

ARCH SUPPORT

Issue 101

January, 2012

FROM THE DESK OF THE CHANCELLOR . . .



New Year's Resolutions

As I write this article for Arch Support, it is the coldest night in about 10 months. The outside temperature is about 20 degrees with the wind chill bringing it down to a single digit. After a mild fall and almost warm December, winter has arrived! Weather changes are a clear indication we have transitioned from one season to the next.

2012 has just arrived as well, and the New Year often brings many tasks both at work and in our personal lives. How do you personally transition to a new year? For many of us, the year begins with making one or more New Year's resolutions. These resolutions are a type of personal promise or *commitment* that a person makes to one or more personal *goals*, projects, or the reforming of a *habit*. A key element to a New Year's resolution is that it is made in connection to the New Year and new beginnings.

Did you make a resolution for 2012? About 40% of American adults do so each year. It seems most resolutions are about improving something about ourselves such as losing weight by starting an exercise program or changing our eating habits. It is reported that January is the month that the most new memberships are sold at gyms. Other common promises involve becoming more organized; getting out of debt; reducing stress; giving up smoking; being kinder to someone; or volunteering for a new charity. Perhaps you decided on one of these.

It can be frustrating to discover that over 80% of New Year's resolutions fail to meet their intended goal. However success is more likely if you do four things:

First, make your resolution with one or more other people. Peer support is a great way to build in accountability. If you are trying to change something

in your life, find others who wish to make the same change and do so together.

Second, share your resolution with people or at least tell one trusted friend or family member. Being public about your plan can allow others to encourage you and they can help you sustain your progress.

Third, reward yourself along the way. As you make progress fulfilling your resolution, treat yourself to something special or give yourself a prize. But don't wait to do this only at the end of your plan or the end of the year—we all need incentives to keep going.

Finally, forgive yourself if you fail to keep the resolution. You can always start over even without it being the start of a new year.

It's not too late to welcome 2012 with at least one personal promise. Before you read the rest of this newsletter, stop for a few minutes, choose one change you want to make, and resolve to make it happen. And remember, later today make sure you tell someone else so they can support you. Good luck and may 2012 be a year filled with blessings for us all.



RE-POINTING (SOMETIMES CALLED TUCKPOINTING)

Re-Pointing is the process of renewing the mortar joints 3/8 to 1/2 inch deep in the external portion of a brick or masonry wall. Over time, due to weather exposure and decay, these mortar joints can show voids between masonry units (bricks or blocks). These voids will allow the undesired entrance of water into the interior of the building. Water entering through them can cause significant damage through frost weathering of the actual brick or block, destruction of interior finishes such as wood and/or dry-wall and in the worst case, cause damage to the structural integrity of the masonry wall itself.



A little Preventative Maintenance to this very important part of a building's structure can save a lot of unnecessary expense. If it can be afforded, a complete re-pointing of the mortar joints in a building is the best way to go. However, that may not be realistic in most parishes, as this is an expensive maintenance process. An average size

building in the Archdiocese could easily run into hundreds of thousands of dollars, depending on the severity of the deterioration. A more practical way to approach these repairs is to break it down in small manageable increments, then complete one increment a fiscal year until the building is completely re-pointed.

If you have any questions or need help reviewing your facilities' need for re-pointing, 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.

END OF YEAR REPORTING REMINDER LIST

- ✓ W-2Gs and related reporting
- ✓ 1099-MISC Forms
- ✓ 2011 Contribution Letters to parishioners
- ✓ Annual Charitable Gaming Report (Calendar Year 2011)

CHANCERY REPORTS DUE JANUARY 31, 2012

Parishes and Schools must submit their 6-Month Report to the Chancery by January 31st. The forms can be found online in the Appendices to the Financial Policies and Procedures Manual, beginning on page IV-46 (PDF document page #79). Your Annual Charitable Gaming Report is due along with the 6-Month Report. The form is on the last page of the Appendices to the Financial Policies and Procedures Manual (PDF document page #87).

FIFTH THIRD RETIREMENT PLAN

Maximum 401(k) Elective Salary Deferral	\$ 17,000
Catch Up Contribution (age 50 and over)	\$ 5,500

SUMMER WORKSHOPS FOR PDS SOFTWARE

Believe it or not summer will be here before you know it! Every other year we conduct PDS software training workshops for the business managers, bookkeepers, and other parish staff who use the software. These workshops serve as good refresher courses for those veterans already



using the software and help to expand your knowledge of the program and its' capabilities. More importantly, they serve to educate new staff members who may need formal training on the software.

Our last training sessions were held in the summer of 2010. The courses covered in 2010 were PDS Ledgers, Church Office, Facility Scheduler, and finally a reporting class with a variety of reporting questions that you brought to the table.

In order to gauge interest and determine what modules and topics you would like to cover in the upcoming 2012 workshops, **enclosed is a survey form that you need to complete and return. The return instructions are included on the survey form.** Thank you for taking the time to complete it. Your feedback is vital in order to have productive and effective workshop sessions that fit your needs.

CATHOLIC SERVICES APPEAL REACHES 83% OF GOAL



The Catholic Services Appeal has currently raised over \$2,068,000 in gifts and pledges toward its goal of \$2.5 million. There is still plenty of time for donors to make a gift or pledge to the annual Appeal between now and the end of June. To make a gift or pledge, donors can use the in-pew envelopes in your parish, or they can make a donation online through the Archdiocese's website at www.archlou.org by clicking on the 2011 Catholic Services Appeal button on the homepage. Many thanks to all pastors, parish staffs, and parish volunteers for your continued help with this vital funding effort on behalf of archdiocesan ministries and services.

DONOR TAX STATEMENTS FOR 2011 GIFTS TO ARCHDIOCESE

Donor Tax statements from the Archdiocese are scheduled to be mailed at the end of January. Statements will be sent to donors who have made gifts totaling \$250 or more during the 2011 calendar year to the Building a Future of Hope Campaign, the Catholic Services Appeal, or the Archdiocese. Should a donor have any questions regarding his or her statement or need additional information, please have the donor contact the Office of Stewardship and Development at (502) 585-3291 ext. 1119.



OFFICE CLOSING DURING INCLEMENT WEATHER

Offices will be open except in the most severe conditions. Radio and television announcements of Catholic school closings do not apply to offices. Staff are asked to use their own personal judgment to determine the safety of traveling conditions.

When employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if an employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.



PARISH MAILINGS

Please mark on your calendar the dates for the parish mailings for 2012:

January 13 and January 27

February 10 and February 24

March 9 and March 23

Thursday, April 5 (April 6 is Good Friday) and Friday April 20

May 4 and May 18

June 1

Because of the summer schedule the following mailings will be on **Thursdays**

June 14 and June 28

July 12 and July 26

August 9 and August 23

In September we will return to **the Friday schedule**

September 7 and September 21

October 5 and October 19

November 2, November 16 and November 30

December 14 and December 28

2011 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2011 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2011 and requests must be received by AIM (attention: Michele Cull) by February 29, 2012. After December 31st, remaining 2011 claims

must be made by a paper claim form as the 2011 balance of funds is no longer on the benefit cards. You may fax your claim and receipts to 502/426-6569. If you have a scanner and e-mail, you may send your claim and receipts to claim@aimadministrator.com

Take Note . . . From Brad Harruff

Catholic Mutual Claims/Risk Manager

Catholic Mutual has added another module to the online training programs which is Church Transportation. This is a high quality, 18 minute online video to help administrators understand and deal with ministry based transportation. Who should watch? Administrators, Safety managers, Pastors and anyone who would deal with such issues will benefit. It would be helpful to review the Archdiocesan fleet policies prior to viewing the module. To access the module, see the below.

Website: CatholicMutual.org

-Member log in

Log on with

Location: 0122lou

Password: service

-Online training, then click the highlighted blue ink and follow the prompts which include your location to help us track the usage

Call the local Catholic Mutual office at 502.634.3310 if you have any questions.

Thefts of metal have not subsided but rather have accelerated at our locations in the past year. This is particularly true in the Louisville Metro area and appears to be spreading.

Prevent your buildings from being taken out of commission by being pro-active with some of the tips below:

Targets include copper downspouts, copper building cladding, and electrical wiring and AC condensers, boiler piping.

AC Units- Should have locked cages or fencing around them with a top cover no higher than 8 inches from the top of the unit. There are also a variety of alarms available.

Copper downspouts can be replaced with other material that fits architecturally such as anodized aluminum. Cladding can be protected by eliminating access points to the roofs such as a trellis, even trash dumpsters have been used to get onto roofs. Additional lighting, alarm systems, physical barriers, cameras all are means that can be used. If you currently have no protection, make it a high priority to protect the property, and if you have some protection consider upgrading it as the costs to our self-Insurance program from these types of losses continues to rise.

FOOD SERVICE NEWS

THE FOLLOWING MANAGERS HAVE EXCESS INVENTORY. IF YOU ARE INTERESTED IN HAVING ANY OF THESE ITEMS, PLEASE CONTACT THE MANAGER.

Mary Lynn at St. Aloysius in Pewee Valley has 7 cases of shredded mozzarella cheese and 8 cases of sliced American cheese, **502-241-8452** / Denise at St. Mary Academy has 5 cases of potato pearls, **502-315-2554** / Margaret Parsons at St. Andrew has 12 cases of fruit cocktail, 15 cases of diced peaches and 10 cases of sliced peaches, **502-935-4578** / Dana Hart at St. Michael has 6 cases of turkey roast, **502-809-1303** / Wayne Jones at St. Athanasius has 16 cases of mixed fruit, 10 cases of diced tomatoes, 8 cases of peanut butter, 8 cases of turkey roast, 8 cases of shredded mozzarella and 4 cases of frozen sliced carrots, **502-969-2346** / Mary Schneider at John Paul has 3 cases of canned carrots and 3 cases of mixed fruit, **502-451-8279** / Gwen Wheatley at St. Nicholas has 8 cases of tomato paste, **502-368-8506** / Ann Monsour at Holy Trinity has 3 cases of turkey roast, **502-897-2785**

FOOD SERVICE NEWS continued

Mark Your Calendar

January	National Soup Month Oatmeal Month
January 16	Martin Luther King Jr. Birthday
January 17	Benjamin Franklin's Birthday
January 23	National Handwriting Day National Pie Day
February	American Heart Month National Black History Month Sweet Potato Month
February 2	Groundhog Day
February 14	Valentine's Day
February 20	President's Day
February 21	Mardi Gras
February 22	Ash Wednesday
February 22-April 7	Lent
March	National Nutrition Month Poison Prevention Awareness Month
March 5-9	National School Breakfast Week
March 2	Dr. Seuss' Birthday
March 11	Daylight Savings Time Begins
March 17	St. Patrick's Day
March 20	Spring Begins

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. Please watch for upcoming information regarding the new meal pattern.

**National School Lunch Program
ADP Honor Roll**

St. Augustine	90%	St. Paul	79%
Holy Family	89%	St. Joseph	75%
St. Catherine	87%	St. Stephen Martyr	75%
St. Dominic	87%	St. Gabriel	74%
St. Andrew	84%	Holy Spirit	74%
DeSales	83%	St. James E-town	73%
St. Edward	83%	John Paul	72%
Notre Dame	81%	St. Gregory	72%
St. Nicholas	81%	St. Leonard	72%
St. Athanasius	80%	St. Raphael	72%

**OUR PARTICIPATION HAS INCREASED BY 2%
OVERALL. KEEP UP THE GREAT WORK!**

2011/2012 Tentative Cafeteria Manager Meeting Schedule

February 1, 2012	Wednesday, Chancery, 2:30 pm
February 2, 2012	Thursday, Rural, St. James E-town, 2:30 pm
April 25, 2012	Wednesday, Rural, Bethlehem, 2:30 pm
April 26, 2012	Thursday, Chancery, 2:30 pm

2012/2013 Tentative Cafeteria Manager Meeting Schedule

July 25, 2012	Wednesday, Rural, St. Joseph, 2:30 pm
July 26, 2012	Thursday, Chancery, 2:30 pm
October 10, 2012	Wednesday, Rural, St. James E-town, 2:30 pm
October 11, 2012	Thursday, Chancery, 2:30 pm
January 9, 2013	Wednesday, Rural, Bethlehem, 2:30 pm
January 10, 2013	Thursday, Chancery, 2:30 pm
April 24, 2013	Wednesday, Rural, St. Joseph, 2:30 pm
April 25, 2013	Thursday, Chancery, 2:30 pm

Manager Meeting Dates Subject to Change

HOUSEKEEPING ITEM

1. Just an early reminder, D2s are due on the 5th of every month, so before school closes for Spring Break, please let your bookkeeper know that you will need to submit your March D2 by April 5th and you will need to be available to do corrections if needed. We will submit the D2 on time, and if we don't have your corrected D2, you will not receive your reimbursement.
2. Please remember to check your e-mail daily for urgent information on food recalls and update your master list as needed.



HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

TUESDAY, JANUARY 17, 2012
MERCY ACADEMY
HOSTED BY: JAN DURBIN

DATE TO BE ANNOUNCED LATER:
MARCH 2012 – BETHLEHEM HIGH SCHOOL
HOSTED BY: BARBARA GREENWELL



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www.archlou.org



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ARCH SUPPORT MEETINGS

FEBRUARY 2012

TUESDAY, FEBRUARY 7, 2012 – 10:00 AM
ST. JOSEPH PARISH OFFICE – BARDSTOWN

WEDNESDAY, FEBRUARY 8, 2012 – 10:00 AM
CHANCERY OFFICE

APRIL 2012

WEDNESDAY, APRIL 18, 2012 – 10:00 AM
ST. JOSEPH PARISH OFFICE – BARDSTOWN

THURSDAY, APRIL 19, 2012 – 10:00 AM
CHANCERY OFFICE

JUNE 2012

TUESDAY, JUNE 5, 2012 – 10:00 AM
ST. JOSEPH PARISH OFFICE – BARDSTOWN

WEDNESDAY, JUNE 6, 2012 – 10:00 AM
CHANCERY OFFICE

PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

THURSDAY, JANUARY 19, 2012

ST. LAWRENCE

HOSTED BY: JOYCE NELSON

DATES TO BE ANNOUNCED LATER:

MARCH 2012 – ST. BERNADETTE/ST. MARY ACADEMY

HOSTED BY: TINA LATULIPPE AND JILL MULLANEY

JUNE 2012 – ST. JOSEPH/BARDSTOWN

HOSTED BY: MARDA WEAKLEY

SEPTEMBER 2012 – ST. PATRICK

HOSTED BY: NAGY TAWFIK