

Merry
Christmas
from

Parish
Financial
Services



Ed

emily

Joan

Ruby

Loretta

Nicole



Parish Stewardship

Monkey Around for a Few Minutes!

Survey Monkey, that is!

While the Parish Stewardship Yearly Commitment Renewal is still fresh in your minds, will you please take a few minutes to fill out an online survey? The information we gain will be used to further our efforts in recommending best practices to parishes. It takes only 5 to 10 minutes and is a great way for you to let us know what works, what doesn't, and how we can be even better at helping you reach your goals!



To take the survey, just click on this

[Survey Monkey Link](#)

Please Respond By December 31st

Thank You!



Survey may also be accessed at <http://www.surveymonkey.com/s/Y8WQXQS>

Questions? Contact the Parish Stewardship Office at 206.382.4271/866.381.2033 or ParishStewardship@SeattleArch.org



Notes From Parish Financial Services

Third Party Coverage

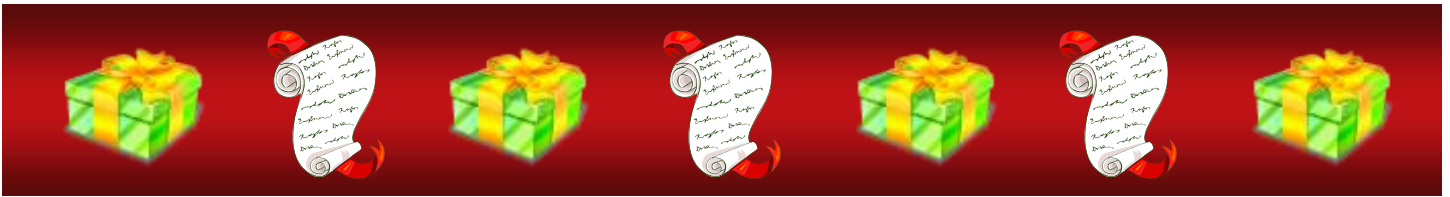
We are having a problem with some third party coverage applications. In the last few weeks, we have received four applications after the event has been held. This creates a major problem for both the party purchasing the coverage and CCAS in that the events are not covered by any insurance. It is critical that we get the applications with time to send them to the insurance company that writes the coverage. As you know, Catholic Mutual cannot insure these events since they are not a parish sponsored function. Please make sure to allow processing time when you send the coverage.

PRF Withdrawal Requests

With the upcoming holidays, we will have limited staff and signers on most days. Please send withdrawal requests early and allow more time for processing. Also, please remember to make or type out checks legibly, ensuring that there are no overlapping words/labels especially on the amount field. Some banks don't take time to figure out these amounts and may book them differently. If you want a deposit to be booked in December, be sure to send them in before Dec 30th.



The Chancery will be closed December 23rd, 24th, 27th and 31st! Merry Christmas and Happy New Year to all!!!



Attn: Payroll Administrators—Annual Lay Pension Bill Coming Soon!!

We will be mailing the annual lay pension bill to you around mid-January and payments are due on January 31, 2011. Be sure to send in your payment timely as any payment postmarked after January 31st will be subject to a late fee.

Good News!
Effective January 1, 2011, the interest rate on PRF Savings will increase to 4.25%!

Notes From Human Resources

Minimum Wage Increase

January 1st, 2011, the Washington state minimum wage will increase to \$8.67 an hour. Please review your employee's wages, and adjust if necessary, to be sure all employees will meet this new minimum. Also as of January 1st, employers will no longer be required to post the minimum wage poster, but **MUST** continue to post the *Your Rights as A Worker* poster which can be found here <http://www.lni.wa.gov/IPUB/101-054-000.asp>

Unemployment Insurance

Because of an exemption provided to religious organizations, parishes and schools in the Archdiocese are not required to participate in the State Unemployment Insurance Program. Please post the attached notice along with your other labor law posters, and be sure you are including it in your packets for new hires. If you have any questions, please contact Matt Boswell at mattb@seattlearch.org or (206) 264-2083.



Losing your job?

You may not be eligible for unemployment benefits

State law says the wages you earn while working for a church or religious organization cannot be used for unemployment purposes, unless your employer has elected to provide unemployment coverage to its employees. This means you may not qualify for unemployment benefits if you lose your job.

You may be eligible for benefits if you worked for an employer other than a church or religious organization in the last two years. Log onto www.go2ui.com or call 1-800-318-6022 to apply.

To learn more, read the law (RCW 50.44.040(1)) at www.rcw.go2ui.com.

Churches and religious organizations are legally required to post this notice in a place convenient for all employees to read.



**Employment
Security
Department**
WASHINGTON STATE

The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.

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