A periodic newsletter from the Office of Fiscal Affairs to assist with parish business management issues.

Parish Management Newsletter
JUNE 2015

Issue #2 - JUNE 2015

Welcome to our periodic newsletter for Pastors, Finance Councils, Parish Bookkeepers, and Business Managers. We hope you find this helpful and feel free to send your questions or topics of interest to cadams@worcesterdiocese.org. Or share some tips with other parishes - We want this to be YOUR newsletter.

Topics this month

Check out this Summer Maintenance Checklist for Parishes and Schools!
Although parish and school buildings generally receive continuous care and maintenance, some maintenance and repair work can't be completed during the "school" year. As summer approaches, now is a good time to undertake a thorough inspection and assessment of your facilities. This will allow pre-planning for needed repairs and replacement. Catholic Mutual has published a thorough checklist for you to use. It includes suggestions under the following areas: Safety Equipment; Storage Rooms; Kitchens; Bathrooms; Chemical Labs (schools); Electrical; Building exterior and grounds; Playgrounds; and miscellaneous items. You can visit CATHOLIC MUTUAL LINK or worcesterdiocese.org/fiscal-affairs.
I heard that laws have changed regarding sick time. Do I now have to offer sick time to employees regardless of whether they are part-time or full-time?

Earned Sick Leave Law Generally Effective July 1, 2015:
Employers generally must provide a minimum of one hour of sick time for every 30 hours worked by an employee. Under the law, an employee begins accruing earned sick time starting with his or her date of hire or July 1, 2015, whichever is later. An employee is generally not entitled to use accrued earned sick time until the 90th calendar day following commencement of his or her employment. On and after this 90 day period, an employee may generally use earned sick time as it accrues. CLICK HERE to visit the complete notice from the Massachusetts Attorney General.

Q&A #2
Did you know that there are RULES on the use of inflatable Bounce Houses?

Inflatables have become a popular choice for entertainment provided at parish festivals, school carnivals and class parties. Most are safe when properly installed. There are some, however, which Catholic Mutual recommends AGAINST using as well as rules on where and how to install safe ones. Learn more: CLICK HERE.

Open Enrollment for DELTA DENTAL Insurance

Mark your Calendar...
The month of June is open enrollment month for Lay Employee DENTAL Insurance. If you did not receive an email or fax packet to share with employees by early June, contact Sr. Joan at 508-929-4343 or email sjoan@worcesterdiocese.org. Forms are due back by June 15.

Send us your questions about Lay Employee Retirement...
We are planning a presentation for Lay Employees in August by Mass Mutual regarding the Lay Employee Deferred Compensation 403b plan in advance of the August 30 deadline for enrolling or changing deductions. This will be offered as a LIVE Webcast as well as onsite at the Chancery. Send any questions in advance to Ivanna at ithen@worcesterdiocese.org to be sure they can incorporate them into the agenda.

Are you or someone you know a new member on the Finance Committee?
You can access the video presentations and handouts from the 2014 finance council series presented...
2. A copy of the employee’s resume or job application.
3. Emergency contact information.
4. The employee’s personal information: name, address, etc.
5. Salary or hourly wage & regular hours of work.
6. I-9 form and the supporting documentation, if needed.
7. Form W-2.
8. Copy of health Insurance form or waiver declining the health insurance.

by the Office of Fiscal Affairs at any time and view them online. Visit www.worcesterdiocese.org/finance-council-videos. While you're there, check out the easy access to forms and policies on our website!