

ARCH SUPPORT

Issue 113

July, 2014

From The Desk Of The Chancellor . . .

July brings the new fiscal year which of course means dozens of administrative tasks as we close out one year and begin another. I realize this means extra work for various administrators at every level so let me once again remind you that the staff of the agencies are here to help you with completing your work. If you need any assistance please don't hesitate to contact our offices.

One July task for the Archdiocese is to prepare the annual audit report on Safe Environment initiatives for the past 12 months. This means we need local information from every parish and school. By now you have submitted the data we need but I thought this would be a good opportunity to remind everyone of the components of our safe environment efforts as required under the *Charter for the Protection of Children and Young People*.

Safe Environment Workshop. Every employee and every volunteer who has regular contact with children or youth must attend a safe environment workshop. These workshops cover the following topics: a). identifying signs of child sexual abuse b). understanding the dynamics of child sexual abuse, including how children are groomed and how they may attempt to reveal their experience. c). how to take action in response to child sexual abuse, including obligation to report and caring for the abused child. d). becoming familiar with the archdiocesan policies and Code of Conduct regarding work with children. To date more than 35,000 adults have attended one of these workshops in the Archdiocese of Louisville.

Thank you for your efforts to ensure attendance at these events. The program was updated this year and additional trainers were added. We have set up a regular schedule with at least one workshop scheduled each month. Please see the web page for dates and locations. As always, should you need to schedule a workshop at your own location please call Scott Fitzgerald (see contact information below).

Background Check. In addition to attending a safe environment workshop, all employees and volunteers who work with children or youth must undergo a criminal background check. This is not only church policy but is required for many positions under Kentucky State law.

Effective in 2014, background checks must be no older the 5 years. Therefore those with older background checks must have a new completed check on file.

We have recently announced a NEW background check procedure. The Archdiocese of Louisville, along with several other dioceses, has contracted with ***Selection.com*** to be our new provider of Background Checks for employees and volunteers. Once your location is set up, all new and renewing background checks should be done through ***Selection.com***.

The advantages of ***Selection.com*** are numerous:

1. ***Easier*** - The employee or volunteer actually completes their own background check using an online link you provide which reduces paperwork.
2. ***More Efficient*** - Once the check is complete, the parish and the employee/volunteer each get a copy. The background check is stored electronically so that recordkeeping is much easier and you can look up a record without having to do a new check during a period of 5 years.
3. ***More Thorough*** - The background check is more thorough than the one we currently use - checking both local and national data bases.
4. ***More Frequent*** - Four times a year the company does a national scan of the database insuring information is up-to-date, at no additional cost.

The cost for a background check is a little higher; \$25, than previous methods but the Archdiocese will cover the first \$10. ***Selection.com*** will bill the Archdiocese for all completed background checks and the Archdiocese will invoice the parish/school for \$15.

Each location has identified a contact person to oversee compliance with safe environment initiatives (background checks; training for adult employees and volunteers; and children's education). In order to prepare the contact persons to implement the new background check system it is imperative that they attend a training workshop. We have scheduled several workshops and the information has been sent to all parishes and schools.

Update and In-service Training. Beginning this fall, we will

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be providing those working with children or youth regular continuing education updates. These will be distributed through email to each location to be forwarded on to active volunteers and employees.

Programs for Children and Youth.

This fall we will fully implement “SPEAK UP, BE SAFE” in all elementary schools. High Schools have their own programs. In addition, parishes will be required to add a new

resource to their parish catechetical programs for children who attend public schools. Pastors and Parish Catechetical Leaders will receive more information in September.

Important contacts. Our Victim Assistance Coordinator is Martine Siegel Msiegel@archlou.org and our Safe Environment Coordinator is Scott Fitzgerald Sfitzgerald@archlou.org. Both can be reached at (502) 636-0296.

Thank you for your support and cooperation with this very important work. Only together can we ensure a safe place for our children.



Stained Glass Windows

During my recent attendance at the Catholic Conference for Facility Management (CCFM), one particular theme rang through the conference for me: Stained Glass Windows. The Stained Glass Windows in our church buildings should be treated just like all other religious artifacts within the walls of our church buildings. They are blessed and therefore deserve, if not require, the same care as a statue inside the church building. They may even require more attention, since many of them are also tasked with keeping out the elements of rain, snow, ice, wind, etc.

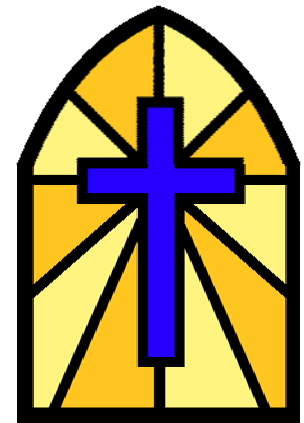
Careful attention should be paid to the following:

Interior Observations

- Broken or missing glass
- Light penetration or leaks
- Loose or missing brace bars
- Bowing, sagging or bulging of the window
- Water leakage or damage

Exterior Observations

- Is the window covered
- Is there any rotten wood
- Is the protective covering vented
- Is the protective covering broken
- Is the frame wood, steel, aluminum or stone
- Is the frame in need of paint
- Is the protective covering clear/transparent
- Evidence of the protective covering leaking



There are many companies that offer free inspection of your Stained Glass Windows. Of course their motive is to help you with restoration when it comes time for that type of work to be done. Most will do an inspection and give you a written report. This report will give you clear pictures of each window, a detailed description of the condition of the and list of any needed repairs.

If you have any questions or need help reviewing your facilities need of attention to your Stained Glass Windows, please feel free to give Bill Zoeller, the Archdiocese of Louisville Director of Facilities, a call. He can be reached at the Maloney Center, 502-636-0296 x1227.

FINANCE OFFICE NEWS . . .



We ask that pastors and business managers review the policy of the Archdiocese concerning excess funds in your parish accounts; the Investment Policy in the Financial Policies and Procedures Manual. Keeping excess in the Archdiocesan Deposit and Loan assists the Archdiocese while securing funds above the Federal deposit insurance. If you should need any assistance, please contact Rebecca Walter (471-2206) or Becky Wethington (471-2212) at the Chancery Finance Department.

Take Note . . . From Brad Harruff Catholic Mutual Claims/Risk Manager

To all of you who struggle with annual budgets, I do have some good news. **Liability and Property Insurance** costs will not fluctuate from last year and will have less than a 2% increase in premium. You will see an increase in property values due to inflation however this increase was offset by the great year the Archdiocese had thanks to you and your staff. Congratulations!

Special Event Certificates also will see no increase in fees for the 5th year now and remain at \$95.00 per event. These are designed to help the locations offer alternative insuring avenues for outside organizations or persons using our facilities who may not have insurance and able to comply with Archdiocesan policy. Please advise the person (s) responsible for filing these certificates to carefully follow the instructions and rules on the front of the application to prevent rejections.

Certificates of Insurance, which annually renew, like Day care, rentals etc... have been either mailed, faxed or e-mailed and should be at your locations by now.

Thanks again for holding costs down and keeping our locations safe through your maintenance, leadership and informational programs.



This month we celebrate the second anniversary of the *Catholic Connection*. This monthly **free** electronic newsletter (now sent to about 11,000+ subscribers) is designed to provide inspiration and stories of hope, along with information and resources, about our Catholic faith and our Archdiocese. We know that many of you receive the newsletter, but if you haven't please sign up at www.archlou.org/connection. If you already subscribe, please pass the word along to your networks. At www.archlou.org/connection, you also can view past copies of the newsletter.

We also encourage your ideas and story suggestions as we begin our third year. The newsletter always includes three stories or informational pieces along

with tweets from Archbishop Kurtz, links to webpages of interest, upcoming events that would be of interest to the general public, and a "Blogspot" featuring local and national blogs.

We especially appreciate receiving stories of faith (or leads to good stories) that are inspiring and relatively brief (about 300-500 words.)

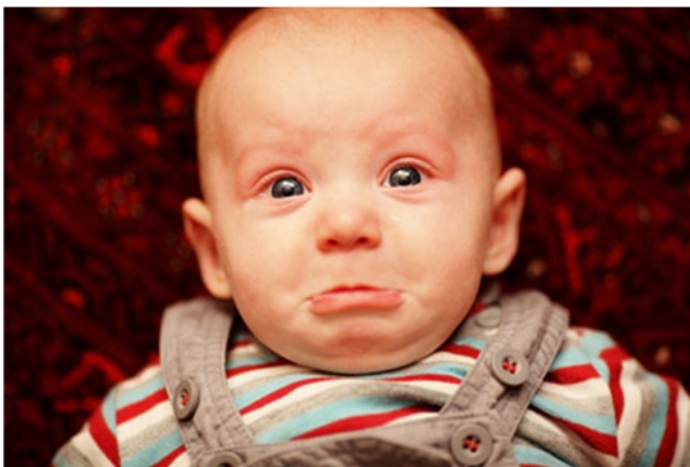
Please send ideas or actual stories to connection@archlou.org.

As we celebrate this second anniversary, we want to thank the many contributors who have graced this newsletter with their stories of faith. Keep the good news coming!

LIVING THE NEW EVANGELIZATION

"Sourpusses"

Using a phrase that translates literally as "the face of a pickled pepper," Pope Francis said that Christians, in order to witness to the love of God, should put on a face that communicates joy and not a "sourpus".



*"One of the more serious temptations which stifles boldness and zeal is a defeatism which turns us into querulous and disillusioned pessimists, "sourpusses."
(#85 The Joy of the Gospel – Pope Francis)*

PARISH MAILING DATES

Mark your calendar and watch for parish mailings sent out on the dates listed below:



Thursday, July 10, 2014
 Thursday, July 24, 2014
 Thursday, August 7, 2014
 Friday, August 22, 2014
 Friday, September 5, 2014
 Friday, September 19, 2014
 Friday, October 3, 2014
 Friday, October 17, 2014
 Friday, October 31, 2014
 Friday, November 14, 2014

Wednesday, November 26, 2014 (Thursday, November 27 is Thanksgiving Day)
 Friday, December 12, 2014 (There will be only one mailing in December)

CATHOLIC ARCHDIOCESE EMPLOYEES RETIREMENT PLAN FIFTH THIRD 401K PLAN EDUCATION MEETINGS

PRESENTER: *Trinity Potter from Fifth Third Bank*. Trinity normally holds the education sessions to approximately one hour. There will be time for questions and answers individually after the meeting. Please distribute this information to all your employees so they can mark their calendar and plan to attend one of these sessions.

Tuesday, September 9, 2014
 3:30 pm

St. Margaret Mary
 7813 Shelbyville Road
 Louisville, KY 40222

Thursday, September 18, 2014
 4:00 pm
 Chancery Office Meeting Room #3
 212 East College Street
 Louisville, KY 40203

Thursday, November 6, 2014
 3:30 pm
 Cathedral of the Assumption - Undercroft
 433 South Fifth Street
 Louisville, KY 40202

Tuesday, November 18, 2014
 4:00 pm
 Trinity High School
 4011 Shelbyville Road



AUGUST ARCH SUPPORT MEETINGS

Tuesday, August 5, 2014
10:00 am
St. Joseph Parish Office – Bardstown

Wednesday, August 6, 2014
10:00 am
Chancery Meeting Room #3

OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 21, 2014
1:00 pm
Chancery Meeting Room #3

Wednesday, October 22, 2014
10:00 am
Chancery Meeting Room #3

Wednesday, October 22, 2014
1:00 pm
Chancery Meeting Room #3

Thursday, October 23, 2014
1:00 pm
St. Joseph Parish Office – Bardstown

Tuesday, October 28, 2014
10:00 am
Chancery Meeting Room #3

Please note these October meeting dates for the 2015 Annual Benefits Meetings. A representative from each group participating in the benefit program is required to attend one of these meetings. *Now is the time to get a meeting setup on your calendar to meet with your employees during the week of October 27th to ensure they have the information and paperwork in their hands before Open Enrollment begins on November 1st.* Mark your calendar now for these important dates!

ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies:

Go to the archdiocesan web site www.archlou.org



Click on “About the Archdiocese”

Click on “Publications/Media”

Click on “Download and View Documents”

Choose Specific Issue

DECEMBER ARCH SUPPORT MEETINGS

Wednesday, December 10, 2014
10:00 am
St. Joseph Parish Office – Bardstown

Thursday, December 11, 2014
10:00 am
Chancery Meeting Room #3

PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

Tuesday, September 16, 2014
11:30 am
Hosted by:
St. James/St. Brigid – Louisville
David Doll
Meeting at St. Brigid
RSVP and Agenda Items to:
ddoll@stjameslou.org

November 2014
St. Martha
Date will be announced

High School Finance Directors Roundtable

Dates to be announced.

September 2014
DeSales High school

November 2014
Bethlehem High School

January 2015
Sacred Heart Academy

March 2015
Chancery Personnel Office

