

ARCH SUPPORT

Issue 109

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From The Desk Of The Chancellor . . .

A TIME TO PLAN

It seems like I have been thinking, talking, and sleeping health care reform for the past six months. All of us have probably read or heard more than we ever wanted to know about health insurance. We even have new vocabulary including the Affordable Care Act, exchanges, marketplace, Obamacare, carve outs, etc. As I write this column, we are in the middle of open enrollment and I want to thank our parish and school business managers and bookkeepers for all your good work assisting employees during this unique enrollment season.

While we were finalizing plans for health insurance, this fall we have also begun initial work to prepare our next Archdiocese of Louisville Strategic Plan. Strategic planning has served as a critical administrative function within the Archdiocese for close to 25 years. Since the publication of our first plan in 1989, *Directions for a Renewed Church*, we have engaged in a continual process of strategic planning to identify needs, determine priorities, and allocate our resources accordingly. Revised plans were prepared in 1993, 1997, 2002 and 2009. We are now preparing our next revision to be published in the fall of 2014.

To begin the process of planning, we conduct what is often called an “Environmental Scan” or “Situation Analysis” to ensure that our planning is done in light of present day trends,

opportunities, and challenges facing the Church. Information on the demographics of our parishes, our schools and the wider community is being collected. In light of our commitment to stewardship, we will review the human and financial resources of our parishes and Archdiocese. In order to learn what we can from our achievements and our failings, we will evaluate the results of the past strategic plan.

Besides gathering statistical data, we are seeking input from pastoral leaders and parishioners to help determine the priority goals for the 2014 plan. The Archdiocese of Louisville is a community of nearly 200,000 Catholics living in 24 counties of central Kentucky and worshipping in 111 parishes. Effective planning for such a diverse church requires us to listen carefully to our parishioners as well as to those who serve them. Therefore, last month we met with the Archdiocesan Pastoral Council and solicited their feedback and asked them in turn to collect and submit feedback from parish councils across all of our regions. In addition, we will be conducting a number of focus group meetings for parish staffs and even begin using an online survey to gather a wide range of ideas.

Church planning is not solely based on data from studies and evaluations. We are part of the universal Catholic Church and so our planning will consider

priorities set forth by leaders at the national level and rely on the direction, guidance, and inspiration of our Holy Father Pope Francis and documents of the Holy See.

After this period of data gathering and consultation, all of this information will be given to the Planning Commission and used to prepare the 2014 plan. They will begin their work in January and over the next six to eight months they will prepare drafts of the plan allowing time for review and consultation prior to completing their work by next fall.

Our planning model includes a study of our Archdiocesan mission statement, and in light of our mission, we will identify five or six key priority goals for the next five years. We determine a number of objectives to meet each goal and specify action steps to be taken to fulfill each objective. Finally, each action step is assigned to a group or agency and given a timeline for completion.

Once implementation has begun, each October an accountability report is published describing the accomplishments of the past year and providing details on archdiocesan finances.

No doubt you will be hearing more about the strategic plan over the next year. As leaders and representatives of the faithful of this Archdiocese, we invite you to participate in this planning

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process both by sharing your insights whenever feedback is requested and by prayerfully asking God to guide and bless this important work. Perhaps even take a minute now to reflect on our mission statement and consider how you contribute to fulfilling what it asks of us.

MISSION STATEMENT

We are the Catholic Church in Central Kentucky, a community of believers rich in our tradition and growing in our diversity, striving for fullness of life in God.

In communion with the Bishop of Rome, our mission is to proclaim the good news of Jesus Christ by:

- * Worshipping God in word and sacrament.
- * Teaching and sharing our faith.
- * Serving human needs, especially those of the poor and oppressed.
- * Promoting holiness of life through continuing conversion.
- * Fostering justice and reconciliation among all God's people.

We commit ourselves to thankfulness through responsible stewardship of all God's gifts.

NATURAL GAS PIPELINE RESPONSIBILITY . . .



Natural gas is a luxury we all enjoy and sometimes take for granted. It warms our buildings in the winter and heats our water year round; both of which provide great comfort for our staffs, parishioners, volunteers and visitors. Sometimes the responsibility of the maintenance of the supply pipeline to deliver this precious commodity is misunderstood. Our service provider's responsibility for the delivery of natural gas stops at the building side of the gas meter. This means that the portion of the gas pipeline from the meter to our buildings is our responsibility to maintain and repair when found to be faulty.

Here are a few things we all should know about our natural gas delivery service:

- Our natural gas service provider (LG&E/KU) does NOT maintain gas piping on our facilities gas lines (the piping on the customer's side of the meter). The facility owner is responsible for correcting any issues related to the "facilities-lines." This includes any and all buried piping between the meter and the facility.
- A licensed plumber, heating and mechanical contractor can assist in locating, inspecting and repairing (if needed) all customer owned gas pipe lines.
- Our facility lines, particularly those that are buried, should be periodically checked for leaks. These contractors have instruments that can detect the presence of natural gas. They can also perform a pressure test on our facility pipeline systems.
- Metal pipeline systems should be regularly checked for corrosion (rust). If corrosion is identified, the piping should be cleaned and painted to prevent further damage and an attempt should be made to stop the source of the corrosion, if possible.
- As always, before digging anywhere on our properties, we should always call KENTUCKY 811. KENTUCKY 811 will work with member utility companies to have all underground utilities marked, **FREE OF CHARGE.**

If you need help identifying which portion of the natural gas pipeline system is your responsibility, or if you have any questions about the system, call your natural gas provider (LG&E/KU). If they cannot answer your questions over the phone, they will send out a representative to discover and answer all your questions.

If I can be of assistance with any questions, please do not hesitate to give me a call.

Bill Zoeller, Phone: (502)636-0296, Fax: (502)636-2379

FINANCE OFFICE NOTES . . .

The finance department has had a few staff changes this past year. To better serve you we are providing a list of who to call at the Chancery Finance Office, 502-585-3291:

- Stock/Mutual Fund Donations – Nathan Dicken, Senior Accountant, ext. 1135
- DLS Accounts/Special Collections – Rebecca (Becky) Wethington, Staff Accountant, ext. 1133
- Parish PDS Ledger and Finance Questions – Barbara Glanz, Parish Liaison, ext. 1152
- Parish Review Questions – Phyllis Wilson, Internal Review Administrator, ext. 1165
- General Finance Questions – Rebecca Walter, Controller, ext. 1150

Our email is first initial and last name @archlou.org.

Where is the cash going that is brought into the parish/school office?

An example is a parishioner comes to the parish and wants to have five masses said for a loved one. They give the parish secretary \$50 in cash. Does anyone at the parish check to make sure the \$50 is deposited into the bank and posted to PDS Ledger?

When cash is accepted at the parish/school office the following are good internal controls to set into place to help make sure cash is being deposited.

- ✓ Always give a receipt to the individual paying cash. The receipt should have who paid the cash, the amount, the date, what the payment is for and who accepted the cash.
- ✓ The person accepting the cash at the office should log the cash into the cash log, noting the date they accepted the cash, the amount, the purpose and their initials. The cash receipt copy should be attached to the log. If the cash is given to someone else to prepare the deposit the person accepting the cash should sign the log.
- ✓ The cash log should periodically be reconciled to the bank deposit receipts to determine all the cash received at the parish/school is being deposited.
- ✓ The Mass Stipends books should be reconciled to PDS Ledger Mass Stipend income account to determine they are in agreement.

COMING TO A COMPUTER LAB NEAR YOU . . .

The 2014 PDS Summer Workshops will be held Monday, July 7 through July 10, 2014 at St. Gabriel School Computer Lab. The schedule of the workshops and cost will be sent out at a later date. Mark your calendar now for these beneficial training sessions!



The Department of Charitable Gaming is pleased to announce that online training videos are now available to assist organizations and individuals on rules of play and how to properly fill out financial reports and worksheets. <http://dcg.ky.gov>

2013 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2013 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2013 and requests must be received by AIM (attention: Michele Cull) by February 28, 2014. After December 31st, remaining 2013 claims must be made by a paper claim form as the 2013 balance of funds is no longer on the benefit cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com

2014 BENEFIT REMINDERS

2014 Benefit Enrollment Forms are due in to the Chancery Personnel Office no later than Monday, December 9, 2013. January 2014 STD worksheet and payment due to Clarkson no later than December 15th.

RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 31, 2013 PAYROLL

In order for your final 2013 payroll contribution to appear on the 4th quarter statements, you will need to submit your retirement contribution through the Plan Service Center on or before December 30th in order to have a December 31st cash effective date. Any contributions processed on December 31st will have an effective date of January 2, 2014.

2014 PAYROLL CALENDAR

The 2014 payroll calendar is enclosed. It is also available on our website! For those groups that taxes are filed under The Roman Catholic Bishop of Louisville, you must follow this calendar. This is required to meet the IRS and DOL regulations on timekeeping, payroll and tax filings.



The Catholic Services Appeal is off to a great start, with gifts and pledges totaling \$1,696,603! That is

well over ½ of the \$3,000,000 goal! Thanks to all who have helped with the CSA this far! For more information or to donate online visit, www.archlou.org/CSA

FORWARDING THE NEW EVANGELIZATION DURING ADVENT AND CHRISTMAS

- Establish a welcome center just inside building entrances to the church, office, and hall. Include coffee, tea, and cookies along with CareNotes and information on parish activities and services.
- Give a special welcome to visitors and returning Catholics during the Christmas season and on holy days.
- Teach regular attendees how to respond warmly to visitors and guests. Equip parishioners with skills by helping them to know more about the parish, by encouraging them to share their interests and love of the Church, and by helping them with introduction skills.

2013 PAYROLL

Payroll records will be closed after processing the last scheduled payroll run of the year. The December 31, 2013 payroll must be processed by 3:00 pm on Friday, December 27, 2013. This schedule accelerates the processing of W-2s and tax filings so make sure your schedule meets this deadline. Review your payroll carefully as a minimum fee of \$250 will be assessed if you need to process after the above date or re-open the 2013 records.

HUMANA MEDICAL BENEFIT

The Benefit Number for the Humana medical plan has changed effective January 1, 2014. Please make note of this number that must be used when completing a Humana Enrollment Form or Humana Change Form.

Coverage First – **FIARCH06**

Important to note the benefit termination date is effective on the **last day of the month.**

Weather / Snow Days



With an early prediction of snow in the forecast, we want to provide the information about office and school closings due to poor weather conditions. When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work.

However, if a parish/school employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.

FOOD SERVICE NEWS

DATES TO REMEMBER—MARK YOUR CALENDARS

November	National Diabetes Month
	Peanut Butter Lovers Month
November 24-30	National Family Week
November 28	Thanksgiving

2014 CAFETERIA MANAGER MEETING SCHEDULE

Wednesday, January 29	Bethlehem High School—2:30 pm
Thursday, January 30	Maloney Center—2:30 pm
Wednesday, April 23	St. James E-town – 2:30 pm
Thursday, April 24	Maloney Center—2:30 pm



new managers Angie Kordis at St. Gabriel and Debbie Skaggs at St. Paul.

Timely Paperwork: D 2's and all back up documentation are due on the 5th of the month, every month.

NEW NUTRITIONAL GUIDELINES FOR ALA CARTE SNACKS

The nutritional guidelines for the ala carte snacks sold in your cafeterias have changed. The new guidelines are:

- No more than 30% calories from fat
- No more than 32% added sugar by weight (max 14 grams)
- No more than 300 mg sodium per serving

Portion/pack size limits:

- Chips, crackers, popcorn, trail mix, nuts, seeds or jerky – 2 ounces
- Cookies – 1 ounce
- Cereal bars, granola bars, pastries, muffins, bagels or other non pastry type items – 2 ounces
- Non frozen yogurt – 8 ounces
- Frozen desserts – 4 ounces

Beverages:

- Non carbonated water containing zero calories, plain or flavored
- 100% Fruit or vegetable juice or any combination equaling 100%
- Any other beverage containing no more than 10 grams of sugar per serving
- Volume limited to 17 ounces in elementary schools; 20 ounces in high schools, except for water

If you have items that you have questions about, please contact the Central Office.



PROMOTE YOUR PROGRAM! ENTHUSIASM IS KEY!

- ✓ Promote your program in a positive way. Let everyone know that you have a new and improved cycle menu.
- ✓ Remind students that “the good milk” is back.
- ✓ Be positive when speaking to students and parents about nutritional changes in the lunch program.
- ✓ Encourage students to purchase school lunch through contests or giveaways.
- ✓ Have theme days. Inform parents of cafeteria news, giveaways, theme days, contests and other lunch related news through Friday folders.

REMEMBER: If your outlook and attitude are negative, you can't expect the students to want to eat in your cafeteria!



We are working with the advisory committee on some ideas for classes and workshops. We meet again in a few weeks and we'll keep you informed as we move along.



*Happy Thanksgiving
and
Blessings
to you and your family*

**ARCH SUPPORT
ON THE WEB!**

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Click on "About the Archdiocese"

Click on "Publications/Media"

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Choose Specific Issue

DECEMBER ARCH SUPPORT MEETINGS

Wednesday, December 4, 2013 – 10:00 am

St. Joseph Parish Office – Bardstown

Thursday, December 5, 2013 – 10:00 am

Chancery Meeting Room #3

All business managers/bookkeepers are encouraged to attend.

Holiday Schedule

The Chancery Office will be closed on the following dates:

Thursday, November 28 th	Thanksgiving
Friday, November 29 th	Day after Thanksgiving
Tuesday, December 24 th	Christmas Eve
Wednesday, December 25 th	Christmas Day
Thursday, December 26 th	Day after Christmas
Monday, January 1 st	New Year's Day