

PARISH FINANCIAL SERVICES NEWSLETTER

TULIP COVERAGE (SPECIAL EVENTS INSURANCE)

In general, the transition to the TULIP program has gone very well but we do have one item to clarify. The application asks if liquor will be sold at the event. If you answer "No" the certificate will indicate no liquor liability coverage even if liquor is being served (but not sold). This has created some confusion.

What the certificate does not say is that Host Liquor Liability coverage is included for all events and is built into the standard General Liability policy. Host Liquor Liability coverage provides coverage for events when alcohol is not being sold but rather served at no charge.

The TULIP program certificate will only show a Liquor Liability coverage limit when the additional coverage is purchased for liquor being sold at the event.

Our TULIP program contact is aware of this issue; they need to do some reprogramming of their website to fix it. For now the important thing is that you do get the coverage you request.

Thanks for your continuing cooperation as we move through this transition, if you have any questions or comments, please call (206-382-4529) or e-mail edw@seattlearch.org. As a reminder, the website to purchase TULIP program coverage is <https://eventus.ajgrms.com>.

-Ed Williams (Interim Insurance Program Manager)

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2014 SAFETY TRAINING

The Office of Property and Construction Services and Human Resources team up to present the Annual Safety Training which is a requirement for all maintenance personnel in the Archdiocese in accordance with the Department of Labor and Industries Standards.



This year, both the Red Safety and Accident Prevention binder and AHERA binder need updating. Please bring the Red Safety binder (Parish) and if your location is an active Catholic School, the AHERA binder.

8:30 a.m. to 12:00 p.m.

Sept 24th– Our Lady of Perpetual Help, Everett (Wednesday)

Sept 26th – St. Rose, Longview (Friday)

Oct 1st – St. Ann, Tacoma (Wednesday)

Oct 3rd – St. Madeleine Sophie, Bellevue (Friday)

Oct 10th – Catholic Archdiocese of Seattle (Friday)

Memo from the Office of Property & Construction: If your school is anticipating on raising funds for a capital project through an Auction funded item, please contact the Office of Property and Construction. The current economic climate for construction projects have been challenging. We would like to assist you in reviewing the project budget with the anticipated fund raising goal. (206) 382-4851.



UPDATED PARISH HUMAN RESOURCES POLICY

The Parish Human Resources Policies have been updated. The changes are primarily clarifications of current policies with the addition of a few new or expanded policies, e.g., *Domestic Violence* and *Military Leave*. The Human Resources office will not be providing parishes with new policy manuals. Instead, we ask that parishes have all employees access the policies via the *Archdiocesan Website/ Human Resources/ Manager's Toolkit/ Policies*. Each employee must sign the *Agreement Form* (attached.) Employees who do not have access to a computer may request a printed copy from the parish.

Fraud and Identity Theft Resource: "Pass it On"

Mary Santi, our Archdiocesan chancellor, passed on a new resource called "Pass It On" from the Federal Trade Commission.

This website and additional resources provide good tips and information on avoiding fraud, scams, and identity theft.

If you find these resources helpful, you can even bulk order free copies to share with your parishioners.

You can find these resources at this website: <http://www.consumer.ftc.gov/features/feature-0030-pass-it-on>

New PAA Training Sessions

Welcome new PAAs! For ten years, the Archdiocese has provided an orientation/training program for all new Pastoral Assistants for Administration. This year we have reduced the number of trainings offered to three sessions and have made it an all day training program. Please contact me if you have not received our initial welcome email a few weeks ago. We will make sure to put you on the list to forward the registration form a month prior to the meeting (**Registration is Required** for you to attend).

If you have any questions, please contact Parish Financial Services at (206) 382-7316 or parishfinancialsvcs@seattlearch.org.

October 15, 2014: Parish Finances/ Bookkeeping, Benefits, Human Resources and Safe Environment.
November TBA: Budgets/Taxes/Finances, Property and Construction.
January 21, 2014: Office of Stewardship and Development, Benefits Re-Cap and Human Resources Re-Cap (available for those who could not attend in October)

ARCHDIOCESE OF SEATTLE

PARISH FINANCIAL SERVICES

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Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

parishfinancialsvcs@seattlearch.org

Emily Lee: Office Coordinator/Database Specialist
(206) 382-7316

emily.lee@seattlearch.org

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(206) 382-4585

Scott.bader@seattlearch.org

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(206) 382-4573

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Loretta Griffin: Savings & Loan Manager

(206) 382-4501

lorrettag@seattlearch.org

Justin Schrier: Savings & Loan Accountant

(206) 382-4845

Justin.schrier@seattlearch.org



PARISH STEWARDSHIP

It's Time to Register!

Parish Stewardship Commitment Renewal

Come and see the latest and greatest ways to ensure a successful Stewardship of Treasure campaign for your parish! Discover proven ways to increase both the active engagement of your parishioners and your parish's Ordinary Income. Get your new campaign posters and enjoy a free meal, too!

These Commitment Renewal Training Sessions are only a few weeks away, so

Register Now!

Go to - www.seattlearchdiocese.org/train

Questions? Please contact Steve Homiack

206-903-4619 or 1-866-381-2033

THE PARISH ANNUAL REPORT WAS DUE ON AUGUST 15, 2014!

Thank you to the parishes that have already sent in the complete report.

If you have not, please send the completed report **ASAP!**



CALLED TO PROTECT: TRAIN-the-TRAINER CERTIFICATION CLASS

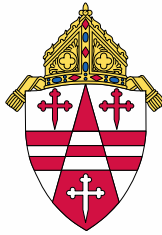
If your parish/school does not have a certified *Called to Protect* trainer who is able to facilitate classes for your community this year, please identify someone who can attend *Called to Protect Train-the-Trainer* on **SEPTEMBER 22ND & 29TH**. Information and Application are attached. Please note: 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. Applications are due by September 15th.

SEP COORDINATOR WEB CONFERENCE FOR NEW AND RETURNING COORDINATORS

If you are the SEP Coordinator for your parish or school, please consider participating in one of the SEP Coordinator Web Conferences. The first webinar will take place, **Tuesday, September 16th at 10:00am**. There will be additional sessions this Fall on 10/16 and 11/12. This webinar is intended for all new and existing Safe Environment Coordinators, the web conference will be an opportunity to review SEP requirements and policies. 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.

SAFE ENVIRONMENT ONLINE REFRESHER COURSE 2014-2015

This year's refresher course is under final review and we expect it to be uploaded into the system by September 1st. Information will be sent to the SEP Coordinators when it is available.



July 2014

Dear Brother Priests and Pastoral Coordinators,

I'm writing today to remind you that the final Build Hope collection will be conducted on the weekend of September 13-14 and to urge your support for this important special collection.

As you know, the Presbyteral Council approved a change in the collections calendar beginning in 2015, replacing Build Hope with the Catholic Campaign for Human Development (CCHD) in September and creating the NORTHWEST CATHOLIC/Catholic Communications Campaign special collection in January. Because other collections were consolidated, this change did not increase the number of annual collections.

Replacing Build Hope will allow us to increase support in the future for the many worthy CCHD projects while creating an ongoing source of funding that will be credited directly toward the NORTHWEST CATHOLIC portion of parishes' ACA responsibility. Until that change occurs, however, the 2014 Build Hope collection is the only means of supporting national and local CCHD grants and the archdiocesan contribution to the 2014 Catholic Communications Campaign.

The Catholic Campaign for Human Development brings poor and marginalized people together to solve local problems and improve their lives and neighborhoods. It truly carries out Jesus' mission to bring glad tidings to the poor, and in the Archdiocese we have benefited from significant CCHS national grants. The Catholic Communications Campaign supports a wide range of local and national media initiatives that bring the human family together by sharing the Good News. *I urge you to give your energetic support to the Build Hope collection this fall.*

If you have any questions regarding Build Hope, CCHD or NORTHWEST CATHOLIC collections, please contact J.L. Drouhard (206-382-4869 or jld@seattlearch.org) or Greg Magnoni (206-382-4862 or gregm@seattlearch.org).

Thank you for your understanding and support.

Sincerely in Christ,

Most Rev. J. Peter Sartain
Archbishop of Seattle



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: 2014

2014 SAFETY TRAININGS

The Office of Property and Construction Services and Human Resources team up to present the Annual Safety Training which is a requirement for all maintenance personnel in the Archdiocese in accordance with the Department of Labor and Industries Standards. Here are the dates and locations:

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

9/24/14 – Our Lady of Perpetual Help - Everett (Wednesday)

9/26/14 – St. Rose - Longview (Friday)

10/1/14 – St. Ann - Tacoma - (Wednesday)

10/3/14 – St. Madeleine Sophie - Bellevue (Friday)

10/10/14 - Catholic Archdiocese of Seattle (Friday)

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

This year, both the red Safety and Accident Prevention binder and AHERA binder need updating. One representative of each parish/school must bring the red Safety binder and if your location is an active Catholic School, the AHERA binder. These binders will be sent back with the employee at the end of each day's training.

Safety Training 2014

Name: _____ Parish/School (City) _____

Site Attending : _____ Date: _____

Attendee/s : _____



Parish Human Resources Policies

Agreement Form

My signature below certifies that I have been provided information on how to access the Parish Human Resources policies via the Archdiocesan website/Human Resources/Manager's Toolkit/Policies. I agree that I will read the policies in order to be informed about them and I will abide by them. If I do not have access to a computer, I understand that I can request a printed copy of the policies from my parish. I will ask my pastor, priest administrator, appointed pastoral leader, or his or her delegate, if I have any questions regarding any of the information contained in these human resources policies.

I understand that the purpose of these policies is to educate employees about the human resources policies of the Archdiocese of Seattle. This is not an employment contract.

I understand that these policies represent the current human resources policies and benefits; the Archdiocese of Seattle reserves the right to change these policies at any time without prior notification to employees.

I understand that this signed agreement will be maintained in my personnel file.

Employee Signature

Date

Employee Printed Name

*Archdiocese of Seattle
Human Resources Office
710 9th Avenue - Seattle, Washington 98104
Tel. 206-382-4570 Toll free 800-261-4749 Fax 206-382-4267
HR@seattlearch.org*



Archdiocese of Seattle Safe Environment Program

Called to Protect: Train-the Trainer

September 22 & 29, 2014

No particular educational background is needed to be a *Called to Protect* Trainer. Successful trainers may include clergy, religious, employees or volunteers who share a commitment to protecting children. Teachers, counselors, case workers or health care professionals also make great trainers.

Qualities of a Successful Safe Environment Trainer:

- | | |
|---|---|
| ⊕ Comfortable speaking/presenting in public | ⊕ Comfortable discussing sexual issues |
| ⊕ Level headed when under stress | ⊕ Able to maintain confidentiality |
| ⊕ Emotionally and psychologically stable | ⊕ Motivated to participate in the program |
| ⊕ Compassionate towards others | ⊕ Current with Safe Environment training |
| ⊕ Reasonably objective about sexual abuse | ⊕ Willing to attend training updates |

Approved trainers will participate in a two-day Train-the-Trainer certification that will prepare them to lead any of the *Called to Protect* trainings in parishes, schools or other archdiocesan agencies.

Called to Protect: Train-the-trainer is a two-day class and participants must complete both days in their entirety.

Cost of training is paid for by the Archdiocese of Seattle. Lunches and all training materials will be provided free of charge. *Cancellations must be made within 24 hours of the training or the participant's parish or school will be charged a \$25.00 cancellation fee.*

All trainers must obtain an endorsement from the appointed pastoral leader (Pastor, Priest Administrator, Pastoral Coordinator or Principal) who must sign the application.

Application may NOT be signed by PAA or SEP Coordinator.

****Clergy who wish to become a trainer must obtain prior approval from Archbishop Sartain.****

Safe Environment Program • 710 – 9th Avenue • Seattle, WA 98104 • Fax: (206) 382-4267
For more information, call (206) 274-3188 or (800) 261-4749 or email sep@seattlearch.org.



Archdiocese of Seattle

Safe Environment Program

Called to Protect Trainer Application

September 22 & 29, 2014

Please print:

| | | |
|----------------|------------|------------|
| Name | | |
| Address/PO Box | | |
| City | State | Zip |
| E-mail | | Home Phone |
| Work Phone | Cell Phone | |

| | | |
|---|---------------------------------|---------------------------------|
| Parish/School: _____ | <input type="checkbox"/> Parish | <input type="checkbox"/> School |
| Are you a: <input type="checkbox"/> Employee (Title)_____ <input type="checkbox"/> Volunteer <input type="checkbox"/> Parent/Community Member | | |
| Languages you are competent to teach in: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean | | |
| Why are you interested in being a trainer for the Safe Environment Program? | | |
| Describe your public speaking/facilitation experience. | | |
| What other skills, certifications or experience do you have that would help you to be an effective SEP trainer? | | |
| Are you able to handle emotional situations without becoming emotionally involved yourself? If yes, describe how and/or experience in doing so. | | |
| How comfortable are you discussing sexual misconduct and abuse? | | |

Applicants Signature

Date

*Pastor/Priest Administrator/Pastoral Coordinator/Principal Endorsement Signature

Date

*All applicants must receive an endorsement by the **Pastor, Priest Administrator, Pastoral Coordinator or Principal**.
Clergy who wish to become a trainer must receive prior approval from Archbishop Sartain.