

Qualifications for the Parish Business Manager

| Area of Formation | Competencies | How Acquired/Demonstrated for Certification Purposes |
|-------------------|--|---|
| HUMAN | <ul style="list-style-type: none"> ▪ Affirms the dignity of the human person ▪ Appreciates the values of diverse cultures, races and socioeconomic groups ▪ Participates in continuing ministerial formation and lifelong personal growth ▪ Recognizes the reality of both personal and social sin and the consequences, as well as the power of forgiveness and reconciliation ▪ Maintains a healthy lifestyle and reasonable balance among family, community, personal relationships and ministry activities ▪ Displays psychological health through integrity, appropriate interpersonal boundaries and the ability to safeguard trust ▪ Exercises positive leadership in pastoral leadership regarding collaboration in decision-making, supervision of others and confidentiality ▪ Promotes the lifelong formation of all parishioners ▪ Promotes evangelization ▪ Supports multicultural diversity within parish life, vision and mission | <ul style="list-style-type: none"> ▪ A life of adult Christian maturity testified to by letters of recommendation and reference and demonstrated in the course of interviews |
| SPIRITUAL | <ul style="list-style-type: none"> ▪ Honors the call to ministry, rooted in baptism through spirituality formed by theological reflection on Scripture, sacramental and communal worship and active participation in parish life ▪ Witnesses to the importance of Eucharist in personal prayer and formation, in the life of the parish and the whole Catholic community ▪ Models the spirit of Jesus Christ in promoting the universal Church with its global mission and address current realities in the Church in the light of the Gospel message ▪ Integrates within parish activities, Catholic social justice teachings, sacramental and liturgical catechesis and pastoral care among the sick, the dying and the grieving of the parish community | <ul style="list-style-type: none"> ▪ A fully initiated, practicing Catholic in good standing ▪ Participation in retreats, days of recollection, spiritual direction, spiritual formation courses and/or workshops, and the like |

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|---------------------|--|---|
| INTELLECTUAL | <ul style="list-style-type: none"> ▪ Knowledge of pertinent aspects of scripture, ecclesiology, pastoral theology and ministry ▪ Knowledge of the norms of the <i>Code of Canon Law</i> regarding parish administration and the temporal goods of the Church ▪ Knowledge of diocesan policies and procedures regarding the administration of a parish ▪ Working knowledge of: personnel issues; construction and maintenance; safety and security issues; the principles of accounting; pertinent and applicable civil law; and supervisory procedures. ▪ Able to reflect theologically, for example, the impact of Catholic social justice teachings in ministry planning and implementation | <ul style="list-style-type: none"> ▪ BA degree in business administration or a related field ▪ Three to five years of experience in business management ▪ Completion of specific courses in theology and canon law provided by the Diocese |
| PASTORAL | <ul style="list-style-type: none"> ▪ Conducts needs assessments (e.g., space, personnel) ▪ Works with outside vendors such as contractors and sales representatives ▪ Does comparative pricing and implements purchasing techniques in a just manner ▪ Uses computers and software applications proficiently ▪ Implements fundraising techniques from the perspective of stewardship ▪ Participates in the development and implementation of pastoral strategic planning. ▪ Conducts meetings ▪ Demonstrates good interpersonal communication skills ▪ Writes competently (e.g., letters, reports, memos, etc.) | <ul style="list-style-type: none"> ▪ Appropriate length and breadth of service in a pastoral setting to acquire the requisite competencies, verified by means of one's resume, letters of reference/recommendation and in the course of interviews |