

PARISH FINANCIAL SERVICES NEWSLETTER

September 2015



Volume 12, Issue 9

PRF WITHDRAWAL REQUEST FORM

REMINDER:

* Within 3 'business day' hours of the transfer request being received, the request will be processed and forwarded to an authorized signer.

(If the transfer request is for construction please allow additional time, for the Property and Construction to office to process and authorize.)

* If all paperwork is completed and signed by 2pm, the check will be mailed the same day.

Once the check is put in the mail, we cannot rescind this action. If timely arrival of funds is needed, the wire transfer option should be considered**.

**** Wire transfers take 2-3 business days.**

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A reminder:

If your parish is approached by someone seeking to sell (typically) handcrafted items from the Holy Land, make sure they give you information to show they are a 501c3 nonprofit.



PARISH STEWARDSHIP

PRIEST PENSION FUND

Envelope Offering During October!

Parishioners feel strongly about taking care of these faithful men who have served so selflessly for so many years. As you collect Priest Pension offering envelopes throughout the month, please remember to send in your total

for this collection to the
Office of Parish Stewardship at:

*Archdiocese of Seattle
Priest Pension Fund
710 9th Ave.
Seattle, WA 98104*

THANK YOU!

As always, please feel free to contact the Office of Parish Stewardship at
206.382.4271/866.381.2033 or

steve.homiack@seattlearch.org

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

<http://www.signupgenius.com/go/20f044eafab29a4ff2-20152016>

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.

IMPORTANT BENEFITS AND PAYROLL SERVICES OFFICES DUE DATES:

<u>Action needed</u>	<u>Due date</u>	<u>Contact</u>
Quarterly Workers' Comp. Summary and Detail Reports	April (1 st Qtr), July (2 nd Qtr), Oct (3 rd Qtr), Jan (4 th Qtr)	Benefits Services Office
Lay Pension Preview Reports (sent to locations in November)	None (PAAs to review for accuracy)	Benefits Services Office
Final Lay Pension Bill (sent 2 nd week in January)	January 31	Benefits Services Office
Annual Priest Health Billing	1 st week of July, amount due on receipt	Benefits Services Office
Annual Priest Pension Billing	1 st week of July, amount due on receipt	Benefits Services Office
Monthly paperwork: New Hire, Transfers, Terminations	Due on the 12 th to be on the next CASHWP bill	Benefits Services Office
Payroll Submission Due Dates by local Payroll Administrator	12:00PM Tuesday of the processing week	Payroll Services Office
Payroll Pre-Check Review Deadlines	12:00PM Wednesday of the processing week	Payroll Services Office
Employee Changes/New Hires Entry into Ulti-Pro	Friday prior to a payroll processing week. (Changes should not be made during that locations payroll processing week.)	Payroll Services Office

Benefits: [206.382.4566](tel:206.382.4566)

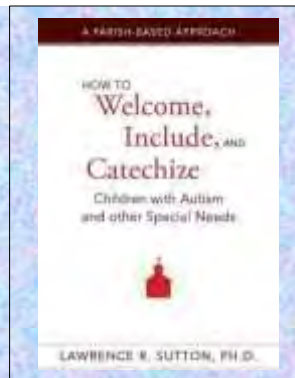
Payroll: [206.274.7662](tel:206.274.7662)



The Stewardship office is encouraging parishes to provide an online pledge form to their parishioners. This is different from and in addition to online giving. During the Parish Stewardship Campaign we are trying to get our parishioners to make a financial PLEDGE to their parish. This requires planning on their part, which is an important aspect of Stewardship. Once they have decided upon their pledge, it is a best practice to offer them as many ways as possible to pledge. The online pledge card has proven to be very successful to several of our parishes who tried it last year. One parish reporting that 80% of their pledges came to them from the online

form. Visit <http://www.ptechs.com/stewardship2016.html> to get the details in using the form at your parish.

Questions? Contact Steve Homiack at 206-903-4619 or steve.homiack@seattlearch.org



Archdiocese of Seattle

How to *Welcome, Include, and Catechize*

All of God's Children:

Practical Suggestions for Serving Those

with Special Needs

Presenter: Deacon Lawrence R. Sutton

Dates and Locations:

October 3rd, Saturday – St. James Cathedral, Seattle, Pastoral Center

Time: 9:00 am – 3:00 pm

Cost: **FREE** (Lunch provided)

In his book, Deacon Larry, a nationally recognized expert in the field of autism, provides the insights needed to build an effective faith formation program for all children. By sharing stories of success and inspiration that affect everyone—pastor, parent, student, teenager, and catechist—he delivers the unexpected: that catechizing children with special needs actually nurtures the faith of the entire parish. By the end of this workshop, participants will have an effective guide to offer religious education programs across cognitive, physical and developmental levels. Resource materials from Loyola Press will also be available for participants.

RSVP by September 30th

Erica Cohen Moore, 206-382-4852 or ericac@seattlearch.org

ARCHDIOCESE OF SEATTLE

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Archdiocese of Seattle

2nd ANNUAL MENTAL HEALTH MINISTRY DAY

A FOCUS ON SUICIDE

October 10th, 2015

9:00 am – 4:00 pm

Keynote Speaker: Stephanie Lane, MSW, MHP, CPC

In recovery from Bipolar Disorder and Alcoholism, Ms. Lane is currently the Senior Program Manager of the Youth & Peer Support Program at WSU.

Understanding Moral Injury

Deacon Roy Harrington, Retired Human Resources Officer in the Army Reserve and Pastoral Coordinator and Deacon, St. Benedict's Parish Seattle

Panel Presentation – Pastoral Implications and Outreach

Trez Buckland, UW Clinical Asst. Professor Biobehavioral Nursing and Health Systems, **Joe Cotton**, Director of Youth Ministry and **Nancy Granger**, Parish Mental Health Nurse, St. James Cathedral, **Sean Maloney**, Dir. of Clinical Training, CCSWW, **Stephanie Lane**

Depression and Suicide Ideation in Youth (Healthy Youth Survey)

Deacon Ronnie San Nicholas, St. Michael's Parish, Olympia, and Division of Behavioral Health and Recovery, will invite open conversation and discussion

Say It Out Loud: Strategy for Educating

Nancy Granger, Parish Mental Health Nurse, St. James Cathedral

Archdiocese of Seattle, Isaac Orr Conference Rm, 910 Marion St, Seattle

For Questions & to RSVP

Erica Cohen Moore 206-382-4852 or ericac@seattlearch.org

Free Will Offerings Accepted – Lunch will be served

A Minute for **Safety**

Volume 7 • Number 1

Arthur J. Gallagher & Co.
Commercial Lines

A Minute for Safety is published by Arthur J. Gallagher & Co., in Itasca, Illinois. The information contained in this newsletter was obtained from sources that to the best of the writers' knowledge are authentic and reliable.

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ACTIVE SHOOTER PREPAREDNESS

The potential for a shooting incident by an active shooter* exists, unfortunately, in every workplace throughout the United States. While the regulation of firearms has been enhanced in recent years, firearms are able to be acquired with relative ease. Mass shooting incidents usually involve firearms and randomly selected targets or victims. Active shooter events usually last less than 15 minutes, sometimes before law enforcement arrives. It is important to prepare for such an event, and to be ready to respond if the unthinkable happens.

It is difficult to predict who could become an active shooter. An active shooter may be a current or former worker, a family member or friend of coworkers, someone who has a beef with your business, or a complete stranger. While it is difficult to predict a person's actions, there are some behaviors that may indicate a person may be planning a shooting incident. Report any of the following observations or uneasy, "gut" feelings to your supervisor, management, and/or human resources:

- Increased use of alcohol, drugs, and absenteeism.
- Decreased hygiene and appearance.
- Depression and/or social withdrawal.
- Disregard for work quality or company policy.
- Mood swings and overly emotional responses.
- Paranoid, suicidal, or doomsday behavior or discussions.
- Increased discussion of violent incidents and weapons/firearms.

BE PREPARED

Now is the time to create an emergency action plan to respond to an active shooter situation.

- Gather the contact names and phone numbers of emergency responders, hospital, management, and building personnel.
- Discuss how to alert employees about an incident. Will you use a code word over the public address system, an all-call phone alert, text messages.
- Obtain supplies such as, first aid kits, flashlights and communication devices.

Once you have response procedures in place:

- Create a written plan and distribute to employees with responsibility for emergency management.
- Train employees on the plan and how to react when gunshots are heard.
- Conduct random emergency drills based on an active shooter scenario.

Evaluate the effectiveness of the drill and adjust your plans and training as needed.



A Minute for **Safety**

WHAT TO DO IN AN ACTIVE SHOOTER SITUATION

In the event your workplace becomes the target of an active shooter, the best choice you can make is to evacuate the active shooter area, if possible. For evacuations:

- Always know two exits and escape routes in your workplace and every building you visit.
- Guide others to the escape route and prevent them from entering the shooting zone.
- Exit whether others follow you or not.
- Leave all personal items behind, but take your cell phone if possible.
- Keep your hands visible at all times and follow police instructions.

If you can't escape an active shooter scenario, find a place to hide out:

- Find an office with a door that you can lock and/or barricade.
- Stay out of sight of windows, if possible, close the blinds and turn off the lights.
- Silence your cell phone, turn off computers and any other electronic device.
- Stay quiet.
- If it is safe to do so, report the incident to first responders, don't assume someone else has reported the incident.

If you are unable to evacuate or hide, call 911 and talk to the dispatcher or leave the phone line open so they can listen and record events. If possible, describe the location of the shooting, the shooter's physical characteristics, and the type of weapons. Remain calm, listen, and think about your next moves.

As a last resort, if your life is in danger, you may need to take action against the shooter. If you decide to proceed, attack the shooter "aggressively and overwhelmingly" with improvised weapons. Throw objects and yell at the shooter. Law enforcement officials recommend that you "commit to your actions," don't hesitate or stop.

When law enforcement arrives at an active shooter scene, their first priority will be to identify and stop the shooter. They will go past wounded victims and may push people down to the ground. Listen to officer commands. Keep your hands visible, raised, with fingers spread wide. Don't shout, grab, point, or make distracting noises during officer response. Don't hold anything in your hand, including a cell phone, which could be mistaken for a weapon.

Active shooter situations can be random, with rapid and unpredictable events unfolding. Planning for the proper response now can boost the chance of survival through the event.

For more information, response planning guides, and training resources, go to the Department of Homeland Security website at <http://www.dhs.gov/active-shooter-preparedness>.

*The Department of Homeland Security defines an active shooter as "an individual actively engaged in killing or attempting to kill people in a confined and populated area."



September 15, 2015

Dear Father or Pastoral Coordinator:

Every year we emphasize the importance of the October Mass count and that remains true. However, there are a number of parishes that have changed their Mass times or frequency this past year and it is particularly important to track how such changes affect Mass attendance. The scheduling of weekday Masses has also changed in some parishes and, for this reason, a question about weekday Mass schedules has been added to this year's form. Mass counts play a critical role in planning at all levels in the Archdiocese, so we strongly encourage you to plan for and conduct the counts again this year.

Please take a count of attendance at all scheduled liturgies in your parish and any associated missions or stations on the four weekends of October: **October 3-4, 10-11, 17-18 and 24-25, 2015**. You do not need to count attendance at the October 31 vigil Mass.

The form with this letter can be used to record and report the counts by email, fax or regular mail. The form is also posted on the diocesan website (www.SeattleArchdiocese.org) and can be completed online and sent directly to us. You are also free to use your own form if you prefer, just as long as you provide all the information that is requested: the day the Mass is offered (Saturday or Sunday), the beginning time of the liturgy, the language (if not English), the location (parish, mission or station) and the total attendance. Most parishes assign the responsibility for the counts to a single person (staff member, parish council member, usher, etc.) to assure that all counts are conducted in the same way.

A few reminders:

1. Count attendance separately for any parish, mission, station, satellite, campus center or other site where a Mass is regularly scheduled.
2. Count everyone in the church including children, the liturgical ministers and the choir. If children are dismissed for Liturgy of the Word, the count should be taken after they return.
3. Direct the counters to **COUNT** those in church. **Please do not estimate** attendance or count half of the church and multiply by two. These counts need to be as accurate as possible.
4. If unusual circumstances affect attendance on one of these weekends (e.g., beginning of the hunting season, a parish auction, First Communions, a single Mass for the entire parish), please note this on the form. Alternatively, you may count attendance the first weekend in November and note the substitution.

In addition to counting attendance at all regularly scheduled Mass on the weekends in October, please provide information on the **days and times for regularly scheduled weekday Masses**. We are not asking for the attendance at these Masses.

Please return the form by November 5th. You may submit the form on the Archdiocesan website, send it by e-mail (marybethc@seattlearch.org) or return the information by mail (710 9th Avenue, Seattle WA 98104-2017) or by FAX (206-274-3161). Please keep a copy of the completed form for your records. If you have questions or concerns, please e-mail or call me (206-382-4272).

Sincerely, and with gratitude for your continuing assistance,

Mary Beth Celio
Director of Research
Office of Pastoral Planning and Research

Catholic Archdiocese of Seattle

Parish: _____

[illegible]

Person at the parish we can contact with questions: _____ E-mail: _____

Day	Mass Time	Language (if other than English)	Location (if not main parish)	Attendance for weekend of:			
				October 3-4	October 10-11	October 17-18	October 24-25
Saturday							
Sunday							
Notes:							
Weekday Masses	Day	Time , Language (if not English) , and Location (if not main parish) for each regularly scheduled weekday Mass					
	Example	7:00 a.m.	8:30 a.m. (Vietnamese)	7:30 p.m. (at Mission)			
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday (not vigil)						

If you have questions, call Mary Beth Celio at 1-206-382-4272.

When completed, please return to Mary Beth Celio at 710 9TH Avenue, Seattle 98104; **or** (2) FAX to 1-206-274-3161; **or** (3) e-mail to marybethc@seattlearch.org.

Thank you for your assistance with this important task!