

ARCH SUPPORT

Issue 99

September, 2011

From the Desk of the Chancellor . . .

This time of year seems to be one of the busiest here at the Chancery. Every program or activity that may have slowed down a bit in the summer months comes back to life. In addition to our regular tasks, late August and early September bring the completion of the annual audit, employee benefit negotiations, and pastor meetings on the state of the Archdiocese. This time of year we also gear up for the Catholic Services Appeal.

I try to find every possible opportunity to tell the good news of our Archdiocese and the benefits of the Catholic Services Appeal as I meet with pastors, pastoral leaders, and others. This one annual effort benefits every parish, every school, and every employee in the Archdiocese. Tens of thousands of persons are served by more than 100 ministries funded by the appeal. I know CSA requires work at your parish, but please remember how much good is accomplished when we combine our resources.

The theme for the Catholic Services Appeal this year is *Bringing Christ to Others*. What a perfect way to summarize all that we do together in our work serving in the Archdiocese of Louisville.

Here is just a sampling of some of the good news that has been going on in our Church over the past year:

- The *Why Catholic?* renewal process in our parishes engaged 10,000 parishioners along with 1,000 leaders.
- We developed and disseminated our first Hispanic Pastoral Plan.
- We ordained 2 new priests, 4 transitional deacons, and 15 permanent deacons.
- We have 16 men in formation for the priesthood, 35 men in formation for the diaconate, and dozens of men participating in vocation discernment and awareness opportunities.
- We provided emergency assistance of rent, utilities, food, and clothing to more than 15,400 individuals.
- We began a new accreditation process for our Catholic schools and conducted the most comprehensive research among parents, pastors, and staff about attitudes toward Catholic schools. The results of this research were very positive.

- We welcomed 544 individuals into the Church.
- We provided mediation services to more than 8,000 residents of nursing homes and long-term care facilities.
- We completed construction of another set of senior apartments at St. Denis, continuing the process of converting unused parish properties into housing for low-income seniors.
- We served 532 counseling clients and provided 2,851 hospital visits from pastoral care teams.
- We expanded our youth tutoring services and grandparent parenting programs through the Catholic Enrichment Center for West Louisville residents.
- We hosted the National Pastoral Musicians conference for more than 3,000 attendees with the help of 400+ volunteers from parishes.
- We provided 125 hours of workshops and developed nationally-acclaimed printed material to help parishes prepare for the implementation of the new Roman Missal.
- We doubled the number of youth—to nearly 500—who will be attending the National Catholic Youth Convention late this year.
- We developed a new salary scale for teachers and published revised parish council guidelines.

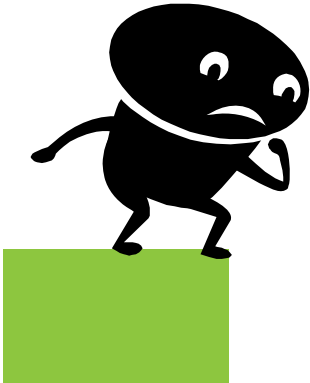
Our parishes began \$30 million in new construction, including new churches at St. Bernadette, St. Michael, St. Peter the Apostle and a new school at St. James in Elizabethtown.

All of this work was made possible as a result of the combined efforts of archdiocesan agencies, parishes, schools, and others, and is a testament to the talented and dedicated staff that work at all levels of our local Church.

The word that comes to mind as I review all of these wonderful efforts is vitality. Despite doom and gloom naysayers who talk about a Church in decline, I see a vital, growing Church that daily responds to emerging needs in our communities.

Please find every way you can to share this good news. And, as we begin another Catholic Services Appeal, invite those you encounter to support, in whatever way they can, all of the efforts being carried out to bring Christ to others.

OSHA FALL PROTECTION STANDARD CHANGE



It has been an OSHA Standard for many years to require “Commercial” Roofing Contractors to use Fall Protection when working on heights over six (6) feet above ground level. There was an exception in the Standard that exempted “Residential” Roofing Contractors. In the last 60 days OSHA has changed the OSHA Standard regarding Fall Protection to now include “Residential” Roofing Contractors. As of now, any contractor performing work above six (6) feet in elevation MUST have a means of Fall Protection in place.

Any Archdiocese of Louisville parish or school, that has hired or is planning to hire a “Residential” Roofing Contractor to perform work, regardless of the size or cost of the project, must require that contractor to use some means of Fall Protection. If we ask and they fail to implement a Fall Protection System, we should ask them to remove themselves from the premises until they can provide such a system for themselves and all of their workers. Because of the Multi-Employer Standard, OSHA can not only assess fines against the contractor, they can assess fines against the hiring entity (Parishes and Schools) that did not make sure the contractor was in compliance with this OSHA Standard. If you have any questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) Height Hei636-0296 or e-mail, bzoeller@archlou.org.

Personnel and Planning Rolls Out the Red Carpet . . . to welcome Mary Beth Johnson!

Mary Beth recently spent eleven months working as Internal Review Administrator and prior to that served as the Business Manager for Holy Trinity Parish for 12 ½ years. This experience will serve her well as the Personnel Services Coordinator. Her duties will include Paycor reporting and setups, FMLA, Safe Environment Database management, personnel management issues as well as other personnel and benefit related duties. Mary Beth will be in the office Monday through Thursday each week.



MILEAGE RATE



The mileage rate effective 7/1/2011 is 42 cents. While the IRS rate is 51 cents we remain confident that this is a fair number to cover gas and travel costs at current prices and remain sensitive to controlling parish and school expenses. Employees might want to consult tax regulations to determine if they may be able to deduct the difference between the diocesan rate and the IRS business mileage rate of 51 cents when filing their tax return.

Political Campaign Activity

The Fall Election Campaign is off and running strong . . .

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise tax.



RETIREMENT PLAN

A reminder to keep all employees' personal information current and up to date in Paycor including termination dates. The accuracy of this information has an impact on the file pulled for the retirement plan.



PDS MINISTRY SCHEDULER PROGRAM MINI-WORKSHOP

Thanks to Kelly Collard, Cheryl Butler and Marian Martin of St. Stephen Martyr for hosting a mini-workshop on this program. Eleven employees representing various parishes attended this June 23rd session. We appreciate their willingness to provide the opportunity to learn more and share information on how to best utilize this program.



The 2011 Catholic Services Appeal kicks-off



at the end of September. Our theme is "Bringing Christ to Others." The theme was taken from a quote by Blessed John Paul II; "It is not enough to discover Christ – you must bring Him to others." As you know, Catholic Services Appeal gifts

401K ELIGIBLE ENTRY PERIOD—OCTOBER 1

Be sure you have identified employees that will be eligible for entry into the retirement plan on October 1, 2011 and that you have provided them with all the appropriate information. At the beginning of each quarter, participants may also elect to increase or change their employee contribution.



2011 GROUP RULING 501C3 LETTER

The 2011 501c3 letter and a copy of the USCCB 2011 Group Ruling were sent out in the September 2nd parish mailing and individually to the regional schools. Please keep this original as your master and copy to use for your annual charitable gaming renewal application, grant applications and other tax exempt purposes. Thanks to Norma Merrick for getting this important information to each group.

help bring Christ to others through more than 100 ministries, services and programs provided through the Archdiocese. Parish appeal boxes were delivered the week of September 12. Please look over your materials as well as the instructions for the In-Pew weekend – October 15 / 16. For more information visit the Archdiocese's website and click on the Appeal button. On the Appeal home page, you will find a button for Parish Resources. Call Ann Marie Kelly with any questions at (502) 585-3291 ext. 1127 or email akelly@archlou.org.

CAMPAIGN REPORTING

Beginning July 1, 2011, all **new** gifts made to the Building a Future of Hope (BFOH) capital campaign will be reported to parishes on a separate report titled, Post-BFOH Parish Donor Report for Fund 10. This report reflects the entire gift, both the parish share and the archdiocesan share portions combined. We will continue to send the monthly Campaign Statement and the Individual Donor Report detailing each donation that was made and received **on or prior**

to June 30, 2011. If your donor restricted their gifts to specific BFOH initiatives, you will receive an additional BFOH Restricted Funds Report with these details as well. These reports remain the same.

In order to arrive at the cumulative amount deposited into your Deposit & Loan savings account for the campaign, you will need to include the amount on the *Parish Cash* line of the Campaign Statement ¹, include the amount for

parishes in the received column on the BFOH Restricted Funds Report ², and calculate the parish's percentage (most parishes are 50%) from the Post-BFOH Parish Donor Report ³.

If your parish does not receive all three statements named above, it means that your parish did not have donor restricted gifts to a specific BFOH initiative (statement #2), or that your parish did not have any new gifts as of July 1, 2011 (statement #3).

Final Ruling on Form 1099

President Obama repeals the expansion in the Affordable Care Act of requirements for businesses to report information to the IRS (form 1099) on payments for goods of \$600 or more.

What this means: File 1099 Forms on individuals and independent contractors that have been paid \$600 or more in a calendar year under the same guidelines as previous years.

What this does not mean: We cannot stop getting W-9 Forms (Request for Taxpayer Identification Information) from all vendors and individuals. It is good practice to request a completed W-9 Form from all vendors to whom you need to make a payment.

PDS Ledgers has a “Tax Tab” for each vendor/individual with a field to enter their tax identification number

(i.e. social security or FEIN number). It also has a check box, if the vendor is required to have a 1099 Form. If you complete this tab each time you set up a new vendor/individual, it will make filing 1099s at calendar year end an easy task. There is a report available in PDS which will list all vendor/individual who have been paid \$600 or more in the calendar year.

Please join us in welcoming Barbara Glanz to the Finance Department at the Chancery. Barbara is filling the position of Internal

Review Administrator, and will be working with the parishes during audit engagements. Barbara comes to us from St. Gabriel Church where she served as

A Warm
WELCOME



the Business Manager for approximately three years. She has ten years of internal auditing experience, and an additional ten years of experience in the non-profit organization setting. On a personal note, she enjoys traveling and reading. A warm welcome to Barbara!

Society for the Propagation of the Faith Missionary Co-op Plan

Some of our parishes throughout the Archdiocese take part in the annual Society for the Propagation of the Faith (SPOF) Missionary Cooperative Plan. Under this plan, Pastors that agree to participate will welcome a representative of a foreign or home mission to visit the parish one weekend of the year to speak at one of the Masses. In December, the SPOF Office will assign a mission institute to these parishes. At this time, letters are mailed to the Pastors with the contact information for the mission and their representative. A copy of this letter is sent to the parish bookkeepers as

well. A letter is also mailed to the mission with the parish information and pastor with which they will be in contact. After the appeal takes place, please do not send the money collected directly to the mission. In the letter to the Pastors (copied to the bookkeepers), it is noted to send the check to the Society for the Propagation of the Faith at the **Chancery Office**. Please note on the Transmittal Form that the check is for a Mission Appeal.

Five percent (5%) of the collection is retained for administrative expenses and the balance will be sent to the mission by the SPOF Office. The

SPOF is required to keep records of their mission appeals for reporting purposes to the National Office. If you have any questions, please contact Debbie Curran, Secretary for the SPOF, at the Maloney Center at (502) 636-0296, extension 1211.



FOOD SERVICE NEWS

Mark Your Calendar

September	Childhood Cancer Awareness Month College Savings Month National Rice Month National Food Safety Education Month
September 21	International Day of Peace
September 23	First Day of Autumn
October	Health Literacy Month Family History Month National Book Month National Breast Cancer Awareness Month National Chili Month National Principals Month
October 3	National Child Health Day
October 3-10	No Salt Week
October 9-15	Fire Prevention Week
October 10-14	National School Lunch Week
October 31	Halloween

Continuing Education

WEBINARS –

You can earn 1 CEU for each School Nutrition Association webinar you attend. All you have to do is check the website at www.schoolnutrition.org for upcoming events under the career and education tab. You can also access previous webinars. In some cases you can see the presentation or print the slides. Some of the topics are:

- ✓ Understanding the Proposed School Meal Patterns
- ✓ Managing Food Allergies
- ✓ Introducing Marketing 101 Online

To access, scroll to the bottom of the webinar page and click on “archived webinars,” choose the ones you want and go from there.



2011/2012 Tentative Cafeteria Manager Meeting Schedule

Sept 21, 2011	Wednesday, Rural, St. Joseph in Bardstown, 2:30 pm
Sept.22, 2011	Thursday, St. Patrick, 2:30 pm, 1000 N. Beckley Station Road
Nov 16, 2011	Wednesday, Rural, St. James E-town, 2:30 pm
Nov 17, 2011	Thursday, St. Albert, 2:30 pm, 1395 Girard Drive
Jan 25, 2012	Wednesday, Rural, Bethlehem High School, 2:30 pm
Jan 26, 2012	Thursday, Our Lady of Lourdes, 2:30 pm, 510 Breckinridge Lane
Mar 21, 2012	Wednesday, Rural, St. Gregory, Cox’s Creek, 2:30 pm
Mar 22, 2012	Thursday, TBD, 2:30 pm
May 23, 2012	Wednesday, Rural, St. Joseph, 2:30 pm
May 24, 2012	Thursday, TBD, 2:30 pm

(Manager Meeting Dates Subject to Change)

It's that time of year . . .



In accordance with the National School Lunch Program regulations, we will be conducting annual reviews of your cafeteria programs as in previous years. Some discrepancies we commonly see are:

- ◆ No thermometers inside coolers and freezers
- ◆ Temperature charts not maintained daily
- ◆ Inventory not marked with receive dates
- ◆ Ala carte items not in compliance with 7grams of fat or less
- ◆ Charges exceeding five days

Use this checklist and your last review to make sure you are in compliance.

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!

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**

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