

**DIOCESE OF PITTSBURGH  
INSTITUTE FOR MINISTRIES  
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**PARISH BUSINESS MANAGER CERTIFICATION  
APPLICATION CHECKLIST**

All applicants must submit the following to the Institute for Ministries' Office:

1. \_\_\_\_\_ Completed and signed application form.
2. \_\_\_\_\_ Accurate information regarding references on application form (The Institute for Ministries will send forms to the references provided on the application form).
3. \_\_\_\_\_ One copy of your current resume.
4. \_\_\_\_\_ Original transcripts of graduate and post-graduate studies (if applicable).
5. \_\_\_\_\_ Safe Environment Documents  
Completed database application  
Pennsylvania Department of Welfare child abuse history clearance  
Pennsylvania State Police Criminal record check  
Certificate of attendance for Protecting God's Children  
Signed "Acknowledgement of Receipt" from Code of Pastoral Conduct
6. \_\_\_\_\_ Status of Citizenship (Form I-9).
7. \_\_\_\_\_ Sacramental Records (Baptism, Confirmation, Marriage).

Signature \_\_\_\_\_ Date \_\_\_\_\_