

*Merry
Christmas
from
Parish
Financial
Services*

Dicole

Emily

Joan

Leah





Parish Stewardship

Archdiocesan Collections and Offerings Calendar

2012 COLLECTIONS CALENDAR AVAILABLE ONLINE!

Find complete information for all of the 2012 collections in one place! Visit the Archdiocesan web site and go to „Stewardship“ > „Collections and Offerings“. Or just click this link to the [Collections page](#). You can even download and print the 2012 Collections and Offerings Calendar in PDF format for use in parish leadership meetings and calendar planning. And remember, bulletin inserts are a good way to help parishioners plan their annual giving. See the „Other Half Worksheet“ in the Commitment Renewal disk you received at the Stewardship Training session this fall. Questions? Contact our office for assistance.

Contact Scott Bader at 206.903.4619 - 1.866.381.2033 - ParishStewardship@Seattlearch.org



Notes From Human Resources

Minimum Wage Increase

January 1st, 2012, the Washington state minimum wage will increase to \$9.04 an hour. Please review your employee's wages, and adjust if necessary, to be sure all employees will meet this new minimum. Employers are not 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>.

Vacation and Sick Accruals

As we approach the New Year, remember there is some housekeeping that must be done to our vacation and sick leave accounts:

- 1) All vacation accounts must be reviewed to assure that only one (1) years worth of accruals is carried over into 2012.
- 2) All part-time employees with benefits need extra attention because they may have accumulated far more time (vacation & sick) than they are allowed (as much as full time staff). All part-time staff must have their sick and vacation time pro-rated to reflect their FTE.
- 3) Remember if you would like ADP to give your accruals a year end "Tune Up" give me a call **(206) 264-2083** or email matt.boswell@seattlearch.org and I will have ADP call and schedule a time. Otherwise, you can always contact me if you have any other questions.

Merry Christmas, Matt



The Chancery will be closed December 23rd, 26th, 27th and January 2nd! Merry Christmas and Happy New Year to all!!!



Year End Complications – Again!

2011 is one of those (wonderful?) years when Christmas and New Years Day occur on a Sunday. Because of that, there are a few guidelines that we want to remind you of as you process your offertory for Christmas and New Years Day weekends.

Christmas weekend: we'd suggest that unless it comes in an envelope marked specifically as a special holy day/extra gift, that you treat it as a regular weekend offertory gift.

New Years Day weekend: remember that those putting their offertory contribution in the basket at the Saturday evening Masses are making a gift in 2011, while those putting their offertory contribution in the collection basket on Sunday, January 1 are making a gift in 2012. You will need to make sure you record those Saturday evening Mass donations for 2011 so folks can get proper credit on their 2011 taxes. Make sure your counters keep the Saturday evening collection separate from the Sunday collection that weekend!



Annual Catholic Appeal

Let your NEW YEAR'S RESOLUTION be to increase donor participation and/or to increase your 2012 Annual Catholic Appeal REBATE!!!

This is the **9th record-breaking year in a row in the Appeal's 32-year history!** We had just 10 parishes miss goal – the lowest number than any other year! Our sessions continue to confirm that the best practices work.

Our team's objective is to share best practices that assist parishes in exceeding the goal assigned to them, 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 \$3.1 million this year! Join us at one of our upcoming Leadership Sessions where we will share how we can achieve a target goal this year of **\$3.5 Million in parish rebates!**

2012 TOPICS

- ✱ Continuing Economic Environment and how it affects us all
- ✱ Increasing Donor Participation
- ✱ Increasing your Average Gift
- ✱ Gathering and utilizing Email for fundraising communication
- ✱ Driving donors to give their gift online

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.

Session Registration will be available through our website starting December 19th. 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/leadership

ONLINE ORDER FOR 2012 CAMPAIGN MATERIALS – Please check your email soon for link and instructions!

THANK YOU!

Rick, Monica, Maggie, and Joy

ARCHDIOCESE OF SEATTLE
APPLICATION FOR SPECIAL EVENTS COVERAGE

**NOTIFICATION OF AN EVENT MUST REACH CATHOLIC MUTUAL
AT LEAST 15 DAYS IN ADVANCE OF THE EVENT.**

INSTRUCTIONS:

User requesting coverage: *Make your check out to the Parish or Catholic Institution where your event will take place. Complete this form and give it to the parish along with your payment.*

Parish: *Issue your check to **Archdiocese of Seattle**. Mail it and the completed form to:* Catholic Mutual Group
710 Ninth Avenue
Seattle, WA 98104

DO NOT MAKE CHECKS PAYABLE TO CATHOLIC MUTUAL

Cost of Coverage: \$98 per event (Overnight Stays - \$125)

Name of Parish or Catholic Institution:

Date of Event: _____

Street address (No P.O. Boxes)

_____ ZIP _____

Type of Special Event: (Example: wedding reception, birthday party, reunion, etc. If the event is a fundraiser, please be specific about what is occurring)

Phone No.: _____

Name of Organization or Person requesting coverage:

(Please **print** clearly)

Time of Event: From _____ To _____

Contact Person:

Approximate Number of Participants: _____

Name: _____

Is Liquor Being Served?
Yes No

Address: _____

_____ ZIP _____

Is Food Being Served?
Yes No

Phone No.: _____

To receive approval notification, please print e-mail(s): _____

(Please **print** clearly)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EACH FIELD IS COMPLETED.

The Special Events coverage provides \$1,000,000 Additional Insured Combined Single Limit Bodily Injury, Property Damage, and Host Liquor Liability coverage per event (not per claim). This coverage is underwritten by **Nationwide Mutual Insurance Company**, policy number on file with C.M.G. Agency, Inc.

● **SUBJECT TO APPROVAL BY C.M.G. AGENCY, INC.** ●

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS, SUCH AS, BUT NOT LIMITED TO:

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| * Sporting events including tournaments & camps. | * Any carnival event. |
| * Amusement rides, including mechanically operated devices, trampolines & rebounding devices. | * Fireworks & fireworks displays. |
| * Events where a fee or admission is charged, unless all proceeds go to charity. | * Events organized or operated by professional promoters/performers. |
| * Events with attendance of more than 1,000 persons. | * Events which exceed 72 hours in duration. |
| * Events involving pool or lake activities. | * Events involving recreational vehicles. |
| * Events involving 'BYOB' (Bring your own bottle). | * Political rallies. |
| | * Inflatable amusement devices (unless pre-approved; charge of \$250 applies). |

Please report all claims to Catholic Mutual Group in Seattle. Phone: 206-382-3494

Toll Free: 1-800-809-4926

FAX No.: 206-264-2094