

**DIOCESE OF PITTSBURGH  
INSTITUTE FOR MINISTRIES  
2900 NOBLESTOWN ROAD  
PITTSBURGH, PA 15205  
PHONE: 412-456-3068  
FAX: 412-456-3184**

**E-MAIL: [INSTMINISTRIES@DIOPITT.ORG](mailto:INSTMINISTRIES@DIOPITT.ORG)**

**PARISH BUSINESS MANAGER CERTIFICATION  
APPLICATION CHECKLIST**

All applicants must submit the following to the Institute for Ministries' Office:

1. \_\_\_\_\_ Completed and signed application form.
2. \_\_\_\_\_ Accurate information regarding references on application form (The Institute for Ministries will send forms to the references provided on the application form).
3. \_\_\_\_\_ One copy of your current resume.
4. \_\_\_\_\_ Original transcripts of graduate and post-graduate studies (if applicable).
5. \_\_\_\_\_ Pennsylvania Child Abuse Clearance and Pennsylvania Criminal Record Check.
6. \_\_\_\_\_ Signed Acknowledgement of Receipt of the Code of Pastoral Conduct,
7. \_\_\_\_\_ Certificate of Attendance – Protecting God's Children
8. \_\_\_\_\_ Status of Citizenship (Form I-9).
9. \_\_\_\_\_ Sacramental Records (Baptism, Confirmation, Marriage).

Signature \_\_\_\_\_ Date \_\_\_\_\_