

# PARISH FINANCIAL SERVICES

## NEWSLETTER

### FROM THE OFFICE OF PFS:

#### **\* Keep your Parish Property Secure:**

For many unfortunate reasons in our society today, parishes have become rightly concerned as to whether they are taking adequate steps to keep people and property secure when they are on church property. Church of the Assumption in Bellingham has taken key steps to do this. They took a look at the material in the September 2015 PFS newsletter: [http://www.seattlearchdiocese.org/Assets/PFS/3187\\_Sept2015Newsletter.pdf](http://www.seattlearchdiocese.org/Assets/PFS/3187_Sept2015Newsletter.pdf). (Active Shooter Article)

The parish office reached out to their local police department and did a walk-through of parish property with them to identify what could be better done in regards to emergency preparedness. Their recommendations included environmental changes such as trimming bushes, control of ingress & egress, floor plans available at all doors for first responders, and first aid training for key people. The PAA found the walk-through of the facility to be very helpful. Call your local police precinct. Depending on the which City/County, this service, may or may not, be available.

Responding to the materials in the PFS newsletter, the parish is developing a plan of action as to what to do in a crisis on church property. Recognizing that they might be the first folks called to respond in several scenarios, the parish is considering new requirements and additional training for parish ushers. We all pray that nothing happens that threatens security on church property, but good stewardship of our resources means we should do our best to plan to minimize and deal with any incidents. Your parish is encouraged to plan and prepare as well.

#### **\*Fraudulent Credit accounts:**

In the past month we have received some reports from around the Archdiocese of fraudulent credit accounts being opened. Most of these are with Capital One. Capital One acknowledges that this is a national problem, and investigators are looking into why our area is targeted.

If you have any questions, please contact Kirk Altenhofen at:  
[Kirk.Altenhofen@seattlearch.org](mailto:Kirk.Altenhofen@seattlearch.org)

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**PRF:** Parishes that need to make adjustments and/or corrections before year end, need to have their request in our office on or before **June 15th**. We cannot guarantee your request will be processed in time to be reflected on your year-end statements if we don't receive it by June 15<sup>th</sup>.



### **\* Look out for Fraudulent emails:**

Several months ago, and now just twice within the last week, we've had parishes receive emails cleverly appearing (basically hijacking the pastor's email) to come from the pastor to the bookkeeper, along the following lines:

*"Hello \_\_\_\_\_, How are you doing today? I have an important wire I want you carry out before the wire deadline for the day. Let me know the details you would need to process the wire transfer. Thank You, Fr. \_\_\_\_\_."*

Frank Feeman, our CFO, reminds us that Archdiocesan policy absolutely prohibits wire transfers to be authorized without personal contact. When this first scam went out, we sent an email to all PAAs to this effect (back on March 8th). Please share this with anyone in your parish office that might be able to set up wire transfers for the parish. Thanks to everyone who is being so vigilant and on the lookout for all the scams that are out there.

### **\*What Happens When?**

Several new PAAs have recently mentioned that it would be good to have a calendar of items that are needed by the Archdiocese (that typically involve PAAs or bookkeepers) and when they are needed. After checking with other departments in the Chancery, here is a first shot at that list. If you think of something that you think should be on the list, let PFS know. We'll be looking at this as a 'work in progress' and share it with new PAAs at new PAA trainings.

### **Checklist for new PAAs: Calendar of items**

|                      |  |
|----------------------|--|
| July                 | Insurance Billings   |
| August               | Parish Annual Report due                                     |
| September            | Parish Stewardship Commitment Renewal Training               |
| Late Sept-early Oct  | Property & Construction Safety training for Facilities folks |
| October              | Mass Counts (sometimes in May, also)                         |
| November             | Parish Stewardship Commitment Renewal                        |
| -Fall/Autumn-        | HR agreement form  |
| January              | Donor acknowledgement letters                                |
| Late January         | 'Budget' letter from Chancery                                |
| Late Feb-early March | Annual Appeal training                                       |
| March-April          | PAA Days at Palisades  |
|                      | Annual Tax Exemption Renewal, county tax & fee assessments   |
| May                  | Annual Catholic Appeal                                       |



## **\*When your parish is looking for a new PAA**

Last year, the Parish Financial Services office began to offer training to people who might be interested in becoming a PAA some day (provided they were recommended by another PAA). At this point, we now have a list of about ten folks who have gone through the new PAA training, and also participated in a web-based training/certificate program in church management with Villanova University. So when your pastor and parish are looking for a new PAA, we have a list of people who have come recommended by another PAA and have gone through some 'basic' training. Contact Scott Bader if you are in need of names of potential PAA candidates.

## **\* New PAA Training Summer Sessions**

Our summer sessions for new PAA Training is set for Wednesdays, July 20-August 10. If your parish might be hiring a new PAA (especially if you haven't let us know yet), please let them know of these dates (and let us know about them when hired too, please!). Also, if you have someone on staff, or in your parish, that you think might make a good PAA someday (and not necessarily at your parish), we have been inviting those interested in become a PAA to this training. Please pass their names on to us in PFS.

## **\*Media Management Basics:**

At several recent PAA deanery gatherings, Greg Magnoni discussed Media Management Basics and the importance of making a plan for those communications as well. You can find his handout attached (pg 8 ).

## **\*O' Dea High School, Seattle Job opening:**

O'Dea High School is seeking a Controller. Business or accounting degree preferred or 10 years of bookkeeping and/or accounting experience. For more information <http://www.odea.org/about/job-opportunities/> or contact CFO Laura Weinand at [lweinand@odea.org](mailto:lweinand@odea.org).

## **\* YES! Add me to the PFS newsletter list:**

If your pastor or bookkeeper is not receiving the PFS newsletter and would like to receive it, please let us know by sending an email to [parishfinancialsvcs@seattlearch.org](mailto:parishfinancialsvcs@seattlearch.org).

## **The 2015-2016 Parish Annual Report is now available online at [seattlearchdiocese.org/par](http://seattlearchdiocese.org/par)**

- The Parish Annual Report will be based on parish statistics between July 1, 2015 and June 30, 2016, so now is the time to get ready!
- Once again, we are using electronic forms and also using box.com to collect your report.
- The report is due August 15, 2016. You will receive instructions about uploading the report to your parish folder at box.com in late June.
- If you have general questions about the PAR, please call Ben Altenhofen in the Chancellor's Office at 206-654-4655 or email [bena@seattlearch.org](mailto:bena@seattlearch.org)
- For questions specific to the financial sections, please call Sarah Diamma, Assistant PFS Director, at (206) 382-4573 or (800) 422-5417 or e-mail [sarah.diamma@seattlearch.org](mailto:sarah.diamma@seattlearch.org)

## **From the Office of Human Resources:**

### **DEPARTMENT OF LABOR ANNOUNCES FINAL RULES**

On May 18, 2016, the Department of Labor (DOL) announced several approved changes to the Fair Labor Standards Act (FLSA) overtime and minimum wage exemption rules in regard to pay thresholds for white-collar workers.

#### **Key Changes**

**Minimum Salary:** \$913 per week, or **\$47,476 annually**. This is slightly less than the \$970 per week (\$50,440 annually) originally proposed, but still more than double the current \$455 per week.

**Effective Date:** December 1, 2016

#### **Next Steps**

Although we have this new information, the current salary test for exemption from the FLSA is still in effect. You do not have to make any changes immediately and we would highly encourage you to discuss questions and thoughts regarding implementation with Human Resources prior to making changes.

If you haven't already done so, make a list of affected jobs at your location (all those that are currently earning less than \$913/week or \$47,476 annually). Review this list for the following:

If it was previously considered an exempt position, is it really exempt based upon job duties? If not you should reclassify the position to non-exempt.

If truly exempt, does it meet the new salary test of \$47,476/year? If yes, you don't have to do anything. If no, you have to decide whether to raise the salary or reclassify as non-exempt.

For more specifics of the new rules please see the attached article -

<https://seattlearch.box.com/s/ksbb5rhj51e71tobf685jmxqfihyu79j>

Human Resources will be available to discuss any questions you may have regarding the impact of the new rules for your location and will be scheduling regional meetings this summer to further address and discuss questions about implementation of the new rules.

Please contact us at [humanresources@seattlearch.org](mailto:humanresources@seattlearch.org).

**ARCHDIOCESE OF SEATTLE**  
**PARISH FINANCIAL SERVICES**

**710 9th Ave  
Seattle, WA 98104**

**Phone: (800) 422-5417  
Fax: (206) 382-4279**

**parishfinancialsvcs@seattlearch.org**

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

Scott Bader Director of PFS  
(206) 382-4585  
Scott.bader@seattlearch.org

Sarah Diamma: Assistant Director of PFS  
(206) 382-4573  
sarah.diamma@seattlearch.org

Loretta Griffin: Savings & Loan Manager  
(206) 382-4501  
Loretta.griffin@seattlearch.org

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



**The Archbishop Follow-Up letter** data is being sent to our printer on May 26th. Please make sure to get in your processed envelopes as soon as you get them (along with a summary sheet) to avoid your parishioners getting the follow-up letter.

**Before sending in processed pledge envelopes, remember to:**

- put your **Parish ID** on them
- **keep the envelopes in the same order** as they appear on your summary sheet

**Keep the Annual Appeal DONATE link visible to your parishioners – it continues to work and they are processed immediately!**

We have more than 3,000 online gifts entered to date with an average gift of \$500!

[www.seattlearchdiocese.org/donate](http://www.seattlearchdiocese.org/donate)

**Still not at goal or are trying to attain a larger rebate? Continue to ask at **ALL Masses** and keep pledge envelopes stocked in the pews.**

*If you have ANY questions, please contact us by phone or email. We are here to support you in any way we can - thanks for all you do!*

Maggie Stiles at 206-382-4274 [maggies@seattlearch.org](mailto:maggies@seattlearch.org)

Monica Lewis at 206-382-4353 [monical@seattlearch.org](mailto:monical@seattlearch.org)



## **PARISH STEWARDSHIP SAVE THE DATES! UPCOMING EVENTS:**

### **SEPTEMBER**

Stewardship Leadership Training Sessions:

- September 7<sup>th</sup> – St. Charles, Burlington
- September 8<sup>th</sup> – St. Rose, Longview
- September 9<sup>th</sup> – Isaac Orr Room, Chancery
- September 13<sup>th</sup> – St. Gabriel, Port Orchard
- September 14<sup>th</sup> – Sacred Heart, Lacey
- September 15<sup>th</sup> – St. Madeleine Sophie, Bellevue
- September 16<sup>th</sup> – St. John the Baptist, Covington
- September 21<sup>st</sup> – Sacred Heart, Seattle (Tentative)
- September 22<sup>nd</sup> – St. Charles Borromeo, Tacoma (Tentative)
- September 23<sup>rd</sup> – Our Lady of Perpetual Help, Everett

*We will notify you when registration is open. Please mark your calendar for the date you plan on attending.*

### **OCTOBER**

- October 2<sup>nd</sup> – 5<sup>th</sup> – ICSC Conference in New Orleans (more information to follow)
- October 26<sup>th</sup> – OSV Workshop at Isaac Orr, Chancery – **Maximize Your Reach with Parishioners**



**Safe Environment Compliance Forms are due in one week.**

**This is a hard deadline that cannot be extended per the USCCB audit that the Safe Environment office will be undergoing this year.**

**\* Note that we do not require locations to turn in a compliance report, we only need you to sign off on the compliance form, verifying that all of your employees and volunteers are in compliance with Safe Environment requirements.**

If you have already sent in your form, thank you! We are sincerely appreciative of all of the work you do!

**Parish Forms:** Parish compliance forms have been distributed to SEP coordinators. We require that an original version of this document, signed by the pastor or pastoral coordinator be **received by our office by May 31, 2016**. This means you will need to put it in the mail a few days before.

**School Forms:** School compliance forms have been distributed to all SEP coordinators and principals of schools that have recorded the *Touching Safety* numbers for the March lessons in the VIRTUS database. We require that an original version of this document, signed by the principal, be **received by our office by May 31, 2016**, this means you will need to put it in the mail a few days before.

If you have not received your compliance form, and believe that you should have, please contact our office.

Again, thank you for all of your efforts to support the Safe Environment program!

Please do not hesitate to contact our office with any questions as we are happy to assist you in working towards compliance.

Annie French  
Safe Environment Program Coordinator  
Archdiocese of Seattle

PLEASE SEND THE ORIGINAL FORM TO THE SAFE ENVIRONMENT OFFICE  
710 9<sup>TH</sup> AVE., SEATTLE, WA 98104

# Safety Talk

## Exposure to Falls in Parking Lots

### Part of the Eyes on Pathway Risk Group

#### What are they?

The parking lot fall exposure group includes all slip, trip or falls that occur in a parking lot, including those due to ice, snow, or water. There are other kinds of falls that occur in a parking lot, like falls occurring while exiting a vehicle, but our focus here is on the act of falling while walking through a lot.

#### What is their impact?

Parking lot falls can result in a wide-range of injuries, including abrasions, cuts, sprains and bruises to fractures and closed head injuries. Ankle/foot injuries and abrasions to the hands, knees, and face are the most common results of *trips*. Parking lot *slips* will typically result in musculoskeletal injuries to the wrists, head, neck, back, or buttocks. Serious injuries in parking lots may leave the victim unable to get up and self-rescue. This leaves them at-risk during winter months, especially after dark unless help is nearby.

#### Why does it happen?

Full exposure to the elements makes a parking lot one of a company's more hazardous places. A parking lot fall is typically the result of an individual's at-risk behavior while walking. That is, for whatever reason, an employee is either not focusing on *where* they are walking, are unable to *see* their pathway, or are taking shortcuts over or through otherwise unsafe conditions, like:

- Ice and snow.
- Broken pavement.
- Manhole covers.
- Loose rocks and gravel.
- Poor visibility.
- Rain and standing water.



Examples of at-risk behaviors that lead to falls in parking lots include:

- Shortcuts over or through hazardous conditions, like landscaping, ice, or water.
- Walking backwards.

- Not focusing on where you are stepping.
- Hurrying or running.
- Carrying an object that obstructs your view of the pathway.
- Being distracted and not paying attention to your surroundings.
- Wearing improper footwear for the conditions.

#### Does it happen?

Absolutely. In fact, falls that occur in parking lots are the second most common source of slip, trip, and fall injuries in quantity (frequency) and third in degree of injury (severity).



#### What can we do about it?

There are several simple things you can do right now to minimize your exposure to falls from stairs injuries.

- **Always focus on where you step.** Conditions in parking lots can change rapidly. Watch where you are stepping to allow you to observe hazardous conditions.
- **Do not carry items that block your view of the pathway.** Take additional trips, if needed.
- **Park near a light source** if possible in the early morning or nighttime hours to help you better see unsafe conditions.
- **Manage your time to avoid running** or hurrying through parking lots.
- **Walk on the pavement.** Avoid shortcuts over grass or landscaping that can become slippery or a tripping hazard.
- **Avoid other simultaneous activities** like reading while walking.
- **Wear appropriate footwear.** We recommend a low heeled, rubber-sole shoe for all condition traction.
- **Choose a safe path.** Take the time to step around an unsafe condition, like ice, instead of through it.
- **Help others.** If you see a hazard that you can fix, fix it. Otherwise, report observed unsafe conditions for correction.
- **Communicate.** If you observe someone placing themselves at-risk of a parking lot fall, let them know.



# Media management basics

**“The media are coming. What should we do, what do we say?”**

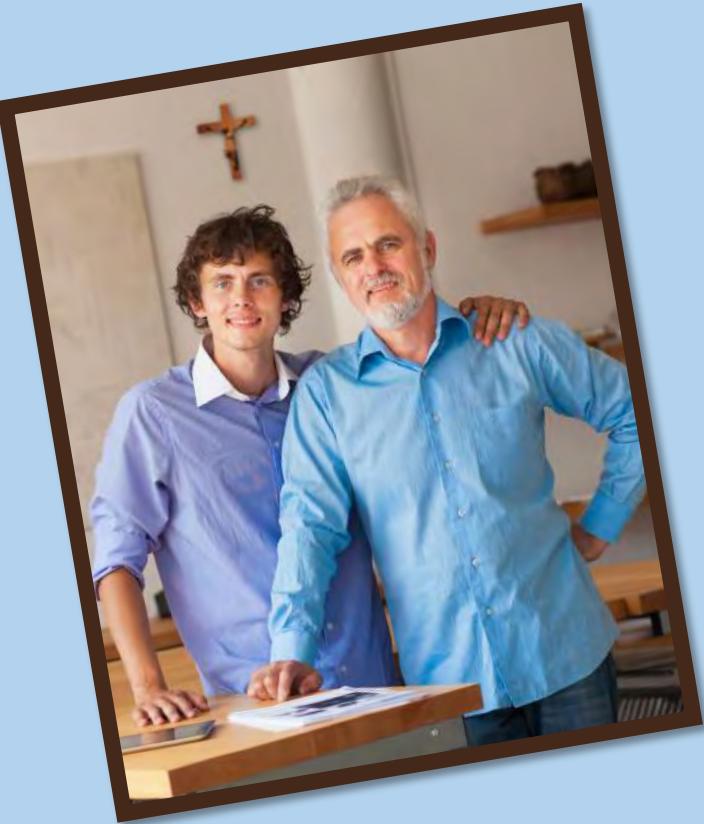
Media checklist: 10 basic dos and don'ts

- ✓ Be helpful
- ✓ Be polite
- ✓ Respect media deadlines
- ✓ Don't confuse being friendly with being friends
- ✓ Take the time to get the response right
- ✓ Stick to what you know, don't speculate
- ✓ Don't create a vacuum
- ✓ Don't offer personal opinions
- ✓ Don't speak for others — school — Right options for yourselves
- ✓ Don't panic, manage

When the media call, follow these basic steps

1. Count to 10
  - a. Don't be in a hurry to respond: Consult and be deliberate
  - b. Ask questions (What's the story? What's your deadline?)
  - c. Get contact information and always call them back
2. Keep it simple
  - a. Never say “no comment”
  - b. Provide basic facts, stay out of the weeds
  - c. If you don't know, say so and offer to find out
3. Be prepared
  - a. Identify a spokesperson
  - b. Set ground rules
  - c. Don't forget internal audiences. (Parish email list, parish employees, school principal, parish councils and commissions, etc.)

# # # # #



# MEN OF FAITH

Father & Son

Retreat

June 17– 19, 2016

Led by:

Bishop Edward J.  
Burns

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**Phone: (206) 274-3130 \* [palisades@seattlearch.org](mailto:palisades@seattlearch.org)**

Join us for our annual...

# Catholic Seafarers' Ministry

# Home From the Sea

## Shipboard Luncheon



Sunday, June 26, 2016

10:15am-2:00pm

Smith Cove Cruise Terminal  
Pier 91

Registration: \$50 per person

Registration Deadline: June 17

Reserve a table with friends, family, and colleagues  
to enjoy an elegant 4-course meal with wine aboard  
Holland America Line's *ms Amsterdam*.

Guests will have the opportunity to tour the ship after lunch.

10:15am-Check in at Pier 91 Cruise Terminal  
10:50am-Final Boarding for Luncheon  
11:00am-Special Program  
12:00pm-Luncheon  
1:15pm-Self-guided tour of ship (optional)  
2:00pm-Disembark

Holland America Line  
generously covers all costs for  
this lovely luncheon! 100% of  
your registration supports the  
work of the  
Catholic Seafarers' Ministry.  
To register, call or email  
Ashley Reinsmith at  
206 935 3439 or  
office.mts.seattle@gmail.com  
Or register on our website:  
[www.seattlearchdiocese.org/  
seafarers.](http://www.seattlearchdiocese.org/seafarers)



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