



LEADERSHIP BASICS 2026



*Presented by the
Diocese of Sacramento
Office of Lay Personnel*

REGISTRATION

All workshops will be held virtually and will require the use of a functioning web camera and audio.

Pre-registration is required no later than one week prior to the workshop.

At the time of registration, further information regarding accessing the virtual workshop will be provided.

A minimum of 10 people is necessary to hold a workshop. There is a maximum of 30 people per workshop.

QUESTIONS

For questions, please contact Lay Personnel at 916-733-0239.



HR COMPLIANCE AND BEST PRACTICES

This module will review the church nuances and HR best practices.

CLERGY ONLY Tuesday, February 3, 10:30am–12:30pm

OPEN TO ALL Thursday, February 5, 1:30pm–3:30pm

REGISTER » <https://www.surveymonkey.com/r/B2ZQZCS>



GUIDE TO COMPLETING LAY PERSONNEL FORMS

This module will review the proper completion of commonly used Lay Personnel Forms.

CLERGY ONLY Tuesday, February 10, 10:30am–12:30pm

OPEN TO ALL Thursday, February 12, 1:30pm–3:30pm

REGISTER » <https://www.surveymonkey.com/r/HZNKN77>



CONFLICT RESOLUTION

This module will review the causes of conflict, facts regarding conflict, and the 5-Step Conflict Resolution Process.

CLERGY ONLY Tuesday, February 24, 10:30am–12:30pm

OPEN TO ALL Thursday, February 26, 1:30pm–3:30pm

REGISTER » <https://www.surveymonkey.com/r/H58J9J8>



BENEFITS ADMINISTRATION 102

This module will provide an overview of benefit administration.

CLERGY ONLY Tuesday, March 3, 10:30am–12:30pm

OPEN TO ALL Thursday, March 5, 1:30pm–3:30pm

REGISTER » <https://www.surveymonkey.com/r/BCZFTGK>