



Archdiocese of Seattle

July 2017

Parish Financial Services Newsletter

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2016-2017 Parish Annual Report

· The report forms are available on our website, along with instructions for uploading your completed report to Box.com :

[Seattlearchdiocese.org/par](http://seattlearchdiocese.org/par)

· The report is due August 15, 2017.

· Your parish folder from last year is still active, so you may sign in to Box.com with the same email address and password.

· If your email address has changed, or you need to grant access to a new staff member, please let me know.

· If you have general questions about the PAR, please call Ben Altenhofen in the Chancellor's Office at (206) 654-4655 or email

ben@seattlearch.org

· For questions specific to the financial sections, please call Sarah Diama, Assistant PFS Director, at (206) 382-4573 or (800) 422-5417 or email sarah.diama@seattlearch.org

Parish Financial Services

206-382-7316

parishfinancialsvcs@seattlearch.org

PAA Job Opening Announcement

St. Matthew Parish, in North Seattle, has a job opening for the Pastoral Assistant for Administration position. St. Matthew has approximately 600 families with a very high percentage of parishioners involved in its various ministries. The parish motto -- "A Parish of Many Cultures But One Faith" is embodied and exemplified by its members on a their daily journey as a close knit faith community. The position has oversight of special projects and leadership of administrative functions for the parish including personnel, finance, technology and facilities. Assures compliance with Archdiocesan policies, and local, state and federal laws/regulations. Oversees activities relating to Stewardship and potential Capital Campaign. Looking for someone with experience in project management, human resources, budgeting and financial reporting, have strong problem solving and interpersonal skills, with excellent computer skills. Please follow this link for a full description of the duties:

<http://stmatthewseattle.org/>

Send your resume to the parish office c/o Fr. Khanh Nguyen, 1240 NE 127th St., Seattle, WA 98125 or email parishoffice@stmatthewseattle.org This position is a full-time, benefited and exempt position. Salary will be dependent on relevant experience.

New EthicsPoint Material On The Way

The Parish Financial Services office will soon be sending out the new Ethics Point ethics hotline material (posters and brochures). Be on the lookout for them!



When Grantmakers/Funders Require You to Certify Compliance.

We recently checked with Archdiocesan attorney Will Crowley, and if your parish or school is being asked by grant making/fundraising organizations to provide a certification along the following lines: "I certify that: My organization does not discriminate on any unlawful basis in either hiring/employment practices or in the administration of programs and services " or ""My organization does not discriminate on the basis of sexual orientation or gender identity in hiring/employment practices," then the response needs to be: **"My organization does not discriminate subject to its First Amendment rights"** or the parish or school cannot go forward with the funding request.

Please contact the Parish Financial Services office if you have any questions.

PAAs: please pass this on to the appropriate folks at your school, including any development staff/volunteers.

CRS Collection – thank you!

Thank you for your participation in the Catholic Relief Services (CRS) Collection this past March! With your help, CRS has been able to transform lives through Savings and Internal Lending Communities (SILC). Most formal financial institutions are unable to reach the world's poorest people, who greatly need access to financial services. To address this need, CRS helps community members to form groups, pool their savings and make loans to each other. This approach has created economic opportunities for nearly 1.8 million people who live in the world's most impoverished areas. CRS provides training and capacity strengthening to new savings groups, using a highly sustainable market-based approach. Learn more about SILC at <http://bit.ly/2tqxzTp>.



SILC Project in Sierra Leone / Michael Duff for CRS

COPYRIGHT AWARENESS

Please be careful when downloading and using any images from Archdiocesan websites that could fall under copyright protection. An Archdiocesan school was recently fined for using a photograph from SETANET - our *former* Safe Environment database – in a newsletter to parents. Because SETANET is no longer our vendor the school did not have the right to use that particular artist's work. If in doubt, please check with the corresponding chancery department before downloading photographs or other kinds of protected art work for your parish or school's use.

Denise Aubuchon
Human Resources/Safe Environment



Property and Construction Services

206-382-4851 (phone)

206-382-4266 (fax)

To: All Facility Personnel-Parishes and Schools

From: Ed Foster, Director of Property and Construction Services

Re: Safety Trainings

2017 Maintenance and Custodial Safety Trainings

The Office of Property and Construction Services and Human Resources team up to present the Annual Safety Training which is a requirement for all maintenance personnel in the Archdiocese in accordance with the Department of Labor and Industries Standards. Here are the dates and locations:

SAFETY TRAINING DATES FOR YOUR FALL CALENDAR – 8:30 a.m. to 12:00 p.m.

9/29/17 – St. Rose - Longview (Friday)

10/4/17 – St. Ann - Tacoma - (Wednesday)

10/5/17 – St. Madeleine Sophie - Bellevue (Thursday)

10/6/17 – Our Lady of Perpetual Help - Everett (Friday)

10/11/17 - Catholic Archdiocese of Seattle (Wednesday)

Please let us know which site you plan to attend by emailing the form to Robin.Marshall@seattlearch.org

According to State law, newly hired maintenance and custodial employees must be trained within 60 days. If you have an employee that will not be able to meet this requirement because of timing, please call the office and we will discuss the options for training before the fall dates.

Just a reminder: If you have updated to a new SDS binder and want to bring your old MSDS binders for the mandatory 30 year storage, please bring it to the training. We will be happy to archive them for you.

Safety Training 2017

Contact Name: _____ Parish/School (City) _____

Site Attending: _____ Date: _____

Attendee/s & emails: _____



Rebate Checks

If your payments have exceeded your goal, you can expect your first rebate check in mid-August! A check this early indicates your pledge fulfillment is proceeding nicely! Continue to send discrepancies or omissions you find on your donor report as these can affect rebates – send an email to aca@seattlearch.org and include your parish name and ID, donor name, Arch ID# if known and description for research. **Maggie will be out of the office July 24-28; your patience is appreciated during that time.**

Not at goal yet?

- Continue to update parishioners on your progress and thank those who have participated
- Ask non-respondents to give and keep envelopes in the pew
- Ask your summer visitors
- Promote Matching Gifts

Matching Gifts

Consider encouraging Matching Gifts on a monthly basis in your bulletin, on your website, Facebook, mobile App or email alerts to parishioners. Sample article:

DID YOU KNOW your Annual Catholic Appeal gift could be doubled?

Many companies match the Annual Catholic Appeal! Help maximize our Annual Catholic Appeal Rebate for our parish project by participating in your employer's **Matching Gift** program (if applicable). You can apply for the match per your employer's instructions – matching gift requests will be confirmed at the ACA office once your payment/donation has been received or the pledge has been paid in full. The Annual Catholic Appeal, Archdiocese of Seattle, is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Tax ID # 91-0778147. Call 800-809-4921 if you have any questions. Mailing address: Annual Catholic Appeal, PO Box 14964, Seattle 98114 **Thank you!**

Parish Stewardship

Ordered your Talent and Treasure Campaign materials yet? The deadline to have Kathy customize your materials is July 24. The deadline to order generic materials is August 1. That being said, please place your order as soon as possible at <http://clients.printwest.net/customers/seattlearchstewardship/>

Choose your parish from the drop down menu

Password is: psorder

If you need customizations beyond what the order site has available or need any help, please contact kathy.clark@seattlearch.org.

Thank you for honoring these deadlines. Late orders result in costs to your parish and a chance that you won't receive your materials on time.

