



2025 Annual Administrative Workshop

*for Pastors, Administrators,
Bookkeepers and Secretaries*

Lay Personnel Policies | Employee Benefits | Accounting Practices

We will be holding the Annual Administrative Workshop virtually via Zoom. The meeting will be held on **Wednesday, April 9, at 9am.**

Please RSVP by April 2nd using the following link:

<https://www.surveymonkey.com/r/MWKSDS7>

Once you have RSVP'd to attend the Workshop, information to access the Zoom Meeting will be provided to you via email.

T O P I C S

2025 Employee Benefits Program

Personnel Updates

- **Personnel Forms Best Practices**
- **Termination Requirements**
- **Transition of Key Positions**
- **Equifax**
- **The Work Number**
- **LOA's and W/C Cases**
- **Breakroom Postings**
- **Live Scan/Safe Haven**
- **Lay Personnel Background Check**
- **Timekeeping Expectations**
- **And more**



Presented by the Diocese of Sacramento
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