

Archdiocese of Seattle

Parish Financial Services Newsletter

Volume 9, Issue 9

September 2012

Inside this issue:

Parish Stewardship	2
Safe Environment, Continued	2
Annual Catholic Appeal	3
Requirements for Drivers	3
Pension Contributions for Men/Women Religious	3
Accounting for Archdiocesan & National Collections	4
Catholic Mutual Special Events Questionnaire	5 - 6
PAA Registration Form	7
Tabernacle Available	8
Elementary School Development Calendar	9
Intercultural Competency Symposium	10
Seattle Sick/Safe Time Memo & poster	11 - 12

Notes from PFS

Priest Salary Scale

We have found a couple of parishes with inaccurate priest payroll. The priest salary scale is included in the annual Budget Letter in January. This is the source for all priest payroll. If you have had a pastoral transition or a new parochial vicar assigned, use the salary scale to set their salary. If you have questions or think you have an exceptional situation contact the Vicar for Clergy Office.

Special Event Questionnaire

Catholic Mutual has asked us to gather information on our *Parish/School Special Events*. Please complete the attached questionnaire as soon as possible and return it to our Catholic Mutual Office. Please note that this is for our own events not the third party events that are covered by the Third Party Special Events Coverage.

New PAA Training Sessions

Don't forget to register for the second New PAA Training Session on October 17, 2012. The topics will be: Human Resources, Compliance and Benefits. Fill out the registration form attached and return it no later than October 5th!

The Parish Annual Report was due on August 10, 2012!

Thank you to the large majority of parishes that have already sent in the complete report. If you have not, please send the completed report to us ASAP!



Safe Environment Updates

SEP PLANNING FOR 2012-2013

Please take a moment at the beginning of the year to evaluate your parish/school's Safe Environment status and plan now to make sure all requirements are met and maintained for the year. Planning in advance will alleviate any last-minute stress in the spring as you try to verify all employees and volunteers are in compliance, all students programs are completed and the *Parents & Family* class is offered before the May deadline. Also, each April, the Archdiocese of Seattle recognizes Child Abuse Prevention Month. Please look at your calendar now to identify one or two ways your community can participate and increase child abuse prevention.



Parish Stewardship

'Strengthened Church' Annual Workshops

Registration Deadline is September 28th!

The 'Strengthened Church' is the key tool for Catholic Stewardship in the Archdiocese of Seattle, with the full commitment and support of Archbishop Sartain. **Don't miss this once-a-year opportunity to renew and reenergize your staff and lay leaders.** Bring a friend! Spread the excitement and watch active engagement grow in your parish.

October 29th - 'General Information Summit'

This lively, comprehensive overview for those new to the Strengthened Church is a **PREREQUISITE** for them to attend all other workshops.

October 30th - 'Knowing & Leading Parish Engagement'

Learn the dynamics of engagement and specific actions that will increase the active engagement of parishioners in your parish. **NEW THIS YEAR:** *Best practices from around the country.*

October 31st & November 1st - Two-day 'Strengths Advocate' Training

Become equipped to serve as a 'Strengths Advocate' and learn how to manage and/or lead a 'Strength's' emphasis in your parish. **NEW THIS YEAR:** *Special focus on facilitating small 'Strengths' groups.*

Registration Form is available on the [Strengthened Church webpage](#). Please print, complete and mail in with your payment ASAP!

Questions? Contact Scott Bader at 206.903.4619 or 1.866.381.2033 or ParishStewardship@Seattlarch.org

Safe Environment, Continued

SEP COORDINATORS' WEB CONFERENCE

All SEP Coordinators (new and existing) are invited to participate in a web conference to talk about SEP requirements, record keeping, annual verification and the SETA Net Database. Web Conferences are scheduled for **October 10th** and **October 16th** at **10AM**. Space is limited to 40 participants at each session. You **MUST** register online in SEATA Net in order to receive the log-on information.

SAFE ENVIRONMENT INFORMATION IN YOUR PARISHES/SCHOOLS

The beginning of the year is an excellent time to review what Safe Environment materials you have displayed in your parish or school and what resources you have available to your community. Please make sure the Safe Environment poster that was sent out for Child Abuse Prevention Month is displayed in a public area; if you are in need of another poster, please email sep@seattlarch.org. We will be sending more Reporting Brochures ("Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults") to each location. Please make sure they are visible and accessible to your community. Beginning with the 2012-2013 year, Compliance Reviews will include verifying that reporting information and the Abuse Hotline number are posted.



2012 Annual Catholic Appeal Update

CONGRATULATIONS! The 2012 Annual Appeal has gone over the \$13 Million mark!

The Annual Appeal office will continue to send a campaign status report and a parish rebate status report on a monthly basis from now until the end of the campaign. You may request an individual detailed donor report at any time. Email your requests to aca@seattlearch.org or call us at 206-382-4274 or 800-809-4921. Thank you!

Reminders –

- Continue to process any new pledge/payments as they come in and send to us with your summary report on a weekly basis to our office. Please do not hold for any length of time. Checks need to be cashed, credit cards and EFT's need to be set up when donors have requested, and we need to thank the donors in a timely manner.
- If you find discrepancies or omissions on your donor report – send an email to maggies@seattlearch.org - include donor name, Arch ID# if known and description for research.



Annual Catholic Appeal 2013 Campaign Dates -Mark Your Calendar!

Note: The ACA weekends have been renamed to better represent the focus of each one.

- ◇ Appeal Kick-Off Weekend - April 20/21, 2013
- ◇ Presentation/Ask Weekend1 - April 27/28, 2013
- ◇ Presentation/Ask Weekend2- May 4/5, 2013
- ◇ Follow-up/Ask Weekend1 - May 11/12, 2013
- ◇ Follow-up/Ask Weekend2 - May 18/19, 2013

Requirements for Drivers

Recently, Property and Construction Services developed a guidance document (Parish Assistance Memo) for Archdiocesan requirements for employees and volunteers who drive a vehicle. This can be found on the Archdiocesan Property and Construction website under the Safety Section. <http://www.seattlearchdiocese.org/Archdiocese/Property/Safety.aspx>



Pension Contributions for Women and Men Religious (Non-Ordained)

Effective July 1, 2012, parishes and schools are required to make a pension contribution for eligible employees who are religious (non-ordained) women and men. The pension payment should go directly to the religious institute. The pension amount is the same as for lay employees – 6% of the annual salary. Please contact the Human Resources Office if you have any questions regarding this.



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

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.**

Accounting Procedures for Archdiocesan & National Collections

Listed below is a guide for the various special collections. It's VERY important that you follow these guidelines when processing all special collections that are listed within this table.

- Instruct your parishioners to make their check payable to the parish with the title of the collection in the memo line. We are having difficulties depositing checks that are made payable to the collection itself.
- Do not send in checks written by your parishioners. All special collections should be deposited into the parish checking account. One check for the total amount of the collection should be remitted to the proper Archdiocesan department. Contributions should be recorded in the parishioner database.
- Do not combine checks. Please mail only one check per special collection, and be sure to note the name of the collection on the memo line of the check.
- Send all checks to 710 9th Ave., Seattle, WA 98104. Be sure to include the correct department name in the address.
- For more information, please visit: <http://www.seattlearchdiocese.org/Stewardship/Collections/default.aspx>

Collection	Date	Remit collection to:	Special Requests
Operation Rice Bowl Lenten Program	February 13 to March 28, 2013	Missions Office	Note "Rice Bowl" on check.
Black & Indian Mission Collection	February 16 & 17th, 2013	Accounting Office	Note "Black & Indian Missions" on check.
Catholic Relief Services Collection	March 9th & 10th, 2013	Missions Office	Note "CRS Collection" on check.
Peter's Pence	June 29th & 30th, 2013	Parish Stewardship	Note "Peter's Pence" on check.
Build Hope	September 14th & 15th, 2013	Missions Office	Note "Build Hope" on check.
World Mission Sunday	October 19th & 20th, 2013	Missions Office	Note "World Mission Sunday" on check.

Other Collections:

Holy Land Good Friday Collection	March 29, 2013	Missions Office	Note "Good Friday Collection" on check.
----------------------------------	----------------	-----------------	---

SPECIAL EVENTS QUESTIONNAIRE

LOCATION: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

COMPLETED BY: _____

The Risk Management Committee is requesting the following information in order to revise and update the Diocesan Special Events Policy. This should not be confused with the Third Party Special Events Coverage available for non-parish sponsored events at your facility. We are interested in identifying special parish-sponsored events for your location during the course of the year. With this information, we will be able to better assist you with the risk management of your special events. Kindly forward your response within 30 days. Your cooperation is most appreciated.

1. Do you have any of the following activities? Please check.

A) Carnivals/Festivals _____ **Dates** _____

Amusement Rides? Y____ N____

Vendors? Y____ N____

Beer Gardens? Y____ N____

If yes, are certificates of insurance obtained naming the Diocese and parish/school as additional insured? _____

Are vendor indemnity agreements used? _____

B) Parish Trips _____ **Dates** _____

Altar Servers? Y____ N____

Seniors? Y____ N____

CYO Groups? Y____ N____

Other? Y____ N____

Describe: _____

If yes, what is the means of transportation? _____

Are permission slips obtained? _____

Are youth trips adequately chaperoned? _____

Are trips domestic or international? _____

Are tour companies used? _____

C) Parish Nurse Program _____ **Dates** _____

Registered Nurse? Y____ N____

On Site Only? Y____ N____

Guidelines Used? Y____ N____

If no, where? _____

D) Sporting Events _____ **Dates** _____

Parish Teams? Y____ N____

Tournaments? Y____ N____

Road Races? Y____ N____

Adults? _____ Children? _____

E) Picnics/Fairs/Bazaars _____ **Dates** _____
On Site only? Y _____ N _____ If no, where? _____

F) Off-Site CCD Classes _____ **Dates** _____
Rented Facility? Y _____ N _____
Private Homes? Y _____ N _____ If yes, what grades? _____

G) Girl Scouts _____ **Dates** _____
Parish/School Sponsored? Y _____ N _____
If no, are certificates of insurance obtained naming Diocese and parish as additional insured? _____

H) Boy Scouts _____ **Dates** _____
Is Parish/School named as Chartering Organization? Y _____ N _____

I) Non-profit Charities _____ **Dates** _____
Food Pantry? Y _____ N _____
Thrift Shop? Y _____ N _____
Soup Kitchen? Y _____ N _____
Gift Shop? Y _____ N _____
Other? Y _____ N _____ Describe: _____

J) Events with liquor _____ **Dates** _____
Parish Dinner? Y _____ N _____
Dances? Y _____ N _____
Auction? Y _____ N _____
Other? Y _____ N _____
Describe: _____

If yes, are trained bartenders hired? _____
Are guests carded? _____
Do guests bring their own alcohol? _____
Are permits acquired? _____

K) Rummage Sale _____ **Dates** _____

L) Bingo/Fish Fry _____ **Dates** _____

M) Haunted House _____ **Dates** _____

N) Fun Walk/Run _____ **Dates** _____

GENERAL COMMENTS:

REGISTRATION FORM

***MUST REGISTER BY OCTOBER
5TH***

PAA MEETING

WEDNESDAY, OCTOBER 17, 2012

Isaac Orr Conference Room 10:00 to 3:00

Name _____

Parish _____

E-Mail Address _____

The agenda for this meeting will be Human Resources, Compliance and Benefits.

Please return this form to Penny Howell
Administration and Finance Department
710 – 9th Avenue
Seattle, WA 98104 Phone: (206) 274-3120

CONTEMPORARY TABERNACLE FOR PARISH/MISSION IN NEED

Archives & Records has recently acquired a handsome tabernacle of contemporary design: square shape (16 x 16 x 12 inches) with brushed brass exterior and a wheat & grapes motif of colored enamel on the doors. The lace edged interior veil is intact and useable as is. This piece is in near mint condition (imperfections are minute).

Our goal is to see this tabernacle in active use again rather than being stored away in the Archives.

Interested parties are asked to contact Seth Dalby.
Tel: 206-382-4352 / Email: seth.dalby@seattlearch.org



Archdiocese of Seattle

Elementary School Development Calendar

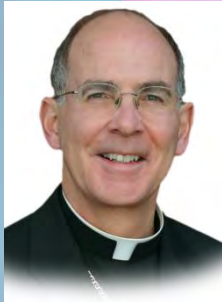
2012-2013

DATE	LOCATION – TIME	TOPIC
Sept. 26	Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM George Hofbauer, former principal of St. Joseph School, will discuss strategies to train and develop your school board, parent board, and committees to promote your school and generate funding.	<i>Building Board Interconnectivity for the Purpose of Financial Stability</i>
Oct. 24	Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM Sharing best practices and new ideas to improve your annual fund.	<i>Annual Fund Roundtable</i>
Nov. 13	Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM Eric Downing and Cathy Wise, Fulcrum's marketing team, will discuss how the Catholic Schools Department and Fulcrum our helping to market your schools. A case study from St. Therese Academy and Juan Diego Academy will be discussed.	<i>Marketing your School</i>
Jan. 23	Archdiocese of Seattle – Orr Conference Room: 10:00 to 12:00 PM Lisa Mendenhall from St. John School will present Scrip strategies, including their successful March Madness idea.	<i>Scrip</i>
Feb. 27	Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM Conne Bruce from Holy Names Academy will discuss best practices of starting and maintaining a planned giving program.	<i>Planned Giving</i>
Mar. 27	THURSDAY- Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM Ann Milkowski will give an overview of database best practices. She will also explain Seattle Foundation's Big Give and give advice for marketing the appeal to your community.	<i>Database Best Practices/Give Big/Matching Gifts</i>
April 17	Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM Judy Shafer from St. Matthew School will lead a discussion on planning a successful Grandparents Day.	<i>Grandparents Day</i>
May 15	Archdiocese of Seattle – Orr Conference Room: 9:30 to 12:00 PM Share ideas, successes and lessons learned from this year's auctions.	<i>Auction Wrap Up</i>

Weaving Our Future Together: Intercultural Competency Symposium For Pastors and School Principals The Palisades Retreat Center • October 25, 2012



OUR GUEST SPEAKERS



Most Rev. J. Peter Sartain
Archbishop of Seattle



FR. JOE CORPORA, C.S.C.

Director, Catholic School Advantage Campaign
Father Joe Corpora, C.S.C., an alumnus of Notre Dame and a priest in the Congregation of Holy Cross, is the director of university-school partnerships in ACE. He is building numerous partnerships with schools and dioceses as leader of ACE's Catholic School Advantage campaign: an initiative striving to double the percentage of Latinos who send their children to Catholic elementary and secondary schools by 2020.



ALEJANDRO AGUILERA-TITUS

Alejandro Aguilera-Titus is the Assistant Director of the Secretariat for Cultural Diversity in the Church at the Conference of Catholic Bishops. He has more than twenty years experience in ministry with a strong emphasis on Hispanic and Multicultural ministry, leadership development and formation, pastoral planning, ministry with young people and catechesis. Alejandro is a nationally recognized speaker and writer highly regarded for his practical application of theological thought to pastoral ministry and formation. His involvement in national and intercontinental projects makes him a valuable resource on pastoral-theological reflection, ecclesiology, catechesis and inculturation.

SYMPOSIUM PROGRAM

9:00 Welcome

By Rev. Stephen Rowan, Superintendent of Catholic Schools

Opening Remarks

By Archbishop J. Peter Sartain

Introduction of Speakers

By Alma Kern, Chair of Fulcrum Diversity Committee

9:25 The Changing Demographic of Catholic Families and Students and Why We Need to Respond- Fr. Joe Corpora (Presentation followed by question and answer session)

10: 15 Welcoming Ethnically Diverse Families and Students: A Spirituality of Mission and Hospitality – Alejandro Aguilera-Titus (Guided reflection with mixed small group sharing)

11:00 Break

11: 10 Increasing Latino School Enrollment and Parish Commitment: Effective Strategies for Welcoming and Ministering to Latino Families– Fr. Joe Corpora (Presentation followed by mixed small group sharing)

12:00 Lunch

Alma Kern welcomes principal Tim Uhl of Holy Rosary Regional School and the students of the Juan Diego Academy at Holy Rosary

1:00 From Multicultural to Intercultural: A Practical Guide to Engaging, Involving, and Empowering Students and Families of Ethnically Diverse Communities – Alejandro Aguilera-Titus (Interactive presentation and small group sharing on next steps)

2:15 Final Remarks

2:30 Adjourn




Leveraging Support for Catholic Schools
in the Archdiocese of Seattle

NOTE: All pastors of schools and school principals will receive an invitation with further information for registration on the first week of October.



MEMORANDUM

To: Pastoral Assistants for Administration
Principals
Bookkeepers

FROM: Denise Aubuchon 
Associate Director of Human Resources

RE: **New Seattle Paid Sick/Safe Time Law Implementation**

DATE: September 13, 2012

As most of you are aware, effective September 1, 2012, anyone working within the city limits of Seattle is eligible to begin accruing paid sick leave. The **Seattle Paid Sick/Safe Time (PSST)** ordinance requires employers to provide all employees who work within Seattle city limits a minimum amount of paid sick and safe time (PSST). What this means for you is that anyone working in a parish or school who is currently not eligible for benefits may now be eligible to begin accruing paid sick leave under the terms of this new law. The PSST may be used for illnesses of the employee or close family member; reasons related to domestic violence, sexual assault or stalking; and school or workplace closures by public officials to limit health hazards.

There are some minimum eligibility requirements - additional information can be found on the attached City of Seattle poster. Please make sure that a copy of this poster is placed alongside the other required employment posters.

Please note: this new law does not apply to anyone working in a parish or school as a vendor or independent contractor.

A representative from ADP will be contacting each parish and school within the City of Seattle to offer assistance in setting up this additional accrual in ADP.

Please contact the Office of Human Resources with any questions regarding the implementation of this new requirement.



Seattle Paid Sick and Safe Time

Starting September 1, 2012, employers are required to provide paid sick and safe time to their employees who work within Seattle city limits.

Employees are eligible for paid sick and safe time if work is performed on a full-time, part-time or temporary basis, including employees who occasionally work in Seattle for more than 240 hours per calendar year.

Paid sick and safe time may be used for:

- illness, injury or health condition or for preventative care for an employee or an employee's partner or family members.
- reasons related to domestic violence, sexual assault, or stalking.
- school or workplace closure by a public official to limit health hazards.

Paid Sick and Safe Time Ordinance: SMC 14.16

General Information	Small Employer	Medium Employer	Large Employer
Full-time equivalent employees	More than 4 to 49 employees	More than 49 to 249 employees	250 or more employees
Accrual of paid sick and safe time	1 hour for every 40 hours worked	1 hour for every 40 hours worked	1 hour for every 30 hours worked
Use of paid sick and safe time	40 hours per calendar year	56 hours per calendar year	72 hours per calendar year
Carryover of unused paid sick and safe time	40 hours per calendar year	56 hours per calendar year	72 hours per calendar year
Employers must notify employees of available paid sick and safe time each time wages are paid.			



Employees are protected from retaliation.
 For more information, contact SOCR at:
 (206) 684-4500 or www.seattle.gov/civilrights
 This information is available in other languages and formats.

Updated 6/20/2012

