

Parish Administrator and Operations Day

September 18, 2019

Draft Agenda

1. Diocesan Structure
 - a. Role of Administrator
 - b. Resources available
 - c. Neighborhoods

2. Employment Practices
 - a. ADP payroll service
 - b. Realm
 - c. CPG/canonical requirements/retirement
 - d. Health Insurance
 - e. Background checks
 - f. Non-discrimination
 - g. Liturgy
 - h. Church Insurance
 - i. How can the Diocese help
 - j. Important contact info: Intake officer/Pastoral Care

3. Safeguarding basics
 - a. Who needs safeguarding?
 - b. How admin works

4. Finance & Administration
 - a. Online payments
 - b. Realm
 - c. Separation of duties
 - d. Grants
 - e. Bookkeeping
 - f. Employee Roster
 - g. Archives & record retention

5. Annual Deadlines
 - a. Parish & Service registers
 - b. Parochial Report
 - c. Tax filings
 - d. Leadership rosters & convention delegates
 - e. Other diocesan reports

6. Communications & Tech
 - a. Newsletter tools
 - b. Social Media
 - c. How to get info into Diocesan newsletter (and why we may say no)
 - d. Canva
 - e. Tech Soup