

# ARCH SUPPORT

Issue 114

September, 2014

## *From The Desk Of The Chancellor . . .*

Beginning August 18<sup>th</sup> and lasting through most of September, Archbishop Kurtz and I have given a series of presentations on the *State of the Archdiocese*. These meetings and conversations with priests, parish leaders, and staff are part of our effort to be accountable to the local Church for the use of the gifts of time, talent and treasure entrusted to the Archdiocese. I look forward to these events which have become an annual tradition for me going back some 25 years.

Accountability is an important aspect of leadership and I believe it is the obligation of leaders and organizations to account for its activities and accept responsibility for them. For the Archdiocese to build trust and ongoing support among the faithful it is essential that regular reports be given in a transparent manner. For the Chancery this means describing the work of the agencies and identifying particular accomplishments of the past year as well as accounting for the use of CSA gifts and parish assessments. Parishes have a similar obligation and for them accountability means reporting to parishioners on ministry programs, sacraments, enrollment, and attendance, along with information on income, donations, and expenditures.

In addition to giving presentations around the archdiocese, each October we publish our annual Archdiocesan Accountability Report. Copies of the formal report in booklet form are sent to pastors and pastoral leaders while a paper version is printed in *The Record*

going to every registered household. Besides reporting on programs and events, the document includes an annual financial report in an easy to read format. We no longer publish a printed version of our full audit but we do make the audit available on our web page for anyone who wants even more financial details.

This space is too small to report on all that has occurred this past year but here are a few highlights we presented at our meetings this month.



### **CLERGY AND VOCATIONS**

One new priest was ordained this year and three transitional deacons were also ordained. With one other deacon already in place we are looking forward to the ordination of four new priests in 2015. It was not that long ago we had fewer than four seminarians so God has certainly blessed us. We have a total of sixteen seminarians and nineteen men studying for the Permanent Diaconate.

### **YOUNG ADULT INITIATIVES**

New attention was given to young

adults this year as both the archdiocese and parishes sought ways to connect to our 18-30 year olds. In June Fr. Chuck Walker was appointed full-time Chaplain to the University of Louisville. While we have had a solid Campus Ministry effort for many years, the addition of a full-time priest Chaplain is a tangible sign of our commitment to reach out to college students in particular.

### **CHARITIES AND JUSTICE**

We are so proud of the excellent work Catholic Charities does in serving those in need. The Sister Visitor Center, Mother-Infant Care Program, Refugee Resettlement, Immigration Services, Adoption Services, and numerous other programs serve thousands of people. This month we will dedicate our 8<sup>th</sup> Senior Housing facility when the former Most Blessed Sacrament School opens for residents. Meanwhile at Family Ministries, Ed Harpring began his work as our new Pro-Life Coordinator and new efforts to coordinate and support our school counselors were put in place.

### **COMMUNICATIONS**

A new and popular column was added to *The Record*, *A View from the Pew*. This was just one of many efforts to build more effective communications. Our increased electronic communications and presence on Social Media can be seen through our web page, Twitter, blogs, *The Catholic Connection*, *The Record Online* and more. You can find lots of ways to connect beginning with [www.archlou.org](http://www.archlou.org).

### PLANNING

Every five years we prepare a new strategic plan to identify priorities and name goals and action steps to be implemented. This year we finished up much of the work of our 2009 plan and with the help and input of hundreds of people we wrote our new 2014 plan which will take us almost to the end of this decade. Archbishop Kurtz recently approved that plan which you can look forward to seeing in published form later this fall.



I hope you take the time to read the complete

Accountability Report when it is distributed next month because 2014 report is filled with good news!

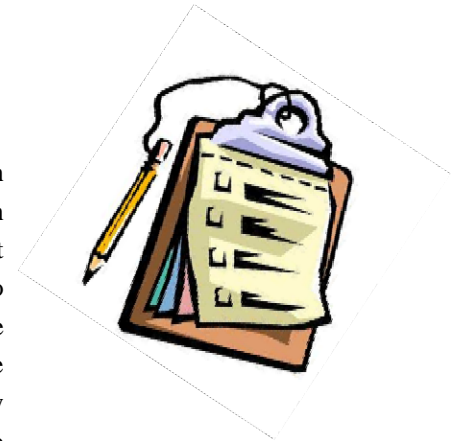
A follow-up note...In my May column I wrote about the need we all have to take a vacation from work. I do hope you found some time to get away during the summer but if not, it's never too late to try to bring some balance to your life and work. Perhaps you can set aside some extra time as you plan for family gathering in the upcoming holiday season. Take care of yourself –

*you are a gift from God.*

## FINANCE OFFICE NEWS . . .

### FINANCIAL POLICIES AND PROCEDURES

The Financial Policies and Procedures have been updated as of July 1, 2014. Each parish will receive a hard copy of the financial policies and procedures. These can be picked up at the Chancery. We will put the parish copy with the benefit information if it is not picked up. The financial policies and procedures are also located on the Archdiocese website, under Archdiocese Policies and Procedures. We have two versions of the financial policies and procedures on website, one is the PDF full version for printing purposes and the other is each policy listed separately so you can view each by them. Thank you to all the individuals and committees who partook in this process.



### 401K ELIGIBLE ENTRY PERIOD – OCTOBER 1ST

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 10/01/2014 are verified to ensure they are included in your October 15<sup>th</sup> 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 Phyllis Wilkins at the Chancery Personnel and Planning Office.

---

**MILEAGE RATE CHANGED JULY 1, 2014**



A reminder that effective July 1, 2014, the Archdiocese of Louisville reimbursement rate for business related travel decreased from the rate of 56.5 cents to a new rate of 56 cents.

Please be sure to change your mileage reimbursement rate forms to reflect this change.

**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.

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  
Louisville, KY 40207





## THE BLESSING OF LONG LIFE

### THE POPE'S FIRST INTERNATIONAL MEETING WITH THE ELDERLY

On September 28<sup>th</sup> Pope Francis will meet elderly people and grandparents in St. Peter's Square during the first international day dedicated to old age, organized by the Pontifical Council for the Family. The event, which will take the theme “The blessing of long life,” coincides with the Day of Prayer for the Synod on the family and is inspired by the Pope’s references to the situation experienced by the elderly and his frequent comments on the tragedy of the throwaway culture typical of a “population that does not care for its elderly.” Local parishes can participate this month by providing recognition of the elderly. Recognition could include a blessing at a weekend liturgy, a “grandparents' celebration” at school or during religious education classes, or a simple thank you note from the parish to their senior members.



### 2014 CATHOLIC SERVICES APPEAL ~ AN OPPORTUNITY FOR EVERYONE

Each October, the Archdiocese conducts the Catholic Services Appeal. While some view the Appeal like a second collection, the Catholic Services Appeal is much more. The Appeal is an opportunity for Catholics throughout the Archdiocese to be a part of Christ’s work beyond their parish’s boundaries.

The Catholic Services Appeal plays a vital role in funding the work of the agencies and offices of the Archdiocese. This work cares for the poor and needy, promotes vocations, evangelizes, enhances prayer and worship, strengthens families, offers lifelong formation opportunities, and assists our parishes and schools. The Appeal offers each of us the chance to be a part of this work through our financial support.

2014 Catholic Services Appeal Goal is: \$3,100,000.

Archbishop’s Letter in households: Week of September 29 – October 3

In-Pew Weekend: October 11 / 12

To learn more about this year’s Appeal, view parish guide and resources, or watch the Appeal video, please visit the website at [www.ArchLou.org/CSA](http://www.ArchLou.org/CSA). Or, you can contact Mr. Matthew Schuhmann at [mschuhmann@archlou.org](mailto:mschuhmann@archlou.org) or 502.585-3291, ext. 1127.

Remember, the Catholic Services Appeal is an opportunity to be a part of *bringing Christ to others*.

## **FOOD SERVICE NEWS**

### **DATES TO REMEMBER—MARK YOUR CALENDAR**


October	National Field Trip Month
October 6	World Day of Bullying Prevention
October 9	Fire Prevention Day
October 12-18	National School Lunch Week
October 31	Halloween
November	National American Indian Heritage Month
November 9-15	National Young Readers Week
	Veterans Day
November 28	Thanksgiving Day
December	National Pear Month
December 1-6	Hand washing Awareness Week
December 10	Human Rights Day

### **MANAGER MEETING**

#### *Tentative Schedule*

Wednesday, November 19	Maloney Center, 2:30 pm
Thursday, November 20	Bethlehem High School, 2:00 pm

### **INFORMATION . . .**

-  The Central Office staff continues to work on updating the menu to meet all the new requirements as well as working with representatives from GFS to create an order guide for your convenience.

-  **Annual onsite reviews** begin this month.

#### **FOOD SHOW**

The annual GFS Food Show will be October 1<sup>st</sup> at the Kentucky Fair and Exposition Center.

#### **STATE ADMINISTRATIVE REVIEW**

The Archdiocese of Louisville Catholic Schools are in line for a State Administrative Review in the 2014/2015 school year. We have several meetings scheduled to attend in preparation for this review. This information will then be passed on to all managers.

#### **TRAINING**

Check the following websites for updated free classes and webinar opportunities for CEU's

[www.schoolnutriton.org](http://www.schoolnutriton.org)

[www.nfsmi.org](http://www.nfsmi.org)



### **HOUSEKEEPING**

- If you have excess inventory, please send us an email detailing what you have and how much.
- Please check your email every morning for updated student meal status information.
- D 2s and all back up documentation are due on the 5<sup>th</sup> of the month, every month. Thank you for your cooperation.

## 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 27<sup>th</sup> to ensure they have the information and paperwork in their hands before Open Enrollment begins on November 1<sup>st</sup>.* Mark your calendar now for these important dates!

## 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

November 2014  
St. Martha  
Date will be announced

## High School Finance Directors Roundtable

Dates to be announced.

September 26, 2014  
DeSales High School  
rsvp and Agenda Items to [judy.heare@desaleshs.com](mailto:judy.heare@desaleshs.com).

November 2014  
Bethlehem High School

January 2015  
Sacred Heart Academy

March 2015  
Chancery Personnel Office

## ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies:

Go to the archdiocesan web site [www.archlou.org](http://www.archlou.org)



Click on “About the Archdiocese”

Click on “Publications/Media”

Click on “Download and View Documents”

Choose Specific Issue

