

October 2010



Parish Financial Services Newsletter

Archdiocese of Seattle

Volume 7, Issue 10

Please join with
Leadership throughout the Archdiocese
In Loving Gratitude for the
Thirteen Years of Episcopal Ministry and Leadership of

Archbishop Alex J. Brunett

A Mass of Thanksgiving Saint James Cathedral
Friday, November 19, 2010
1:30 p.m.

Reception to Follow
Isaac Orr Conference Center

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World Mission Sunday

Thank you for all your help in making the World Mission Sunday collection (October 23/24) a success and for helping to share the Good News throughout the world! Please make your **World Mission Sunday** parish check payable to **CCAS / Mission Sunday**, and mail to:

CCAS / Missions Office
710 9th Avenue
Seattle, WA 98104

We'd appreciate it if you would please not combine the offerings from this collection with any other collection. Thank you!



‘Stewardship as a Way of Life’

Now Is The Time! Stewardship of Treasure Annual Commitment Renewal

Parishioners who fill out pledge cards give at SIGNIFICANTLY higher levels than those who do not!*

The extra effort you make now will pay off throughout the year in adequate resources for your parish to carry out its ministries to the maximum extent!

We encourage you to follow these key steps of the commitment renewal timeline:

- ◆ Have a Witness Speaker
- ◆ Have the Pastor ‘WALK’ parishioners through filling out the commitment card, and do so over several Sundays
- ◆ Send a first and second follow-up letter with a Business Reply Envelope
- ◆ Thank all those who returned a commitment card, in as many ways as possible.

See the 2010 Commitment Renewal Manual at the new Parish Stewardship –

[Parish Resources](#) webpage for further details.

Scott Bader

Director of Parish Stewardship

* Source: *Why Catholics Don't Give and What Can Be Done About It*, Charles Zech – OSV Publishing

For further information, contact Scott Bader at scottb@seattlearch.org 206.903.4619 or 1.866.381.2033. Or Kathy Clark at Kathy.clark@seattlearch.org 206.382.4271 or 1.866.381.2033



Payroll Presentation

We have added a short PowerPoint presentation titled “Payroll for Archdiocese” to the Payroll section of the Administrators benefits web site. The presentation is not intended to teach how to process payroll (contact ADP directly for that), but rather to describe the fields that are unique to Archdiocesan payrolls for parishes, schools and agencies. This is particularly designed for new Payroll Administrators, but all may find it helpful. It’s only 12 slides in length so it shouldn’t take too long to view it. Just log on to www.seattlearchbenefits.org, select Benefits Administrators, and then click on “Payroll” on the right side under Administrator Pages. Select “Payroll for Archdiocese”.



2011 Annual Catholic Appeal

IMPORTANT dates for the 2011 campaign:

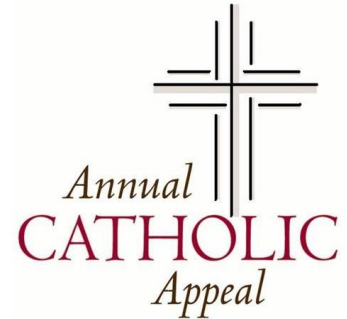
2011 Leadership Session Dates (more details as we get closer to the dates)

Feb 16 – Seattle
Feb 18 – Mtlk Terrace
Feb 23 – Covington
Feb 25 – Longview
March 2 – Tacoma
March 3 - Bellevue
March 10 – Port Townsend
22, 2011
March 11 – Mount Vernon
March 16 – Yelm
March 18 - Seattle

2011 Campaign Dates –

Announcement Sunday - May 1, 2011
Education Sunday - May 8, 2011
Commitment Sunday - May 15, 2011
Follow Up Sunday - May

Thank You! Rick, Monica, Marilyn and Joy



Attention all Payroll Administrators

Employee Information

Please remember to keep employee addresses updated on ADP so important information sent to employees from the Benefits Services Office is not returned undeliverable.

Lay Pension Preview Report will be coming soon!!

We are approaching year-end and to help you determine which of your employees will be eligible for a pension contribution this year, we will mail the pension contribution preview report to you by mid November. Be sure to review the report carefully. If necessary, contact ADP to correct the number of hours worked before you process the last payroll of the year.

Unclaimed Property Final Reminder!

**All Reports are due to the State November 1st.
Even if you have nothing to report you are
required to file a negative report!**

Archdiocese of Seattle

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Parish Financial Services assists Parishes and Faith Communities in maintaining financial stability through:

- ♦ Supporting high quality financial, accounting, budgeting, and reporting systems.
- ♦ Ensuring financial viability through the continual encouragement of prudent fiscal management.

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Safe Environment Updates

- ♦ **Did you know??** There is a place in the SETA Net Database to track whether or not someone has signed the Safe Environment Abuse Prevention Policies? By filling out the “**POLICY ACKNOWLEDGED**” field in the database, it will make it easier for you to track your employees and volunteers who have/have not met the Safe Environment Requirements. Please fill out this important section of your employees/volunteers profiles.
- ♦ **REMINDER** – Please do not forget that every parish and school **MUST** offer the *Called to Protect for Parents & Families* to their community. You are encouraged to collaborate with other parishes/schools in your area and co-host one class that your region can attend.
- ♦ **Train-the-trainer**- The next *Called to Protect: Train the trainer* class is scheduled for December 6th & 13th. If you do not already have a trainer in your community, please find someone who can attend a class this year.

