

PARISH FINANCIAL SERVICES NEWSLETTER

APRIL 2011

2011 PAA GATHERING—A GRAND SUCCESS!



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From the crazy weather to the amazing speakers and fabulous food, I think the PAA Gathering this year can be summed up in a single word...WOW! Snow, hail, rain, wind and sun made for an interesting day Wednesday. The morning began with a warm welcome for our Keynote Speaker, Archbishop Sartain who presented an inspirational reflection on spirituality in parish ministry. He then celebrated mass with everyone before the group went to lunch. Although faced with a tight schedule, Archbishop Sartain graciously greeted everyone individually before leaving for his next engagement! After lunch, Bryan Gummersall and Scott Bader showed us ways to maximize census software followed by an update from the benefits office. Mary Santi and Seth Dalby concluded the day with a presentation on electronic record retention. The social and dinner provided by the great staff at *The Palisades Retreat Center* was a perfect ending to the first day.

On Thursday morning everyone joined together for a hot breakfast while enjoying the beautiful view of Puget Sound. Ed Foster gave the first presentation of the day on User Agreements and a panel of Archdiocesan Staff was readily available to answer various questions on a variety of topics. For the finale, Fr. Mike Raschko gave an engaging presentation on the action of the Holy Spirit in our lives. It was a wonderful ending to one of the best PAA Gatherings yet! We give a special thank you to all of the presenters this year, especially Archbishop Sartain for his support and willingness to share with us. Thank you to everyone who attended and for those of you who couldn't make it, we hope you can join us next year! Mark your calendars now:

2012 PAA Gathering: April 25 & 26, 2012

AUTOMATIC PAYMENTS

One of our parishes is having a dispute with a former vendor. This probably isn't big news since we all have our moments along those lines. In this case, however, the parish signed an automatic withdrawal arrangement with the vendor. The parish's bank is telling them that the only way to stop the automatic withdrawals is to close the account!! I had this same problem several years ago with my aunt's estate and had to close the account to handle the problem. I guess the message is – be careful what you sign. Nothing lasts forever and an open ended agreement is deadly. Ed Williams

PARISH STEWARDSHIP

'Engaged Church' News

This question was brought up at the PAA Gathering earlier this month:

"What ways have you found effective to keep Strengths Finders alive and well in your parishes?"

The Office of Parish Stewardship is pleased to report that we are currently working with national leaders of the Engaged Church movement to define the 'Best Practices' that will help you build on the excitement and continue the momentum that 'Living Your Strengths' is bringing to your parish. We're looking forward to sharing these practical tactics with you soon.

In the mean time – for more information about 'Living Your Strengths' and Faith Strengths Training, visit our [Engaged Church webpage](#).

Stay Tuned!

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.



2011 ANNUAL CATHOLIC APPEAL

Archbishop Sartain's Solicitation Mailing is going to homes the week of April 25th!

Send your Pastor Letter of Support to ALL your parishioners on May 3rd!

- **NEW Parish Resource Link on our Website – CAMPAIGN LETTER DOWNLOADS & OTHER MATERIALS - (artwork, pledge processing guide, and more)!**
Go to our website www.seattlearchdiocese.org/aca and click on "Parish Resources" in the Directory box in the upper right corner of the page. **Please note:** we will not be sending out an email with the campaign letter attachments – you must go to our website.
- **WITNESS SPEAKER ALERT!**
Have you asked someone to be your Witness Speaker yet? Witness/Education Sunday is only a few weeks away! *A great Witness is someone who is a faithful supporter of the Appeal, has a compelling story and can speak from the heart to touch the emotions of their peers.*
- **ONLINE GIFTS: Advertise, advertise, advertise...**
Tell parishioners they have the option to give online – it's a known fact that more and more people are managing their finances online. Publish the Appeal website in your bulletin and on your parish website...email your parishioners the web address (if you use this method of communication)!

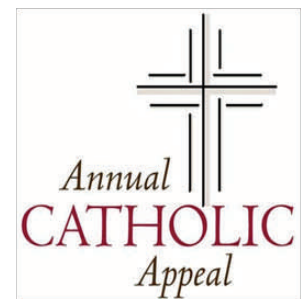
OUR ADDRESS HAS CHANGED SINCE LAST YEAR. Please use:

www.seattlearchdiocese.org/aca

THANKS FOR ALL YOU DO!

Your ACA Team - Rick, Monica, Maggie, and Joy

ACA Contacts: Maggie Stiles: 206-382-4274, Monica Lewis: 206-382-4353, Toll Free: 800-809-4921



BENEFITS SERVICES OFFICE ANNOUNCEMENTS

Important Changes to the Priest TDA Plan Coming Soon:

- Starting June 1, Diversified Investments Advisor will be the exclusive provider for the plan. Benefits Services Office is currently working with Diversified on the transition. More information on the change and how it may impact your process will be coming soon. Be on the lookout for information from Benefits Services for up to date information on the change.

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 critym@seattlearch.org if you want to upgrade to ensure you receive the reduced rate with ADP.



REMINDER

To those sites that received 2011 property tax statements (may include property taxes, special fees or charges), a reminder that the first-half payments are due April 30th.

SAFE ENVIRONMENT TRAINING UPDATES

FINAL TRAIN-THE-TRAINER CLASS OF THE YEAR

There is one *Called to Protect: Train-the-trainer* class remaining this year. If you do not have a certified trainer in your parish/school, or your existing trainer will be leaving/unavailable next year, please find someone who can attend the upcoming class on **May 17th & 24th, 2011 (Tuesdays)**. Participants must complete an application which is being sent to the SEP Coordinators. If you have any questions, please contact the Safe Environment Program at sep@seattlearch.org.

SAFE ENVIRONMENT COUNTDOWN: 6 WEEKS TO MAY 31ST DEADLINE

The Verification Deadline is just six weeks away!! **Please remember that all parishes and schools must complete all Safe Environment requirements by May 31, 2011.** Please take this opportunity to review all your 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 on file
- 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.



ARCHDIOCESE OF SEATTLE

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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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A note from the Parish Revolving Fund

Please be sure to review all PRF savings and loan statements for any possible errors or adjustments immediately after receiving the statements. Please don't wait until the end of the fiscal year or even until the next fiscal year to notify us! If you want any transaction booked for this fiscal year, please send in your requests at least 3 days before the last business day of the fiscal year to allow for processing and posting. A preliminary statement for the fiscal year can be provided by request by mid-June to give you a head start on year-end processing. Please send your requests to Joan Tapia-Beeman at joanb@seattlearch.org. Thank you!

2011 CATHOLIC RELIEF COLLECTION - HOW TO PROCESS CHECKS

As you know, the national **Catholic Relief Services Collection**, held in each of our parishes, took place this year on April 2nd-3rd. We thank you for your support!

In addition, there has been a generous response to the Japan earthquake and tsunami, through CRS and its partner in Japan, Caritas.

And...of course the Lenten program, Rice Bowl, is a program of Catholic Relief Services in every parish.

We have received feedback that some parishes are receiving checks made out directly to Catholic Relief Services/CRS, in addition to checks made out to the parish, and are unsure how to process them.

As the local representative for Catholic Relief Services, the Missions Office is under the same federal tax ID number as is the archdiocese. In a real sense CRS is also each parish's official international humanitarian relief and development agency.

It is our hope that your bank will allow you to deposit checks made out to Catholic Relief Services or CRS. CRS is one of our agencies for which we – parishes, schools and this office – can accept donations. Please attempt to process checks made out to CRS along with checks made out to the parish and remit one check to our office. If your bank will not accept these checks, we appreciate you letting us know and then forwarding the individual "CRS" checks on to our office.

Again, we appreciate your support and welcome your questions, comments and concerns.
Thank you!

