

Parish Financial Services Newsletter

Archdiocese of Seattle

2010 ANNUAL CATHOLIC APPEAL

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THANK YOU, THANK YOU, THANK YOU!!!

Thanks to all who attended a Leadership Session this year and for the energy and positive attitudes we experienced at the sessions! There were two big hits this year with our parishes. One, the new gift analysis data that provided suggestions to help increase donor participation and the average gift size. Two, the audience participation in providing the attendees with solutions to common problems.

-Rick, Monica, and Marilyn



2010 Annual Catholic Appeal – Important Dates to remember:

ANNOUNCEMENT SUNDAY	April 17-18
EDUCATION SUNDAY	April 24-25
COMMITMENT SUNDAY	May 1-2
FIRST FOLLOW UP SUNDAY	May 8-9

Materials Shipment – Materials will begin arriving the week of April 5th. Please open them immediately and take an inventory to ensure you have all materials needed for this year's campaign. If you are missing anything, please contact aca@seattlearch.org or call 206-382-4274 or 800-809-4921.

PDS, TLC and all other Software users – We will email all instructions and associated files for PDS and TLC again this year. Campaign letters in MS Word are available to parishes not using PDS or TLC – they will be emailed. If you have changed your software program this year, please let us know so we send you the correct files. Thank you.

Poster Art – You can now view and download the images we have for this year's appeal campaign. Visit <http://gallery.me.com/mathesdesign/100181> Photos can be reprinted up to an 8"x10".

If you would like images to create larger displays, please contact our office and we can email you a ZIP file. Or, if you would like, you can contact our printer directly for pricing, etc. TCC Printing (206) 622-4050 – ask for Gina.

Call or email us if you have any questions:

Marilyn Bucsko, Assistant Director, 206-382-4274 or 800-809-4921 aca@seattlearch.org

Monica Lewis, Director, 206-382-4353 monical@seattlearch.org

Joy Eugenio, Database Manager, 206-748-7999 parishupdates@seattlearch.org



RICE BOWL DONATIONS AND CRS COLLECTION



The Missions Office staff asks parishes to please clearly label checks to its office with the appropriate designation, in regards to keeping separate the Operation Rice Bowl donations and the Catholic Relief Services Collection (last March 13/14). For more information on this, please visit www.seattlearch.org/missions and go to the “Operation Rice Bowl” page.

Rice Bowl donations: many parishes have ordered the small donation envelopes from us (Missions Office) for distribution by the end of Lent and/or at Easter. We hope this will remind Rice Bowl donors to write a check, and for parish volunteers and staff to count donations. Let us know if you need a bulk supply of envelopes for pews, tables or other distributions methods.

Thank you!

Missions Office: missionsoffice@seattlearch.org; (206)382-4580; (800)869-7028.



REAL PROPERTY TAXES

By now you should have received your annual property tax statements either from the Property & Construction Office or directly from the county. Any tax statements received by Property & Construction Office since the initial mailing will be immediately forwarded. Make sure that you have received all your tax statements. If you did not receive what you expected, please call the Property & Construction Office (206-382-4851 or 1-800-809-4923) or call the county directly. First-half payments are due by April 30; second-half payments are due October 31.



PCI-DSS SURVEY

At this year’s PAA Gathering, we will be presenting some guidelines on PCI-DSS (Payment Card Industry – Data Security Standards). In order to provide you the most complete and accurate information, we need some final information from those parishes currently accepting credit cards.

- Do you accept credit cards?
- If so, what census software do you use?
- Are credit card numbers stored in the census software?

Please send this information to Andi at (206)382-7316, andic@seattlearch.org or fax to (206) 382-4279.

Thank You!

PLEASE DO NOT HOLD CHECKS!

Checks that you receive from parishioners, vendors, and especially the Chancery should be deposited in a timely manner; timely meaning within one week.

REGISTRATION FORM

**PAA Gathering at Palisades
Wednesday April 21, 2010
Thursday April 22, 2010**

Note: Attendees must be employed by the Chancery, a Parish, or an institution of CCAS.

Name: _____

Registrant (Parish): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Please send this form and \$150.00 per person (\$110.00 if not staying overnight) by April 9th to the address listed below. ***Because of the importance of planning the program and logistics after April 9th registration will be \$165.00 per person.***

**Archdiocese of Seattle
Administration and Finance
710 Ninth Avenue
Seattle, Washington 98104**

Attn: Penny Howell

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

Gathering will begin at 9:30 AM on April 21, 2010 (Wednesday)
and conclude following lunch on April 22, 2010 (Thursday).

PAA GATHERING – PALISADES

April 21-22, 2010

DRAFT

A G E N D A

Wednesday, April 21, 2010

9:00 - 9:30	Registration	
9:30 - 9:45	Prayer and Introduction	
9:45 - 10:30	<i>Keeping the Church & Parish Relevant</i>	Fr. Lazzeroni
10:30 - 10:45	B R E A K	
10:45 - 12:00	Panel – Examples of Successful Ways to Keep People Engaged or Ways Administrators Assist Pastors	TBD
12:00 - 1:00	L U N C H	
1:00 - 1:45	Presentation – <i>Mission vs Maintenance</i>	Pat Sursely
1:45 - 2:30	Break Out – PAA's	
2:30 - 2:45	B R E A K	
2:45 - 4:30	Human Resources, Compliance Benefit Services	Mary Santi Matt Boswell Geraldyn Mirante-Marley
4:30 - 5:00	B R E A K	
5:00 - 6:00	M A S S	Archbishop Brunett
6:00	SOCIAL & DINNER	

Thursday, April 22, 2010

8:00 – 9:00	B R E A K F A S T	
9:00 – 10:00	New Administrative Model	Carrie Moschetti Julie Hanley Diane Helley
10:00 – 10:10	BREAK	
10:10 – 10:40	PCI	Ed Williams Andi Cyphers
10:40 – 10:45	BREAK	
10:45 – 11:30	Unclaimed Property	State Revenue Department
11:30 – 11:35	BREAK	
11:35 – 12:00	Fraud and Scrip	TBD
12:00 – 12:30	LUNCH and DEPARTURE	



March 10, 2010

Dear Pastors, Parish Administrators, and Pastoral Coordinators:

Every October we ask that you conduct a Mass count during all weekend Masses. We now have Mass attendance trends back to 1990 for all parishes in the Archdiocese and such information has helped in making decisions about new parishes, Mass time changes and even pastor assignments.

This year the Archbishop is asking that you also take a count of all those attending any regularly scheduled Mass on the four weekends of April: **April 3-4, April 10-11, April 17-18, and April 24-25**. These counts will help to answer three specific questions that could affect Archdiocesan and parish planning in the future:

1. Have there been any immediate effects of the Catholics Come Home campaign that began at the beginning of Lent?
2. How much larger than usual is the attendance on Easter weekend, one of the two times of peak attendance during the year?
3. What happens to attendance immediately after Easter? Is there such a thing as "low Sunday" in terms of attendance?

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, whether the service is a Mass or a Sunday Celebration in the Absence of a Priest (SCAP), the language (if not English), and the total attendance.

A few ground rules:

1. Count attendance separately for any parish or mission, station, satellite, campus center or other site where a Mass is regularly scheduled.
2. 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.
3. Direct the counters to **COUNT** those in church, rather than estimating attendance or counting half of the church and multiplying 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 9th Avenue, Seattle WA 98104-2017) or by FAX (206-382-4840). You may also e-mail the information to me at 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 APRIL 2010**Catholic Archdiocese of Seattle**

Please record the attendance at all regularly scheduled Masses or Sunday Celebrations in the Absence of a Priest (SCAP) on the weekends of **April 3-4, April 10-11, April 17-18, and April 24-25**. . Count everyone in the church including children, liturgical ministers and choir members. Please provide the information requested (time, day of week, type of service, language of service, attendance) in the spaces provided below.

Parish/faith community: _____ City: _____

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

Weekend	Day (Saturday or Sunday)	Mass Time	Language (if other than English)	Mass / SCAP	Attendance
April 3-4, 2010 (Easter weekend)					
April 10-11, 2010					
April 17-18, 2010					
April 24-25, 2010					

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 9TH Street, Seattle 98104; or (2) FAX to 1-206-382-4840; or (3) e-mail to marybethc@seattlearch.org. Thank you for your assistance with this important task!