

## Welcome to the Human Resources webpage

This webpage has been designed to aid our parishes and organizations with regard to Human Resource issues. Often our staffing at the parish level is very “lean,” so we thought the contents of this webpage might help our pastors and administrative assistants with some ideas if they are looking for a place to start when designing administrative documents, policies and so forth.

Please take some time to look through its contents if for no other reason than to see what’s out there. If it gets you thinking or creates awareness, then we have done our job.

Formats are a combination of Microsoft Word and PDF documents and are provided as such for download and customization. We offer the contents of this website on a “take it or leave it” basis.

For more specific diocesan guidelines regarding employment, hiring, firing, and benefit issues, please consult pages 12-1 through 12-4 entitled: *Employment Practice and Guidelines* section of the Diocesan of Erie *Parish Financial Practices Policy Manual* which should be on file at your parish or viewed online at:

<https://www.eriercd.org/images/sections/finance/pdf/financemanual51-54.pdf>

Questions regarding the contents or other Human Resource issues should be directed to:

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May God’s blessing continue to be on all of us as we minister as Church to each other!

Thanks,

Jim

### **PLEASE NOTE:**

**This information is for reference only. It is not to be construed as a statement of diocesan policy. Any use, in whole or in part, of the information contained on this website is the responsibility of the using parish or agency, and therefore should be reviewed by the using agency for formal legal approval and used at their own risk.**