

Orientation to Parish Pastoral Administration

(CE-PS 43-27W)



Wednesdays
September 5, 2018 – April 24, 2019
6:00 p.m. – 8:00 p.m.

Diocese of Buffalo Catholic Center
795 Main Street, Buffalo, NY 14203
Conference rooms #1 & 2

This 27-session course of study is required for anyone seeking to serve as a parish pastoral administrator in the diocese. Topics include the following:

First semester

- ◆ Mission of the parish
- ◆ Best practices for Catholic evangelization
- ◆ Lifelong faith formation
- ◆ Youth ministry
- ◆ Fostering engaged Catholics
- ◆ The catechumenate
- ◆ Preparing and leading public prayer
- ◆ Rites for Christian burial and Sunday celebrations in the absence of a priest

Second semester

- ◆ Strategic planning
- ◆ Human resource management and employment law
- ◆ Managing volunteers
- ◆ Personnel and financial management
- ◆ Diocesan policies for safe environment
- ◆ Payroll procedures
- ◆ Parish budget management and internal controls
- ◆ Parish census and contribution record keeping
- ◆ Canon Law

Required: John Huels, *The Pastoral Companion: A Canon Law Handbook for Catholic Ministry*, 4th Updated edition, Wilson & Lafleur, 2009: (ISBN 978-2891278911).

Course sections will be conducted by various diocesan and seminary staff. A light dinner is included, with parking available in the adjacent lot.

Class is limited to 20 students.

For information about course content, contact Dennis Mahaney at (716) 847 8393.

For registration information, contact Julie Galej at (716) 655 7081.

This course is mandatory for the ministry of Pastoral Administrator



Course for :

Clergy

Pastoral Administrators

Pastoral Associates

Lay Ecclesial Ministers

Registration Form

Orientation to Parish Pastoral Administration

Begins September 5, 2018

Name

Address

City, State, Zip

Phone

E-mail

Parish/Organization

Registration Fee

CE-PS 43-27W: Orientation to Parish Pastoral Admin. \$75

NOTE: This class will be held at the Catholic Center, 795 Main Street, Buffalo, NY 14203, in Conference rooms #1 & 2. Parking is available in the adjacent lot.

Prices are in US dollars. Make checks payable to **Christ the King Seminary**. Mail registration form and check to: Christ the King Seminary, Attn: Academics, PO Box 607, East Aurora, NY 14052-0607.

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