

PARISH FINANCIAL SERVICES NEWSLETTER

September 2016



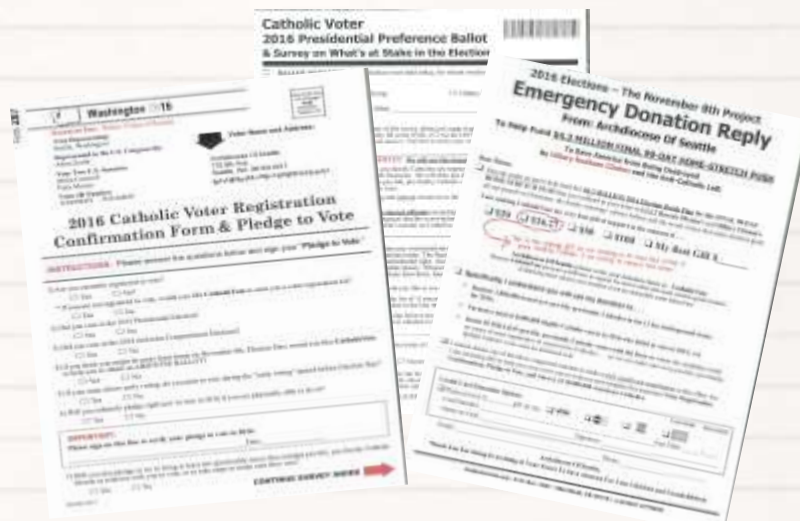
Volume 13, Issue 9

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FRAUDULENT 'CATHOLIC SURVEY'

Some parishioners have complained that they received in the mail a "Catholic survey" seeking the recipient's answers regarding the upcoming Presidential election and soliciting money for their cause, "Catholic Vote, a project of Fidelis." The "survey" appears to reference the Archdiocese. We have turned the issue over to our attorney but in the meantime if you hear complaints from parishioners please assure them the Archdiocese did not send nor does it endorse this organization or survey.



For myself and many others, I want to thank Emily for 10 years of devoted service to the Archdiocese. She has had a great impact on our work here in PFS and many other places. We will have a farewell gathering on Sept 28th (9:45-10:15am) here at the Chancery. —Scott Bader



It has been such a joy working here at the Chancery for the past decade! Thank you to all those that made my time at Parish Financial Services an amazing experience. I am sad to be leaving, but excited to start my next life adventure in Poulsbo. My last day here is Friday September 30th. I wish you all the best and will miss everyone very much! - ❤️ Emily Lee

FROM THE OFFICE OF PFS:

Class action settlement checks:

If you received a class action settlement check for about \$92 regarding Stellar Communications (insured by Old Dominion), these checks are legitimate and may be cashed. Thanks to those who let our office know you received these checks. If you want more information go to <http://caselaw.findlaw.com/fl-district-court-of-appeal/1731730.html>.

Finance Council tidbits:

Whether your Finance Council meets monthly or quarterly, you've probably not met during the summer. Now is the time to look at the final numbers for fiscal year 15-16. Also, by sometime in October, you should have first quarter fiscal year numbers, and October is definitely a good time for your finance council to review how those numbers line up against your 16-17 budget so far. Review the Annual Report to parishioners that should be sent out soon. October also puts us very close to the yearly parish stewardship commitment renewal. The finance council could discuss how they might support that effort this year – and if your parish has a stewardship commission might connect with them to find out what they can do to assist. (Also, note that we are accumulating finance council chair email addresses from the parish annual report. We plan to share this tidbit – and again in succeeding quarters – with them by email.)



INSURANCE REMINDER: STUDENT INJURIES

As students return from summer vacation, some reminders about our insurance program might prove helpful. Remember, you do NOT need to report most student injuries to Sedgwick Claims Management (our 3rd party claims administrator.) Only report injuries if they involve a head injury, amputation or death, OR if you believe we have clear liability. A best practice would be to fill out the incident report form (found on the Archdiocese insurance website, link found below) for most student injuries and keep internally for future reference.

The Archdiocese has Student Accident Coverage available to students who are injured during school (youth ministry) activities. This coverage is to be used AFTER parental or guardian coverage has been used. The Student Accident Coverage can be applied to fill coverage gaps of the family medical coverage and/or to ease family deductibles. This coverage should be extended when *asked by the parent*. The forms and FAQ's etc. are located on the Archdiocese Insurance website under *Student Accident Insurance Program*.

Covered "group" under Student Accident:

All enrolled students of the Policyholder during school time, while participating in school sponsored and supervised activities, including group travel, including athletics, and football. Coverage also extends to Volunteer Workers of the Policyholder while involved in duties at the direction of the Policyholder.

Thanks, and please contact us with any questions!

-Maggie Parros and Nick Altenhofen

Administration & Finance/Insurance Program

Phone: (206) 382-4529 nick.altenhofen@seattlearch.org

Please visit our website: <http://www.seattlearchdiocese.org/Archdiocese/Insurance/forms.aspx>

Catholic Campaign for Human Development Collection 2016 – thank you!

The Catholic Campaign for Human Development (CCHD) Collection took place this past weekend of September 17-18. 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.



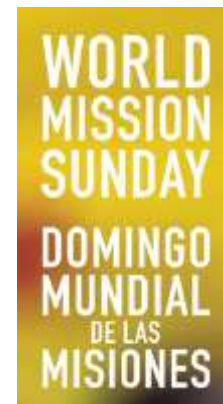
Parish staff: **please send your parish check, with “CCHD Collection” referenced in the memo, to the Missions Office at 710 9th Ave, Seattle, WA 98104.** We ask that you please do not combine the check with other archdiocesan items.

World Mission Sunday Collection 2016 – envelopes are on the way!

The annual World Mission Sunday Collection takes place this year the weekend of October 22-23. We have confirmed that pew envelopes shipped out to each parish last week, so please confirm that you received your shipment – and let us know ASAP if you did not! Bulletin inserts will be shipped separately and will arrive in time for inclusion in your October 15-16 bulletins. If you need any additional materials, contact our office by replying to this email or call (206) 382-4580.

Do not hesitate to contact the Missions Office with any questions, (206) 382-4580 or missions.office@seattlearch.org. Information on CCHD, the World Mission Sunday collection, as well as additional resources, can be found at our website:

www.seattlearchdiocese.org/missions.



Thank you!

Missions Office staff



Our suggested dates for Stewardship of Talent are:

- * September 24/25 – Announcement/Education
- * October 1/2- Commitment/Witness/Ask
- * October 8/9 – Follow Up/Ask2/Thank You.

These dates are fast approaching. All the materials that you need are on our web site at:

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

Look under Stewardship of Talent. May God Bless your campaign!

OSV will be here for a very informative **Workshop on October 26th** in the Isaac Orr room here at the Chancery from 9:30 am – 2:30 pm. This is a free workshop with free lunch and parking. Come learn how to maximize your reach with your parishioners. For more information and to register, contact Steve Homiack at 206-903-4619 or steve.homiack@seattlearch.org.

UPDATES FROM THE OFFICE OF PROPERTY & CONSTRUCTION

Greetings...A request was made a bit ago for an update to the Parish Building Maintenance Manual. This update has been posted to the Seattle Archdiocese, Property and Construction Page under the SAFETY tab. Let me know if your staff need any assistance with this manual.

We are in the process of adding Appendix H – Emergency Preparedness, to the Safety Manual. There has been a constant stream of inquiries related to this issue and this appendix will assist you and your employees. The Appendix will be posted/you will be contacted in a few weeks in conjunction with our Fall Safety Training. A reminder if this isn't done all ready, have your employees sign up for the fall safety training.

A common question asked by PAA's and Facilities Managers is "Do I need to attend the fall safety training?". For any new hires or first time PAA's, I would encourage attendance or if job description has maintenance and custodial duties, please call and we can discuss further specific training with these duties and your other PAA duties. Keep in mind all supervisors of employee's must be first aid trained. When you obtain training, use a provider who can certify a two year refresher after training. Some providers can only certify you for an annual refresher training.

The Seattle Archdiocese, Property and Construction Page is going under construction shortly and will be reformatted to better assist you.

If I can be of any further assistance, please let me know. –Ed Foster (206-382-2064)



The 2017 Campaign Dates are set - Mark Your Calendar!

Appeal Kickoff Weekend -	April 23, 2017
Presentation/Ask Weekend 1 -	April 30, 2017
Presentation/Ask Weekend 2 -	May 7, 2017
Follow-Up/Ask Weekend 1 -	May 14, 2017
Follow-Up/Ask Weekend 2 -	May 21, 2017

The ACA team looks forward to seeing you in the spring!

ARCHDIOCESE OF SEATTLE

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September 12, 2016

Dear Father or Pastoral Coordinator:

Parishes in the Archdiocese of Seattle have taken October Mass counts for at least the past 35 years, and these counts have informed everything from the opening of new parishes to the assignment of parish staff. The need for this information continues, and it's time again to ask all parishes, missions and stations that have regularly scheduled weekend Masses to report on attendance at those Masses.

Please take a count of attendance at all scheduled liturgies in your parish and any associated missions or stations on the **FIVE** weekends of October: **October 1-2, 8-9, 15-16, 22-23 and 29-30, 2016**. We know from past experience that the weekend nearest to Halloween can have a lower than usual attendance, but please do the count that last weekend anyway.

The form with this letter can be used to record and report the counts by email, fax or regular mail. The form will also be posted on the diocesan website (www.seattlearchdiocese.org/cwm) and can be downloaded, completed, 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 Communion, 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.

Please return the form by November 5th if at all possible. 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

MASS COUNT FOR OCTOBER 2016
Catholic Archdiocese of Seattle

Parish: _____
Name ID City

Mission or Station (if any) _____
Name ID City

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

Day	Mass Time	Language (if other than English)	Location (if not main parish church)	Attendance for weekend of:				
				Oct. 1-2	Oct. 8-9	Oct. 15-16	Oct. 22-23	Oct. 29-30
Saturday								
Sunday								
Notes:								

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!

A Minute for **Safety**

Volume 5 • Number 11

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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Falls

With predictable regularity, falls continue to be a leading cause of accidents and deaths on the job. Falls include those on the same level (floor, ground), as well as from one level to another (stairs, ladders, roof, etcetera). They can be caused by either or both of two reasons—an unsafe action of an individual (hurrying, overreaching, improper use of equipment, etc.) or unsafe condition of the situation (poor housekeeping, unguarded opening, surface condition, etcetera).

Good footing is the best way to avoid falls and good housekeeping is the best way to ensure good footing. Trash, wires, and slippery areas caused by water, grease, or oil can cause falls. Watch footing when working on slick flooring and poorly lit areas, where floors are uneven from room to room, and where surfaces are uneven from broken concrete, cracked asphalt or curled rugs. Always look in the direction you are walking. Avoid carrying large objects that may block your view of a safe walking path. Walk slowly on stairs and use handrails to secure your step.

Cover, guard, or mark spills, potholes, and floor openings. Protect them with warning cones, guardrails, or toeboards. Except for normal doorways, protect wall openings and stairways through which someone could fall. The protection should be sufficiently strong and secured to prevent it from being removed.

Makeshift ladders or incorrect ladder selection can cause falls. Choose the ladder that's made for the job. Be sure it's in good condition and placed securely. Face the ladder and keep both hands free while climbing.

Preventing falls is a matter of common sense. Watch where you're walking. Take careful steps when you walk and choose and use equipment properly.



MISSION *of* MERCY

WITH MISSIONARY OF MERCY FR. JOSEPH CORPORA, C.S.C.



Fr. Joseph
Corpora, C.S.C.

FRIDAY, SEPTEMBER 30

Holy Family Church, Seattle

5:30 pm Confessions

7:00 pm Holy Hour for Mercy
with presentation by Fr. Corpora (in Spanish)

SATURDAY, OCTOBER 1

St. James Cathedral, Seattle

JUBILEE for VOCATIONS

9:30 am Confessions

11:00 am Presentation by Fr. Corpora (in English)

11:30 am Rosary for Vocations,
led by Bishop Eusebio Elizondo

St. Pius X Church, Mountlake Terrace

5:30 pm Mass (Sunday vigil in English)

6:30 pm Presentation by Fr. Corpora
Confessions following

SUNDAY, OCTOBER 2

Prince of Peace Mission, Belfair

11:00 am Confessions

12:30 pm Mass (in Spanish) with veneration of the
relics of St. Faustina and St. John Paul II

1:30 pm Presentation by Fr. Corpora
(English and Spanish)

“The Holy Father implored us to be gentle, to be kind, to be loving, to show the maternal face of the church to penitents. He asked us to reflect on our own sinfulness and our own need for forgiveness, and to extend that to all who come into the confessional.” — Fr. Joseph Corpora, C.S.C.

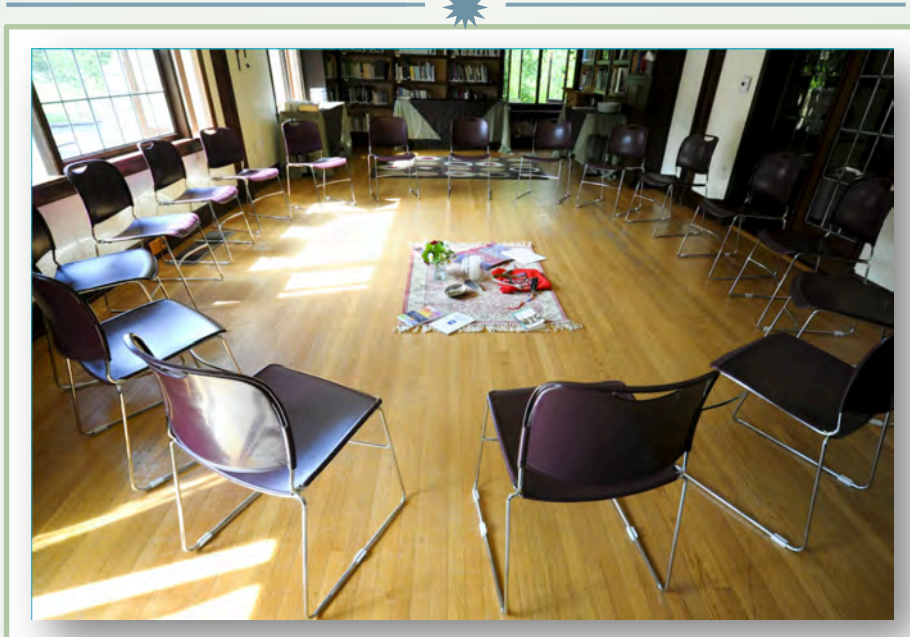




The Peacemaking Coordinating Team
and PointOneNorth Consulting LLC
cordially invites you to:

PEACEMAKING CIRCLE PILOT CASE FINAL SENTENCING

THURSDAY, OCTOBER 6
4-5PM

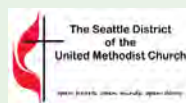


King County Juvenile Court, Lobby
1211 East Alder Seattle, WA 98122

Please join us and bear witness to our first pilot case referral using the Peacemaking Circle Process as alternative sentencing.

This is the result of collaboration and partnership between families, communities, and the Justice system to address harm, heal, promote accountability, and build community.

For more information please contact Saroeum Phoung at 781.346.5040 or email Saroeum@pointonenorth.com.



How to **Welcome, Include, & Catechize** All of God's Children:

Practical Suggestions for Serving Those with Special Needs

Presenter: Deacon Lawrence R. Sutton

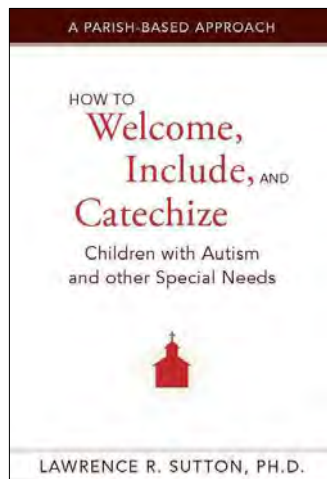
• Saturday, October 8th •

The Pastoral Outreach Center of St James Cathedral

907 Columbia Street, Seattle

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 October 3rd to

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