



ARCHDIOCESE OF SEATTLE

## PARISH FINANCIAL SERVICES NEWSLETTER



VOLUME 10, ISSUE 7

AUGUST 2013

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## 2013 SAFETY TRAINING

The annual Safety Trainings will be offered at 5 locations throughout the Archdiocese. The Office of Property and Construction Services and The Office of Human Resources team up to present this training which is an annual requirement for all maintenance personnel in the Archdiocese in accordance with the Department of Labor and Industries Standards. The Department also requires an annual refresher course for Biohazard/Blood Borne Pathogens because maintenance staff will occasionally come in contact with this.



To be held at the following locations:

**8:30am-12:00 pm**

**Sept 25th** – Our Lady of Perpetual Help, Everett

**Sept 27th** – St. Rose, Longview

**Oct 2nd** – St. Ann, Tacoma

**Oct 4th** – St. Madeleine Sophie, Bellevue

**Oct 9th** - Catholic Archdiocese of Seattle

## ATTENTION BOOKKEEPERS AND OTHERS WITH PAYROLL RESPONSIBILITIES:

### VACATION AND SICK LEAVE BALANCES

In order to prepare for the transition to our new Integrated Pay System on January 1, 2014, all parishes, schools and other Archdiocesan entities must assure that each employee's vacation and sick leave balances are accurate and as up to date as possible. We are asking each site to inform employees of their current balances **no later than September 1, 2013**. If there are discrepancies between what the site's records show and what individual employees believe their balances to be, or your location has not been tracking these accruals, you are asked to contact the Office of Human Resources at 206-382-4570 or 1-800-261-4749 for assistance.

Because employee leave balances will not automatically migrate from ADP to the new system, the Payroll Services Office will send each location a spreadsheet and require each location to provide leave balances for each employee. These balances will then be loaded into the new system. The spreadsheets will be sent to each location in the coming months.

## **NEW PAA TRAINING SESSIONS**

For a number of years the Archdiocese has provided an orientation/training program for all new Pastoral Assistants for Administration. This year, we will be opening up the PAA training sessions to everyone, veteran PAAs included. We are asking that you register for each session individually if you wish to attend. The registration forms will be sent out in the Newsletter in the month prior to the meeting.

We highly encourage all new PAAs to attend every session. Those of you that feel you need a refresher in certain areas are welcome to register and attend individual sessions. If you have any questions, please contact Parish Financial Services at (206) 382-7316.



**September 18, 2013**-Introduction/Overview of Parish Finances and Benefits Services

**October 16, 2013**-Human Resources, Safe Environment and Finance Council

**December 11, 2013**-Budgets & Taxes, Property & Construction

**January 15, 2014**-Development/Stewardship and Catholic Mutual Group

**February 19, 2014**-Compliance

**PAA Gathering-April 2-3, 2014**

## **THE PARISH ANNUAL REPORT WAS DUE ON AUGUST 16, 2013!**

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



## **IT'S TIME TO REGISTER!**

### **PARISH STEWARDSHIP TRAINING SESSIONS**

*We look forward to offering the latest and greatest information on ways to make your parish stewardship campaign the very best it can be. For instance:*

- \* **What has changed for this fall's Commitment Renewal**
- \* **New ideas gleaned from parishes throughout the Archdiocese**
- \* **The latest Best Practices!**

Please register for one of the training sessions in September.

At the session you will receive:

- \* Your posters
- \* The latest Renewal Chapter and Timeline
- \* A presentation that includes all you need to know about Parish Stewardship renewal
- \* And...of course, a free meal!

To register just click on:

[www.seattlearchdiocese.org/train](http://www.seattlearchdiocese.org/train)

Many training sessions have been aligned with Deanery meetings for your convenience.

We look forward to seeing you!





### **The Annual Catholic Appeal went Mobile Friendly this year!**

This year many parishes offered the option for donors to use their Smart Phones during the presentation/ask weekends and the results are in!

**To date, 506 gifts have been made on mobile devices, bringing in just under \$200,000!**

**FACT:** One in three people in the U.S. use their mobile device as their primary tool to access the internet and by 2014, mobile device usage will exceed that of desktop and laptops. Mobile phones have become the new wallet, replacing checks and plastics as the easier, faster and more portable way to connect and transact. The same holds true for charitable giving - in order to keep supporters continually engaged, mobile giving needs to be integrated as part of a fundraising strategy. The old models of fundraising are rapidly giving way to a new paradigm for donor engagement with cell phones and other mobile devices at the core of how people connect with their favorite causes.



### **ASSOCIATED CATHOLIC CEMETERIES CEMETERY DISCOUNT PROGRAM : NEW BENEFIT FOR ALL CHURCH EMPLOYEES AND PERMANENT DEACONS**

Associated Catholic Cemeteries – Calvary (Seattle), Holyrood (Shoreline), Gethsemane (Federal Way), and St. Patrick (Kent) – is pleased to announce a new cemetery discount benefit that it has instituted effective July 1, 2013.

All current employees and permanent deacons of Archdiocesan parishes, schools, and agencies and their spouses are now entitled to a 10% discount off of all cemetery burial property (graves, mausoleum, and cremation burial options) as well as services and various products (burial fees, grave markers, etc.).

We invite you to take this opportunity to reflect about the value of pre-planning your Catholic cemetery arrangements well in advance of need. As Archbishop Sartain has written previously *“Our Catholic cemetery tradition testifies to the sacredness of life and our faith and hope in the Resurrection. It is a great gift that you give your family by making these decisions well in advance.”*

For information about this new benefit provided by Associated Catholic Cemeteries, please contact us at: 206-366-8834

888-784-8683 (toll free)

[staff@mycatholiccemetery.org](mailto:staff@mycatholiccemetery.org)

Additional information about Associated Catholic Cemeteries is available online at [www.mycatholiccemetery.org](http://www.mycatholiccemetery.org) or [www.nuestroscementerioscatolicos.org](http://www.nuestroscementerioscatolicos.org).

### **Matching Gifts update**

**So far, 260 gifts have been matched totaling \$96,300** – this is great for a 1<sup>st</sup> quarter return! Last year we ended up with a total of \$160,000 in matching gifts. With your assistance, we should be able to surpass \$200,000! As donors fulfill gifts, they can apply for a matching gift with their employer. Continue to run the article below in your bulletin/and or your website until spring:

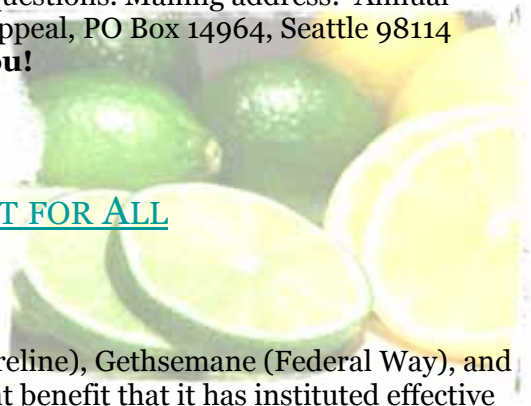
### **MATCH your Annual Catholic Appeal Gift!**

Many companies match the Annual Catholic Appeal! Help maximize our Annual Catholic Appeal Rebate for our parish project by checking 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

**Thank you!**





ARCHDIOCESE OF SEATTLE  
PARISH FINANCIAL  
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[edw@seattlearch.org](mailto:edw@seattlearch.org)

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Emily Lee: Administrative Assistant  
(206) 382-7316  
[Emily.lee@seattlearch.org](mailto:Emily.lee@seattlearch.org)



## CATHOLIC MUTUAL GROUP: SAFETY CORNER

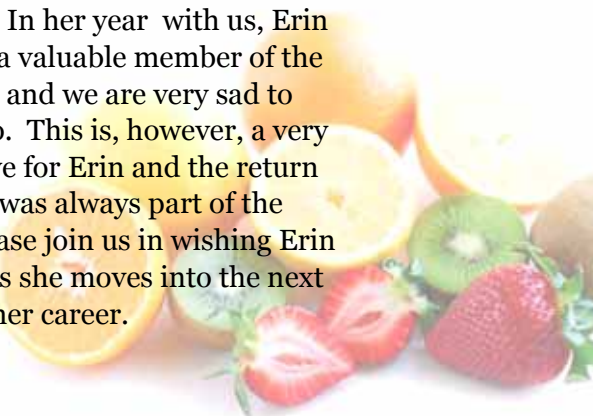
School will soon be back in session which means field trips and new volunteer drivers! This seems like a good time to remind everyone of the CCAS policy for drivers, both volunteers and employees. First, *all* drivers must be 21 or older and have a valid driver's license. Volunteers using their own vehicles must provide proof of liability insurance. Washington State law requires \$25,000/50,000 but Catholic Mutual recommends drivers carry limits of \$100,000/300,000. Any driver transporting minors or vulnerable adults must have completed the Safe Environment program, and, of course, all vehicles must be equipped with adequate seat-belts for all passengers. School bus drivers transporting students are required to maintain a CDL appropriate for the bus they are driving, along with passenger and school bus endorsements. A Volunteer Driver or Employee Driver Information Sheet should be completed for each driver and kept at the parish.

To find these forms and to read the entire Archdiocesan Vehicle Safety Policy, please click on the link. As always, if you have any questions about drivers and requirements, please call Catholic Mutual at 206-382-3494 or 1-800-809-4926. Thank you!

[http://www.seattlearchdiocese.org/Assets/Property/2936\\_WebVehicleSafetyOct.pdf](http://www.seattlearchdiocese.org/Assets/Property/2936_WebVehicleSafetyOct.pdf)

## Farewell Erin!

Erin Karalus will be leaving PFS in early September to return to school full time. In her year with us, Erin has been a valuable member of the PFS team and we are very sad to see her go. This is, however, a very good move for Erin and the return to school was always part of the plan. Please join us in wishing Erin the best as she moves into the next phase of her career.



5 minutes in...Colin suddenly realized he had mis-read the sign.



## Property and Construction Services

206-382-4851 (phone)

1-800-809-4923

206-382-4266 (fax)

To: All Facility Personnel-Parishes and Schools

From: Ed Foster, Director of Property and Construction Services

Re: Safety Trainings

Date: 2013

### 2013 SAFETY TRAININGS

The annual Safety Trainings will be offered in 5 locations throughout the Archdiocese. The Office of Property and Construction Services and The Office of Human Resources team up to present this training which is an annual requirement for all maintenance personnel in the Archdiocese in accordance with the Department of Labor and Industries Standards. The Department also requires an annual re-fresher course, for Biohazard/Blood Borne Pathogens, because maintenance staff will come in contact with this item on occasion. Here are the dates and locations:

#### **SAFETY TRAINING DATES FOR YOUR FALL CALENDAR – 8:30 a.m. to 12:00 p.m.**

**9/25/13 – Our Lady of Perpetual Help, Everett (Wednesday)**
**9/27/13 – St. Rose, Longview (Friday)**
**10/2/13 – St. Ann, Tacoma (Wednesday)**
**10/4/13 – St. Madeleine Sophie, Bellevue (Friday)**
**10/9/13 - Catholic Archdiocese of Seattle (Wednesday)**

Please let us know which site you are planning to attend by faxing this back to us, or emailing us at: [nancyg@seattlearch.org](mailto:nancyg@seattlearch.org) OR just give a call (206-382-4851). Thanks for your attention to this matter.

#### Safety Training 2013

Name: \_\_\_\_\_ Parish/School \_\_\_\_\_

Site Attending : \_\_\_\_\_ Date: \_\_\_\_\_

Attendee/s : \_\_\_\_\_



# **PAA TRAINING SESSION** **REGISTRATION FORM**

**WEDNESDAY, SEPTEMBER 18, 2013**

Isaac Orr Conference Room 10:00am to 3:00pm  
910 Marion St

Name: \_\_\_\_\_

Parish: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The agenda for this meeting will be an Introduction & Overview of Parish  
Finances and Benefits.

**REGISTER BY: TUESDAY SEPTEMBER 10, 2013**

Please return this form to: Emily Lee  
Parish Financial Services  
710 – 9<sup>th</sup> Avenue  
Seattle, WA 98104

Questions, Concerns and Cancellations (please notify us of cancellations 24  
hours prior to the session)

Phone: (206) 382-7316

Email: [emily.lee@seattlearch.org](mailto:emily.lee@seattlearch.org)