

**REQUIRED COURSES**  
**For the Certificate**  
**as Parish Business Manager**

**E 10 Orientation to Ministry**

An exploration of the origins, development, and contemporary understanding of ministry in the Church today.

**C 21 Canon Law**

An exploration of the 1983 Revised Code of Canon Law as it impacts parishes in the Catholic Church today.

**E 81 Parish Administration**

Parish Human Resource administration with special emphasis on the complexities of salary and benefits within Catholic parishes today.

**E 82 Parish Management**

Parish Human Resource management focusing on job design, hiring/firing, and performance issues in the parish today.

**E 85 Parish Financial Operations I**

**E 86 Parish Financial Operations II**

**E 87 Parish Financial Operations III**

An introduction to the Diocesan procedures for standardized parish accounting and financial operations.

**E 90 Information Technology**

Offered by the Diocesan IT department this course is a series of classes that familiarize students with PIP, Excel, Peachtree and Word.

**F 1 Theological Reflection**

The final capstone experience, integrating theology and ministry.

**For More Information Contact:**

Charmel Trinidad - Director of Admissions  
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**ST. BERNARD'S**  
SCHOOL OF THEOLOGY AND MINISTRY



120 French Road  
Rochester, NY



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# The Certificate in Parish Business Management

## Program and Course Descriptions



St. Bernard's School of Theology  
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## The Certificate as Parish Business Manager



St. Bernard's School of Theology and Ministry, in conjunction with the Diocesan

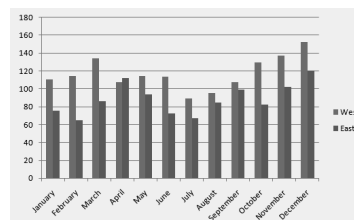
Departments of Human Resources and Finance, is proud to offer a series of courses equipping men and women with the specific skills needed to become Parish Business Managers within the Diocese of Rochester.

This Certificate presupposes that an individual hired as a Parish Business Manager will *already* possess the requisite skills in Business Administration offered through a variety of educational and vocational avenues in today's academic and business world. Therefore, the focus of this Certificate is to introduce the Business Professional to (a) the idea of *ministry* within the Church today, and (b) to the standardized practices of the Diocese of Rochester with regard to management and financial operations.

In one sense, a parish functions as small business, but yet in another way each parish embodies a vision of the Kingdom of God expressed through the values and teachings of the Roman Catholic Church. Business Managers have now become an integral part of each parish's ministry team.

## FREQUENTLY ASKED QUESTIONS

- Q.** Are there prerequisites for this Certificate?
- A.** Typically no, however most students are already employed as Parish Business Managers. This Certificate is **not** designed to introduce students to the general field of finance or business management.
- Q.** How do I obtain a Certificate?
- A.** In order to obtain a Certificate, you must first be matriculated into the program. For information about course matriculation please contact Charmel Trinidad, the Director of Admissions. You can reach her by phone at 585-271-3657, ext. 289 or e-mail her at: [ctrinidad@stbernards.edu](mailto:ctrinidad@stbernards.edu).
- Q.** Do I have to be enrolled in the Certificate Program to take the courses outlined in this brochure?
- A.** No, the courses are open to both matriculated and non-matriculated students (auditors).
- Q.** What costs are involved in obtaining the Certificate?
- A.** The fee for each individual course (whether for credit or audit) is \$100.



- Q.** How many courses are required for the Certificate as Parish Business Manager?
- A.** There are nine courses required. These courses will be offered sequentially over a two-year period. The curriculum was designed with the expectation that students could complete all the required courses within that time-frame.
- Q.** I have considerable previous experience in one or more of the areas listed; is there any *Advanced Standing* granted, in lieu of course work?
- A.** Yes. In consultation with the Director of the Certification, *Advanced Standing* may be possible for some students.
- Q.** I have considerable skill with MS-Word and Excel; do I still need to take each section of the Information Technology series of courses?
- A.** No, however proficiency in Peachtree, Word, Excel, and PIP is required. This requirement may be fulfilled a result of completing free classes offered through the Diocesan IT department. Specific training needs may vary; individuals should determine which courses may be required in consultation with diocesan IT and Finance departments. Certificate Program credit (and the course fee) will be assessed after all proficiencies are met.
- Q.** I'm a Business Manager - why are courses in Ministry and Canon Law required?
- A.** Business Managers are typically charged by the Parish Leader to care for the temporal goods of a Parish. As a result, familiarity with the traditions of the Church are essential. As a member of a parish team, Business Managers function as ministers advancing the Kingdom preached by Jesus.