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MERRY
CHRISTMAS 2015

*from Parish Financial
Services*

Chancery Holiday Hours: Christmas & New Years

The Chancery will be closed:

- Wednesday Dec 23rd (limited afternoon hours)
- Thursday Dec 24th- Monday Dec 28th
- Thursday Dec 31st- Friday Jan 1, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2015						
20	21	22	23	24	25	26
27	28	29	30	31	January 1st	

WASHINGTON STATE MINIMUM WAGE INCREASES ON JANUARY 1, 2016

WASHINGTON STATE MINIMUM WAGE ON JANUARY 1, 2016

Washington's minimum wage will remain at \$9.47/hour in 2016.

SEATTLE MINIMUM WAGE INCREASE ON JANUARY 1, 2016

Seattle's minimum wage will increase in 2016. The new minimum wage will be \$12.50/hour. If your parish or school is located within Seattle city limits please ensure that all employees meet the new minimum.

TACOMA MINIMUM WAGE INCREASE ON FEBRUARY 1, 2016

The City of Tacoma will implement its own minimum wage beginning February 1st, 2016. The new wage will be \$10.35/hour. If your parish or school is located within Tacoma city limits please ensure that all employees meet the new minimum.

If you have any questions or concerns, please contact Matt Boswell, Assistant Director of Human Resources, at (206) 264-2083 or mattb@seattlearch.org.

FROM THE OFFICE OF PROPERTY & CONSTRUCTION SERVICES:

* Tax Exemption Renewal Paperwork will be mailed out to parishes and schools around the first week of January with a request to return the paperwork to the Property & Construction Office by the first week of February, 2016

* Real Property Taxes are due April 30th and October 31st. Tax Statements will be mailed out to parishes around the Middle of March. Note that even though a property parcel is exempt, there may still be fees & special assessments associated with the property.

If you have any questions, please call Annie at 206-382-4283

Regarding PSE:

If you are not already doing so, it is a good idea to register to get updates from Puget Sound Energy on weather conditions and their progress during storms.

This is the website: <https://pse.com/accountsandservices/ServiceAlert/Pages/Updates.aspx>

If you have questions, call our office at 206-382-4851.

FROM THE OFFICE OF PARISH FINANCIAL SERVICES:

Large Donations: As we are about to receive some of our biggest collections of the year, there have been a few (fortunate) parishes that have been concerned about needing to deposit approximately \$10,000 or more in cash with their bank. They have expressed this concern because of (overly?) vigilant or misunderstanding banks concerned about complying with rules about large cash transactions. Archdiocesan General Counsel, Will Crowley reminded us that the general rule is that cash payments of more than \$10,000 from one buyer as a result of a single transaction, or two or more related transactions, has to be reported to IRS. Here is the IRS information on this: <https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Form-8300-and-Reporting-Cash-Payments-of-Over-10000>.

Reading this and the reference guide (<https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/IRS-Form-8300-Reference-Guide>), there shouldn't be an issue. First, there will be no "transaction" involved, just a gift. Second, it's not likely that one person will be dropping \$10,000 into the basket. If you run into trouble with a bank about this, first of all, congratulations on a huge collection, but also share this information with them. If you continue to have problems, contact the PFS office.

Potential Emergency Situations: In the wake of recent tragedies, some parishes have inquired as to what guidance might exist to prepare for potential emergency situations. The Department of Homeland Security has actually developed some guidelines. You can find the PDF here: <http://www.fema.gov/media-library/assets/documents/33007>. The most relevant portion in light of the recent shooting situations starts on page 26 of the PDF (labelled page 23 in the document). As the document mentions, the key is to plan, and developing a planning committee is a good step.



Know someone who might make a good PAA or Business Manager some day? Please contact Scott Bader with their name and contact information, as we'd like to invite them to our next round of new PAA training on January 20, 27, and Feb 3, 2016. scott.bader@seattlearch.org or 206-382-4585.

Insurance reminder:

If you have a parking lot gate, it must be locked in the OPEN and CLOSED positions so as to prevent accidental closure or opening that may cause personal, property or vehicular damage.

Any questions contact:

Maggie Parros
Insurance Program Manager
Phone: (206) 274-3120
maggie.parros@seattlearch.org

FREE!!

St. Luke Parish in Shoreline has 275 hard vinyl covers for the 'Breaking Bread' song books available.

Free to first responder!

Contact: Lisa Walsh at St. Luke, Seattle (206) 546-2451
(lisaw@stluke.cp.org)





2016 ACA Campaign Material Order Site is open –

The deadline to place your order for the 2016 Annual Catholic Appeal materials is January 8th.

[Directions are here.](#)

Leadership Session Registration is open -

The Annual Appeal is having another RECORD-BREAKING year! YOUR leadership and support makes this possible! REGISTER today at www.seattlearchdiocese.org/leadership for an upcoming session

where the ACA team will share how you can get your share of more than \$3Million in parish rebates in 2016. Parishes who embrace ALL the best practices we have put forward WILL succeed!

We are asking that the Pastor/Pastoral Leader and the KEY person(s) accountable for the Appeal at your parish to attend!

2016 LEADERSHIP SESSION DATES - 12:00-3:00pm (lunch included)

February 17 St. Cecilia, Bainbridge Island

February 18 Isaac Orr room, Seattle

February 24 Sacred Heart, Lacey

February 25 St. Charles Borromeo, Tacoma

February 26 Holy Spirit, Kent

March 2 St. Rose, Longview

March 3 St. Madeleine Sophie, Bellevue

March 9 St. Charles, Burlington

March 10 St. Pius X, Mountlake Terrace

March 11 Isaac Orr Room, Seattle

March 11 **NEW THIS YEAR - SPANISH** Session – small Isaac Orr room, Seattle

March 12th **SPANISH** session from 9:30-Noon – Isaac Orr room, Seattle

(continental breakfast included)



Parish Stewardship would like to alert parishes that we are working on our Stewardship portion of the website. By Lent you should see a website that is streamlined, user-friendly and formatted so that you can find everything you need more easily. We look forward to getting this done so that we can be as helpful to parishes as possible. Merry Christmas and Happy New Year!



December 17, 2015

Dear Pastors, Priest Administrators, Pastoral Coordinators, Principals and Pastoral Assistants for Administration:

Advent blessings!

If you are anything like me, you would like nothing more than to be able to devote all of your attention to preparation for the upcoming celebration of Christ's birth and the wonder of his sacrifice on behalf of humankind. Yet, if you are anything like me, you may find that administrative and temporal matters require daily attention and limited financial, facility and human resources continue to pose challenges for our ministry with God's people.

I write today to assure you that I am very aware of these limited resources and am taking steps to try to address the issue of financial challenges faced by many, if not most, of our parishes and schools. Frank Feeman is working with the Archdiocesan Finance Council, senior staff and other consultative groups to create a plan to address the financial challenges faced by our parishes and schools. I expect this plan to evolve over the next couple of years, and in the meantime have asked that we take any interim steps that we can. The attached preliminary budget estimates reflect some steps that we were able to take for next fiscal year. Our staff has worked diligently to be able to produce these projections earlier than usual. Not all budget areas were able to be projected this early.

Some areas of good news reflected in the attached projection are:

- Elimination of the additional assessment for stewardship, effective January 1, 2017;
- Reduction in the workers compensation premiums;
- No projected increase to the property and liability insurance premiums;
- No projected increase in auto, van and truck insurance premiums;
- Reduction in the cost of benefit and payroll administration; and
- No increase to priest medical premiums.

Some additional good news is that Christian Brothers Employee Benefit Trust will be observing a "premium holiday" in June, 2016. This means that there will be no premiums due for

employees or dependents on the Christian Brothers medical plan for one month. They are able to accomplish this because of good investment results in the Trust that supports the plan.

By way of update, the centralization of our payroll system, necessary in order to meet regulatory requirements and enable flexibility to address plan design changes in the lay benefit plans, resulted in a \$2,000,000 year over year savings across the Archdiocese. When considering the costs that would have been incurred had we not been able to make the plan design changes, the savings this year alone is \$4,000,000. I know that the payroll system continues to undergo improvements to simplify and streamline processes given the complexities of our structure, and appreciate your patience and understanding as we continue to work on these.

I hope you find these projections to be helpful, and I reiterate my commitment to helping our parishes and schools free up as many resources as possible to carry out the mission of the Church.

I pray that God will bless you, your staffs, and your communities during this Advent season.

Sincerely in Christ,

A handwritten signature in blue ink that reads "J. Peter Sartain".

Most Rev. J. Peter Sartain
Archbishop of Seattle

ARCHDIOCESE OF SEATTLE

PRELIMINARY BUDGET ESTIMATES FYE 6/30/17

Item	Change	Status	Notes
Lay Salary Pool Increase guideline	+2%	FINAL	This is a guideline only. Actual increase if any is determined at the local level
Lay Medical Premiums			The medical plan projection assumes the continuation of the employer seed for the CDHP at \$750 for Employee Only and \$1500 for Employee with Dependents
Christian Brothers Employee Only	No increase	PROJECTED	
Christian Brothers Employee With Dependents on Standard Plan	No increase	PROJECTED	
Christian Brothers Employee With Dependents on the CDHP	No increase	PROJECTED	
Group Health Employee Only	+3%	PROJECTED	
Group Health with Dependents on Standard Plan	+3%	PROJECTED	
Group Health with Dependents on CDHP	+3%	PROJECTED	
Kaiser Employee Only	+3%	PROJECTED	
Kaiser Employee with Dependents on Standard Plan	+3%	PROJECTED	
Kaiser Employee with Dependents on CDHP	+3%	PROJECTED	
Dental	No increase	PROJECTED	
VSP	+7.4%	PROJECTED	
Prudential	No increase	PROJECTED	
Dependent Life	No increase	FINAL	
LTD	No increase	FINAL	
Benefits Administration	\$3.25 increase	FINAL	total \$41.65 per employee, per month. Increase due to new health plans and ACA compliance.
Payroll Administration	\$1.85 decrease	PROJECTED	total \$24.58 per employee, per month
Workers' Compensation	White Collar: -20% Blue Collar: -10%	FINAL	this reduction includes decrease in premiums offset by elimination of the 7.5% discount for prompt payment
Priest Salary Increase	+2%	PROJECTED	increase will vary depending on priests salary scale placement
Housing Allowance	No increase	FINAL	total \$24,000
Auto Allowance	\$35/month decrease	FINAL	total \$540 per month (IRS rate of \$0.54 per mile x 1,000)
Weekend Help	\$90 per Mass up to a maximum of \$360	FINAL	prior: \$90 per Mass up to a maximum of \$300
Daily Mass, Weddings and Funerals	No increase	FINAL	
Priest Pension	\$600 increase	FINAL	total \$8,800
Priest Medical	No increase	FINAL	
Priest TDA	No increase	FINAL	
Annual Assessment	Not yet available		
Property and Liability Insurance	No increase	FINAL	
Auto, Van and Truck Insurance	No increase	FINAL	
Elementary School Assessment	+3%	PROJECTED	total \$22.17 per student
Secondary School Assessment	+3%	PROJECTED	total \$13.30 per student
Principals' Association Fee	\$30 increase	PROJECTED	total \$630 per principal
WCEA Accreditation Assessment Fee	\$100 increase (no per student fee)	PROJECTED	total \$400 per school
WSCC Assessment	\$1.75 increase	PROJECTED	total \$3.00 per student
Parish Stewardship	phased out effective 1/1/17	FINAL	
Continuing Education-Priests	No increase	FINAL	total \$700
Priest Days	No increase	FINAL	total \$485
Priest Retreat	No increase	FINAL	total \$470
Continuing Education-Deacons	No increase	FINAL	total \$500
Deacon Retreat	No increase	FINAL	total \$480
Deacon Convocation	No increase	FINAL	total \$485

ESTIMATES AS OF DECEMBER 17, 2015

QUESTIONS? Please contact FRANK FEEMAN (206 382-4588, Frank.Feeman@seattlearch.org) or MARY SANTI (206 264-2086, MaryS@seattlearch.org)



Suggested Guidelines in the Event of Parish Disturbances

The following guidelines are suggested to assist parishes if they become the target of picketing, protests or other attempts to disrupt liturgies.

- Remember, the parish grounds and church are private property. Do not hesitate to call local law enforcement if individuals fail to respect your private property right or you feel threatened in any way.
- Never engage or debate with protesters. Instruct all staff, volunteers and parishioners not to respond to protesters.
- Prepare ushers and staff for possible protests and disruptions. Discuss procedures in advance.
- If you have advance warning of a protest, do not hesitate to request local law enforcement presence to help maintain security.
- If protesters appear at your parish unexpectedly, contact local law enforcement immediately.
- Identify alternative access to your church at a distance from protesters, especially for vulnerable parishioners, to ensure their safety and to avoid unnecessary confrontations.
- Protesters may have legal rights to protest near your church, but they do not have a right to block access. Consult with local law enforcement.
- Protesters have a right to free speech and expression, but they do not have the right to distribute flyers or communicate with your parishioners on your property without prior permission.
- **If protesters disrupt a liturgy:**
 1. Remain calm. Ask ushers or staff to contact local law enforcement immediately.
 2. Ask protesters to leave the property and instruct ushers or staff to escort them out of the church.
 3. Never use physical force. Request law enforcement assistance to remove protesters from the church if necessary.
 4. Do not continue liturgy until the disturbance has ended and protesters have departed. Ask parishioners to wait quietly while the protesters are being removed. You may want to suggest that they offer a silent prayer for peace, respect for human dignity and religious freedom.

If a media response is necessary, contact the Archdiocese of Seattle Office of Communications

(206) 382-4826.

Catholic Cemeteries – Ministry of Catechesis and Evangelization

Many members of our Faith Community believe that the role of Catholic Cemeteries begins when death touches a family member, a dear friend, or an acquaintance. After all, Catholic Cemeteries fulfil the Corporal Work of Mercy to Bury the Dead. So, Catholic cemeteries perform that sacred function and maintain the cemeteries, and that's about all, right? **I invite you to consider a broader view of the place and ministry of the Catholic Cemetery – a ministry of Catechesis and Evangelization to the Catholic community *collaboratively* with each person's parish community.**

At the beginning of this "Year of Mercy" Archbishop Sartain writes about the Corporal Works of Mercy in the December 2015 edition of *Northwest Catholic*: *"Works of Mercy are rooted in profound respect for others as persons made in God's image. . . . Bury the dead. The body is precious . . . it is a temple of the Holy Spirit . . . Making provision for our own burial and that of loved ones in Catholic cemeteries is a way of ensuring that our remains will be revered and protected in sacred grounds."* The outreach ministry offered by ACC encourages this by providing information and more. And yes, people have questions: "Why a Catholic cemetery?"; "I plan to be cremated and scattered (or kept at home, or subdivided, or. . .). That's okay, isn't it?"; "I don't want to think about it", and the like.



Our Catholic community is fortunate that sacred burial space has been established throughout our Archdiocese. There are twenty parish cemeteries. These cemeteries are ministries of hope and consolation of the particular parish alongside other parish ministries. There are also four Archdiocesan cemeteries collectively known as Associated Catholic Cemeteries (ACC) serving 60+ parish communities in the Puget Sound area: Calvary (Seattle), Gethsemane (Federal Way), Holyrood (Shoreline), St. Patrick (Kent).

Did you know that every year trained representatives of Associated Catholic Cemeteries directly share a message of God's love, our resurrection faith, the dignity of the human person, the value community which begins with the family, with more than 40,000 individuals? This outreach and ministry has been an essential component of the ministry of ACC since 1970.

Why?

- Catholics have a right to burial in a Catholic cemetery. Does every parish family know: that these cemeteries exist, why the Church sets aside sacred space for burial, and the spiritual and temporal benefits they will receive by considering this information in advance of need?
- The time immediately following a death is a most difficult time to catechize the Church's teachings about the funeral rites, incarnational theology, cremation, etc.
- The first contact many families make immediately following a death **is not** the parish. For many it is likely a for-profit funeral provider. This may result in funeral decisions that do not reflect Catholic tradition and teaching.
- The Catholic cemetery is of the Church, by the Church, and for the Church.

How? Information about Associated Catholic Cemeteries is available in a number of ways. Seminars at the parish are one way. The reality is, however, that reflection on end of life decisions is particularly personal. Families have told us that it best meets their needs when they can discuss this privately at a place convenient to them, usually their home. *"I was a bit resentful that my Church would require us to place our ashes in your cemetery. But as always my Church knows best. I know I will be back often in memory of my beloved."* (Lois Tiernan, parishioner) Sometimes people ask us "Why doesn't our priest talk about this at Mass?" As we all know, our

priests have a myriad of responsibilities and homily time is not necessarily the best time for this message. That is why the Archbishop supports this aspect of the Catholic Cemetery's mission: *"For many years Associated Catholic Cemeteries has offered a personalized parish visitation program to parishioners. This valuable service assists in evangelization and catechesis."*

Ministry of Collaboration: In order to effectively reach out to members of our Faith Community, the Catholic Cemeteries work collaboratively with each parish. What does that entail? ACC's Parish Team Leader meets with the pastoral leadership of the parish. It is best when the pastor, the PAA and any other staff as determined by the pastor or PAA are present. At that meeting the outreach plan is discussed which includes a letter to parishioners from the pastor and a brief announcement one Sunday at the conclusion of Mass. Often an adult education seminar is conducted during the time of the outreach to all the parishioners. Following the pastor's letter a brief follow up call is made to each family to further explain this important ministry and answer any questions. Occasionally a discussion takes place via e-mail if that is the parishioner's preference.

How the Parish Helps: Since this important ministry includes contact with parishioners, we ask for "one time" use of your parish list, (name, address, phone, e-mail). *"Since contact with parishioners is a component of this program, I request that you authorize use of your parish list."* (Archbishop Sartain)

- **"We don't give the list out to others."** Associated Catholic Cemeteries is an agency of the Archdiocese, one of many facets of the Church of Western Washington and charged by the Archbishop to extend his ministry in this way for catechetical and evangelical purposes. ACC is the Church and not an "outside" organization.
- **"Is the information safe?"** Yes. ACC does not share our Church's information with any outside agency, group or person. In addition, only trained staff who serve in this capacity are ever provided with this information. All ACC employees must pass both the Archdiocesan background checks and pre-employment and random drug tests. All parish information is stored securely along with other personal information which cemeteries are required to maintain by law (such as personal burial information).
- **"Might this upset parishioners?"** The vast majority of the families we meet are appreciative of the information they receive. There is never any pressure nor is there an expectation for them to "buy". While some people do elect to complete burial plans and select burial space at the Catholic cemetery, most do not. But, the goal remains the same: the Catholic Church offers valuable information in the context of faith for the benefit of all parishioners. On occasion, this topic may be challenging for some. We meet people where they are. Occasionally for whatever personal reasons, someone may become unsettled. This is not the norm.

Dear Fr. Stephen:

We met with Dave Watson from Catholic Cemeteries today and had a very good experience pre-planning our funeral/burial arrangements. Thank you for supporting this important ministry.

Mary & Dave Clark

Actual note dated 9/18/15 sent to a pastor.

We thank you for all that you do at the parish to assist your parishioners when they seek guidance about end of life questions. We also thank you for the support you extend to the Catholic cemeteries of the Archdiocese. For more information about our Catholic cemeteries, please visit our web site www.MyCatholicCemetery.org.

You are welcome to contact me at richp@MyCatholicCemetery.org or 206-524-1451. Thank you.

Richard Peterson, Director of Cemeteries, Archdiocese of Seattle.



Saint Martin's University announces full-tuition scholarships

For the first time, Saint Martin's is offering renewable four-year, full-tuition scholarships starting in the fall 2016 semester to high school students with demonstrated need who are graduating from a Catholic high school in Washington State.

Requirements for eligible applicants for the Abbot Oswald Baran, O.S.B., and Abbot Neal Roth, O.S.B. Scholarships:

- Graduating from a Catholic high school in Washington State
- Nominated by their high school but students can also self-nominate, as long as they obtain a letter of support from their school
- Are nominated based on one of Saint Martin's core themes of Faith, Reason, Community and Service
- Must fill out the FAFSA or WAFSA to determine eligibility for a need-based scholarship
- Complete an application for admission to Saint Martin's University

Deadline for nominations:

January 15, 2016

Deadline to apply for admission:

February 15, 2016

*Recipients will be announced
by May 1, 2016*

For more information, please contact:

Saint Martin's University Office of Admissions
360-438-4596 or 800-368-8803
admissions@stmartin.edu
@gotosmu
www.stmartin.edu/scholarships

Pamela Holsinger-Fuchs, Ph.D.
Dean of Enrollment
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Saint Martin's
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ARCHDIOCESE OF SEATTLE

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