

The 2012 PAA Gathering is just around the corner. We have some great speakers this year and the menu sounds delicious! We really hope you can join us!

The agenda and Registration form are attached. We look forward to seeing you there!

Inside this issue:

Parish Stewardship	2
Notes from PFS	2
Safe Environment Updates	3
Real Property Tax	3
Operation Rice Bowl	4
PAA Gathering Agenda & Registration	5 - 6
Catholic Mutual Online Training	7 - 8

Parish Financial Services Newsletter

2012 Annual Catholic Appeal

Attention Parish Staff -

The 2012 campaign materials will begin arriving in parishes the first 2 weeks of April. As soon as your shipment arrives, please take everything out of the boxes and take an inventory. If any items are missing, you will be able to log in and place an additional order for items you are missing.

<http://clients.printwest.net/customers/AnnualCatholicAppeal/>

Over the next couple of weeks, the following items will be added to the Parish Resource Link on our site: www.seattlearchdiocese.org/aca

- Campaign Letter downloads – instructions and files – (available now) <http://www.ptechs.com/aca2012.html>
- Artwork (bulletin inserts in English and Spanish, logos) – (available now) <http://gallery.me.com/mathesdesign#100364>
- Thermometer for website – (available now) <http://www.fundraiserinsight.org/thermometer/>
- Pledge processing guide
- Witness Speaker resources in English and Spanish



Please note: If you experience any problems with the campaign letter downloads, please call us and we will be glad to help you. 206-382-4274 or 800-809-4921

WITNESS SPEAKER ALERT!

Have you asked someone to be your Witness Speaker yet? Witness/Education Sunday is not far away! *A great Witness is someone who is a faithful supporter of the Appeal, has a compelling story and can speak from the heart to touch the emotions of their peers.*

THANKS FOR ALL YOU DO!

Your ACA Team - Rick, Monica, Maggie, and Joy

Welcome Frank Feeman, Interim Finance Officer

Archbishop Sartain has recently appointed Frank Feeman as Interim Finance Officer for the Archdiocese. Frank will be working in Administration and Finance two days a week for the next months. We are grateful for Frank's willingness to serve in this capacity and we ask that you join us in welcoming Frank to the Chancery!



Parish Stewardship

Increases Parish Income! Send Quarterlies Now!

DATA CONSISTENTLY PROVES; parishes that send Quarterlies on a regular basis enjoy a much higher pledge fulfillment rate than those which do not.

Sending Quarterlies is one of the most EASY AND EFFECTIVE ways to produce a HUGE FINANCIAL BOOST to your parish!

The 'best practice' recommended by our most successful parishes is to simply clarify that the Quarterly report is NOT an invoice, but merely a reminder of the status of the parishioner's pledge. You will see that the vast majority of parishioners are eager to honor their pledges and appreciate updates of their pledge status.

And remember – sending the Quarterlies by EMAIL is FAST, EASY, and CHEAP! Instructions for emailing – and potentially eliminating most postage costs - are included with the Quarterly files sent to you last month.

If you haven't already done so, NOW IS THE TIME to send out the first Quarterly letters for 2012.

Scott Bader
Director of Parish Stewardship

For further information, contact Scott Bader at scottb@seattlearch.org (206) 903-4619 or (866) 381-2033. Or Kathy Clark at Kathy.clark@seattlearch.org (206) 382-4271 or (866) 381-2033

Notes from PFS

Home Mission Stewardship Grants:

Letters were sent out to eligible parish Pastors and Priest Administrators last week. If your parish is applying for a grant, please be sure to return the information by April 19, 2012.

Payments to the Chancery:

Please do not combine payments to various offices in one check. This especially applies to checks sent to the PRF. Also, be sure to direct the payments to the correct department. Please 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.

Thank You!



Safe Environment Updates

APRIL CHILD ABUSE PREVENTION MONTH

April is National Child Abuse Prevention Month! Part of a nationwide effort to increase awareness about child abuse and abuse prevention, National Child Abuse Prevention Month is a great opportunity to pray for the eradication of child abuse and the protection of all God's children. A special ***April Child Abuse Prevention Month*** packet was sent to all Safe Environment Coordinators with resources and ideas to increase awareness in your parish or school. There is also a special section for April Child Abuse Prevention Month that will be on the Safe Environment web-site where you can find more resources, ideas and materials in Spanish. Finally, look for a special Safe Environment poster arriving soon. Please consider doing one special thing to recognize April Child Abuse Prevention Month in your community this year! www.seattlearchsep.org

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 is only one more session* scheduled this year on **April 18th and 25th**. Applications are due by April 11th and can be found in SETA Net under Forms/Articles. Please contact the Safe Environment Program at sep@seattlearch.org or (206) 274-3188 for more information.

2012 SAFE ENVIRONMENT VERIFICATION

With the arrival of spring, we look toward the annual Safe Environment Verification Process. The verification process is the same as in past years: the pastor, assigned pastoral leader or principal must sign and return the original Verification of Safe Environment Compliance form before May 31st. Pastors/assigned pastoral leaders and principals should have received their verification packets last week.

This year, please take an extra moment to evaluate your Safe Environment record-keeping. Please remember that evidence of Safe Environment compliance must be retained on every employee and any volunteer with ongoing unsupervised contact with minors or vulnerable adults including: criminal background check authorization, information sheet and results; signed copy of the "Church Personnel Agreement Form" and copies of training verification for all Safe Environment training. ***All Safe Environment obligations must be completed and verification of compliance received by May 31, 2012.***

Real Property tax statements that are mailed from the counties to the Archdiocese have now been mailed to respective parishes, schools and entities. Please check and make sure that you have all the tax statements you were expecting. First-half payments are due by April 30. *Please call us if you have a tax statement that does not belong to you.* Call if you have any concerns or questions, 1-800-809-4923 or 206-382-4851.



"National Child Abuse Prevention Month is a great opportunity to pray for the eradication of child abuse and the protection of all God's children."



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



Ed Williams
Director of PFS
(206) 382-4585
edw@seattlearch.org

Nicole Wright
Parish Finance Manager
(206) 382-4573
nicole.wright@seattlearch.org

Joan Tapia-Beeman
PRF Operations Manager
(206) 382-4845
joanb@seattlearch.org

Loretta Griffin
PRF Accountant
(206) 382-4501
lorettag@seattlearch.org

Emily Lee
Administrative Assistant
(206) 382-7316
emily.lee@seattlearch.org

Operation Rice Bowl

How does your parish collect Rice Bowl donations?

With each of our parishes participating in the Rice Bowl Lenten program, there are many and often very creative ways that communities observe the end of Lent with reception of donations to Operation Rice Bowl! Just one of the ways as noted by our Liturgy Office:



The Roman Missal directs that there "may be a procession of the faithful with gifts for the poor" on Holy Thursday. In many parishes that has meant a custom during Holy Thursday liturgy of individuals bringing the results of participation in "Operation Rice Bowl" and walking in procession to a common collection basket incorporated with the presentation of bread and wine. That's a wonderful custom and is certainly consistent with the direction in the Roman Missal for Holy Thursday.

Whatever your method – thanks!

- Using the Bulletin Announcements sent to each parish in January, and available at <http://orb.crs.org/resources/parishes>, inform members of your faith community about how the Rice Bowl donations will be used. (75% of donations support Catholic Relief Services' development programs in more than 40 countries around the world. 25% of donations support local hunger and poverty alleviation efforts in our archdiocese through nearly 200 grants.)
- Instruct the members of your faith community on how the donations will be collected in your parish. Here are two possible collection methods.
- Request that each member of your faith community count the money in his/her Rice Bowl and return a check made out to your parish or school at a designated time and place.
- Request that each member of your faith community return his/her Rice Bowl to your parish at a designated time and place.
- Using the Bulletin Announcements thank the members of your faith community for participating in Operation Rice Bowl. Our office will be sending a "thank you" letter to the pastoral leader, a week after we receive your parish check; some folks use that message in the parish bulletin or newsletter.

By May 31 please send a parish (or school) check for representing the community's giving to: Missions Office/Rice Bowl, 710 9th Ave, Seattle WA 98104. Again, **Thanks!**

PAA Gathering
April 25-26, 2012
AGENDA

Wednesday - April 25, 2012

9:00 AM	-	10:00 AM	Registration	
10:00 AM		10:10 AM	Welcome Introduction Prayer	Dave Jones Ed Williams
10:10 AM		11:00 AM	Keynote	Fr. Jim Harbaugh, S.J.
11:00 AM		11:20 AM	Break	
11:20 AM		12:15 PM	Mass	
12:15 PM		1:30 PM	Lunch	
1:30 PM		2:00 PM	Introduction/Update	Dennis O'Leary
2:00 PM		3:30 PM	Human Resources Benefits Services Safe Environment	Mary Santi, Denise Aubuchon, Matt Boswell, Geralyn Miranti-Marley, Patty Lutz, Shawna McMahon
3:30 PM		3:45 PM	Break	
3:45 PM		4:45 PM	Engaged Church	Rick Fersch
4:45 PM		5:00 PM	Break	
5:00 PM		6:15 PM	Break-out Sessions Deanery/Regional Group OSV Website Development	
6:15 PM		6:45 PM	Social	
6:45 PM		7:45 PM	Dinner	

Thursday - April 26, 2012

8:00 AM		9:00 AM	Breakfast	
9:00 AM		9:45 AM	Surviving An IRS Audit	TBD
9:45 AM		10:00 AM	User Agreement	Ed Foster
10:00 AM		10:45 AM	Panel/Questions	PFS, Property and Construction, Catholic Mutual, HR, Benefits, Safe Environment
10:45 AM		11:00 AM	Break/Check Out	
11:00 AM		12:00 PM	Musing on St. Ignatius, A Personal Experience	Fr. Gary Zender
12:00 PM			Lunch/Departure	

REGISTRATION FORM

**PAA Gathering at Palisades
Wednesday, April 25, 2012
Thursday, April 26, 2012**

Name: _____

Registrant (Parish): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

IMPORTANT: Mark the meals below that you will be attending:

- ☐ Wednesday Lunch ☐ Wednesday Social ☐ Wednesday Dinner
☐ Thursday Breakfast ☐ Thursday Lunch

Please send this form and \$150.00 per person (\$110.00 if not staying overnight) by **April 11, 2012** to the address listed below. Make checks payable to **C.C.A.S.** ***Because of the importance of planning the program and logistics, the registration will be \$165.00 after April 18th.***

MAIL TO:

**Penny Howell
Administration and Finance
710 Ninth Avenue
Seattle, Washington 98104**

You will receive an email confirmation upon receipt of your registration.

Gathering will begin at 9:00 AM registration on April 25, 2012 (Wednesday)
and conclude following lunch on April 26, 2012 (Thursday).



BE SMART - DRIVE SAFE

One growing area of liability exposure within the Catholic Church is related to driving and transportation activities. In an effort to reduce this exposure, the Archdiocese of Seattle recommends all individuals who drive for the Church to take a defensive driving course prior to performing any driving duties. The following course takes less than 20 minutes to complete and training is free. As an added bonus, you may even be able to receive a discount on your personal auto insurance coverage.

Thank you for helping us with our transportation needs!

To begin the course:

- Go to www.cmgdrivesafe.com
- A link to the course can also be found on Catholic Mutual's website at www.catholicmutual.org. Scroll to bottom of main page and click on Be Smart-Drive Safe, located in box titled Risk Management/Defensive Driving.
- Select English or Spanish
- Enter your information in the boxes provided.

**In the last information box “*Email My Results To*”,
please enter the following email address(es):**

- Click “Continue”
- After watching the video program, click the “Continue” button and answer the certification questions
- Click “Finish”
- Your training results will be emailed automatically. You will also receive an email confirmation that you have completed the course.

If you experience any trouble viewing the course, please contact OPUS at (913) 825-1618 or email help@opustraining.com. They will be happy to assist you.



Catholic Mutual Group's Online Training

Catholic Mutual Group continuously strives to provide pertinent safety materials and resources for our members to enhance their risk management programs. With this in mind, Catholic Mutual began development of online training designed specifically for Catholic Church properties in the Fall of 2009.

Some reasons to take advantage of this training include:

- Available at no cost
- Unlimited use
- Easily accessed and viewed at the convenience of the trainee
- Each training takes less than 20 minutes
- Review questions provided at end of training
- Ability to track training results
- Some available in Spanish & French

Online training designed to address facility safety and risk management:

Preventing Slips, Trips and Falls

Fire Safety

Preventative Maintenance

Online training designed to educate Youth Ministers, participants and parents in balancing ministry and fun:

Youth Ministry: Everything Matters and Everyone Has a Role

Online training designed to address liability exposure related to driving and transportation activities:

Church Transportation - Is It Necessary and Ministry-Based?

Be Smart - Drive Safe

Online risk management training is easy to access!

- Sign onto Catholic Mutual's website www.catholicmutual.org. Click on "Member Login". The user name is 0064sea and the password is service (all lower case letters).
- Click on "Login"
- Select "Online Training"
- Click on "Please click here."
- When you reach the training site, you will be prompted to:
 - Select a language (*may not be an option for some trainings*)
 - Select a subgroup – From the drop-down menu, select and click on your arch/diocese
 - Select a subgroup again – From the drop-down menu, select your location
 - Confirm your selection is correct
 - Select a course from the drop-down menu
 - Click on "launch course"

The instructions above should be followed to access all trainings except for

Be Smart - Drive Safe

Instructions to access this defensive driving course can be found on the following pages.



If you experience any trouble
viewing the training courses,
please contact OPUS at
(913) 825-1618 or email
help@opustraining.com.
They will be happy to assist you.

BE SMART - DRIVE SAFE

WHAT IS *BE SMART – DRIVE SAFE*?

Be Smart - Drive Safe is a condensed 18 minute online defensive driving course. This informative – yet entertaining – course will provide the trainee useful information to become a better defensive driver. *Be Smart – Drive Safe* is available at **no cost** and can be easily accessed and viewed when it is most convenient for the trainee!

HOW DOES *BE SMART – DRIVE SAFE* BENEFIT MY PARISH OR SCHOOL?

By asking any employee or volunteer who drives on behalf of the church or school to take this course, safer transportation will be provided and the church or school will reduce its liability exposure to an auto loss!

HOW DOES *BE SMART – DRIVE SAFE* BENEFIT THE TRAINEE?

The trainee becomes a better defensive driver AND can possibly be eligible for a reduction in their personal insurance rates!

WHO SHOULD TAKE *BE SMART - DRIVE SAFE*?

Ideally, anyone that drives on behalf of your church or school should be asked to take the course.

HOW DO WE ADMINISTER THE *BE SMART – DRIVE SAFE* PROGRAM AT OUR CHURCH OR SCHOOL?

Ideally, the church or school should designate a transportation coordinator(s) at your facility. The transportation coordinator identifies drivers and provides those drivers the *Be Smart - Drive Safe* handout. The transportation coordinator will need to determine the individual(s) from their location who will receive email confirmation that a driver has completed the training. The coordinator then simply adds the email address of the individual(s) to the *Be Smart - Drive Safe* handout.

HOW CAN WE PROPERLY SCREEN THOSE WHO DRIVE FOR OUR CHURCH OR SCHOOL AND DETERMINE IF THEY ARE ELIGIBLE TO DRIVE?

The transportation coordinator will be emailed results to the screening questions completed by the trainee at the end of the training. The coordinator will simply need to take a quick look at the results and any answers printed in "red" will indicate a potential problem driver. In these cases, the trainee should not be allowed to drive on church or school business. As an added bonus, *Be Smart – Drive Safe* replaces the need for the driver to complete the Driver Information Sheet!

HOW CAN DRIVER'S ACCESS *BE SMART – DRIVE SAFE*?

Enclosed is a handout that provides detailed instructions to access the *Be Smart – Drive Safe* training program. This handout can be distributed to anyone that drives on behalf of your church or school.



PAA Gathering
April 25-26, 2012
AGENDA

Wednesday - April 25, 2012

9:00 AM	-	10:00 AM	Registration	
10:00 AM		10:10 AM	Welcome	Dave Jones
			Introduction	Ed Williams
			Prayer	
10:10 AM		11:00 AM	Keynote	Fr. Jim Harbaugh, S.J.
11:00 AM		11:20 AM	Break	
11:20 AM		12:15 PM	Mass	
12:15 PM		1:30 PM	Lunch	
1:30 PM		2:00 PM	Introduction/Update	Dennis O'Leary
2:00 PM		3:30 PM	Human Resources	Mary Santi, Denise Aubuchon,
			Benefits Services	Matt Boswell, Geralyn Miranti-Marley,
			Safe Environment	Patty Lutz, Shawna McMahon
3:30 PM		3:45 PM	Break	
3:45 PM		4:45 PM	Engaged Church	Rick Fersch
4:45 PM		5:00 PM	Break	
5:00 PM		6:15 PM	Break-out Sessions	
			Deanery/Regional Group	
			OSV Website Development	
6:15 PM		6:45 PM	Social	
6:45 PM		7:45 PM	Dinner	

Thursday - April 26, 2012

8:00 AM	9:00 AM	Breakfast	
9:00 AM	9:45 AM	Surviving An IRS Audit	TBD
9:45 AM	10:00 AM	User Agreement	Ed Foster
10:00 AM	10:45 AM	Panel/Questions	PFS, Property and Construction, Catholic Mutual, HR, Benefits, Safe Environment
10:45 AM	11:00 AM	Break/Check Out	
11:00 AM	12:00 PM	Musing on St. Ignatius, A Personal Experience	Fr. Gary Zender
12:00 PM		Lunch/Departure	

REGISTRATION FORM

**PAA Gathering at Palisades
Wednesday, April 25, 2012
Thursday, April 26, 2012**

Name: _____

Registrant (Parish): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

IMPORTANT: Mark the meals below that you will be attending:

- ☐ Wednesday Lunch ☐ Wednesday Social ☐ Wednesday Dinner
☐ Thursday Breakfast ☐ Thursday Lunch

Please send this form and \$150.00 per person (\$110.00 if not staying overnight) by **April 11, 2012** to the address listed below. Make checks payable to **C.C.A.S.** ***Because of the importance of planning the program and logistics, the registration will be \$165.00 after April 18th.***

MAIL TO:

**Penny Howell
Administration and Finance
710 Ninth Avenue
Seattle, Washington 98104**

You will receive an email confirmation upon receipt of your registration.

Gathering will begin at 9:00 AM registration on April 25, 2012 (Wednesday)
and conclude following lunch on April 26, 2012 (Thursday).



BE SMART - DRIVE SAFE

One growing area of liability exposure within the Catholic Church is related to driving and transportation activities. In an effort to reduce this exposure, the Archdiocese of Seattle recommends all individuals who drive for the Church to take a defensive driving course prior to performing any driving duties. The following course takes less than 20 minutes to complete and training is free. As an added bonus, you may even be able to receive a discount on your personal auto insurance coverage.

Thank you for helping us with our transportation needs!

To begin the course:

- Go to www.cmgdrivesafe.com
- A link to the course can also be found on Catholic Mutual's website at www.catholicmutual.org. Scroll to bottom of main page and click on Be Smart-Drive Safe, located in box titled Risk Management/Defensive Driving.
- Select English or Spanish
- Enter your information in the boxes provided.

**In the last information box “*Email My Results To*”,
please enter the following email address(es):**

- Click “Continue”
- After watching the video program, click the “Continue” button and answer the certification questions
- Click “Finish”
- Your training results will be emailed automatically. You will also receive an email confirmation that you have completed the course.

If you experience any trouble viewing the course, please contact OPUS at (913) 825-1618 or email help@opustraining.com. They will be happy to assist you.



Catholic Mutual Group's Online Training

Catholic Mutual Group continuously strives to provide pertinent safety materials and resources for our members to enhance their risk management programs. With this in mind, Catholic Mutual began development of online training designed specifically for Catholic Church properties in the Fall of 2009.

Some reasons to take advantage of this training include:

- Available at no cost
- Unlimited use
- Easily accessed and viewed at the convenience of the trainee
- Each training takes less than 20 minutes
- Review questions provided at end of training
- Ability to track training results
- Some available in Spanish & French

*Online training designed to address facility safety and
risk management:*

Preventing Slips, Trips and Falls

Fire Safety

Preventative Maintenance

*Online training designed to educate Youth Ministers,
participants and parents in balancing ministry and fun:*

Youth Ministry: Everything Matters and Everyone Has a Role

*Online training designed to address liability exposure
related to driving and transportation activities:*

Church Transportation - Is It Necessary and Ministry-Based?

Be Smart - Drive Safe

Online risk management training is easy to access!

- Sign onto Catholic Mutual's website www.catholicmutual.org. Click on "Member Login". The user name is 0064sea and the password is service (all lower case letters).
- Click on "Login"
- Select "Online Training"
- Click on "Please click here."
- When you reach the training site, you will be prompted to:
 - Select a language (*may not be an option for some trainings*)
 - Select a subgroup – From the drop-down menu, select and click on your arch/diocese
 - Select a subgroup again – From the drop-down menu, select your location
 - Confirm your selection is correct
 - Select a course from the drop-down menu
 - Click on "launch course"

The instructions above should be followed to access all trainings except for

Be Smart - Drive Safe

Instructions to access this defensive driving course can be found on the following pages.



If you experience any trouble viewing the training courses, please contact OPUS at (913) 825-1618 or email help@opustraining.com. They will be happy to assist you.

BE SMART - DRIVE SAFE

WHAT IS *BE SMART – DRIVE SAFE*?

Be Smart - Drive Safe is a condensed 18 minute online defensive driving course. This informative – yet entertaining – course will provide the trainee useful information to become a better defensive driver. *Be Smart – Drive Safe* is available at **no cost** and can be easily accessed and viewed when it is most convenient for the trainee!

HOW DOES *BE SMART – DRIVE SAFE* BENEFIT MY PARISH OR SCHOOL?

By asking any employee or volunteer who drives on behalf of the church or school to take this course, safer transportation will be provided and the church or school will reduce its liability exposure to an auto loss!

HOW DOES *BE SMART – DRIVE SAFE* BENEFIT THE TRAINEE?

The trainee becomes a better defensive driver AND can possibly be eligible for a reduction in their personal insurance rates!

WHO SHOULD TAKE *BE SMART - DRIVE SAFE*?

Ideally, anyone that drives on behalf of your church or school should be asked to take the course.

HOW DO WE ADMINISTER THE *BE SMART – DRIVE SAFE* PROGRAM AT OUR CHURCH OR SCHOOL?

Ideally, the church or school should designate a transportation coordinator(s) at your facility. The transportation coordinator identifies drivers and provides those drivers the *Be Smart - Drive Safe* handout. The transportation coordinator will need to determine the individual(s) from their location who will receive email confirmation that a driver has completed the training. The coordinator then simply adds the email address of the individual(s) to the *Be Smart - Drive Safe* handout.

HOW CAN WE PROPERLY SCREEN THOSE WHO DRIVE FOR OUR CHURCH OR SCHOOL AND DETERMINE IF THEY ARE ELIGIBLE TO DRIVE?

The transportation coordinator will be emailed results to the screening questions completed by the trainee at the end of the training. The coordinator will simply need to take a quick look at the results and any answers printed in "red" will indicate a potential problem driver. In these cases, the trainee should not be allowed to drive on church or school business. As an added bonus, *Be Smart – Drive Safe* replaces the need for the driver to complete the Driver Information Sheet!

HOW CAN DRIVER'S ACCESS *BE SMART – DRIVE SAFE*?

Enclosed is a handout that provides detailed instructions to access the *Be Smart – Drive Safe* training program. This handout can be distributed to anyone that drives on behalf of your church or school.

