



Administrative Services to
Fabriques Department

Webinar

For a Better Management of our Fabriques During the Pandemic and After...

May 28, 2020



Catholic Church of Montreal



Administrative Services to
Fabriques Department

Webinar Agenda

- ❖ **Word of the Archbishop**
- ❖ **Parish Testimonials**
- ❖ **Best Practices and Key Strategies**
- ❖ **Government Subsidy Programs and Support Measures**
- ❖ **Conclusion**
- ❖ **Question Period**

Word of the Archbishop



Mgr. Christian Lépine



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Parish Testimonies

St Ignatius of Loyola

- **Fr. Michael Leclerc, Pastor**
- **Shawna Rose, Communications Director**

Jesus Light of the World

- **Fr. Francis McKee**

Saint John the Baptist

- **Fr. Alain Mongeau, Pastor and Episcopal Vicar**



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Best Practices and Key Strategies

- Ensure **ongoing communication with all parishioners.**
- Continue **the Mission ... (online or otherwise).**
- Inform **the parishioners of how you are continuing the mission.**
- Optimize **the use of available communication tools.**
- Allow **parishioners to give easily.**

There are Means / Tools for each of the strategies

COMMUNICATION

- Phone
- Mass e-mail platforms
- Small group meetings at a distance
- Social Media platforms

Online Donations

- Direct transfers
- Transfers via a platform on a website

Communication

**Possible, when we have
their coordinates:**

- Postal address
- Phone
- Email address
- Social Media





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Virtual Meetings / Gatherings and Videoconferences

- Zoom
- Skype
- Google Meets
- Messenger
- WhatsApp
- GoToMeetings
- Microsoft Teams
- And much more

It all depends on the type of gathering and the number of people you reach.



Mass E-mail Platforms



Free

- All the basics for organizations that are just getting started.
- For up to 2000 contacts and 10000 emails per month
- Paid Plans are 15% discount for NONPROFITS
- <https://mailchimp.com>



Starting at 26\$/Month

- Unlimited emails
- 30% discount for NONPROFITS
- <https://www.constantcontact.com>

Social Media

- Facebook
- WhatsApp
- Twitter
- YouTube
- Instagram
- Other



TechSoup Canada

<https://www.techsoupcanada.ca/>



Qualified charities and nonprofits can order donated and discounted software, such as Microsoft Office, Zoom, Antivirus, Adobe and other at a reduced fee.

Proceed to Online Donations



- Ask for donations.
- Give them a reason to give.
- Make it easier for donors.
- Explain the ways they can give.

Direct Transfer: Interact E-mail Money Transfer

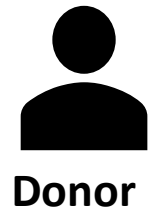
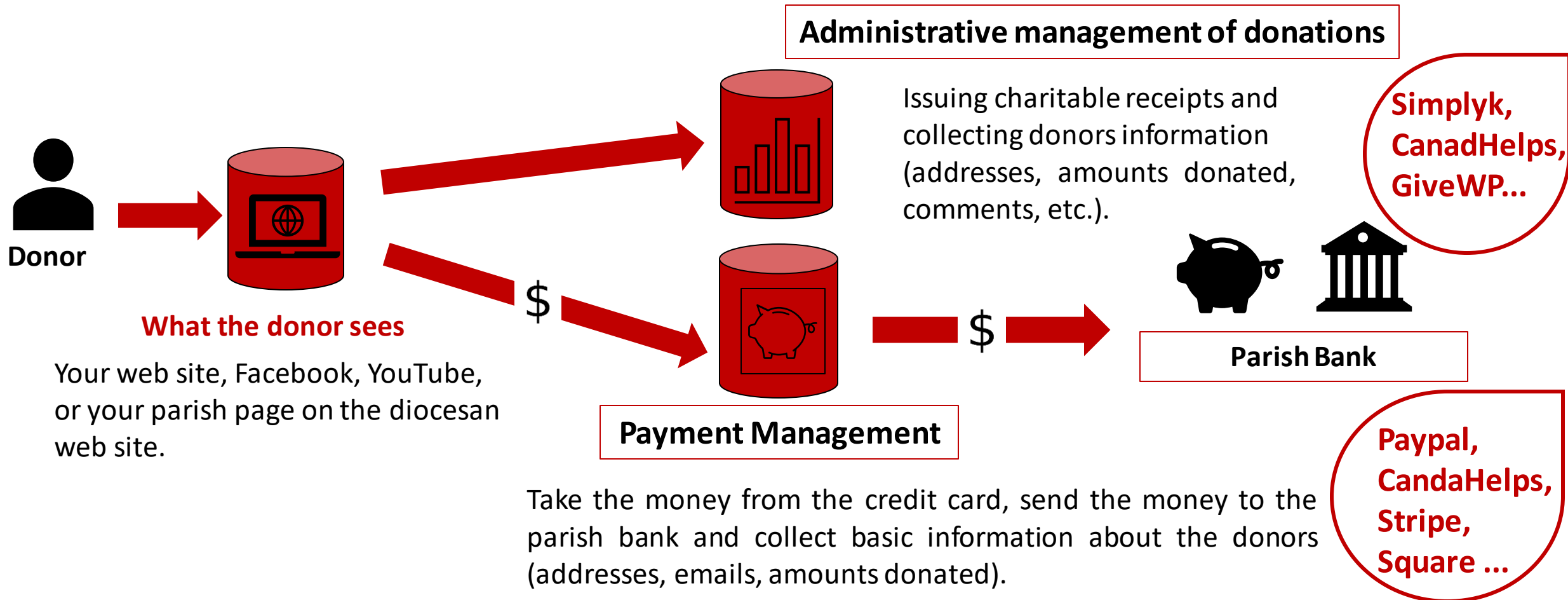
- **Definition:** Email transfer.
- **How it works :** The parishioner goes to his bank account online. From there, he sends money to the parish email. The parish opens its e-mails, then opens its online bank account and deposits the money*.
- **Cost:** free (but depends on banks; can be negotiated).
- **Language:** French, English.
- **Prerequisite for parish:** None, if automatic deposit into the bank account is activated by the bank. Otherwise, the parish must access its online bank accounts to make each deposit. To receive this type of donation, it is recommended that the parish uses the parish email, not a personal email.
- **Prerequisite for the parishioner:** Having access to their online bank accounts.
- **Additional features :** None. Does not provide charitable receipts.
- **Ease of installation and use:** The easiest.

* Normally, the parishioner must create a safety question with an answer. To access the fund, the parish must answer the security question. However, this step can be omitted. Some banks offer the possibility of having the funds deposited directly into your account without having to answer a security question.

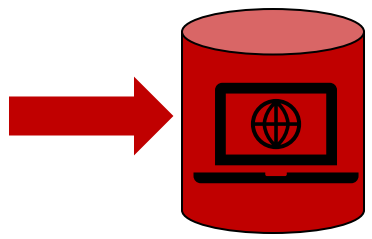
Direct Transfer: Pre-Authorized Debit

- **Definition:** Authorization given to the parish to debit the donor's bank account. These debits may be made on a recurring basis.
- **How it works :** The parishioner must contact his bank to fill out an authorization.
- **Cost:** Usually paid for by the donor.
- **Prerequisite for the parish:** None.
- **Prerequisite for the parishioner:** The parishioner needs the information on a sample check from the parish.

Transfer by a Platform on a Website



Donor



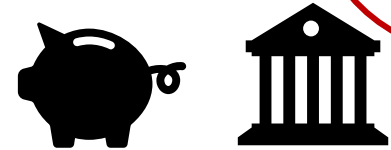
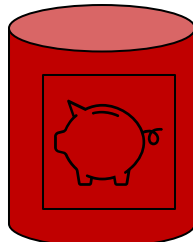
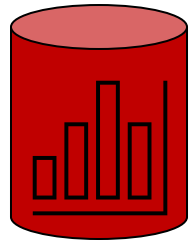
What the donor sees

Your web site, Facebook, YouTube, or your parish page on the diocesan web site.

Administrative management of donations

Issuing charitable receipts and collecting donors information (addresses, amounts donated, comments, etc.).

Simplyk, CanadHelps, GiveWP...



Parish Bank

Payment Management

Take the money from the credit card, send the money to the parish bank and collect basic information about the donors (addresses, emails, amounts donated).

Paypal, CandaHelps, Stripe, Square ...

Administrative Management of the Donation : Simplyk

Simplyk <https://www.simplyk.io/> Automatically coupled with **Stripe**.

- **Cost to the parish:** Free. Simplyk is coupled free of charge with the payment manager Stripe to ensure payment security.
- **Cost to the donor:** Voluntary contribution. At the time of donating, the donor has the choice to pay the amount he wishes to the Simplyk platform. By default the platform offers 15%.
- **Language:** French, English.
- **Prerequisite for the parish:** If you do not have a website, you can display the button on the parish page in the diocesan website.
- **Prerequisite for the parishioner:** Monthly donations do not require the donor to create an account on Simplyk. At the time of giving, they can define the number of donations they will make. If they want to change their preferences later on, they will need to create an account.
- **Charitable Receipts:** Created and sent automatically to the donor's email.
- **Related features :** Accepts one-time or monthly donations, provides receipts and sends them automatically, manages event ticketing, manages fundraising campaigns, publishes volunteer opportunities.
- **Additional information in the Comment section of this slide (including a link to an online training course).**

Administrative Management of the Donation : CanadaHelps

CanadaHelps (EN), CanaDon (FR) <https://www.canadahelps.org/en/>

- **Cost to the parish:** A fee per transaction. One-time donation per form: 3.75% per transaction. Monthly donations: 3.5% each month. Does not need to be coupled with a payment management site such as Stripe or Square.
- **Cost to the parishioner:** Free.
- **Language:** French, English.
- **Prerequisite for the parish:** If you do not have a website, you can display the button on the parish page in the diocesan site.
- **Prerequisite for the parishioner:** Monthly donations require the donor to create an account on CanadaHelps.
- **Charitable Receipts:** Created and sent automatically by CanadaHelps to the donor's email address.
- **Related Features :** Manages event ticketing (5% of the ticket price), allows individuals to raise funds for your events* (5.5% per transaction for one-time donations and 3.5% per transaction for monthly donations).



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Payment Management : PayPal

PayPal https://www.paypal.com/ca/non-profit/fundraising/individuals?locale.x=En_CA

- **Cost to the parish:** 1.6% of the amount donated + \$0.30 per operation.
- **Cost to the donor:** Free of charge.
- **Language:** French, English.
- **Prerequisite for the parish:** If you do not have a website, you can post the button on the parish page in the diocesan website.
- **Prerequisite for the parishioner:** Monthly donations require the donor to create an account on PayPal.
- **Charitable receipts:** Does not provide charitable receipts.
- **Additional Features :** One-time or monthly donations (monthly donations require the parishioner to create a PayPal account).

Payment Management : Square

Square <https://squareup.com/ca>

- **Cost to the parish:** 2.9% + \$0.30 per operation.
- **Cost to the donor: Free.**
- **Language:** French, English.
- **Prerequisite for Parish:** If you do not have a website, you can post the button on the parish page in the diocesan website.
- **Charity Receipts:** The system generates customizable receipts. In this way, you can adapt your receipt to the format of charity receipts.
- **Related Features :** Manage the list of donors, design an online site (extra charge \$15 to \$80/month), provide physical payment terminals (\$299 terminal price + credit transaction: 2.65% and/or debit transaction: \$0.10).

Government subsidy programs and support measures

- Canada Emergency Wage Subsidy (CEWS)
- Temporary 10% Wage Subsidy
- Canada Emergency Business Account (CEBA)
- Other support measures

Canada Emergency Wage Subsidy (CEWS)

- 75 % of an employee's wages – up to \$847 per week
- You must have paid the salary!
- Retroactive to March 15th 2020
- Eligibility : revenue reduction of 15% in March and 30% in April and May
- Automatically eligible for the following period
- Program has been extended until August 29th (more information on the extension will be available soon on the government website)

Examples of revenue reduction calculation for the CEWS

📅 Period 1: March 15 to April 11 (15% revenue reduction required)			
Revenue			
Jan 2020	Feb 2020	Mar 2020	Baseline (compare to Mar 2020)
\$100,000	\$140,000	\$130,000	📅 March 2019: \$170,000 (23.5% reduction) 📅 Jan/Feb 2020 average: \$120,000 (0% reduction)

Temporary 10% Wage Subsidy

- 10% of the remuneration paid from March 18, 2020 to June 19, 2020
- Maximum of \$1,375 for each employee and \$25,000 total per employer
- Reduce payroll remittance of income tax only
- The amount of CEWS is reduced by the Temporary 10% Wage Subsidy

Canada Emergency Business Account (CEBA)

- Maximum of \$40,000 interest-free loan
- Must be reimbursed by December 31, 2022 in order to benefit from a 25% write-off of the loan
- Eligibility condition : minimum payroll of \$20,000
- Fabrique is eligible if it generates a portion of its revenue from the sales of goods or services
- Must contact your financial institution to apply for loan

Other support measures

- Canada Emergency Response Benefit (CERB) – employees on temporary lay-off
- Canada Emergency Commercial Rent Assistance (CECRA) – offers unsecured, forgivable loans to eligible commercial property owners to reduce the rent owed by their impacted small business tenants
- T3010 et TP-985.22-V – Filing deadline : December 31, 2020

For all information, please consult the Government of Canada website :

www.canada.ca

Conclusion

We are here for you!

servicesfabriques@diocesemontreal.org



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Questions & Answers

- **How do you do to give communion safely and to bring it to the elderly without breaking the social distancing guidelines?**
We use (disinfected) custodes that are handled only by those who receive communion.

- **What would be the minimum technical equipment required for online diffusion of the Sunday mass?**
 - A good smart phone with a great camera and a phone holder.
 - A strong internet connection.
 - A Facebook or YouTube account.
 - The product mentioned by Father Alain Mongeau during the webinar is an excellent tool and it greatly enhances the experience, but it is slightly more expensive.

- **For the Canada Emergency Wage Subsidy (CEWS), is income from donations (quests, tithes) eligible for the calculation of the income drop? According to the CRA site, it seems not, but I may be misinterpreting.**
Yes, all income is included in the calculation.



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Questions & Answers

- **Who are the support persons who can be contacted in the diocese to help parishes with computer tools (videoconferences / camera for masses / etc.) and financial tools (grants / online collection methods / etc.)?**

Send all requests to servicesfabriques@diocesemontreal.org .

Our team will be happy to answer your questions and help as best we can.

- **If a parish shares an employee with another parish and pays a lump sum to this parish, can it have access to the \$40,000 loan, even if it is not the direct employer?**

No, the condition is that they must be on your payroll.

- **Must I inform the diocese when I get the CEWS grants? Lately, I assume we do not have to pay diocesan contributions on the CEWS grants/ subsidies but I want to confirm.**

You still have to advise the diocese when you apply and get the CEWS. It is not subject to diocesan contributions.



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Questions & Answers

- **Is a self-employed worker eligible for the wage subsidy?**

No, the wage subsidy only applies to salaried employees.

- **Are religious priests whose salaries are sent to their respective orders, eligible for CEWS?**

If they are not on your payroll, then their salary is not eligible.

- **In April we received the CEBA loan. Obviously it will show an increase in our revenue but it's not. How do we prove this if we have to show that we have a 30% reduction compared to last year to keep collecting the CEWS?**

The loan is not included in the revenue. It is a loan.

- **If the CERB benefits come to an end and churches are not yet opened, do the benefits extend to the EI?**

A person is eligible to 16 weeks of these benefits, then may be on employment insurance. It will depend on individual circumstances.

Thank you for attending!

We are here for you!

servicesfabriques@diocesemontreal.org