

Parish Financial Services Newsletter

VOLUME 10, ISSUE 1

JANUARY 2013

Catholic Mutual—Safety Corner

Catholic Mutual Group would like to take the opportunity to remind you of a few key risk management recommendations.

Carbon Monoxide Alarms:

Washington State passed a state law requiring CO alarms to be installed in all existing single-family residences, apartments, condominiums, hotels, and motels by January 1, 2013. Therefore it is recommended that each location equip all rec-tories and rental homes with CO alarms as soon as possible in order to be in observance of the new law.

The installation requirements are as follows:

- Alarms must be located outside of each separate sleeping area, in the immediate vicinity of the bedroom and on each level of the residence.
- Single station carbon monoxide alarms must be listed as complying with UL 2034, and installed in accordance with the code and the manufacturer's instructions.
- Combined CO and smoke alarms are permitted.

Wash. Rev. Code Ann. § 19.27.530:

Requires carbon monoxide alarms to be installed in dwelling units built or manufactured in the state; requires the seller of any owner-occupied single-family residence to equip the resident with carbon monoxide alarms before the buyer or any other person may legally occupy the residence; allows the building code council to exempt categories of residential buildings if it determines that requiring carbon monoxide alarms are unnecessary to protect the welfare of the occupants.

Important End of Year Reminders!

Tax Letters:

If you haven't done so already, now is the time to get your end of year tax letter out – actually no later than January 31. Your parish census software should have a 'canned' letter to use. For the majority of you that use PDS, Bryan Gummersall sent out some helpful info in his December newsletter. If you need a copy of that go to: www.ptechs.com Many parishes are using email to send this out.

1099's & W-2's:

Must be mailed by January 31, 2013!

Postage Rate Increase:

The cost of a postage stamp went up \$.01 to \$.46 effective January 27, 2013.



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ANNUAL BUDGET LETTER

The Annual Budget Letter, which contains budget information for fiscal year 2013-2014, will be mailed to Pastors, Priest Administrators and Pastoral Coordinators on or before February 1st. If you do not receive the packet within a reasonable time, please check with your Pastoral Leader.

Now Hiring - ACA Temps

The Archdiocese of Seattle's accounting office will be hiring temporary personnel for the Annual Catholic Appeal. Anticipated work dates are April 22, 2013 thru June 15, 2013, though length of employment may vary upon need. Work hours available each day are also dependent on mail volume.

Available positions are:

- **Mail Processing** - Duties include sorting mail, reconciling parish summary information to donor gift detail, categorizing donations, and other duties as assigned. Approximately 20-40 hours/week, Monday thru Friday, start at 10 a.m.
- **Bank Deposit** - Prepare check and cash deposits. Reconcile and balance deposit totals to underlying donor detail. Approximately 20-40 hours/week, Monday thru Friday, start at 10 a.m.
- **Data Entry and Filing** - Verify donor information and enter donor gifts into the Blackbaud Raisers Edge database. Filing and other miscellaneous duties as assigned. Flexible hours available, between 10 a.m. to 8p.m, Monday thru Friday.



Skills/Qualifications: Organized, Accurate Data Entry, Attention to Detail, Confidentiality, Enjoy Team Environment, Analytical Thinking, Deadline Oriented, Flexible hours. Employment is contingent on passing a background check.

If interested, please send a completed Chancery application to the Human Resource Department by March 15, 2013. The position being applied for is "Appeal Temp". Pay rates is \$12 to \$15/hour.

2013 Annual Catholic Appeal

2013 LEADERSHIP REGISTRATION IS OPEN!

How did your parish do in the 2012 Appeal? How did all parishes do in the 2012 Appeal? Don't miss the opportunity to attend this year's Leadership Session to find out! **Our team's responsibility** is to share best practices and assist parishes in exceeding the goal assigned to them, thus securing a larger rebate.

It is critical that all Pastors, Priests, and ALL other parish leadership attend this year!
If you have not yet registered, please join us at one of our upcoming Leadership Sessions.

Register at <http://tinyurl.com/azvnhbt>

Note: in the link, the February 22nd session initially reads as Thursday, it should be FRIDAY.

SESSION DATES – 12:00-3:00pm (lunch included)

- February 21 (Thurs) Holy Family, Kirkland
- February 22 (Fri) Isaac Orr room, Seattle
- February 27 (Wed) St. Charles, Burlington
- February 28 (Thurs) St. Charles Borromeo, Tacoma
- March 6 (Wed) Sacred Heart, Lacey
- March 7 (Thurs) St. Pius X, Mtlake Terrace
- March 13 (Wed) St. Rose, Longview
- March 14 (Thurs) Isaac Orr room, Seattle



Annual Catholic Appeal Matching Gifts: Your gift could be doubled! Once your gift has been paid in full, request a matching gift form for your employer or go to your company giving station. The Annual Catholic Appeal, Archdiocese of Seattle, is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Tax ID # 91-0778147. Call 206-382-4274 if you have any questions.

REGISTRATION FORM

PAA MEETING

WEDNESDAY, FEBRUARY 20, 2013

Isaac Orr Conference Room 10:00 to 3:00

Name _____

Parish _____

E-Mail Address _____

The agenda for the February meeting this meeting will be
Development/Stewardship/Annual Appeal and Budget.



**Mark your calendars for the two-day PAA meeting at the
Archbishop Alex J. Brunett Retreat and Faith Formation
Center at the Palisades. March 20-21, 2013.**

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



Archdiocese of Seattle SAFE ENVIRONMENT PROGRAM

WINTER UPDATE 2013

ANNUAL TRAINING REMINDER

Please remember that all employees and volunteers with ongoing unsupervised access to minors and vulnerable adults must complete an annual training through the Safe Environment Program.

If they have completed *Called to Protect for Ministries* in a previous year, they may take their refresher course any time after July 1st and must complete the course before May 31st (or earlier if you have set an earlier deadline locally).

Please note: the annual training does not have an expiration date but your participants may take the class anytime during the year, regardless of the date they took their class the year before. Log-on instructions can be found in SETA Net under "Forms/Articles".

SEP COORDINATOR WEB CONFERENCE

If you are a new SEP Coordinator, or have not yet attended an SEP Coordinator Web Conference, please join us on **Tuesday, 26 February at 10am**.

Intended for all SEP Coordinators in archdiocesan parishes, schools and 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 online via SETA Net "Schedule of Classes"**, to reserve your space. Only the SEP Coordinators who register in advance will receive the log-in instructions for the conference.

SAFE ENVIRONMENT POLICIES

Please enter the date employees and volunteers sign the *Safe Environment Program Church Personnel Agreement* form into their SETA Net profile.

Completing this "Policy Acknowledgement" field in SETA Net for all of your employees & volunteers will ensure that your compliance reports are accurate and help you track your annual Safe Environment compliance. **Your monthly compliance reports will NOT be accurate unless the information has been entered.**

Enter the date in the "Policy Acknowledgement" field on the participant's "Basic Info" page. (See page 71 of the [Safe Environment Program Coordinator's Handbook](#).)

All new employees & required volunteers must sign the *Safe Environment Church Personnel Agreement* form within three days of beginning service. All signed forms must be kept in the personnel/volunteer file. An electronic copy of the entire policy packet can be found in SETA Net under "Forms/Articles".

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

If you do 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 two sessions remaining; the next will take place **February 14th & 21th**.

Applications can be found on SETA Net and are due one week before the date the class begins. Please contact the Safe Environment Program at (206) 274-3188 or sep@seattlearch.org for more information.

SAFE ENVIRONMENT COMPLIANCE CHECK-IN

As we begin the new year, it is a great time to check-in about 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. Please remember all training must be completed and verification submitted by May 31st.

Do all of your employees and required volunteers have an updated background check? Please remember that background checks must be renewed every three years. Please also remember to submit all background checks with the SETA Net ID number so all background check results will be connected to the participant's SETA Net profile. (See page 21 of the [Safe Environment Program Coordinator's Handbook](#).)

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. As long as you have advertised the class in your bulletin or Parent Newsletter/Packet, you have fulfilled your requirement. So, collaborate with your deanery; take turns hosting this training with other parishes and schools in your area! (In order to qualify for spring verification, the class must be offered to your community but it may be hosted at a neighboring parish or school.)

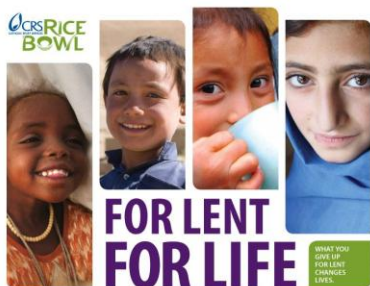
Taking a look at the status of your parish, school or organization now, will alleviate any last-minute stress in the spring as you try to verify all of your employees and volunteers are in compliance, all student programs are finished and the *Parents & Families* class is offered before the May 31st deadline.



CRS Rice Bowl and the USCCB's Catholic Relief Services Collection (CRS Collection)

During Lent, Catholics in the United States have two opportunities to support the Church's global mission to assist the poor.

What is CRS Rice Bowl?



CRS Rice Bowl is a faith formation program that provides resources for use in parish and school community settings, with complementary materials for families to foster their faith life at home.

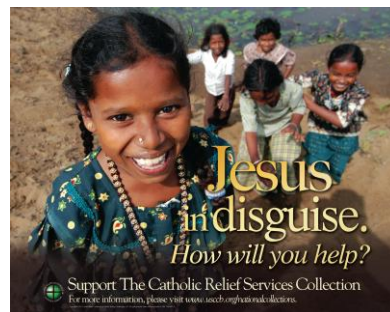
CRS Rice Bowl offers simple, yet powerful, ways for parishes, schools, and families to bring Lenten spirituality to life.

By participating in the traditional Lenten practices of prayer, fasting, and almsgiving through CRS Rice Bowl, Catholics in the U.S. are making a positive difference in the lives of our brothers and sisters who are most in need.

CRS Rice Bowl begins on **Ash Wednesday, February 13, 2013**; and ends with **Easter Sunday, March 31, 2013**.

Please designate checks for "CRS Rice Bowl."

What is the CRS Collection?



The CRS Collection is one of the twelve national collections established by the bishops of the United States and represents our community of faith at work in the world. The CRS Collection theme, *Jesus in disguise*, reminds us of the presence of Christ in every one of our brothers and sisters in need.

The bishops encourage us to view the national collection in the light of stewardship and sharing. It is right and just that we give something back, helping people in our nation and worldwide to live better and grow in the love of Jesus.

The national date for the CRS Collection is always Laetare Sunday, the fourth Sunday of Lent. This year, the CRS Collection falls on the weekend of **March 9-10, 2013**.

Please designate checks for "CRS Collection."

Beneficiaries

Who benefits from CRS Rice Bowl?

CRS Rice Bowl contributions support projects that assist the poor both overseas and here in the United States. 75 percent of CRS Rice Bowl contributions are sent to Catholic Relief Services and help fund development projects overseas that help increase and maintain communities' access to food. 25 percent of the contributions fund local poverty and hunger alleviation programs in dioceses in the U.S. Visit www.csricebowl.org to view an interactive world map and find more information about the use of funds raised through CRS Rice Bowl. Visit www.seattlearchdiocese.org/ricebowl to learn how we use the 25% in this archdiocese through our CRS Rice Bowl grants program.

Who benefits from the USCCB's CRS Collection?

The Catholic Relief Services Collection supports six Catholic organizations (*Catholic Relief Services; USCCB's Department of Justice, Peace, and Human Development; USCCB's Migration and Refugee Services; Catholic Legal Immigration Network, Inc.; USCCB's Secretariat for Cultural Diversity in the Church; and the Holy Father's Relief Fund*) that advance the international social ministry of the Catholic Church. Visit www.usccb.org/crscollection to find more information about who benefits from the CRS Collection.

Promote CRS Rice Bowl and the USCCB's CRS Collection

How can I promote full participation in CRS Rice Bowl?

- Encourage our people to *pray* together, *fast* in solidarity with those who hunger, *learn* about our family in the developing world, and *give* to those in need.
- The CRS Rice Bowl materials contain ideas for how to incorporate all components of the program into participants' Lenten journey.
- The *Spiritual Guide* (inserted in the Rice Bowl) includes stories about the people who benefit from Catholic Relief Services' work overseas, reflections, and recipes for simple meals.
- The *Educator's Guide* includes lesson plans for teachers and religious educators to incorporate CRS Rice Bowl into the curriculum during Lent.
- The *Coordinator's Guide* offers ideas to incorporate CRS Rice Bowl into liturgies and community activities.

If you have any questions, please contact the Missions Office at 800-869-7028; 206-382-4580 or via email at missionsoffice@seattlearch.org.

More information on CRS Rice Bowl is available at <http://www.csricebowl.org>

How can I fully promote the USCCB's CRS Collection?

- Mention the CRS Collection during Mass, and invite parishioners to respond to the gospel call to love our neighbors throughout the world through their participation in the collection.
- Make sure you have received the CRS Collection materials, display the poster and use the bulletin inserts, and consider using a speaker for the weekend before the collection.
- *Parish Resources* are available online at www.usccb.org/crscollection, which include Homily Helps, Quotes, and Bulletin Announcements.

If you have any questions, please contact the Missions Office at 800-869-7028; 206-382-4580 or via email at missionsoffice@seattlearch.org.

More information on the CRS Collection is available at www.usccb.org/crscollection.

Thank You for contributing to the success of these two important initiatives!