

Archdiocese of Miami • 2015 Bridging the Gap Resource Conference • Msgr. Edward Pace High School • August 5, 2015

8:30-9:30	8:30 – 9:30 a.m. The Holy Sacrifice of the Mass will be celebrated in the Dantee Navarro Religious Education Center (Chapel) by Archbishop Thomas Wenski									
9:30-9:45	9:30 – 9:45 a.m. Registration and Welcome									
Session 1 9:45 – 10:30 (45 min.)	<p>Plenary session: <i>Laudato Si'</i> and our mission in the Archdiocese of Miami</p> <p>Presenter: Archbishop Thomas Wenski</p> <p>Archbishop Wenski will offer a brief teaching and share some highlights on the Encyclical Letter <i>Laudato Si'</i> of the Holy Father Francis On Care for Our Common Home. Various members of archdiocesan administration will comment on how they see the teachings implemented in their respective areas.</p>									
Session 2 10:45 – 12:00 (1hr, 15 min.)	<p>Introduction to Administration and Management for the Church</p> <p>Presenter: Lisa Pinto</p> <p>Target Audience: Pastors, Principals, Administrators, Managers</p> <p>Learn key principles in our Catholic understanding of work; identify biblical examples of good administration and management; define administration and management and their major functions; how an understanding of strategic planning, organizational structure, leadership and controlling functions will assist you in your leadership role.</p>	<p>Maintaining a Safe Environment: What to do when a child comes forward*</p> <p>Presenters: Jan Rayburn, Dr. Richard Turcotte</p> <p>Target Audience: Pastors, Principals, Administrators, Catechetical Leaders</p> <p>When abuse is disclosed the proper response is critical. The desire to resolve the situation quickly may sometime lead to mistakes—both harming the victim and/or violating the law and our ADOM policy. Learn who is a mandated reporter in the State of Florida; what steps need to be taken when made aware of a incident; do's and don'ts</p>	<p>Family Medical Leave Simplified</p> <p>Presenters: Susan Waddell, Janet Milian</p> <p>Target Audience: Administrators, Managers, Bookkeepers, Principals</p> <p>Do you find administering Family Medical Leave and disability confusing? Please join us for an informational session designed to simply the process for you. Helpful hints and “to do’s” for stress-free leave and disability management will be reviewed and discussed. We’ll breakdown timekeeping requirements, clarify the payroll process during leave and explain how to coordinate all the moving pieces.</p>	<p>Igniting Youth Ministry</p> <p>Presenter: Rosemarie Banich</p> <p>Target audience: Pastors, Youth Ministry Directors and Advisors</p> <p>Everyone agrees that providing ministry to the youth of our church should be one of our biggest priorities, and that was confirmed by the outcome of our Second General Synod. How does a parish go about starting or invigorating an already existing youth ministry? This workshop will help you learn how to “ignite” youth ministry at your parish.</p>	<p>So, U R on ☺ ! Part I (a two-part workshop)</p> <p>Presenters: Mary Ross Agosta, Ana Rodriguez-Soto, Juan Di Prado, Veronica Fernandez</p> <p>Target Audience: Pastors, Principals, Parish bulletin coordinators, school and parish employees</p> <p>Your entity social media should inspire, evangelize, communicate, connect, inform, support, and pray. This workshop will help you to create greater content, tailor it for each medium, and learn how to leverage the analytics of social media.</p>	<p>Prison Ministry: Integrated Pastoral Care</p> <p>Presenter: Deacon Edgardo Farias</p> <p>Target Audience: Pastoral Ministry personnel and those interested in prison ministry</p> <p>Presenting Detention Ministry as one of integral care with the subjects for Prevention and Reintegration. Covering the pastoral working areas (pastoral, social and legal) according to the eventual needs of the people suffering incarceration or</p>	<p>Basic Excel *</p> <p>Presenters: Jean-Paul Guis</p> <p>Target Audience: Parish offertory staff, others</p> <p>Prerequisite: Familiarity with some applications such as MS Word, email</p> <p>What is a spreadsheet? Learn how to create/save spreadsheets, explore and navigate Excel menus, create schedules using basic computation formulas, insertion / deletion, copy / past, how to format, print.</p>	<p>11 Steps to Building Our Future and Preserving Our Faith: The ADOM Planned Giving Model</p> <p>Presenter: Karey Bosack-Greenstein, Esq.</p> <p>Target Audience: Pastors, Development Officers, and staff</p> <p>This session will provide a framework for building a planned giving program at your parish, school or agency</p>	<p>Catholic Social Teaching: What's it got to do with me?</p> <p>Presenter: Teresita Gonzalez</p> <p>Target Audience: All, especially those working in ministry</p> <p>Our Identity as a Eucharistic people means living a life of solidarity and justice. We will look at elements of Catholic Social Teaching, including the Church's preferential option for the poor</p>	<p>Archdiocese of Miami: Who Are We? And How Does It Affect Me?</p> <p>Presenters: Stephen Colella, Katie Blanco Crocquet, Dr. Kim Pryzbylski</p> <p>Target Audience: Open to All</p> <p>This session provides a snapshot of the breadth of the Archdiocese of Miami. ADOM leadership will cover all of the entities, offices and programs throughout the archdiocese, and explain all of the resources available to all archdiocesan entities. By the end of this session, all attendees should have a better understanding of the depth of the work of the ADOM and its imprint on the Catholic community in south Florida and the community-at-large.</p>
LUNCH: 12:15-12:45	Lunch will be provided for participants and served in Spartan Center.									

- Sessions offered in prior years indicated by a (*) next to the title
- Some sessions are two-part sessions—must register for Part 1 and Part 2

<p>Session 3 1:00 – 2:15 (1hr, 15 min.)</p>	<p>Managing Performance: Applying Progressive Discipline and Corrective Action * Presenters: Lisa Pinto Target Audience: Pastors Principals, Administrators, Managers Learn the process and procedures in managing performance problems effectively: ADOM policies and legally defensible. Remediation, performance improvement plans, written warnings, progressive discipline, how to have the difficult conversations; diagnosing performance problems and applying interventions</p>	<p>Local Coordinator Review Presenter: Jan Rayburn Target Audience: Current and potential Safe Environment Local Coordinators Pre-Requisites: Must have been assigned by pastor or principal to be local coordinator for your site; Must have active Virtus account Preparation for the annual audit, compliance and recordkeeping of Safe Environment Policy</p>	<p>Wellness Program Presenter: Susan Waddell Target Audience: Administrators, Managers, Bookkeepers, Principals Come and learn the wellness tools and services available to your entity to provide value-added wellness benefits to your employees. Wellness seminars, training, coaching, biometrics and how to earn cash rewards will be explained. Multi-media options for your wellness campaign will be discussed, including newsletter options, posters, Web-based information and on site seminars.</p>	<p>Happy, Healthy and Holy Volunteers Presenter: Rosemarie Banich Target Audience: Pastors Principals, Administrators, Managers, Volunteer Coordinators Learn how to energize parishioners and recruit and retain new volunteers. The workshop will focus on: 1) Preparing and clarifying the vision for the ministry growth; 2) Orienting and training volunteers; 3) Providing opportunities for prayer and formation to volunteers; and 4) Monitoring and retaining volunteers</p>	<p>So, U R on ☺ ! Part II (a two-part workshop) Presenters: Mary Ross Agosta, Ana Rodriguez-Soto, Juan Di Prado, Veronica Fernandez Target Audience: Pastors, Principals, Parish bulletin coordinators, school and parish employees Your entity social media should inspire, evangelize, communicate, connect, inform, support, and pray. This workshop will help you to create greater content, tailor it for each medium, and learn how to leverage the analytics of social media.</p>	<p>Ethics and Social Responsibility Presenter: Katie Blanco Crocquet, J.D. Target Audience: Open to All This session presents the concepts of ethics in the workplace and social responsibility by describing factors that influence business ethics, identifying common ethical dilemmas in the workplace, discussing how organizations shape ethical behavior, and describing how social responsibility is measured. We will also review why parishioners, donors and the community are concerned with business ethics and social responsibility and how that affects the long-term growth of parishes, schools and other archdiocesan entities.</p>	<p>Intermediate Excel * Presenters: Jean-Paul Guis Target Audience: Bookkeepers, Development and administrative staff Prerequisite: Basic Excel proficiency Linking spreadsheets, extracting and selecting data, lookup functions, graphs, running macros</p>	<p>Estate Planning 101 Presenter: Karey Bosack-Greenstein, Esq. Target Audience: Pastors, Development Officers, and staff This workshop focuses on the basics of estate planning: last will and testament, trusts, power of attorney and the Catholic Declaration on Life and Death. The ADOM Development Corporation, through its Office of Planned Giving, presents free estate planning and planned giving workshops throughout the Archdiocese of Miami. This session is one of workshops that your parish, school or entity can host.</p>	<p>Introduction to Project Management Fundamentals * Presenter: David Prada, AiA Target Audience: Pastors Principals, Managers , IT Managers, Plant Directors and others leading projects Back by popular demand, this session will provide an overview of project management and introduce the concepts: the Project Management Life Cycle, the role of the project manager, Risk Management, Work Breakdown Structure, Critical Path, scope creep, closing out the project. Presented in the context of facilities management, but principles apply to any project management.</p>	<p>What Is the New Evangelization? * Presenter: Stephen Colella Target Audience: All, especially those working in ministry People are talking about the phrase “New Evangelization.” But what is it actually? What is it not? What does it mean for parishes, schools and each of us as missionary disciples? Be reintroduced to the concept and revitalized by a framework that you can carry away from the workshop back into your work, home, parish.</p>
<p>Session 4 2:30 – 3:45 (1hr, 15 min.)</p>	<p>Developing our Church Personnel Presenter: Lisa Pinto Target Audience: Managers, Trainers, Presenters Examine the case for developing our personnel from Church teaching; Adult Learning Theory and applications; a process model for any type of human resource development program; Levels of Learning, learn a model for conducting an effective skill-building session</p>	<p>Hiring the Best Candidate Presenter: HR Team Target Audience: Hiring Managers Steps in the recruitment and selection process; person-job fit, interviewing skills practice, common pitfalls of an interview, interviewing and the law, making the right decision on whom to hire.</p>	<p>Will You Be Able to Retire? Presenter: Daniel Rodriguez, United Capital Target Audience: Anyone interested in learning more about retirement planning Surveys indicate that most Americans don’t believe that they will be able to retire when they hope to do so. This workshop will provide information and tools to help individuals make smart, informed choices regarding their retirement options and planning.</p>	<p>Stewardship: The Mandate from Laudato Si’! Presenter: Martha Velasquez Target audience: Pastors, office staff, Pastoral Council members, ushers, volunteers This session will provide a quick overview on the benefits of a spiritual stewardship program and the importance of a vibrant and inviting parish environment. Pope Francis’s Encyclical tells us to “Till and keep.” We will provide the answer to cultivating and preserving our parishes not only as a renewal of our relationships with our parishioners but with the Lord. We will also offer overall information on how to Increase offertory changing the fundraising strategy through Appeal campaigns, offertory envelopes and Online giving.</p>	<p>Office of Communications Survival Skills Presenters: Mary Ross Agosta, Ana Rodriguez-Soto, Juan Di Prado, Veronica Fernandez Target Audience: Pastors, Principals, Parish bulletin coordinators, school and parish employees Navigating the ADOM Web site; and what to do when the media show up at your door!</p>	<p>The Role and Value of an Effective Advisory Board Presenter: Katie Blanco Crocquet, J.D. Target Audience: Pastors, Principals, Management, Development Directors, Finance & Pastoral Council Members An effective advisory board, properly composed and structured, can provide non-binding but informed guidance and serve as a tremendous ally in the quest for superior governance. This session will explore how to establish an effective advisory board and the role that it plays in the success of your parish, school or program.</p>	<p>Global Accounting Concepts for Bookkeepers * Presenters: Jean-Paul Guis Target Audience: Bookkeepers, Finance staff (not CPAs) Basic concepts based on General Accounting Principles. Explaining cash vs. accrual, and concepts that can impact journal entries</p>	<p>End-of-Life Planning Presenter: Karey Bosack-Greenstein, Esq.; CHS Target Audience: Pastors, Development Officers, and staff This workshop focuses on end of life planning such as long term care, assisted living, hospice care, funeral planning. This presentation is a joint presentation offered by the Development Corporation, Catholic Cemeteries, Catholic Hospice and Catholic Health Services. This session can be hosted at your parish, school or entity.</p>	<p>Managing the Maintenance Function at the Entity * Presenter: David Prada, AiA; James Carballo Target Audience: Administrators, Plant Directors and Maintenance Supervisors Learn the legal and archdiocesan requirements, and best practices for managing the maintenance function at your facility.</p>	<p>Skills for the New Evangelization Presenter: Stephen Colella Target Audience: All, especially those working in ministry Dispelling myths regarding evangelization, this high-energy workshop introduces different practical ways to understand and share the New Evangelization better with your family, friends, neighbors and co-workers.</p>