PA951DE: Best Practices in Parish Administration

Course Description:

This course provides priests, deacons and parish administrators with an comprehensive overview of civil, legal and financial issues which may be encountered in a parish setting. It also provides a structured overview of various scenarios likely to present themselves in a parochial setting, and does so in both the context of civil and canon law. Topics addressed include: overview of civil law, contracts, negligence and premise liability; land use and zoning, employment law, worker's compensation and unemployment compensation; civil law regarding marriages and families, festivals, Bingo and games of chance; casinos, game-nights and liquor liability, tax exempt status, confidentiality and privileged communication; protection of children, and financial management. This course has been developed and reviewed by experienced attorneys, accountants, and pastors/ deacon administrators of wide and varying experience. This course is particularly recommended for those who do not bring a strong business-management background to a pastoral setting, as well as for newly-ordained or newly-assigned priests, deacons and pastoral administrators. Although offered under the sponsorship of the Institute for the Formation and Ministry of the Diaconate, enrollment is not restricted to Permanent Deacons.

Modules Include:

1. **An Overview of Civil Law and the Law of Contracts**
2. **Negligence and Premises Liability in the Parish**
3. **Land Use and Zoning Issues**
4. **Understanding Employment Law**
5. **Festivals, Bingo, and Games of Chance**
6. **Liquor and Liability**
7. **Issues Surrounding Tax Exemption**
8. **Issues Surrounding Confidentiality**
9. **Civil Law and Marriage**
10. **The Protection of Children**
11 **Financial Management**
12: **Assessing Parish Compliance and Status**

Course Objectives:

This course is designed specifically to meet the needs of the priest, deacon, or others who have been appointed to act in the capacity as pastor, associate, parish administrator, or business manager for a parish.

This course will introduce the participants to a variety of administrative tasks common to the role of the parish administrator and capture the essence of what have been deemed "good practices" among pastors and administrators.

The course is designed into twelve different modules, each module presenting an important aspect of good practices in parish administration.

The participants are guided through a series of presentations developed by experts in the particular modular topics.

One of the primary goals of the course is to make current or prospective pastors and parish administrators more aware of the everyday issues that involve the running of a parish, and to help administrators understand the complexity of these issues. Participants who have completed the course will be better able to handle parish problems they arise.

Required Text:

This course includes a number of case studies that are imbedded in the course. The textbook required for use during this course:
Ministry and the Law: What You Need to Know (Paperback): Sister Mary Angela Shaughnessy : 96 pages, 1998   Paulist Press ISBN-10: 0809137895 : ISBN-13: 978-0809137893 List Price $8.95
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