

ARCH SUPPORT

Issue 118

May 2015

From The Desk Of The Chancellor...

We are never too old or too wise to learn. In recent weeks I have heard some great messages that have reminded me of some important lessons that can shape our work and perhaps our whole lives.

Back in February, Pope Francis addressed a large group of 10,000 engaged couples and spoke about married life. His message to these couples led to newspaper stories around the world. Even the *New York Post* quoted him in a headline saying, "Remember three words: Please, Thanks, Sorry." On a number of occasions our Holy Father has given this same advice to married couples and people in general. I think these same words can shape much of our responses to colleagues and parishioners we interact with everyday.

Please. We make requests all day long from simple things, such as "pass the salt," or more complex requests when we ask someone at work to complete a task. Attaching the word please adds a tone of kindness and courtesy to any statement. Whether we are ordering food at a restaurant or asking someone to hold on the phone, saying please shows respect for the person we are addressing. As persons in ministry and representatives of the Church, what we say and how we say it can have an enormous impact. Pay attention to the words you use over the next few days and see where adding a courteous "please" might reshape your requests.

Thank you. Pope Francis encourages us to be grateful. His instruction is that we not take anyone or anything we have for granted. This begins first with an attitude of gratitude and then, with a grateful heart, looking for all possible ways to tell others we appreciate them and acknowledge them for whatever they have



done for us. How do you let those who assist you know that you realize the importance of their contributions? Are those with whom you work aware of how much you value them? Count how many times you say thank you in one day and see where you might add those words in interactions with others.

I'm sorry. The Pope told the engaged couples, "Never finish the day without making peace!" He begged them to do this "because if you end the day without making peace, what you have inside becomes hard and cold, and it becomes harder to make peace the following day." Just as no marriage is perfect, none of us are perfect individuals. We all make mistakes, sometimes in what we do and sometimes in what we fail to do. Acts of contrition and words of apology invite forgiveness and can heal hurt and broken relationships. In the work you do, how do you acknowledge errors you make that cause trouble for others? Not every mistake can be changed, but saying I am sorry and asking to be forgiven can change the outcome.

I want to share one other message I heard and the lesson I learned. My daughter graduated from college last week. The priest who preached at her baccalaureate was an

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88 year old Jesuit who still lived in the college dormitory along with the students. He told the graduates that he noticed how common it was for students to hold the door open for each other and for visitors, and that this simple action reminded him of the basic goodness they possessed. He encouraged them to be intentional in continuing to act with courtesy and gratitude in their post-college lives. It struck me when listening to his homily how simple his request was and just how important small actions can be. This is very similar to the message of Pope Francis. As ministers in the church, each of us might want to practice this same simplicity.

The priest closed his talk by telling the students that due to their age difference he expected to die before they did. He then promised them he would meet them at the door to heaven and hold it open for them. What we do for others will likely be done for us.

Please enjoy the coming summer months. Thank you for the work you do. I am sorry for the times when we have not been as helpful to you as we could have been. Let's all hold the door for each other.

401K Eligible Entry Period July 1

A reminder to make sure employees that have met eligibility requirements and will be eligible to participant in the Plan effective 07/01/2015 are verified to ensure



they are included in your July 15th retirement file transmission. Also current and newly eligible employees may elect to begin making employee contributions to the Plan at this time. Please make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions, please contact Phyliss Wilkins at the Chancery Personnel and Planning Office.

Pope Francis Announces an Extraordinary Jubilee Dedicated to Divine Mercy

Dear brothers and sisters, I have often thought about how the Church might make clear its mission of being a witness to mercy. It is a journey that begins with a spiritual conversion. For this reason, I have decided to call an *extraordinary Jubilee* that is to have the mercy of God at its center. It shall be a Holy Year of Mercy. We want to live this Year in the light of the Lord's words: "Be merciful, just as your Father is merciful. (cf. Lk 6:36)"

Francis made the announcement in St. Peter's Basilica while celebrating a penitential service on the second anniversary of his pontificate. Traditionally, every 25 years the popes proclaim a holy year, which features special celebrations and pilgrimages, strong calls for conversion and repentance, and the offer of special opportunities to experience God's grace through the sacraments, especially confession. Extraordinary holy years are less frequent, but offer the same opportunities for spiritual growth. The Jubilee, which is to be called the Holy Year of Mercy, will begin on this year's Catholic feast of the Immaculate Conception. It will close on Nov. 20, 2016, the day celebrated that year as the feast of Christ the King.



Finance Office News



August 17, 2015. Mark your calendars for when the fiscal year end financial information is due to the Chancery Finance Department.

The updated fiscal year checklist along with the assessment worksheet for June 30, 2015, is now available on the Archdiocese Finance Forms website <http://www.archlou.org/policies-procedures/financial-policies-and-procedures-manual/>.

This checklist will need to be completed and submitted with the information requested to the Archdiocese Finance Department by **August 17, 2015**. Submission can be by email or by mail.

Please email or call Barbara Glanz if you have any questions or need assistance.

Please note the total assessment is now 7% of total income less approved deductions. Remember your first quarter assessment bill will be the same as the previous fourth quarter's bill. The second quarter will be adjusted according to the assessment worksheet submitted with the fiscal year end financials.

Please be respectful and get your information in on time as the finance office also has deadlines on reporting the consolidated information and updating assessment information.

Reminder: Check your 3700 and 4700 accounts for any items that need to be capitalized (moved to balance sheet) and depreciated. Everyone should be depreciating their fixed assets.

New Information: We have just posted a new checklist on our website under Finance Forms for assistance with month end closing. Look for "Checklist for Monthly Closing of PDS Ledger".

REAL ESTATE TRANSACTIONS

In the past the Archdiocese of Louisville has received correspondence from a Right of Way Administrator of a local utility company who presented a copy of documentation granting an easement/right of way to the local utility through one of our properties. The easement granted the utility company approximately 144 square feet of Archdiocesan real estate. Easements are long term, permanent encumbrances to the real estate owner. They can't be revoked, withdrawn or taken back by the owner for any reason. The only way the owner will ever receive an easement back from a utility company, is if the utility company chooses to abandon the easement.

The Right of Way Administrator for this local utility company has prepared so many transactions with the Archdiocese of Louisville, that when it crossed his desk he knew it wasn't correct. The Grant of an Easement, which is a legally binding contract designating a specific piece of real estate to the utility company, had been signed by one of our Parish Administrators. A Granting of Easement on one of our properties is considered a Real Estate Transaction. According to the July 2014 Financial Policy and Procedures Manual on Real Estate Transactions, The Archbishop must approve and sign all real estate transactions.

As a reminder below is the policy statement from page 70 of the policy and procedures manual:

The Archbishop must approve and sign all real estate transactions. These include but are not limited to:

All contracts for the purchase or sale of property;

Deeds of transfer of property;

Granting of easements or leases of parish or school property;

All contracts by the parish or school to purchase or lease property or equipment from third parties.

Before being approved and signed by the Archbishop, or his designee, all contracts and deeds must be submitted to the Chief Financial Officer and Director of Facilities for review.

The Archdiocese Finance Office and Facilities Office will assist in developing agreements or renewals as needed. The Archbishop's advisors will assist with legal counsel in this regard. Copies of each agreement and renewals should be on file at the Chancery.

If you have any Archdiocese of Louisville Real Estate questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) 636-0296 or e-mail, bzoeller@archlou.org.

Summer
is here!

This is the day the
LORD has made;
let us rejoice
and be glad in it.

PSALM 118:24



Once again, Archdiocesan agency office hours will be adjusted for an eleven-week period this summer. Effective Monday, June 1 and continuing through Friday, August 14, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 PM.

MILEAGE REIMBURSEMENT

MILEAGE RATE

Effective July 1, 2015, the Archdiocese of Louisville reimbursement rate for business related travel will increase from the current rate of 56



cents to a new rate of 57.5 cents. When preparing mileage reimbursement reports, remember to calculate any mileage through June 30, 2015 at the current rate. Please be sure to change your mileage reimbursement rate forms to reflect this change.

TAKE NOTE... From Brad Harruff Catholic Mutual Claims/Risk Manager

PROPERTY/LIABILITY INSURANCE PREMIUMS

The self-insurance program of the Archdiocese has had another successful year thanks to all of you. This is evidenced by the fact that the increase in property and liability insurance will be 2% effective July 1, 2015.

PARISH FESTIVALS AND PICNICS

Be sure to download the Parish Festival Checklist either from Catholic Mutual or from the Archdiocesan website under "Forms", "Facility and Property Forms". This is a great checklist for our spring and summer special events.

NEW TRAINING VIDEO

The new training video, "Church and Transportation, is it necessary and ministry based" is now available on the front page of Catholic Mutual's website and takes 20 minutes. All locations should have at least one administrative person log in and view this video.

The "Be Smart-Drive Safe" should be viewed by any drivers of parish vehicles and by employees who drive as part of their position. The results are recorded and tracked for compliance purposes. This video also takes approximately 20 minutes.

To get to these two training modules, click on the link on the right hand side of the web page, register as a new account and follow the prompts. The address for the web page is www.catholicmutual.org

SPECIAL EVENTS CERTIFICATE PREMIUM

The good news is that due to our low loss numbers, the Special Events Certificate rate of \$95.00 per event will remain the same for another year. We can now also accept applications for events after July 1, 2015.

NEW HIRES, TRANSFERS AND TERMINATIONS

As the end of the school year draws near with many tasks to be completed, it is important to keep the Chancery Personnel Office informed on all new hires, transfers and terminations.

Any teacher/staff leaving archdiocesan employment is no longer an employee effective the date of termination/end of contract.

Archdiocesan benefits (medical, dental, Flex, short-term disability, long-term disability and life insurance) cease the last day of the month in which termination occurs or contract ends. For terminating contract school-year employees, benefits end on June 30th regardless of salary payment arrangements.

For new hires, benefits begin on the first of the month after the date the employee begins working. The date of hire is the first day employee works.

A Notification of Employee Benefit Change Form on all terminating and transferring employees and applicable COBRA form must be sent to Sheri Hall at the Chancery Personnel Office.

A Benefit Enrollment Form and applicable COBRA form for all new employees must be sent to Sheri Hall at the Chancery Personnel Office.

If you have questions or need additional assistance, please give us a call.

ABC Training Video

If you were not able to attend, or attended, the April 23rd session and would like to have a video of the Alcohol Beverage Training presentation, contact Phyliss Wilkins at pwilkins@archlou.org.



PERSONNEL AND FINANCE WORKSHOP

Are you fairly new in your position as Business Manager or Bookkeeper? Have you been with the parish or school for a number of years and would like a refresher on policies and procedures?

If you answered yes to either one of these questions, this is a great opportunity for you to attend this workshop. An agenda will be sent to all Business Managers and Bookkeepers that will give you a complete list of topics to be covered and discussed. They will include, but not limited to, the 401k Retirement Plan, payroll, FMLA, personnel policies, financial policies, best finance practices, PDS ledgers, and separation of duties. Start jotting down your questions as we will also allow time to address any questions you may have.

Wednesday, June 17, 2015
9:00 am

Chancery Meeting Room #3

Presenters will be Phyliss Wilkins and Mary Beth Johnson from the Personnel and Planning Office and Barbara Glanz from the Finance Office.

Mark your calendar now and plan to attend!

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Please consult with Mary Beth Johnson at the Chancery Personnel Office before granting permission



for an employee to take FMLA. FMLA is unpaid leave or when an employee will be off for an extended period of time. Since FMLA is a federal law, specific records and documents must be on file at the local office. Mary Beth can help you with the process providing letters and forms to assist you with the complete process.

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1 2 3

1 CREATE A PERSONALIZED PROGRAM

The health assessment is a quick online questionnaire that gives you your VitalityAge™ - so you know how fast your body is aging based on the health choices you've made. You'll receive a Personal Pathway, your customized program that will recommend goals and related activities to help you address health risks and achieve good health.

2 ENGAGE IN HEALTHY ACTIVITIES. EARN VITALITY POINTS!

Some examples of Humana Vitality goals include reaching or maintaining a healthy weight, exercising regularly and educating yourself about certain medical conditions or risks. For each goal you accomplish, you will earn Vitality Points!

3 REWARD YOURSELF WITH BETTER HEALTH. ENJOY SOME NICE PERKS TOO!

As you make progress, you can earn rewards that range from movie tickets and music downloads to Amazon.com gift cards and hotel stays.

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