

Parish Financial Services Newsletter

Archdiocese of Seattle

September 2017

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We will miss you Justin

On behalf of the Parish Financial Services Department, we would like to thank Justin Schrier for his service to PFS, Parishes and the entire Archdiocese. Justin has worked in Parish Financial Services for over 4 years. He has been a great employee and a valuable asset to the department. He will be missed.

Congratulations Justin! on your new job venture. We wish you the best in your future endeavors and pray that there are many great things ahead for you in the future. It has been a joy working with you.

Blessings,

Loretta Griffin

Justin's last day with us will be September 27th please feel free to call (206-382-4845) or email him (Justin.Schrier@seattlearch.org) your best wishes.



Parish Financial Services
parishfinancialsvcs@seattlearch.org
(800) 422-5417

Correction to the Parish Accounting Manual (changes in red)

Section B (Chart of Accounts), Account no. 5782 is revised as follows:

5782

(10)

School Indirect Subsidy Allocation

Amount of non-cash subsidy given by the parish to the school (e.g., percentage of parish staff salaries allocated to the school, school share of common area maintenance paid by the parish). To use this account, Debit **5782** and Credit the expense accounts (e.g. 5120.10-Lay Salaries) from which the allocations are made.

2016-2017 Parish Annual Report

- If you have not submitted your PAR, please email Ben Altenhofen at bena@seattlearchediocese.org to let him know the status of your report
- Your parish folder from last year is still active, so you may sign in to Box.com with the same email address and password
- Email bena@seattlearchediocese.org for general questions about the PAR, or for help with uploading your report
- For questions specific to the financial sections, please call Sarah Diamma, Assistant PFS Director, at (206) 382-4573 or (800) 422-5417, or email sarah.diamma@seattlearchediocese.org
- **Correction:** please note that question 6 of section B in the Demographics section (page 3, Parish Membership) incorrectly references the 2015 tax year. It should read, "Number of 'notices of contributions received' that were sent out at the end of the **2016** tax year."

Finance Council Quarterly

Now that we are well into this fiscal year, the Finance Council should take a last look at the previous year's financial statements. Consider how the actuals compared to the budget. If there are drastic differences, have those differences been considered in this year's budget? If not, the finance council, together with appropriate parish staff, should immediately revise the budget so there aren't significant differences again next year, and recommend to the pastor(al leader) to take appropriate action in response to those revisions. This would dovetail well into looking at the first quarter financial statements. Are the financials matching where it was expected they would be according to the parish budget?

Finally, are there new members of the Finance Council that have come on since last Spring? (Hopefully!) Have they been given any kind of orientation? Consider having them watch the training videos on the Parish Financial Services website (and handouts at the bottom):

<http://www.seattlearchediocese.org/Archdiocese/PFS/forms.aspx>

As Your Consultative Bodies Restart Again This Fall

As we move in this time of year – a time of 'restarting' many different activities – it would be a good time to have your councils and commissions review **Many Gifts One Spirit** to make sure they are following the guidance given to our parish consultative bodies in this document. Pass on to your consultative body members this link:

<http://www.seattlearchediocese.org/Archdiocese/Policies/Documents/ConsultativeLeadership.pdf> and encourage them to take 15 minutes to look it over (and hopefully parish staff will do so as well), and have a brief discussion at your next meeting. Also, is it time for a consultative leadership refresher training at your parish? If so, we have a number of field staff that can come out to your parish (and school) and offer a workshop on councils, commissions and leadership development. For more information or to set up a training, please contact Erica Cohen Moore (Director for the Office of Discipleship) at 206-382-4852 or ericac@seattlearchediocese.org.



2017 Safety Training

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.

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)

Real Estate Dept.—Property & Construction

Following review of the lease information provided in the Parish Annual Reports, the real estate staff will be following up with individual parishes on missing information or expired leases, and also with inquiries about plans for properties with leases expiring before the end of the year. If your parish wishes to be proactive, please send updated leases, information on plans for new leases, and current insurance certificates (if not already provided to the Archdiocese) to christina.lewis@seattlearch.org with copy to sophal.hamaker@seattlearch.org.

We'd like to give a friendly reminder that parishes with leases need to keep those agreements up to date at all times. Avoid expired leases with holdover tenants, tenants in parish property with no lease on record, and ensure that there is a current insurance certificate issued in accordance with lease requirements. Please note that the Archdiocese must sign each lease. Staff in Property & Construction are happy to advise on lease matters and assist as needed, but please remember that it is each parish's responsibility to ensure their leases are signed no later than the first day of occupation, to renew by the expiration date, and to collect current insurance certificates.

Note: all residential lease renewals will be done by new lease agreement rather than by amendment as commonly done in the past.

NEW FORM I-9 MANDATORY EFFECTIVE SEPTEMBER 18, 2017

The newest version of the Form I-9 was published by U.S. Citizenship and Immigration Services (USCIS) July 17.

The new form will be mandatory beginning **September 18, 2017**. Although the changes to the Form I-9 are minimal, failure to use the new form after the September 18th deadline can result in significant fines. Immigration and Customs Enforcement announced increases in fines for Form I-9 violations last year.

Please use the link below to access the new Form I-9. If you have any questions regarding the completion of this form, please contact the Human Resources office at the Chancery at (206) 382-4570 or email HumanResources@SeattleArch.org.

https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf

The Parish Stewardship of Talent Commitment Renewal starts next weekend (Sept. 23/24)

All of the materials that you need for preparation are on our website at:
<http://www.seattlearchdiocese.org/Stewardship/PS/Renewals.aspx>

Upcoming Event - Save the Date!

Thursday, October 26, 2017

The Parish Stewardship Office will present a Workshop on:

Navigating Your Mission

An Interactive Workshop with Experts on hand to help you!



2017 Fulfillment Effort

To further help your Annual Catholic Appeal pledge fulfillment rate, our office will be sending out a letter in early October to donors who made a pledge between April and September but have not yet made a payment to date.

The 2018 Campaign Dates are set - Mark Your Calendar!

Appeal Kickoff Weekend	April 22, 2018
Presentation/Ask Weekend 1	April 29, 2018
Presentation/Ask Weekend 2	May 6, 2018
Follow-Up/Ask Weekend 1	May 13, 2018
Follow-Up/Ask Weekend 2	May 20, 2018

The ACA team and our new Executive Director, Deacon Pierce Murphy, look forward to seeing you in the spring!

Free Christmas Wreaths:

6—60" Frontgate artificial Christmas wreaths. New in box. Free to any parish which can use them.

Contact Larry Brouse

lbrouse@stjames-cathedral.org

Mass Count

Please remember to take Mass counts at all regularly scheduled Masses on the five weekends of October! It's very important for all of the diocesan and deanery planning processes! Be on the lookout for the Mass Count Letter from Mary Beth Celio in Pastoral Planning and Research Services.

Workers' Compensation Changes to Watch For

While you will continue to pay your workers' compensation the same way and be billed the same way (via UltiPro), some things are being changed. Other than covenanted educators, all non-exempt and exempt employees will be reported as actual hours worked in the quarter along with all gross wages. Also, the new fiscal year rates are in effect. The updated guidelines for workers compensation will be coming soon via e-mail from Workers Comp.

Confidential Mail Encryption

The Chancery has moved to a new mail encryption device. The first time you receive a message from the Chancery, which contains confidential or privileged information, you'll receive a message similar to the below, asking you to create an account

Encrypted Email Message



SPX Registration Request from Archdiocese of Seattle

"Torgerson Ana Kristine" (ana.torgerson@seattlearch.org) has sent you an encrypted message. Before you can receive and view this email you will need to register with a password by clicking [here](#).

After you have completed the registration, you will be able to view any future encrypted emails using the same password that this sender or other senders from Archdiocese of Seattle might send you in the future.

Note: if your mail program does not support active links, you can register by copying and pasting the text below into your internet browser.

<https://mail.seattlearch.org/register/001U2FsdGVkX18JeWqz8eOUCLsPbwo4EGIPJFOJ-joSrTbc1hurzUhVow/>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

 Sophos Email Appliance

SOPHOS
Powered by SPX encryption

Clicking the link will take you to the registration page, and prompt you through the account creation process.

Sophos SPX Secure Email Portal



Set your password below to access secure emails you have been sent.

Email Address:

Password:

Confirm password:

Password Requirements:

- >Passwords must be 8-32 characters in length
- Passwords must be alphanumeric
- Passwords must match

Password Reset/Recovery:

Password questions and answers must be unique. Answers must contain at least 2 characters.

Question 1: In what city did you meet your spouse/significant other?

Answer: Seattle

Question 2: What street did you live on as a child?

Answer: 9th Ave

Question 3: What is your oldest sibling's middle name?

Answer: Sartain

 Sophos Email Appliance

SOPHOS
powered by SPX encryption

A pop-up will appear in your web browser, indicating that registration was successful.

You'll then receive an email message containing a PDF. Simply enter the password you just created to open the PDF attachment. Future encrypted messages will simply be sent as a PDF attachment, and you'll enter this same password.

Please note that Adobe Reader is required in order to open encrypted PDF files. This may be downloaded at no cost from Adobe's website, here: www.adobe.com Follow the site links to download the latest version of Reader.

If you have any questions or concerns, please contact the Archdiocese of Seattle Help Desk at helpdesk@seattlearch.org



Upcoming Retreats at the Archbishop Brunett Retreat Center

October 6 – 8, 2017

“The Long Walk Through the Garden of God”

Lay Carmelite Retreat

Led by Fr. Robert Colaresi, O. Carm.

November 13 – 15, 2017

“Weekday Self-Directed Silent Retreat”

Mass, Confession, & Adoration Available

November 17 – 19, 2017

“Betrothed: A Preparation for the Sacrament of Marriage”

Led by Dr. Sarah Bartel & Nathan Bartel

Archbishop Brunett Retreat Center, Federal Way, WA

Phone: (206) 274-3130 * palisadesretreatcenter.org

Accompaniment

In troubled times, nothing can take the place of a companion who listens, understands, and offers their patient presence. We will explore core emotional needs and address the communication, listening, and prayer skills needed to effectively share the compassion of Christ with those facing the life's challenges. Anyone interested in learning and applying these skills to their particular ministry is encouraged to attend.

Facilitated by Carla Loucks, Executive Director of Cabrini Ministry Training.



Saturday, September 16

9am-2pm

Archdiocesan Chancery: Isaac Orr Room

910 Marion St, Seattle 98104

Presented by Cabrini Ministry Training

Sponsored by the Seattle Archdiocesan Office of Discipleship

And St. James Cathedral Immigrant Assistance



Cost is \$75/person; \$40 for graduates of Cabrini Ministry Training. Lunch provided.

For information and to register, visit <https://cabriniministry.ejoinme.org/accompaniment>

Scholarship funds available by contacting 206-760-0583 x3

Bulletin Announcements for 2017 Cornerstone Catholic Conference

IS CORNERSTONE ON YOUR CALENDAR YET? Don't miss the 2017 **Cornerstone Catholic Conference**: "Together for Life and Justice," taking place at the Tacoma Convention Center, **October 20-21**. The conference is sponsored by the Bishops of Washington State (Washington State Catholic Conference – WSCC). To register (\$75 per person; \$65 for young adults; scholarships available) or for more information: www.cornerstonecatholic.org or phone: 206-301-0556.

The 2017 Cornerstone will feature three exciting keynote speakers: Bishop Robert Barron, Professor Helen Alvaré, and CCHD Director Ralph McCloud. The conference also includes workshops on life and justice challenges facing our world today. If you are frustrated with some of these challenges and filled with the desire to make a difference, don't miss the opportunity to learn more and hear from people that can share concrete ideas that effect all of our lives. Register today!

Bishop Barron to speak at Cornerstone Catholic Conference! Keynote presenter Bishop Robert Barron is the founder of the WORD ON FIRE Catholic Ministries and host of the popular *Catholicism* video series. Bishop Barron will talk about his belief that for the Church to succeed at her evangelization mission, she must deepen the faithful's embrace of the Church's social teaching as an essential part of discipleship.

Don't miss the 2017 **Cornerstone Catholic Conference** taking place at the Tacoma Convention Center, **October 20-21**. The conference is sponsored by the Bishops of Washington State (Washington State Catholic Conference – WSCC). To register or for more information: www.cornerstonecatholic.org or phone: 206-301-0556 (\$75 per person; \$65 for young adults; scholarships available). PLEASE JOIN US FOR THIS SPIRITUAL AND UPLIFTING GATHERING!

ARE YOU ON FIRE FOR LIFE AND JUSTICE? Join over 1,000 Catholics from around Washington State for the 2017 **Cornerstone Catholic Conference**, taking place at the Tacoma Convention Center, **October 20-21**. The conference, sponsored by the Bishops of Washington State, features fantastic keynote speakers including Bishop Robert Barron of *Catholicism* fame, Professor Helen Alvaré (former USCCB pro-life staff), and CCHD's Ralph McCloud, as well as multiple workshops dealing with life and justice issues from the Catholic perspective. This will be a spiritually invigorating and uplifting gathering, and you are invited! \$75 per person; \$65 for young adults; scholarships available. *Information:* www.cornerstonecatholic.org or 206-301-0556.

TOGETHER FOR LIFE AND JUSTICE! Is it possible to see other people as Jesus sees them? How can we truly reach out to the least of our brothers and sisters and uphold the dignity of human life? Explore these issues at the 2017 **Cornerstone Catholic Conference**, taking place at the Tacoma Convention Center, **October 20-21**. The conference, sponsored by the Bishops of Washington State, features fantastic presentations by Bishop Robert Barron – "The Eucharist: Spiritual Food to Sustain Our Witness," Helen Alvaré – "New Ways of Seeing the Other," Ralph McCloud – "Liberating our Neighbors from Poverty," and Bishop Daniel Flores – "Seeing Immigrants as our Neighbors." This will be a spiritually invigorating and uplifting gathering, and you are invited! \$75 per person; \$65 for young adults; scholarships available. *Information:* www.cornerstonecatholic.org or 206-301-0556.

DEEPEN YOUR COMMITMENT TO THE GOSPEL OF LIFE! Would stopping the labeling of people allow us to marvel at their beautiful complexity? How can we truly reach out to the least of our brothers and sisters and uphold the dignity of human life? Explore these issues at the 2017 **Cornerstone Catholic Conference**, taking place at the Tacoma Convention Center, **October 20-21**. The Cornerstone Conference, sponsored by the Bishops of Washington State, features fantastic presentations by Bishop Robert Barron – "The Eucharist: Spiritual Food to Sustain Our Witness," Richard Doerflinger – "Standing Up for Life," and Katie Ladic – "Effective Dialogue on Abortion." This will be a spiritually invigorating and uplifting gathering, and you are invited! \$75 per person; \$65 for young adults; scholarships available. *Information:* www.cornerstonecatholic.org or 206-301-0556

REGISTER NOW www.cornerstonecatholic.org

CORNERSTONE CATHOLIC CONFERENCE

October 20-21, 2017 | Tacoma Convention Center



FEATURED KEYNOTE SPEAKER

BISHOP ROBERT BARRON

*The Eucharist:
Spiritual Food to Sustain Our Witness*

In his *Catholicism* series, Bishop Barron points out that the more time spent with the Eucharist, the greater the devotion to justice. For the Church to succeed at its evangelization mission, she must deepen the faithful's embrace of the Church's social teaching as an essential part of discipleship. Bishop Barron will also discuss how to nurture a spirituality to enliven the Gospel witness of Catholics.

Bishop Barron is Auxiliary Bishop of Los Angeles, founder of Word On Fire Catholic Ministries and host of the popular *Catholicism* video series.

Also hear keynotes by Ralph McCloud, Helen Alvaré, our Washington State Bishops, as well as a wide range of workshops.

Adults \$75 | Young Adults (18-30) \$65

REGISTER at www.cornerstonecatholic.org

TO REGISTER BY PHONE call Brown Paper Tickets 1-800-838-3006

To request a scholarship, e-mail scholarship@cornerstonecatholic.org



INFORMATION:
e-mail info@cornerstonecatholic.org
phone 206-301-0556



REGISTER AT www.cornerstonecatholic.org

CORNERSTONE CATHOLIC CONFERENCE

October 20-21, 2017 | Tacoma Convention Center



BISHOP ROBERT BARRON
Auxiliary Bishop of Los Angeles,
founder of Word On Fire Catholic
Ministries and host of the popular
CATHOLICISM video series.



HELEN ALVARÉ
Professor of Law at George
Mason University and past Director
of Planning and Information, USCCB
Secretariat for Pro-Life Activities.



RALPH MCCLOUD
Director of Catholic Campaign for
Human Development (CCHD) and
recipient of Catholic Charities' USA
Martin Luther King "Keep the Dream
Alive" award.

Also hear from our **Washington State Bishops**
as well as a wide range of workshops
exploring issues of life and justice

Adults \$75 | Young Adults (18-30) \$65
REGISTER at www.cornerstonecatholic.org

TO REGISTER BY PHONE call Brown Paper Tickets 1-800-838-3006
To request a scholarship, e-mail scholarship@cornerstonecatholic.org



INFORMATION:
e-mail info@cornerstonecatholic.org



FAITH COMMUNITIES FOR PEACE



*A gathering of churches interested in supporting restorative justice
Peacemaking Circles for juvenile court cases in King County*



WEDNESDAY, SEPTEMBER 20TH, 2017 | 6:30PM

Queen Anne United Methodist Church [1606 5th Ave W, Seattle, WA 98119]

Did you know that King County Juvenile Court is currently piloting Peacemaking Circles as an alternative and community-based way to resolve some of its juvenile felony cases? This reduces incarceration, fosters healing for both victims and offenders, and affords a profound opportunity for transformation. This is the Gospel in action and it's unfolding right here in our own backyard. Faith communities are needed to expand our network of circle providers. Would your church like to be involved? We'll begin by transforming *ourselves* using this tool. Please join us to learn more!

QUESTIONS?

Contact for Catholic Communities: JOE COTTON
(206) 382-4847 or joe.cotton@seattlearch.org

Contact for Protestant and Interfaith Communities: REV. TERRI STEWART
(425) 531-1756 or YCC-Chaplain@thechurchcouncil.org



LIVING WITH
**DIGNITY
AND
FREEDOM**
FROM OPPRESSION

THE INTERSECTION OF HUMAN TRAFFICKING
AND THE CONTEMPORARY IMMIGRATION CRISIS

How can we stand in solidarity as faith communities with our immigrant brothers and sisters? How is human trafficking and today's immigration crisis linked? Come learn from experts in the community about how to support immigrant human trafficking survivors and what resources are available to them. The second half of the gathering will focus on how to empower those in your faith community who may be facing exploitation and abuse, but afraid to come forward to report it.

OCTOBER 26, 2017

KOL HANESHAMAH, 6115 SW HINDS ST, SEATTLE

6:30 | **7-8:30**
GATHER | PROGRAM

SPEAKERS:

JOANNE ALCANTARA,
EXECUTIVE DIRECTOR
OF API CHAYA

GISELLE CÁRCAMO,
JUSTICE FOR WOMEN
COORDINATOR, IPJC



FOR MORE INFO, CONTACT THE MISSIONS OFFICE

MISSIONS.OFFICE@SEATTLEARC.ORG | 206.382.4580

REGISTER AT: [HTTPS://GOO.GL/FORMS/LNFB51W5ZLY4TYYD2](https://goo.gl/forms/LNFB51W5ZLY4TYYD2)

**MULTIFAITH
COALITION**

TO ADDRESS HUMAN TRAFFICKING
THROUGH THE LENS OF COMPASSION