Priest Tax Equity Reimbursement Addendum

Food allowance reimbursement was slightly too low in 2018 (for tax year 2017). The spreadsheet used for calculating the tax equity reimbursement mistakenly only reimbursed priests at 12% for the food allowance (even though the tax rate for 2017 was 15%). The difference is $238 per priest (since the food allowance is a flat amount). Please include an additional $238 in what they transfer to Payroll and have Payroll program in for each priest to receive an additional $238. If a priest you are reimbursing was newly ordained in mid 2017, or an extern that came into the Archdiocese in 2017, this amount should be cut in half. Contact the Parish Financial Services office if you have questions.

Business Expense Deductions
Changes to the tax laws at the end of 2017 resulted in the elimination of many business expenses. Please alert your priests that if they are in the habit of taking business expense deductions, they should contact their tax preparer for more information to be better prepared when they file their taxes for tax year 2018.

Priests who are receiving bonuses, vacation pay, or holiday pay. A reminder that priests are not to receive these forms of compensation.
Setting the Housing Allowance

Parish Finance Councils need to annually designate the value of parish owned housing for their priest(s).

To do this, the PAA, on behalf of the Finance Council,

A. may wish to ask a real estate agent or a rental agent to give them an estimate as to the fair rental value of equivalent space elsewhere in the neighboring community. Obviously, you only want to have them do this comparing the space the priest actually uses for ‘living space’. So any space used for rectory offices (not a home office), or meeting space that is never used by the priest for his personal activities, or other spaces not used by the priest, can be excluded from the value. OR


Additionally, for priests that have housekeepers paid by the parish/use housekeeping services paid by the parish, the value of those housekeeping services need to be added to the fair rental value to get the total housing allowance. Other “personal” housing related bills the parish is paying on behalf of the priest(s) should also be included - utilities, cable, etc.

After obtaining that value, the Finance Council can vote to approve this amount as the housing allowance. (This must happen before the beginning of the calendar year.)

Then a letter should be given to the priest with that value included, to wit:

"We have conducted an analysis of the value of parish-provided housing to you based on the fair market value of comparable square footage in the area. The value of this housing is not subject to FIT. However, the value of a housing allowance does need to be included in the computation of self-employment tax. The total value for 201x is ______"

The chair of the Finance council should sign this letter.

Questions? Contact Scott Bader in the PFS office.

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POLICY ON THE NAMING OF PARISH BUILDINGS, ROOMS, AND ORGANIZATIONS

October 18, 2018

Going forward, it is the policy of the Archdiocese of Seattle to name parish buildings, rooms, and organizations, etc., only after the Holy Trinity or the Persons of the Trinity; titles of the Lord Jesus (e.g., Good Shepherd); Sacred Events (e.g., Pentecost); titles of the Blessed Mother (e.g., Our Lady of Guadalupe; Mother of Mercy, etc.); Saints, or Sacred Objects (e.g., Holy Cross). Naming of major buildings must be approved by the Archbishop.

Approved by Archbishop J. Peter Sartain
In consultation with the Presbyteral Council
10/18/18

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PRF Withdrawals and Construction/Maintenance Projects

When requesting a PRF withdrawal please be mindful of our policy: For non-construction or maintenance withdrawals, the PRF will process and disburse the funds by the end of the second business day. If the withdrawal is for a construction or maintenance project the funds will be disbursed by the end of the second day after it has been approved by the Director of Property and Construction. To help expedite the process please ensure that the department of Property and Construction has all the necessary forms it needs in order to approve your request.

We have made revision on the withdrawal forms hoping this would help to expedite the approval process on your construction and maintenance withdrawal request.

Please being using the new form at this point. This form can also be found on the Archdiocese of Seattle website under PRF forms.

[http://www.seattlearchdiocese.org/Assets/PFS/PRFWthdlReg_updated.docx](http://www.seattlearchdiocese.org/Assets/PFS/PRFWthdlReg_updated.docx)
I-tunes gift card scam

We have recently had several instances of parishioners being targeted via email by someone purporting to be the pastor asking them to buy i-tunes gift cards. It appears they are getting parishioner email addresses from the website. You might want to alert your parishioners—or at least your parish leaders who are likely to have their contact info (particularly emails) publicly available—to be alert to this scam. You might remind them that the parish only asks for financial support in very clear and obvious ways—at church of course, via the mail, and emails from the parish office (not Father). These communications would only ask for financial contributions either through your parish envelope or the parish website. Anything else should be highly suspect, and you likely would’ve heard about it in advance (bulletin, at Mass, at a parish meeting). It is good to be cautious regarding all email communications and check to make sure they are really from someone you know—whether it is family, friends, or any group or institution you deal with.

Parish Stewardship

The Parish Stewardship web page has many items needed for your Stewardship Commitment Renewal. Access the page at http://www.seattlearchdiocese.org/Stewardship/PS/Renewals.aspx If you have any questions, please contact us at steve.homiack@seattlearch.org or kathy.clark@seattlearch.org.

The importance of Follow-up for both the Talent and Treasure Commitment Renewal cannot be overstated. The Renewal Chapter for both are on our webpage (see above link) and contain all pertinent information regarding actions that need to be taken. Also, watch your Inbox for weekly email alerts addressing the Commitment Renewal, Follow Up and Thank You.

PAAs, The Western Washington Newman Center is trying to reach out to more of their alumni and friends.

If you could share the attached in your bulletin, that would be helpful.

“Were you a WWU alumni who would like to reconnect with or support the campus Newman Center?
Consider attending their annual Spirit of Newman event on November 17.

or https://www.wwunewman.com/

Celebration of Our Saints Multicultural Mass on Saturday, November 3rd

Join Archbishop J. Peter Sartain, Bishop Eusebio Elizondo, and Bishop Daniel Mueggenborg in celebrating the saints from our diverse community.

The event begins at 10 am with Eucharistic Adoration and is followed by Mass at 11 am. All are welcome to a reception after Mass with ethnic foods and inspiring displays of our saints, provided by the cultural communities of the Archdiocese of Seattle.

See flyers: English, Spanish.

Our Lady of Guadalupe, Mother of the Americas

Saturday, December 1st
Rosary: 9:30 am at St. Mary, Seattle
Procession: 10:30 am departing from St. Mary
Mass: 12:10 pm at St. James Cathedral
Reception following Mass at St. James Parish Hall

Train the New Facilitator for Safe Environment

Monday, November 5th, 9am-4pm.

Participants must turn in an application signed by their Pastor or PC and register at least one week before the class.

English and Spanish tracks available (please indicate when registering).
For Immediate Release
October 4, 2018

“We are called to care for the environment”
Washington’s Catholic Bishops Offer Framework for Considering Environmental Policies

Working to promote greater care for the environment, the Catholic Bishops of Washington State have released a statement on “Catholic Principles and Environmental Policy.” Released on the feast day of St. Francis of Assisi, patron saint of the environment, the statement draws upon the consistent teaching on environmental issues shared by leaders of the Catholic Church from Blessed Pope Paul VI to St. John Paul II to Pope Francis.

The Bishops highlight in their statement that Washington voters will consider Initiative 1631, the carbon emissions fee measure titled “the Clean Air Clean Energy Initiative,” in the upcoming election. They offer the following points for all to consider before voting:

- All efforts to reduce the impact of climate change should respect human life and dignity, especially that of the poorest and most vulnerable among us.
- In accord with their human dignity, local communities – especially low-income residents whose voice is often not heard – should have a voice in shaping the efforts to reduce carbon emissions.
- Workers should be supported in dealing with negative effects resulting from a shift away from fossil fuels by receiving assistance to mitigate impacts on their livelihoods and families.

These principles offer a framework for voters to consider with all environmental policies. “We are called both to care for the environment, and to be thoughtful about how proposed public policies will impact those living in poverty,” stated the Bishops. Additionally, the Bishops encourage each person to be personally accountable and seek effective ways in their personal lives, and in businesses and industries, to promote the common good and to care for God’s creation.

The Catholic Bishops of Washington State are Archbishop J. Peter Sartain and Auxiliary Bishops Eusebio Elizondo and Daniel Mueggenborg of Seattle, Bishop Thomas Daly of Spokane, and Bishop Joseph Tyson of Yakima.

The full statement is attached and is also available at WACatholics.org.

The WSCC is the public policy voice of the Catholic Bishops of Washington.

# # # # #

For more information, contact: Tim Hunt, Washington State Catholic Conference 206-301-0556
Catholic Principles and Environmental Policy – A Statement from Washington State’s Bishops

October 4, 2018

The splendor of nature here in the Pacific Northwest provides us with inspiration and is a sure sign of God’s love. Yet while our corner of the world holds much beauty, we know not all is right with our planet. Harm to the environment is hurting people, most significantly our poorest and most vulnerable sisters and brothers.

For decades, the Catholic Church has raised concerns about the increasing threats to the environment and has encouraged ever greater care for God’s creation. In 1970, Blessed Paul VI urged “a radical change” in our approach towards the environment. In 1990, St. John Paul II called the ecological crisis a moral issue. Pope Emeritus Benedict reminded us that “the environment is God’s gift to everyone, and in our use of it we have a responsibility towards the poor, towards future generations and towards humanity as a whole.” In 2015, Pope Francis issued his encyclical Laudato Si’: On Care for Our Common Home, specifically addressing climate change and emphasizing the “urgent need to develop policies so that, in the next few years, the emission of carbon dioxide and other highly polluting gases can be drastically reduced.”

Here in Washington, the state’s Catholic bishops have worked to promote care for creation in our own backyard, including the development of the groundbreaking 2001 pastoral letter “The Columbia River Watershed: Caring for Creation and the Common Good.” This important document stated, “the common good demands a proper respect for the land, the air and the water to assure that when we have passed through this land it remains habitable and productive for those who come after us.”

More recently, we wrote in our 2016 pastoral letter Who Is My Neighbor? The Face of Poverty in Washington State, that an unmistakable call of the Gospel is to care for “the least” among us – the poor and vulnerable. A foundational principle of Catholic Social Teaching is the sanctity of life and dignity of the human person. People in poverty often suffer the most from any degradation of the environment. At the same time, the U.S. Catholic bishops have long held that action to mitigate global climate change must be built upon a foundation of social and economic justice that does not put the poor at greater risk. In other words, we are called both to care for the environment and to be thoughtful about how proposed public policies will impact those living in poverty or on the margins of society.

--more--
This fall, Washington voters will vote on Initiative 1631, the Clean Air Clean Energy Initiative. While we do not take a position either directly in favor of or in opposition to I-1631, we offer the following points to consider when casting your vote:

- All efforts to reduce the impact of climate change should respect human life and dignity, especially that of the poorest and most vulnerable among us.

- In accord with their human dignity, local communities - especially low-income residents whose voice is often not heard - should have a voice in shaping the efforts to reduce carbon emissions.

- Workers should be supported in dealing with the negative effects on the workforce resulting from a shift away from fossil fuels by receiving assistance to mitigate impacts on their livelihoods and families.

I-1631 would have significant implications. Applying Catholic teaching to the initiative is not a cut and dried exercise and calls for prayerful consideration. We believe that wise action to address climate change is necessary to protect the common good for present and future generations. Beyond the initiative, we urge every person in Washington State to seek effective ways in our personal lives, and in our businesses and industries, to promote the common good and to care for God’s creation.

Thank you for your prayers and action in Jesus’ name.

In Christ,

Archbishop of Seattle            Bishop of Spokane      Bishop of Yakima

Auxiliary Bishop of Seattle    Auxiliary Bishop of Seattle

For more information, please visit the Washington State Catholic Conference (WSCC) website (WACatholics.org) for links to Church statements on caring for God’s creation. We encourage you to join the WSCC Advocacy Network to receive important information and timely action alerts on this and other state and federal issues.
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 long 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.
10 Ways Your Parish Can Make a Difference

**Calculate your carbon footprint.** Understanding which of your activities are carbon-intensive allows your parish to know where it can take action. To help, use the [EPA’s free carbon footprint calculator](#).

**Consider energy efficiency.** Research if you’d qualify for tax rebates or other special programs to help retrofit your buildings to be more energy efficient.

**Start a “Wash and Dry” team.** Instead of using paper and plastic dinnerware for parish events, go to your local thrift store and buy reusable ones. Then start a volunteer team to wash and dry them after each event. Your parish will reduce its paper and plastic waste.

**Turn off your office.** Put your office appliances (computers, printers, etc.) on a power strip and turn it off at night.

**Educate your community.** Include information about how climate change affects vulnerable people at home and around the world in your weekly parish bulletin or on your social media accounts.

**Identify parish advocates.** Find a few volunteers from your parish who’ll take action by writing letters to the editor and to your local legislators, or by attending local government meetings. Your elected officials and media outlets have the power to influence the climate conversation. As a community, encourage them to take substantive action.

**Switch to low-flow faucets and toilets, and to energy efficient light bulbs.** Water processing accounts for approximately 3% of energy use in the United States, and electricity generation accounts for approximately 39%, according to the EPA. Saving water and electricity means saving energy.

**Adjust the thermostat.** Turning down the church’s and the rectory’s air conditioning or heating will further reduce your parish’s energy consumption. This is probably one of your parish’s most carbon intensive activities, but a change of just 5 degrees is a great start.

**Form a study or action group.** We’re all strengthened when we pray and act together. Consider forming a Creation Care Team, and visit [CatholicClimateCovenant.org](http://CatholicClimateCovenant.org) for more information.

**Make climate change an agenda item for parish meetings.** Get creative! Discuss and act upon your parish’s unique opportunities to address climate change and care for creation in your area. Each parish, by virtue of its unique context, has something special to contribute to the solution.

**Join A New Solidarity with Creation!** This group of Catholic parishes, schools and organizations in Western Washington has come together to support one another (and your parish!) in living out the vision of the encyclical *Laudato Si’*. Sign up at [www.ipjc.org/programs/a-new-solidarity-with-creation](http://www.ipjc.org/programs/a-new-solidarity-with-creation).

To get started on greening your parish, contact local resource Ed Foster, Director of Property and Construction at the Archdiocese: [edf@seattlearch.org](mailto:edf@seattlearch.org); 206-382-2064

*The above list has been adapted by your Missions Office, from the Catholic Climate Covenant.*
2018-2019 Upcoming Retreats
Register Online at PalisadesRetreatCenter.Org

OCTOBER 22-24
“Weekday Silent, Self-Directed Retreat”
Men’s & Women’s Retreat
Mass, Adoration, and Confession available

NOVEMBER 16-18
“Betrothed: A Preparation for the Sacrament of Marriage”
Retreat for Engaged Couples
Led by Dr. Sarah Bartel & Nathan Bartel

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

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
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, Foster Care Ministry, Inclusion Ministry, Mental Health Ministry, Grief Ministry, and Ministry to the deaf.

How to Welcome, Include, and Catechize All of God’s Children:
Practical Suggestions for Serving Those with Developmental and Intellectual Disabilities

Presenter: Deacon Lawrence R. Sutton

Date and Location:

Saturday, October 20th, 2018
Isaac Orr Conference Room (910 Marion St.)

Time: 9:00 am – 2:00 pm

Cost: FREE (Lunch provided)

Deacon Larry, a nationally recognized expert in the field of autism, provides the insights needed to build effective and adaptive faith formation programs for all youth. He introduces a program that highlights teen faith mentors, inviting youth to share their faith and talents with other youth living with disabilities. By sharing stories of success and inspiration that affect everyone—pastor, principal, teacher, counselor, parent, student, teenager, and catechist—he delivers the unexpected: that educating youth with special needs actually nurtures the faith of the entire parish and school.

RSVP by October 15th
Erica Cohen Moore | 206-382-4852 | ericac@seattlearch.org
Seattle Seafarer’s Center Fundraiser

October 21, 2018 | 4-7 PM

Seattle Yacht Club, Elliott Bay Marina (2601 W. Marina Pl. Seattle 98199)

Please join us to celebrate the work of the Seattle Seafarers’ Center and to raise some funds for the years ahead. For this new fundraiser, we will be sharing time together at the Seattle Yacht Club, Elliott Bay location. There will be fresh, delicious salmon as well as wine and beer. Invite your friends to be a part of what this ministry is doing to impact people around the world right from our home Port of Seattle! There will also be an opportunity to meet some former and present interns!

Ticket Cost: $75.00 per person, dinner and drinks included in ticket cost

Register by one of the following options:

**Calling:** 206-935-3439

**Emailing:** ashley@mts-seattle.org

**On our website:** [www.mts-seattle.org/yachtclubdinner](http://www.mts-seattle.org/yachtclubdinner)
Re-entry Corps: Voices and Faces Panel

October 23, 2018 | 6-8 PM
Isaac Orr Conference Room (910 Marion Street)

Are you called to ministry with the incarcerated? Is your parish called to the "One Parish, One Prisoner" re-entry initiative? Please join us for a special panel of speakers of former jail/prison inmates and family members who will courageously share their stories of incarceration and experiences of re-entry. Please join us and jumpstart your discernment process. Prison ministry volunteers will be available for questions and networking. Let us develop kinship with those on the margins!

Celebration of Our Saints

November 3, 2018 | 11:00 AM
St. James Cathedral (804 9th Avenue)

Join Archbishop J. Peter Sartain, Bishop Eusebio Elizondo, and Bishop Daniel Mueggenborg in celebrating the saints from our diverse cultural communities.

All are welcome to a reception following Mass, with ethnic foods and beautiful displays of our saints, provided by the cultural communities of the Archdiocese of Seattle.

Flyer: https://drive.google.com/file/d/1Z2zMLBGnsJys6w8t_oED3vhjHdapH-G/view
REGISTRATION OPEN!

Hoping for Home

Communities of Faith Respond to the Need for Trafficking Survivor Housing

A Gathering sponsored by the Multifaith Coalition to Address Human Trafficking

Thursday, November 15th, 2018

7:00pm-8:30pm

The Church of Jesus Christ of Latter Day Saints

5701 8th Ave Ne Seattle, WA 98105 (Google Map)

Limited parking available in the back of the building. Street parking also available.

The Puget Sound region is home to some of the country’s most inflated housing costs. While many are feeling the impact of rising rents and mortgages, we know that some particularly vulnerable populations are experiencing housing instability and homelessness at higher rates than ever. How does the issue of affordable housing connect to human trafficking? In King County, there are currently only 16 emergency beds for survivors of trafficking, and all are reserved only for single female trafficking survivors without children. Faith communities have the power to respond to and meet the need for stable housing for additional trafficking survivors, including men, who have experienced exploitation for commercial relations or labor.

Do you have a spare room, rental property, or empty living space and feel called to act? Are you part of a faith community and want to mobilize people at your worship space to respond to the need for housing for trafficking survivors? Join us to learn more about what you can do to provide temporary or long-term housing opportunities for survivors of trafficking. Explore ways to give the “hope of home” those who have experienced human trafficking.

Speakers: Audrey Baedke, Community Advocate Supervisor, Real Escape from Trade (REST) & Hao Nguyen, Anti-Human Trafficking Program Coordinator, API Chaya

If you are able, please bring a $5-50 gift card for trafficking survivors as your “cost of admission.” Some examples include fast food restaurants (McDonald’s), clothing stores (Target), or pharmacies/convenience stores (Bartell’s).

Register Here!

iwantrest.com/needs

www.apichaya.org