

ARCH SUPPORT

Issue 98

June, 2011

From the Desk of the Chancellor . . .

The Season of Change



I've heard it said, "no one likes change except a baby with a wet diaper!" Well, like it or not, this time of year brings a lot of change for many of our parishes. In June 2011 nearly 30% of our parishes will welcome a new pastor or associate pastor. Many others will experience significant staff changes with new principals, pastoral staff members, teachers, office staff, etc.

Personnel changes are only one part of what parishes are experiencing. We live in an age of change and uncertainty where we are impacted by a volatile economy, new laws and regulations, changes in the environment, innovations in technology, and shifts in cultural norms. We are not in control of the majority of changes that affect us. We only have to look at current developments in health care reform, airport screening, or communications, to identify how change is the norm, not the exception.

Using a simple definition, there are two types of change: self-initiated and imposed. There is an obvious difference should you choose to go on a diet as compared to being directed to do so by your physician. Likewise, traveling for a vacation is very different from traveling for business. Our response to the dynamics of change is dependent, in part, on which type of change we are facing. Yet, regardless of the source of the change, responses commonly move through four steps or

phases: resistance, confusion, testing, and recommitment.

Resistance: All change, even when viewed as positive, involves some resistance. The movement from what is known and familiar to something unknown requires adjustment. The saying, "old habits die hard" is accurate. Imposed changes to our habits and routines often lead to a sense of loss, anger, or insecurity. Resistance may be expressed in sadness, complaints, resentment, or stubbornness. It is common to feel anxious, cautious, or apathetic. These are all a normal part of the change process.

Confusion: Initial resistance often moves into a stage of confusion. The credibility of decision makers is questioned and, there is fear that hasty or unnecessary changes are taking place. Since what is familiar is gone, whatever is in its place feels uncomfortable or confusing. This is a period where frustrations are expressed through repeated questioning, lack of cooperation, and poor listening.

Testing: Eventually, as the changes are tested, they become more familiar and comfortable. There is a shift towards acceptance and a willingness to take more risk. There is less focus on the past and more attention is given to the future. Anxiety is reduced and there is new energy for planning and problem solving.

Recommitment: In the final step of the change process, there is willingness to actively pursue the goals of the change and fully implement whatever is needed. Involvement and support that was diminished during the resistance phase, is replaced with positive and productive action. There is often a sense of personal satisfaction that the process is complete, the change is in place, and desired comfort and security return. In some cases, there even appears a readiness to accept additional change.

We often think of change related to something that occurs at a particular time, like a decision or an event. The focus is on getting to a result or moving from something old to something new. However, it is often more helpful to use the concept of a transition. Transition is a process of change that moves through somewhat predictable steps like these four phases. If your pastor is leaving this year, or other key positions are changing, you might notice these steps and the related emotions being expressed by parishioners, parish staff, and perhaps yourself.

Be patient with whatever changes you are facing. In time, new leadership and new ways of doing things will become the "new normal."

Take Note . . . from Brad Harruff Catholic Mutual Claims Risk Manager

Security . . .

For the past two years the Archdiocese has been plagued with thefts of condensers from HVAC units and copper downspouts and gutters. The stolen items are then sold for recycled metal. Losses in the archdiocese now exceed \$250,000 for repairs and replacements. Your parish or school can also suffer from not having air conditioning in the summer and the deductible. We are all affected by possible premium increases as we are self insured. Below is a list of preventive measures you can take to help prevent these losses.

1. Install protective fencing such as the galvanized type in a box around your units being careful to install them with no more than 5 inches clearance on the top and the ability to deconstruct them for service. (can be done by most fencing contractors)
2. Install alarms on the units, preferably with audible alarms and tied into your silent alarm if you have one.
3. Increase the lighting in the area with static or motion sensitive units
4. Install cameras which record the exterior areas so perpetrators can be identified.
5. Consider using the No-Trespassing Signs the Louisville Metro Police Department offers to allow law enforcement greater latitude to protect the property after hours. (program material distributed to Safety Managers at Quarterly meeting)
6. Discuss the situation with your local law enforcement.
7. Reinforce downspouts with heavy duty attachments and/or replace copper with anodized aluminum or other less desirable material for thieves to sell for recycling.

The above steps or combinations needed may be unique to your location; however, I strongly urge the use of the protective fencing on HVAC units as the best deterrent. We as an archdiocese need to get control and get ahead of this problem with positive preventive action.

Special Event Coverage Policy Premium . . .

Premium rate will remain at \$95.00 for the 2011/2012 fiscal year. If you have been holding any applications pending the premium rate, please release.

Property & Liability Insurance Payments — Due June 30th . . .

Catholic Mutual must receive your payment for the parish's property and liability premium by June 30, 2011, which means you must mail the payment before June 30th to allow for mailing and processing time so that your account is properly credited and not delinquent. Thank you for being mindful of this due date.

REMINDERS FROM THE FINANCE OFFICE

The End of Month / End of Fiscal Year Closing Guidelines packet was included in the June 9th Parish Mailing. The front cover is blue and purple – please look for it and read it for tips and guidelines for month and year end procedures. It will also be available online under Policies




(<http://www.archlou.org/Policies>).

We have updated the **Parish Financial Statement Checklist** to use as a tool to verify your statements before sending them to the Chancery. This is the same checklist that we will use internally to review your statements when received in our office. Feel free to contact Mary Ann Hood in the Chancery Finance Office if you have any suggestions regarding the checklist and how to improve it.

Chancery Reports for 6/30/11

Submittal forms and instructions for the 6/30/11 Chancery Financial Reports will be located online again. You will find them in the Appendices to the Financial Policies and Procedures Manual. The due date for these reports to be submitted to the Chancery is August 15, 2011.

Which Chancery Report Form Do I Use?

-  If you have a parish and a parish school, please complete and submit both sets of reports as instructed on Forms A and B. Form A is a consolidated report for both parish and school, and Form B is for reporting school operations only.
-  Regional Schools should use only Form B.
-  Parishes with no school should use only Form A.

HEALTH INSURANCE FOR EARLY RETIREES

Retiring employees who have reached 55, have worked for the Archdiocese for a minimum of 10 consecutive years immediately prior to retirement, and have had health insurance coverage through the Archdiocese for at least 3 years immediately prior to retirement have the option to continue on the insurance plan until they are eligible for Medicare. The retiring employee should be transferred from your 3 digit parish number to Division 180, the Early Retiree Group. Humana will bill the retiring employee directly to their home address.

EMPLOYEE CHANGES

It's a busy time of the year for employee changes. Use the lists below to assist you with new employees, terminations and employee transfers.

How to Process an Employee Termination

1. Complete Notification of Employee Benefit Change Form and send to Chancery Personnel Office
2. If they have medical and/or dental insurance:
 - a. Complete Humana Change Form and send to Humana
 - b. Complete COBRA Qualifying Event Form and send to Chancery Personnel Office
 - c. If an employee is eligible for the Early Retiree Group and wishes to continue coverage, complete Humana Change Form changing division to Division #180 and send to Humana
3. Provide employee with information on continuation of life insurance with UNUM
4. If employee has STD, mark terminated on STD invoice
5. If employee participates in Flexible Spending Accounts, e-mail Michele at AIM
6. If employee is eligible for retirement, leave on until all pay has been made. Once paid out, enter term date and reason in the General Tab in Paycor.

All benefits end on the last day of the month of termination. Termination date is last day worked except for contract employees and that would be last date on contract.

How to Process an Employee Transfer

1. Business Manager/Bookkeeper at location employee transfers from and location employee transfers to need to talk with each other, share information and copies of information such as benefit enrollment form, background check and safe environment

attendance certificate. Copy each other on all correspondence and/or paperwork. Employee cannot change benefits unless there is a change in hours.

2. Complete Notification of Employee Benefit Change Form and send to Chancery Personnel Office
3. If they have medical and/or dental insurance, Complete Humana Change Form changing division and send to Humana.
4. If employee has STD, mark transfer on invoice and write in the new group number
5. If employee participates in Flexible Spending Accounts, e-mail Michele at AIM
6. Complete Employee Transfer Guide/Checklist (sample attached and available on website) and e-mail to the Personnel Office to transfer the file in Paycor. Notify as soon as possible but no less than one week prior to needing the transfer. We will notify both groups when the transfer request has been processed. Run the employee profile change report and verify information and make any needed changes.

How to Process a New Hire

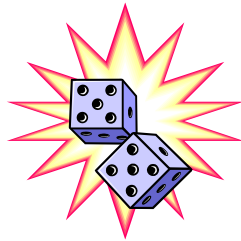
1. Business Manager/Bookkeeper should meet with new hire.
2. Provide the new employee with:
 - a. Benefit Enrollment Form (date of hire is first day worked)
 - b. Medical/Dental insurance information and enrollment forms
 - c. Employee Benefits Program and Summary Plan Description
 - d. Archdiocese of Louisville Personnel Policies and Procedures Manual
 - e. Employee Assistance Program (EAP) Brochure
3. Use the New Employee Enrollment Information Form/Checklist as a guide to complete all necessary information for payroll, background check and safe environment training.



Don't forget that all these employee forms are available on our website. If you need assistance or have questions, please contact either Candy Wittenauer or Phylliss Wilkins in the Chancery Personnel Office.

BEST PRACTICES FOR SUCCESSFUL CHARITABLE GAMING

Charitable gaming is an important revenue-producing vehicle for many parishes and schools in our Archdiocese. Created by the Kentucky General Assembly in March 1994 in the public interest, charitable organizations are authorized to raise funds for legitimate charitable purposes. Coincident with the above, the Department of Charitable Gaming (DCG) under the Public Regulation and Protection Cabinet was established to license and regulate all charitable gaming in Kentucky. Below are the key guidelines for parishes and schools to conduct legitimate charitable gaming endeavors and to maintain harmonious relations with the DCG.



STAY UP TO DATE – Become familiar with and visit often the DCG website at www.dcg.ky.gov. It is very informative with regular updates, newsletters, staff listings, licensed vendors and law changes.

PROVIDE AND SEEK TRAINING – Ensure all volunteer chairs are adequately trained. The DCG conducts training sessions at its Frankfort office. Check the website for those dates.

FILE REPORTS ON TIME – Annual reports (complete with all attachments) are due January 31st and quarterly reports (complete with all attachments) are due April 30th, July 31st, October 31st and January 31st. File for special license as soon as possible. Remember you cannot advertise an event or collect funds until you have received the special license.

ANSWER ALL DCG CORRESPONDENCE PROMPTLY – Most questions and correspondence have a time period on a response. If you are going to be away from the office, ask the person checking your mail to call the DCG and advise that you are away and will respond once you return to work.

UNDERSTAND AND MONITOR THE 40% RULE – Check your percentage each quarter.

CONCLUSION – The Department of Charitable Gaming is the oversight body designated by the statute to ensure compliance with the regulations by all licensees and prevent fraud. Good relations between the licensees and the DCG are necessary for the ultimate success of charitable gaming in our parishes and schools.

FOOD SERVICE NEWS

Mark Your Calendar	
June	National Safety Month National Dairy Month
June 19	Fathers' Day
June 22	Summer Begins
July	Family Reunion Month National Hot Dog Month National Watermelon Month
July 4	Independence Day
July 17	National Ice Cream Day
July 20	Anniversary of First Moon Landing
July 24	National Parents Day

2011/2012 Tentative Cafeteria Manager Meeting Schedule	
July 26	Tuesday, for all managers. Opening meeting and mini food show St. Gabriel at 1:00 pm, 5503 Bardstown Rd, 40291
Sept 21	Wednesday, Rural, St. Joseph in Bardstown, 2:30 pm
Sept.22	Thursday, St. Patrick, 2:30 pm, 1000 N. Beckley Station Rd., 40245
Nov 16	Wednesday, Rural, St. James E-town, 2:30 pm
Nov 17	Thursday, St. Albert, 2:30 pm, 1395 Girard Dr., 40222
Jan 25	Wednesday, Rural, Bethlehem High School, 2:30 pm
Jan 26	Thursday, Our Lady of Lourdes, 2:30 pm, 510 Breckinridge Ln., 40207
Mar 21	Wednesday, Rural, St. Gregory, Cox's Creek, 2:30 pm
Mar 22	Thursday, TBD, 2:30 pm
May 23	Wednesday, Rural, St. Joseph, 2:30 pm
May 24	Thursday, TBD, 2:30 pm

(Manager Meeting Dates Subject to Change)

National School Lunch Program Honor Roll

St. Augustine	95%	Notre Dame	81%	St. Stephen Martyr	78%	St. Leonard	74%
St. Edward	93%	St. Nicholas	80%	St. Andrew	77%	St. Albert	74%
St. Catherine	90%	St. Athanasius	79%	Holy Spirit	77%		
St. Dominic	90%	St. Joseph	78%	St. Gabriel	77%		
Holy Family	89%	St. Gregory	78%	St. James, E-town	75%		

**June 20, 2011—June 22, 2011
KSNA 55th Annual State Conference, Northern KY**

There is now a tentative overview of the State Conference on the KSNA website at kysna.org.

Congratulations to Dana Hart from St. Michael School. Dana was selected as this year's recipient for the state of Kentucky to receive the SNA's annual First Timer Scholarship to attend the National Conference in Nashville Tennessee.

The following schools will be represented at the State Conference in June:

St. Mary Academy	St. Michael	Holy Trinity	St. Stephen Martyr
St. Agnes	St. Nicholas	John Paul Academy	Holy Spirit
St. Dominic	St. Raphael	Notre Dame Academy	St. Albert

**July 10, 2011—July 13, 2011
SNA Annual National Conference, Nashville, TN**

Education sessions are now listed on the SNA website at schoolnutrition.org. The following schools will be represented at the National Conference in July:

St. Stephen Martyr	St. Albert	St. Michael	Notre Dame	Holy Cross High School
Our Lady of Lourdes	St. Nicholas	Holy Spirit	St. Raphael	DeSales High School

Summer Work

D2 State Claim for Reimbursement and all back-up documentation is due in the Central Office the 5th of **every month**. Submit in person at the Chancery or by mail or email, however make sure you are available to do your corrections if needed.

Temperatures **must** be taken and recorded daily.

Health Department Certification

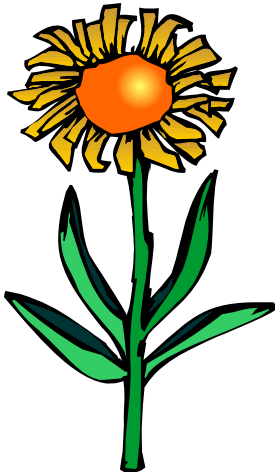
If your certification is about to expire, the summer months would be a good time to renew it.

401K ELIGIBLE ENTRY PERIOD – JULY 1



A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 7/1/2011 are verified to ensure they are included in your July 15th retirement file transmission. Also eligible employees may elect to begin making employee contributions

or may elect to increase or decrease their employee contribution at the beginning of a quarter. 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, contact Phyliss Wilkins in the Personnel and Planning Office.



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 the "The Archdiocese"

Click on "Publications"

Click on **ARCH SUPPORT**

AUGUST ARCH SUPPORT MEETINGS

Wednesday, August 10, 2011
10:00 am

St. Joseph—Bardstown

Thursday, August 11, 2011

10:00 am

Chancery Office

OCTOBER ARCH SUPPORT MEETINGS

Annual Benefit Meetings

Tuesday, October 18, 2011

1:00 pm

Chancery Office

Wednesday, October 19, 2011

10:00 am

Chancery Office

Wednesday, October 19, 2011

1:00 pm

Chancery Office

Thursday, October 20, 2011

10:00 am

St. Joseph Parish Office – Bardstown

For those that may be on vacation or not able to attend on one of the above dates:

Tuesday, October 25, 2011

10:00 am

Chancery Office

Please note the October meeting dates for the 2012 Benefits Meetings and a representative from each group is required to attend one of these meetings. Mark your calendar now for these important dates!

DECEMBER ARCH SUPPORT MEETINGS

Tuesday, December 6, 2011

10:00 am

St. Joseph Parish Office – Bardstown

Wednesday, December 7, 2011

10:00 am

Chancery Office