



PARISH FINANCIAL SERVICES NEWSLETTER

IMPORTANT YEAR END REMINDERS

New Mileage Rate: On January 1, 2016 the Internal Revenue Service changed the rate for standard business mileage from \$0.575 per mile to \$0.54 per mile. For business travel prior to January 1, 2016 please use the form for the effective dates of July 1, 2015-Dec 31, 2015. You can find the new mileage form on SharePoint located under Human Resources.

Seattle Minimum Wage: Employers with employees performing work in the city of Seattle are required to pay Seattle minimum wage. The minimum wage requirements are based on an employer's total number of employees. A "large employer" employs 501 or more employees within the United States, while all employers with less than 500 employees are considered "small employers." As a result, the Archdiocese of Seattle falls under the minimum wage requirements of a large employer.

The city of Seattle minimum wage ordinance requires a higher minimum wage for employees not receiving benefits. Therefore, there are two tiers of minimum wage requirements the Archdiocese will follow.

Minimum Wage for employees who receive benefits= \$12.50/hour

Minimum Wage for employees that do not receive benefits= \$13.00/hour

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

ANNUAL TAX EXEMPT STATUS RENEWAL

By now you should have received a communication from Property & Construction Services about renewing the tax exempt status for your site. The renewal form and any additional required information is due back to the Property & Construction Services by February 1. If you didn't receive your renewal packet, please call 206- 382-4283 or 1-800-809-4923 immediately. Thank you.

2015 ANNUAL LAY PENSION BILL DUE DATE IS JANUARY 31, 2016

Mail a copy of the billing report along with your check made payable to A.P.P.L.E to the Benefits Services Office in the envelope provided by January 31, 2016. ***Please note: if you are late with your payment, your employees may lose investment earnings on the amount that should be contributed to their account. A late contribution is a serious violation of the Lay Pension Plan document and significantly increases the liability of the parish or school as well as the Archdiocese. To reimburse employees for lost earnings we will bill a late charge to locations whose pension contributions are postmarked after January 31, 2016. The late charge is a per-day percentage of the total amount due.***

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2016 PAA DAYS/GATHERING MARCH 16 & 17TH. REGISTER NOW!

The ad hoc committee has been working since last summer to make PAA Days even better this year.

PAA Days will feature

- keynote speaker Ann Garrido, author of 'Redeeming Administration – 12 Spiritual Habits for Catholic Leaders in Parishes'
- State of the Archdiocese – the latest on what is going on in the Archdiocese and the Pastoral Planning effort.
- a block of time for questions and answers with Human Resources, Benefits, and Payroll
- breakout sessions are back.

(Finalized schedule will be available in the February PFS Newsletter. Overnight stay accommodations fill up fast so please register if you plan on staying for 2 nights!)

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ebspiwp6b440041&oseq=&c=&ch>

SAFE ENVIRONMENT UPDATES:

Compliance Reminder:

Although compliance forms are not due until Spring, it is important to be getting a head start by making sure that all employees and volunteers (with ongoing unsupervised access to minors or vulnerable adults) have:

- ~ Current cleared background checks (within the last 3 years)
- ~ Have read and signed off on the policies for the Prevention and Response to Sexual Abuse and the Code of Conduct
- ~ Have taken a *Protecting God's Children / Called to Protect for Ministries* foundation course and if required an online refresher course

You can do this by running monthly compliance reports for your parish location or school. If you need assistance with how to run a compliance report, please see the instructions in the online VIRTUS tutorials located here <https://seattlearch.box.com/SafeEnvironmentTraining>. *Note you must click on the link to access the videos.

We have updated the videos on this page, so please view them at your earliest convenience. We require all schools and parishes to sign off on our compliance form, which states that all employees and volunteers are in compliance at their location. These forms will be distributed by our office in the coming months and are due May 2016.

Coordinator Trainings Coming Soon: In the coming months, we will be traveling to selected deanery locations to hold a VIRTUS coordinator training. This will be a session designed to go over the tips and tricks of navigating VIRTUS and we will show you how to fix many of the problems encountered. We encourage you to attend the session that will be closest to you, and to bring your questions with you. More details will be coming in the next week about the dates and locations these trainings will be held.

New Train the Facilitator Date:

We have scheduled a new Train the Facilitator class for Wednesday, June 22, 2016. If you would like to become a facilitator or know someone that would like to become one for the *Protecting God's Children* class, please send an email to our office and we will be sure to put you on our list and send you the proper paperwork. More details will be provided as the date gets closer, but the class will be held here at the Chancery beginning at 9:00 am and ending at 4:00 pm.

FULCRUM SCHOOL ENDOWMENT PROGRAM



If your school participates in Fulcrum's endowment program, please join us for an informative session with Mercer, our investment advisor, on the use of spending policies to better manage spending and endowment levels in volatile markets. The meeting will take place on **Wednesday February 24th from 1:00 – 2:30pm** in the Large Orr conference room at 910 Marion Street.

In this meeting Mercer will review:

- The methods available to calculate spending
- The implications of each spending method
- Examples illustrating each spending method and the effect a spending method can have on following:
 - Ending market value of the portfolio
 - Level of spending
 - Percentage change in spending
 - Volatility of spending
 - Probability of retaining principle

We hope you will be able to join us for this session. Please feel free to invite anyone from your school and/or parish communities that you think would benefit from this information. You can RSVP to Ann Milkowski at ann.milkowski@fulcrumfoundation.org or (206) 219-5812.

Fulcrum Custodial Endowment Program Guidelines:

If your school does not currently participate in our program, but you would like to get more information on participating, please contact Ann Milkowski, Fulcrum Office Manager, at ann.milkowski@fulcrumfoundation.org or (206) 219-5812.

Archdiocesan schools with endowments that were invested with the Archdiocese of as of April 1, 2003 or thereafter are required to invest through Fulcrum. Endowments established prior to April 1, 2003 not invested with the Archdiocese are encouraged but not required to invest their funds through Fulcrum. Schools which are legal entities separate from the Archdiocese may not invest through Fulcrum.

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USE TAX OWED TO THE STATE:

Was no Sales Tax charged when you bought something for your parish? If not, there are STILL taxes owed (except for items for resale). If you bought something from out of state or otherwise didn't pay sales tax, Use Tax is owed to the State of Washington. You can find more information here: <http://dor.wa.gov/content/getaformorpublication/publicationbysubject/taxtopics/usetax.aspx> and the form to file here: <http://dor.wa.gov/Docs/forms/UseTx/ConsumerUseTxRtrn.pdf> (for 'non-businesses', which is what they consider our parishes.)

WHATS NEW FROM PAYROLL SERVICES:

Information regarding payroll services can be found by visiting the link: <https://n22.ultipro.com/default.aspx#>. Important information in regards to classification and payment policies can be located with the link provided which will lead you to your UltiPro home page.

If you have any questions or concerns, please contact the Payroll Services Office at (206) 274-7662 or payrollservices@seattlearch.org.

PARISH STEWARDSHIP

As the Parish Stewardship Yearly Commitment Renewal comes to an end, we would like to ask you to take a brief, 5 minute, survey. Most answers are yes or no and will help us develop best practices for all the parishes in Western Washington. Your response is very much appreciated and we look forward to receiving your feedback. You can access the survey at: <https://www.surveymonkey.com/r/JT76SR9>



Don't forget to Register for a Leadership Session!

Session begin on February 17th! 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!

The Pastor/Pastoral Leader and the KEY person(s) accountable for the Appeal at your parish should 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 12 th	SPANISH session from 9:30-Noon – Isaac Orr room, Seattle

(continental breakfast included)



CRS Rice Bowl and the USCCB's Catholic Relief Services Collection (CRS Collection)

During Lent, Catholics in the United States have two opportunities to support the Church's global mission to assist the poor.

What is CRS Rice Bowl?



Every Lent, Catholics in the U.S. do something amazing. Their prayers, fasting and almsgiving become lifesaving aid for millions of individuals living in conditions of poverty around the world. The hungry are fed; the thirsty are given drink; the homeless find shelter.

CRS Rice Bowl is Catholic Relief Services' Lenten faith-in-action program for families and faith communities. It offers simple, yet powerful, ways for parishes, schools, and families to bring Lenten spirituality to life.

By participating in CRS Rice Bowl, Catholics in the U.S. are making a positive difference in the lives of our brothers and sisters who are most in need.

CRS Rice Bowl begins on **Ash Wednesday, February 10, 2016** and ends with **Easter Sunday, March 27, 2016**.

Please designate checks for "CRS Rice Bowl."

What is the CRS Collection?



The CRS Collection is one of the twelve national collections established by the bishops of the United States and represents our community of faith at work in the world. The CRS Collection theme, *Help Jesus in disguise*, reminds us of the presence of Christ in every one of our brothers and sisters in need.

The bishops encourage us to view the national collection in the light of stewardship and sharing. It is right and just that we give something back, helping people in our nation and worldwide to live better and grow in the love of Jesus.

The national date for the CRS Collection is always Laetare Sunday, the fourth Sunday of Lent. This year, the CRS Collection falls on the weekend of **March 5-6, 2016**.

Please designate checks for "CRS Collection."

Beneficiaries

Who benefits from CRS Rice Bowl?

CRS Rice Bowl contributions support projects that assist the poor both overseas and here in the United States. 75 percent of CRS Rice Bowl contributions are sent to Catholic Relief Services and help fund development projects overseas that help increase and maintain communities' access to food. 25 percent of the contributions fund local poverty and hunger alleviation programs in dioceses in the U.S. Visit www.seattlearchdiocese.org/ricebowl to learn how we use the 25% in this archdiocese through our CRS Rice Bowl grants program. (Every parish is encouraged to apply for a grant!)

Who benefits from the USCCB's CRS Collection?

The Catholic Relief Services Collection supports six Catholic organizations (*Catholic Relief Services; USCCB's Department of Justice, Peace, and Human Development; USCCB's Migration and Refugee Services; Catholic Legal Immigration Network, Inc.; USCCB's Secretariat for Cultural Diversity in the Church; and the Holy Father's Relief Fund*) that advance the international social ministry of the Catholic Church. Visit www.usccb.org/crscollection to find more information about who benefits from the CRS Collection.

Promote CRS Rice Bowl and the USCCB's CRS Collection

How can I promote full participation in CRS Rice Bowl?

- Encourage our people to *pray* together, *fast* in solidarity with those who hunger, *learn* about our family in the developing world, and *give* to those in need.
- The CRS Rice Bowl materials contain ideas for how to incorporate all components of the program into participants' Lenten journey.
- The *Lenten Calendar* (inserted in the Rice Bowl) includes stories about the people who benefit from Catholic Relief Services' work overseas, reflections, and recipes for simple meals.
- The *Educator's Guide* includes lesson plans for teachers and religious educators to incorporate CRS Rice Bowl into the curriculum during Lent.
- The *Coordinator's Guide* offers ideas to incorporate CRS Rice Bowl into liturgies and community activities.

If you have any questions, please contact the Missions Office at 800-869-7028; 206-382-4580 or via email at missions.office@seattlearch.org.

More information on CRS Rice Bowl is available at <http://www.crsricebowl.org>

How can I fully promote the USCCB's CRS Collection?

- Mention the CRS Collection during Mass, and invite parishioners to respond to the gospel call to love our neighbors throughout the world through their participation in the collection.
- Make sure you have received the CRS Collection materials, use the printed bulletin inserts, share the email notice we provide, and include the collection's envelope in parishioners' packets each year.
- *Parish Resources* are available online at <http://bit.ly/1EbtdO5>, which include Bulletin Announcements and other useful materials.

If you have any questions, please contact the Missions Office at 800-869-7028; 206-382-4580 or via email at missions.office@seattlearch.org.

More information on the CRS Collection is available at www.usccb.org/crscollection.

Thank You for contributing to the success of these two important initiatives!

"One goal for each day: to convey the tenderness of Christ to those who are most in need."

- Pope Francis tweet of Dec 14, 2015



Archbishop J. Peter Sartain

**Welcomes any and all to a Mass & Celebration with our
Community with Special Needs**

MARCH 12th, 2016

Mass – 11:00am, St. James Cathedral, Seattle

**Reception & St. Patrick's Day Celebration/Dance
immediately following the liturgy**

directly across the street at the

O'Dea High School gymnasium

Reception – 12:00pm-3:00pm



Archdiocese of Seattle – Special Needs Ministry
For More Information, contact Erica Cohen Moore

[206-382-4852](tel:206-382-4852) | ericac@seattlearch.org

www.seattlearchdiocese.org/sn | [Facebook.com/seattlespecialneedsministry](https://www.facebook.com/seattlespecialneedsministry)



The Jubilee Year of Mercy Retreats

Register Today at

PalisadesRetreatCenter.org



Life Everlasting: The Mystery and the Promise

Men's Silent Retreat

April 1-3, 2016 (Divine Mercy Weekend)

Monsignor Brian Bransfield

\$205 Per Person
10% Discount for
Church Employees
*Scholarships
Available*



The Face of Mercy

Women's Silent Retreat

May 6-8, 2016

James Zakowicz, O.C.D.



The Year of Mercy

Young Adult Retreat

April 8-10, 2016

Fr. Sean Raftis



The Archbishop Brunett Retreat Center, Federal Way
(206) 274-3130 * palisadesretreatcenter.org