

Parish Financial Services Newsletter

Archdiocese of
Seattle

Volume 8, Issue 2
March 2011

2011 Annual Catholic Appeal

THANK YOU, THANK YOU, THANK YOU!!!

Thanks to all of you for attending a Leadership Session this year, and for the energy and positive attitudes we experienced at the sessions! We wish all parishes great success this year - let's all work together toward another record-breaking campaign!
-Rick, Monica, Maggie and Patti



LAST CHANCE LEADERSHIP SESSION!

Friday, March 18th Noon-3pm at the Isaac Orr Conference Room, 910 Marion St, Seattle. Call Maggie at 206-382-4274 to register.

2011 Annual Catholic Appeal – Important Dates to remember:

ANNOUNCEMENT SUNDAY	May 1
EDUCATION SUNDAY	May 8
COMMITMENT SUNDAY	May 15
FIRST FOLLOW UP SUNDAY	May 22

Materials Shipment – Materials will begin arriving the week of April 11th.

Please open them immediately and take an inventory to ensure you have all materials needed for this year's campaign. If you are missing anything, please contact aca@seattlearch.org ASAP or call Maggie at 206-382-4274 or 800-809-4921.

Campaign Letters – Our office will email parishes in early April when the PDS, TLC, and Word campaign letters are ready for you to download from our website.

Campaign Art – You can now view and download the images and bulletin inserts for this year's appeal campaign at <http://gallery.me.com/mathesdesign/100270>

If you would like images to create large display posters like we use at the leadership sessions, feel free to contact our printer directly for pricing, etc. TCC Printing (206) 622-4050 – ask for Gina.

Call or email us if you have any questions:

Maggie Stiles, Assistant Director, 206-382-4274 or 800-809-4921
aca@seattlearch.org or maggies@seattlearch.org

Monica Lewis, Director, 206-382-4353 monical@seattlearch.org

Joy Eugenio, Database Manager, 206-748-7999
parishupdates@seattlearch.org

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Parish Stewardship

QUARTERLIES Now Is The Time!

DATA CONSISTENTLY PROVES; parishes that send Quarterlies on a regular basis enjoy a much higher pledge fulfillment rate than those which do not.

Your colleagues will testify to the ease and the benefits of sending the Quarterly letters. If you're concerned about parishioner complaints, don't be! Not only are these rare, they are vastly outnumbered by parishioners who are eager to honor their pledges and appreciate updates of their pledge status. And it's easy to ensure everyone's awareness that a quarterly status report is NOT an invoice.

Other than having the weekly envelopes mailed automatically to your parishioners, there is nothing as easy and EFFECTIVE as the quarterlies to produce a HUGE FINANCIAL BOOST to your parish. We have the data to prove it!

If you haven't already done so, NOW IS THE TIME to send out the first quarterly letters for 2011.

Scott Bader
Director of Parish Stewardship

For further information, contact Scott Bader at scottb@seattlearch.org 206-903-4619 or 866-381-2033. Or Kathy Clark at Kathy.clark@seattlearch.org 206-382-4271 or 866-381-2033.

Help Wanted

The Accounting Department at the Chancery is looking to hire temporary personnel for processing the Annual Catholic Appeal fundraiser. Duties will include sorting the mail, reconciling parish summary sheets to enclosed pledge cards, categorizing donations, preparing batches for deposit, completing deposits to the bank. 40 hours/week Monday thru Friday from 10am to 6pm.

Also needed are temporary employees to complete data entry into Raisers Edge software. Scheduled hours for data entry positions will be between noon and 8pm Monday thru Friday and may be less than 40/hours week.

Dates for this temporary employment are May 9, 2011 thru June 17, 2011 and are subject to change. Employment is contingent on passing a background check. If interested, please send a completed Chancery application to the Human Resource Department. The position being applied for is "Appeal Temp". Hourly rate ranges from \$11/hour to \$15/hour depending on skills. Training for Raisers Edge provided by the Chancery.





Safe Environment Updates

CHILD ABUSE PREVENTION MONTH

The April is Child Abuse Prevention Month and all parishes & schools are encouraged to recognize it in their communities. A packet of ideas and resources was sent out in this week's Chancery Weekly Mailing and Principals' Mailings. More resources will be available on the SEP website.



SAFE ENVIRONMENT PROGRAM DEADLINES

Spring is here which means so are the deadlines for the Safe Environment Program. Please remember that all parishes and schools must complete all Safe Environment requirements by May 31, 2011. Please take this opportunity to review your all employees and volunteers to ensure that they have fulfilled all requirements for the Safe Environment Program: they have signed-off on the policies, there is a current Background Check and they are up-to-date with their annual training. Please contact the Safe Environment Program if you have any questions or you would like to schedule a class at (206) 274-3188 or sep@seattlearch.org.

SEP RECORD KEEPING

The Safe Environment Database (SETA Net) is a wonderful tool to help you track all three required elements of the Safe Environment Program, which will simplify your annual compliance verification.

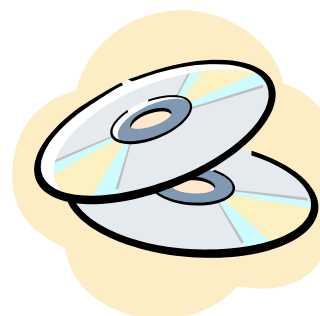
- **BACKGROUND CHECKS**—To link background checks to your employee or volunteer's record, ***please be sure to include the individual's SETA Net Participant ID when submitting your background check to CICS.***
- **ABUSE PREVENTION POLICY ACKNOWLEDGEMENT**—To track if an individual has signed-off on the abuse prevention policies, simply enter the date the policy is signed on the participant's profile in the "Policy Acknowledged" field. You will find a box for this information on the Basic Info page under "Application Info."

ADP PCPW Software Upgrade Discount

Some locations have inquired about upgrading their current PCPW software to PCPW v6.5. Although we are not requiring locations to upgrade, we wanted to let you know that ADP has offered a reduced rate of \$50 for PCPW single-user upgrades (ADP normally charges \$250 for software upgrades.) This would be particularly helpful for those locations that are getting new computers (PCs that run on Windows 7) since PCPW v6.5 is the only version that supports Windows 7.

ADP does not have a "mandatory" upgrade requirement and will still support the various versions.

Please contact Cristy Macalalad at (206) 903-4618 or cristym@seattlearch.org if you want to upgrade to ensure you receive the reduced rate with ADP.





Archdiocese of Seattle

Parish Financial Services
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Seattle, WA 98104

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Parish Financial Services assists Parishes and Faith Communities in maintaining financial stability through:

- *Supporting high quality financial, accounting, budgeting and reporting systems.*
- *Ensuring financial viability through the continual encouragement of prudent fiscal management.*



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Parish Annual Report Workshop

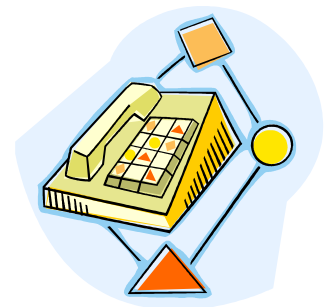
This year's Parish Annual Report Workshop will be held via teleconference to enable more people to attend. There will be two sessions available:

TUESDAY, April 12th, 10-12pm; or THURSDAY, April 14th, 2-4pm.

There are significant changes in the Financial Section this year and we think you will all be pleased when you see them! We encourage everyone who participates in preparing the report to attend and parishes with new staff or recent transitions are highly encouraged to attend.

The Parish Annual Report is vital in both preserving the history of our Archdiocese and planning for the future. Please plan on attending to learn more about the PAR process and to discuss your questions with the staff that create the report.

Contact Manny Keller-Scholz to register and receive more information (phone: 206-382-4873 or email: manny.keller-scholz@seattlearch.org)



PAA Gathering 2011

Don't forget to register for this year's gathering!!!

April 6th & 7th

Palisades Retreat Center

Please see attached Agenda and Registration Form.

We look forward to seeing you there!!!

PAA GATHERING
April 6 & 7, 2011
Palisades Faith Formation & Retreat Center
A G E N D A

Wednesday - April 6, 2011

9:00 - 10:00 AM	Registration	
10:00 - 10:10	Welcome	Dave Jones
	Introduction	Ed Williams
	Prayer	Archbishop Sartain
10:10 - 11:00	KEYNOTE	Archbishop Sartain
11:00 - 11:20	<i>BREAK</i>	
11:20 - 12:15	MASS	
12:15 - 1:30 PM	<i>LUNCH</i>	
1:30 - 2:30	Utilizing Census Software	Scott Bader Bryan Gummersall
2:30 - 2:40	<i>BREAK</i>	
2:40 - 4:00	Human Resources, Benefit Services & Safe Environment	Mary Santi Denise Aubuchon Matt Boswell Geralyn Mirante-Marley Shawna McMahon
4:00 - 4:05	<i>STAND-UP BREAK</i>	
4:05 - 4:40	Record Retentions & Legal Issues <i>(Electronic Documents, Records/Employees & Lawsuits)</i>	Mary Santi Seth Dalby
4:40 - 4:50	<i>BREAK</i>	
4:50 - 6:00	Deanery/Regional Breakout	
6:00 - 6:30	<i>SOCIAL</i>	
6:30	<i>DINNER</i>	
7:30	<i>For those of you who might be interested, a presentation on Centering/Contemplative Prayer will be offered.</i>	John Eisen Pat Sursely

Thursday, April 7, 2011

8:00 - 9:00 AM	<i>BREAKFAST</i>	
9:00 - 10:30	User Agreements Panel-Other Topics	Ed Foster Paula Marter Denise Aubuchon Jim Kubu Ed Williams
10:30 - 11:00	<i>BREAK/CHECKOUT</i>	
11:00 - 12:00	Fr. Mike Raschko	
12:00	<i>LUNCH & DEPARTURE</i>	

REGISTRATION FORM

**PAA Gathering at Palisades
Wednesday, April 6, 2011
Thursday, April 7, 2011**

Name: _____

Registrant (Parish): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

IMPORTANT: Mark the meals below that you will be attending:

- Wednesday Lunch Wednesday Social Wednesday Dinner
 Thursday Breakfast Thursday Lunch

Please send this form and \$150.00 per person (\$110.00 if not staying overnight) by **March 18th** to the address listed below. Make checks payable to ***C.C.A.S. Because of the importance of planning the program and logistics, the registration will be \$165.00 after March 25th.***

MAIL TO:

**Penny Howell
Administration and Finance
710 Ninth Avenue
Seattle, Washington 98104**

You will receive an email confirmation upon receipt of your registration.

Gathering will begin at 9:00 AM registration on April 6, 2011 (Wednesday) and conclude following lunch on April 7, 2011 (Thursday).