

**Parish Secretary/ Bookkeeper Workshop
Northern Michigan University
University Center: Nicolet, Cadillac, and Brule Rooms
Tuesday, May 9th, 2017
9:00am to 4:15pm ET**

9:00 – 9:15am	Gather & Light Refreshments	
9:15 – 9:20am	Welcome and Prayer	Tim Thomas and Bishop John Doerfler
9:20 – 9:25am	Evangelization	Bishop John Doerfler
9:25 – 10:10am	Benefits & Integration with Paycor (Assistant Benefits Manager MCC)	Isabel Hershey
10:10 – 10:30am	2017 Parish Annual Report Procedures Support	Irene McCauley
10:30 – 10:40am	Break	
10:40 – 10:50am	2017-18 Collections Discussion	Irene McCauley and Carol Parker
10:50 – 10:55am	Priest Payroll	Carol Parker and Tim Thomas
10:55 – 11:40am	Parish Personnel Policies and Personnel Files	Tim Thomas and Laura Katers Reilly
11:40 – 11:50am	UPCSA Changes: Follow Up	Tim Thomas
11:50 – 12:15pm	Common Audit Comments, Preparation, Procedures (Makela, Toutant, Hill & Nardi)	Paul Nardi, Brett Girard, Tim Thomas
12:15 – 1:00pm	Prayer Lunch Provided by Makela, Toutant, Hill & Nardi Served in Marquette Room	
1:00 – 1:15pm	Paycor Demonstration	Gary Carey
1:15 – 2:00pm	Sacramental Register Policy	Denise Foye and Rev. Dan Moll
2:00 – 2:10pm	Break	
2:10 – 2:35pm	Mission First: The Parish Office and Evangelization	Rev. Brad Sjoquist
2:35 – 2:55pm	Parish Data System, 1099, & GL Printing (Technical Consultant PDS)	Kay Kunz
2:55 – 3:05pm	Drawings/ Closing Prayer	Tim Thomas
3:05 – 4:15pm	Open Booth Time Served in Pioneer B Room (across the hall)	

(Please see other side for optional booths)

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**Optional Booths
Pioneer B Room (across the hall)**

Department or Program

Administration and Finance Department
Stewardship and Development
Diocesan Publications
Faith Formation and Marriage Ministry
Divine Worship and Sacred Music
Executive Services and Safe Environment Program
UP Catholic Newspaper and Website

Staff

Tim Thomas, Carol Parker, Wendy Negri, Kristi Flohe
Terri Gadzinski, Angelina Juidici, Renee Deroche
Kay Kunz
Denise Foye and Greg Gostomski
Dcn. Tom Foye and Samuel Holmberg
Martha Tomasi
Jamie Gualdoni