

# ARCH SUPPORT

Issue 112

May, 2014

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

Summer is the traditional time for vacations. Holidays and spring break are other alternatives, but because so much of our lives and communities are impacted by school schedules, summer is when we most often take time off from work. Have you planned to take time off sometime between May 15<sup>th</sup> and August 15<sup>th</sup>?

When my kids were young, and money was really tight, vacation meant really good family time exploring Kentucky. For several years we visited the wonderful Kentucky State Parks: Barren River, Lake Cumberland, Lake Barkley, Cumberland Falls, Dale Hollow and others. Cabins or lodges, golf or swimming, mosquitoes or poison ivy, every visit created great memories that we still talk about years later.

Today time off is a bit different but I still value opportunities to get away, change pace, and remember the importance of balancing work and leisure.

If you need a reminder, or if you are feeling guilty about taking time off, here are some reasons that vacations are essential:

1. Vacations relieve stress. Free time with fewer demands reduces stress. This will be a gift to yourself and will ward off burnout as you de-stress and let go.
2. Vacations help with job performance. As you add quality to your life, your work gets better.
3. Vacations enhance creativity. Any down time where you let the daily worries go leaves room for new thinking and creativity.
4. Vacations rest your body and mind. It is refreshing to let go of daily tasks and relax into something new. Even if your work is not physically strenuous, it allows you time to listen to your body and pay attention. Many physical illnesses come from the lack of down time and stress.
5. Vacations lead to appreciation. It is nice to be missed, and when you are on vacation, those who work with you suddenly realize how valuable you are to your organization.
6. Vacations help you appreciate your job. Doing what you want to do without the limits of work can be fun. However, at the end of vacation you might even look forward to getting back to your work because you love your work and it adds meaning to your life.



7. Vacations expand the mind. Vacations give you time to see, hear or read something new. Whether you take a trip, attend a concert, or get caught up on your reading, vacations give you the space to do something new and different. A change in routine provides all sorts of new possibilities.
8. Vacations lead to fewer regrets. The late Paul Tsongas, a Senator from Massachusetts, once said: "Nobody on his deathbed ever said 'I wish I had spent more time at the office.'" Now is the time to begin living the life you love. Vacations allow you to think about what makes you happy and what constitutes meaningful work.
9. Vacations serve as an example to your co-workers. When it comes to good leadership practices, a common axiom is "leading by example," that is, encouraging the behaviors and commitments you'd like to see in your employees by first exhibiting them yourself. Ironically, by choosing to forgo taking a vacation, you are not so much showing support for your employees as you are demonstrating to them how little you consider it necessary for them to take time off work. That's why you should not only take vacation but make a point of advising your employees to do the same as well.
10. Vacations show your colleagues you trust their ability to manage without you. One common assumption is that we're indispensable to our organization; that workers wouldn't know how to proceed in our absence. While this might make you feel good about your contributions, it is far from a healthy situation for the organization. By taking time off from work we provide our colleagues with the opportunity to develop their skills to effectively manage while we're away.
11. Vacations remind employees that vacation time is part of their remuneration. In today's economy, many organizations can't afford to hand out too many raises. By reminding your staff that their vacation time is a part of their overall remuneration—and more importantly, by allowing them to actually take this time off—you can demonstrate that you understand the importance and

*continued on page 2*

necessity of having time to relax and enjoy the fruits of their labor.

12. Vacations connect you to your kids. Doesn't it seem like yesterday that the teenager that just borrowed your car was in diapers and day-care? Most parents agree that time seems

to fly by quickly and those babies are grown before you know it. Take the time for a family vacation while they still want your company.

It's not too late to make some plans for summer 2014. Take some time off, have fun, and enjoy the blessings of your life.



*Parish Reflection Questions  
from Disciples Called To Witness:*

***THE NEW EVANGELIZATION***

A statement by the Committee on Evangelization and Catechesis. Diocesan and parish leaderships are encouraged to reflect on the following questions as they prepare pastoral plans aimed at “re-proposing” Christ to the faithful and inviting our brothers and sisters to the Lord’s Table: How does the parish community provide people with opportunities for a personal encounter with Jesus Christ?

- In addition to offering sound catechetical instruction in the teachings of the Church, to what extent do faith formation programs have as an objective fostering a personal relationship with Christ?
- What does the parish do to help people deepen their prayer life?
- How has the parish recruited, formed and supported persons to be evangelizers through the witness of their lives?
- How are pastors fostering the consciousness of the laity to be evangelizers in the modern world?
- How do pastors engage people during "teachable moments," such as Baptisms, weddings, and funerals?
- Are there faith formation programs on how to pass down the faith for parents, grandparents and godparents?
- Are there formation programs for adolescents and young adults on how to share their faith with others in college and in the work place?
- How are pastors supported in their vocation to evangelize?
- Are there ongoing faith formation programs for pastors on homiletics?
- Is there instruction for pastors and parish leaders on how to use social media to reach people?
- What parish-based pastoral programs support people in their everyday lives? Are there programs for the newly married, new parents, divorced, grieving, and unemployed?
- How has the diocese and parish promoted the New Evangelization?

## FINANCE OFFICE NEWS . . .

The updated fiscal year checklist for June 30, 2014, 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 the information requested submitted to the Archdiocese Finance Department by August 15, 2014. 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 following changes:

- Hardcopies of the parish/school financials do not need to be mailed. They can be emailed in pdf format.
- The inventory of personal property of the pastor and others on parish/school property should be updated and a copy kept on file at the parish. This does not have to be submitted.

The Assessment worksheet is also available on the Archdiocese Finance Forms website. Please note the following changes:

- The income section was simplified to document just total income.
- The cafeteria USDA reimbursements will not be assessed.
- The Priest Retirement assessment has been reduced to .84%.
- The total assessment is now 6% of total income less approved deductions.

### *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 30<sup>th</sup> 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.

**MILEAGE RATE**

Effective July 1, 2014, the Archdiocese of Louisville reimbursement rate for business related travel will decrease from the current rate of 56.5 cents to a new rate of 56 cents. When preparing mileage reimbursement reports, remember to calculate any mileage through June 30, 2014 at the current rate. Please be sure to change your mileage reimbursement rate forms to reflect this change.

**PDS WORKSHOPS**

The deadline for the 2014 PDS Workshop being held July 7 – July 10 is June 1, 2014. If you need registration forms or additional information, please contact Phyllis Wilson at the Chancery Finance Office, [pwilson@archlou.org](mailto:pwilson@archlou.org)

**Summer Hours**

Once again, Archdiocesan agency office hours will be adjusted for an eleven-week period this summer. Effective Monday, June 2 and continuing through Friday, August 15, 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.

**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  
Louisville, KY 40207

**FOOD SERVICE NEWS**

**MARK YOUR CALENDAR**

- May National Allergy and Asthma Awareness Month
- National BBQ Month
- National Physical Fitness and Sports Month
- Teen Self Esteem Month
- May 25 National Missing Children’s Day
- May 26 Memorial Day
- June Dairy Month
- National Safety Month
- June 14 Flag Day
- June 15 Father’s Day
- June 21 Summer Begins
- June 23-25 Kentucky School Nutrition Conference
- July National Grilling, Ice Cream, Blueberry and Watermelon Month
- July 4 Independence Day
- July 12-16 School Nutrition Association National Conference

**MANAGER MEETING**

The opening manager meeting for 2014/2015 will be Thursday July 24<sup>th</sup> at the Maloney Center at 2:00 p.m. for all managers.



We would like to welcome Ms. Judy Duvall as the new Cafeteria Manager at St. Stephen Martyr.

**Information**

This will be a very busy summer for Food Service. The new sodium guidelines and snack guidelines take effect July 1<sup>st</sup> so the summer will be spent redeveloping the centralized menu to make sure it is in compliance as well as developing a list of snacks approved for sale.

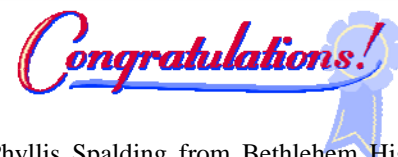
The Archdiocese of Louisville Catholic Schools are in line for a State Administrative Review in the 2014/2015 school year. Representatives from the Central Food Service Office will attend meetings this summer in preparation for this review. This information will then be passed on to you at the first manager meeting of the new school year scheduled for July 24, 2014.

The following schools will be represented at the State School Nutrition Conference in June along with Juanita Bisig and Susan Wittenauer from the Central Food Service Office:

- |                     |                       |
|---------------------|-----------------------|
| St. Agnes           | Notre Dame            |
| St. Albert          | Holy Spirit           |
| St. Rita            | St. Raphael           |
| DeSales High School | St. Aloysius          |
| St. Joseph          | Bethlehem High School |



If you have excess inventory, please send us an email detailing what you have and how much.



This year Phyllis Spalding from Bethlehem High School was awarded a \$500 First Timers Scholarship from the School Nutrition Association for attending the National Convention.

**HOUSEKEEPING**



D 2’s and all back up documentation are due on the 5<sup>th</sup> of the month, every month. Thank you for your cooperation.

**Susan and I would like to wish you all a safe and pleasant summer !!!**



## 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 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!

## 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

## 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](mailto: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

