

THANK YOU
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Diocese of Des Moines
BUSINESS OFFICE FORUM

St. John's Catholic Church, Adel

Wednesday, August 30, 2017



8:30 - 8:45 Coffee and Donuts

8:45 - 8:55 Welcome and Opening Prayer

Fr. Remi
Okere

8:55 - 9:40 **TODAY'S TOP STORY!** - Talking About What MattersSM

Main Hall - Keynote Speaker

Tom Green, owner of the consulting firm, The Discussables Group, will share his signature program, Talking About What MattersSM, which helps organizations create a more open work environment. Mr. Green will tackle the difficult conversations that aren't being held and show you how to address the silence. See the program insert for more background information about Mr. Green and his firm.

Tom Green

9:45 - 10:15 Breakout Sessions (Choose One)

FEATURE REPORT - A New Way Forward

Main Hall - Breakout Session 1

This breakout session will build on the keynote presentation by providing three simple tools you can use to create a more open and collaborative work environment.

Tom Green

ON THE RECORD - Restricted Funds: How Are You Using Them?

Downstairs - Breakout Session 2

The recent ADA Formula Review Committee expressed concern over the disparity among parishes with the use of restricted vs. unrestricted cash accounts. They have asked the diocese to clarify what parishes should be allowed to record as restricted cash/investments. This session will be a dialogue as we work towards uniformity among the parishes.

Paul Carlson

10:15 - 10:25 Break

10:25 - 10:35 **SOUND BITE** - ADA Formula Change

Main Hall - General Session

Paul Carlson

10:35 - 11:10 **HOT OFF THE PRESS!** - Updated Parish & School Resource Manual

Main Hall - General Session

This session will review the sections in the resource manual that have been updated. This includes: Serving Alcoholic Beverages at Events, the Affordable Care Act, Parish Finance Council Guidelines, Accepting and Acknowledging Donations, plus more!

Laura
Hofstrand

11:15 - 12:00 **IN THE NEWS** - Cyber Crime and Insurance

Main Hall - Panel Discussion

Diocesan and parish staff members will share their firsthand experiences with cyber security incidents that have occurred in their own offices. An IT consultant, who works with several of our parishes, will discuss ways to mitigate the risk of falling prey to cyber crime. Also, a representative from our insurance broker will share information surrounding our cyber liability policy in case a cyber crime incident does occur at your parish. There will be ample time for questions from the audience during the discussion.

Roni
Argetsinger,
Blake Brown,
Jack Carra,
Mary Jo
Robinson, &
Kathy
Tjelmeland

12:05 - 12:15 **BROADCASTING LIVE** - West Bank

Main Hall

Kinsey
Bodensteiner
& Bryan
Freund

12:15 - 1:00 Lunch from Jethro's provided by West Bank

Main Hall

1:00 - 1:30 **LIVE ON LOCATION!** - USCCB Convocation and The New Moment

Main Hall - General Session

How is our church fundamentally being called to change? Do we need to pivot our focus? How do we engage our challenges and opportunities in a new way? Bishop Pates and Chancellor Jason Kurth will discuss our initial diocesan response to the national Convocation of Church Leaders in light of these questions.

Bishop Pates
&
Jason Kurth

1:35 - 1:45 **REPORTING LIVE** - The Catholic Foundation of Southwest Iowa

Main Hall

Chris
McCarville

1:45 - 2:10 **RECENT HEADLINES** - Pastoral Center Renovation

Main Hall - General Session

This session will provide a brief history of the Catholic Pastoral Center and an update on the major renovation currently underway by the diocese in our effort to be good stewards of this significant resource.

Sr. Jude
Fitzpatrick

2:15 - 2:45 Breakout Sessions (Choose One)

THE LATEST BUZZ - Workgroups in ConnectNow Family Suite

Main Hall - Breakout Session 1

This breakout session will demonstrate how to set up both Family and Member level workgroups in ParishSOFT ConnectNow. A parish staff representative will demonstrate the many ways her parish groups both families and individuals together based on a specific need. The workgroups can then be used to communicate with only those specific families/individuals.

Roni
Argetsinger &
Beth Wilson

THE INSIDE SCOOP - Bookkeeping Basics

Downstairs - Breakout Session 2

Come to this session if you are a new parish/school bookkeeper or if you want a refresher on specific items. We will briefly discuss financial statements, chart of accounts, and other diocesan policies.

Laura
Hofstrand

2:45 - 2:55 Break

2:55 - 3:05 **NEWS FLASH!** - Safety Incentive Program for FY18

Main Hall - General Session

Christie Rice

3:05 - 3:35 **EXTRA! EXTRA!** - Group Insurance/Benefit Plans

Main Hall - General Session

Parishes, schools, and other Catholic entities within our diocese pool their resources to join in four group plans. The diocese provides the administration for these plans, but depends on committees with parish/school staff to provide oversight. Let's take a high level look at how these plans have been faring.

Paul Carlson
&
Christie Rice

3:35 - 3:45 **STAY TUNED!** - Closing Announcements & Prize Table Drawings!

Main Hall

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At Your Service Table

The At Your Service Table will be stationed in the back of the room and diocesan staff members will be available throughout the day on a first-come, first-serve basis to speak with you.

See schedule below:

Table Schedule	
9:45 - 10:15	Roni Argetsinger & Laura Hofstrand
10:25 - 11:10	Christie Rice
1:45 - 2:10	Chris McCarville - CFSWIA Laura Scott & Melanie Tyree - CMG
2:15 - 2:45	Paul Carlson
2:55 - 3:35	Roni Argetsinger & Laura Hofstrand

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Keynote Speaker

Tom Green, owner of the consulting firm, The Discussables Group, will share his signature program, Talking About What MattersSM, which helps organizations strengthen their results by creating a work environment where everyone at every level can talk more openly.

What is your parish or school staff not discussing? Mr. Green will tackle the conversations that aren't being held, such as poor job performance, unsolicited brilliant ideas, or slow-burning conflicts and show how you can address this organizational silence. Discover how to produce stronger performance, increase leadership effectiveness, and improve financial and operational results at your parish through candid, safe, and open discussions.

Stick around for Mr. Green's breakout session, titled A New Way Forward, immediately following the keynote presentation to identify three simple tools you can use to welcome information, questions, concerns, and ideas that are currently not being discussed among parish staff, volunteers, and leaders. These tools are easy-to-implement practices that will help create a more open and collaborative work environment.

Mr. Green holds a bachelor's degree from Loras College and a master's degree from Drake University. He has 25 years of experience in Human Resources Management, focused on leadership development, team development, and performance improvement. He is a trained coach, mediator, and facilitator of dispute resolution. He is also a trained and practicing spiritual director and Stephen Minister. Mr. Green is an active member of Holy Trinity Catholic Church in Des Moines.