



Parish Financial Services Newsletter

Archdiocese of Seattle

Annual Budget Letter

The Annual Budget Letter, which contains budget information for fiscal year 2012-2013, will be mailed to pastors, priest administrators and pastoral coordinators on or before January 31st. If you do not receive the packet within a reasonable time, please check with your Pastor.

This is a good time to review the priest compensation schedules and ensure that the priest(s) in your parish have been placed in the correct category and are being compensated appropriately.

If you have any questions, please contact the appropriate department. Contact information is included in the packet.



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January 2012

Special points of interest:

- *Better late than never... Check out the attached Snow & Ice Removal Procedures from Catholic Mutual.*
- *Don't forget to mail out your Parishioner Contribution Tax Letters before January 31st!*

Save the Date!!!

The Annual PAA Gathering will be held at the Archbishop Brunett Retreat and Faith Formation Center at The Palisades April 25th and 26th. Fr. Jim Harbaugh, SJ has agreed to be our Keynote Speaker! Registration Forms and Agendas will be available in February. Hope to see you there!!

Archdiocesan Pension Plan



Annual Contributions for the Archdiocesan Pension Plan for Lay Employees are due on January 31, 2012. The invoices and instructions were mailed on Friday, January 13. Contributions must be postmarked no later than January 31 to avoid paying a late penalty. Copies of the cover memo and instructions are posted in the Parish Administrator section of the Benefits Services website at www.seattlearchbenefits.org. For further information please contact Benefits Services at 206-382-4566, 800-950-4904 or BenefitsServices@seattlearch.org.

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Parish Stewardship

Attention Parish Staffs, Youth Ministers, and Religious Education Directors

StrengthsQuest™ Manual—Supplement Resource for the Holy Sacrament of Confirmation

The most effective Confirmation preparation classes result in true self discovery. This can and should be a transformational experience. You can help your parish's candidates experience this personal transformation by supplementing their catechesis with a Catholic application of StrengthsQuest™. The Archdiocesan Offices of Parish Stewardship, Catholic Faith Formation and Youth and Young Adult Ministries now offer a StrengthsQuest™ supplement to Confirmation preparation. This easy-to-use manual helps lead students to discover their calling and use their God-given talents in conjunction with the Gifts of the Holy Spirit.

Download and Print for FREE!

See the Resource section of the Stewardship > Parish Stewardship > Engaged Church webpage, or Appendix 8 of the Catholic Faith Formation > Events & Resources webpage. Or just [click this link](#) directly to the StrengthsQuest™ Confirmation Supplement Manual.

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



IRS Form 1099 Reminder

All independent contractors who received payments totaling more than \$600 in the 2011 calendar year must be issued a 1099 by January 31, 2012. Parishes, schools and faith communities must also complete an accompanying 1096 and submit it with copies of the 1099's to the IRS.

Annual Tax Exemption Renewal

By now, you should have received a packet of forms for renewing the State of Washington property tax exemption status for your site. Deadline for returning the required information is February 1. If you have not seen the packet, please contact the Property & Construction Services Office as soon as possible, 206-382-4851 or 1-800-809-4923. Thank you.

Fulcrum Foundation—Thank You!

A special thank you to parishes across the Archdiocese for your support of *Celebration of Light*, Fulcrum Foundation's annual event taking place this Friday, January 27, at the Sheraton Seattle. This year we're celebrating the event's 10th anniversary! In the past ten years, over \$20 million has been distributed to Catholic schools and more than 10,000 tuition assistance grants have been awarded to students in need. Thank you for your support of the Fulcrum Foundation!





Safe Environment Updates

SEP COORDINATOR WEB CONFERENCE

In October, we held our first-ever web conference for SEP Coordinators. The conference was a huge success, filled to capacity and we received many requests to host another session. If you are a new SEP Coordinator, or were not able to join us for the first session, please join us on **Tuesday, 28 February at 10am** Safe Environment Coordinator Web Conference.

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

Unfortunately, the session can only accommodate 40 SEP Coordinators. Please register in [online on SETA Net](#), to reserve your space. Only the SEP Coordinators who register in advance will receive the log-in instructions for the conference.

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

If your community does not have a certified *Called to Protect* trainer, please identify one or two candidates who can attend a *Called to Protect Train-the-Trainer* session. There are only two more sessions scheduled this year and the next class will be held on **February 14th & 21th**. Applications will be sent to all of the SEP Coordinators in their January Update. Applications are due one week before the date the class begins. Please contact the Safe Environment Program at sep@seattlearch.org or (206) 274-3188 for more information.

SAFE ENVIRONMENT FORECAST

Before you know it, it will be Safe Environment verification time. Perhaps, now that we have entered the new year, complete with record breaking snowstorms and windstorms, it would be a good time to take your *SEP temperature* and figure out what the forecast is for Safe Environment compliance in your parish, school or organization.

How many of your employees and required volunteers have completed their annual Safe Environment training? Set an earlier deadline for your community; it will be much easier for you in the spring to verify compliance.

Do all of your employees and required volunteers have an updated background check? Please remember that background checks must be renewed every three years.

Has your parish and/or school hosted the Called to Protect for Parents and Families which is required each year? Remember, you don't have to host this class every year but simply offer it to your community. So, take turns hosting this training with other parishes and schools in your area!

Taking a look at the status of your parish, school or organization now, 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.



Archdiocese of Seattle

Parish Financial Services

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Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

E-mail: parishfinancialsvcs@seattlearch.org

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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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2012 Annual Catholic Appeal

For those who have not yet registered –

REGISTRATION IS OPEN! www.seattlearchdiocese.org/leadership

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

Our team's objective is to share the best practices and assist your parish in exceeding the assigned goal, 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 an upcoming Leadership Session so we can **celebrate your success** and work towards a 10th record-breaking year.

Session Registration is available through our website. 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

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Catholic Mutual. . . "CARES"

Slips, Trips and Falls

Ice and Snow Removal Procedures

Numerous injuries occur on (Arch) diocesan properties during the winter months as a result of slips and falls on icy or snowy surfaces. While some injuries may be minor in nature, there are also those that result in serious injuries to the head, arms, legs or back. Many of these injuries may have been prevented if an ice and snow removal program were in place.

Implementation of a program is important to ensure ice is properly treated and snow is removed from your premises prior to visitors/employees arriving for mass or any other function at your facilities.

In an effort to minimize injury on your property, the following maintenance recommendations should be followed:

1. Instruct your employees or schedule volunteers to arrive at the facility early enough to remove the ice and snow prior to other individuals coming onto the property.
2. Maintain adequate supplies of ice melt and sand and have it available to make the walkways safe for foot traffic. A bucket of salt/sand with a scoop should be kept by the main doors of buildings that are used during times you are not available. You cannot always be there when weather worsens, so the supplies should be available where others can utilize them.
3. Proper snow removal equipment is a necessity in removing ice and snow and should be readily available. If volunteers are utilized, proper training on mechanical equipment (i.e. snow blowers) is imperative.
4. Pay special attention to areas where water drains off the roof and crosses walking paths to the buildings. These areas may require frequent monitoring as they can become "black ice" with a sudden drop in temperature or in the evening hours. Also, take extra care with walkways on the north side of your buildings or those that are consistently in the shade.
5. Keep a maintenance log that will document shoveling, salting and sanding activities. This log could be kept on a clipboard near your shovels and ice treatment supplies for easy recordkeeping. We recommend these records be retained for at least three (3) years. This documentation can also provide a strong defense when responding to allegations of negligence in the event someone is injured on your property.
6. Ensure you have an adequate number of floor mats located inside the entrance doors to your buildings for removal of excess moisture from shoes of individuals entering from the outside.

INCIDENT REPORT FORM

Catholic Mutual Group
710 Ninth Avenue
Seattle, WA. 98104-2017
Phone: 206-382-3494 or 800-809-4926
FAX: 206-264-2094

Parish/School: _____
Address: _____

Phone: _____
Contact: _____

Injured Person: _____ **Date of Birth** _____

Address: _____

Date of Incident: _____ **Time of Incident:** _____

Social Security Number: _____ **Phone:** _____

Location of Incident: _____

Description of Accident: _____

(continue on back if necessary)

Insurance: ___ Yes ___ No **Insurance Company** _____

Witnesses or Others Involved:

Name: _____ **Name:** _____

Address: _____ **Address:** _____

Phone: _____ **Phone:** _____

Signature: _____

(Person completing form)

(Date)