

ARCHDIOCESE OF SEATTLE

# PARISH FINANCIAL SERVICES NEWSLETTER

## BEST PRACTICES FOR MOBILE PAYMENTS:

A recent article in *Church Finance Today* newsletter gave some important reminders about using Mobile Pay Devices to Accept Payments. Some important points:

- \* mobile payment methods should only be used when they are the only practical payment option.
- \* use only parish owned devices and label them as such
- \* control access to the parish's account with the app provider (consistent with restrictions on access to parish bank accounts)
- \* post a conspicuous notice where they are used that charges will show in the payers card accounts as "(whatever name that will show up on the account statements if the authorized payment system is used)".

### **THE PARISH ANNUAL REPORT WAS DUE ON AUGUST 15, 2015!**

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

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

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## 2015-2016 KEY HUMAN RESOURCES UPDATES

Human Resources representatives will be traveling to regional deaneries this fall to address key HR topics with PAAs and Bookkeepers. Some of the topics we will be addressing are:

- 1) Fair Labor Standards Act (FLSA) changes to exempt status and how to ensure your employees are classified correctly
- 2) Accurate reporting in Ultipro of time/hours worked by all non-exempt employees
- 3) Multi-Location employment implications
- 4) Classification of Independent Contractors
- 5) Manager's Toolkit Update

Please RSVP for one of the dates/locations that is most convenient for you on the sign-up that was emailed earlier this month to PAA's and Bookkeepers. If you have topics that you would like to see addressed that aren't listed above, please contact Caitlin Gallagher at [Caitlin.gallagher@seattlearch.org](mailto:Caitlin.gallagher@seattlearch.org).

Looking forward to seeing you in the fall!

## WELCOME CHRISTINA LEWIS TO THE OFFICE OF PROPERTY & CONSTRUCTION

We are very pleased to welcome Christina Lewis to the Office of Property and Construction Services as the Contract Administrator. Christina is a graduate of Gonzaga University School of Law, the University of Connecticut, and Seattle University. She brings additional technical expertise to help our office assist the parishes and programs. She will be assisting with construction projects, land and facility use agreements, consultant agreements, and lease agreements.

Christina also has a background in medieval and early modern history and is a longtime equestrian.

Contact Christina Lewis at [Christina.Lewis@seattlearch.org](mailto:Christina.Lewis@seattlearch.org) 206-274-3125

## 2015 Stewardship Training Sessions



Please plan on attending an upcoming Parish Stewardship Leadership Training Session. All sessions start with lunch at noon and are over by 3 pm

To register go to:

<http://www.seattlearchdiocese.org/Stewardship/PS/LTRegistration.aspx>

## GROUP PURCHASING POWER: MORE SAVINGS FOR YOU!

The Chancery has signed a purchasing agreement with Amerinet, a program that will offer buying discounts for the parishes and schools of the Archdiocese. Each location would need to complete the online registration to be under the Archdiocese plan. (More info on pages 5-6) Register at: <http://amerinet-hrs.com/ehs>



The Catholic Campaign for Human Development Collection will take place on the weekend of **September 12-13**. This collection provides the Catholic faithful with concrete opportunities to live out the love of God and neighbor in ways that express our baptismal call and continuing Eucharistic transformation. CCHD is an essential part of the

Church in the United States' social mission, and a unique part of the Catholic community's broad commitment to assist low-income people, families and communities.

*Parish staff:* please send your parish check, with "CCHD Collection" referenced in the memo, to the Missions Office at 710 9th Ave, Seattle, WA, 98104. We ask that you please do not combine the check with other archdiocesan items. Do not hesitate to contact the Missions Office with any questions, (206) 382-4580 or [missions.office@seattlearch.org](mailto:missions.office@seattlearch.org). Information on CCHD, this collection, as well as the **local and national CCHD grantees in this Archdiocese**, can be found at our website: [www.seattlearchdiocese.org/cchd](http://www.seattlearchdiocese.org/cchd). Thank you! -Missions Office staff

## ARCHIVES: RECORDS RETENTION SCHEDULE UPDATE:

Dear Parish Administrators,

We recently added a new section, **Youth Service**, to the [Records Retention Schedule for Parishes & Faith Communities](#). See function 1500, which includes retention and disposition policies for the following record series:

- \* Emergency treatment releases
- \* Religious Education registration records
- \* Religious Education sign in sheets
- \* Youth Event registration records
- \* Youth Event sign in sheets
- \* Youth Transportation releases



Please review these and inform appropriate staff. If you have any questions or concerns, feel free to email us at [Seth.Dalby@seattlearch.org](mailto:Seth.Dalby@seattlearch.org) or [Joshua.Zimmerman@seattlearch.org](mailto:Joshua.Zimmerman@seattlearch.org).

## YOUR INPUT NEEDED FOR OUR SPRING PAA GATHERING IN 2016!

PAA's and Business Managers, the planning committee is putting together the agenda for our 2016 PAA Gathering and would greatly appreciate your participation in a quick survey to help guide us.

Please take a few minutes and go to <https://www.surveymonkey.com/r/8D8VLKB> by September 11th.



Annual Catholic Appeal Pledge Fulfillment is ahead of last year! Donors are paying their gifts off sooner and that could mean more for you. By promoting matching gifts to those who have paid off their pledges, you have the potential to increase the amount of your rebate this year! **Consider communicating on a monthly basis in your bulletin, on your website, Facebook, mobile App or email alerts to parishioners.**

**Sample article:**

### DID YOU KNOW YOUR GIFT COULD BE DOUBLED?

Many companies **MATCH** gifts to the Annual Catholic Appeal! Check if your employer has a **Matching Gift** program and help us maximize our Annual Catholic Appeal Rebate for our parish project. Once your gift has been paid in full, you can apply for the match per your employer's instructions. The Annual Catholic Appeal, Archdiocese of Seattle, is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Tax ID # 91-0778147. Call 206-382-4274 if you have any questions.

Mailing address: Annual Catholic Appeal, PO Box 14964, Seattle 98114 **Thank you!**

### *Other ways to reach goal or collect a larger rebate:*

Reach out to the end of **summer visitors** to give a gift

Continue to promote **Giving on the ACA website** - [www.seattlearchdiocese.org/donate](http://www.seattlearchdiocese.org/donate)

### PARISH UPDATES

**Please remember to send us the information on deceased parishioners as soon as you are made aware so we can update their record.** Email them to [parishupdates@seattlearch.org](mailto:parishupdates@seattlearch.org) or call 206-748-7999.

### Contact Us!

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

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

### ARCHDIOCESE OF SEATTLE

#### **PARISH FINANCIAL SERVICES**

710 9th Ave  
Seattle, WA 98104

Phone: (800) 422-5417

Fax: (206) 382-4279

[parishfinancialsvcs@seattlearch.org](mailto:parishfinancialsvcs@seattlearch.org)

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

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

[Scott.bader@seattlearch.org](mailto:Scott.bader@seattlearch.org)

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

[sarah.diama@seattlearch.org](mailto:sarah.diama@seattlearch.org)

Loretta Griffin: Savings & Loan Manager  
(206) 382-4501

[lorrettag@seattlearch.org](mailto:lorrettag@seattlearch.org)

Justin Schrier: Savings & Loan Accountant  
(206) 382-4845

[Justin.schrier@seattlearch.org](mailto:Justin.schrier@seattlearch.org)



## 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: 2015

### 2015 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.**

**9/23/15 – Our Lady of Perpetual Help - Everett (Wednesday)**

**9/25/15 – St. Rose - Longview (Friday)**

**9/30/15 – St. Ann - Tacoma - (Wednesday)**

**10/1/15 – St. Madeleine Sophie - Bellevue (Thursday)**

**10/7/15 - Catholic Archdiocese of Seattle (Wednesday)**

Please let us know which site you are planning to attend by faxing this form back to us at (206-382-4266), emailing it to us at: [Robin.Marshall@seattlearch.org](mailto:Robin.Marshall@seattlearch.org) OR just give a call (206-382-4851). Thanks for your attention to this matter.

Just a reminder: If you have updated the new SDS binder and want to bring your old MSDS binders for the mandatory 30 year storage, please bring to the training.

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#### **Safety Training 2015**

Name: \_\_\_\_\_ Parish/School (City) \_\_\_\_\_

Site Attending: \_\_\_\_\_ Date: \_\_\_\_\_

Attendee/s and emails: \_\_\_\_\_

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## Work Together. **SAVE** Money.



NO COST

NO COMMITMENT

NO CATCH

### For Your Facility **SIGNIFICANT SAVINGS**

Our Group Purchasing Organization (GPO) has been negotiating discounts for over 32 years for our healthcare members. We can offer over 1,500 savings opportunities from trusted and committed vendors. More than any other GPO.

FOOD DISTRIBUTION • PHARMACEUTICALS • OFFICE PRODUCTS AND SERVICES • WIRELESS SERVICE • SHIPPING AND MAILING SERVICES  
• FACILITY MAINTENANCE • DIAGNOSTIC IMAGING

### For You **SATISFACTION**

Your free membership gives you access to the largest Group Purchasing Organization (GPO) in the country. We have been helping members cut costs for over three decades. Now, savings opportunities are being offered to organizations, no matter the size. Since we have such a vast membership base, you can rest assured that the vendors and discounted prices we have negotiated are the best you will find.

### For Your Employees **PERKS FROM OVER 30,000 MERCHANTS**

We are pleased to offer Marketplace with over 25 savings categories. Employees and their families can access deep discounts on special and everyday purchases. Save on:

RESTAURANTS • FASHION APPAREL • ELECTRONIC/COMPUTERS  
VACATIONS • HOME DECOR • CARS • FLOWERS/GIFT BASKETS

### How to **REGISTER**

Membership is FREE.

**Register** at [www.amerinet-hrs.com/EHS](http://www.amerinet-hrs.com/EHS)

**Click** "Join Now"

**Select** "Education or Human Services" from the facility type

**Complete** the easy four step registration process

Endorsed by:





## SAVINGS EXAMPLES



- Medical surgical distribution.
- Committed to service, efficiency, cost reduction, and the enhancement of patient care.



- 5% in store discount plus an additional 2% paid in term discount.



- CuraScriptSD provides access to specialty pharmaceuticals.
- Online tools for easy account management.



- Discounts on school, educational, athletic, special needs, early childhood and arts supplies.
- Furniture and equipment for school, library, cafeteria, playgrounds and sports complexes.



- Steep discounts on hardware and software by Microsoft, Apple, Adobe, Hewlett Packard, Dell, IBM, and more.



- 15% off list price at Sherwin-Williams stores for your employees personal use.
- 20% to 50% discounts on paint coatings and supplies for your organization.



- Members receive a flat 20% discount, plus ability to design custom hot lists.



- Express discounts will range from 30%-65% depending on spend.



- Free next day delivery on office products and supplies.

- Ground discounts from 16%-35% depending on spend.



- Leading distributor of high-quality electrical, communications and data networking products, specializing in related supply chain management and logistics services



- Member incentives will escalate based on the member's average gross weekly transportation charges.
- Substantial savings on inbound and outbound costs.



- 15% off all eligible calling plans \$34.99 and higher, plus free activation for nonprofits.
- 22% off all eligible calling plans \$34.99 and higher for medical facilities.



- Market leading pricing on Multi-Functional devices (MFDs), copiers, scanners, printers, fax machines, and a full suite of Software Applications. Professional consulting services offered.



- Discounted pricing on cleaning supplies, first aid and safety devices, uniforms, and document management.



- Food distribution contracts and manufacturer rebates that will make your money go further.



- Please contact Mary for additional information at 206.515.5205 or mary.delancy@amerinet-gpo.com.



**Pitney Bowes**

- Mailing machines and document handling systems.



To learn more about HRS, visit [amerinet-hrs.com](http://amerinet-hrs.com), or feel free to contact Mary DeLancy at [mary.delancy@amerinet-gpo.com](mailto:mary.delancy@amerinet-gpo.com), 206.515.5205 or 206.819.4351.



**MEMORANDUM**

**August 26, 2015**

**TO: Pastoral Assistants for Administration**

**FROM: Greg Magnoni, Director  
Office of Communications**

**SUBJECT: Planning for Advent Resources**

Last Advent season Archbishop Sartain had provided complimentary copies of his booklet, "An Advent Pilgrimage: Preparing Our Hearts for Jesus" for your parishioners. If you would be interested in additional copies we do have a small surplus available on a first come first served basis. The Archbishop will not be providing Advent materials in 2015.

Please contact our office at 206-382-4826 to request additional copies.

Note: Booklet is also available through [Our Sunday Visitor](#).