

# COURAGEOUSLY

*Living the Gospel*

Diocese of St. Petersburg's  
Business Managers' Meeting  
Thursday, October 13, 2022  
Feast of Our Lady of Fatima

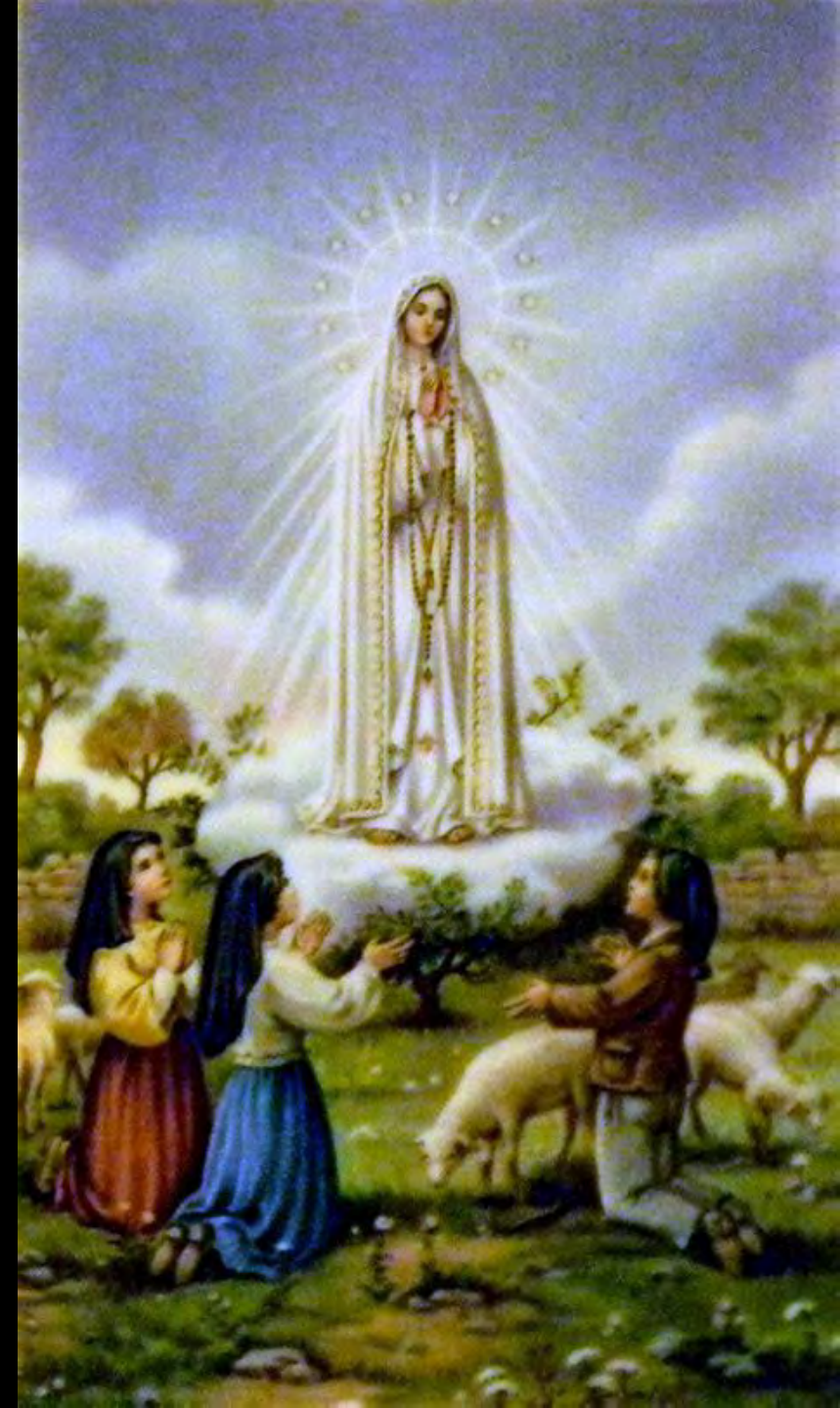


COURAGEOUSLY  
*Living the Gospel*

# Fatima Morning Offering

Oh Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings, all that this day may bring, be they good or bad: for the love of God, for the conversion of sinners, and in reparation for all the sins committed against the Sacred Heart of Jesus and the Immaculate Heart of Mary.

Amen



A map of the state of Florida is shown with county boundaries. The Diocese of St. Petersburg is highlighted in a solid red color, covering the counties of Duval, Clay, Alachua, and Santa Fe. A blue callout box is positioned in the upper left, and a purple callout box is in the lower left. A yellow vertical line connects the two boxes.

**Most Reverend Gregory L. Parkes  
Bishop of the Diocese of St. Petersburg**

**Care of the Souls within the  
Diocese of St. Petersburg**

A map of the state of Florida is shown, with the Diocese of St. Petersburg highlighted in red. The highlighted area covers the western and central parts of the state, including the Tampa Bay area. Three callout boxes are overlaid on the left side of the map, connected to the highlighted area by a vertical yellow line. The top box is blue, the middle one is green, and the bottom one is purple. The background of the map is light yellow with black outlines for county boundaries, and the ocean is light blue.

**Most Reverend Gregory L. Parkes  
Bishop of the Diocese of St. Petersburg**

**Priests of the Diocese of St. Petersburg  
Parishes of the Diocese of St. Petersburg**

**Care of the Souls within the  
Diocese of St. Petersburg**

*“In directing and coordinating all the work of the diocesan agencies, the Bishop will keep in mind, as a general principle, that diocesan structures should always be at the service of the good of souls and that administrative demands should not take precedence over the care of persons. Therefore, he should see that the operation is smooth and efficient, avoiding all unnecessary complexity or bureaucracy, and always directed towards its proper supernatural end.”*

Paragraph 177, “APOSTOLORUM SUCCESSORES”, Directory for  
the Pastoral Ministry of Bishops

**Most Reverend Gregory L. Parkes  
Bishop of the Diocese of St. Petersburg**

**Sanctifying**

**Catechizing**

**Governing**

**Priests/Parishes of the Diocese of St. Petersburg**

**Care of the Souls within the  
Diocese of St. Petersburg**



**Most Reverend Gregory L. Parkes  
Bishop of the Diocese of St. Petersburg**

**Works of Ecclesial  
Ministries**

**Works of the Apostolate**

**Works of Mission  
Advancement**

**Priests/Parishes of the Diocese of St. Petersburg**

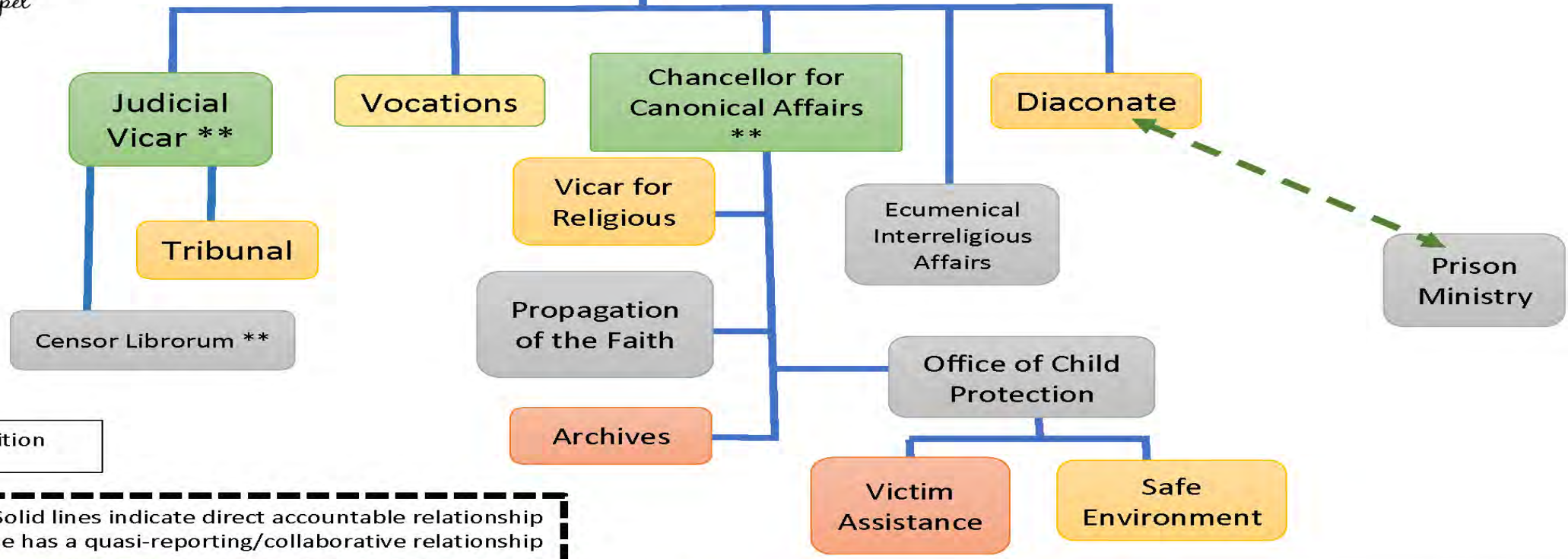
**Care of the Souls within the  
Diocese of St. Petersburg**



**COURAGEOUSLY**  
*Living the Gospel*

# Works of Ecclesial Ministries

Diocesan Curia  
Ecclesial Ministries  
3/16/22



\*\* Canonical Position

— Solid lines indicate direct accountable relationship  
- - - Dotted line has a quasi-reporting/collaborative relationship

Ministry/Apostolate/Service is stewarded by an Executive Director or equivalent

Ministry/Apostolate/Service is stewarded by a Director or equivalent

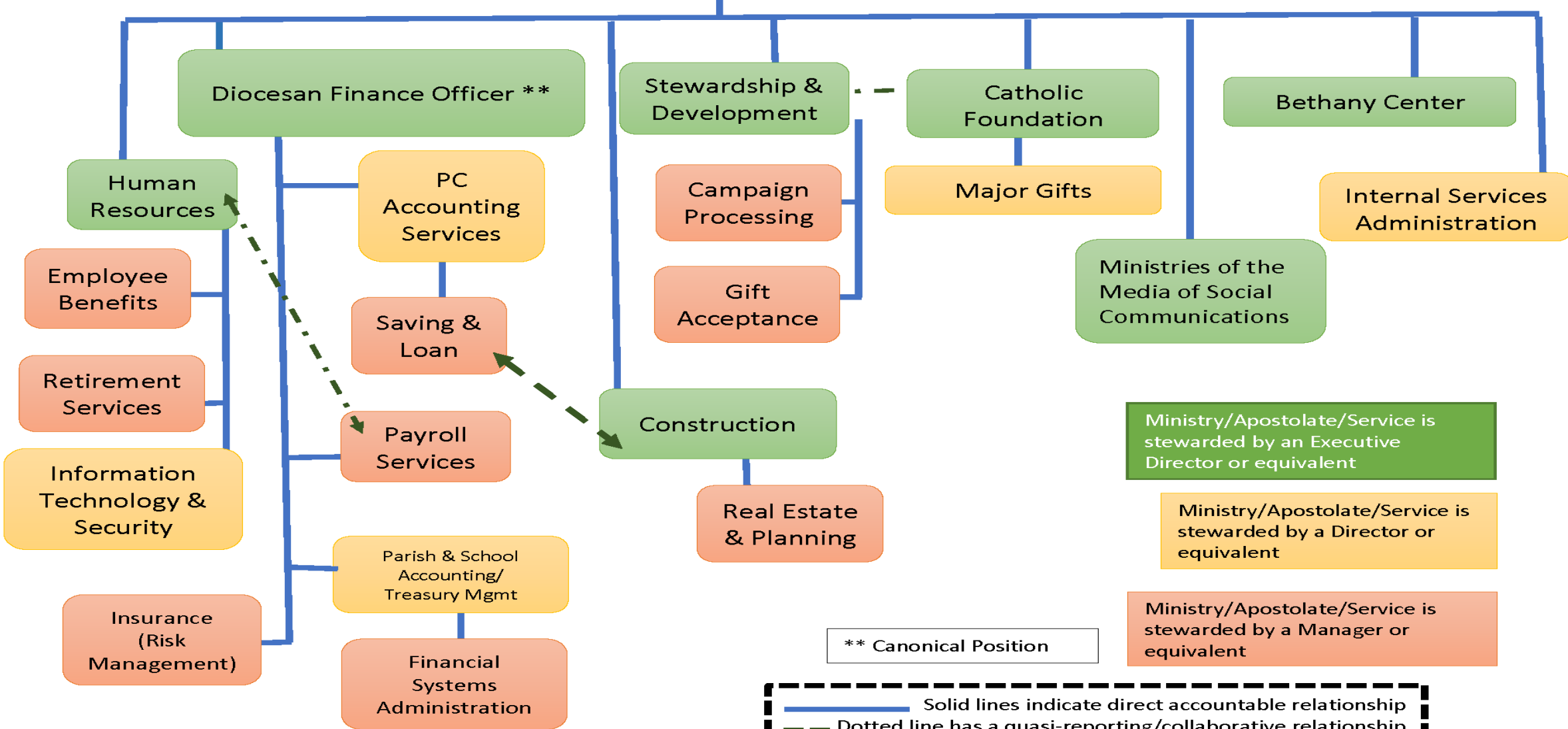
Ministry/Apostolate/Service is stewarded by a Manager or equivalent

Ministry/Movement collaborates with a ministry or apostolate within the Pastoral Center



# Works of Mission Advancement

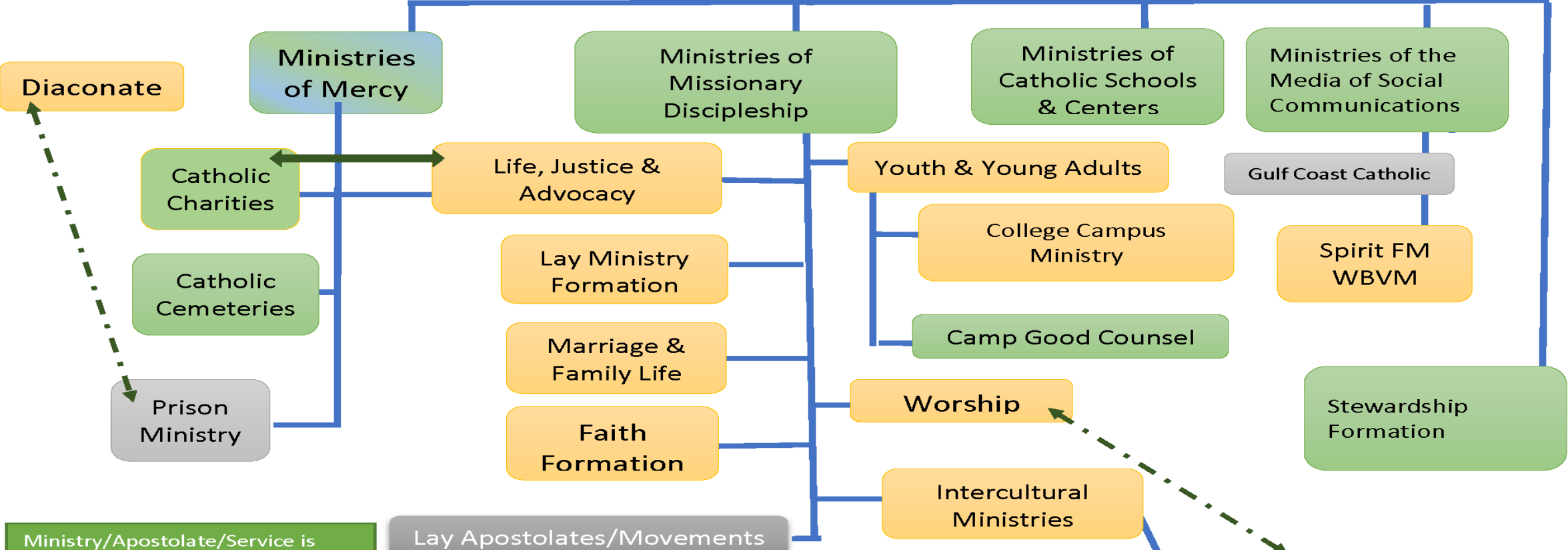
Diocesan Curia  
03.16.2022



\*\* Canonical Position

——— Solid lines indicate direct accountable relationship  
- - - Dotted line has a quasi-reporting/collaborative relationship

# Works of the Apostolate



**Ministry/Apostolate/Service is stewarded by an Executive Director or equivalent**

**Ministry/Apostolate/Service is stewarded by a Director or equivalent**

**Lay Apostolates/Movements**

**Ministry/Apostolate/Service is stewarded by a Manager or equivalent**

**Ministry/Movement collaborates with a ministry or apostolate within the Pastoral Center**

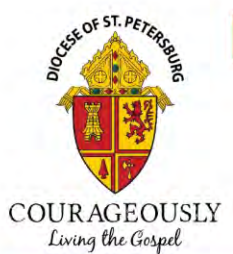
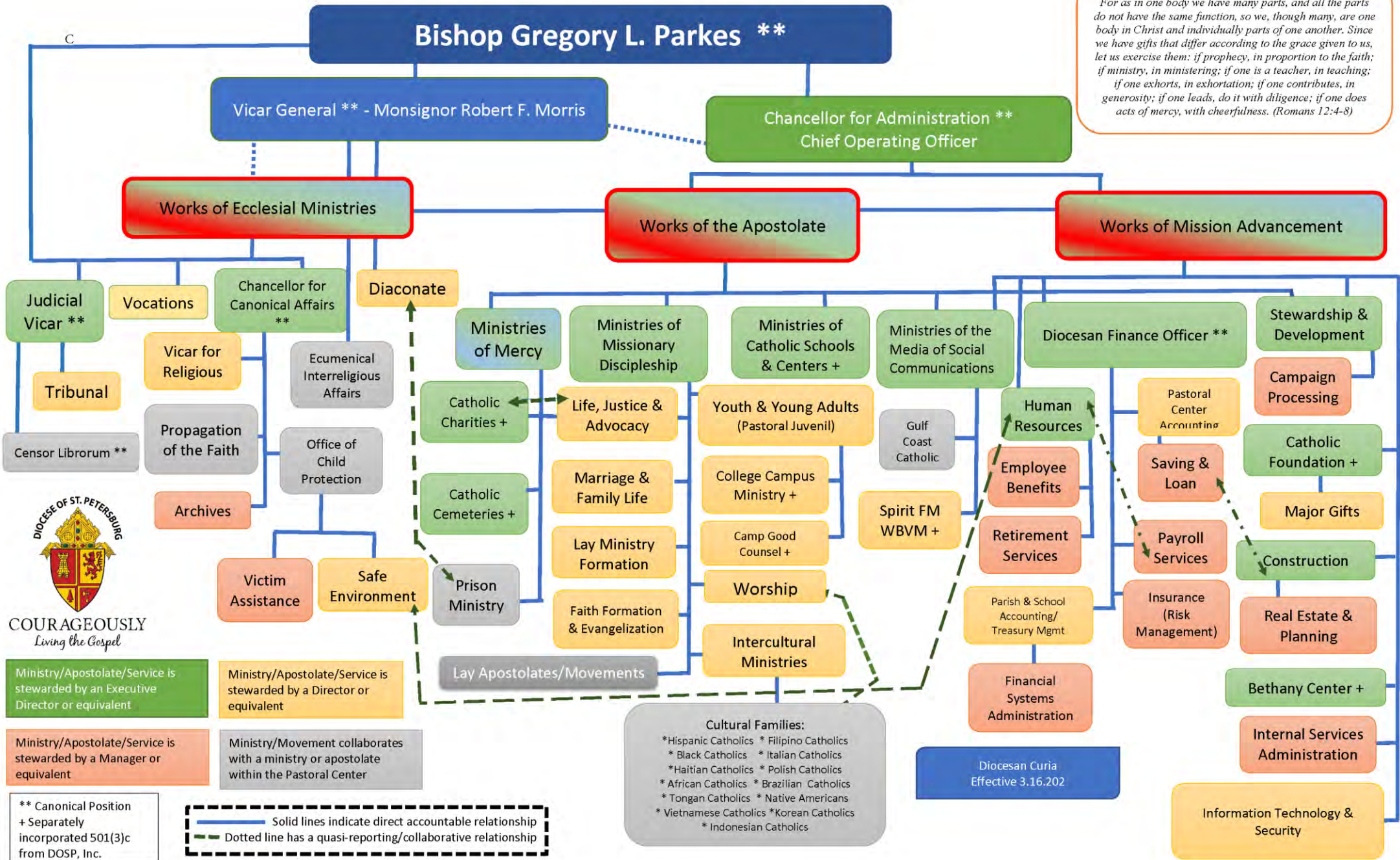
**Cultural Families:**

- \*Hispanic Catholics
- \* Black Catholics
- \* Haitian Catholics
- \* African Catholics
- \* Tongan Catholics
- \* Vietnamese Catholics
- \* Filipino Catholics
- \* Italian Catholics
- \* Polish Catholics
- \* Brazilian Catholics
- \* Native Americans
- \* Korean Catholics
- \* Indonesian Catholics

**Solid lines indicate direct accountable relationship**

**Dotted line has a quasi-reporting/collaborative relationship**

*For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them: if prophecy, in proportion to the faith; if ministry, in ministering; if one is a teacher, in teaching; if one exhorts, in exhortation; if one contributes, in generosity; if one leads, do it with diligence; if one does acts of mercy, with cheerfulness. (Romans 12:4-8)*



Ministry/Apostolate/Service is stewarded by an Executive Director or equivalent

Ministry/Apostolate/Service is stewarded by a Director or equivalent

Ministry/Apostolate/Service is stewarded by a Manager or equivalent

Ministry/Movement collaborates with a ministry or apostolate within the Pastoral Center

\*\* Canonical Position  
+ Separately incorporated 501(c)3 from DOSP, Inc.

— Solid lines indicate direct accountable relationship  
- - - Dotted line has a quasi-reporting/collaborative relationship

- Cultural Families:**
- \*Hispanic Catholics
  - \*Black Catholics
  - \*Haitian Catholics
  - \*African Catholics
  - \*Tongan Catholics
  - \*Vietnamese Catholics
  - \*Indonesian Catholics
  - \*Filipino Catholics
  - \*Italian Catholics
  - \*Polish Catholics
  - \*Brazilian Catholics
  - \*Native Americans
  - \*Korean Catholics



# EMPLOYEE RETENTION CREDIT

## What is the Employee Retention Tax Credit (ERTC)?

- The credit is deducted from employer Social Security taxes paid from March 12, 2020 to June 05, 2021

The complications occur due to enactment of legislation:

- CARES Act – 2020
- Consolidated Appropriations Act – 2021
- American Rescue Plan Act – 2021

That is why BottomLine Concepts was retained to help us navigate the minefield of government regulations





# EMPLOYEE RETENTION CREDIT

## Who Qualifies for the ERTC?

Employers with qualified wages and health insurance costs

PPP recipients are not excluded from claiming a tax credit.

Qualification is determined by one of two factors for eligible employees:

- A trade or business that was fully or partially suspended or had to reduce business hours due to a government order. The credit applies only for the portion of the quarter the business is suspended, not the entire quarter.
- An employer that has a significant decline in gross receipts.





# EMPLOYEE RETENTION CREDIT

## What wages qualify?

**Wages/compensation, in general, that are subject to FICA taxes, as well as qualified health expenses qualify when calculating the employee retention tax credit.**

**These must have been paid after March 12, 2020 through June 05, 2021.**



# EMPLOYEE RETENTION CREDIT

## Risk/Reward:

- **BottomLine has been retained to minimize your time investment.**
  - **Paylocity will be providing all required payroll information.**
  - **Copies of PPP Loan forgiveness applications submitted by the diocese will be provided to BottomLine.**
  - **Entities submitting loan forgiveness applications directly to their lender will be responsible for providing copies to BottomLine.**



# EMPLOYEE RETENTION CREDIT

## Risk/Reward (continued):

- Your time investment should be minimal although it will not be zero hours.
- The cost is **15%** of credits actually received and deposited in your bank.
- Copies of PPP Loan forgiveness applications submitted by the diocese will be provided to BottomLine.
- If your parish or school does not receive any credits you have no cost other than the time invested.
- The funds received, after the **15%** payment, can be spent as needed.



# EMPLOYEE RETENTION CREDIT

## The BottomLine Survey:

- The survey emailed to your entity on October 5 must be completed and submitted in order for the tax credit process to begin.
- If you didn't receive the email, please use the following link:  
<https://erc.bottomlinesavings.com/questionnaire>
- Survey Review



# BOTTOMLINE CONCEPTS SURVEY

Will you be the point of contact for the ERC data collection? \*

YES

NO

Legal Business Name \*

EIN / Tax ID # \*





# BOTTOMLINE CONCEPTS SURVEY

Do you use a third party payroll processor? \*

YES  NO

Who is your payroll processor [Company Name]? \*

Paylocity

Is your business part of a PEO? \*

YES  NO

**# of Employees (Critical Information)**

Estimate Number of Employees \*



# BOTTOMLINE CONCEPTS SURVEY

Did you experience a revenue reduction in any quarter of 2020 vs. 2019 of 50% or greater? \*

YES

NO

I AM NOT SURE

Did you experience a revenue reduction in any quarter of 2021 vs. 2019 of 20% or greater? \*

YES

NO

I AM NOT SURE

Did your business have to change how it operates, in any way due to Covid 19? \*

YES

NO

I AM NOT SURE

Please explain how your business was impacted

# COURAGEOUSLY

*Living the Gospel*

# Overview of 2023 Benefits & Open Enrollment

Claudia Shoro  
Executive Director, Human Resources



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# Open Enrollment

## Open Enrollment Window

- Monday, October 24 through Friday, November 11
- Login to Paylocity > HR & Payroll > Bswift Benefits





# Open Enrollment

New partnership with *Enrollment Alliance*

## Goal: Improve the open enrollment process

- Provide one-on-one consulting from licensed specialist
- More active engagement on the part of employees to make the best choice for themselves and their families
- Clarity around high deductible plan and HSA

# Open Enrollment

New partnership with *Enrollment Alliance*

## Perks

- Benefits Specialists can enroll the employee via Paylocity (with the employee on the phone)
- Reduce the time you take chasing down employees to enroll
- Overall better experience for the employee and all entities of the Diocese



# Open Enrollment

New partnership with *Enrollment Alliance*

## Process

- Beginning today, October 13 – messages will be sent to employee's email and cell phone from Enrollment Alliance inviting them to schedule an appt
- Actual meetings will take place from Oct 24 – Nov 7
- For those who do not schedule an appt – reminders will go out every other day



# Open Enrollment

New partnership with *Enrollment Alliance*

## Keep in mind:

- This is not an app that you download to your phone
- Does not require a username and password
- This is not mandatory – employees do not need to schedule a meeting in order to enroll in benefits.
- Open enrollment window opens on Oct 24<sup>th</sup> – employees can log into Paylocity and enroll



# 2023 Benefit Changes

## Premiums and Deductibles

### Premiums

- POS - 3% increase
- High Deductible Plan - No increase

### Deductibles

- POS – Individual from \$1,250.00 to \$1,500.00
- POS – Family from \$2,500.00 to \$3,000.00
- HDHP – Individual from \$1,400.00 to \$1,500.00
- HDHP – Family from \$2,800.00 to \$3,000.00





# 2023 Benefit Changes

## HSA and Copays

### HSA Employer Contribution:

- Increase for EE \$350.00 to \$550.00
- Increase for EE + Dep. \$700.00 to \$1100.00

Urgent Care Co-pay Reduced from \$200.00 to \$100.00





# 2023 Benefit Changes

## Teladoc

Service offered by Meritain

- 24/7 access to Board Certified state licensed doctors, therapists, social workers and counselors
- Access services via phone, video chat, or schedule an appointment or a on-demand visit to talk to a provider within minutes
- POS plan is a \$0.00 co-pay, HDHP is negotiated rate (typically \$50.00)



# 2023 Benefit Changes

## New Benefits Insurance Carriers

Benefit	2022 Carrier	2023 Carrier
Basic & Supplemental Life	The Hartford	Guardian
STD/LTD	The Hartford	Guardian
Critical Illness	Allstate	Guardian
Hospital Indemnity	Allstate	Guardian

# INSURANCE & RISK MANAGEMENT

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Valerie Burns

[vcb@dosp.org](mailto:vcb@dosp.org)

727-374-0222

# Website: [dosp.org/insurance](https://dosp.org/insurance)



[PRIESTS](#) [DEACONS](#) [PASTORAL BULLETIN](#) [DIRECTORY](#) [NEWS](#) [CONTACT](#) [LANGUAGE](#)

[About](#) [Parishes](#) [Schools](#) [Clergy](#) [Events](#) [Offices](#) [Pray](#) [Donate](#)

- Assistance available 24/7 by phone in case of emergency
- Risk Management Guide and Policies on Insurance Website for reference

[Quick Reference Insurance Guide](#) Last modified August 11, 2022

[Quick Reference Insurance Guide](#)

[Reporting - Worker's Comp & Insurance Claims](#)

[Forms & Resources](#)

[Hurricane Preparation](#)

# Website: [dosp.org/insurance/hurricane-season](http://dosp.org/insurance/hurricane-season)

- Hurricane Ian Update
  - Claims process – normal deductibles for a property claim is \$5000. Named Storm deductibles are 3% of the building value. With this storm the diocese agreed to absorb 2% of the deductible leaving the parishes/schools responsible for 1%.
  - We had 10 entities report damage to Catholic Mutual Group. Of those 10 only 2 to date may reach their deductible.

The website includes;

- Both pre storm preparation & post storm recovery information.
- County & Federal Resources
- Personal & family preparation for an impending storm.

# Workers Compensation – Employee Injures

Commercial Risk Management (CRM) is our administrator for our employee accidents/injuries.

## **THE SEVEN STEPS TO CARE OF AN INJURED EMPLOYEE:**

1. Give initial first aid treatment on site. If no additional treatment is needed, report the claim to CRM (see step 4).
2. If additional treatment is needed, send the employee to one of the listed **Emergency Treatment Centers**.



# Workers Compensation – Employee Injures

3. Give the employee the following forms: **Initial Treatment Form** **My Matrixx, WC Prescriptions First fill**
4. If the accident/injury has not been reported to CRM do so now by completing the **Workers Comp Report of Injury Form**. *All highlighted boxes must be completed on the form.*
5. Email the completed form to Commercial Risk Management at: **NOI@crm-su.com**
6. Notify the DOSP Insurance & Risk Management Office: **vcb@dops.org** or fax: 727-374-0214
7. Follow up by completing the following forms to prevent future accidents.

# Retirement Services

## Pension Statement Update

- Pension Plan is administered by Gabriel, Roeder & Smith (GRS)
- Pending approval at the next Pension Board meeting all employee pension statements will be uploaded onto the GRS website.
- Please have all employees with credited service log on and create a profile.

[Home](#)[My Retirement](#)[Participants](#)[Plan Sponsors](#)[GRS Associates](#)

### Let's Get Started

You are currently logged in.



#### Account Settings

[Manage Profile](#)[Log Out](#)

#### Quick Links

[Benefit Calculator](#)[Plan Links](#)[Plan Documents](#)

## Pension Plan For Employees of the Entities of the Diocese of St. Petersburg



Calculate  
Benefit



Contact  
Administrator



Show/Hide  
Salary and  
Service  
History



Show/Hide  
Documents



Upload  
Document



Manage  
Participant

### Employee Information

Employee SSN: [REDACTED]

Name: [REDACTED]

Mailing Address: [REDACTED]

Beneficiary Name: [REDACTED]

Date of Birth: [REDACTED]

Beneficiary Date of Birth: [REDACTED]

Date of Employment: [REDACTED]

If the participant's name or address has changed or is not shown, [click here](#) to make changes.

### Calculation Inputs

To calculate an estimate of your retirement benefits, enter the appropriate data and click on the "Calculate Benefit" button.

**If you continue employment until:**

Assumed % Pay Increase:

Date you begin receiving benefits:

*\*Fields in bold are required*

### Plan Links

[Diocese of St. Petersburg](#)

[The Vatican](#)

[Social Security Retirement Estimator](#)

[Longevity Illustrator](#)

### Plan Documents

[Summary Plan Document - Lay Employees](#)

[Summary Plan Document - Priests](#)

[Summary Plan Document - Sisters & Brothers](#)

[Summary of Pension Plan Admendment](#)

[Plan Redesign Presentation](#)

[Change In Data Form](#)

[Retirement Benefit Application](#)

[Enrollment Form](#)

[Spousal Consent Form](#)

[Frequently Asked Questions \(FAQ\)](#)

# New Employee Onboarding & Orientation

Patty Rudis  
Human Resources Generalist

Giselle Gillis  
Human Resources Manager



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*Living the Gospel*

# Candidate Workflow From Interviewing to Onboarding to Orientation



Complete the  
**EMPLOYEE INFORMATION FOR ONBOARDING**  
form and send to  
[prudis@dosp.org](mailto:prudis@dosp.org)



# Employee Information form for Onboarding

1. Where can you find the EMPLOYEE INFORMATION FOR ONBOARDING FORM?

DOSP Website

Offices/HR/New Hires/New Hire Paperwork

2. When does the form need to be completed and sent to Patty?  
As soon as possible, but preferably 2 weeks prior to start date

3. What parts of the form **HAVE** to be completed?  
All of it

# How to fill out the form



## Employee Information for On Boarding

Full Name: (Last, First, MI)

Date of Hire: (Start Date)

Rate of Pay:

Hourly:  Salary (per pay):

Stipend:  Per:

Status:

Full Time  Part Time  Seasonal

# Pay Periods Per Year

Biweekly  Weekly  Semi-monthly

Other (specify)

# How to fill out the form

Position:

---

---

Personal E-Mail:

---

---

Mobile Phone:

---

---

Entity name and city:

---

---

Paylocity location number

---

---

Position Supervisor:

---

---

Number of Hours Work Per Day:

---

---

Will hours be recorded in WEBTIME  
for this Employee?

No  Yes

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# How to fill out the form

Cost Center:

Entity: \_\_\_\_\_ (e.g. 3-High School)

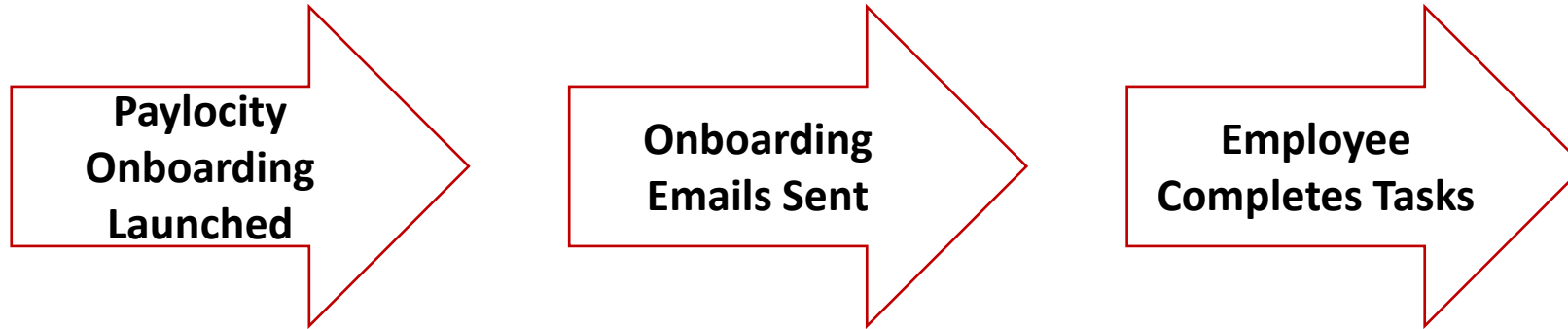
Dept : \_\_\_\_\_ (e.g. 21-General Administration)

Class : \_\_\_\_\_ (e.g. 200-Administrator)

Is this employee a transfer from another entity?  No  Yes If yes, which Entity? \_\_\_\_\_

Email to Patty Rudis at [prudis@dosp.org](mailto:prudis@dosp.org) ASAP

# Onboarding in Paylocity



Upon completion of all tasks, onboarding is marked “Finished”, and THEN the employee is hired in Paylocity.

Handbook Acknowledgement is also sent to the employee.



# Communication and Follow Up

## Communication Cadence:

- Congratulations and welcome email
- Daily reminders from Paylocity
- Personal reminders from Patty
- Please help—sent when multiple attempts to connect with the candidate yield no change or when start date has past.
- Once candidate completes onboarding and it is marked “FINISHED”, Patty will send a follow up telling you that the employee is hired into your entity.

Now it's time to plan for  
the first day!!



# First Day Documentation (Must do)

1. I-9 form (Complete On-site)
2. Verify:
  - a. W4
  - b. Direct Deposit Entry



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

**Section 1** is completed by the employee

The I-9 is a government form and is required for all employees (both citizen and noncitizen) hired after November 6, 1986.

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
[Redacted]		[Redacted]		[Redacted]	[Redacted]	
Address (Street Number and Name)			Apt. Number	City or Town	State	ZIP Code
[Redacted]			[Redacted]	[Redacted]	[Redacted]	[Redacted]
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	
[Redacted]	[Redacted]		[Redacted]		[Redacted]	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/>	1. A citizen of the United States
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/>	3. A lawful permanent resident (Alien Registration Number/USCIS Number): [Redacted]
<input type="checkbox"/>	4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): [Redacted] Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:	[Redacted]
<b>OR</b>	
2. Form I-94 Admission Number:	[Redacted]
<b>OR</b>	
3. Foreign Passport Number:	[Redacted]
Country of Issuance:	[Redacted]

QR Code - Section 1  
 Do Not Write In This Space

Signature of Employee	[Redacted]
Today's Date (mm/dd/yyyy)	[Redacted]

**Preparer and/or Translator Certification (check one):**

<input checked="" type="checkbox"/>	I did not use a preparer or translator.	<input type="checkbox"/>	A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
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(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

**Keep in Mind:**  
 Employees who change from one entity to another (i.e. Parish to Parish, school to school) **MUST** complete a new I-9.



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

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**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) <b>Smith</b>		First Name (Given Name) <b>Janice</b>		Middle Initial <b>M</b>	Other Last Names Used (if any)	
Address (Street Number and Name) <b>1234 Church Street</b>			Apt. Number	City or Town <b>St. Petersburg</b>		State <b>FL</b>
				ZIP Code <b>33710</b>		
Date of Birth (mm/dd/yyyy) <b>01/01/1986</b>	U.S. Social Security Number <b>123 - 45 - 6789</b>		Employee's E-mail Address <b>j.smith@example.com</b>		Employee's Telephone Number <b>727-123-4567</b>	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in the expiration date field. (See instructions)	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____</p> <p align="center"><b>OR</b></p> <p>2. Form I-94 Admission Number: _____</p> <p align="center"><b>OR</b></p> <p>3. Foreign Passport Number: _____</p> <p>Country of Issuance: _____</p>	<p>QR Code - Section 1 Do Not Write In This Space</p>

Signature of Employee <i>Janice Smith</i>	Today's Date (mm/dd/yyyy) <b>10/01/2022</b>
--	--

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I-9 Employee Sample

The I-9 must be retained for all employees. (If photocopies of documents are made, they must be kept with the I-9 form.)

NOTE: copies of documents are not required. If you choose to make copies of documents, you **MUST** retain them with the forms and do it for ALL employees.





**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

**Section 2** is completed by the entity

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name) <b>Smith</b>	First Name (Given Name) <b>Janice</b>	M.I. <b>M</b>	Citizenship/Immigration Status <b>USA</b>
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**List A** OR **List B** AND **List C**  
 Identity and Employment Authorization Identity Employment Authorization

**List A Documents**

Passport

Document Title	<b>U.S. Passport</b>
Issuing Authority	<b>U.S. Government</b>
Document Number	<b>A12345678</b>
Expiration Date (if any) (mm/dd/yyyy)	<b>11/09/2025</b>

Document Title	<b>State Driver's License</b>
Issuing Authority	<b>Florida (Issuing State)</b>
Document Number	<b>S123-456-78-801-0</b>
Expiration Date (if any) (mm/dd/yyyy)	<b>01/01/2028</b>

Document Title	<b>SSN Card or Birth Certificate</b>
Issuing Authority	<b>U.S. Government or Issuing State</b>
Document Number	<b>SSN # or Certificate #</b>
Expiration Date (if any) (mm/dd/yyyy)	<b>-----</b>

**List B Documents**

Driver's License  
 ID Card issued by government agency  
 U.S. Military Card

**- AND -**

**List C Documents**

Social Security Card  
 Birth Certificate

Document Title	Issuing Authority	Document Number	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Issuing Authority	Document Number	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Issuing Authority	Document Number	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Issuing Authority	Document Number	Expiration Date (if any) (mm/dd/yyyy)
Additional Information		OR Code - Sections 2 & 3 Do Not Write in This Space	

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

**\* Complete within 3 business days**

The employee's first day of employment (mm/dd/yyyy): **10/01/2022** (See instructions for exemptions)

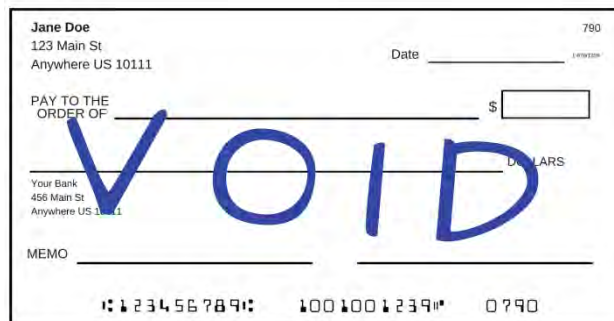
Signature of Employer or Authorized Representative <b>Giselle Gillis</b>	Today's Date (mm/dd/yyyy) <b>10/01/2022</b>	Title of Employer or Authorized Representative <b>HR Manager</b>
Last Name of Employer or Authorized Representative <b>Gillis</b>	First Name of Employer or Authorized Representative <b>Giselle</b>	Employer's Business or Organization Name <b>You Entity</b>
Employer's Business or Organization Address (Street Number and Name) <b>Your business address</b>	City or Town <b>Your business address</b>	State <b>Your Zip Code</b>
		ZIP Code <b>Your Zip Code</b>

Section 2 must be completed by the EMPLOYER within THREE (3) business days of the date employment begins.

# Verification

## W-4 & Direct Deposit Entry

- Verbally confirm that the W-4 and the Direct Deposit information has been completed.
- W-4 is tax withholdings. Completing this form impacts how much tax is withheld from your check. It does not impact the new hire's tax obligation
- Direct deposit is how we prefer to pay. It is the best option for employees too. If direct deposit information is not entered, a paper check will be required. This slows down access to pay.



**Form W-4 Employee's Withholding Certificate** (OMB No. 1545-0047) **2022**

Department of the Treasury Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
▶ Give Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name and middle initial Last name (b) Social security number

Address: \_\_\_\_\_  
City or town, state, and ZIP code \_\_\_\_\_

(c)  Single or Married filing separately  
 Married filing jointly or Qualifying widow(er)  
 Head of household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.)

▶ Does your name match the name of your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:  
(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ▶

**TIP:** To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ \_\_\_\_\_  
Multiply the number of other dependents by \$500 . . . . . ▶ \$ \_\_\_\_\_

Add the amounts above and enter the total here . . . . . **3** \$ \_\_\_\_\_

**Step 4 (optional): Other Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$ \_\_\_\_\_

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$ \_\_\_\_\_

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . **4(c)** \$ \_\_\_\_\_

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.) \_\_\_\_\_ ▶ **Date** \_\_\_\_\_

**Employers Only**

Employer's name and address \_\_\_\_\_ First date of employment \_\_\_\_\_ Employer identification number (EIN) \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Form **W-4** (2022)

# First Day Orientation Why?

1. Feeling welcome
2. Encourages confidence
3. Promotes communication
4. Sense of belonging
5. Familiarize with surrounding and expectations



How do we do this?



# Table Activity

For the next 3 – 5 minutes, brainstorm at your tables about a new employee's first day. What should the BEST FIRST DAY include?

Select a scribe at each table to keep track of the suggestions

Each table will share ideas for the BEST FIRST DAY

Thank you for this great list.

We will complete a first day/orientation checklist and post on the DOSP website.

DIOCESE OF ST. PETERSBURG



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*Living the Gospel*

DIOCESE OF ST. PETERSBURG



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# OFFICE OF CONSTRUCTION AND REAL ESTATE

## **RESPONSIBILITIES:**

1. Guide parishes and diocesan centers through the construction process.
2. Assist in the selection process of the design professionals and contractors.
3. Oversee design and construction.
4. Ensure safety and compliance with all applicable codes and laws.
5. Assure good stewardship of parish and diocesan resources.
6. Act as liaison between the design team and various diocesan offices to assure agreement with diocesan policies
7. Provides guidance in better practices for maintenance activities.

## **OFFICE STAFF:**

**Hung Pham** - Executive Director for Office of Construction.

**Robert Hutchinson** - Real Estate Consultant

**Joe Bonczek** – Account Associate

Reports to:

**Dr. Lois T. Locey** – Chancellor for Administration/COO



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*Living the Gospel*

# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

## **Short Form Construction Contract** (Rev. 08/22/22 - 2 Pages)

Up To  
\$ 40,000.00

- To be filled out by the Parish, School, and/or Contractor and attach a proposal with a breakdown of labor, material and sales tax.
- The Pastor signs this contract. Contractor to provide Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, and W9 for each project.





# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## Contract Values **Short Form Construction Contract** (Rev. 08/22/22)

Up To  
\$ 40,000.00

- Does not need to be reviewed by Office of Construction nor obtain approval or signature from the Bishop's Office unless the project impacts worship space or requires a Building Permit and/or Notice of Commencement. For all permitted projects and/or impacting worship space, please contact and submit all documents to the Construction Office for review.



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## Contract Values

Up To  
\$ 40,000.00

## Short Form Construction Contract

- This contract was prepared by the Diocesan Attorney, so it does not have to go to legal for review as long as no changes are made. Does not require addenda, but the contractor's proposal should be attached for reference.
- For projects that **do NOT** require permit or the Bishop's Office approval, upon completion and prior to Final Payment, Contractor is required to provide all Closeout Documents (Warranties and Final Unconditional Release of Lien).



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## Contract Values

Up To  
\$ 40,000.00

## Short Form Construction Contract

- For projects that require a permit and/or the Bishop's Office approval, upon completion and prior to Final Payment, Contractor is required to provide all Closeout Documents (Warranties, Final Unconditional Release of Lien, and Proof of Permit Closure/Final Inspection) to the Office of Construction.
- The owner should be listed as follows:
  - **GREGORY L. PARKES, AS BISHOP OF THE DIOCESE OF ST. PETERSBURG, A CORPORATION SOLE**



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

From  
\$ 40,000.01

To  
\$500,000.00

## **Simple Form Construction Contract (rev. 08/22/22 – 6 pages)**

- To be filled out by the Parish, School, and/or Contractor and returned to the Office of Construction.
- The Contractor must include his proposal (schedule of values), Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, Notice of Commencement (NOC), and W9 for each project with the contract when submitted.



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

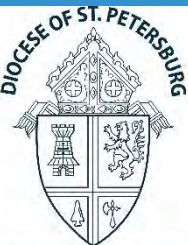
Contract Values

## **Simple Form Construction Contract (rev. 08/22/22 – 6 pages)**

From  
\$ 40,000.01

To  
\$500,000.00

- The Parish/School will then collect all the documents, have the Pastor sign under “Pastor Approval” on page 6 of 6, and submit to the Diocese’s Office of Construction along with a Permission to Build letter providing the total cost and funding source. It will then be forwarded to the Chancellor’s Office for Bishop’s approval and signature.



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

From  
\$ 40,000.01

To  
\$500,000.00

## **Simple Form Construction Contract (rev. 08/22/22 – 6 pages)**

- Upon Project approval and prior to contract execution, the Parish/school will need to transfer all required funds to the designated Projects in Progress Savings and Loan Account for the Diocese to pull and process payments.
- The contract documents were prepared by the Diocesan Attorney and does not have to go to legal for review as long as no changes are made. However, it is allowable to customize the payment schedule.





# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

From  
\$ 40,000.01

To  
\$500,000.00

## Simple Form Construction Contract (rev. 08/22/22 – 6 pages)

- This contract does not require addenda.
- **All Contracts over \$40,000.00, requiring a permit/NOC, or impacting worship space will require a Permission to Build letter.**
- Upon completion and prior to Final Payment, Contractor is required to provide all Closeout Documents (Warranties, As-Built Drawings, Final Unconditional Release of Lien, and Proof of Permit Closure/Final Inspection) to the Office of Construction.





# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

From  
\$ 40,000.01

To  
\$500,000.00

## Simple Form Construction Contract (rev. 08/22/22 – 6 pages)

- The owner should be listed as follows on all documents:

**GREGORY L. PARKES, AS BISHOP OF  
THE DIOCESE OF ST. PETERSBURG, A  
CORPORATION SOLE**



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## Contract Values

\$500,001.00  
and UP  
Construction  
Manager

## Construction Manager Agreement

- **PLEASE CONTACT THE OFFICE OF CONSTRUCTION FOR GUIDANCE.**
- The Diocese of St. Petersburg requires that the contractor submit 2 signed originals of the current AIA A101- 2017 contract.



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

\$500,001.00  
and UP  
Construction  
Manager

## **Construction Manager Agreement**

- The Contractor must include his proposal (schedule of values), Certificate of Insurance (COI – Please list the Diocese and Parish/School as additional insured.), Commercial License, Notice of Commencement (NOC), and W9 for each project with the contract when submitted.
- The Parish/School will coordinate with the Office of Construction to collect all the documents, have the Pastor submit a Permission to Build letter providing the total cost and funding source. It will then be forwarded to the Chancellor's Office for Bishop's approval and signature.



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## Contract Values

\$500,001.00  
and UP  
Construction  
Manager

## Construction Manager Agreement

- Upon Project approval and prior to contract execution, the Parish/school will need to transfer all required funds to the designated Projects in Progress Savings and Loan Account for the Diocese to pull and process payments.
- The Contractor must include his proposal with the contract when submitted.
- The Contractor must provide certificates of insurance with the contract when submitted.



# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

\$500,001.00  
and UP  
Construction  
Manager

## **Construction Manager Agreement**

The owner should be listed as follows on all documents:

**GREGORY L. PARKES, AS BISHOP OF  
THE DIOCESE OF ST. PETERSBURG, A  
CORPORATION SOLE**



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## Contract Values

\$500,001.00  
and UP  
Construction  
Manager

## Construction Manager Agreement

- The following addenda must be attached:
  - \* Addendum to General Conditions A 201-2017, rev. Nov. 15, 2019
  - \* Bond/No Bond, rev. Dec. '10

If this project is design build, please contact the Office of Construction for information on required forms.





# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

Architect's Agreement

Architects

- **PLEASE CONTACT THE OFFICE OF CONSTRUCTION FOR GUIDANCE.**
- The Diocese of St. Petersburg requires that the architect submit 2 signed originals of the current AIA B101- 2017 contract.



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

Architects

**Architect's Agreement**

The owner should be listed as follows on all documents:

**GREGORY L. PARKES, AS BISHOP  
OF THE DIOCESE OF ST.  
PETERSBURG, A CORPORATION  
SOLE**



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

Architects

## Architect's Agreement

- The Architect must include his proposal with the contract when submitted.
- The Architect must provide a certificate of insurance with the contract when submitted.
- The Diocese of St. Petersburg requires that the following addendum be attached:
  - ^Addendum to AIA Contract Between Owner and Architect, DiVito, rev. Feb. 20, 2020



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

Contract Values

Architects

## Architect's Agreement

- Exhibit "A" Addendum to AIA Contract between Owner & Architect Rev. Apr. 2-16
- Extent of Architect Responsibilities Form 87-01 Rev. Dec. '11
- General Conditions & Addendum to General Conditions



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# DIOCESAN REQUIREMENTS FOR CONSTRUCTION PROJECTS

## TA-001 Construction Work in Progress Transfer Authorization Form

TA-001



DIOCESE OF ST. PETERSBURG

Pastoral Center

Mailing Address:  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.diosp.org](http://www.diosp.org)

Office:  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1641  
Fax: 727-345-2143

### Construction Work in Progress Transfer Authorization Form

Entity: \_\_\_\_\_ City: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Cost: \_\_\_\_\_

Funding Source (enter all that apply) \_\_\_\_\_

	<u>Dollar Amount</u>	<u>Source Details</u>
Savings Account 1:	\$ _____	8 _____ D
Savings Account 2:	\$ _____	8 _____ D
Savings Account 3:	\$ _____	8 _____ D
Check:	\$ _____	Check # _____
Loan:	\$ _____	Loan # _____
Total	\$ _____	

Authorization:  
I grant the Diocese of St Petersburg Inc. the authority to transfer and/or deposit the aforementioned amount(s) above to our Diocesan Construction in Progress Account #8 \_\_\_\_\_-999D.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

Version 1.1  
Revised 10/07/2022



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# OFFICE OF CONSTRUCTION AND REAL ESTATE

## Useful links and contact information:

### Main Page

<https://www.dosp.org/construction/>

### Resources and Documents for Schools and Parishes

<https://www.dosp.org/construction/contracts/>

### Contact Information

**Hung Pham**  
Executive Director  
[hqp@dosp.org](mailto:hqp@dosp.org)  
**727-336-9056**

**Robert Hutchinson**  
Real Estate Consultant  
[rbh@dosp.org](mailto:rbh@dosp.org)  
**727-344-1611**

**Joe Bonczek**  
**Account Associate**  
[jb@dosp.org](mailto:jb@dosp.org)  
**727-344-1611**



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# Construction Work in Progress Savings Account



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*Flowchart for Master Planning  
or Major Construction*

*Construction of a New Building  
or Major Renovation*

*including Anything Involving  
the Worship Space*



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# *3-Ds Phases*

*Discernment Phase*

*Design Phase*

***“Dig” (Construction Phase)***



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**Flowchart for Master Planning or Major Construction  
(Construction of a New Building or Major Renovation including Anything Involving the Worship Space)**

**DISCERNMENT PHASE**

Letter from Pastor to the Bishop to explore the Project

**Written Approval from the Bishop to explore project, spending limit up to \$40,000 (via his delegate, Chancellor for Administration)**

Parish or School Building Committee Formed

Meeting for Parish Finance Council and Building Committees and Pastoral Council for Joint Presentation by Executive Director of Construction & Real Estate, Diocesan Finance Officer & Executive Director for Stewardship & Development

**Parish or School Building Committee**

- Meet with Executive Director of Construction & Real Estate
- Prepare Discernment Report
- Select Architect (with approval Executive Director of Construction & Real Estate)
- Select Contractor using a negotiated Diocesan Contract (with approval of Executive Director of Construction & Real Estate)
- Provide periodic updates to the Bishop or his delegate (Chancellor for Administration) regarding the Discernment Report and Master Plan

**Parish Finance Council**

- Prepare initial financial projections
- Develop fundraising plan and loan requirements
- Complete initial funding and finance plan
- Meet with Controller/Diocesan Finance Officer to review initial funding plan

**DESIGN PHASE**

Developing of Conceptual Design and Preliminary Budget with consulting fees up to \$40,000

Submit a Permission to Build Letter from Pastor requesting permission from Bishop: Seeks approval to complete design, establish a true construction cost and start a Capital fundraising campaign

**Written approval from the Bishop for funding plans and to complete design**

**Construction Work in Project Savings Account funded to cover schematic/design drawings and pre-construction work**

Select fundraising consultant (if necessary)



**Stop design work until Capital fundraising is complete**

**Capital Campaign/Fundraising**

**Diocesan Gift Processing Deposited into Construction Work in Progress Account (Diocesan Savings & Loan)**

Revised Project Financing Form submitted to Diocesan Savings & Loan

Written approval from Diocesan Finance Officer setting a maximum dollar limit

**Parish/School Building Committee, Architect produce schematic/design drawings**

- Parish Comments on drawings
- 60% completed Drawings and Project Budget brought to Executive Director of Construction & Real Estate

**Parish/School collects pledges and deposit into Construction Work in Progress Account (Diocesan Savings & Loan)**

Acceptance of 60% Design Drawings Design by the Executive Director of Construction & Real Estate

Design Development/Construction Documents

**Parish/ School Building Committee, Architect develop construction drawings**

- Executive Director of Construction & Real Estate reviews construction drawings at 100% completion
- Construction Manager/General Contractor to produce a true construction cost (Guaranteed Maximum Price)

**Continue collecting pledges**

- Controller reviews project cash flow
- Controller or Diocesan Finance Officer to provide Parish Financial Statement to Bishop

**"DIG" (CONSTRUCTION) PHASE**

Draft Permission to Build Letter and Parish Financial Statement addressed to Bishop with supporting documentation sent to Executive Director of Construction & Real Estate for final review

Chancellor for Administration and Diocesan Finance Officer approves cost estimates, cash flow and fundraising

**Written approval from Bishop (via the Chancellor for Administration) to proceed with Construction project.**

**Construction Work in Project Savings Account funded to cover full, anticipated budget of project (including contingency)**

Construction Contract (approved by Pastor and Signed off by Chancellor for Administration)  
If the project is bidded out, the bids are open at the Parish Building Committee Meeting

Construction

**Change Orders: If greater than amount in your Construction Work in Project Account, must seek written approval from Bishop along with evidence of funding**

Construction & Warranty





# OFFERTORY TRENDS

	Average Weekly Offertory		
	8 Months Ending 08/31/2021 35 Giving Weeks	8 Months Ending 08/31/2022 35 Giving Weeks	% Weekly Average Change from the Prior Year
<b>Greater than 10.0% Increase: 21 parishes</b>	\$14,349	\$16,520	15.1%
<b>5% to 10% Increase: 25 parishes</b>	8,132	8,733	7.4%
<b>0% to 5% Increase: 19 parishes</b>	11,943	12,209	2.2%
<b>Offertory Decrease: 11 parishes</b>	15,088	14,490	-4.0%
<b>Increase in Offertory: 76 Parishes &amp; Missions</b>	\$14,943	\$15,952	6.8%



# Post-Synod Action

# Comments from the Synod Report

- 1 Some clergy have much room to grow in their practice of listening.
- 2 Participants simply asked clergy or parish staff return their phone calls.
- 3 Communication is lacking among parishes.
- 4 Communication is lacking among groups and ministries.
- 5 Communication is lacking among the Bishop and Pastoral Center staff.

# Two Themes

01

failure to listen

02

poor  
communication



What now?

"Fervently Work on  
Communication with our  
Parishes and the Faithful"





What Now?

Collect Data to  
Assess the Situation



# Parish Communications Survey

24 Questions

Submitted by Parish  
Managers in consultation  
with Pastor and Staff





# Parish Communications Personnel Audit

14 Questions

Submitted by Parish  
Managers in consultation  
with Pastor and Staff

**Analyze &  
Share Data  
with Parishes &  
Diocesan  
Leadership**



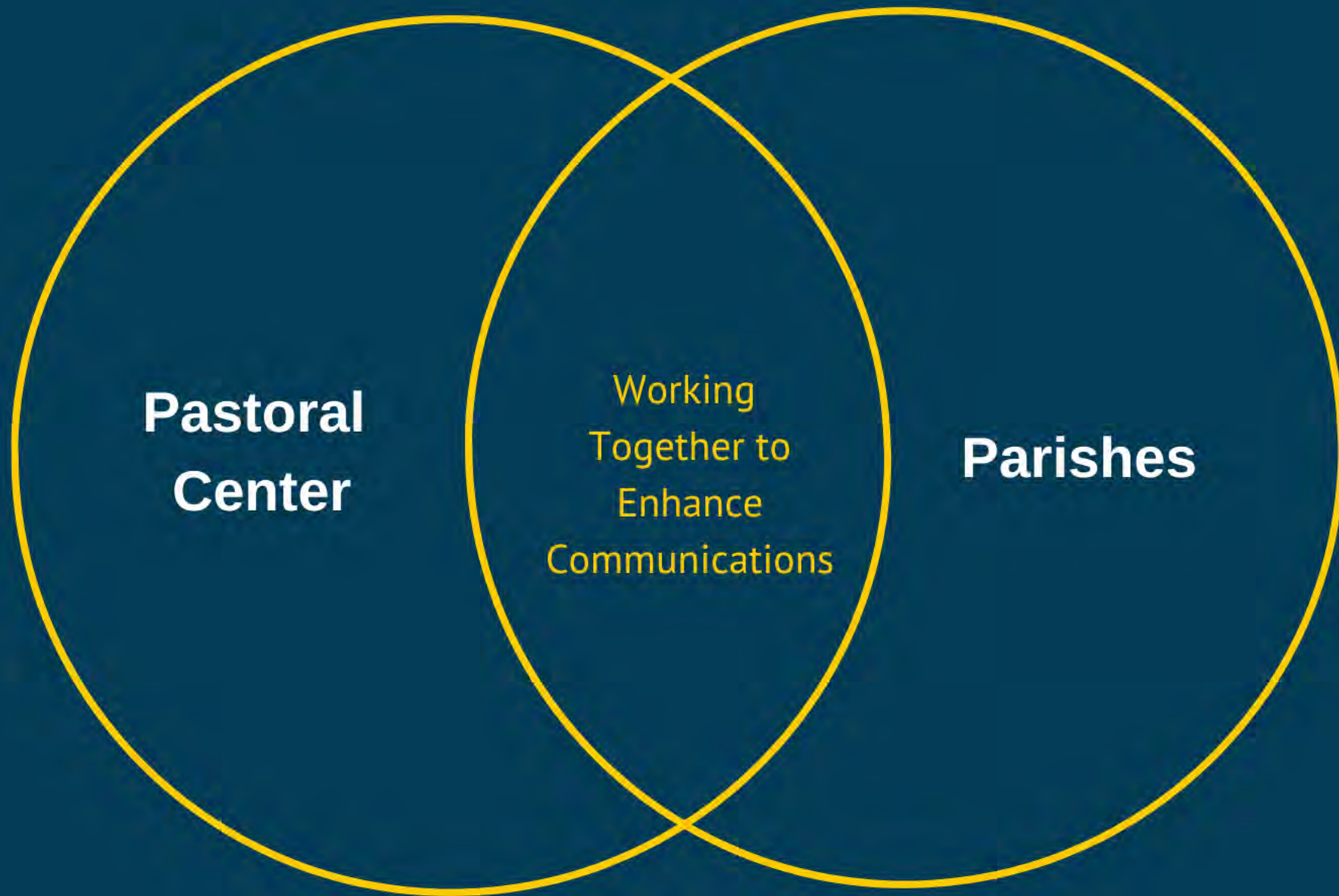


# Determine the Greatest Needs



Meet the Needs





**Pastoral  
Center**

Working  
Together to  
Enhance  
Communications

**Parishes**



Survey



**Personnel Study**

**Teresa Peterson**  
**[tlp@dosp.org](mailto:tlp@dosp.org)**



# DISCIPLESHIP **DAY**

This is *YOUR* day!

Save the Date to Attend One of Three Free\* Workshops:

**Thursday, January 26, 2023**

St. Timothy Parish, Lutz

**Friday, January 27, 2023**

St. Catherine of Siena Parish, Clearwater

**Saturday, January 28, 2023**

Bishop McLaughlin High School, Spring Hill

*(English and Spanish Tracks Available on This Day)*



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Participants will Learn New Skills and Insights for:  
Inviting Servant Leaders  
Nurturing Disciples  
Empowering Communities



\*This Parish Empowerment Session is funded by the Catholic Ministry Appeal



# Future Parish Business Managers Meetings

All will take place at  
Bethany Retreat Center in Lutz.

\* Pastors are invited to attend

February 8, 2023

April 27, 2023

June 22, 2023

September 14, 2023

October 12, 2023



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# Prayer for the Synod



**We stand before You, Holy Spirit,  
as we gather together in Your name.**

**With You alone to guide us,  
make Yourself at home in our hearts;**

**Teach us the way we must go  
and how we are to pursue it.**

**We are weak and sinful;**



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*Living the Gospel*

# Prayer for the Synod

do not let us promote disorder.

Do not let ignorance

lead us down the wrong path

nor partiality influence our actions.

Let us find in You our unity so that we

may journey together to eternal life

and not stray from the way of truth

and what is right.



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# Prayer for the Synod

**All this we ask of You, who are at work  
in every place and time, in the  
communion of the Father and the Son,  
forever and ever.**

**Amen.**



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*Living the Gospel*