Stewardship of Treasure

Tuesday, July 3rd is the deadline for placing your Parish Stewardship order for the Fall commitment renewal. If you haven’t already done so, please go on to the order site and place your order.

Here is the link:
http://clients.printwest.net/customers/seattlearchstewardship/ If you have any questions, please contact me at 206-382-4271 or kathy.clark@seattlearch.org.

Seeking a PAA for our small, vibrant parish on South Whidbey Island.

St. Hubert Church has reluctantly accepted the retirement resignation of its current PAA and needs to find a skilled administrator who listens well, is open to new ideas, and fosters a joy-filled environment. Besides many parish ministries, St. Hubert is actively involved in local interfaith work and the office helps support these many outreach and evangelizing efforts. Interested candidates should submit a letter of interest, resume, and Archdiocese job application to Elizabeth@sthubertchurch.org. Position is open until filled. Preference given to applications received by July 10, 2018.
As we come up on the end of the fiscal year, it is time to take a good look at the status of the 17-18 financial statements. The Easter collection is now in, so year-to-year comparisons should be accurate. And does the review of the 17-18 financial status cause you to want to make any changes to the 18-19 budget? Your agenda should include an official recommendation from the finance council to the pastor to approve the budget.

Who have you recruited to move on to your finance council? You should consider bringing someone new onto the council every year. And make sure to thank anyone who is ending their service on the finance council.

Finally, if your parish hasn’t developed – or hasn’t recently reviewed – your deferred maintenance plan, (template available from Property and Construction office) now is the time to look it over and bring it up to date. Obviously considering how capital needs might impact the budget as well. (Note: this blurb will be shared with parish finance council contacts if you have shared their email with us.)

2017-2018 Parish Annual Report Forms

Note from Ben Altenhofen, Vice Chancellor: I apologize for the delay in posting this year’s Parish Annual Report forms to our website. I am still experiencing some technical difficulties and I am emailing the forms to each parish one at a time. If you have not received the forms, and you need them right away, please contact me by email and I can send them to you: bena@seattlearch.org Thanks for your patience!

- The report is due August 15, 2018. You will receive instructions about uploading the report to your parish folder at box.com in late June.
- If you have general questions about the PAR, please call Ben Altenhofen in the Chancellor’s Office at (206) 654-4655 or email bena@seattlearch.org
- For questions specific to the financial sections, please call Sarah Diama, Assistant PFS Director, at (206) 382-4573 or (800) 422-5417 or email sarah.diama@seattlearch.org

Hello from the Insurance Office:

We have a new TULIP (tenant users liability insurance policy) carrier effective July 1, 2018! Your users may begin purchasing TULIP now for events occurring after 7/1/18. www.onebeaconentertainment.com

This is the insurance the Group 2 users (individual parishioners) purchase with the Facility Use agreement for birthday/anniversary parties, meetings etc.

We are no longer able to secure abuse coverage under TULIP. If abuse were to occur during the event, this liability could fall under the parish insurance. Therefore the parish is responsible to vet the facility user for this liability risk.

Best Practice for allowing outside use of your parish/school facilities by Group 2 users:

- Staff should be on site at all times during the event. This is for the safety of minors and vulnerable adults that may attend and/or be on campus during the event.

Group 3B & 4 users should come to your facilities with their own corporate insurance policies.

If there is a bona fide Catholic entity for which it is not feasible to secure a corporate policy, TULIP may be used.

The Facility Use Agreement and Guidelines have been revised to reflect this change. Effective 7/1/18, the attached agreement is the one to use.

The TULIP purchase instructions, Revised Facility Use Agreement and Guidelines will soon be available on the Archdiocese Insurance and Property websites: http://www.seattlearchdiocese.org/Archdiocese/Insurance/Forms.aspx and www.seattlearchdiocese.org/property
Passwords vs. Passphrases

Traditionally, passwords have been used to verify that you are the person authorized to use an account. The typical idea of passwords is that these are 6 – 12 characters in length, and contain a mix of uppercase letters, lower cases letters, numbers, and special characters. In an ideal world, these would be entirely random. However, it’s very difficult to remember something like Z9!aY8@b (for those of you paying attention, you’re right, it’s not random). Additionally, increasing the length of a password dramatically increases the time required to break in to the account. It’s also easier for you to remember a phrase such as “Thisismypassword” then to remember the first password.

Some recommendations when selecting a passphrase:

- Use a minimum of 16 characters
- Be consist with punctuation and spacing – this will help you remember what you did later; also, spaces and punctuation are special characters, and increase passphrase complexity
- Don’t put numbers at the beginning or end of your passphrase – if your initial passphrase is “Thisismypassword1”, and someone is able to get access to this information, when you change the passphrase, it’s not hard for them to guess that your new passphrase might be “Thisismypassword2”
- Change your passphrase on a regular basis – general advice is every 90 – 180 days
- Don’t write down your passphrase! If you must write down your passphrase, do not store it with the device it is being used on (i.e. a post-it note attached to a laptop).

Recommended further reading:

http://resources.infosecinstitute.com/password-security-complexity-vs-length/
https://blogs.technet.microsoft.com/msftcam/2015/05/19/password-complexity-versus-password-entropy/
http://www.pcmag.com/article2/0,2817,2419274,00.asp

Latest email scam using email addresses listed in bulletin?

One of our parishes reported parishioners getting emails appearing to come from the pastor to parishioners (definitely those who have had email addresses listed in the bulletin, perhaps others).

The emails were along the following lines:

Hi NAME, Hope all is well. Please contact me as soon as possible by replying to this email
Or
Hi Name, Please purchase itunes cards for me. Scratch off the back and take a picture of the pin and email the picture to me at this address
Or
Hi Name, I am in dire need of emergency funding. Please wire me funds by responding to this email with your account information.

It would be good to remind parishioners to be cautious about opening emails that look suspicious even if appearing to come from the parish, especially those that ask parishioners to do something regarding money. Requests for money would always be for something they have heard about before at Mass, in the bulletin, in a letter sent via USPS. If they are unsure, check with the parish office to make sure the email is legitimate.
Priests with An Archdiocesan Assignment
Archdiocese of Seattle

Dear Fathers:

I am writing to you to remind you of a very important provision in the US Federal income tax rules that requires priests to pay self-employment taxes on the value of housing provided by their source of salary.

The following is included in the instructions for tax equity reimbursements provided to priests annually:

“As you know, our Priests are “dual status” tax payers. Priests pay Federal income taxes on their income taxable compensation (salary, food allowances and mileage allowances (in most cases)) and self-employment taxes (FICA or Social Security) on the amount of income taxable compensation plus the value of housing provided to them. This dual status reporting results in Priests paying both the employee and employer shares of social security taxes. “Non-clergy” employees pay half of social security taxes and their employers pay the other half.”

I have also attached an excerpt from Income taxes for Priests Only by Scott Hoselton. This authoritative source clearly states that the value of housing is subject to self-employment tax.

In reviewing tax equity reimbursement forms, we have encountered several income tax returns prepared for priests that have incorrectly excluded housing from the self-employment tax computation.

If you or your preparer have questions on the treatment of housing in the computation of self-employment taxes for priests, please contact Scott Bader in Parish Financial Services. (scott.bader@seattlearch.org 206 382 4585).

Sincerely yours in Christ,

[Signature]

Frank Feeman
Chief Financial Officer
CC: Pastoral Assistants for Administration
An Important Assumption . . .

The valuation methods compute the taxable portion of the value of using a parish-owned vehicle for personal driving. We have assumed that the priest logged his mileage so that the parish knows the ratio of personal usage to total usage. Without the benefit of substantiation the parish has no choice, under IRS rules, but to include the full value of the vehicle as earnings when reporting that priest's Form W-2. In the example provided in the preceding paragraph, if the priest does not log his mileage, the parish would report the full $5,450 as taxable earnings to the priest—simply because the parish wouldn't know the personal portion from the parish portion.

To get any tax relief from the parish including the full $5,450 as taxable earnings, the priest would need to file Form 2106 when preparing his personal tax return. However, not only does he need to substantiate his business usage of the vehicle to the IRS, he will also find that he will not get full credit for his business deductions. It will cost him additional taxes to report in this manner. It is far better to substantiate his mileage to his parish.

Room and Board

In Chapter I: *The Unique Tax Status of Priests*, we discussed various room and board scenarios, and the problems associated with determining a fair value for this benefit. In this chapter we will concentrate on the tax aspects of the benefit.

The fact that a parish can "compensate" a priest by providing him with tax-free housing is a major benefit. The IRS affords this benefit to only two classes of taxpayers—ordained clergy and military personnel. However, it is a limited benefit.

**Although the value of a priest's housing, including both room and board, is supposed to be free of income taxes, it is not free from Social Security taxes (unless a priest is exempt from the Social Security system).** Further, room and board, or portions of it, may also be subject to income taxes under certain circumstances, and if it is not properly documented and paid.

It doesn't matter where the "room" is, but it matters where the "board" is.

The housing portion ["the room"] of room and board is an income tax-free benefit regardless of whether the priest lives in a rectory, an off-campus parish-owned residence, or if a priest owns or rents his own residence. To be tax-free requires some documentation, which we will discuss later within this subsection, but the location of the residence is unimportant.
To: All Facility Personnel-Parishes and Schools

From: Ed Foster, Director of Property and Construction Services

Re: Safety Trainings

2018 Maintenance and Custodial Safety Trainings

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 Washington State Department of Labor and Industries Standards. Here are the dates and locations:

SAFETY TRAINING DATES FOR YOUR FALL CALENDAR – 8:30 a.m. to 12:00 p.m.
9/26/18 – Our Lady of Perpetual Help - Everett (Wednesday)
9/28/18 – St. Rose - Longview (Friday)
10/3/18 – St. Ann - Tacoma - (Wednesday)
10/4/18 – St. Madeleine Sophie - Bellevue (Thursday)
10/10/18 – St. Patrick - Seattle (Wednesday)

Please let us know which site you plan to attend by emailing the form to Robin.Marshall@seattlearch.org

According to Washington State law, newly hired maintenance and custodial employees must be trained within 60 days. If you have an employee that will not be able to meet this requirement because of timing, please call the office and we will discuss the options for training before the fall dates.

Contact Name: ___________________________________________ Parish/School (City) _________________________________
Site Attending: ___________________________________________ Date: __________________________
Attendee/s & emails: ___________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
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___________________________________________________________________________________
3 Reminders from Human Resources

1. WA STATE SICK LEAVE EMPLOYEE SIGN OFF

Please remember to have all employees sign off on the new WA State Sick Leave Policies and place the signed document in their employee files.

2. FOR SEATTLE LOCATIONS: WAGE THEFT NOTIFICATION FOR ALL EMPLOYEES

Anytime a change is made to an employee’s compensation, you are required to provide them with a WAGE THEFT NOTIFICATION FORM, which can be be found on the our website at: http://www.seattlearchdiocese.org/HR/NewHires.aspx. Please place a copy in their employee file.

3. HIRING ARCHDIOCESAN EMPLOYEES FOR REGULAR OR PROJECT ASSIGNMENTS

As a reminder, before engaging in a regular or project-based employment discussion with an Archdiocesan employee, you MUST contact Human Resources to discuss the nature of the situation and create a multi-location work agreement and have it approved by Human Resources and the employee’s home location.

Please review the process below:

1) Contact Human Resources prior to any employment discussions with the current employee to ensure the hiring decision doesn’t pose any complications with overtime or benefit eligibility.
2) If approved to move forward, HR will assist you in creating a multi-location agreement that can be used for a discussion with the employee’s home (primary) location.
3) You must contact the employee’s home location administrator (typically the PAA or bookkeeper) to discuss the proposed shared arrangement and ensure they are willing and able to approve of and enter into the agreement.
4) The payment process is very different for exempt and non-exempt employees. HR will review the differences and proper procedures with you when discussing the specifics of the situation in Step 1 to ensure you are able to pay the employee consistent with all city, state and federal regulations.

I know this is a confusing topic, which is why we are here to help. If HR is involved at the beginning of the employment discussion we can help prevent or avoid any possible difficulties or complications with the proposed arrangement, and provide guidance to support you through the multi-location hiring process.

Questions? Contact Human Resources at 206.382.4570 or hr@seattlearch.org. We are here to help!
Seafarer’s Ministry—Shipboard Luncheon

Did you know that the archdiocese has a **Seafarer’s Ministry**? This is an ecumenical effort that ministers to ship workers who come to our port from around the world. Seafarers are away from their families for 9+ months out of the year and – while at port – they desire to access their faith, stay connected with loved ones, share their stories, and receive necessary supplies. Our ministry helps with all of those things. And you can help too!!

Please join us at our annual “Home from the Sea” Shipboard Luncheon in support of this ministry. **Saturday, July 21st** from 10:15 AM – 2:00 PM aboard Holland America’s Eurodam cruise ship at Pier 91. $50 per person. Raffle available to win a FREE CRUISE! We will be joined by Bishop Mueggenborg! Please promote widely and please join us! Your participation allows us to ensure that all seafarer’s feel beloved!

To attend, Please RSVP to Ashley Reinsmith at ashley@mts-seattle.org


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CRS Rice Bowl Grants in 2018

The grants process is completed, using the 25% share of CRS Rice Bowl donations from last Lent. Over $500,000 was donated by students, parishioners, and other people of good will in western Washington – a new record! (Our thanks to you for counting up all those coins!) And so, over 280 food-security grants (also new record amount) have been approved by Archbishop Sartain and awarded to parishes, schools, St. Vincent de Paul conferences, Catholic Community Services/Catholic Housing Services and other organizations in our archdiocesan area. Information on the grant program and a list of the grantees are posted at [www.seattlearchdiocese.org/ricebowl](http://www.seattlearchdiocese.org/ricebowl). And a one-minute “Thank you” video is viewable at [www.crsricebowl.org](http://www.crsricebowl.org).

Rice Bowl is a “signature program” of the **Share the Journey** initiative announced globally by Pope Francis and locally by Archbishop Sartain. And thus in this particular way all of our parishes and many of our schools are participating in **Share the Journey**!

*“Jesus said to them, ‘There is no need for them to go away; give them some food yourselves.’”* (Matthew 14:16)

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Hispanic Family Camp 2018: **“Rejoice and be glad”**

For the tenth consecutive year, Camp Don Bosco in Carnation will host a Hispanic Family Camp August 24–26. Conducted entirely in Spanish, the event aims to celebrate and strengthen families through faith-filled activities, opportunities for recreation, offering access to community resources relevant to families and closing Mass on Sunday. For more information, contact Annie Bailey 206-274-3194 or [Ana.Bailey@seattlearch.org](mailto:Ana.Bailey@seattlearch.org)

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Campamento para Familias 2018: **Alegraos y regocijaos”**

Por celebrarse en el Campamento Don Bosco en Carnation del 24–26 de agosto por décimo año consecutivo. Realizado completamente en español, este evento busca celebrar y fortalecer a las familias mediante actividades de fe y recreacionales así como ofreciendo acceso a recursos relevantes para las familias. Para mayor información, favor de contactar a Annie Bailey 206-274-3194 o [Ana.Bailey@seattlearch.org](mailto:Ana.Bailey@seattlearch.org)
Upcoming Retreats: Register online at PalisadesRetreatCenter.Org

JUNE 22-24
“And the Desert will Bloom: Experiencing More of God’s Grace in Everyday Life”
Men’s & Women’s Retreat
Led by Fr. James Northrop

JULY 13-15
“Weekend Silent, Self-Directed Retreat”
Men’s & Women’s Retreat
Mass, Adoration, & Confession Available

AUGUST 3-5
“Betrothed: A Preparation for the Sacrament of Marriage”
A Retreat for Engaged Couples
Led by Dr. Sarah Bartel & Nathan Bartel

AUGUST 24-26
“St. John Paul II, Divine Mercy, and Healing of Memories”
Women’s Silent Retreat
Led by Dawn Eden

OCTOBER 5-7
“Five Ways to Tune Your Interior and Spiritual Life”
Sponsored by the Lay Carmelites of WA & BC
Led by Br. James Lindsay, OCD