

Parish Financial Services Newsletter

Archdiocese of Seattle

DO YOU HAVE AN EXTRA \$25,000-\$50,000 THAT YOU DON'T KNOW HOW TO SPEND?

DO YOU ASPIRE TO BE INTERVIEWED BY AND HAVE YOUR FACILITIES INSPECTED BY VARIOUS GOVERNMENT AGENCIES?

WOULD YOU LIKE YOUR PARISH OR SCHOOL TO BE HELD UP AS AN EXAMPLE TO THE REST OF THE ARCHDIOCESE FOR "WHAT NOT TO DO?"

If the answer to any of the above is "NO," you must follow these steps to avoid some costly and time consuming mistakes.

Any time a demolition or construction project occurs, regardless of the size, please contact **Property and Construction Services**. They will work with you to assemble the Good Faith Asbestos Report. Keep in mind that even if any existing information exists on asbestos containing materials, additional sampling and testing may be needed to complete the report.



Save the Date!!!

The Annual PAA Gathering will be held at the Palisades Retreat Center April 6th and 7th. Archbishop Sartain has agreed to be our Keynote Speaker! Registration Forms and Agendas will be available in February.

Hope to see you there!!

IRS Form 1099 Reminder

All independent contractors who received payments totaling more than \$600 in the 2010 calendar year must be issued a 1099 by January 31, 2011. Parishes, schools and faith communities must also complete an accompanying 1096 and submit it with copies of the 1099's to the IRS.

January 2011

Volume 8, Issue 1

Inside this issue:

Parish Stewardship	2
Operation Rice Bowl	2
Annual Catholic Appeal Leadership Sessions	3
Help Wanted: Assistant Director for the ACA	3
IRA Rollover	4
ACA Dates 2011	4
Renewal of Tax Exempt Status	4
Social Networking Sites	5
Annual Budget Letter	5
Safe Environment Update	5
Priest's Payroll	6

Parish Stewardship—Discounts for Parishes

Discounted Prices on Bulk Orders

Is your parish moving forward with discovering parishioners' God-given strengths and growing engagement in your church? If so, you will appreciate these discounts on the books you need!

The Parish Stewardship office is able to make these books available to our parishes in bulk at our cost, provided your parish arranges to pick them up at the Chancery.

Living Your Strengths, English Catholic edition

This book includes a one-user online code for the Clifton StrengthsFinder Assessment
Regular price: \$24.95 Our bulk order cost: **Only \$13.59 each!**

Living Your Strengths, Spanish Catholic edition

This book includes a one-user online code for the Clifton StrengthsFinder Assessment
Regular price: \$24.95 Our bulk order cost: **Only \$16.18 Each!**

Growing An Engaged Church

Regular price: \$22.95 Our bulk order cost: **Only \$15.08 Each!**

Contact Us to Order!

parishstewardship@seattlearch.org

Or call the Parish Stewardship Office at 206.382.4271/866.381.2033

For more information about Strengths & Engagement
Visit the Parish Stewardship [Engaged Church](#) Webpage.



Operation Rice Bowl 2011

Operation Rice Bowl is around the corner! A reminder, the individual donation envelope is no longer provided as an insert in the cardboard "Rice Bowl". Please work with the appropriate people in your community in deciding if an order for envelopes would be helpful to those donating during and/or at the end of Lent. You may place your order by mail, phone, e-mail or fax with the Missions Office. The envelopes are free to you. Please do not hesitate to contact the Missions Office with any questions!

Thank you!

Missions Office staff

missionsoffice@seattlearch.org

phone: (206) 382-4580; (800) 869-7028; fax: (206) 264-2084

www.seattlearchdiocese.org/missions



Yes, please send Rice Bowl donation envelopes to our parish/school address: _____

Parish/School: _____

Shipping address: _____

City: _____ Zip code: _____

Number of envelopes requested: _____

Submitted by (name): _____ (in case we need to contact you about the request)

Annual Catholic Appeal—Leadership Sessions

SIGN UP NOW!

IS YOUR NEW YEAR'S RESOLUTION TO INCREASE YOUR 2011 ACA REBATE???

IF SO, COME JOIN US!!!

Our team's goal is to share best practices to assist parishes to exceed the goal assigned to the parish, thus securing a larger rebate. Each year, the success of the appeal is measured by the continued growth of the rebates. Since 2003, the rebates have gone from \$1.7 million to \$2.7 million this year. Please join us at an upcoming **Leadership Session** where we will offer the opportunity to learn and share how we can achieve a target goal this year of **3 Million Dollars** in parish rebates!

2011 TOPICS

- Increasing Participation
- Increasing Direct Mail %
- Increasing Average Gift
- Increasing Online Giving
- Increasing web and email communication



With the continued economic environment, the support of the parish leadership is VERY CRITICAL this year. We strongly encourage ALL key leadership people to attend a session this year.

Session Registration will be done through our website again this year. Each attendee can sign up for themselves (send them the link below), or you can assign someone to register all those attending from your parish.

REGISTER NOW! www.seattlearchdiocese.org/aca
(click on Leadership Registration in the Directory box on the right side of the page)

Help Wanted—Assistant Director for the ACA

The Stewardship and Development office of the Archdiocese of Seattle has an opening for a full-time Assistant Director for the Annual Catholic Appeal. The Assistant Director teams with the Director and Executive Director to support, plan and implement the ACA campaign; and manages the daily operations of the office by assisting donors and parishes. Key responsibilities include corresponding with constituents and parish staff; processing all Matching Gift applications; participating in the planning, implementation and evaluation of the ACA campaign; assisting the Director in parish leadership visits when needed; and participating and assisting with other Stewardship and Development events.



Qualified applicants will have demonstrated proficiency in the use of MS Office tools and knowledge of fundraising computer software; experience in Raiser's Edge is preferred. Other requirements include a working knowledge of parish organizations and structures in the Archdiocese of Seattle; knowledge of and familiarity with the principles and functions of major fundraising and/or development areas; excellent administrative and organizational skills; excellent interpersonal skills including the ability to work with a variety of people; and be an active member of a parish/faith community in good standing with the Church. Bachelor's degree preferred.

Competitive salary and benefits. If interested, please visit the Archdiocesan website: www.seattlearchdiocese.org/jobs for an application form, or call 206-382-2070.

IRA Rollover

Ready for some good tax news?

Congress has re-authorized the provision that allows donors to make tax-free charitable gifts from their IRA accounts in 2010 and 2011. Your parishioners who are age 70 ½ and older will be able to make gifts totaling up to \$100,000 from traditional IRAs to qualified charities, including the Archdiocese of Seattle.

Because Congress acted so late in 2010 to pass this legislation, donors can make a gift from their IRA until January 31, 2011 and still elect for it to count as a gift and as their minimum required distribution for 2010. To take advantage of this opportunity for tax year 2011, donors must act by December 31, 2011.

There are some details and restrictions:

- Donors must be 70 ½ or older when they make their gift, and the gift must be made from an IRA – no other retirement plans qualify, such as 401k, 403b or SEP accounts.
- The gift must come to us outright – it cannot be used to establish a life-income arrangement or support a donor-advised fund or certain types of supporting organizations.
- Although the distribution will be free from income tax, it will not generate an income tax charitable deduction.
- There are other details which the Planned Giving Office will be happy to guide you and your parishioners through.

As always, we would recommend donors to consult with their professional advisors when considering charitable donations.

For more information, contact the Planned Giving Office at (206) 748-7984 or toll free at (800) 752-5902 or via email at plannedgiving@seattlearch.org. You may also visit our webpage for more information at: <http://www.seattlearch.planyourlegacy.org/>



Annual Catholic Appeal Dates—2011

- * Announcement Sunday—May 1st
- * Education Sunday— May 8th
- * Commitment Sunday—May 15th
- * 1st Follow-up Sunday—May 22nd

Renewal of Tax Exempt Status

By now you should have received a communication from the Property & Construction Services Office about renewing the tax exempt status for your site. The renewal form and any additional required information is due back to the Property & Construction Services by February 1. If you didn't receive your renewal packet, please call 206-382-4851 or 1-800-809-4923 immediately. Thank you.

Social Networking Sites

A friendly reminder that according to the *Code of Professional Conduct for Church Personnel* (October 2007), "Social networking sites should not be used in connection with any official parish or archdiocesan program."

However, in light of the fact that social media is the fastest growing form of communication, it can be a very valuable tool in your programs. Currently, there is an archdiocesan steering committee looking at the use of social networking as a tool for communication in archdiocesan programs. They are considering a wide variety of issues that ensures we engage social media in a manner that is safe, responsible and civil.



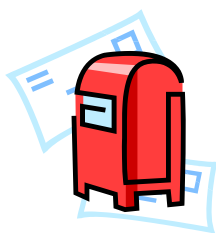
Some of the issues being considered are:

- * That there be adequate monitoring and administration of program pages (ideally by two or more administrators) to ensure all content posted is appropriate and consistent with Church teaching.
- * That appropriate ministerial boundaries must be maintained online at all times.
- * That there is no individual communication with minors and communication is only allowed on official program pages with prior permission from the parent/guardian.
- * That no pictures of minors be posted without parent/guardian permission and that absolutely no pictures of minors are "tagged" with any identifiers (i.e., name, location).
- * That parents/guardians must have access to anything provided to their children.
- * That the main purpose in participating on a social networking site is for general communication about ministry, programs and events rather than chatting or socializing.

As you can see, there are many issues to take into consideration which make it extremely important that we are thoughtful and intentional about the policies that we develop. Stay tuned for developments!!

Annual Budget Letter

The budget letter will be mailed to all parishes on or before January 31, 2011. The packets are addressed to the Pastors, Priest Administrators or Pastoral Coordinators at each location. If you do not receive the packet within a reasonable time, please check with your Pastor.



Safe Environment Update

DOES YOUR PARISH OR SCHOOL HAVE A CALLED TO PROTECT TRAINER?

If you do not already have certified a *Called to Protect* trainer available in your parish or school, please identify one or two candidates who will be able to attend a *Train-the-trainer* session. There are only two more sessions scheduled this year and the next will be held on February 8th & 15th. Please contact the Safe Environment Program at sep@seattlearch.org or (206) 274-3188 for an application.

Archdiocese of Seattle

Parish Financial Services
710 9th Avenue
Seattle, WA 98104

Phone: (800) 422-5417

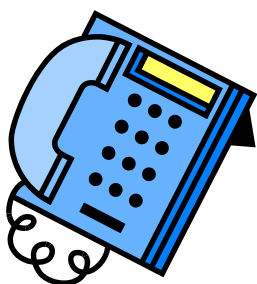
Fax: (206) 382-4279

E-mail:

parishfinancialsvcs@seattlearch.org

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.*



Ed Williams

edw@seattlearch.org

(206) 382-4585

Nicole Wright

nicole.wright@seattlearch.org

(206) 382-4573

Joan Tapia-Beeman

joanb@seattlearch.org

(206) 382-4845

Loretta Griffin

lorettag@seattlearch.org

(206) 382-4501

Emily Lee

emily.lee@seattlearch.org

(206) 382-7316

Priest's Payroll

Payroll set-up for clergy can be very confusing and remains one of our most common problem areas in parishes and faith communities.

We are prohibited, by LAW, from withholding Social Security or Medicare from priest's paychecks.

Priests are considered self-employed for Social Security purposes. This means that they pay the required self-employment tax on their individual income tax returns.

Priests can, however, elect to have Federal Income Tax withheld and can also elect to have additional tax withheld to help them cover their self-employment taxes. This amount must be withheld as additional FEDERAL INCOME TAX.

Please take the time to verify that your priest's payroll is set up correctly and that you are not withholding Social Security or Medicare from their paychecks. If you find that you are or have been withholding Social Security or Medicare, you will need to work with ADP to get the situation corrected.

