



PARISH FINANCIAL SERVICES NEWSLETTER

In This Issue

Look Out for Fraudulent Emails	Pg. 2
New Lease Policy	Pg. 2
Parish Stewardship	Pg. 2
Thanksgiving Greeting	Pg. 3
Updates from HR	Pg. 4
Upcoming Retreats—ABRC	Pg. 5

KNOW SOMEONE WHO MIGHT WANT TO BECOME A PAA

Our winter sessions for new PAA Training is set for Wednesdays, January 16, January 23, January 30 and February 6. If your parish might be hiring a new PAA (especially if you haven't let us know yet), please let them know of these dates (and let us know about them when hired too, please!). Also, if you have someone on staff, or in your parish, that you think might make a good PAA someday (and not necessarily at your parish), we have been inviting those interested in become a PAA to this training. Please pass their names on to us in PFS. We need to know by Jan 4.

scott.bader@seattlearch.org or 206-382-4585.

Mark Your Calendar!
PAA Days 2019 Are Coming
March 27th And 28th
Registration Will Open In January



PRF Withdrawals and Construction/Maintenance Projects

Clarification: For non-construction (for example copier purchase, etc.) and maintenance withdrawals (for example window cleaning, etc.), the PRF will process and disburse the funds by the end of the second business day. If the withdrawal is for construction or planned maintenance projects (for example resurfacing parking lot, HVAC replacement, etc.) the funds be disbursed by the end of second day after it has been approved by Property and Construction Office. To help expedite the process, please ensure that the Department of Property and Construction has all the necessary forms (invoices, lien release and if project has ended - close documents) it needs in order to approve your request.

Archdiocese of Seattle

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Look Out for Fraudulent Emails



We've had parishes receive emails cleverly appearing to come from the pastor to the bookkeeper, along the following lines:

"Hello _____, How are you doing today? I have an important wire I want you carry out before the wire deadline for the day. Let me know the details you would need to process the wire transfer. Thank You, Fr. _____."

Joe Schick, our CFO, reminds us that Archdiocesan policy absolutely prohibits wire transfers to be authorized without personal contact. Please share this with anyone in your parish office that might be able to set up wire transfers for the parish. Thanks to everyone who is being so vigilant and on the lookout for all the scams that are out there.

Message from IT

In the past few months, there have been large numbers of reports of both parishioners and parish staff receiving email messages claiming to be from their parish priest, and requesting that the recipient send gift cards or initiate wire transfers. In all cases we're aware of, someone has set up a fake email address (typically with a free email hosting company, such as Yahoo, Gmail, Hotmail, etc.) using the pastor's name. It appears that they have harvesting both parishioner and staff email addresses via the parish and/or school website. We are recommending that parishioner contact information (names, email address, phone numbers, etc.) not be published on your parish or school website or other materials (bulletins, flyers, etc.). We also recommend that you make your staff aware of this as an ongoing issue, and put a process in place which is to be followed before any funds (gift cards, wire transfers, or otherwise) are sent.

Right now, these attacks have been limited to email. However, it's not unlikely that as people gain awareness of this fraud, the attack vector will change, and phone calls or letters will be attempted.

New Lease Policy

There is a new lease policy going into effect January 1, 2019. This policy is intended to reflect and implement goals for effective, responsible, and optimal real estate management in the diocese. Starting January 1, before any new lease or lease renewal is entered into by a parish or school, a Lease Request Form, which may be obtained along with the new lease process instructions from the Property & Construction website under Forms and Contracts, must be completed and returned to Christina Lewis. The department will review the request form and follow up with any questions or suggestions about the prospective lease. Following Archdiocesan review, the agreement may be completed with the tenant. These instructions apply to requests for leases of space exclusively occupied by a tenant. If the rentable space is shared by more than one entity (for example, a tenant occupies the space during the day and the parish uses it in the evenings), please use the Facility Use Agreement. That agreement does not require review by the Archdiocese.

Parish stewardship

With the close of the Parish Stewardship Yearly Commitment Renewal of Treasure coming at the end of this month, we want to emphasize the importance of following up with your parishioners who haven't pledged. Years of data collection and survey responses show us that parishes that put into practice all of the recommended follow up procedures, significantly and consistently acquire more pledges as well as increases in their ordinary income than parishes that don't. We urge you to follow the Timeline located in the Renewal Chapter carefully. You can find it on our website (2nd item down under Stewardship of Treasure) at: <http://www.seattlearchdiocese.org/Stewardship/PS/Renewals.aspx>

Taking the extra step of sending a letter to your **list of lost pledgers** (look for email with directions coming November 27) has also proven to be a tremendous help to parishes that have used it. Many tell us that using this letter increased pledges by reminding parishioners to pledge who had simply forgotten or thought they had already sent it in. Praying for your best Treasure Commitment Renewal ever!

Steve (206-903-4619) and Kathy (206-382-4271) parishstewardship@seattlearch.org.





*Thanksgiving Greeting
from the Catholic Bishops of Western Washington*

November 16, 2018

Dear Brothers and Sisters in Christ,

When those of us here in Western Washington gather together with family and friends to celebrate Thanksgiving, people of many faiths will pause to give God thanks for His abundant blessings. This beautiful tradition, which pre-dates the establishment of the United States, remains a powerful testament to core American values and to our constitutional right to religious freedom.

It is good that we, as Christians, give thanks not only for our freedom to publicly proclaim that Jesus is Lord but also for our right to apply this truth in action as faithful citizens. We, the Catholic Bishops of the state of Washington, are most grateful to you for the many ways that we see you put your faith into action.

As you make plans for the holiday, we encourage you to participate in and provide prayers of support for two special observances which surround Thanksgiving:

- Sunday November 18th - Annual World Day of the Poor: Established by Pope Francis, this observance calls us to widen our hearts, to hear the cry of the poor, and to focus our attention on those who do not fully share in the many blessings that we have received. All are invited to participate in "moments of encounter and friendship, solidarity, and concrete assistance" with people in poverty. Through God's grace, these encounters will transform not only the lives of those we meet, but our own hearts as well.
- Sunday November 25th - Feast of Christ the King: Established by Pope Pius XI in response to growing European secularism following World War I, this Solemnity reminds the faithful that no one but Christ reigns as King of the entire world. This year's celebration encourages us to rededicate ourselves to serving Christ the King in every aspect of our lives.

A blessed Thanksgiving to you and your loved ones!

Sincerely in Christ,

+ 

Most Rev. J. Peter Sartain
Archbishop of Seattle

+ 

Most Rev. Eusebio Elizondo, M.Sp.S.
Auxiliary Bishop of Seattle

+ 

Most Rev. Daniel H. Mueggenborg
Auxiliary Bishop of Seattle

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.
- **As we get closer to January 1, we will be providing all locations more information on Unemployment Insurance, how it will be managed and the costs associated with the program.**

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 this means for you** – stay tuned! We are still waiting on final policies from the state and will provide you with guidance on this program as soon as they become available.
- **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.](#)

New Equity Pay Law in Washington State

Effective June 7, 2018, Washington State put in place the Equity Pay Opportunity Act. In order to comply with the new Act, we have removed the past salary question from the Archdiocesan employment application.

- **What this means for you** – You can no longer inquire of applicants about current or past wages.
- **What you need to do** – The next time you have an open position, visit the HR Recruiting website, <http://www.seattlearchdiocese.org/HR/recruiting.aspx>, to download the revised application.



ARCHBISHOP BRUNETT
RETREAT CENTER AT
THE PALISADES

2018-2019 Upcoming Retreats
Register Online at PalisadesRetreatCenter.Org

NOVEMBER 30 – DECEMBER 2

["Be Still and Know That I am God: Discovering the Power of Silence and Contemplation"](#)

Silent Advent Retreat for Men & Women

Led by Fr. James Northrop

DECEMBER 7-9

["Growing in Beauty, Truth, and Goodness"](#)

Women's Advent Retreat

Led by Sr. Gabriella Yi, OP

DECEMBER 17-19

["Silent, Self-Directed Advent Retreat"](#)

Men's & Women's Advent Retreat

Mass, Adoration, and Confession Available

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.