



PARISH FINANCIAL SERVICES NEWSLETTER

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PAA Days 2019!

Registration is now open: The link to register is:

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07eg0ftsh3aac0284&oseq=&c=&ch>

The tentative agenda is: Tuesday: March 26th -Join us for an informal dinner (probably pizza) around 6. -new PAA orientation for PAA Days - evening prayer

Wednesday: March 27th -breakfast for those who register for it—repeat of PAA Day orientation for new PAAs (8am) -(starting at 9am) morning – Mass with Fr. Gary Zender; 10am – State of the Archdiocese Address (Mary Santi and Joe Schick) -lunch (for all) -afternoon – our keynote speaker, Chuck Zech, Catholic Parishes in the 21st Century -dinner (for those who aren't commuting) -evening – social gathering and evening prayer

Thursday: March 28th -morning prayer -breakfast (for those who aren't commuting) -morning – Update on Called To Serve Campaign; Human Resource Update, Property & Construction Services Update; Leasing Guidelines; lunch; Insurance; Parish Financial Services.

Scholarships are available—contact Scott Bader at scottb@seattlearch.org.

Note that this year we won't have any items that are of particular interest to bookkeepers

Our Keynote Speaker, Chuck Zech, is a professor of economics in the Villanova University School of Business where he has taught since 1974. He was the Director of Villanova's Center for Church Management and of the University's M.S. in Church Management degree program. Chuck is the author or co-author of numerous articles and books on the topic of church management and finances. Chuck has served as the keynote speaker at over 60 Catholic conferences.

Archdiocese of Seattle

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New COA Numbers for Payroll Deductions

Paid Family Medical Leave Act chart of accounts numbers to use

For the employer expense: 5209 – PFMLA Benefit

For the employee deduction: 2170 – PFMLA Employee Contribution

IRS Fraud

Every year, as we go in to tax season, we see a rise in phone calls and email messages claiming to be from the IRS. A common request indicates that the IRS is unable to confirm your information, and provides a way to update this information (providing it to the caller, going to a website and inputting the information, etc.). At best, this is an attempt to obtain your personal information. When the request is via email, there may also be an attempt to load malicious software on to your computer. If you have provided any information in response to this type of a request, please contact your banks and credit card companies immediately. You should also contact the IRS.

The IRS does not demand immediate payment, nor will they threaten to bring in local police, immigration, etc. They cannot revoke state issued identification (such as driver's licenses) or business licenses.

The IRS provides information on their website regarding how to confirm that contact is truly from them:
<https://www.irs.gov/newsroom/how-to-know-its-really-the-irs-calling-or-knocking-on-your-door>

They also have a listing of current scams: <https://www.irs.gov/newsroom/tax-scams-consumer-alerts>

If you're ever in doubt, call the IRS directly using their published number, and ask for confirmation.

Pastoral Assistant for Administration Level II Opening

Christ the King Parish/School in North Seattle is looking for a full time Pastoral Assistant for Administration. Christ the King is a parish consisting of approximately 1,000 families of parishioners. The parish also has a very active and vibrant school and a Hispanic Community.

If interested, please send a resume to the Pastor, Fr. Armando Guzman at frarmando@ckseattle.org.

To review the job description, you may go to:

<http://www.seattlearchdiocese.org/HR/recruiting.aspx>

PARISH STEWARDSHIP

Please be aware that the 2019 and 2020 collections calendars are now posted on our website at: <http://www.seattlearchdiocese.org/Stewardship/Collections/default.aspx> on right hand section of page. We would also like you to be aware that the collections calendars were sent to your parish by email.



The Order Site for 2019 Materials is open!

Emails have gone out about placing your order for our 2019 ACA materials! The deadline to place orders is February 1, 2019, and even if there are no changes from last year, we need all parishes to submit an order through this site!

Login to: <http://clients.printwest.net/customers/annualcatholicappeal/>

The password is **acaorder**

These materials are at no cost to you, and will arrive in your parish the first week of April. If you did not receive an email with instructions on how to place your order, please contact Maggie Stiles to let her know. Thank you!

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 and Chancery Holidays 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.
- 2019 Chancery Holidays are posted, [CLICK HERE](#).

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 were sent out via email Mon, Jan 7, 2019 and are **due back to the Chancery by Fri, Jan 25, 2019**. If your parish(es) have not received it, please contact [Sophal Hamaker](mailto:Sophal.Hamaker@seattlearch.org) immediately. County Tax Statements will be sent out mid-March 2019.



2019 Featured Countries: Gaza, Guatemala, Sierra Leone, Sri Lanka, and Uganda

Rice Bowl is a **signature** program of our archdiocesan and national **Share the Journey** initiative.

It's that time again! Catholic Relief Services has shipped the Rice Bowl materials (to all parishes and to participating schools).

Each parish and school has one or two Rice Bowl coordinators with whom we connect about the amounts and kinds of materials. (Ask us for that person's name, if you need!) We ask coordinators to check the shipment ASAP to assure you have received the amount of (free!) materials needed for your community this Lent, including the Rice Bowls/Lenten Calendars. We will gladly order more for you. Please **do not** order directly from CRS - we coordinate the ordering process for this archdiocese!

Encounter Lent



As you prepare for the Rice Bowl program this Lent, please visit the Rice Bowl website at www.crsricebowl.org and www.crsplatodearroz.org. You can find there the online version of all the print materials (including the exceedingly helpful [2019 Coordinator's Guide](#), also in [Español](#)), plus MANY more downloadable resources for parish ministries and education programs, school classrooms, and individual and household activities and prayer.

Please also consider creative ways to distribute Rice Bowls in your community (e.g. children handing out the Rice Bowls/calendars; clipping a Rice Bowl/calendar to each bulletin or newsletter; plan a Rice Bowl kickoff event; Blessing of the Rice Bowls (found in the Coordinator's Guide). Post a [Rice Bowl banner](#) on your website or Facebook page.

Speakers Available

Need someone to share a bit about CRS' work during a soup supper, at Mass, or a meeting or other event? We will work with you to arrange for someone to speak to your community during Lent about how solidarity through the Rice Bowl program changes lives, locally and overseas.

If you have any questions, suggestions or requests, please contact us in the Missions Office.

Thank you!

your Missions Office: Kelly Hickman and J.L. Drouhard
missions.office@seattlearch.org (206) 382-4580 or (800) 869-7028.
www.seattlearchdiocese.org/ricebowl

Through CRS Rice Bowl, we share the journey with members of our human family around the world, and commit our Lenten prayers, fasting and almsgiving to deepening our faith and serving those in need.



ARCHBISHOP BRUNETT
RETREAT CENTER AT
THE PALISADES

2019 Upcoming Retreats

Register Online at PalisadesRetreatCenter.Org

FEBRUARY 1-3

["Lord, Teach Us to Pray: The Life of Prayer for Catholic Young Adults"](#)

Young Adult Retreat

Led by Fr. Kyle Mangloña and Sr. Mary Vianney, MSSR

FEBRUARY 15-17

["Angels to One Another: Messengers of Love and Guides to God"](#)

Married Couples' Retreat

Led by Fr. John Marie Bingham, OP

FEBRUARY 15-17

["The Winter's Tale' by William Shakespeare: Love Lost and Found"](#)

Shakespeare Retreat

Led by Fr. Stephen Rowan, Ph.D.

MARCH 22-24

["Seeing the Extraordinary in the Ordinary"](#)

Women's Lenten Retreat

Led by Fr. Richard De Lillio, OSFS

APRIL 12-14

["Entering into Holy Week"](#)

Palm Sunday Retreat

Led by Deacon Owen Cummings

April 15-17

["Holy Week Silent Retreat"](#)

Men's & Women's Retreat

Led by Fr. Caleb Insko, FSSP

The Archbishop Brunett Retreat Center at the Palisades
4700 SW Dash Point Road; Federal Way, WA 98023
palisades@seattlearch.org • 206-274-3130

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.

Announcing:

A New Ministry to Serve Mothers of Incarcerated Children

The grief of having a child in prison is a pain so deep that one may find it difficult to reach out to others for help or support. Feelings of shame, helplessness, and isolation may cause you to retreat deeper into yourself.

We envision a group where confidential sharing can happen, where people can gain strength from others having a similar experience, and where resources can be shared.

If you are the mother of an incarcerated child, or know of someone who is, and could use a listening ear, we encourage you to contact **Lisa Dreyer** at (253) 381-7683 or via email at lisadreyer@remax.net.

Meetings will occur at St. Leo Parish, Tacoma. This ministry is sponsored by our archdiocesan [Criminal Justice Ministry](#).

One Parish, One Prisoner

Did you know that, roughly speaking, Washington State has almost the same amount of prisoners as churches? Churches are a natural support system for people returning to society following a prison sentence. Criminal Justice Ministry is expanding our prisoner re-entry pilot project. Would your parish be interested in entering into a relationship with a single inmate (via letter writing and prison visits) with the intention of providing wraparound support and accompaniment upon their release? Join our growing list of pilot parishes in an ecumenical effort to connect churches with prisoners for their mutual transformation! Training provided!

For more info, click [HERE](#) or contact Joe Cotton at (206) 382-4847 or joe.cotton@seattlearch.org.

Faith Community Nursing Scholarships Available

Are you interested in starting a health ministry within your congregation? Do you have an RN or LPN attending your church that may be interested in leading this ministry? Faith community nursing (Parish nursing) is a nursing specialty recognized by the American Nursing Association that focuses on care of the individual in body, mind and spirit. Pacific Lutheran University and Concordia University (Portland) in partnership with Faith Community Nursing/Health Ministries Northwest and CHI Franciscan Health provides the Foundations of Faith Community Nursing course in the South Sound. This year the course will be held **February 28-March 1 and May 3** (2 ¾ days) with an 8 week interactive online course component in between. The CHI Franciscan Foundation provides the **Jean Vanberg Parish Nurse Scholarship** to help fund this course. For further information and to receive a scholarship application packet please contact Debbi Saint at 253-426-6343 or debbiesaint@chifranciscan.org. **Deadline for application submission is Feb 5.**

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.

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, February 14th

- All those working on immigrant & refugee matters in their respective parishes, schools, agencies, 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.



News from AIDNW

Serving immigrant detainees in Tacoma

DONATIONS NEEDED:

2 sets of bunk beds
Couch (new or slightly used sectional is preferred)

New or VERY SLIGHTLY USED & CLEAN list items for young men:

Warm Medium and Large Men's Jackets
Warm hats, gloves, scarves
New Men's Backpacks
New Men's socks and underwear
New Men's sweatshirts and sweatpants
Travel Sized Toiletries

At this time, we are NOT accepting women's clothing. We have what we need for women.

Donations are only accepted at the new Hospitality House located at 1915 S. Sheridan St, Tacoma, WA. 98405. Before delivering donations, please e-mail officevolunteer@aidnw.org to schedule a time. Drop off days and times are M-F from 11:00 am - 3:00 pm. Please do not drop off donations without making prior contact.

What We Accomplished in 2018

- We welcomed 1,641 released detainees to our RV Welcome Center parked outside the Northwest Detention Center gate.
- We watched migrants held in the Northwest Detention Center with volunteer visitors. Currently, we are visiting 21 detainees within the Detention Center.
- We provided shelter, telephone access, snacks, backpacks and clothing to virtually every immigrant released from the NW Detention Center
- We assisted released detainees with obtaining airline tickets and bus tickets and provided transportation to the airport and bus depot.
- We were able to offer temporary housing to 161 immigrants.
- We accompanied immigrants to governmental offices.

January Good News newsletter from your Missions Office:

<http://www.seattlearchdiocese.org/Missions/educationresources/newsletter.aspx>