

Archdiocese of Seattle

Parish Financial Services Newsletter

Volume 10, Issue 3

April 2013

Welcome Sarah Dama!

We are happy to announce that Sarah Dama is the new Assistant Director of Parish Financial Services. Sarah's first day was Thursday, April 18. She is a CPA and has non-profit experience with several organizations. Sarah is a member of Our Lady of Guadalupe Parish in West Seattle.

-Ed Williams

"I am truly excited to join the dedicated and wonderful staff of the Archdiocese of Seattle. Within the short period that I've been here, the welcoming atmosphere and the warmth expressed by everyone have already made the office feel like home. I look forward to meeting and working with all of you." -Sarah Dama

Inside this issue:

Annual Catholic Appeal Alerts	2
Payroll Data Cleanup	3
Parish Festival Safety Corner	3
Parish Stewardship -Save the Date!	4
Safe and Successful Parish Festival Tips	5-6

2013 PAA Gathering Recap!

This year's PAA Gathering at Palisades was a nice break prior to the hectic Holy Week/Easter season. After a brief welcome by Palisades Director Deacon Eric Paige, Fr. Dave Rogerson opened the event with the first of two sessions comparing and discussing Good Friday and Easter People through the prism of liturgical art. Samples from his personal collection of interesting and beautiful crucifixes, including some he carved himself, were displayed around the room. After the session, Fr. Dave celebrated Mass with us.

After lunch, Bryan Gummersall gave a great tutorial on the new PDS Census program and we enjoyed a panel of veteran and relatively new PAAs (John Meyer, Kathleen Nordlund, Diane Helley, Kevin Lovejoy and Lizzy Scholz) as they discussed some of the changes they have seen and some of the expected and unexpected experiences in their positions. Several interesting and provocative questions and comments from the floor enlivened this afternoon session and provided some potential topics for next year's Gathering. We also recognized Kathleen Nordlund and Tony Wascher for their long service as they approach retirement at the end of June. *(continued on pg. 2)*

(Continued from pg 1...)

Following another break, J. L. Drouhard gave us the good news from some projects that have been accomplished through our Rice Bowl and other mission funds. He also had another fabric based demonstration and unfortunately there are pictures this time. This was followed by the Regional group discussions then our social hour and an excellent dinner.

After breakfast on Thursday, Mary Santi, Geralyn Mirante-Marley and, making a triumphant return to the PAA Gathering, Nicole Wright updated everyone on the new IPBS (Integrated Payroll and Benefits System), its status and implementation plan. New CFO Frank Feeman gave us an update on the financial condition of the Archdiocese then, following a break to check out, Fr. Dave ended the sessions with the second half of his very interesting presentation.

Thanks to everyone who attended, we hope to see you next year: **April 2 & 3, 2014!**



ACA Updates and Alerts

The ACA office sends out a weekly email alert on Monday'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 this email alert and currently are not, please contact monical@seattlearch.org to be added to the email distribution list.

The 2013 Annual Appeal is underway! Key thing this week:

PASTOR LETTER OF SUPPORT mails this week

PRESENTATION/ASK 1 WEEKEND, APRIL 27/28

The **ASK** begins here – Make a strong **ASK** this Sunday **and** next Sunday.
Call your Witness Speaker to go over logistics for the coming weekend Masses.
 Ask for an electronic copy of the witness talk and put on your parish website after the presentation weekend.

Be sure to **REPLENISH** pledge envelopes and pencils in the pews after **ALL** Masses.

Please refer to the **ACA manual for more campaign details and/or go to Parish Resources for other useful items:** www.seattlearchdiocese.org/aca

If you have ANY questions, please contact us by phone or email. We wish you all great success this year and are here to support you in any way we can - thanks for all you do!

Maggie Stiles at 206-382-4274 or Monica Lewis at 206-382-4353 or toll free line at 800-809-4921.

Email Addresses:

Monica Lewis, Director

monical@seattlearch.org

Rick Fersch, Exec Director

rickf@seattlearch.org

Maggie Stiles, Asst Director

maggies@seattlearch.org

Joy Eugenio, Parish Database Updates

parishupdates@seattlearch.org

Parish Reports Requests/General Inquiries

aca@seattlearch.org

Payroll Data Cleanup



On March 11th, a memo from Mary Santi was sent to all locations outlining the importance of our ADP Payroll Data Clean-up efforts. Thank you to everyone who has taken the time to work on this! If you have not completed your data clean-up, we ask that you please have it completed before you process your April payroll. Data quality will play an essential part to the success of our Integrated Pay and Benefits System project. Your role as payroll administrators for your location will be crucial in achieving the *required* 100 percent data accuracy for the payroll data conversion. The memo and instructions are available on the Parish Administrators portal <http://www.seattlearchbenefits.org/administrators/default.aspx>. If you have any questions, please contact Nicole Wright at (206) 274-7666 or nicole.wright@seattlearch.org.

Parish Festival Safety Corner

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

Parish Festival Training:

For many of you spring and summer means festival season. We now have an online training available at www.catholicmutual.org for parish festivals. Festivals come with their own set up liability exposure for the church and the online training provides valuable "best practices" to help limit the liability exposure that can arise with these larger events. Enclosed is information on how to access the online training and a parish festival checklist to use in preparation of the event. If you have any questions feel free to contact our office.

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

Ed Williams

Director of PFS

(206) 382-4585

edw@seattlearch.org

Emily Lee

Administrative Assistant

(206) 382-7316

Emily.lee@seattlearch.org

Loretta Griffin

Savings & Loan Operation Manager

(206) 382-4501

lorettag@seattlearch.org

Sarah Diama

Assistant Director of PFS

(206) 382-4573

sarah.diama@seattlearch.org

Erin Karalus

Savings & Loan Assistant

(206) 382-4845

erin.karalus@seattlearch.org



PARISH STEWARDSHIP

Mark Your Calendar!

2013 Parish Stewardship Yearly Treasure Commitment Renewal

September Training Sessions

*Please mark your calendar for the Training Session you will be attending and
watch your Inbox for upcoming registration information.*

Wednesday, Sept. 4 - Chancery Isaac Orr, Seattle

Thursday, Sept. 5 - Sacred Heart, Lacey

Friday, Sept. 6 - St. Elizabeth Ann Seton, Bothell

Wednesday, Sept. 11 - St. Philip, Woodland

Thursday, Sept. 12 - Holy Cross, Tacoma

Friday, Sept. 13 - St. Anthony, Renton

Wednesday, Sept. 25 - St. Charles, Burlington

Save the Dates!

2013 October Strengthened Church Workshops

Tuesday, October 1 - Thursday, October 3

At the Archbishop Brunett Retreat & Faith Formation Center at the Palisades, Federal Way

*Please get these dates on your calendar and
watch your Inbox for upcoming registration information.*

For further information, contact Scott Bader at scottb@seattlearch.org 206.903.4619 or 1.866.381.2033.

Or Kathy Clark at kathy.clark@seattlearch.org 206.382.4271 or 1.866.381.2033

Safe and Successful Parish Festivals

Festivals and other large-scale events that go above and beyond the daily ministries of the Catholic Church create unique liability exposures. The Church is legally liable and ethically responsible for accidents that happen as a result of any involvement and sponsorship in these types of events. It is vital that churches and schools develop a "best practices" approach for any parish-sponsored event. Not only will this approach provide better assurance for the safety of everyone involved, it will also reduce the liability exposure associated with these types of large events.

By being aware of the "best practices" safety checklist and understanding the detailed information available in the Festival/High Risk Events Policy Manual, you will be better prepared to ensure a safer event and reduce or eliminate common claims associated with these types of events. The Festival/High Risk Events Policy Manual and the corresponding online training can be accessed through the Catholic Mutual's website.

Online risk management training is easy to access!

- Sign onto Catholic Mutual's website www.catholicmutual.org. Click on "Member Login" and enter your user name and password.
- Click on "Login"
- Select "Online Training"
- Click on "**Please click here.**"
- When you reach the training site, you will be prompted to:
 - Select a subgroup – From the drop-down menu, select and click on your arch/diocese
 - Select a subgroup again – From the drop-down menu, select your location
 - Confirm your selection is correct
 - Select **Safe and Successful Parish Festivals**
 - Click on "launch course"

If you experience any trouble viewing the training courses, please contact OPUS at (913) 825-1600 or email help@opustraining.com. They will be happy to assist you.

Catholic Mutual Group
10843 Old Mill Road
Omaha, NE 68154

Phone #800-228-6108
Fax #402-551-2943

Email: rm@catholicmutual.org



Festival/High Risk Events - Risk Management Best Practices

Checklist

◆ **Supervision**

- ___ There is a designated Festival Chairperson (*overseen by staff person at parish/school*)
- ___ There is a designated Supervisor for each operational area of festival (*overseen by festival chairperson*)
- ___ There is designated Safety Coordinator to ensure all safety recommendations are met (*overseen by Chairperson*)

◆ **Vendors**

- ___ Vendor contracts/agreements have been reviewed by Arch/Diocese or CMG prior to signing
- ___ Vendor Hold Harmless/Indemnity Agreement has been obtained by each vendor (*i.e. ride, game, food, security vendors*)
- ___ Certificates of Insurance have been obtained from vendor with parish/diocese named as additional insured

◆ **Transportation**

- ___ Driving duties have been limited to a select number of properly screened individuals
- ___ Drivers have taken "Be Smart - Drive Safe" online defensive driving course available on main page of CMG website www.catholicmutual.org
- ___ Chairperson and Supervisors have taken "Church Transportation - Is It Necessary and Ministry-Based?"

◆ **Volunteers**

- ___ Are 18 years of age or older OR supervised by adult with parent permission
- ___ Have been selected and matched to tasks according to training and/or skills
- ___ Have a clear understanding of duties and risks associated with the assigned task
- ___ Have been provided with personal protective equipment, if needed

◆ **Premises Safety**

- ___ Electrical cords and hoses have been rerouted, taped down or covered
- ___ Adequate lighting has been provided
- ___ Tent stakes and ropes have been secured
- ___ Alternate plans are in place for inclement weather
- ___ Emergency response procedures/evacuation plans have been developed
- ___ Adequate number of trained security guards have been hired

◆ **Parking**

- ___ Valet parking will not be allowed
- ___ There is adequate lighting in parking lots
- ___ Adequate space for pedestrian traffic has been provided through parking lots
- ___ Adequate space will be made available for emergency vehicles

◆ **Medical Services**

- ___ There is a First Aid station and supplies available
- ___ An Automated External Defibrillator (AED) will be readily accessible
- ___ Local police and hospitals have been notified about upcoming event
- ___ Hand washing stations are provided

◆ **Food**

- ___ Appropriate food temperatures will be maintained
- ___ Employees and volunteers have been informed of food-borne illness best practices

◆ **Alcohol**

- ___ Meet all State and local liquor licensing requirements
- ___ Identification checkpoints are in place
- ___ Colored bracelets will be provided for legal age individuals wishing to consume alcohol
- ___ Trained bartenders will be used
- ___ Alternate transportation will be provided for intoxicated patrons

◆ **Money/Cash Handling**

- ___ Background and credit checks will be completed on individuals working with money
- ___ Tamper-proof of bags will be utilized
- ___ Cash will be regularly collected from stands, alternating times and routes
- ___ Three or more individuals will be involved in collecting cash
- ___ Money will be counted by two or more people
- ___ Cash will be kept in a locked safe and guarded by security
- ___ Consideration has been given to using a ticket system

◆ **Activities/Equipment**

- ___ Festival activities will not include any of the following: hot air/tethered balloons; helicopter rides; ATV rides/speed contest; climbing contest; gambling or liquor (when not approved by state statutes); bungee jumping; dunking booths involving individuals 21 years of age and under; or archery/firearms.
- ___ Homemade equipment (i.e. gas grills, dunking booths, miniature motorized vehicles) and other similar devices will not be utilized.
- ___ All activities for the festival have been approved by the arch/diocese and/or Catholic Mutual Group.

◆ **Claim Procedure**

- ___ Accident Report forms on hand
- ___ Staff is aware of claim reporting procedures

Parish Annual Report 2012/2013

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 2012/2013 will be available to download from the Archdiocese of Seattle Archives Website in May

The PAR is due Friday, August 16, 2013

As always, we recognize that this can be a challenging project and we want to be of assistance.

If you should have any questions or concerns, please contact

Liz Madsen in the Chancellor's Office

Archdiocese of Seattle
710 9th Ave
Seattle, WA 98104

Phone: 206-654-4655
Fax: 206-274-3110
Email: elizabeth.madsen@seattlearch.org