process will be outlined. Fund raising fits into a stewardship process that provides new and additional opportunities for participating in the mission of the church.
- 4:30 p.m. Dismissal
- 4:45 p.m. Liturgy

WEDNESDAY, May 14, 2008

- 7:30 a.m. Continental Breakfast
- 9:00 a.m. **Forming a Parish Into a Community**
Rev. R. James Balint
This presentation focuses on the development of a parish structure, the hiring and supervising of staff, delegation and shared responsibility, the relationship of pastoral councils and committees, as well as their relationship with parish staff. This presentation will discuss the formation of pastoral councils, determination of committees, the formation of a parish staff, and the role of each.
- 10:15 a.m. Break
- 10:30 a.m. Presentation (continued)
- 12:00 noon Lunch provided
- 1:30 p.m. **Parish Social Ministry**
Ms. Barbara Budde
This presentation will assist in organizing social ministry in your local parish. What are the needs to be addressed? How do you determine these needs? What is involved in the day to day implementation of parish social ministry?
- 2:45 p.m. Break
- 3:00 p.m. **Public Policy Issues**
Texas Catholic Conference Staff
This presentation will address public policy issues at the state and federal levels. The Bishops' legislative agenda and "Guidelines for Pastors and Parishes on Advocacy and Political Participation" will also be discussed.
- 4:30 p.m. Dismissal
- 4:45 p.m. Liturgy

THURSDAY, May 15, 2008

- 7:30 a.m. Continental Breakfast
9:00 a.m. **Pastoral Leader and Personnel Function**
Ms. Charmaine Williams

This seminar will provide information on specific areas of the personnel function including recruiting, screening and the selection and hiring of parish employees. Key fair treatment policies will be discussed including compensation and benefits, performance appraisals, progressive discipline, grievance/arbitration and termination of employment. Participants will use case studies.

- 10:15 a.m. Break
10:30 a.m. Presentation (continued)
12:00 noon Lunch provided
1:30 p.m. **Conflict Resolution**
Ms. Gail Wilhelm

One of the major difficulties in working with people and organizations is the issue of conflict. There are certain times in which tension and conflict prevent collaboration. What is conflict? Is it a negative that can be turned into a positive? How do we recognize, avoid and deal with conflict? Gail Wilhelm comes with a broad experience in the area of conflict management and conflict resolution.

- 2:45 p.m. Break

- 3:00 p.m. Presentation (continued)
4:30 p.m. Dismissal
4:45 p.m. Liturgy
6:00 p.m. Dinner

FRIDAY, May 16, 2008

- 7:30 a.m. Continental Breakfast
9:00 a.m. **Recognizing Diversity in the Faith
Dimensions of the Parish Community**
Msgr. Michael Jamail

Each parishioner comes out of his or her own history and environment. Parish leaders must recognize the diverse spiritual, theological and faith maturity of the parish community. This deals with ministry to parishioners who are in varying stages of faith development. This will assist us in looking at this diversity and avoiding conflicts in parish administration.

- 10:15 a.m. Break
10:30 a.m. Presentation (continued)
12:00 noon Dismissal

REGISTRATION FORM

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Please indicate your availability to assist in the liturgy:

Assist with liturgy preparation

Celebrant/Homilist at the Eucharist

Musical Accompaniment

Would you like to receive the TCC email newsletter, the *Texas Catholic Voice* (circle one)?

Yes No

Please mail in this form, along with \$250 registration fee to:

**Parish Management Seminar
1625 Rutherford Lane, Bldg D.
Austin, TX 78754**

Checks should be made to the Texas Catholic Conference

Rooms are available at the Austin Airport Hilton for \$99/night. To make reservations, call (512) 385-6767. Be sure to tell them you are attending the Texas Catholic Conference Parish Management Seminar. Rooms must be reserved by April 12, 2008.

Questions? Call Becky Sierra at (512) 339-9882 or email at becky@txcatholic.org.