

PARISH FINANCIAL SERVICES NEWSLETTER

JUNE 2013

ANNUAL CATHOLIC APPEAL UPDATE

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The Annual Appeal office will continue to send a campaign status report and a detailed donor report on a weekly basis until the end of July. Thereafter, we'll send the campaign status report monthly and the individual

detailed donor report will be sent to you by request. You may request a detail donor report at any time by contacting us. Email your requests to aca@seattlearch.org or call us at 206-382-4274 or 800-809-4921. Thank you!

Reminders –

New pledges/payments are still coming in – be sure to process these 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.

Continue to send discrepancies or omissions you find on your donor report – send an email to maggies@seattlearch.org and include parish name and ID, donor name, Arch ID# if known and description for research.

FYI – the first **rebate checks** will be mailed out in mid-August.

Matching Gifts -

It's not too early to pursue Matching Gifts! We encourage you to put this in your bulletin or on your website to alert your parishioners on how to maximize their giving to the Annual Appeal:

If you would like to help maximize our Annual Catholic Appeal Rebate this year for our parish project, please check if your employer has a **Matching Gift** program. Once your gift has been paid in full, you can apply for the match per your employer's instructions. 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. Mailing address: Annual Catholic Appeal, PO Box 14964, Seattle 98114

It's not too late to make a gift today – www.seattlearchdiocese.org/donate

Thank you! And thank you to those who have already fulfilled their pledges!

THANKS FOR ALL YOU DO!

We are here to serve and help you – call us if you need assistance: Maggie Stiles: 206-382-4274 or Monica Lewis: 206-382-4353 or Toll Free: 800-809-4921

2013/2014

INSURANCE

BILLING

The insurance billing for next year was mailed last week. Please check the billing thoroughly for accuracy and if you have any questions/concerns contact Emily Lee at (206) 382-7316 or Emily.lee@seattlearch.org. Remember, if you pay in full by July 25th you receive a 5% discount, or if paid by August 25th you receive a 2% discount. Beginning October 1st, finance charges of 1% per month on the unpaid balance will be charged.



PARISH STEWARDSHIP FALL COMMITMENT RENEWAL



Now is the time to order your materials

for the Fall Parish Stewardship

Commitment Renewal.

Access the order site at:

<http://clients.printwest.net/customers/seattlearchstewardship/>

Choose your parish from the drop down menu.

Your password is:ps2013

• Mileage Change

*Effective July 1st, 2013,
the standard mileage
reimbursement rate will
increase to \$0.565 per mile.*

Follow directions carefully as you order and/or customize your materials. If you need help contact Kathy Clark
206-382-4271/866-381-2033 or kathy.clark@seattlearch.org

Parish Annual Report 2012/2013

**Just a friendly reminder that it's a good time to start working on the Parish
Annual Report for 2012/2013!**

**Remember, you will NOT receive a PAR packet in the mail since
we have gone electronic.**

**The Parish Annual Report 2012/2013 is available
to download from the Archdiocese of
Seattle Archives Website Now**

<http://www.seattlearchdiocese.org/Archives/PAR.aspx>

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 concern, please contact:

Liz Madsen in the Chancellor's Office

Archdiocese of Seattle

710 9th Ave

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Phone: 206-654-4655

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Email: elizabeth.madsen@seattlearch.org

IPBS: NEW JOB CODES

As part of the Integrated Pay & Benefits System (IPBS), Human Resources and the Office of Catholic Schools have established a new list of approved job codes. These new job codes have been designed to work with the new UltiPro Payroll System. A memo as well as an Excel spreadsheet which lists all of the employees included in your ADP Company File as of May 31, 2013 was e-mailed to all locations last week. Please assign a new job code to every employee, *including terminated employees*, and remit to the Payroll Services Office via e-mail as soon as possible but **no later than July 15, 2013**.

Contact Payroll Services at:

payrollservices@seattlearch.org or 800-348-9092.

If you have any questions regarding the Exempt vs. Non Exempt status for any of your employees, please contact Human Resources at hr@seattlearch.org or 800-261-4749.

STRANGER DANGER

SECURE YOUR FACILITIES



There has been another occurrence of suspicious individuals entering parish properties. They may be well dressed and groomed and imply that they are there for church based business to meet with a priest, but ultimately have ulterior motives. **Please be vigilant and secure your facilities.** Always have a plan in place to keep you and your staff safe in the event of an altercation. When in doubt call the police to escort the individual off the premises.

FAR-A-WAY RETREAT HOUSE

After considering several options, the Archdiocese is suspending operations at Far-A-Way Retreat House indefinitely starting on October 1, 2013 while we evaluate the capital needs of the facility and feasibility of operating the Retreat House. Far-A-Way will continue to operate through September 2013 and our Retreat Centers will do everything possible to find alternative ways to accommodate groups currently scheduled from October 2013 forward.



Inquiries regarding Far-A-Way may be directed to the Archbishop Brunett Retreat and Faith Formation Center at (206) 748-7991 or to Deacon Eric Paige, Director of the Retreat and Faith Formation Centers at eric.paige@seattlearch.org.



Overall CRS Rice Bowl giving for this Lent is a new record: **\$424,969.50** (up about 4% from last year's all-time high in this Diocese).

This month, your [Missions Office](#) is disbursing the 25% portion that remains in this diocese to support **203** grant recipients (another record number!), including parishes, St. Vincent de Paul Conferences and Catholic Community Services/Catholic Housing Services, and others. A list of the grants is available at our web site: www.seattlearchdiocese.org/missions.

CRS Rice Bowl has grown to become a Lenten tradition in each of our parishes and many of our schools. Thanks to the faith and generosity of our people, along with others in the U.S., Catholic Relief Services can serve more than 100 million of the world's poorest people in 91 countries. (Example: visit www.crsricebowl.org/stories-of-hope/week-3.)

THANK YOU for your commitment to supporting hunger and poverty alleviation efforts in communities around the world, as well as in western Washington.

ARCHDIOCESE OF SEATTLE

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Emily Lee
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SOCIAL MEDIA POLICIES

Social Media Policies for use in archdiocesan parishes, schools and programs have been approved & promulgated! The policies are incorporated into Many Gifts, One Spirit and apply to every archdiocesan parish and school in the Archdiocese of Seattle.

They can be found on the Archdiocese of Seattle website:

<http://www.seattlearchdiocese.org/Archdiocese/Policies/Contents.aspx>

Please contact the Office of Communications with any questions regarding the Social Media policies.

CATHOLIC MUTUAL GROUP SAFETY CORNER: 15 PASSANGER VANS Q&A



Do you have questions about the use of 11-15 passenger vans?

Q: Is it okay to borrow one from a parent or parishioner for a one-time event? **A:** NO

Q: May we rent an 11-15-passenger van for transportation while on a retreat or mission, or to travel on a field trip? **A:** NO

The unequivocal answer to these questions is **NO**. These oversize vans do not meet Federal Safety Standards. Their high center of gravity and too narrow wheel base increase the potential for a catastrophic roll-over accident. Many tragic accidents have been the direct result of these vehicles.

The Archdiocese has prohibited the use of these vans. Below is an excerpt from the Catholic Umbrella Pool, of which the Archdiocese of Seattle is a member:

Effective July 1, 2003, Catholic Umbrella Pool II adopted the following policies governing the use of 11 to 15 passenger vans (whether owned, leased, or borrowed).

The use of non-owned (borrowed) or short-term leased 11 to 15 passenger vans to transport children or adults is prohibited beginning July 1, 2003.

***The use of 11 to 15 passenger vans to transport children or adults is totally prohibited beginning July 1, 2004.** Beginning July 1, 2004, 11 to 15 passenger vans may be used for cargo hauling **only if** all but the two front seats are removed.

* 11-15 Passenger vans can be replaced with either a school bus or a Multifunction Activity Bus (MFSAB). A MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards applicable to school buses for crash survivability and mirrors.

Parish Records Workshop

Presenters:

Very Reverend Anthony Bawyn, JCD, Judicial Vicar
Mary E. Santi, JCL, Chancellor



A workshop for Pastors, Parochial Vicars, Priest Administrators, Pastoral Coordinators, Pastoral Assistants, Parish Secretaries and anyone involved in the maintenance of Parish Records.

Monday, August 5, 2013

11:00am-2:30pm

Registration begins at 10:45am

Immaculate Heart of Mary Parish
Parish Hall

2200 Allen Street, Kelso, WA 98626

The workshop will provide an overview of the Archdiocese of Seattle's Records Policies and Procedures as well as current issues relating to the creation and maintenance of parish records with an emphasis on sacramental records. The workshop will be highly interactive and fun!

Refreshments and Lunch will be provided.



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To Register:

Email Liz Madsen elizabeth.madsen@seattlearch.org
by Friday, July 26, 2013

Please include the following information:

- Name
- Position
- Parish
- Phone and Email