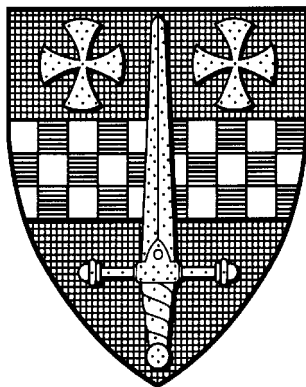


Certification Process
for the
Parish Business Manager



Diocese of Pittsburgh

DEFINITION OF THE PARISH BUSINESS MANAGER

The parish business manager is a professional administrator in support of the pastor. This person assists in the stewardship of all temporal activities of the parish. The emphasis of this ministry is on specific duties in the areas of finance, plant management, human resources, office management and any additional duties as required by and in support of the pastor's responsibilities to the parish.

The parish business manager is a fully initiated practicing Catholic, committed to Gospel values. He or she values the organization and responsible management of resources and helps the parish to fulfill the Church's mission and purpose.

BUSINESS MANAGER CERTIFICATION

The Institute for Ministries provides a certification process for parish business managers in accordance with the approved (November 2001) certification process. The rationale behind parish business manager certification is:

- To enhance the value of collaboration in the Church by affirming the interdependence of distinct ministerial roles.
- To increase the potentials of effective ministry by advocating competence for the role of the parish business manager.
- To establish greater credibility, continuity and accountability for the role of the parish business manager by clarifying the specific status of and standards for that role.
- To be both just and realistic, by dealing equitably with ministers in various roles and creating procedures to acknowledge prior education and experience.

ELIGIBILITY REQUIREMENTS FOR THE CERTIFICATION OF THE PARISH BUSINESS MANAGER

In order to use the designation “parish business manager,” the candidate must meet the following eligibility criteria:

Personal Competencies

The candidate shall have demonstrated in life experience a fidelity to the faith and tradition of the universal Church, and shall manifest the intention to adhere in future work to the faith, tradition, and discipline of the universal Church, the local diocesan Church, and the parish. The candidate shall demonstrate a willingness to pursue continuing education.

The candidate shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities which exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations, and strong interpersonal skills.

Theological/Canonical Competencies

The candidate shall have knowledge of pertinent aspects of scripture, ecclesiology, pastoral theology and ministry. *(Courses for theology and canon law for parish business managers will be provided.)*

The candidate shall be familiar with the norms of Canon Law regarding parish administration and the temporal goods of the Church.

Professional Competencies

The candidate shall have knowledge of personnel issues, including policies, procedures, selection, insurance, and employee benefits.

The candidate shall have working knowledge of construction and maintenance according to diocesan policies and procedures.

The candidate shall have knowledge of safety and security issues.

The candidate shall have knowledge of the principles of accounting according to diocesan policies and procedures.

The candidate shall be familiar with pertinent and applicable civil law in all levels of governments.

The candidate shall have knowledge of the parish, school and cemetery accounting systems according to diocesan policies and procedures.

The candidate shall be familiar with supervisory procedures.

The candidate shall have a bachelors degree in business administration or related field, and three to five years experience in business or management.

PROCESS FOR CERTIFICATION

- Candidate contact the director of the Institute for Ministries for certification material.
- Candidate shall provide a completed application form and pertinent information*.
- An interview will be scheduled with the candidate.
- The candidate will be notified whether or not certification has been granted.

*** Pertinent Information:**

- Accurate information regarding references on the application.
- One copy of current resume.
- Original transcript of graduate studies (if applicable).
- Pennsylvania Criminal and Child Abuse Clearances
- Signed Copy of Code of Pastoral Conduct
- Certificate—Protecting God’s Children
- Status of citizenship (Form I-9).

Information can be obtained from:

Institute for Ministries
111 Boulevard of the Allies
Pittsburgh, PA 15222-1618

Phone: 412-456-3068
Fax: 412-456-3198
E-mail: instministries@diopitt.org

November 2001

