ARCHDIOCESE OF SEATTLE

PARISH FINANCIAL SERVICES NEWSLETTER

In This Issue

Budget & Financial Alerts - Parish Finances	2
Other Important Announcements	3&4
Details about PAA Days 2017	5
Letter from Deacon Eric Paige about Core Areas for Evangelization Reorganization	6
ACH Payments now offered to Parishes & Schools	7&8
What is the Difference Between Rice Bowl and CRS Collection	9&10
Upcoming Retreats at the Palisades	11

PLANNING A CAPITAL CAMPAIGN THAT MIGHT INVOLVE BORROWING FROM THE PRF?

Just a reminder, that before kicking off a capital campaign that might involve having to borrow from the PRF, either for a bridge loan or a regular loan, you must get approval to begin the Capital Campaign. Contact Scott Bader in the PFS office for information.

Budget and Finances

BUDGET ALERT FOR ALL SEATTLE PARISHES AND SCHOOLS

Please note that as of **January 1, 2018**, all employees working **within the Seattle city limits** must be paid at least the new minimum wage of \$15.00 per hour. This change to \$15/hour will be in effect whether the employee is offered health benefits or not. Through the remainder of 2017 Seattle employees who are offered health benefits may be paid \$13.50/hour, but after 1/1/18 all Seattle city employees must make at least \$15.00/hr. Please budget accordingly. Please call or email if you have any questions:

Matt Boswell | matt.boswell@seattlearch.org | 206.264.2083

Jennifer Clemens | jennifer.clemens@seattlearch.org | 206.382.4574

REVISION TO BUDGET PLANNING PACKET

Please update your FY1718 budget estimates with the below information.

Benefits and Special Billings for Clergy - Estimate for 2017-2018

*
\$700.00
\$540.00
\$550.00
\$500.00
\$505.00
\$600.00

Real Property tax statements that are mailed from the counties to the Archdiocese have now been mailed to respective parishes, schools and entities.

Please check and make sure that you have all the tax statements you were expecting. First-half payments are due by April 30.

Please call us if you have a tax statement that does not belong to you, or missing any statements. 206-382-4283

Finance Council quarterly

As we get into Spring, obviously Finance Councils wants to be reviewing the finance statements through the third quarter of the fiscal year. And, if your next meeting isn't until after Easter, it would be good to include the 'performance' of the Easter collection – the last big bump of the fiscal year.

Budgeting for the fiscal year needs to be going, if it hasn't started already. It would be good for the Finance council to see at least a first draft budget in the early Spring – and hopefully this is informed by input from the relevant staff (including the pastor!) and the Pastoral Council's input about parish goals and priorities and vision for the future. If you've been meeting just quarterly, you may want to schedule an extra meeting or two to enable a completed budget to recommend to the pastor.

If you have a parish school, it is time to ask what enrollment is starting to look like for next year – and how that will impact budget.

Finally, start recruiting now for new Finance Council members. You'll need to start this early because there are always some that will turn you down. Do some brainstorming at the meeting to share suggestions with the pastor.

Property and Liability Insurance Department

It is important that claims get reported to Sedgwick promptly. We have seen a recent trend of claims being reported weeks, or even months, after the incident occurred. Sedgwick should be notified as soon as possible, ideally immediately following your accident investigation where you have collected the facts from the scene (as appropriate.) In all cases no more than 24 hours after you are made aware of the circumstances. Delayed reporting makes it difficult for claims adjusters to properly evaluate the incident and determine our Liability. As time goes by, we tend to forget what happened, lose estimates, invoices or pictures, and ultimately clarity is lost. We ask that you please be sure to be prompt in your reporting, and, as always, don't hesitate to contact our office with any questions.

Nick Altenhofen 206 382-4529, nick.altenhofen@seattlearch.org

TAX BOOKLET FOR PRIESTS

It might be good to remind your pastor and other priests working in your parish that in late February the Benefits Services Office did their annual mailing of the booklet 'Income Tax Guide for Clergy', published by the National Federation of Priests' Councils.

CONSIDER INCLUDING A LINK TO ARCHDIOCESAN ANNUAL REPORT

Consider including in your bulletin a link to the new Archdiocesan Annual Report http://www.seattlearchdiocese.org/Archdiocese/AnnualReports.aspx. An blurb to include with the link might be "Curious about how our Archdiocesan finances and other activities are going? Check out the Archdiocesan annual report on the Archdiocese website at (insert link).

Looking For More Training As A Pastoral Assistant for Administration?

The 2017 Notre Dame Catholic Leadership Program, an annual event hosted by the Mendoza College of Business and Nonprofit Professional Development.

Now in its seventh year, this program demonstrates our commitment to helping Catholic organizations grow and thrive by offering high quality, low-cost certificate education opportunities relevant to today's complex challenges.

We hope you take with you valuable information that will help you and your organization achieve great success. Below are links to the program's agenda and registration page. We look forward to working with you!

Review the agenda for the 2017 Catholic Leadership Program

Register now for the 2017 Catholic Leadership Program

A few PAA's have attended this. Contact PFS if you have questions.

ESTATE OF ST. MARK'S PARISHIONER WISHES TO DONATE PIANOS TO PARISH/SCHOOL

Estate wishes to donate 2 refurbished piano's to whom ever is in need of one. One is a Wurlitzer and the other a Thomas, both consoles. Please call Denise Hopfinger at 206-366-0195 if interested.

Join Archbishop Sartain, Bishop Elizondo and hundreds of young adults (18-39) as we pilgrimage around Capitol and First Hills in Seattle for the Annual Holy Thursday Pilgrimage. Come meet up with us after participating in your Parish Liturgy or after the Mass of the Lord's Supper at St. James (which begins at 6pm). Our timeline includes gathering on the steps of St. James Cathedral at 8pm, visiting different churches around Seattle and concluding with prayer back at the steps of St. James at midnight. Email us for more information or visit our website: http://www.oyyae.org/ya-events/2017/4/13/young-adult-holy-thursday-pilgrimage!



Parish Stewardship

For information regarding National/Special Collections and printable copies of the Calendar go to:

2017 Calendar

2018 Calendar

HOLY LAND ITEM SELLERS

At least two persons are contacting parishes to sell objects from the Holy Land at the parish.

One is an entity called Children of Peace Foundation, and principally run by Khaled Jaraysa. This group has obtained nonprofit status. There are no obstacles to allowing them to sell these items. Khaled has a Certificate of Insurance and Agreement (for all parishes) on file in the Office of Property & Construction.

Another is a gentleman called Farid Qumsieh. His entity does not have non-profit status. However, since he is selling religious objects, the parish can use some of the fifteen days the law allows for profits to come on non profit property to engage in for profit activities. You just have to keep track of these days. See the forms at the bottom of this page:

http://www.seattlearchdiocese.org/ Archdiocese/Property/Forms.aspx .

Also, check out

http://www.seattlearchdiocese.org/ Assets/Property/5903_NEW-UseofProperty2014.doc

As always, it is up to the pastor to grant permission. Parishes aren't required to allow these sales, but they are permitted to do this.

For further information, contact the Property and Construction Office Annie Roy, 206-382-4283 or annier@seattlearch.org.

Details about PAA Days 2017

Wednesday, April 5

8am – check in open

9am – Prayer, Welcome, Introductions

9:30am-12n – Keynote - Everyday Faith: Living And Working With Less Stress And More Success – Jason Kotecki

12n - Lunch

1pm-5pm – Breakout Sessions

Capital Campaigns, Conflict Management, Lectio Divina Prayer, Parish IT, Parish Marketing, Pastoral Transitions, Performance Evaluations

'Connect Up' Opportunities with Benefits, Communications, Payroll, Property & Construction, Schools, Stewardship and Development

Also, from 2pm, Reconciliation is offered

5pm - Mass

6pm – Dinner

7pm – Social Gathering

9pm – Evening Prayer

Thursday, April 6

7:30am – Morning Prayer

8am – Breakfast

9am-12n – General Sessions

Human Resources, Property & Construction, Capital Campaign, Immigration and Refugee Services, Insurance, Parish Financial Services

12n – Lunch

1pm-3pm – State of the Archdiocese

Webinar On Changes to Parish Accounting Manual.

While we will cover changes to the new parish accounting manual at PAA Days, there are some, like parish bookkeepers, who will miss PAA Days, and yet need to know about changes to the Parish Accounting Manual. We will host a webinar from 10am-12n on Monday April 10th. Please email the Parish Financial Services office if you would like to 'attend' this webinar. parishfinancialsvcs@seattlearch.org. During the webinar, we will also cover a few related topics, such as changes to the priest compensation and the parish assessment that will also be covered at PAA Days.

Dear colleague in ministry:

In July of 2016, following a survey conducted by Catholic Leadership Institute (CLI) and extensive internal review Archbishop created our Core Area for Evangelization, Formation and Discipleship. His vision was to create opportunities for better collaboration as well as to eliminate unnecessary redundancies. Since then, we have continued the process Archbishop began reviewing our operations in order to identify ways that we can structure the eight offices that comprised our Core Area in a way that maximizes efficiency and facilitates collaboration.

Effective Friday, March 17, the feast of St. Patrick we are making the following changes to our organizational structure:

Our Communications Office will continue its work under the leadership of Greg Magnoni. Greg will also continue his work supporting the Archdiocese with Public Affairs and Media Relations. Additionally, Greg is helping to facilitate a comprehensive Communications Study to set our strategy for communications for the years to come. One dimension of this study will be to evaluate which contractor we will use to develop and manage our website. Our internal web developer functions will be phased out by June 30, 2017. Reception and mailroom functions currently supervised by the Communications Office will transfer to Chancery Operations. Additionally, the Communications Office will streamline administrative functions eliminating an Administrative Assistant position.

Shaune Randles will continue to supervise our CYO Camps and report to the Executive Director for Evangelization. In an effort to reduce costs and focus operations, our camps are reducing two Assistant Director positions. Our Faith Formation and Youth Ministry Offices will help to support the formational efforts of our camps.

Joseph Tancioco will take on a new role as Manager of Event Planning and Program Support. Joseph will coordinate both planning and promotion of events within our Core Area. In his work, he will supervise two marketing coordinators: Gabrielle Cubera and Danica Delosreyes who will relocate from the Retreat Center and the Office of Youth and Young Adult Ministry respectively. They will serve as a resource for our entire Core Area. Lisa Hillyard will be part of this group reporting to Joseph as she transitions from Library and Media Center Manager to Media Center Manager. She will continue to maintain reference works in the Library for internal use but phase out the rest of the lending library. This will enable her to use her gifts acquiring, curating and distributing digital resources. Additionally, Joseph will supervise the Catechetical Certification Program.

We continue to recruit for a Marriage and Family Life Director. Once hired, this position will play a key role in integrating a focus on Marriage and Family life into programs such as CYO Athletics, Multicultural Youth Ministry and Parish Youth Ministry. Additionally, this position will collaborate with Faith Formation.

Erica Cohen Moore has been asked to serve as Director of Discipleship. In this role she will supervise Pastoral Care Ministries, Missions Office, Inclusion Ministry Multicultural Ministries and Leadership and Transition Services. She will also collaborate with the Office of the Vicar for Clergy in supporting the Deacon Formation Program. Additionally, we will invest more resources in Pastoral Care making Joe Cotton, our Assistant Director of Pastoral Care, a full-time position. Erica will also supervise CYO Athletics, Multicultural Youth Ministry and Parish Youth Ministry on an interim basis until a Director of Marriage and Family has been identified.

Anne Jenkins has accepted the offer to start as our Evangelization Project Manager. This new role will report to the Executive Director and will offer support for a variety of projects including increasing sacramental participation and supporting Youth and Young Adult ministry.

Anne Frederick will transition from Director of Religious Education to Director of Faith Formation. In this role, she will supervise our new Director of Spanish Language Faith Formation Carlos Carillo who will begin service on May 1. Anne will also continue to supervise the Christifideles Program which will continue its work with reduced administrative support.

At Archbishop's invitation, Jennifer Gramaje has agreed to assume the role of Liturgy Coordinator for the Archdiocese. The Liturgy office will continue to receive support from Teresa Chudecke. In addition, the Office will receive Liturgy consulting support from Corinna Laughlin at the Cathedral and Fr. Steve Sallis.

Patrick Sharkey will continue to direct our Retreat Center.

The changes listed above represent a focused effort on the part of Archbishop Sartain to steward the resources the people of God entrust to us well, and lay a firm foundation for a Core Area that works as an agile team. Since the 2015 Survey, through attrition and the reductions described above, our Chancery has reduced our costs significantly. This puts us in a position to make prudent investments, when the time comes, to increase our capacity to support Evangelization, Formation and Discipleship.

In the months to come, we will undertake an effort to relocate our physical workspace in a way that fosters a collaborative work environment. Additionally, we will work to create organizational structures that provide clear lines of reporting while enabling collaboration in our Core Area and throughout the Chancery.

On behalf of Archbishop Sartain, I thank you to the excellent team of ministers who make up our Core Area. They have been patient and have done excellent work throughout this process. All of us look forward to serving the Church with you in the years ahead.

With many thanks, Deacon Eric Paige, Executive Director Evangelization, Formation and Discipleship

ARCHDIOCESE OF SEATTLE

ACCOUNTING SERVICES 206-382-4377 FAX: 206-903-4624



710 9TH AVE SEA: FLE. WA 98104-2017 nonexatilentializest and

To: All Parishes and Schools

From: Frank Feeman, Chief Financial Officer

Date: February 16, 2017

Re: Chancery Accounts Payable office now offers ACH payments to parishes and schools

Dear Colleagues:

The Chancery Accounts Payable department would like to invite you to participate in our new electronic payment program, or ACH Payment. In lieu of receiving a paper check for payments the chancery issues to your parish or school, the payment can now be made via electronic transfer and automatically credit your bank account at your financial institution. This includes such payments as rebates, refunds, grants, donations, etc.

Benefits to your location include:

- · Cost savings on banking fees to the location and to the Chancery
- Fliminates check processing costs and collection costs associated with lost or misplaced checks.
- · Eliminates need to process checks and make manual deposits
- Funds are available next day. No more waiting 2-3 days for check to arrive in the mail.
- Email advices sent include statement-type information such as deposit date, deposit amount, and invoice number or purpose of payment
- Flectronic payments are more secure, save money and help conserve the environment by eliminating the printing
 and mailing of paper checks

To receive payments electronically, complete the attached form and return it to the Chancery Accounts Payable Office. The form should be signed by the priest or the proper official of your location. Please include title along with their signature. If you have both a parish and school, please prepare a separate form for each.

Mail, e-mail or fax the completed form to:

Accounts Poyable

710 5th Ave.

Seattle, WA 98104

achpoyment@seattlearch.org

fax (205) 903-4624



Archdiocese of Seattle (see note below) Authorization Agreement For Direct Deposit (ACH) Authorization Form

SECTION ONE: Independent Contractor/Company/Em	nlovee
Name:	
Payment Address:	
Payment City, State, Zip:	
Phone Number:	
SECTION TWO: Direct Deposit Setup Information	
In the Archdiocese of Seattle's (CCAS's) commitment to sustains section below. All fields must be completed for direct decosit se	ability, and to process your resyment faster, we request you to complete the ACH enrollment
Bank Name:	Email for Direct Deposit Notification: (Email-st least one email is required)
200120	Email for Direct
Branch (optional):	Deposit Notification: (optional 2nd email address)
	And the second of the second o
ABA Routing No:	
Account Number:	Checking (or) Savings
SECTION THREE: Direct Deposit Authorization and A	greement
I authorize the Archdiocese of Seattle (see note below) to initiate funds deposited in error if necessary, in compliance with U.S. L. I understand that:	direct deposit of funds to the account and financial institution indicated above, and to recover aw, and the Automatic Clearing House (ACH) rules.
provide a valid e-mail address.	information. Notification of direct deposits will be by e-mail; it is my responsibility to
	my account, and that CCAS assumes no liabilities for overdraft for any reason.
 Into autorization will remain in effect timin: a) CCAS receiving bank that the account is no longer valid; or c) until the CCAS 	ses a written request to change or terminate direct deposit agreement; b) notification is sent by S determines to terminate the program.
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Signature	
Print Name and Title	
	provides payment services for Fulcrum Foundation. The Independent by the Archdiocese of Seattle using Fulcrum Foundation name and or bank accounts, are
	Send Completed Forms to: Sandy Lau Accounting Department (or) via fax: 206-903-4624 email: achpayment@seattlearch.org
	ruestions? Call 206-382-4237
	FOR ACCOUNTING USE ONLY Acet #:

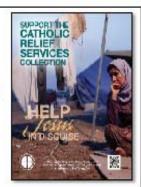
CRS Rice Bowl and the USCCB's Catholic Relief Services Collection (CRS Collection)

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



CRS Rice Bowl

CRS Collection



What is it?

CRS Rice Bowl is Catholic Relief Services' Lenten faithin-action program for families and faith communities. It offers simple, yet powerful, ways for every one of our parishes, most of our schools, and families throughout western Washington to bring Lenten spirituality to life.

Every Lent, Catholics here and throughout the U.S. do something amazingly holy and just. Our 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; immigrants and refugees are served; the homeless find shelter.

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.

When does it happen?

Rice Bowl begins on Ash Wednesday, March 1, 2017 and ends with Easter Sunday, April 16, 2017. 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 25-26, 2017.

Who Benefits?

Rice Bowl contributions support projects that assist our sisters and brothers in need, both overseas and here in the United States. 75 percent of 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 Rice Bowl grants program. (Every parish is encouraged to apply for a grant!)

The CRS Collection supports six Catholic organizations (Catholic Relief Services; the U.S. Conference of Catholic Bishops' Department of Justice, Peace, and Human Development; Migration and Refugee Services; Catholic Legal Immigration Network Inc.; 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 our support.



CRS Rice Bowl

CRS Collection



How can I promote full participation?

- 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.

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

- 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 envelope in parishioners' packets.
- Parish Resources are available online at http://bit.ly/1EbtdO5, which include Bulletin Announcements and other useful materials

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

Parish staff: Please make all checks payable to "Missions Office," with "Rice Bowl" or "CRS Collection" on the memo line or indicated elsewhere. Thank you for not combining checks.

If desired for bulletin use, a one page version of this sheet is available on our website or by contacting the Missions Office.

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.

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

"Let us not waste this season of Lent, so favorable a time for conversion!"
- Pope Francis



April 7 – 9, 2017
"Becoming a Joyful Disciple of Jesus Christ"
Young Adult Retreat
Led by Fr. Burke Masters

April 10 - 12, 2017 "Holy Week Silent Retreat" Led by Fr. Caleb Insco, FSSP

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