

PARISH FINANCIAL SERVICES NEWSLETTER

Volume: 12, Issue: 6

FROM THE OFFICE OF PFS:

Mass Counts:

Its summer, and the folks who we rely on the most for appropriately handling money at Mass are not there as regularly. And I've also seen and heard about some 'slippage' in how our ushers and sacristans and others appropriately handling the collection.

PLEASE remind your (head) ushers, sacristans, and anyone else who may be handling the collections of our rules (Parish Accounting Manual, page 10A)

-once the collection is taken up, it must ALWAYS be in the presence of at least two unrelated people, until properly placed in the tamper-evident bag.

-all collections MUST be put in pre-numbered tamper evident bags (one for each mass), either in the back of church immediately after the collection or when they remove the basket from the altar.

-both of those adults must sign the tamper evident bag and write the date and the Mass time from which it was collected on the bag with a permanent marker. They should also write this information on the bag log.

(And then, of course, the bag should not be opened until it is in the presence of the collection counters.)

Also, a reminder – with more people away on vacation than at other times of the year - to make sure you have enough collection counters to conform with the collection counting requires.

-Thank you for all you do to ensure our money handling procedures are followed.

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PFS Best Practices Online Videos:

Missed Tiffany Couch's video from PAA Days? Now you can find it on YouTube as well as 3 training videos Scott created for Finance councils: <https://www.youtube.com/channel/UCdhd4H7IDW5qBUlbKYVGwOw>

Stay up to date on new Best Practices documents, handouts and videos (found at the bottom of the webpage):

<http://www.seattlearchdiocese.org/Archdiocese/PFS/pfsmanual.aspx>

HR: EMPLOYEE CLASSIFICATION PRIMER:

Why paying employees the right way is more important than ever!

For anyone responsible for hiring and employee payroll administration - please read the enclosed document to better understand the legalities of accurate employee classification. Do you often wonder whether your employee is exempt or non-exempt? An independent contractor or an employee? This paper gives great insight into those questions.

Have more questions??? Please contact Jennifer Clemens at jennifer.clemens@seattlearch.org or Matt Boswell at matt.boswell@seattlearch.org for additional information and clarification.

http://resources.payscale.com/rs/payscale/images/whitepaper_EmployeeClassificationPrimer.pdf



Safe Environment Launch Date Is Upon Us!

Safe Environment Coordinators,

By now, you should all be aware that our transition to the Virtus training and database platform is well underway and less than two weeks away.

As of **July 1st, 2015** Setanet will no longer be the database we use to track compliance.

A few items to remember as we move forward:

- Virtus/SEP office will be sending you your log-on credentials to Virtus within the next two weeks.
- Instead of utilizing a manual to understand how to manage your Safe Environment responsibilities, we have created a new and updated Safe Environment website in which we have included a COORDINATOR'S TOOLKIT to help you implement the Safe Environment Program at your location (**launching 7/1.**)
- All existing participants in Setanet are being transferred to the Virtus database. They will be grandfathered in and will not be required to attend an in-person Virtus foundation class if they have already attended a *Called to Protect* for Ministries class.
- Only new employees and volunteers will need to sign up for the Virtus *Protecting God's Children* class (which will be our new foundation course after July 1.)
- New participants (employees and volunteers) will enter their own background check information.
- New participants will sign off on the SEP Policy and Code of Conduct electronically through the Virtus online registration platform.
- Parish and school SEP Coordinators will be able to see all participants within the Archdiocese of Seattle.
- During the first week of July you will receive a packet of information from our offices which will provide detailed information on how to manage the Virtus database. After July 1, all of this information will also be available on the Safe Environment Website.

Our office anticipates that, like in any transition, we may hit some bumps along the way. We are committed to providing any assistance you may need. Do not hesitate to call our office for any reason: (206) 274-3188.

We appreciate all your efforts in helping to make this happen!

Sincerely,

Jenna Gardner
Safe Environment Coordinator

INSURANCE FORMS ONLINE AND POLICY UPDATE:

Please visit the Archdiocese Insurance Property and Liability website for the latest waivers:

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

We also have a new policy: International Medical Insurance is required for all International travel by students, parishioners and employees on trips sponsored by parishes or schools.

The website should help answer any questions or contact Maggie Parros, Insurance Program Manager (206) 274-3120, maggie.parros@seattlearch.org



Are you still short of your Annual Catholic Appeal goal OR do you want to increase your rebate this year?

These Continued "Asks" from you are CRITICAL for your success!

Follow-up by continuing to ASK at ALL Masses throughout June

The final pastor follow up letter to those who gave last year but not yet this year should have been mailed out Tuesday, June 16th. (refer to ACA manual for details)

**Encourage all to participate and remember, the \$1 a day/\$365 "ask" works!
To date, we have more than \$1.2 Million just in the donors who have given \$365!**

THANKS FOR ALL YOU DO!

We are here to serve and help you – call us if you need our help:

Maggie Stiles: 206-382-4274 or Monica Lewis: 206-382-4353 or Toll Free: 800-809-4921



Please Save the Date!

Below you will find the schedule for the Parish Stewardship Yearly Commitment Renewal Training Sessions. Now is a good opportunity to mark on your calendar the time and place of the session you plan on attending. Later in the summer, you will be able to officially register:

All sessions are from noon to 2:30 pm and include lunch:

Wednesday, September 9 – St. Charles, Burlington

Thursday, September 10 – St. Rose, Longview

Friday, September 11 – Isaac Orr Room, Archdiocese of Seattle

Tuesday, September 15 – St. Gabriel, Port Orchard

Wednesday, September 16 – Sacred Heart, Lacey

Thursday, September 17 – Holy Family, Kirkland

Friday, September 18 – St. John the Baptist, Covington

Wednesday, September 23 – Isaac Orr Room, Archdiocese of Seattle

Thursday, September 24 – St. Charles Borromeo, Tacoma

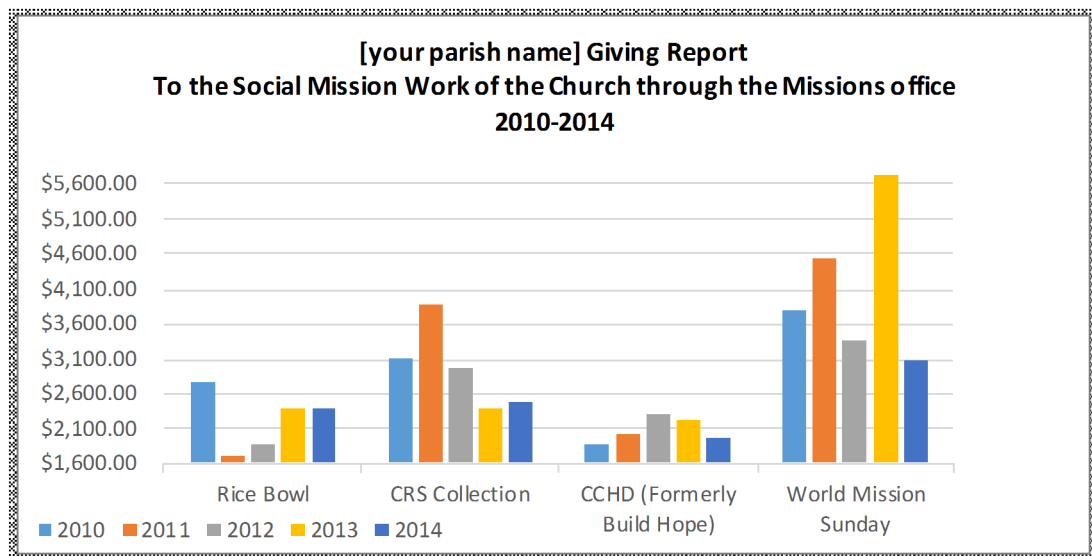
Friday, September 25 – Our Lady of Perpetual Help, Everett

FROM YOUR MISSIONS OFFICE:
CUSTOMIZED PARISH GIVING REPORTS AVAILABLE

MISSIONS OFFICE

Did you know?

The Missions Office offers customized parish giving reports, by request. For example, a year-to-date simple listing of all parish checks received by the Missions Office for Mission Sunday, the Catholic Relief Services Collection, and Rice Bowl Lenten Offering (and starting this September, the Catholic Campaign for Human Development Collection, formerly Build Hope). Or, for possible use with parish councils or bulletin use, a 5 year parish giving history:



We want to support you! We appreciate all the hard work you do to help parishioners learn about and support the universal Church's evangelization and humanitarian work among our poorest sisters and brothers. Please let us know what would be useful in your parish community and we will work with you to create a customized report.

Missions Office, Archdiocese of Seattle
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A Minute for **Safety**

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Arthur J. Gallagher & Co.
Commercial Lines

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How to Choose a Ladder

Most fatal falls in the workplace are from ladders. Choosing the correct ladder for your work tasks is an important part of your ladder safety program that should include training, proper maintenance and storage, inspections, and safe work procedures.

First, assess the height of your work task. Stepstools and short ladders elevate you slightly. Stepladders and extension ladders can get you to further heights. What type of work will you be doing? Is the ladder used to enter and exit a work area, or will you be working from it? Platform ladders and work platforms provide stable, elevated working surfaces. Is there an unusual space or access issue? Specialty tripod or trestle ladders access awkward spots.

Determine the rated capacity you need. Office and household ladders are not suitable for construction and heavy-duty work. Choose a ladder that can hold the weight of the worker and the load of materials or tools that they will carry up and down. Type 1A ladders are rated for 300 pounds while 1AA ladders hold 375 pounds. Exceeding the weight capacity of a ladder can cause it to buckle, twist, and collapse.

Your ladder material is important. Fiberglass ladders are sturdy, non-corrosive, and non-conductive if clean and dry, so use them for working around electricity. Aluminum ladders are lightweight and durable, but should NOT be used around electricity.

What accessories do you need? Stabilizing bars can hold extension ladders in place when you access rooftops. Trays hold tools and materials. Specialty footings or levelers provide stability on unusual or uneven surfaces. Consult your ladder manufacturer about compatible accessories and how to use them properly.

You may need several ladder types and sizes for your job tasks. Know how to store, transport, and access your ladders safely and conveniently. Ladder handles or wheel devices help you conveniently manage and move your ladders.

Step up to safety on the proper ladder for the job!

