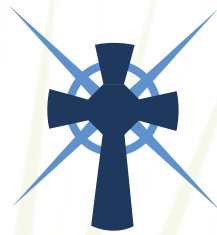




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New Training for a New Year

We hope your 2015 is off to a joyous start and that the year ahead is smooth and successful for you and your diocese. To help ensure this, we are proud to provide our online training series, *The Business of the Church*, which is designed for individuals in administration roles at the locations.

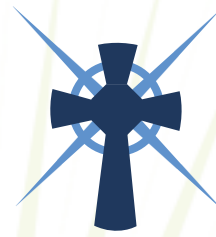
The first video in the series, *Best Practices in Human Resource Management*, covers protocol when dealing with employees for those individuals having to take on the role of Human Resources without much experience in that area. This training covers matters such as proper handling of employee files, sexual harassment and employment discrimination, and fair and consistent management practices.

The second video, *Best Practices for Facilities Usage Management*, outlines the key responsibilities parishes should take to protect church resources, especially when outside groups or individuals are using parish buildings for non-parish-sponsored events.



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Last but not least, *Best Practices for Financial Management and Cash Handling* highlights procedures and guidelines for paid and volunteer personnel who handle church money and details how to protect digital information.

Our online training modules can be accessed on the Catholic Mutual Group website at www.catholicmutual.org. After logging in, click on Online Training for a complete list of training options available.

Please contact your Risk Management representative if you have any questions about these videos or the topics they cover.

SAFETY TIP

Using the most current web browser and keeping your web browser updated frequently is a vital part of protecting your online security. Old browsers are less stable and much more vulnerable to viruses, spyware, and other security issues. Their display capabilities can also be very limited. Internet browsers periodically release important updates that fix security bugs. Many popular browsers like Google Chrome have automatic updates that they will prompt you to download. You can also check the browser's website to see if they have any new security updates.

Is Your Space Heater Ship-Shape?

The Christmas season may be over but, in many parts of the country, winter seems like it will be lingering for a while. And, even in places where outside temperatures are not completely frigid, the mercury drop can mean additional space heaters to keep church-owned buildings comfortable. While we're eternally grateful for these toasty devices when we need them, they definitely come with some risks, including the potential for starting a fire or burning someone who has the misfortune to touch one. Before plugging in, it's important to familiarize yourself with the [best practices](#) for use.

