

# Parish Financial Services Newsletter

Archdiocese of Seattle

September 2011

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## Maximum Allowable Rate for Rentals

As you know, among many other requirements state property tax law does not allow us to rent facilities for more than the cost of operating and maintaining the facility. This form will assist you in determining the maximum amount you can justify when renting a portion of your facility.

### Rental Revenue

Space A	_____
Space B	_____
Space C	_____
Total Rental Revenue	_____

### Expenditures \*

Custodial Salaries/Benefits	_____
Operating Supplies/Equip.	_____
Maintenance	_____
Equipment Purchases	_____
Maintenance Contracts	_____
Insurance	_____
Utilities	_____
Depreciation	_____
Overhead Allocation**	_____

Total Expenditures \_\_\_\_\_

Net Operations \_\_\_\_\_

\* Expenditures based on ratio of rental space to total space.

\*\* Overhead includes all other Parish (program 10) expenses less items above. The amount should then be allocated.

### Space Allocation

Rental Space (SQ FT.)	_____
Total Parish Space (SQ. FT.)	_____
Ratio of Rental Space/Total	_____

If you have any questions regarding rentals, please contact Paula Marter in Property and Construction (206) 382-4273 or [paulam@seattlearch.org](mailto:paulam@seattlearch.org).

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### Special points of interest:

- Please be sure to note the correct department when sending any payments to the Chancery.
- The Parish Annual Report is PAST DUE! If the report has not been submitted by your parish please do so ASAP!

# Engaged Church Workshops

Whether you are new to the Engaged Church or ready to take your parish to the next level -

## Once-A-Year Opportunity is Right Now!

*We are aware that parishes received initial workshop information too close to the September 16<sup>th</sup> registration deadline and apologize for the inconvenience this has caused.*

*We don't want anyone excluded from this opportunity, especially due to our error, and will make every attempt to accommodate you.*

## Register Now!

Workshop Registration Form is available on the [Engaged Church webpage](#).

### Evening hours, to better accommodate your lay leaders.

All sessions are from 4:00 PM until 9:00 PM and include a full dinner.

### A limited number of registration GRANTS are available. \*



October 3<sup>rd</sup> – General Session Summit, introduction for everyone new to the Engaged Church concept.

October 4<sup>th</sup> – Knowing and Leading Parish Engagement, a more comprehensive look at how the Engaged Church increases spiritual development and active engagement, featuring the dynamic Msgr. Bill Hanson sharing why the active engagement of his parishioners is now 40% *higher* than the national average of all Catholic churches!

October 5<sup>th</sup>- 6<sup>th</sup> – Faith Strengths Training 101: „Strengths Advocate“, a two-day workshop for leading a Strengths emphasis, **including printed manuals** for small Strengths group moderators and participants.

\*

Contact [Scott Bader](#) for registration grant information.

## Annual Catholic Appeal—Mark Your Calendars!!

Thank you for all the hard work and successes during the 2011 Annual Catholic Appeal! We are currently experiencing our 9<sup>th</sup> consecutive record-breaking year! If at any time you would like an updated donor report, please send your request to [aca@seattlearch.org](mailto:aca@seattlearch.org).

### IMPORTANT dates for next year's campaign:

#### 2012 LEADERSHIP SESSION DATES

All sessions begin with lunch at 12 Noon and end at 3:00pm.

Registration will be online again this year and will begin in January.

February 15 (Wed)	Isaac Orr room, Seattle
February 17 (Fri)	St. Rose, Longview
February 23 (Thurs)	St. Thomas, Tukwila
February 24 (Fri)	St. Joseph Center, Mount Vernon
February 29 (Wed)	St. Charles Borromeo, Tacoma
March 2 (Fri)	St. Cecelia, Bainbridge Island
March 7 (Wed)	St. Columban, Yelm
March 9 (Fri)	St. Monica, Mercer Island
March 14 (Wed)	St. Pius X, Mountlake Terrace
March 16 (Fri)	Isaac Orr room, Seattle

**Thank You!** Rick, Monica, Maggie and Joy

#### 2012 CAMPAIGN DATES

Announcement Sunday -	April 22, 2012
Education Sunday -	April 29, 2012
Commitment Sunday -	May 6, 2012
1 <sup>st</sup> Follow-up Sunday -	May 13, 2012



# Safe Environment Updates

## SEP COORDINATOR WEB CONFERENCE

Please consider joining us on **Tuesday, 4 October 2011** at 10am for the first ever Safe Environment Coordinator Web Conference!

Intended for all SEP Coordinators in the parishes and schools, new or existing, this web conference will be an opportunity to talk about Safe Environment requirements, annual verification and the SETA Net Database.

Currently, there is only one web conference scheduled and the session can accommodate 40 SEP Coordinators. If more than 40 Coordinators would like to participate, we would be happy to host others. You **MUST** register online in advance on SETA Net, so we can verify you are the Coordinator and send you the log-in instructions for the conference.

## IMPORTANT SEP CALENDAR PLANNING FOR 2011-2012

**Please take a moment at the beginning of the year to evaluate your SEP and make plans to maintain compliance for the year.** Planning in advance will alleviate any last-minute stress in the spring as you try to verify all of your employees and volunteers are in compliance, all student programs are finished and the *Parents & Families* class is offered before the May deadline.

**Each April, the Archdiocese of Seattle recognizes Child Abuse Prevention Month.** As you are calendaring for the year, please consider what you can do in your community to increase awareness of child abuse prevention. Look for a resource packet in March.

**Throughout the year, please save any pictures, artwork, poems, evaluations or any other great products of the program.** We hope to be able to use them in April to highlight the great work being done for child abuse prevention in the Archdiocese of Seattle.

## CALLED TO PROTECT TRAIN-THE-TRAINERS

If your community does not have a certified *Called to Protect* trainer, please identify someone in your community who can attend a *Called to Protect Train-the-Trainer* session. The first sessions are on October 3<sup>rd</sup> & 10<sup>th</sup> in Seattle and October 7<sup>th</sup> & 8<sup>th</sup> in Vancouver. Information and Application was included in the Fall Safe Environment Packet your Safe Environment Coordinator received or by emailing [sep@seattlearch.org](mailto:sep@seattlearch.org). Applications are due one week before the date the class begins.

*Four trainings will be held in Seattle:*

<b>October 3 &amp; 10, 2011</b>	<i>(Mondays)</i>
<b>December 8 &amp; 15, 2011</b>	<i>(Thursdays)</i>
<b>February 14 &amp; 21, 2012</b>	<i>(Tuesdays)</i>
<b>April 18 &amp; 25, 2012</b>	<i>(Wednesdays)</i>



*One training will be held in Vancouver:*

<b>October 7 &amp; 8, 2011</b>	<i>(Friday/Saturday)</i>
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## Notes from Parish Financial Services

### Fulcrum Investments

Fulcrum investments must be sent to the investment company by the 15<sup>th</sup> of each month at 8 am. All requests to withdraw funds from the PRF for deposit into Fulcrum for investment must be received on or before the 10<sup>th</sup> of the month. This will ensure that funds are processed and received by the investment firm before the monthly investment deadline. Any funds received for investment after that time will be invested in the following month.

### Payments to the Chancery

When making payments to the Chancery, please be sure to mail the payments to the correct department. Also, include all pertinent information including the invoice number and the purpose of the payment. Any loan payments or deposits into the PRF must include the corresponding account number!

Parish Financial Services  
710 9th Avenue  
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

E-Mail: [parishfinancialsvcs@seattlearch.org](mailto:parishfinancialsvcs@seattlearch.org)

## Parish Annual Report 2010/2011

**The Parish Annual Report is now  
PAST DUE!**

**If you have not submitted the report, please  
make this a priority and do so ASAP!**

## Accounting Procedures for Archdiocesan & National Collections

Listed below is a guide for the various special collections. It's VERY important that you follow these guidelines when processing all special collections that are listed within this table.

- Do not send in checks written by your parishioners. All special collections should be deposited into the parish checking account. One check for the total amount of the collection should be remitted to the proper Archdiocesan department. Contributions should be recorded in the parishioner database.
- Do not combine checks. Please mail only one check per special collection, and be sure to note the name of the collection on the memo line of the check.
- Send all checks to 710 9th Ave., Seattle, WA 98104. Be sure to include the correct department name in the address.
- For more information, please visit: <http://www.seattlearchdiocese.org/Stewardship/Collections/default.aspx>



Collection	Date	Remit collection to:	Special Requests
Black & Indian Mission Collection	February 25th & 26th, 2012	Accounting	Note "Black & Indian Missions" on check.
Operation Rice Bowl Lenten Program	February 22nd to April 5, 2012	Missions Office	Note "Rice Bowl" on check.
Catholic Relief Services Collection	March 17th & 18th, 2012	Missions Office	Note "CRS Collection" on check.
Peter's Pence	June 23rd & 24th, 2012	Parish Stewardship	Note "Peter's Pence" on check.
Build Hope	September 8th & 9th, 2012	Missions Office	Note "Build Hope" on check.
World Mission Sunday	October 20th & 21st, 2012	Missions Office	Note "World Mission Sunday" on check.

### Other Collections:

Holy Land Good Friday Collection	April 6, 2012	Missions Office	Note "Good Friday Collection" on check.
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September 14, 2011

Dear Father, Pastoral Life Director, Pastoral Coordinator:

As we have done for more than twenty years, we ask that you take a count of Mass attendance in your parish, mission, chapel, or other worship facility every weekend in October. This year, there are five weekends in October and we are only asking you to take a separate count at each regularly scheduled liturgy on each of these weekends: **October 1-2, 8-9, 15-16, 22-23 and 29-30, 2011.**

As has been customary, we are sending a form along with this letter for you to record and report the counts. However, you are free to use your own form or format if you prefer, just as long as you provide all the information that is required: the day of the weekend the Mass is offered (Saturday or Sunday), the beginning time of the service, the site (if not the main parish), the language (if not English), and the total attendance. This letter and form are also posted on the diocesan website and can be accessed, completed and submitted there.

A few reminders:

1. Count attendance separately for any parish or mission, station, satellite, campus center or other site where a Mass is regularly scheduled.
2. If there are unusual circumstances affecting attendance during these weekends (e.g., beginning of the hunting season, a parish auction, First Communion, a single Mass for the entire parish to celebrate an anniversary, etc.), please note this somewhere on the form.
3. Count everyone in the church including children, the liturgical ministers and the choir. If children are dismissed for Liturgy of the Word, the count should be taken after they return.
4. Direct the counters to **COUNT** those in church. Please **do not estimate** attendance or count half of the church and multiply by two. These counts need to be as accurate as possible.

Many parishes have found that the most effective way to go about the task of counting attendance is to assign the responsibility for the counts to a single person (staff member, parish council member, usher, etc.).

Please return the information by mail (710 9<sup>th</sup> Avenue, Seattle WA 98104-2017) or by FAX (206-382-4840). You may also e-mail the information to me at [marybethc@seattlearch.org](mailto:marybethc@seattlearch.org). If you have questions or concerns, please call me (206-382-4272 or 1-800-327-5295). **Please keep a copy of the completed form for your records.** Parishes often find that they need the information later for their own planning.

Sincerely, and with gratitude for your continuing assistance,

Mary Beth Celio  
Director of Research  
Office of Pastoral Planning and Research

Parish ID \_\_\_\_\_ Mission IDs (if any) \_\_\_\_\_

**MASS COUNT FOR OCTOBER 2011**  
**Catholic Archdiocese of Seattle**

*Please record the attendance at all regularly scheduled Masses on the weekends of **October 1-2, 8-9, 15-16, 22-23 and 29-30, 2011**. Please **count** (rather than estimate) the total number of people at the liturgy.*

Parish/faith community: \_\_\_\_\_ City: \_\_\_\_\_

Person at the parish we can call if we have questions: \_\_\_\_\_ Telephone: \_\_\_\_\_

<b>Weekend</b>	<b>Day</b> (Saturday or Sunday)	<b>Mass Time</b>	<b>Language</b> (if other than English)	<b>Attendance</b>
<b>October 1-2, 2011</b>				
<b>October 8-9, 2011</b>				
<b>October 15-16, 2011</b>				
<b>October 22-23, 2011</b>				
<b>October 29-30, 2011</b>				

*If you have questions, call Mary Beth Celio at 1-206-382-4272 or 1-800-327-5295.*

*When completed, please (1) fold, tape, stamp and mail Mary Beth Celio at 710 9<sup>TH</sup> Street, Seattle 98104; or (2) FAX to 1-206-382-4840; or (3) e-mail to [marybethc@seattlearch.org](mailto:marybethc@seattlearch.org).*

**Thank you for your assistance with this important task!**