

# ***The Diocese of Saskatoon***

**Admin. Day 2025**

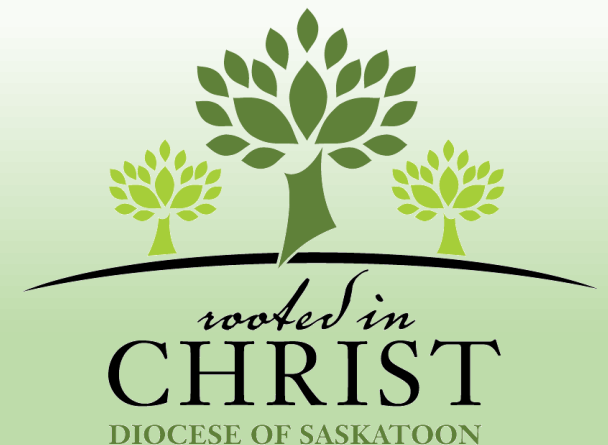
**September 18, 2025**

*We love because He first loved us.*

- 1 John: 4

*For as with the human body which is a unity although it has many parts -- all the parts of the body, though many, still making up one single body -- so it is with Christ.*

- 1 Corinthians 12:12



# Welcome!

## Housekeeping items:

- Washrooms
- Food and drink – special thanks to the CWL from here at the parish!
- Wifi: HFGuest PW: WelcometoHF
- Handouts (Package for each parish on the table at the back) and electronic files (will be made available to you after the day. Watch your email for links). Slides for today on the portal.
  - Agenda
  - Ministries Resources Guide 2025-26
  - Parish Contact list
  - Calendar of Events
  - Package for each parish – please take with you

# Objectives for the day

- To continue to build relationships and connections across our geographically disperse diocese.
- To welcome and support our new clergy and staff.
- To provide targeted operational, financial, and pastoral updates: not everything, just new things, things requiring reminders, and things that cannot be accomplished only via an email.
- To provide materials for use after today, in support of the items discussed.

# Bishop Mark – Overview for the Year

# MINISTRY TEAM



Official international development organization of the Catholic Church in Canada



# Finance and Administration

# Administration and Finance

- Parish Annual Reports

- Thank you for your attention to these reports – particularly this past summer where we took a much deeper dive into getting the information up to date.
- The different fiscal years between the diocese and the parishes makes this process more complex.
- A reminder to please submit your quarterly assessments (including the quarterly report) by the end of the month following the quarter close (so for Q1, remit by April 30).
- Timely submitting of your annual report is greatly appreciated (once your T3010 Charity Submission and finalization of your Financial Statements are complete). (T3010 submission due to CRA within 6 months of fiscal year end.)



# Administration and Finance

- Parish Annual reports
  - Please ensure Annual Reports are submitted to the diocese by April 15
    - The Diocese undergoes an external audit each year in August – these reports are critical to the audit process.
  - The diocese has kept the template the same for a number of years to try to keep it consistent for parishes
  - \*\* Reminder: change to Parish Assessment to 2 rates: 1) Parishes with annual revenue under \$50,000 use 14% and 2) Parishes over \$50,000 use 15%.

# Administration and Finance

- Canada Revenue Agency – on-line portal
  - As more and more administrative processes move to online platforms, this is true also for the CRA. Options to use hard copies are more and more limited.
  - Currently there are 54 of our 90 parishes that have their Charity Registration Number as a subset of the Diocesan Business Number (RR 00XX extension at the end).
    - For these parishes, setting up and fixing issues with your online access may require involvement of the diocese.
    - All mail correspondence to your parish is also posted in the portal.
    - If you require support, please contact Greg.

# Administration and Finance

CRA con't...

- Notes:
  - CRA staff do not really understand our structure: the diocese will often get calls regarding issues with parish information.
  - GST accounts (RT00XX) and Payroll Deductions accounts (RP00XX) are also on the portal
  - The process included in your T3010 submission to the Charities Division to update your List of Directors does NOT translate to updating permissions to access the portal. This is a separate application process to the CRA. See: [Registration process to access the CRA sign-in services - Canada.ca](#)
  - Note that access uses 2-factor authentication now so people accessing will require a mobile phone.
  - Should you require diocesan assistance, please contact Greg. Of course, requests for changes will require authentication and approvals from the pastor and other authorities at the parish.

# Tax Receipts?

What are we able to give a charitable receipt for?

- **Financial Donations**

- within our charitable purpose

- **Gifts of services:** Contributions of services (for example, time, skills, effort) are not property, therefore, they do not qualify as gifts for the purpose of issuing official donation receipts. However, a Parish can issue receipts if it pays a service provider for services rendered and the service provider then chooses to donate the money back. Here, the Parish can issue a receipt for the monetary donation (often referred to as a cheque exchange).

[Gifts of services - Canada.ca](http://Canada.ca)

# Tax Receipts?

- **Gifts in kind:** For donation of property (not services such as professional and personnel time) to a registered charity, the Parish can issue an official receipt for the property's fair market value (FMV) on the date the gift is made.
- Accounting for gift in kind:
  - Debit expense or asset account - Record the FMV to either an expense account (if the items will be used immediately) or an asset account (if the items will remain in inventory for future use).
  - Credit revenue account - Record the same FMV of the donated item on the day it was received. Classify the revenue as “in-kind revenue” or the appropriate revenue account on your chart of accounts.

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/p113/p113-gifts-income-tax.html>

# Administration and Finance

- Reminders:
  - Clergy Pension and Health Premiums: please remit the quarterly premiums by the 15<sup>th</sup> of the month following the quarter close. Please see the annual memo on Priest Remuneration issued before January.
  - Pay grids and associated schedules are reviewed in the fall with any changes released later December/ early January.

# Insurance 2025-26

- The review of our property valuations is complete and the average change in our diocese was +4.3%
- The documentation regarding our new premiums has not yet been received. Once received, the diocese will issue invoices.
  - Note that the diocese pays the invoice therefore all coverage is in place even though there may be a gap in time between the start of the new insurance year and receiving/paying your invoice.
- A new Parish Manual will be sent with the premiums; however, please consult last year's manual in the meantime. All relevant documents are on the Portal under 'Parish Resources'.

# Insurance 2025-26

- Reminders:
  - After 2 years where the full cost of insurance was not fully recovered (liability portion omitted), we are back to full cost recovery now.
  - Good news: APEX, the body that oversees our insurance (owned and operated by the dioceses of western and northern Canada), is a reciprocal body which means, if there are profits, those are returned to the members. Thanks to a very good experience year in 2024, APEX is in a position to rebate \$65,595.97 to our diocese. This represents approximately 7.7% rebate. With the increase in construction values and the yet to be known insurance rates, we will see in late September what the actual change to premiums will be over last year. This rebate will be incorporated into the premium process for this year.



# Insurance 2025-26

- This highlights the impact that the work we do to mitigate risk (that lowers claims) has a direct impact on the cost of our insurance. Keep up the great work in attending to things like: the fire risk checklist, water checklist, general upkeep and attention to our buildings, and also, our safeguarding work. All of this has an important impact.



# Migration Office of The Roman Catholic Diocese of Saskatoon

*Hannah Enti-Brown*

# Mass and Lunch

Mass – 12:15

Lunch: 12:55

Resume: 1:30

# Safeguarding

- Safeguarding coordinator: MaryLynn Kemp
- Diocesan committee continues – Brenda FitzGerald (chair)
- Training: - very important aspect of our work
  - Stats:
    - CMG Website stats follow
    - Parish face to face training would not be reflected in these stats.

# Training Statistics

CMG Statistics	Jan 1 – Aug 31, 2022	Sept 1-Dec 31, 2022	Jan 1 -Aug 31 2023	Sept 1, 2023 – May 31 <sup>st</sup> , 2024	June 1 2024 through June 1, 2025
Number of Registered Users	14	32	121	182	293 (+111)

# Safeguarding Policy - Renewal

- The Safeguarding Committee undertook a policy renewal process last year comprised of the following processes:
  - Gathering of FAQs from parishes and other dioceses policies
  - Safeguarding survey sent to all parishes last fall – feedback received
  - Draft amendments to policy brought to the committee – reviewed at 2 meetings
  - Draft amendments and policy brought to Parish Coordinators of Care for feedback (video meetings)
  - Amendments finalized following PCC feedback and final committee review

# Policy Changes

- The vast majority of the policy remains the same. Good work was done in the first iteration!
- Areas that were added or more major changes:
  - Name change: from Parish Coordinators of Care to '*Parish Safe Environment Coordinator*'
  - Covenant of Care Expectations: ensured expectations were clear which category they applied to (volunteer, clergy or staff)
  - Volunteers section: expanded definition of volunteer categories to 'low, medium, and high' with defined record check for that level.
    - New language regarding acolytes
    - New language regarding supervisors not being below age 18
  - New section regarding Document Storage and Retention

# Policy Changes

- Intent would be to also include the Allegations of Serious Misconduct Protocol (as an appendix) within the same document so there is only 1 document to consult.
- No change to forms
- Incorporates the changes made to the CRC/VSS request form that was previously made ( we can only request a VSS in certain circumstances and need to explain now in the letter why it is required).
- New policy will be posted after this meeting to the portal.





DIOCESE *of* SASKATOON

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O | U | N | D | A | T | I | O | N

Diocese of Saskatoon  
Catholic Foundation

# The Value of Giving Through the Diocese of Saskatoon Catholic Foundation

Sustaining Parish Life, Strengthening Ministry, and Supporting  
Communities

# Why Give Through the Foundation?

- Every dollar counts – 100% of offertory collections go directly to the parish
- No fees for the parish – Diocese covers collection costs
- Simplified process when reporting revenue to the Diocese
- Maximizes parish resources for ministry, outreach, and parish life

# A Win/Win for Parishes

- Lower costs, greater impact:
  - - \$1,000 through Canada Helps → parish receives \$960
  - - \$1,000 through the Foundation → parish receives \$1,000
- Saves thousands annually in processing/platform fees
- Diocese covers collection costs so all parishes have access
- More than a giving platform – a tool for parish growth and sustainability

# Leaving a Legacy of Faith

- Bequests ensure parish vitality for future generations
- Legacy gift options: wills, life insurance, RRSPs/RRIFs, stocks, annuities, real estate
- Sustains ministries, faith formation, pastoral care, and building needs
- Transform today's generosity into tomorrow's legacy of faith

# Foundation Impact in Action

- **Grants and funds have supported:**
  - - Roof repairs for parish buildings
  - - Welcoming grants to strengthen parish hospitality
  - - Funding for Youth & Evangelization Coordinator and Rural Catechist Coordinator
- Supporting many community groups like Pregnancy Options, Sanctum and CHAS.

# Little Flower Parish, Leader SK



# Bishop's Annual Appeal

Thank you to all of you for attending the BAA Breakfast and I look forward to another great Champaign that will highlight the important work of our ministries.

- Thank you to the following parishes for exceeding their goals
  - Holy Spirit
  - St. Augustine
  - St. Philip Neri
  - Asquith
  - Elbow
  - Macklin
  - Marengo
  - Rosetown
  - St. Denis
  - St. Donatus
- We did not reach our goal but we have increased our donations from last year by 13% . \$1, 176,496.00

Thank you for your contributions to the Bishop's Annual Appeal



# BAA Video

<https://vimeo.com/1118628388>

# Policy Updates

Bishop Mark

# Parish Development Fund

- As of June 30, there is \$10,957,666.65 on deposit with the PDF.
- There are 103 different accounts – primarily parish accounts and some cemetery accounts
- There is \$172,101 currently on loan from the PDF.

# Parish Development Fund - Renewal

- The PDF began in the 1980s and has been in operation since, providing a way to work together to save funds and provide support to parishes in need. All at better rates than would be available individually for secure deposits or loans.
- The PDF has grown to now 103 accounts (parishes and cemeteries)
- The fund will also support the future growth of the diocese as it seeks to establish future parishes.

# PDF

- Since the 80's, our regulatory environment, accounting policies, and transparency expectations have changed a great deal. The terms of reference or operations of the PDF have remained relatively static in that time.
- The diocese is at a juncture where some change needs to be made to ensure we are in compliance with regulations, but also that our Financial Statements of the diocese are stating properly the ownership of various resources.
- Currently the FS of the diocese, unless you carefully read the notes, may lead a reader to think that the diocese owns the resources in the PDF. Of course, this is not the case and never has been.

# PDF

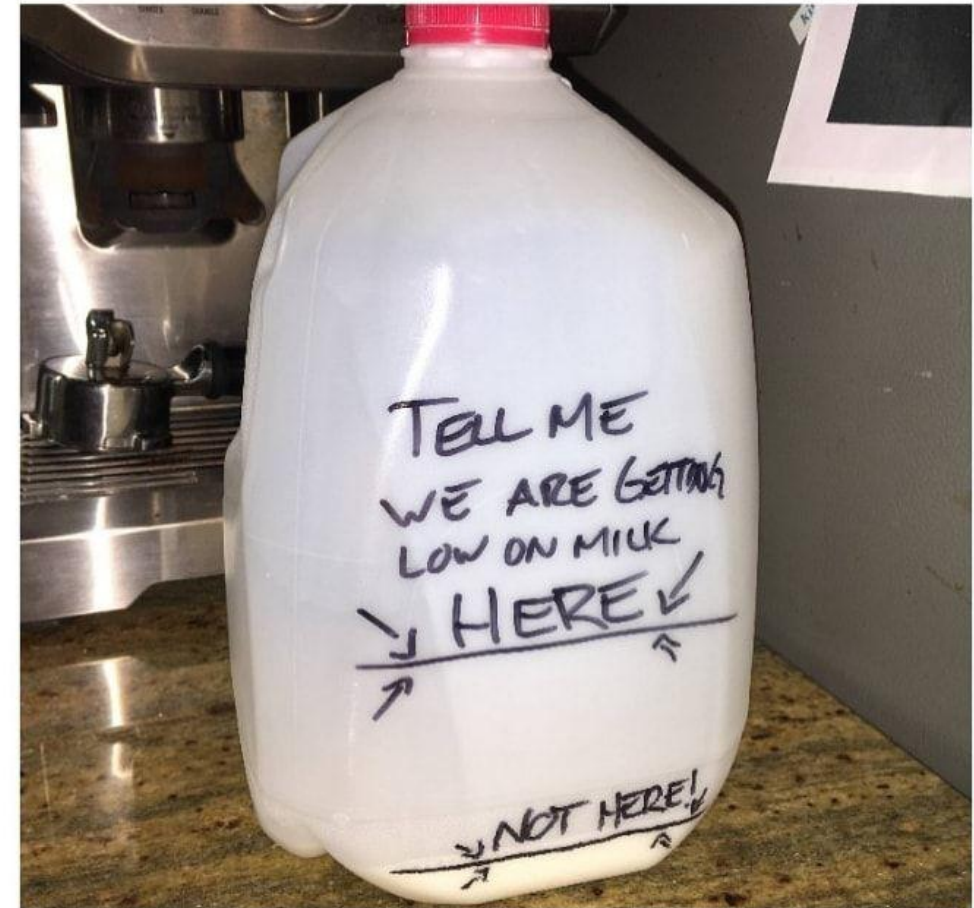
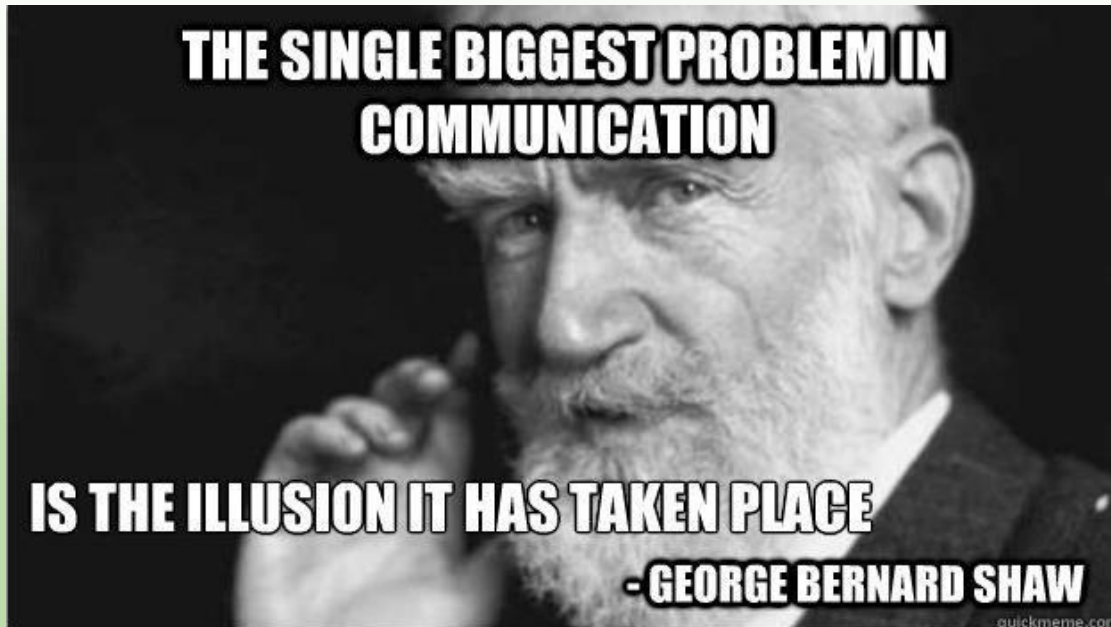
- The diocese would like to change how the PDF is being accounted for so that it can be taken out of its FS, yet still be audited.
- To that end, options are being explored to do this. It appears at this point that the following changes would happen:
  - The diocese would become a Bare Trustee for the PDF. As a Bare Trustee, it will be more limited in its involvement and accounting for the funds would become more complex in its reports to the parishes (and then what parishes would need to report in their financial statements).
  - Parish statements would include: principal, interest, proportion of outstanding debt, etc.
- The diocese will continue working on this and more communication will be forthcoming this year.

# Policy Updates

- Status of church charitable status
- Capital Construction Policy Renewal
  - Policy is posted to the portal
  - Every maintenance or construction project is somewhat unique and policy cannot predict every eventuality. Please consult with the director of administration prior to commencement. This will:
    - Speed along approvals
    - Ensure there are no missed steps that might impede progress

# Communication(s) and IT

Communication is key





# Communication Updates

- Effective and efficient communication is a critical service for any organization; this is exponentially true for a large and very spread out group like our diocese.
- The ever-shifting sands of communication platforms and methods (and how different age groups prefer to receive information), makes this aspect of our work even more important and challenging.
- All organizations need to dedicate resources to this aspect of our work. But how much is 'enough'?

# Diocesan Communication Platforms

- **Catholic Saskatoon News** – <https://news.rcdos.ca> - Local, national, international Catholic news on our own diocesan portal. Sign up to receive headlines in your e-mail. Submissions from your parish are VERY WELCOME!
- **The Diocesan Bulletin** - Weekly two-sided PDF summary of announcements. Deadline is 3:30 p.m. Tuesdays for Wednesday distribution to parishes, etc.. Submissions: Kiply Yaworski [kyaworski@rcdos.ca](mailto:kyaworski@rcdos.ca) or 306-659-5844.



## Diocesan Bulletin

Sept. 10, 2023 -- 23rd Sunday in Ordinary Time

*In all things we are rooted in Christ,  
in His desire to bring God's love to all peoples.*

### Upcoming Events

**Centring Prayer** – St. Anne Parish, 217 Lenore Dr., Saskatoon will host Centring Prayer 3:15 p.m. every Wednesday.

**Knights of Columbus Brothers' Keepers Breakfast** will be held 7 to 8 a.m. Tuesday, Sept. 12 at Queen's House, 601 Taylor Street West, Saskatoon. Call Brendan Bitz to register: (306) 242-1916, Extension 225.

**Kairos Blanket Exercise** will be held from 6:30 p.m. to 9 p.m. Tuesday, Sept. 12, at Bishop Klein School Gym, 1121 Northumberland Avenue, Saskatoon, open to ages 16 and up. The Blanket Exercise is an opportunity to build understanding about our shared history as Indigenous and non-Indigenous peoples. There is no cost to participate. This event is hosted by St. Peter the Apostle CWL, in collaboration with the Kairos Blanket Exercise Team from Our Lady of Guadalupe Parish (Saskatoon's Indigenous-Métis-First Nations Catholic parish).



### Indigenous Pastoral & Lay Leader Ministry Education

Course 4: Introduction to Reconciliation: The Church and Indigenous Peoples  
Sept. 26 to Nov. 21  
4:15 p.m. to 5:30 p.m. Tuesdays

Offered online  
REGISTRATION NOW OPEN

Cost: \$200 per course (some funding assistance available)  
No pre-requisite necessary to take Course 4.  
Those completing all four courses will earn a ministry certificate.

**Video Introduction and Registration:**  
[rcdos.ca/indigenous-ministry-education](https://rcdos.ca/indigenous-ministry-education)

# Speaker's Policy

A reminder that all speakers under Catholic auspices or at Catholic facilities must have approval before they can be promoted on our communications platforms (as per the diocesan Communication Policy established by Bishop Mark).

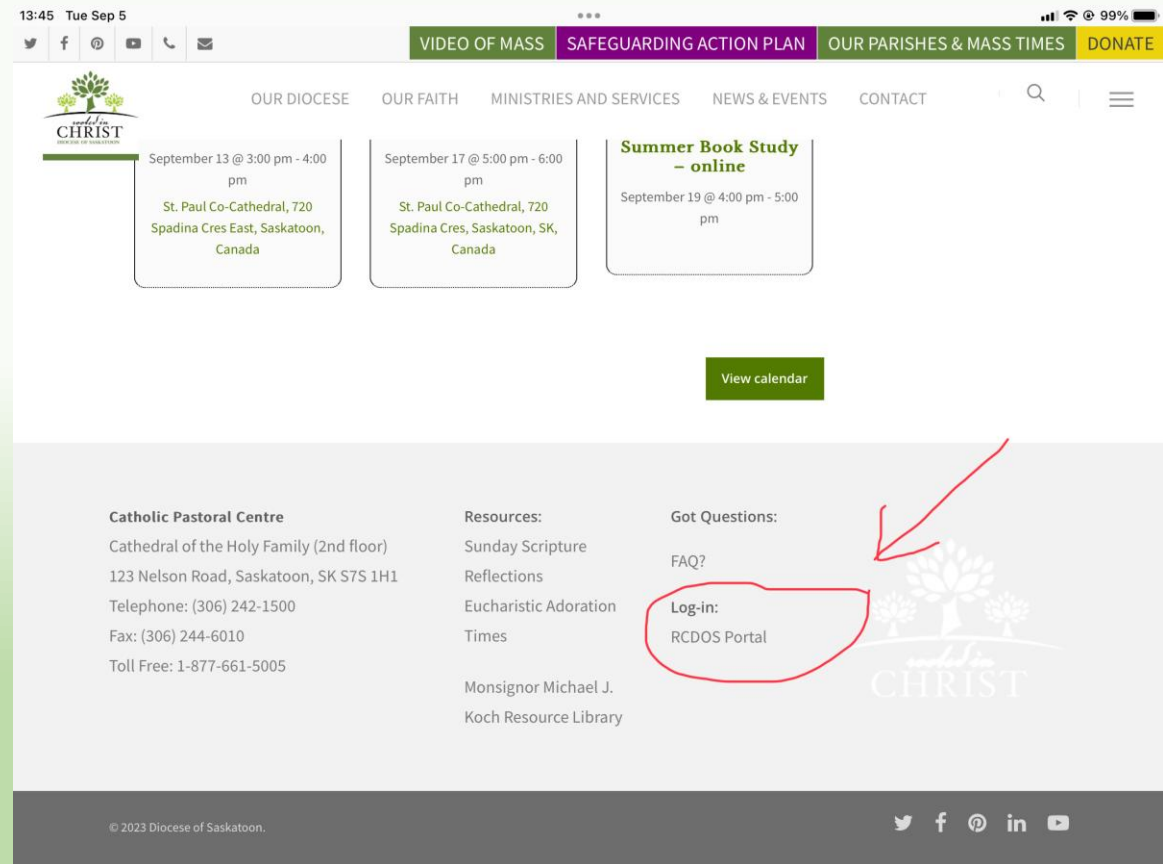
- **Communication Policy** - <https://rcdos.ca/wp-content/uploads/2019/09/Communications-Policies-SK-Diocese-Nov-2018.pdf>
- **Fillable PDF of speaker approval form** to download and send to [chancellor@rcdos.ca](mailto:chancellor@rcdos.ca):
  - <https://rcdos.ca/wp-content/uploads/2024/03/Speaker-Invitation-Form-Nov-2018-updated-Feb-24-fillable.pdf>

# The Diocesan Website – <https://rcdos.ca>

- The diocesan website is a source of a lot of information! Please check it out.
- Check your parish page on the website – please help us ensure no errors, that your Mass times are correct, etc. Send changes or schedules or updates, etc. to Kiply Lukan Yaworski [kyaworski@rcdos.ca](mailto:kyaworski@rcdos.ca) or (306)659-5844.
- Resources are on the Staff / Clergy Portal is at:

<https://rcdos.ca/portal/>

- The password is: **rootedinchrist**
- You can find the link at the bottom of the home page (Footer Section):



# Other ways to stay connected

- **Facebook page:** Roman Catholic Diocese of Saskatoon - <https://www.facebook.com/saskatoonrcdiocese>
- **“X” (formerly known as Twitter)** account: @saskatooncath
- **YouTube channel:** Roman Catholic Diocese of Saskatoon <https://www.youtube.com/user/saskatoondiocese>
- **Live-stream of Mass** by some parishes in the diocese continue to be posted at <https://saskatoonmass.com>
- **E-mail @rcdos.ca addresses for diocesan business**
  - E-mail safety / security, avoiding scams, phishing, etc.

# RCDOS email addresses

- Please note that all clergy, religious, staff etc. serving in the diocese are issued a @rcdos email address.
- Messages pertaining to diocesan work will be sent via these addresses.
  - If you are running other email addresses, please forward your @rcdos address to that account or vice-versa, so that you can be assured of received communications from the diocese.
  - It is a distinct challenge to stay on up to date with everyone's communication pathways: please continue to update the diocese whenever there is a change to communications with someone from your parish (who performs a role that is on the **Parish Communication List** that is shared today).

# What is KnowBe4?

KnowBe4 is a program that trains organizations to avoid cybercrime attacks. It teaches things like:

- How to spot a phishing attempt (a fake and malicious email!)
- How to create stronger passwords
- How to report suspicious activity
- And much more!

# Why is cybersecurity training important?

- 3.4 Billion phishing emails are sent EACH DAY worldwide.
- 90% of data breaches are caused by phishing.
- Hackers imitate trusted brands like Microsoft, Amazon, FedEx, UPS, and banks. Training is needed to tell the real from the fake!
- The amount of \$ lost annually to cybercrime is 10x what it was a decade ago.
- KnowBe4 training, provided by the Diocese, will help you protect your personal information, as well as that of your parish and the Diocese.
- Your training is the best defense against scammers. You can create a human “firewall” that scams cannot get past!



# KnowBe4 Plans for 2025-26

Thank you for your attention to this training last year.

- 1 training campaign – down from 6 previous year
- Phish Alert Button:
  - 661 reports
    - 345 of those were simulated phishing attempts
    - **316 were non-simulated emails** (keep reporting via the PAB if available)
- 5 Phishing simulation campaigns: varied between 7-11% of people fell for the fake (and therefore potentially the victim of an attack) so 1 in every 10....

# KnowBe4 Plans for 2024-25

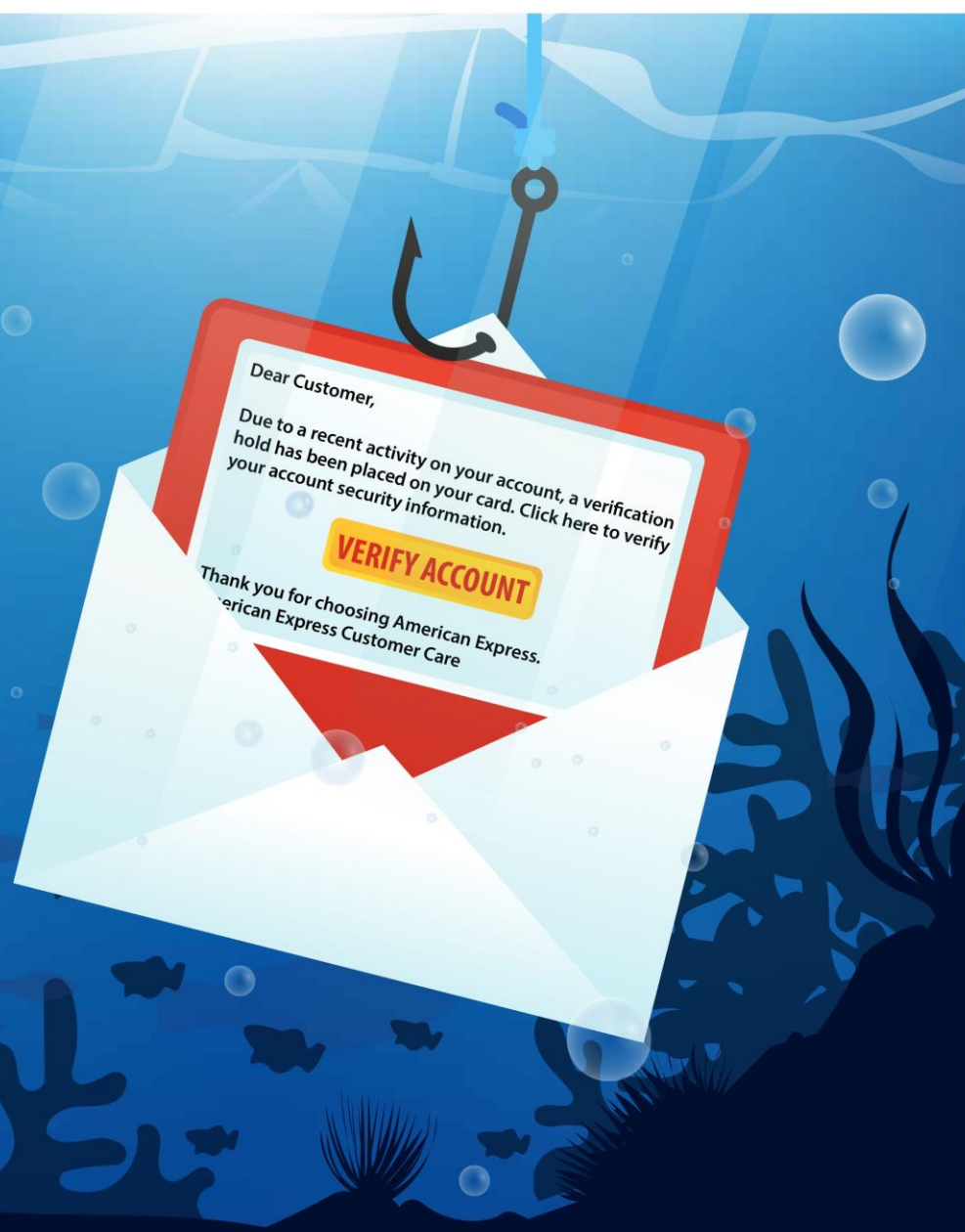
- Clergy particularly continue to be the focus of phishing attempts (directly or indirectly):
  - Specifically, bad actors pretending to be clergy and requesting money/gift cards from others
  - Social media hacking
  - With the advent of AI, voice phishing and other complex attacks are being employed.
  - Etc.
- This year we will:
  - Send training a little less frequent
  - Continue with the email campaigns – so stay vigilant

# Cybersecurity

## Rules to keep front of mind:

- Pick up the phone to call or send a direct text to someone to confirm (if you receive a message asking for you to click on something or send something). It takes 2 minutes but can save big!
- Be suspicious .. Until you confirm.
- Ask for support or help **before** proceeding
  - Criminals use fear, pressure, hurry up (or you will miss out) and just enough accurate details to create a difficult situation.

KnowBe4 will help the  
whole Diocese of  
Saskatoon be safer from  
cyber-attacks!



**DO YOU TAKE THE BAIT?**



# The Power of Human Connections

Support for the diocesan  
mission

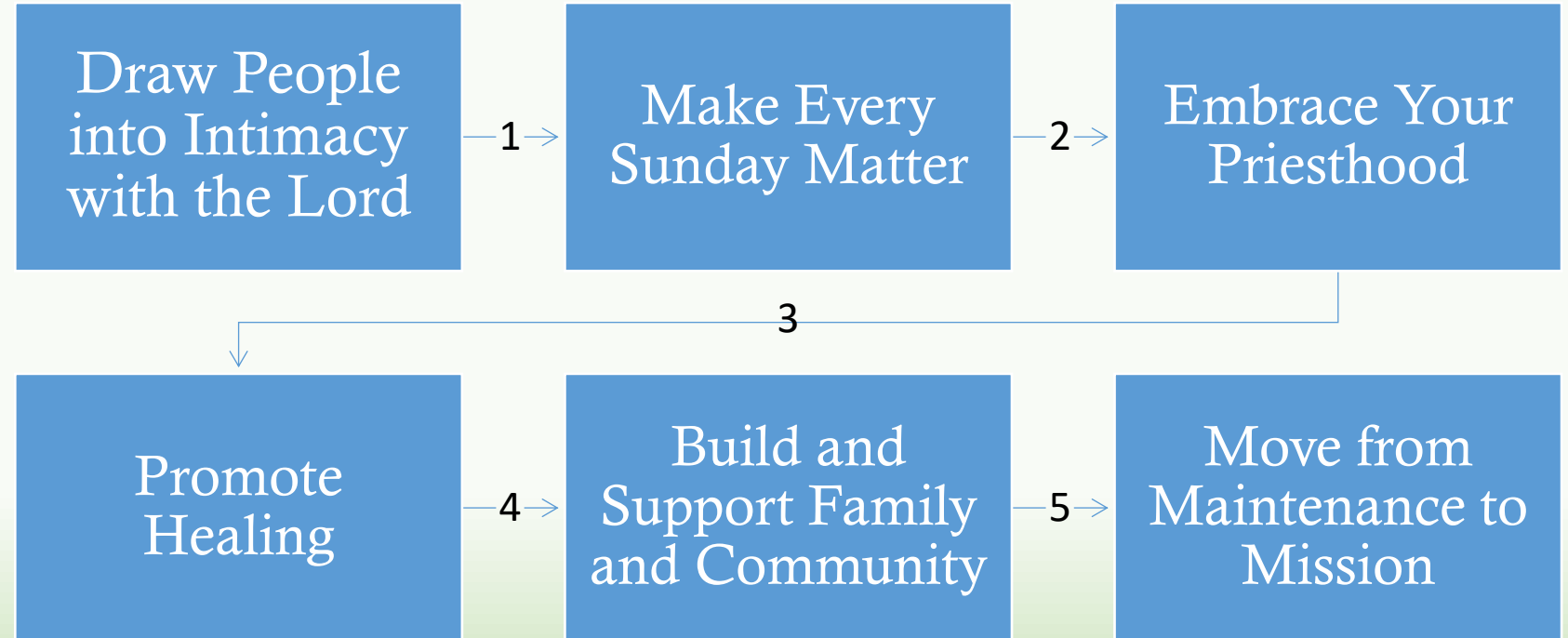
**Human connection doesn't always come from grand gestures. Sometimes it's a quiet moment of acknowledgement, encouragement or support that reminds someone they matter and belong and inspires them to do the same for others**





## **Belonging in the Church's Mission**

# Our Shared Mission





# Finding Meaning in our Roles



- Each of us provides support to the Church's mission.
- By acknowledging every act of service, we recognize the grace at work in our community.

# Closing Comments

- 6 Draws from Foundation and Diocese – Name Tag
- An email will follow with links or attachments to the information shared today.
- Parish Contact Form – please leave with us if it is completed. Due Sept. 30th

## Many to thank:

- Fr. Gerard, Jim, Andy and the staff at Holy Family
- The Holy Family CWL – support all day
- Rita, Riah and all CPC staff for their help today
- Thank you to you all for travelling in and joining in today!



# Closing Prayer

