

THE CENTRE FOR SOCIAL JUSTICE AND ETHICS
CHURCH MANAGEMENT AND LEADERSHIP PROGRAMME 2009

MAY 16 – JUNE 27, 2009

Rationale

Church Management and Leadership is one area of professional development which still needs to be addressed in the developing Churches of Africa. Managers of Church Institutions are still appointed to key positions without having had the benefit of prior training and often times have had very little experience.

To meet the need for training such persons, the Catholic University of Eastern Africa offers a six weeks residential programme for leaders and management practitioners within Church Institutions. The programme is designed to assist people holding various responsibilities in dioceses, religious congregations, Church-sponsored hospitals and schools and administrators of other non-profit organizations to up-date and build on their skills in the area of management and leadership.

The six week programme consists of a module made up of six units. This intensive programme requires each participant to follow 6 hours per day, five days per week for six weeks.

The programme provides an opportunity for considerable individual attention both from the resource persons and the peer group. Stress is placed on participant interaction and case study.

Certificate

Certificates will be awarded to those who complete a six week module comprising of six, two hour units - a total of 180 contact hours.

Registration Dates

The sessions will begin with registration on Saturday 16th May 2009 at 10.00 a.m. and close on Saturday 27 June 2009 at noon. The sessions will conclude with a time of assessment, evaluation and formal closure. Attendance at the opening and closing sessions is obligatory.

Admission Requirements

All candidates must have completed their secondary education. Candidates from other countries must have obtained an equivalent qualification. Copies of certificates should accompany the application form. Students are expected to have a good knowledge of English, the language which is used for instruction.

Application Procedure

To apply fill out the attached form and send it to:

The Admissions Office

The Catholic University of Eastern Africa

P.O. Box 62157-00200

Nairobi, KENYA

Or by email: admissions@cuea.edu

Tel. + (254) (020) 891601-6

Fax + (254) (020) 891084

Application Details

Applications must be postmarked by March 31, 2009. A non-refundable application fee of Ksh. 2,000/- must be submitted with the completed application form prior to the deadline.

Fees

The fees for the six weeks residential program total is Ksh. 106,000/- . Accommodation is Kshs. 46,000/- and tuition fee is Ksh. 60,000/-.

Research Project Fees

Diploma students are expected to pay a project fee of Ksh. 16,000/- payable on or before 15th January of their final Academic Year. They are also expected to submit **four copies** of their Research Projects to the Centre's office by the 15th June of the same year. The reports should be **hard cover bound and black in colour.**

NB: Payments of application, tuition, accommodation and project fees can be done through a Bankers Cheque payable to The Catholic University of Eastern Africa or wire transfer to the following bank details.

Account Name: The Catholic University of Eastern Africa

Account Numbers:

Cooperative Bank a/c- 0112905722200 (Ksh. Account)

Commercial Bank of Africa a/c - 5152580004- (Ksh. account)

Equity Bank a/c - 0610292352491- (Ksh. Account)

Citibank, a/c - 102 473 108 (Dollar Account) Swift Code:CITIKena

CHURCH MANAGEMENT AND LEADERSHIP PROGRAMME 2009

Certificate

This will be taken by participants registering for the Church Management and Leadership programme for the first time. They must be holders of a Kenya Certificate of Secondary Education (or its equivalent).

The courses on offer will be:

- Leadership in Church Institutions
- Interactive Communication Skills
- Cash Management and Investments in the Church
- The Culture of Work and Ethics of Enterprise in the Church's Social Doctrine
- Office Management
- Strategic Planning and Fund Development Strategies

Advanced Certificate

This will be taken by participants who hold a certificate in Church Management and Leadership from the Catholic University of Eastern Africa. They too must be holders of a Kenya Certificate of Secondary Education (or its equivalent).

The courses on offer will be:

- Budgeting for Church Institutions
- Organizational Development for Church Institutions
- Research Methods
- Labor Law
- Canon Law and the Common Good in the Church Institutions
- Pastoral Counselling Skills for Church Managers

Diploma

This will be taken by participants who hold an advanced certificate in Church Management and Leadership from the Catholic University of Eastern Africa and must be holders of a Kenya Certificate of Secondary Education (or its equivalent) with a minimum grade of C plain.

The courses on offer will be:

- Programme Monitoring and Evaluation
- The Market and Economic Action in the Church's Social Doctrine
- Management of Information Systems
- Management of Human Resources in the Church
- Auditing and Investigations
- Research Project

APPLICATION FORM

Name (Rev. Sr. Bro. Ms. Mr. Mrs.).....

Address.....Code.....

City..... Country.....

Place of employment.....

Level Applied for.....

Work designation
(responsibility).....

I may be contacted on: Tel..... Fax.....

E-mail.....

I hereby enclose a Bankers Cheque of as my application fee.

All cheques should be payable to: The Catholic University of Eastern Africa