

PARISH FINANCIAL SERVICES NEWSLETTER

MILEAGE CHANGE

"Per IRS guidelines, the mileage reimbursement rate has been reduced to \$0.56/mile effective January 1st, 2014. The current priest mileage allowance has been reduced to \$560/month. An updated 13-14 Mileage Form is available on the HR Manager's Toolkit:

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



NOMINATIONS REQUESTED FOR FAMILIES IN SPECIAL NEED TUITION ASSISTANCE GRANTS

Thanks to the generosity of many donors and through the administration of the Fulcrum Foundation, the *Archbishop Alexander J. Brunett Endowment for Families in Special Need* provides generous grants of tuition assistance for families who cannot afford tuition but whose children would benefit academically and spiritually from a Catholic school education.

A letter was mailed to each pastor in early February asking them to consider nominating one child from their parish who is not currently enrolled in a Catholic school and who would benefit from a Catholic school education. More specifically, a student whose family is headed by a single parent and cannot afford the cost of tuition. If the child is selected for a tuition assistance grant through this program and continues to be eligible, funding may continue, but is not guaranteed, until he or she graduates from the school.

For more information or to request a nomination form for a student in your parish, please contact Susan Ocoma, Fulcrum Foundation Programs Manager, at (206) 748-7988. Nominations may be prepared by parish staff, but must be signed by the pastor to be considered for funding. Nominations are due by no later than March 14, 2014. Families and parishes will be notified of award decisions by the end of March.

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11-15 passenger Van

Reminder:



- are not covered under the Archdiocesan Insurance policy. 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.

SAMPLE PAYROLL ENTRY FOR THE NEW SYSTEM



The information comes from the Summary Payroll Register. Please note that "GTL" designation is an "in & out" designation so is not included in the entry. The example also includes a payment for school tuition paid by payroll deduction. If you have questions, please contact either PFS or Payroll Services. Thanks, Ed

Description	Account	Debit	Credit
Gross Payroll (less GTL)	51XX	\$ 40,322.64	
Priest Match 403(b) (Emp Deduction 403PM)	52XX	\$ 25.00	
Any Garnishments	21XX		\$ -
EE Medical	21XX		\$ 2,901.48
EE Dental	21XX		\$ 300.52
EE Vision	21XX		\$ 27.57
EE Optional Life	21XX		\$ 32.93
EE Tuition	42XX		\$ 473.63
EE FICA & MED	2151		\$ 2,756.23
EE FIT	2155		\$ 3,160.49
Cash (Includes all 403(b) deductions ER & EE plus Net Pay)	1100		\$ 30,694.79
		\$ 40,347.64	\$ 40,347.64
Entry to transmit FICA, Medicare and FIT.			
ER FICA	51XX	\$ 2,756.23	
EE FIT	2155	\$ 3,160.49	
EE FICA & MED	2151	\$ 2,756.23	
Any Garnishments would also be taken here	21XX	\$ -	
Cash	1100		\$ 8,672.95
		\$ 8,672.95	\$ 8,672.95

From Safe Environment: TRAIN-THE-TRAINER CLASS

We have received some requests for *Train-the-Trainer* classes for the *Called to Protect* program and we have scheduled a session for the spring:

March 26 & April 2nd - applications due by March 21st

Called to Protect trainer applications can be found in SETA Net under Forms/Articles and should be submitted for anyone you would like to become a trainer for your parish or school.

Please note: the application must be signed by the Pastor, Priest Administrator, Pastoral Coordinator or Principal. ***PAA's or SEP Coordinators cannot sign the endorsement and applications will not be accepted without the proper endorsement.***

SEX OFFENDER PROTOCOLS

Please remember the Archdiocese of Seattle has guidelines in place to assist you in the event a known sex offender wishes to participate in your faith community. Whether the individual comes forward and discloses



(...continued...) their history or his/her status comes to your attention in some other way, the *Sex Offender Mass Attendance Agreement Form* must be completed in it's entirety before the individual can be present on parish property.

Please find the most recent "Sex Offender Packet", including *Directions for Parish Implementation*, *Sex Offender Guidelines*, *Sex Offender Mass Attendance Agreement Form* and the *Sex Offender Supervision Guardian Agreement Form*, in the "SEP Coordinator Resources Folder" in SETA Net under Forms/Articles.



Don't forget to register for a 2014 LEADERSHIP REGISTRATION!

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

Attendance 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!

Register at www.seattlearchdiocese.org/leadership

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

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

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!** 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!

Annual Catholic Appeal 2014 Campaign Dates -Mark Your Calendar!

Appeal Kick-Off Weekend - April 26/27, 2014

Presentation/Ask Weekend I – May 3/4 2014

Presentation/Ask Weekend2- May 10/11 2014

Follow-up/Ask Weekend I - May 17/18, 2014

Follow-up/Ask Weekend2 - May 24/25, 2014



THE 2014 PAA GATHERING IS JUST AROUND THE CORNER!



Please join us this year April 2 & 3th at the Archbishop Brunett Retreat and Faith Formation Center at the Palisades. Register online only:

<http://events.constantcontact.com/register/event?llr=6a7puneab&oeidk=a07e8w41x0x0165d7a9>

Here is a sneak peak at our agenda for this year. We look forward to seeing you there!

Day 1: Wednesday April 2, 2014

- Registration, Welcome, Introduction, Prayer
- Keynote: Fr. Paul Magnano: "Changes-Future"
- Mass, Lunch
- Role of the PAA, Breakout sessions (We recognize the many duties and headaches of the PAA role, so please choose a topic on the Registration page you would like to discuss and learn more about!)
 - * PAA as Facilities Coordinator
 - * Parish IT
 - * Volunteer Management
 - * PAA as HR Administrator
 - * Keeping Ministry in Management
- "Ideas for Increasing Ordinary Income"-Fr. Jack Walmesley
- Social, Dinner/Program

Day 2: Thursday April 3, 2014

- Breakfast
- Human Resources, Benefits Services office, Payroll Services Office
- "Finance Update"-Frank Feeman
- Keynote: TBA
- Lunch/Departure



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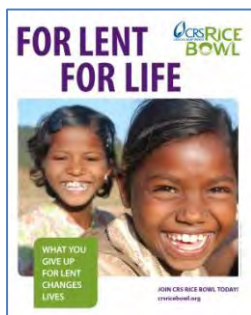
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CRS Rice Bowl and the USCCB's Catholic Relief Services Collection (CRS Collection)

During Lent, Catholics in the United States have two opportunities to support the Church's global mission to assist the poor.

What is CRS Rice Bowl?



CRS Rice Bowl is a faith formation program that provides resources for use in parish and school community settings, with complementary materials for families to foster their faith life at home.

CRS Rice Bowl offers simple, yet powerful, ways for parishes, schools, and families to bring Lenten spirituality to life.

By participating in the traditional Lenten practices of prayer, fasting, and almsgiving through CRS Rice Bowl, Catholics in the U.S. are making a positive difference in the lives of our brothers and sisters who are most in need.

CRS Rice Bowl begins on **Ash Wednesday, March 5, 2014** and ends with **Easter Sunday, April 20, 2014**.

Please designate checks for "CRS Rice Bowl."

What is the CRS Collection?



The CRS Collection is one of the twelve national collections established by the bishops of the United States and represents our community of faith at work in the world. The CRS Collection theme, *Help Jesus in disguise*, reminds us of the presence of Christ in every one of our brothers and sisters in need.

The bishops encourage us to view the national collection in the light of stewardship and sharing. It is right and just that we give something back, helping people in our nation and worldwide to live better and grow in the love of Jesus.

The national date for the CRS Collection is always Laetare Sunday, the fourth Sunday of Lent. This year, the CRS Collection falls on the weekend of **March 29-30, 2014**.

Please designate checks for "CRS Collection."

Beneficiaries

Who benefits from CRS Rice Bowl?

CRS Rice Bowl contributions support projects that assist the poor both overseas and here in the United States. 75 percent of CRS Rice Bowl contributions are sent to Catholic Relief Services and help fund development projects overseas that help increase and maintain communities' access to food. 25 percent of the contributions fund local poverty and hunger alleviation programs in dioceses in the U.S. Visit www.csricebowl.org to view an interactive world map and find more information about the use of funds raised through CRS Rice Bowl. Visit www.seattlearchdiocese.org/ricebowl to learn how we use the 25% in this archdiocese through our CRS Rice Bowl grants program.

Who benefits from the USCCB's CRS Collection?

The Catholic Relief Services Collection supports six Catholic organizations (*Catholic Relief Services; USCCB's Department of Justice, Peace, and Human Development; USCCB's Migration and Refugee Services; Catholic Legal Immigration Network, Inc.; USCCB's Secretariat for Cultural Diversity in the Church; and the Holy Father's Relief Fund*) that advance the international social ministry of the Catholic Church. Visit www.usccb.org/crscollection to find more information about who benefits from the CRS Collection.

Promote CRS Rice Bowl and the USCCB's CRS Collection

How can I promote full participation in CRS Rice Bowl?

- Encourage our people to *pray* together, *fast* in solidarity with those who hunger, *learn* about our family in the developing world, and *give* to those in need.
- The CRS Rice Bowl materials contain ideas for how to incorporate all components of the program into participants' Lenten journey.
- The *Lenten Calendar* (inserted in the Rice Bowl) includes stories about the people who benefit from Catholic Relief Services' work overseas, reflections, and recipes for simple meals.
- The *Educator's Guide* includes lesson plans for teachers and religious educators to incorporate CRS Rice Bowl into the curriculum during Lent.
- The *Coordinator's Guide* offers ideas to incorporate CRS Rice Bowl into liturgies and community activities.

If you have any questions, please contact the Missions Office at 800-869-7028; 206-382-4580 or via email at missionsoffice@seattlearch.org.

More information on CRS Rice Bowl is available at <http://www.csricebowl.org>

How can I fully promote the USCCB's CRS Collection?

- Mention the CRS Collection during Mass, and invite parishioners to respond to the gospel call to love our neighbors throughout the world through their participation in the collection.
- Make sure you have received the CRS Collection materials, display the poster and use the bulletin inserts, and consider using a speaker for the weekend before the collection.
- *Parish Resources* are available online at www.usccb.org/crscollection, which include Homily Helps, Quotes, and Bulletin Announcements.

If you have any questions, please contact the Missions Office at 800-869-7028; 206-382-4580 or via email at missionsoffice@seattlearch.org.

More information on the CRS Collection is available at www.usccb.org/crscollection.

Thank You for contributing to the success of these two important initiatives!

"The proclamation of the Gospel is destined primarily to the poor, to those who often lack the essentials for a decent life. The good news is first announced to them, that God loves them before all others and comes to visit them through the acts of charity that the disciples of Christ carry out in his name."

- Pope Francis