

MEMO



TO: Business Managers

FROM: People Support

DATE: May 24, 2023

SUBJECT: Talent Management Guidance

Updated Legal Requirements for Job Postings starting January 1, 2024

In Colorado, employers are obligated to **disclose in their job postings not only compensation information and benefits** but now, under the amended act, **application closing dates**.

Please review the amended act here for additional requirements: [Amendment to Colorado Equal Pay for Equal Work Act Creates New Job Posting Requirements \(employerscouncil.org\)](https://employerscouncil.org)

Hiring (and other great HR Resources) for your parish

As we all know, there are many facets to Human Resources and employment law (which is constantly changing). Because of this, it is critical to have resources at your disposal when you need them. With that in mind, we want to recommend two different HR/Employment Consultant Organizations we use at the Archdiocese which would be valuable to you.

NACPA:

NACPA or the National Association of Church Personnel Administrators, is an HR resource that we'd like to recommend to you!

Some of the member resources we think would be helpful to you are:

- **Job Description Library** – Dozens of well-made job descriptions for different positions to help guide you in creating your own for your parish. Keep in mind that Colorado also has legal requirements we must abide by. These have been sent out previously but let People.Support know if you have any questions about them.
- **Salary Surveys** – An annual salary survey is available to members for you to get a good idea of pay for different positions within the church. Keep in mind that Colorado has minimum wage requirements that we must abide by as well.
- **Webinar Series** – An Archive of past webinars and future webinars for you to join. These webinars cover a multitude of HR topics including *Difficult Conversations*, *Supporting New Pastors*, *Understanding the Living Wage*, *Racism*, etc.
- **Job Board** – Post jobs on the NACPA job board so that even more people with a good Mission Fit can see your job.

If you'd like access to any of the above resources from NACPA, membership pricing is \$205 for an individual to have access for 12 months. Become a member here: [Membership \(nacpa.org\)](https://nacpa.org)

Employer's Council

Employers Council is another great option for HR and Legal Resources and Trainings. **Keep in mind they are not a Catholic organization, so don't approach from a Catholic worldview or what is legally allowed as a religious employer. With that in mind, they have great resources for general HR and legal questions.*

Some of the member benefits we think would be helpful to you are:

- **Salary Surveys** – Several annual salary surveys are available to members for you to get a good idea of pay for different positions within states in the western part of the US, within Colorado. They have surveys with for-profit salaries as well as non-profits only. It's important to note that having a sense of what companies are paying for different positions is a great aid to knowing the market rate you are competing against for hiring good talent.
- **Webinar and In-Person Trainings** – these cover numerous HR, employment law, and general business/management topics.
- **Dedicated Member Experience Representative** - With a membership, you will get access to a dedicated Member Experience Team rep to connect you to the service, resources or training that's most beneficial.

There are different membership options and you can request a quote for your parish. Pricing is determined by size and need. Check out their website to see the various offerings and what becoming a member entails.

[Membership](https://nacpa.org)

Job Description Template:

We've also attached the **Job Description Template** that is utilized here at the Pastoral Center. Use of this template is not mandatory, but please feel free to copy pieces that you'd like to add to a template you create for your parish.

As you'll see, we've broken down the "Qualifications" section into an *Education and Experience, Competencies and Qualifications*, and a *Physical Requirements* section. This helps us to ensure that we are detailing all those different requirements to the potential applicants and that the new hire understands their role.

[Sample Job Description Template | Mission Support \(archden.org\)](https://archden.org)

Annual Employee Reviews:

Please see the **Job Flourishing** attachment for an example of the Pastoral Center's process regarding annual reviews. We have given the annual review this title because we truly believe that work should be a place for sanctification, for human flourishing, not just in what we accomplish, but how our work shapes us for the good.

If you're not already completing annual reviews for employees and would like to do so, we hope that this is a helpful resource for your parish to create your own annual review process. Additionally, we strongly encourage adding a review process to your parish for the good of your staff and the overall parish team growth.

[Sample Annual Review Process | Mission Support \(archden.org\)](#)

"Work is a good thing for man – a good thing for his humanity – because through work man not only transforms nature, adapting it to his own needs, but he also achieves fulfillment as a human being and indeed, in a sense, becomes 'more a human being'." – Laborem Exercens (On Human Work – JP II)