

MERRY CHRISTMAS FROM PARISH FINANCIAL SERVICES

IN THIS ISSUE:

CHANCERY HOLIDAY HOURS	Pg. 2
PAA SURVEY	Pg. 2
FINANCE COUNCIL QUARTERLY	Pg. 3
FYI-CTSCC-CHART OF ACCOUNT #	Pg. 3
TAXES ON PARKING?	Pg. 3
STEWARDSHIP & DEVELOPMENT	Pg. 3
PROPERTY & CONSTRUCTION	Pg. 4
2018 ANNUAL LAY PENSION BILL	Pg. 5
MESSAGE FROM IT	Pg. 5
2019 UPDATES FROM HUMAN RESOURCES	Pg. 6
WORKERS' COMPENSATION	Pg. 7
A GARDEN AT YOUR SCHOOL?	Pg. 8
PASTORAL CARE & OUTREACH	Pg. 8 & 9



HOLIDAY HOURS

Chancery Holiday Hours—Christmas and New Year's

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17	18	19	20	21	22
23	24—Closed	25—Closed	26—Closed	27	28	29
30	31—Closed	Jan 1—Closed	2	3	4	5

PAA Survey

We want to get a better sense of what areas PAAs have to focus their work time on and what they consider their top priorities. Please take two minutes to answer the survey at this link:
<https://www.surveymonkey.com/r/ZC8G9WN>

We will do a drawing for five \$20 Amazon gift cards for those who respond!"

Half Year Ordinary Income Survey

PAAs & bookkeepers – watch your inbox in early January for a half year ordinary income survey.

Archdiocese of Seattle

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Finance Council Quarterly

The Finance Council Quarterly email from the Archdiocese of Seattle. This information is designed to help Finance Councils do a better job of providing consultative advice to their pastors for their parishes. PAAs this information is being emailed to your finance council chair.

Has your parish finance council, working with your PAA, set the housing allowance/determined the value of parish provided housing for your priest(s)? If not, this needs to be done as soon as possible. (Information on how to do this was sent to the PAAs via the Parish Financial Services newsletter in October.)

If your Finance Council isn't meeting monthly, then January is a good month to next meet. Half of the fiscal year will have passed, and the Christmas collections will have been included, evening out the typically smaller collections in July and August. Obviously, look for those anomalies in the percentage to budget – anything that isn't close to 50% (revenue or expenses) should receive some attention and explanation. Are revenues not where they should be, or are expenses higher than expected? Now is the time to figure out how to deal with that. If you have a parish school, now is the time to start making decisions about what the commitment to the parish subsidy will be for the next fiscal year. The school needs to start setting projected tuition rates and needs that subsidy number.

If you have new members on your finance council, you may want to let them know the following basic info:

-The Archdiocese of Seattle has a Parish Accounting Manual which provides rules for parish financial procedures, particularly in Section A. You can find the most up-to-date version here:

<http://www.seattlearchdiocese.org/Archdiocese/PFS/PFSManual.aspx>

-Ethicspoint is the entity the Archdiocese uses as a hotline to allow staff and lay leaders to report concerns regarding ethical or procedural concerns in their parish operations. You can find the link for it at:

<http://www.seattlearchdiocese.org/Directory/OfficeDetail.aspx?ID=88> .

Hopefully you have seen posters and brochures in your parish. If not, you can contact the Parish Financial Services office.

-There are three ten minute videos for New Finance Council members on the Parish Financial Services website. You can find the videos (and handouts to go out with those videos as well as other resources) here:

<http://www.seattlearchdiocese.org/Archdiocese/PFS/Forms.aspx> .

FYI—Called to Serve Chart of Accounts Number

Chart of Accounts Number for Called to Serve as Christ Campaign rebate: **4165** – Archdiocesan Capital Campaign Rebate.

This account will be included in the next update of the Parish Accounting Manual.

Taxes On Parking?

Some may have heard rumors that parishes might have to worry about some kind of tax paperwork filing and taxes that might be due in regards to the value of parking for employees. Recent IRS guidance suggests that parking lots owned by the "taxpayer" for "customers" are exempt from reporting requirements to the extent no employees have reserved parking and that this applies to exempt organizations, at least for now."

Just a few end of year reminders from your Stewardship & Development office:

- The NW Catholic collection materials will be shipped the first week of January. This year's NW Catholic Collection takes place on the weekend of January 26th & 27th.
- The office of the Annual Catholic Appeal sent an email last week informing all parishes of the change in our file sharing program. We are migrating the files from our current program of 'Sharefile' to 'Box'. This migration is currently taking place now and expected to be completed by the end of December.
- Order site for the 2019 Annual Catholic Appeal will open on January 4th. Look for an email at the beginning of the year.



PROPERTY AND CONSTRUCTION SERVICES

Small Construction Projects

Property and Construction Services (PCS) is working to support parishes and schools with small construction projects (typically valued below \$250,000). Below is a summary of the oversight required by PCS and a reminder about roof projects.

Small Construction Contracts are required for projects that involve the following:

- Contract(s) for one project exceed \$25,000.00
- Work that requires a permit (i.e. electrical, building, etc.)
- Hazardous materials, including asbestos and underground storage tanks (USTs)

Small construction contracts are generated by PCS once Contract Request Forms are completed by the Parishes and received by PCS. Please include Contractor Proposals/Bids/Estimates/Quotes, Certificates of Insurance, drawings, and other items that pertain to the project.

Consultant Agreements are for professional services (e.g. architect, engineer) signed by parish, consultant and PCS. Consultant agreements are generated and processed by PCS.

Church Worship Space and Rectory alterations may or may not require a Small Construction Contract, but a review of the work is required.

Current forms for small construction projects are available on the PCS website. Emails pertaining to projects and construction are to be sent to construction@seattlearch.org.

If there are any immediate and/or urgent questions, please contact:

- Sophal Hamaker at (206) 382-4273
- Gus Ripple at (206) 382-4370.

ROOFS! Fall and winter is the best time to arrange roofing contracts for the following Spring and Summer. The best roofers fill their schedules prior to Spring and Summer. A good faith asbestos inspection report must be provided to any bidding contractor. If you anticipate a roofing project during the next two years, please contact Gus Ripple at (206) 382-4370, prior to soliciting bids.

2019 PROPERTY TAXES REMINDER

Department of Revenue Annual Exemption Renewals will be sent out the first week of January 2019 with a due date of February 25, 2019. County Tax Statements will be sent out mid-March 2019.

Facility Use Agreement and Guidelines

The Facility Use agreement and Guidelines have been revised and soon will be available on both the Archdiocese Insurance and Property websites: <http://www.seattlearchdiocese.org/Archdiocese/Insurance/Forms.aspx> [[seattlearchdiocese.org](http://www.seattlearchdiocese.org)] and www.seattlearchdiocese.org/property [[seattlearchdiocese.org](http://www.seattlearchdiocese.org)]

The documents were revised for the following:

1. Better definition of Group 4 (Profit Organizations)
 - For approval of Group 4 use, please allow 2-3 days for review by Property and Construction.
2. Groups 3B and 4 Insurance
 - \$1 million of Abuse coverage is **only** required if activity/event is specifically related to minors or vulnerable adults

Thank you and please refer any questions regarding the Facility Use Agreement and Guidelines to the Property & Construction department (206-382-4851).

2018 Annual Lay Pension Bill due date is January 31, 2019

Mail a copy of the billing report along with your check made payable to A.P.P.L.E to the Benefits Services Office in the envelope provided by January 31, 2019. ***Please note: if you are late with your payment, your employees may lose investment earnings on the amount that should be contributed to their account. A late contribution is a serious violation of the Lay Pension Plan document and significantly increases the liability of the parish or school as well as the Archdiocese. To reimburse employees for lost earnings we will bill a late charge to locations whose pension contributions are postmarked after January 31, 2019. The late charge is a per-day percentage of the total amount due.***

Please Note - multi-location employees:

Multi-location employees will have an asterisk before their SSN. If you have any employees at multi-locations working in two or more Archdiocesan locations you will be responsible for the employee's lay pension contribution.

- 1) Employee who has a home location: pension contribution will be paid by the home location. The home location will bill the other locations' for their share of the pension contributions.
- 2) Employees who transfer to another location: Employees who terminate from one Archdiocesan location and are rehired at another Archdiocesan location mid-year will have two records. One from the former location and one from the new location.
- 3) Substitute teachers who are in location 3015-Sub-Pool: The employees' hours and wages will be added to the employees' home/active location. It is the responsibility of the home/active location to bill the other locations' for their share of the pension contributions. The home/active locations will need to contact Payroll Services to determine which locations to bill.

Message from IT

We're all familiar with a barrage of unwanted phone calls, emails, and online advertising. While many of these are simply annoying, some are attempts to sign you or your employer up for unwanted services, obtain personal information, or fraudulently obtain funds.

Even if a call or email claims to be from someone you know (such as your pastor or a parish staff member), if the phone number and/or address is unfamiliar, we recommend asking yourself the following questions:

- Is this call/email/web link/letter unsolicited?
- Does the person contacting me seem overly aggressive?
- Does the call/message convey a heightened sense of urgency?
- Is this intended to scare, threaten, or intimidate?
- Am I being offered something which seems too good to be true?
- Am I being asked for money/gift cards/wire transfers?
- Am I being asked to install software?
- Does a link contained in the message point to a different website (i.e. the message references an Amazon password reset, but the link goes to mybaddomain.com)?
- Am I being asked to disclose personal information (name, address, phone number, bank account, credit card number, password, etc.)?
- Does the caller/sender refuse to provide details regarding who they are, the company they are with, and the purpose of the call/message/letter?

If the answer to any of the above questions is yes, there is a high probability the message/call is fraudulent. Also, as a general rule, information that you do not want read by someone other than the person the email is addressed to should not be sent via email.

When in doubt, get in contact with the sender/caller before performing the requested action. For situations where money is unexpectedly being requested, consider having a policy that you will always require confirmation prior to sending any funds, by calling the individual back at a published number. You can always call someone via a publically available number (or, if someone with whom you regularly do business, using their contact information), and ask them to confirm they sent you the message in question.

2019 Updates from Human Resources

Centralized Leave Management starts January 1st, 2019

In her role as HR Specialist, Lilly McGarry will be overseeing the centralization of Family Medical Leave management for Archdiocesan employees. She will partner closely with HR, Benefits, Worker's Compensation and Payroll to ensure all aspects of employee leave is managed and integrated appropriately.

- **What this means for you** - One less responsibility on your plate!
- **What you need to do** - If you have an employee who may need Family Medical Leave, please call our office, 206.382.4578, and Lilly will manage the process for you, handling the paperwork and keeping you informed along the way. She will communicate with the employee, the doctor's office, relieving you from handling and storing medical related documents!

Unemployment Coverage starts January 1st, 2019

The Archdiocese of Seattle has elected to provide unemployment coverage for all non-appointed employees (parish and school) who work 20 hours or more per week, depending on the reason for unemployment, and availability for work.

- **What this means for you** – We will no longer be offering transitional assistance, but will instead utilize the Employment Security Department's Unemployment program as of January 1, 2019.
- **What you need to do – When an employee has left employment at your location**, watch for mail from the WA State Employment Security Department (ESD) and fax to our office (206.382.4267) ASAP. All communication from ESD is time sensitive and needs to be reviewed and responded to as soon as possible to avoid an error in the determination of benefits.
- **Planning for your 2019-2020 budget? Budget 1.0% of gross wages for unemployment unless you are planning a restructure and anticipate layoffs. In that case, more than 1.0% may be necessary.**
- **Remove current UI poster and replace with new UI poster. Found [HERE](#), WA State Combined Posters**

Washington State Family Leave Deductions start January 1st, 2019

Washington State has developed a new paid leave that offers employees partial wage replacement while on leave, including medical, care of family members, birth/adoption of a child, and military. The cost is shared between employer and employee, as a payroll deduction. For example, for an employee earning \$50,000 annually, the employer portion is \$74 and the employee portion is \$126. Deductions will begin 1/1/2019 and the leave benefit will be available to employees after 1/1/2020. This leave is in addition to the Archdiocesan Family leave already in place.

- **What you need to do** – Watch for mail from the WA State Employment Security Department and fax to our office ASAP. If you have an employee wanting to take any of the leaves mentioned above, call our office! [Please post this informational poster in your office, CLICK HERE](#). And if you have not already done so, [please provide all employees with THIS informational handout](#).
- **Planning for your 2019-2020 budget? Budget: gross wages x 0.004 x .3667 for employer portion.**

Minimum Wage Increases for 2019

- City of Seattle minimum wage increased to \$16.00 per hour.
- City of Tacoma minimum wage increased to \$12.35 per hour.
- WA State minimum wage increased to \$12.00 per hour.

From the Workers' Compensation Department:

WC Claim - Initial Steps:

<http://www.seattlearchdiocese.org/Archdiocese/Insurance/workcomp.aspx>

1. The **Sedgwick nurse line** is the 1st call after an injury (unless 911 is the better choice!) Sedgwick is our 3rd party claims administrator and a Nurse will be on the line to help employee decide "to go home and ice it" or treat with a provider. **866-471-9518**
 - a. Press 1 to report the incident (already sought treatment)
 - b. Press 2 if you need to speak with the Nurse
2. If a provider is chosen, employee should take the **Provider's Initial Report (PIR)**...found on our website, or given to employee by supervisor...this form lets the provider know that the Archdiocese of Seattle is self-insured.
3. If employee will be going on Time Loss, please contact Lilly McGarry, Chancery HR Dept., 206-382-4570, she will help you manage FML
 - a. You will also want to keep in contact with the Sedgwick adjuster regarding when employee is back to work so Sedgwick does not overpay the WC time loss benefit
4. Employee/Supervisor will fill out the **investigation report** forms (for their files) and look over the **Steps in Filing** doc that are on our insurance website - 2 for employee and 2 for supervisor. The "steps" forms have good information for what happens next if you decide to file a workers' comp claim.

For Supervisor – Managing a WC claim:

Be proactive in the management of your workplace injuries. When an employee approaches a Supervisor with an injury be sure the following steps are taken:

1. Perform an investigation of the accident scene to determine the reasons for the accident and take corrective action to prevent future injuries (i.e.: remove stacked boxes, rugs from pathways)
2. If employee does not return to work in the same day or next day, be sure to contact them at home to understand their medical instructions
3. If employee is released by their doctor to return to work (RTW) with no restrictions, everything proceeds as normal and they return to their job
4. If their injury keeps them from work, be sure to understand their best estimate for return or if they can work light duty assess if you can accommodate them.
 - a. This should be fully supported by their doctor's notes and you should keep copies in your files
 - b. Very important to keep up to speed with employee's doctor appointments and manage RTW/appropriate duties with doctor's notes
 - c. Keep in contact with Sedgwick...Sedgwick Adjuster and Employee's supervisor should be "on the same page" regarding time on/off work
 - d. Contact Lilly McGarry, Chancery HR Dept., 206-382-4570
 - i. Lilly will help you manage FML
5. **Be sure to have ongoing conversation with Sedgwick Adjusters** until the claim is closed
 - a. Supervisor and Employee should be contacted by Sedgwick Adjuster within the first week after injury is reported
 - i. Supervisor will verify that injury occurred during employment
 - b. Very important to keep Sedgwick up to speed regarding employee's RTW schedule – light duty, part time, full time etc.
 - i. This has Worker Compensation benefit payments implications
6. If you are having trouble with Sedgwick or understanding what happens next, please call the Chancery WC dept. 800-457-9306. We are here to help!



A Garden at your parish or school?

Once again, **thank you** for participating in the Rice Bowl Lenten program of prayer, fasting and almsgiving. A record response from Catholics in western Washington meant that \$574,515.82 was donated to fight hunger. As stated in the Catholic Relief Services materials, 75% of the total donations (\$430,886.86) is being used by CRS for its overseas programs, and 25% (\$143,628.96) remained here for projects in western Washington. So far we have made over 280 grants using the 25%.

Last year a number of parishes, schools and Catholic Housing Services locations applied for and received grants to start or continue vegetable gardens to provide food for clients, food banks and meal programs in their communities. Grants have been used to help buy soil, fertilizer, tools, lumber, irrigation equipment, toolsheds, seeds and seedlings, and to help pay water bills. Always recommended is to contact [Property and Construction Services](#) before starting down this row!

If your parish or school has never applied for a **Rice Bowl GARDEN grant**, but is interested, please contact Kelly Hickman or J.L. Drouhard in the Missions Office, for information, an application form, or a list of garden grantees.

missions.office@seattlearch.org 206.382.4580; 800.869.7028

“Those who really wish to give glory to God by their lives, who truly long to grow in holiness, are called to be single-minded and tenacious in their practice of the works of mercy.”

- Pope Francis, Gaudete et Exsultate (Rejoice and Be Glad)

Pastoral Care & Outreach

A series of pastoral ministries that provide spiritual care and resources while developing mutuality and kinship with people on the margins.

Our ministries include: Criminal Justice Ministry, Hospital & Healthcare Ministry, Immigrant & Refugee Ministry, Seafarer's Ministry, Inclusion Ministry, Mental Health Ministry, Grief Ministry, and Ministry to the deaf.

Monthly Immigrant & Refugee Network Gathering

This is an open meeting.

Every Second Thursday of each month from 1-3 PM at St. James Cathedral

We meet in the Cathedral Place building across from O'Dea High School.

Next meeting: Thursday, January 10th

- All those working on immigrant & refugee matters in their respective parishes, schools, and lives are invited to attend.
- Network meetings typically include an update on current events from St. James Immigrant Assistance and/or the Washington State Catholic Conference
- Attendees have an opportunity to report on their respective immigrant & refugee support activities and network with other workers in the vineyard.
- Please join us and let's build the Kingdom of God together – for all God's children.



3rd Annual Catholic Immigration Summit

Save the Date!

Saturday, March 23rd at Seattle University.

Please join us to explore more about Encounter, Accompaniment, and Advocacy!

Walking & Witnessing for Immigrant Families

A Sustained Immigration Pilgrimage to the Northwest Detention Center in Tacoma.

April 29th - May 11th, 2019.

Mass with Bishop Elizondo outside the detention Center on May 11th, 2019. Please stay tuned!

Cultural Exchange Soccer Festival

A "[Pitch for Hope](#)" grant recipient has established Tacoma International FC, a soccer team comprised entirely of immigrant & refugee youth. They are currently competing in a league with the Tacoma Soccer Center. In the summer of 2019, this team will host a [soccer tournament](#) that will connect immigrants and refugees with the broader community for their mutual transformation. Please consider assembling a team to participate. Stay tuned for more details.

News from AIDNW

Serving immigrant detainees in Tacoma

DONATIONS NEEDED!

All donations will now only be accepted at the Hospitality House at 616-1/2 N. I St.

Please email officevolunteer@aidnw.org to schedule a time for drop off at the Hospitality House. Drop off days and times are M-F from 11:00 am - 3:00 pm. Due to space issues at the RV please drop off donations to the office only and with previous arrangements.

Needed donations include those listed below on the Amazon Wish List, our website, gift cards or checks. Your donations support both the Welcome Center and the Hospitality House.

Wish List: https://urldefense.proofpoint.com/v2/url?u=https-3A_www.amazon.com_hz_wishlist_ls_3i8USLANJDKNQ_ref-3Dnav-5Fwishlist-5Flists-5F3-3F-5Fencoding-3DUTF8-26type-3Dwishlist&d=DwIFaQ&c=sbUazBFbkx0lvDGC2xxNQyMnHuy_NU4iSbZSTaVqWPE&r=5rRjVQEuFBSY4hj7ulZhMB7qpyvLKBR22tv7upV27IU&m=2gh3B00LjDs4klvty07aEnlbMk1-gm6cWdhbjLPnCO&s=s_P9o1nHWSCOjsxslWakln-h-XnTZB3Vf-Z-e3pPjQk&e=

Website: www.aidnw.org

In addition, currently some faith communities are also collecting slightly used hats, men's coats, sweaters, sweatshirts, gloves and scarves. They need to be clean and in good shape. Please keep in mind, donated clothing should be items that a young person would feel OK wearing. Most of those released are slender, so medium to large sizes are preferred. Our goal is to provide what guests need for their first 24 hours upon release.

Thank you to all!

IMMIGRATION FORUM:

Federal Policy – Local issues – How to Get Involved

Saturday, January 5th, 2019

10:00 AM – 12:00 PM

First United Methodist Church

621 Tacoma Ave S.

Tacoma, WA