



ARCHDIOCESE OF SEATTLE

Parish Financial Services Newsletter

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2012 PAA Gathering - Great Moments!

Although the sunshine failed to greet us this year, Deacon Dave Jones and the wonderful staff at Archbishop Brunett Retreat Center at the Palisades gave us a warm welcome!

If I could sum up this year's PAA Gathering in one word it would be....NEEDED. It has been a tumultuous year and Father Jim Harbaugh's opening presentation on handling stress was very well timed! Father Pat Ritter then held Mass in the Chapel in honor of Pat Sursely who passed away in January. After lunch, Dennis

O'Leary, in his PAA Gathering debut, gave us an update on what's happening at the Chancery. We finished out the afternoon with updates from Mary Santi and Rick Fersch as well as a presentation from Our Sunday Visitor and Deanery discussion groups. The social and dinner provided by the staff at the Retreat Center was a perfect ending for the first day.

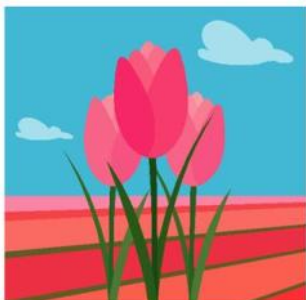
On Thursday morning everyone joined together for a pancake breakfast while enjoying the beautiful view of Puget Sound. Kevin Lovejoy and Bonnie Viafore recounted their recent experience with an on-site IRS audit. (This is the 3rd IRS audit in the last year and we believe this is an emerging issue that will affect more parishes and schools in the near future.) Ed Foster then gave a presentation on User Agreements and a panel of Archdiocesan Staff was readily available to answer questions on a variety of topics. Father Gary Zender closed the Gathering with a reflection on his recent Ignatian retreat and "Active Indifference" which was a perfect conclusion to this year's Gathering! Thank you to all of our presenters and to those of you who joined us! We really hope all of you can join us again next year so mark your calendars now:



2013 PAA Gathering: March 20 & 21, 2013

A Note from the Parish Revolving Fund

We have recently received several verbal requests for information regarding PRF/ARF accounts. We would like to remind you that we will only give account information to those specifically named and authorized on the signing authority form. We are currently in the process of updating these forms to accommodate the addition of people who are authorized only to receive information but not sign. These forms should be updated annually and are available on our website to make changes at any time.





2012 Annual Catholic Appeal

The ACA office sends out a weekly email alert on Tuesday's to all key leadership working on the Annual Catholic Appeal. These alerts highlight the tasks for the current week. If you should be receiving and currently are not, please contact moncial@seattlearch.org to be added to the email distribution list.

Annual Catholic Appeal button for your website -

Many parishes are adding this to their parish website this year! If you would like an **ACA button** created for your website that would directly send parishioners to the donate page, please contact Anni in our Communications department and she would be glad to help you. Email her at anni.mckinnon@seattlearch.org Include the following with your request:

- Which page of your website is it going on? (Required)
- Where on the page will you be placing it? (Required)
- Any size or color preferences? (Not required)

Don't forget to check the **Parish Resource link** at www.seattlearchdiocese.org/aca for electronic formatted items you may need for the appeal.

Archbishop Sartain's ACA video message is also in the directory on the ACA website. The link is www.seattlearchdiocese.org/abvideo OR if you would rather have a DVD, contact us and we'll get it out to you right away.

WITNESS SPEAKER Ask your witness speaker for an electronic copy of their talk to put on your parish website once the witness has presented the Appeal to the congregation. Don't forget to do another ASK on Commitment Sunday this weekend – May 5/6.

Fulcrum Foundation—An Invitation

The Fulcrum Foundation would like to extend the opportunity to Pastoral Assistants for Administration at parishes with schools to join us for our monthly Development Meetings. At these meetings, development staff from various schools come together to hear guest speakers, share best practices, build relationships, and engage in panel discussions on various topics.



At our most recent meeting, some PAAs were present to join the conversation about parish and school relationships and how to make them stronger. Many enjoyed the discussion and expressed an interest in being included in future Fulcrum activities.

If you would like to be included on our distribution list, please contact us at (206) 748-7988 or info@fulcrumfoundation.org.



Leveraging Support for Catholic Schools
in the Archdiocese of Seattle

Safe Environment Updates

30 DAYS COUNT-DOWN TO SAFE ENVIRONMENT VERIFICATION!!

All Safe Environment obligations must be completed and verification of compliance received by May 31, 2012. Verification forms must be signed by the Pastor, Priest Administrator, Pastoral Coordinator or Principal.

- 1) All clergy, all employees and all volunteers with ongoing unsupervised contact with minors or vulnerable adults must have:
 - A cleared criminal background check within the last three years.
 - Have signed the *Safe Environment Program Church Personnel Agreement Form*, which is stored in their personnel/volunteer file.
 - Completed their annual safe environment training between July 1, 2011 and May 31, 2012.
 - If they are a new employee or volunteer, they must have completed *Called to Protect for Ministries*.
 - If they are a continuing or returning employee or volunteer, they must have completed their annual *Armatus* refresher course.
- 2) All parishes and schools must offer *Called to Protect for Parents and Families* to their communities.
 - It does not need to be hosted on-site but **MUST** be advertised to the community.
 - This may be held in collaboration with other parishes and schools (it is recommended) and take turns hosting it.
 - If you advertise a class that is off-site, it must be reasonably close (ie – neighboring parish or school)
- 3) **SCHOOLS** – All required safe environment curricula has been completed, including
 - *Talking About Touching* - All students in Pre-K through Grade 3.
 - *Called to Protect for Youth* – All students in Grades 7, 9 and any new high school students.
 - An opt-out form has been signed and is on-file at the school for any parent who declines training for their child.
 - Safe Environment attendance numbers are entered into SETA Net.

All forms are available in SETA Net under “Forms/Articles”. Please call the Safe Environment Program at (206) 274-3188 with any questions.



Archdiocese of Seattle

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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.
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- Ensuring financial viability through the continual encouragement of prudent fiscal management.

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Parish Annual Report 2011/2012

COMING SOON...

It's April, and that means it is time to begin thinking about the Parish Annual Report!

Remember, you will NOT receive a PAR packet in the mail since we have gone electronic.

The Parish Annual Report 2011/2012 will be available to download from the Archdiocese of Seattle Archives Website in May

<http://www.seattlearchdiocese.org/Archives/PAR.aspx>

In lieu of a workshop this year, you are welcome to contact the point person of the section you are working on should you run into any areas that need clarification.

**The PAR is due Friday,
August 10, 2012**

As always, we recognize that this can be a challenging project and we want to be of assistance. If you have any questions or concerns, please contact Liz Madsen in the Chancellor's Office at (206) 654-4655 or elizabeth.madsen@seattlearch.org.



WHAT IS SPECIAL EVENTS COVERAGE?

Special Events Coverage is a mechanism which allows the arch/diocese to extend liability coverage to an individual/organization using parish facilities for a non-parish sponsored event. For a cost of \$98 per event, \$1,000,000 in liability coverage is extended to a non-parish sponsored facility user (lessee).

WHEN SHOULD SPECIAL EVENTS COVERAGE BE UTILIZED?

Special Events Coverage can be used when a parish or other church institution is allowing an individual/organization to use its facilities for a non-parish sponsored activity. When determining whether or not an activity is parish sponsored, the following questions are helpful:

1. Did the parish have full control or final decision-making authority over the function?
2. Did any fees associated with the function flow through parish accounts?
3. If applicable, was the function open to all parish members?
4. Was the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service on behalf of the parish?
5. Was the organizer or leader of the function a parish employee or volunteer?

Generally, if the answer to any of the above questions is “no”, the activity is not parish-sponsored, meaning that the facility user needs to provide insurance which includes the arch/diocese and the parish as additional insureds.

When it is determined that an activity is non-parish sponsored, there are two options:

Option I

The attached Facility Usage/Indemnity Agreement can be completed by the organization using the parish facilities. The agreement requires \$1,000,000 in liability coverage, which must name your parish and the arch/diocese as an additional insured.

Option II

Special Events Coverage can be purchased which will cover the individual or organization holding the activity, the parish and the arch/diocese.

WHO IS ELIGIBLE FOR SPECIAL EVENTS COVERAGE?

Special Events Coverage is designed for arch/dioceses and parishes and can be extended to individuals and/or organizations (either profit or non-profit). Many individuals need this coverage for events such as private wedding receptions or family reunions. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast. A for-profit organization such as a local business may need the coverage for an employee Christmas party held on parish facilities.

WHAT IS COVERED BY SPECIAL EVENTS COVERAGE?

Below is a brief explanation of what is covered by Special Events Coverage along with some items that are excluded. Please note that the actual coverage form must be examined for an exhaustive explanation of what is covered and excluded.

- Most non-parish-sponsored activities are covered by Special Events Coverage. Common examples are wedding receptions, family reunions, awards banquets, and fund raisers.
- \$1,000,000 in liability coverage for bodily injury and property damage is provided for the special event user, parish, and arch/diocese. Please note that the \$1,000,000 limit is shared by the covered parties and is a “per event” coverage.
- Liquor liability coverage is provided.
- Some types of events are not covered:
 - Any event lasting longer than 72 hours.
 - Fireworks & fireworks displays.
 - Events involving more than 1000 people.
 - Events where admission is charged unless all proceeds go to charity.
 - Events involving amusement devices or trampolines.
 - Carnivals.
 - Any event organized or run by a professional promoter.
 - Sporting events, including camps and tournaments.
 - Events involving pool or lake activities.
 - Events involving recreational vehicles.
 - Events involving ‘BYOB’ (Bring your own bottle).
 - Political Rallies.