

Parish Financial Services Newsletter

2010 PAA Gathering - Great Moments!

Inside this issue:

Stewardship Formation Days	2
Tax Incentives for New Hires	2
ACA Update	3
A Reminder from PFS	3
A Reminder from the Missions Office	4
Great Service Offered by Catholic Mutual	4
Safe Environment Updates	5

Special points of interest:

- Sign up now for Stewardship Formation Days!
- New tax incentives for hiring new employees!
- Catholic Mutual now offers a free online interactive safety training!

Despite the rainy weather, a difficult Wednesday morning commute, and a disturbing lack of cookies, this year's PAA Gathering went off without a hitch and was better than ever! Fr. Gary Lazzeroni set the tone for the two days with his inspirational and thought provoking presentation on Keeping the Church Relevant. Pat Sursely then focused on the challenges of Mission based ministry with all the Maintenance demands we face.

After lunch, Carrie Moschetti, Diane Helley and Julie Hanley presented the new administrative structure they are currently implementing in the Vancouver area. The balance of day one was devoted to business oriented presentations and updates by Chancery staff covering PCI, Human Resources, HIPPA and Employee Benefits. Archbishop Brunett then celebrated Mass and presented his thoughts on Parish Administration. We then proceeded to the social and dinner prepared by the great staff at *The Palisades Retreat Center*. After what was hopefully a restful night for all the attendees, we shared breakfast and then continued with a presentation from the State Department of Revenue on Unclaimed Property (more info. on this topic in coming newsletters) and an update on current fraud cases. For the finale, Fr. Tom Vandenberg gave an amazing talk titled "Living in the Real World." I can't imagine a better way to conclude a great gathering. We give a special thank you to all of the presenters this year, especially Archbishop Brunett, for his support and willingness to share with us. Thank you to everyone who attended, and for those of you who couldn't make it, we hope you can join us next year! Mark your calendars now:

2011 PAA Gathering: April 6 & 7, 2011



Musicians to be Paid as Employees

Over the last two years, we have strongly recommended that musicians who provide service at parishes on a regular basis be classified as employees rather than independent contractors. The IRS has just issued a determination letter confirming that regularly scheduled musicians are employees and must be paid as such. Please review your procedures to assure that all musicians who provide services on a regular basis (at least once per quarter) are paid through payroll, are issued a W-2 at the end of the year, have completed all required employment forms, and are compliant with the Parish Human Resources Policies and Safe Environment Policies. Please contact Matthew Boswell at 206-264-2083 or matb@seattlearch.org with questions.

Stewardship Formation Days 2010

Is your parish immersed in the 'Engaged Church'?

Is your parish new to the 'Engaged Church'?

Either way, this year's Formation Days promises an exciting program for all!

- A refresher on the basics of the Engaged Church, as well as NEW information on how to lead your parish to greater engagement
- Tactical answers to the question: 'Where do we go from here?'

When & Where

Same program both days – Select one - Dinner Included – Free!

- June 2, Wednesday at St. Madeleine Sophie, Bellevue
- June 3, Thursday at St. Rose, Longview

NOTE: Our time format has changed to begin at 3:00 pm and end by 9 pm, to better accommodate lay leaders.

Topics & Speakers

- **Learn all about the 'Engaged Church'**
Including NEW information! This exciting program is spreading across our Archdiocese. Find out how, why and the wonderful results our parishes are experiencing. Here about the tactics and actions you can take to further develop this program into tangible results for your parish!
- **Nationally Acclaimed Speakers**
Engaged Church experts: Fr. Dan Mahan of Marian University Center for Stewardship – Msgr. Bill Hanson of the Diocese of Rockville Centre – Author Leisa Anslinger
- **Local Successes**
Hear what our own parishes are doing to realize remarkable success in 'firing up' their parishioners to be more involved in every aspect of parish life. Be blessed as you listen to the particular graces they've experienced during this process.

MARK YOUR CALENDAR AND CLICK HERE TO REGISTER TODAY!

www.seattlearch.org/fdr

Tax Incentives for New Hires

In March, the "Hiring Incentives to Restore Employment Act" was passed and signed into law. This act exempts employers from paying the employer portion of the Social Security tax (6.2%) on certain new hires in 2010.



This exemption applies to employees who meet all of the following requirements:

1. Hired after Feb 3, 2010 and before January 1, 2011
2. Who have not been employed more than 40 hours during the last 60 days (signed affidavit required)
3. Who were not hired to replace another employee (except if the employee separated voluntarily or for cause), and
4. Who are not family members of a business owner.

The social security tax exemption for the 1st quarter wages is reported as a credit in the 2nd quarter of 2010.

For questions regarding qualifying new hires, please contact Matt Boswell at 206-264-2083 or mattb@seattlearch.org. For assistance in applying this exemption in ADP, please contact Cristy Macalalad at 206-903-4618 or cristym@seattlearch.org.

2010 Annual Catholic Appeal Update

**EXECUTE THE GAME PLAN and PROMOTE PARTICIPATION OVER THE NEXT FEW WEEKS
SO WE CAN ALL ACHIEVE ANOTHER RECORD-BREAKING YEAR!**

Online Gifts – With your help, we can reach our goal of raising \$1 million on the internet!

Advertise, advertise, advertise...

Tell parishioners they have the option to give online – it's a known fact more and more people are advancing with technology in managing their finances online. Publish the Appeal website address in your bulletin and on your parish website... email your parishioners with the web address (if you use this method of communication) ACA Website address: www.seattlearch.org/aca

Thank you for helping us work together to accomplish what we could not do alone.



REMINDERS

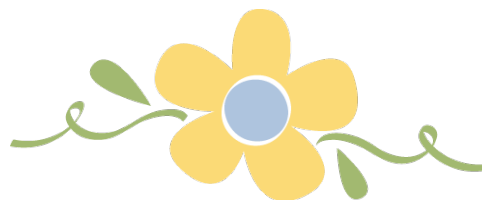
- Your Pastor's letter of Support should be in the mail no later than April 27th. **If you are not using window envelopes for the Pastor's letter of support mailing, please PRINT YOUR OWN LABELS from your donor database.** The labels we sent you in your materials shipment are for the pledge envelope and pledge card processing only.
- This weekend is Commitment Sunday - Make a **strong ASK** and encourage everyone to participate.
- Send in your pledge envelopes and **reports** on a **weekly** basis to the Appeal office. Please do not hold on to envelopes for any length of time. Our office will be generating a follow up letter in June from the Archbishop and we do not want to miss someone that may have already responded to the campaign through the parish.
- **Report your results** to date from the pulpit and bulletin. Remember to **THANK** everyone who has participated so far.



There have been several requests for the **2011 Annual Catholic Appeal Dates**. With Easter 2011 falling in late April next year, we've made some minor adjustments to our standard timeline of the Annual Appeal.

Here are the 2011 dates to mark on your calendar:

Announcement Sunday	May 1, 2011
Witness/Education Sunday	May 8, 2011
Commitment Sunday	May 15, 2011
Follow-up Sunday	May 22, 2011



THANKS FOR ALL YOU DO!

Your ACA Team - Rick, Monica and Marilyn

A Reminder from PFS and Catholic Mutual

As a safety issue, we ask that parishes be aware of product recalls; especially regarding toys donated to parish nurseries. One of the best places to find this information is at <http://www.recalls.gov>.

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



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Reminder From the Missions Office

When sending checks to the Missions Office, please take care to separate out donations for the Catholic Relief Services Collection, Rice Bowl, and funds collected for the relief effort in Haiti (also going to CRS). Thank you for helping us assure donations are designated according to donor wishes.

Great Service offered by Catholic Mutual

Below is a story directly from the Catholic Mutual Newsletter that we receive here at the Chancery. We invite you to take advantage of their great new online safety training programs!

Now available at a computer near you!



The Risk Management department is excited to announce their **new** interactive safety programs (Slips, Trips & Falls and Fire Safety) available at no cost to you through our website www.catholicmutual.org. Each training program takes less than 20 minutes to complete. These programs are interactive, requiring the trainee to identify hazards and answer questions throughout the course. The interactive training modules must be downloaded onto your computer. For those locations that may have internet/computer hardware issues and are not able to download the interactive online course, a “view only” version is also available. We invite you to take advantage of this invaluable training resource!



Archdiocese of Seattle

SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

19 April 2010

REMINDER!!!

SAFE ENVIRONMENT DEADLINE IS APPROACHING!!

**PLEASE MAKE SURE ALL REQUIRED TRAINING AND
VERIFICATION IS COMPLETED BY**

MAY 31, 2010!!

VERIFICATION PROCESS FOR PARISHES AND SCHOOLS

Each parish and school must submit a verification form testifying that all Safe Environment requirements have been satisfied in their parish and school. This includes all three Safe Environment components:

- Background Checks
- Safe Environment Abuse Prevention Policies
- Safe Environment Training

The forms must be signed by the pastor, priest administrator, pastoral coordinator or principal at each parish/school and the original must be signed and returned to the Safe Environment office by May 31, 2010. If you have any questions about the form or would like to request a new form, please call the Safe Environment Office at (206) 274-3188.

REMINDER— COMPLIANCE REPORTS!!!

Did you know that you can pull a Compliance Report in the SETA Net Database which will show you who is "**Currently Compliant**" with their Safe Environment training and who has a "**Renewal Needed**"?? This is an excellent way to track which employees and volunteers have satisfied their Safe Environment requirements. Please see pages 79-80 in the Safe Environment Program Coordinator's Handbook for instructions and assistance with reports in SETA Net.

If you are using the "Policy Acknowledgment" field in SETA Net, you may also use this report to ensure that all Church Personnel have signed-off on the Safe Environment Abuse Prevention Policies. That field is located in the participant's profile under "Basic Info." See page 71 of the Coordinator's Handbook for more information.

NOTE: The Background Check portion of the report will assist you in determining compliance for Church Personnel who have completed a background checks (or renewed background check) since July 1, 2009. See page 72 of the Coordinator's Handbook for more information.

SCHOOL ATTENDANCE NUMBERS

In addition to the written Verification Form submitted by the Principal, each school must submit student attendance numbers for all students who participated in *Talking About Touching* and *Called to Protect for Youth*. Please see page 64 of the Coordinator's Handbook or your March Principals' Meeting Packet for instructions. All numbers must be submitted in the SETA Net Database by May 31, 2010!

If you have any questions, or would like assistance with the SETA Net Database, please call the Safe Environment Program at (206) 274-3188 or email us at: sep@seattlearch.org