

PARISH FINANCIAL SERVICES NEWSLETTER

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NEW VEHICLE DONATION PROGRAM



We are excited to announce our new Vehicle donation program powered by CARS, Inc.! Do you have a parishioner that would like to donate their vehicle for the benefit of your parish, parish school or Archdiocesan campaign? Our new program will help the donor through this process of selling their car, including all the paperwork and tax receipts needed for filing. Please forward your parishioners to call our toll free number (800)407-GIVE (4483) or our website:

<http://www.seattlearchdiocese-cardonations.org/>

80% of the sale of the vehicle (after towing and auction costs) will go back to you or where the donor designates their gift to benefit to!

For questions, call Emily Lee at PFS (206) 382-7316 or emily.lee@seattlearch.org

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 recently 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 16, 2015.

REGISTER FOR THE 2015 ANNUAL PAA GATHERING!



Please join us this year April 15 & 16th at the Archbishop Brunett Retreat and Faith Formation Center at the Palisades. **Registration online only:**

<http://events.constantcontact.com/register/event?llr=6a7puncab&oeidk=a07eajjvgr1e052ae57>

Sign up soon! Overnight accommodation space is limited! This year we are offering an additional free night stay on the evening of April 14th. Details in the online registration. Please contact Helen Nguyen at the Retreat Center for any questions regarding accommodations at the retreat center: (206) 748-7991.

Here is a sneak peak at our agenda for this year.

Day 1: Wednesday April 15, 2015

- Registration, Welcome, Introduction, Prayer
- “Parish Strategic Planning Effort”-Dennis O’Leary
- Keynote: Fr. Gary Zender: “Diversity”
- Mass, Lunch
- Office of Stewardship & Development
- Missions office
- Schools
- Insurance Overview
- Social, Dinner, Prayer



Day 2: Thursday April 16, 2015

- Breakfast
- Human Resources
- Benefits Services and Payroll Office
- Parish Financial Services, Finances
- Lunch/Departure



New Insurance Forms online: Please note that Parish Financial Services no longer handles Property and Liability Insurance items. You may find the new insurance/waiver forms at:

<http://www.seattlearchdiocese.org/Archdiocese/Insurance/forms.aspx>

All inquires, discrepancies and updates must be sent to Maggie Parros, Insurance Program Administrator at (206) 274-3120 or maggie.parros@seattlearch.org.

Parish Revolving Fund reminder: To deposit to your PRF account, please make checks payable to “PRF” or “CCAS” (for ARF accts). For questions, please contact Loretta Griffin at (206) 382-4501 or Justin Schrier at (206) 382-4845.

APPLY FOR A GRANT FOR YOUR PARISH THIS LENT:

Here we are in Lent, and the CRS Rice Bowl Lenten program is well underway in 100% of parishes (and many schools) in this archdiocese—woohoo!

Did you know?

Seventy-five percent of Rice Bowl donations are used by Catholic Relief Services overseas for development projects, such as small loans for women in the poorest areas of the world. (Visit the CRS web site to learn more!) **Twenty-five percent** of the funds stay in each diocese for local projects. \$491,495.83 was raised in the Archdiocese through Rice Bowl in Lent of 2014, and so \$122,873.96 was made available for over 225 grants in western Washington. For a list of all Rice Bowl grant recipients in 2014, visit www.seattlearchdiocese.org/ricebowl.



Does your parish receive a Rice Bowl grant yet?

Does your parish ... run a meal program? Support a food bank? Have (or want to start) a community garden? Connected to a St. Vincent de Paul Conference? If the answer is *yes* to any of those questions, then consider applying for a Rice Bowl grant.

The process for Catholic Relief Services Rice Bowl grants in 2015 opens March 9th! The application materials are included below and also available on our website: <http://www.seattlearchdiocese.org/ricebowl>.

The deadline for submitting a Rice Bowl grant application to the Missions Office is **Friday, May 8, 2015**.

Thank you for your service to your community!

-your Missions Office staff



missionsoffice@seattlearch.org; (206) 382-4580; (800) 869-7028 www.seattlearchdiocese.org/missions

Catholic Campaign for Human Development; Catholic Relief Services; Pontifical Mission Societies

Like us on Facebook!



CHANGES TO SACRAMENTAL RECORDS



There has been a policy change in the Sacramental Records section of [Many Gifts, One Spirit](#). **SR 11** and **SR 12**, the rules that define the length of access restrictions to sacramental records have changed from 75 to 90 years. Please let your sacramental records delegates know of this change. Questions can be sent to Archives and Records Management.

☎ 206.382.4352 | 📠 206.957.6675 | ✉ seth.dalby@seattlearch.org

FROM THE OFFICE OF PROPERTY AND CONSTRUCTION SERVICES

Our office is trying to find ways to assist the parishes with the Annual Tax Exemption Renewals and the County Tax and Fees Assessments. Due to the complexity of the situation, the next couple of years, we will be including more information that will assist you in processing these items. Contact Annie Roy if you have questions. annier@seattlearch.org or 206-382-4283 (1-800-809-4923)



The Leadership Sessions have begun!

There's still time for you to register if you haven't already!

We are asking that the Pastor/Pastoral Leader 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 have many things we need to update you on including the QR code, email, smart phones, website, NEW segments and more!

2015 SESSION CALENDAR – All sessions are from Noon-3pm with lunch included

Register now www.seattlearchdiocese.org/leadership

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

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Justin Schrier:

Savings & Loan Accountant

(206) 382-4845



Memo

To: Parish, School and Agency Administrators, Principals and Pastors

From: Geralyn Mirante-Marley

Date: February 12, 2015

Re: Communication Plan for 7-1-2015 Plan Changes

As you can imagine, we are very busy working on our July 1, 2015 plan changes. Our priority right now is getting all renewal decisions final and working out required system issues and related processes and procedures. We are also working very hard on interpreting and confirming how to apply the employer mandate rules under the Affordable Care Act (ACA) and to implement the change in our eligibility from twenty to thirty hours. In addition to what was included with this year's budget letter, our communication plan thus far has included:

- A video regarding the plan changes (still available on the Ultipro home page)
- A leadership bulletin
- An announcement newsletter to employees
- A memo to locations to verify how we're calculating the 30-hour threshold and the employees who may be impacted by this change
- An email blast to principals letting them know that a .75 FTE equates to an average of 30 hours per week.

The following pieces are currently in the drafting phase:

- A brochure on how to find other insurance coverage
- A newsletter to those employees who we believe will lose coverage due to the change in eligibility from 20 to 30 hours. These employees will get the brochure with the newsletter.
- Questions and Answers (this will be ongoing).

We expect to finish the first two pieces soon. We're working out some interpretations on how to apply some of the ACA measurement rules to new hires. Once we come to agreement with our consultants and legal advisors, we will push forward to complete these two pieces.

Other communication items that we are planning but have not started yet include:

- A leadership bulletin devoted to the new eligibility rules
- An annual rate memo (targeted for March 15 as usual.)
- Our annual Employee Open Enrollment newsletter (targeted for the third week of April).
- Memos on how we expect to apply the new plan changes to Vowed Religious and Priest Externs

There are likely to be more newsletters and webinars and training for PAAs and bookkeepers. Stay tuned on this. We need to get more pieces in place before we can focus on creating our plan for this.

One thing we will not be doing this year is our Total Compensation Report. This usually goes out in March in advance of the employee Open Enrollment materials. We hope to do this again next year. The main reason for not doing this is that we need to revise them to be produced from our BenefitFocus and Ultipro systems and we need time to do that.

In closing, I invite you to help inform the content of our future communications by sending questions you may have or are getting from your employees. Please send them in an email to BenefitsServices@seattlearch.org *with the subject line of Open Enrollment questions.*

We will keep track of these and use them for our Questions and Answers as well as to help shape the content of our future communications. Thanks so much for your patience as we get all the pieces in place for July 1, 2015.

Best Practices in Shared Parishes and Catholic Schools

*So That They
May All Be One*



Rev. Stephen Dudek
Diocese of Grand Rapids

Stephen S. Dudek is a priest of the Diocese of Grand Rapids, Michigan. Currently he is pastor of two culturally diverse parishes and is the associate director of the Hispanic Ministry Office for his diocese. He teaches Cross Cultural Ministry for Aquinas College and the Instituto Cultural de Liderazgo en el Medio-Oeste (ICLM).

Alejandro Aguilera-Titus is Assistant Director of the Secretariat for Cultural Diversity in the Church at the U.S. Conference of Catholic Bishops. He has twenty five years of experience in ministry with a strong emphasis on leadership development and formation, catechesis, pastoral planning and ministry with young people.



Alejandro Aguilera-Titus
USCCB

When: March 12, 2015

Where: St. Louise, Bellevue

Time: 9:00AM - 4:00PM

DESCRIPTION: This workshop was developed based on the responses of a recent study among a group of pastors who achieved a high level of integration and inclusion in the parishes where they serve. These recommendations help pastors and their pastoral teams respond to challenging ministerial situations and growing demographic changes. It identifies pastoral responses and proven best practices in relation to intercultural competencies in attitudes, knowledge, and skills. It helps parishes discern pastoral planning strategies and opportunities that will lead to a higher level of stewardship. It also provides practical recommendations for Catholic Schools seeking to invite and retain families from underserved communities. Intended for Pastors and pastoral staff, Directors of Religious Education, Parish Council Members, Evangelization Team Leaders, Principals and school staff, and any ministry leader interested in building unity in a culturally diverse parish.

For more information, contact

Isaac Govea Tel. 206-382-4825 | Email: isaacg@seattlearch.org

Philip Tran Tel. 206-382-4828 | Email: philipt@seattlearch.org

To register online, visit: <https://adobeformscentral.com/?f=sEx6xd%2A4QCpl3P-PTVGqSA>

SCHEDULE

What would participants gain?

- 1. Achieve a better understanding of the dynamics at play in intercultural settings**
- 2. Identify and practice intercultural competencies: skills, knowledge and attitudes**
- 3. Learn best practices for intercultural ministry in different ecclesial settings: parishes, schools and diocesan ministries**

09:00 Introductions

09:05 PRAYER – Enlargement of Our Tent

09:20 BLOCK 1 – Intercultural Sensitivity and Competencies

10:30 Break

10:45 BLOCK 2 – Spirituality and Praxis for Intercultural Ministry

12:00 Lunch

12:45 BLOCK 3 – Best Practices: Mission, Welcome, Growth and Relationships

02:00 Break

02:10 BLOCK 4 – Best Practices: Mentorship, Decision Making, Sharing Resources and Stewardship

03:30 Next Steps

03:45 Evaluation and Final Remarks

04:00 Adjourn



CATHOLIC RELIEF SERVICES
Archdiocese of Seattle

Application Deadline:
May 8, 2015



Email to
missionsoffice@seattlearch.org
or mail to:
CRS/Rice Bowl Grant
Missions Office
710 9th Avenue
Seattle, WA 98104

www.seattlearchdiocese.org/missions

2015 RICE BOWL GRANT APPLICATION

Before filling in the application below, please read the Criteria and Guidelines.

DATE: ____/____/2015	AMOUNT OF GRANT REQUEST (limit of \$500): \$ _____
NAME OF PARISH OR ORGANIZATION: _____	
ADDRESS: _____	CITY: _____ ZIP: _____
CONTACT PERSON: _____	POSITION/TITLE: _____
DAYTIME PHONE: _____	EMAIL: _____
WEBSITE ADDRESS (if one exists for your organization or project): _____	
Name of program or project (if applicable): _____	
Address (if different from above): _____ CITY: _____ ZIP: _____	

New Applicants Only - List two persons or organizations, independent of your program, project, organization, who could give information regarding your efforts.

1. Name: _____	2. Name: _____
Daytime phone: (____) _____	Daytime phone: (____) _____
E-Mail Address: _____	E-Mail Address: _____

How did you hear about this grant? _____

ONLY Catholic parishes need to complete this shaded section.

For applications made by a parish, the appropriate parish staff person's signature is required indicating his/her knowledge and approval of the grant application.

Signature: _____ Date: ____/____/2015

Name (please print): _____ Title: _____

NAME OF ORGANIZATION OR PARISH: _____

PROGRAM DESCRIPTION: Please tell us (1) your present services;
(2) number of volunteers and/or paid staff;
(3) approximately how many people you serve.

Please feel free to attach additional information.

What was your total program income, last year? \$ _____ How much of this was for food? \$ _____

What is your present source(s) of funding for FOOD ONLY? (Government, private donations, etc.)

Describe how RICE BOWL funds would be used.

If your application is approved, the process for receiving the award check will be done in the following manner:

Parishes: The check will be made payable to your parish, designated for the program, and mailed to the parish office. ***A copy of the disbursement letter will be sent to the contact person.***

Catholic Community Services/Catholic Housing Services: One check for all CCS/CHS awardees will be made payable to the corporation and will be mailed with an award letter to the finance offices for CCS and CHS. ***A copy of the letter and list of awardees will be sent to each program contact person.***

ALL OTHER ORGANIZATIONS: The check will be made payable to and mailed to the organization or its fiscal agent. Checks cannot be made payable to an individual.