

**DECEMBER PAA
TRAINING**

Don't forget to sign up for the third PAA Training Session on December 11, 2013. The topics will be: Budget & Taxes and Property & Construction. Fill out the form attached and return by Tuesday December 3, 2013.

INSIDE THIS ISSUE:

IPBS update	2
Windows XP update	2
Property Taxes due	2
Safe Environment Update	3
ACA Parish Rebates	3
ACA sessions	4
CMG: Rain Preparedness	4
Palisades Discount	5
NW Catholic Magazine input	6
December PAA Training Registration	7

PARISH FINANCIAL SERVICES NEWSLETTER

VOLUME 10, ISSUE 9

OCTOBER 2013

UNCLAIMED PROPERTY REPORTS DEADLINE NOV 1ST

Washington State Unclaimed Property Reports must be completed annually even if the parish has nothing to report. These reports are due November 1st! If you have not already filed, please make every effort to do so before the deadline. Thanks!

- * Unclaimed property include patient/customer credits, utility deposits, refunds, life insurance proceeds, stocks and bonds and contents of safe deposit boxes. Businesses have to report unclaimed property after losing contact with owners for an extended period, generally three years. The Department recently notified all businesses that regularly report unclaimed property about the upcoming deadline.
- * Unclaimed property does not include real estate, vehicles, and most other physical property.

Go online and file!

<http://ucp.dor.wa.gov/default.aspx>



STEWARDSHIP OF TREASURE BEGINS OCTOBER 26TH & 27TH

TRIED AND TRUE METHODS TO INCREASE DONATIONS!

USE EMAIL AS OFTEN AS POSSIBLE TO COMMUNICATE WITH YOUR PARISHIONERS.

Use email for follow-ups and quarterlies. For those of you that use PDS, there is a built-in part of the program to send letters by email and then print hard-copy letters for those parishioners that don't communicate by email. Don't forget to use a 'catchy' subject line in your email communications!

USE THE SUGGESTED 'INCREASE LETTER'.

Our data shows that parishes using this letter achieved an increase in the dollar amount of pledged donations, compared to those that didn't!

SET A GOAL FOR COMMITMENT CARDS RECEIVED AND UPDATE YOUR PARISHIONERS OFTEN ON THE FULFILLMENT OF THAT GOAL.

We recommend setting the goal at 5% over the amount of commitment cards received last year. You can reuse the Appeal Thermometer or other updating visual in your Narthex, as well as in the bulletin and pulpit announcements.

May God bless your stewardship efforts. We are praying for your success!

If you have any questions, please contact us at
parishstewardship@seattlearch.org.

IPBS PROJECT UPDATE:

During the week of October 7 the Payroll Services Office (PSO) conducted two webinar sessions that discussed the Pay Lag and Transition Assistance. These were well attended with 101 and 74 participants, respectively. A lot of good questions and points were raised. Thank you to all who participated. We are working on documenting answers to the questions received during these two webinars. We'll send this to you as soon as it is complete as well as post it to our administrator's portal.

If you missed it and would like to obtain the slides that were presented, they can be found on the Benefits site, under Parish Administrators. In preparation for our next webinars, we will soon send a "Save the Date" memo for our future training sessions as well as training plan details for administrators, PAAs and Bookkeepers. We are also working on employee communications. As far as training is concerned, total training time for administrators and bookkeepers is approximately 12 hours. The employee training plan is about two hours. These encompass very short videos, or "quick tours" as well as some hour-long webinars and just a couple longer Ultipro classes.

In addition, the previous Benefits Bulletins about the IPBS project are posted to the following sites:

Archdiocese website (under Human Resources) -

<http://www.seattlearchdiocese.org/Archdiocese/HR/newitems.aspx>

Catholic School's website -

<http://www.ocsw.org/site/content.php?r=2489-Leadership-Bulletins-regarding-the-IPBS-Project>.

We expect to have available very soon a link to a presentation about the project which Mary Santi presented to the priests at their October 10th meeting.

We are working on our second and last conversion. This will be followed by data validation and our second parallel testing.

We know change is difficult, but our goals of reducing liability and positioning ourselves to be able to continue to offer benefits in an increasingly complex regulatory and costly environment keeps us moving forward with this project. Again, thanks for your great questions and participation.

UPGRADE WINDOWS XP

Windows XP is at the end of its life. Most importantly, as of April 8, 2014 Microsoft will no longer be patching it, thus leaving it very vulnerable to virus-related issues. I know that many of the smaller parishes are still using Windows XP – and they might want to consider that now is the time to upgrade.

REMINDER: Second-half of real property taxes are due October 31st. Any question or concerns, call Property & Construction Services Office. 206-382-4851 or 1-800-809-4923.

SAFE ENVIRONMENT UPDATES

SEP COORDINATOR WEB CONFERENCE

Due to popular demand, we have added one more Fall SEP Coordinator Webinar for your convenience. If you are the SEP Coordinator for your parish or school and have not attended a session yet this year, please consider participating in the next SEP Coordinator Web Conference on **Thursday, November 7th at 2:00pm**. There is a 40 person limit, so please register in SETA Net to reserve your space. You must be pre-registered in order to receive the log-in information.

MONTHLY COMPLIANCE REPORTS

If you have elected to receive monthly compliance reports for your location, please remember that two pieces of that report rely on the parish/school to put information into the system.

In order for the background check results to match up with the participants' profile in SETA Net, please make sure to include the SETA Net ID when you submit background checks to CICS. If you do not provide the SETA Net ID, there is a chance the system will not be able to match up the records. There is no way to add the SETA Net ID after the background check is submitted.

When an employee or volunteer signs the abuse prevention policies, please enter the DATE that they signed the policies into the POLICY ACKNOWLEDGED field of the participant's profile (under Basic Info). If you do not enter the date in the field, that information cannot be available for your monthly reports.

SAFE ENVIRONMENT ONLINE REFRESHER COURSE

All returning Church Personnel, who have completed *Called to Protect for Ministries* prior to July 1st 2013, must complete one safe environment refresher course. As in previous years, all refresher courses may be accessed through "My Obligations" in the SETA Net system, which allows participants to take the class at their convenience from any computer with internet access.

While all training and verification must be completed by May 31, 2014, parishes & schools are **strongly encouraged to set earlier local deadlines** to alleviate any stress in the spring. (We already have several parishes that have all of their refresher trainings finished for the year!)

Some parishes also include a letter from the pastor/pastoral leader when notifying your employees and volunteers of their renewal. This is a great way to invite everyone to be a part of the parish goal of preventing abuse.

Please be sure to include the log-on instructions which can be found in SETA Net under "Forms/Articles."

Please contact sep@seattlearch.org with any questions.



Annual
CATHOLIC
Appeal

Are you getting your share of the nearly \$3Million in Parish Rebates?

Time goes by so quickly and our world changes every day – so does the Annual Catholic Appeal!

Sooner than you think it will be time for the 2014 Annual Catholic Appeal leadership training.

Our team is here to work with you to ensure your success! Our goal is always to improve on the previous year – we'll share new statistics and techniques to reach your parishioners to encourage them to give! **We'll discuss the booming growth of donors using electronics to**

give and how you can tap into your share! (...continued on page 4)

**ARCHDIOCESE OF SEATTLE
PARISH FINANCIAL SERVICES**

710 9th Ave
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

Email:
parishfinancialsvcs@seattlearch.org

Ed Williams: Director of PFS
(206) 382-4585
edw@seattlearch.org

Sarah Dima: Assistant Director
of PFS
(206) 382-4573
Sarah.dima@seattlearch.org

Loretta Griffin: Savings & Loan
Manager
(206) 382-4501
lorettag@seattlearch.org

Justin Schrier: Savings & Loan
Accountant
(206) 382-4845
Justin.schrier@seattlearch.org

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



(continued from page 3)

Parishes who embrace **ALL** the best practices we have put forward **WILL** succeed - it's been proven in many instances when our team meets with a parish struggling to meet their goal!

We are asking that the Pastor/Pastoral Leader attend a session and the KEY person who is accountable for the Appeal at your parish to attend!

This is especially crucial for those who haven't attended in at least two years! We need to update you on using a QR code, email and smart phone communication, parish website links and more!

Plan NOW to Attend! Mark your calendar for one of the following leadership sessions – 12:00-3:00pm. (Lunch will be included)

February 21	Friday	St. Charles Borromeo, Tacoma
February 26	Wednesday	Sacred Heart, Lacey
February 27	Thursday	St. Thomas, Tukwila
February 28	Friday	Isaac Orr, Seattle
March 6	Thursday	St. Pius X, Mountlake Terrace
March 7	Friday	St. Joseph, Vancouver
March 12	Wednesday	St. Charles, Burlington
March 13	Thursday	St. Madeleine Sophie, Bellevue
March 14	Friday	Isaac Orr, Seattle

Annual Catholic Appeal 2014 Campaign Dates -Mark Your Calendar!

Appeal Kick-Off Weekend - April 26/27, 2014
Presentation/Ask Weekend1 – May 3/4 2014
Presentation/Ask Weekend2- May 10/11 2014
Follow-up/Ask Weekend1 - May 17/18, 2014
Follow-up/Ask Weekend2 - May 24/25, 2014

**CMG Safety
Corner:**

Rainy Weather Preparedness

Fall is upon us and that means it is time for rain

and wind. There are a lot of things that can be done to prepare your property for winter and help prevent leaks.

- * Check the roof for any missing, torn, or cracked shingles and replace.
- * Have the gutter and roof drain systems cleaned out twice a year. Blocked gutters and drains can cause rainwater to leak into the structure.

* Trees should be kept trimmed away from roofs, this helps prevent drainage problems and damage from tree branches falling onto the roof.

* Check all roofs, especially shaded roofs, for moss and fungus growth. Moss and fungus cause roofs to rot and deteriorate over time.

* Complete an exterior walk around all your buildings. Make sure that all downspouts are intact and working effectively and that there are no areas for water to pool near basement windows or openings.

If a water loss should occur, please contact our office as soon as possible to report the claim. Also, be sure to contact a professional to assist in finding and stopping the leak, and contact a professional water mitigation company to assist with drying any interior water damage. If you need any suggestions, our office is more than happy to assist. Call 206-382-3494 or 1-800-809-4926.

The Archbishop Brunett Retreat Center

at the Palisades

Discover. Deepen. Transform.

Did you know?

All Parish and Chancery staff members receive a 10% discount on our weekend retreats! In gratitude for your service to our Lord and the Church, we are pleased offer you and your parish a special price. The retreat center belongs to you, and we want you to feel free to visit any time, at a reasonable price.

Why attend a retreat?

In 2000, Archbishop Alex Brunett remodeled the Palisades Retreat Center to provide the people of the Archdiocese a place to grow in faith. He envisioned a retreat center that people of the Archdiocese could regard as their own. Set apart from the activity of everyday life, people of faith could discover the beauty of creation, deepen their relationship with Christ, and transform their lives and the world.

This year, the staff of your retreat center is delighted to present a remarkable list of retreats to fulfill that vision. We invite you to come spend a weekend with us. Enjoy our inspiring view of the water. Catch the subtle scent of the evergreen trees and seawater in the air. Walk along our Stations of the Cross path interrupted only by the sounds of wildlife. Enjoy nourishing, satisfying food in the company of others who share your faith. Spend some quiet time in our Chapel with the Eucharist.

In this peaceful environment, you will encounter the Holy Spirit. Our retreat leaders will help you discover how God is moving in your life and where He can lead you. In community with others during your retreat, you will deepen your relationships; not only with Jesus, but with those you love. Best of all, as you deepen your relationship with the risen Christ, you will be ready to once again be transformed. God is eager to transform all of us: to give us the gifts of faith, hope, and love so that we might carry them into the world.

Visit our website to view our 2013-2014 retreat calendar: www.seattlearchdiocese.org/palisades



NORTHWEST
CATHOLIC

Email: _____



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Phone: 206-382-4850
Fax: 206-382-3487
Email: editor@seattlearch.org
www.seattlearchdiocese.org

PAA TRAINING SESSION REGISTRATION FORM

WEDNESDAY, DECEMBER 11, 2013

10:00am-3:00pm

Isaac Orr Conference Room 10:00am-3:00pm
910 Marion St, Seattle 98104

Name: _____

Parish: _____

E-Mail Address: _____

Phone: _____

The agenda for this meeting will be Budgets & Taxes and Property & Construction.

REGISTER BY: TUESDAY DECEMBER 3, 2013

Please return this form to: Emily Lee
Parish Financial Services
710 – 9th 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