

PARISH FINANCIAL SERVICES NEWSLETTER

October 2014

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ARCHDIOCESE OF SEATTLE

INSIDE THIS ISSUE:

Updates to Safety Binder	2
World Mission Sunday 2014	2
Parish Stewardship Renewal Campaign	2
Fulcrum School Assistance Application Acceptance	3
Archbishops Advent Booklet	3
Congratulations Scott Bader	3
Insurance Claims reporting procedure	4
ACA 2014 update	4
Claims reporting flow chart	5
Incident report form	6

Just a reminder to send in the hard copy of the withdrawal request form you email or fax in to the PRF. We need this for our files no later than 7 days from the day you sent in the request.

New Email Server for the Chancery: Secure web mail

<http://www.seattlearchdiocese.org/assets/it/securewebmail.pdf>



In order to protect the personal and financial information of Archdiocesan employees, volunteers, students, and others who do business with us, we have implemented encryption requirements on email messages leaving our mail server. If a message is sent which contains privileged or confidential information, the message must be transmitted in an encrypted form. If our mail server is unable to establish an encrypted connection to yours, you will instead receive a message notifying you that a secure email has been sent. This message will contain instructions for how to access the information you were sent.

If you have not previously created a Secure Web Mail account, the first message you receive will be a welcome notice. Click on the Activate your personal account link (in blue text in the email message) to set up an account on the Archdiocesan Secure Web Mail server.

If you have questions or concerns, do not hesitate to contact the Archdiocese of Seattle – Chancery Help Desk at 206.382.4351 or helpdesk@seattlearch.org

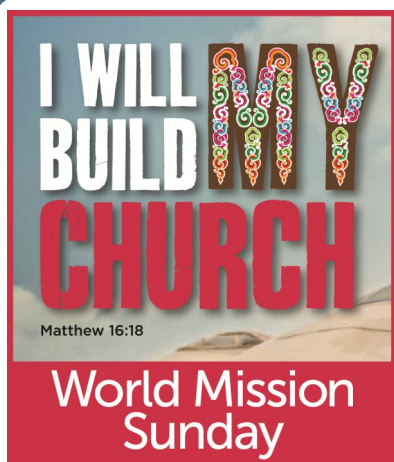
Welcome Maggie Parros: Insurance Program Administrator

If you called about insurance and Ed Williams was not around, you may have noticed a new voice on the phone. That would be Maggie Parros who, in addition to serving as the Administrative Assistant to CFO Frank Feeman, is our Insurance Program Administrator. She is and will be assuming most of the administrative duties as we continue the transition from CMG to Gallagher. Maggie is a parishioner at St. James Cathedral and has two children, Michael who is a Junior at the United States Military Academy—West Point and Alexis who is a senior at Holy Names. She brings significant experience as an administrator in both for-profit and non-profit entities. Maggie's phone number is 206-274-3120 and e-mail maggie.parros@seattlearch.org.

-Ed Williams (Interim Insurance Program Manager)

“Please note, there have been updates to the Archdiocesan Safety and Accident Prevention Program,” known as the Safety Binder. Please consult the Archdiocesan Website (www.seattlearchdiocese.org/Archdiocese/Property/) for the updates, or call the

Property and Construction Office for further information: 206-382-4851.”



World Mission Sunday 2014

World Mission Sunday, celebrated in every parish in the world, took place the weekend of **October 18-19th**. Spiritual and material sharing enables all of us, rich or poor, to be evangelized and to serve.

Parish staff: please send your parish check, with “World Mission Sunday” referenced in the memo, to the Missions Office at 710 9th Ave Seattle WA, 98104. We ask that you please do not combine checks. Do not hesitate to contact the Missions Office with any questions, (206) 382-4580 or missionsoffice@seattlearch.org. Information on how donations are used by recipient pontifical and episcopal organizations can be found at our web site: www.seattlearchdiocese.org/missions. Thank you! -Missions Office staff

PARISH STEWARDSHIP

Parish Stewardship Renewal Campaign



Online Pledge Cards!

The Stewardship of Treasure Commitment Renewal is upon us. As many of you know, we’ve created an online pledge card that works with most parishes’ websites. If you haven’t done so already, please visit this [link](#) to download the files and instruction sheet. The majority of the instructions are primarily directed at your IT/Webmaster for installation on your web-page.

Year-Round Resources

Just a reminder that you can find many year-round resources by visiting the following [link](#) and simply clicking on Time-Talent-Treasure.

We’re Here to Help

If you require any more information or need additional materials, please contact us in the Parish Stewardship department at 206-382-4271 or email at: parishstewardship@seattlearch.org As always, we’re here to help you!

Fulcrum Foundation's Assistance to Schools in Need Program **– Applications now being accepted!**

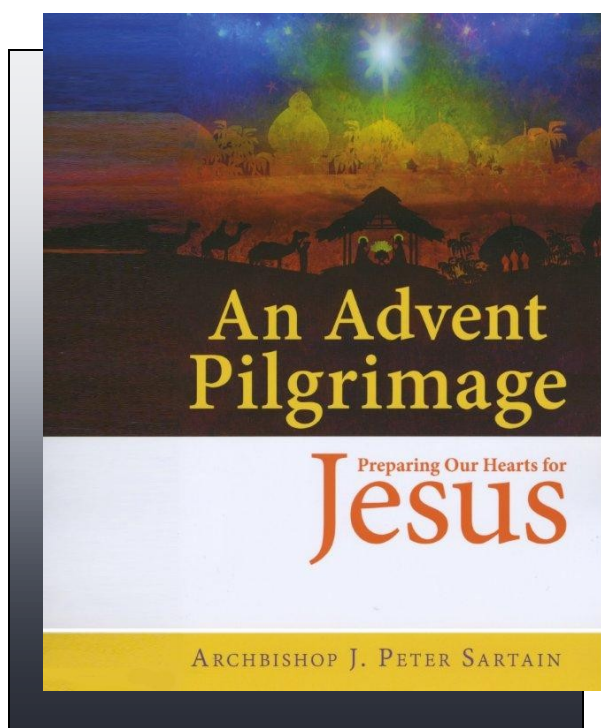
Page 3

The Fulcrum Foundation's Assistance to Schools in Need Program is designed to assist schools facing financial challenges including anticipated budget deficits, capital projects (planned and emergency) and one-time expenses related to maintaining the excellence of the academic offerings of the school.

Any school in the Archdiocese of Seattle is eligible to apply for a grant through this program. The maximum amount that a school may apply for is \$50,000. Grants awarded through this program are intended for needs in the following categories:

- Budget – anticipated budget deficit at fiscal-year end
- Capital Projects – planned, emergency or other critical updates to facility
- Expenses – one-time or unanticipated costs related to maintaining the excellence of the academic offerings of the school

The application is available for download on Fulcrum's website (www.fulcrumfoundation.org). Applications must be mailed (postmarked) by October 31, 2014, to be considered for funding. All applicants will receive notice of the outcome of their request in late January 2015. For more information, please contact Susan Ocoma, Fulcrum Foundation Programs Manager, at (206) 748-7988.



A collection of Advent-themed reflections by Archbishop J. Peter Sartain, "An Advent Pilgrimage: Preparing Our Hearts for Jesus," will be arriving over the next three weeks in parishes. The booklet is a free gift from the archbishop for all Catholics in Western Washington.

The booklet, published by Our Sunday Visitor, includes columns the archbishop has written over the years for the diocesan publications of Little Rock, Arkansas; Joliet, Illinois; and Seattle.

Archbishop Sartain asks that you distribute the booklet in whatever manner best suits your parish. Quantities will vary depending on the number of households in each parish. If you run short, a small number of additional booklets will be available by request while quantities last.

Those who enjoy the booklet may also enjoy Archbishop Sartain's book-length compilation of columns published in 2014. Titled "A Journey to the Heart of Jesus: Guideposts along the Way," the book is available through Our Sunday Visitor and other major booksellers.

Please contact the Office of Communications at 206-382-4826 if you have questions or need further information.

Congratulations Scott Bader!

October, Scott Bader was presented with the Bishop William G. Connare award for his 19 years of service and leadership as the Stewardship Director for the Archdiocese of Seattle. Great job Scott! We are excited for your new tenure at PFS!

At the International Catholic Stewardship Council Conference in



Insurance Claims reporting procedure

We have received some questions regarding the new claims reporting procedure. It is more formal than the previous arrangement but we think it is efficient. The attached chart indicates the steps to take and the disposition process for the incident/claim. One thing to note, it will help speed things up if you complete the Incident Report form prior to calling Sedgwick - (http://www.seattlearchdiocese.org/Assets/PFS/5051_IncidentReportingForm.pdf) That should insure that you have all the necessary information before making the call. We know these changes are difficult and we do appreciate your continuing cooperation. -Ed Williams



2014 Update:

This week the ACA office mailed 840 letters to follow up with donors who made a pledge to the 2014 appeal but have not yet made a payment. These donors have a total of \$330,000 in outstanding pledges. This effort last year collected ½ of the outstanding amount that could have otherwise gone uncollected, which would have reduced the amount of rebates to our parishes.

The Annual Appeal office will continue to send campaign and rebate status reports on a monthly basis. Individual detailed donor reports are uploaded through ShareFile on the last Thursday of each month or you may request one at any time. Email your requests to aca@seattlearch.org or call us at 206-382-4274 or 800-809-4921. Thank you!

The 2015 Campaign Dates and Leadership Sessions are set - Mark Your Calendar!

Appeal Kickoff Weekend - April 19, 2015
Presentation/Ask Weekend 1 - April 26, 2015
Presentation/Ask Weekend 2 - May 3, 2015
Follow-Up/Ask Weekend 1 - May 10, 2015
Follow-Up/Ask Weekend 2 - May 17, 2015

2015 ACA Leadership Training Sessions (12-3pm, lunch included) Registration will begin in January.

1	February 17	Tuesday	Isaac Orr, Seattle
2	February 19	Thursday	St. Cecilia, Bainbridge Island
3	February 20	Friday	St. Thomas, Tukwila
4	February 26	Thursday	St. Charles, Burlington
5	February 27	Friday	St. Charles Borromeo, Tacoma
6	March 5	Thursday	St. Rose, Longview
7	March 6	Friday	Isaac Orr, Seattle
8	March 11	Wednesday	Sacred Heart, Lacey
9	March 12	Thursday	St. Pius X, Mountlake Terrace
10	March 13	Friday	St. Madeleine Sophie, Bellevue

ARCHDIOCESE OF SEATTLE

PARISH FINANCIAL SERVICES

710 9th Ave
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

parishfinancialsvcs@seattlearch.org

Scott Bader: Director of PFS
(206) 382-4585

Scott.bader@seattlearch.org

Sarah Diama: Assistant Director of PFS
(206) 382-4573

sarah.diama@seattlearch.org

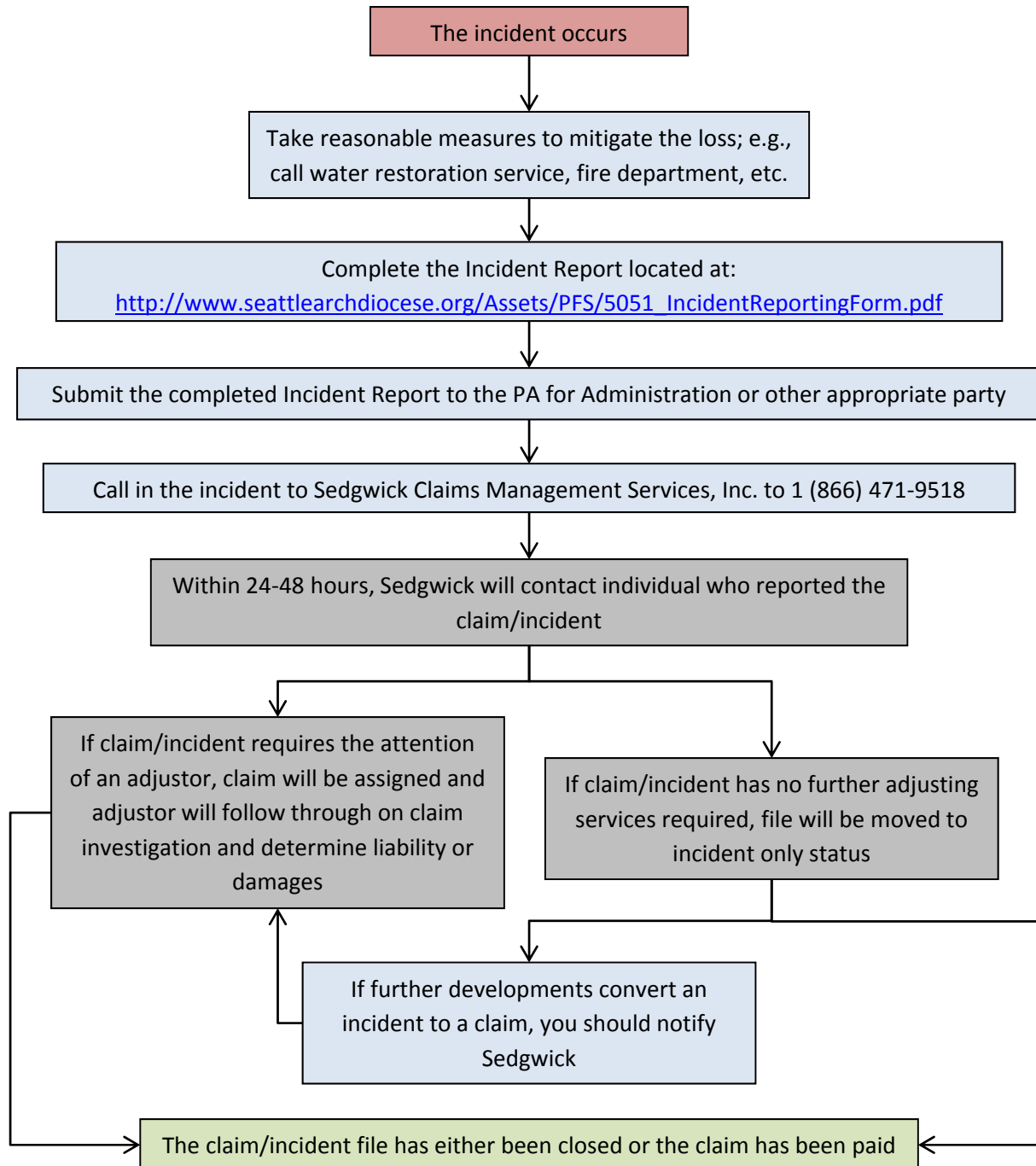
Loretta Griffin:
Savings & Loan Manager
(206) 382-4501
lorrettag@seattlearch.org

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

Emily Lee: Office Coordinator/
Database Specialist
(206) 382-7316
emily.lee@seattlearch.org

Corporation of the Catholic Archdiocese of Seattle

Property and Liability Insurance Claims Reporting Process
July 1, 2014 to July 1, 2015



Corporation of the Catholic Archbishop of Seattle

Property or Liability Incident Report

Send this report to:
 Sedgwick Claims Management Services
 Phone: (866) 471-9518
 Fax: (503) 412-3990



Report Prepared By:		Title:	Phone No:
Type of Incident (theft / injury / property damage / etc.):			
Location Name:			
Location Address:		City:	Zip:
Incident Date:	Time:	Weather Conditions:	
Parish ID #:			
Who Reported Incident to you?			
Description of Incident:			
Action Taken:			
CLAIMANT INFORMATION			
Name(s):		Work Phone No.:	
		Home Phone No.:	
Resident Address:		City:	Zip:
Claimant's Version of Incident:			
Injuries/Property Damage:			
Damage to Our Property (be specific):			
WITNESSES			
Name:		Work Phone No.:	
		Home Phone No.:	
Resident Address:		City:	Zip:
Name:		Work Phone No.:	
		Home Phone No.:	
Resident Address:		City:	Zip:
Investigating Officer/Agency:		Report No.:	
Reported to:		Date:	
Signed:		Date:	

Attachments:

Photographs

Statement Form