

# ARCH SUPPORT

Issue 110

January, 2014

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

**D**o you know someone, perhaps a family member, a friend, or a colleague, who is an expert at complaining? Maybe you know a person who is always pessimistic and who believes the future is bleak and things are likely to go wrong. These types of persons are unpleasant to be around because they always seem to have a new fear or worry. Usually these people are self-centered and spending too much time with them can cause you to become negative as well.

Here are a few tips to keep in mind when you are dealing with persons who have a negative attitude.

- Don't argue with or try to change the mind of a negative person. It is likely you will not be successful and they might find your criticism painful and it will add to their negativity.
- Remember that negative people need to feel loved. It's always easier to offer someone compassion if you try to understand where they're coming from, so start with being a good listener. While it may be difficult to do, when you can give them positive attention it may help their attitude to improve.
- If their complaining or behavior is hurting you, stay away from the negative person. Of course this is not always possible but you may need to limit your time with them for the sake of your own wellbeing.
- Keep your own thoughts in check. Research shows that people with

negative attitudes have significantly higher rates of stress and disease. Pay attention to your own tendencies to be negative or you may end up adopting the other person's attitude or behavior.

So how about you? Have you become a pessimistic or negative person? Perhaps you are in need of an attitude adjustment. It may be time for each of us to consider rooting ourselves, and our work, in an attitude of JOY!



I recently saw the Broadway play version of *Sister Act* when the tour came to Louisville. While very different from the famous movie, the play was fun and very entertaining. At one point in the show one of the nuns shouts in exasperation...

*"For you shall go out in joy and be led back in peace; the mountains and hills before you shall burst into song, and all the trees of the field shall clap their hands. Instead of the thorn shall come up the cypress; instead of the brier shall come up the myrtle; and it shall be to the Lord for a memorial, for an everlasting sign that shall not be cut off."* Isaiah 55:12.

This wonderful message of hope from Isaiah is a reminder to each of us that if you really want to have an impact, in whatever you are doing, do so with joy! "Go out in Joy," and the effect of this joy

on ourselves, and on others, can be transforming.

This joy is not simply an emotion or a feeling of happiness. This joy is the joy which comes from our encounter and relationship with God. Of course this does not mean a Christian is always happy. Being sad is a natural response to pain or suffering. When we hear bad news or are faced with a tragic event, being sad is the normal reaction. Being a believer also does not mean always being cheerful, as we are all capable of a full range of emotions. However, for believers, joy is possible even in the midst of tragedy since joy comes from our faith in the Good News.

This too is the message we are hearing from Pope Francis. Our Holy Father has reminded us that no one is attracted to an unhappy disciple. In his exhortation *Evangeliium Gaudium* (The Joy of the Gospel) he teaches us that.

*"...we want to enter fully into the fabric of society, sharing the lives of all, listening to their concerns, helping them materially and spiritually in their needs, rejoicing with those who rejoice, weeping with those who weep; arm in arm with others, we are committed to building a new world. But we do so not from a sense of obligation, not as a burdensome duty, but as a result of a personal decision which brings us joy and gives meaning to our lives."*

So at this early time in the new year, with the vision of Isaiah, and the call of Pope Francis, let's commit to becoming persons of joy.

*Take Note . . . From Brad Harruff*  
***Catholic Mutual Claims/Risk Manager***

Winter safety reminders to keep you and your visitors safe in wet and snowy weather.

- Use rubber backed mats to absorb moisture at entranceways.
- “Caution Wet Floor” signs should be out.
- Keep a mop and bucket nearby.
- Keep ice melt just inside doors; if unsafe conditions exist, consider “narrowing” entrance areas so only cleaned areas are used or close some entrances entirely for use and be sure to post it clearly.

Certificates of Insurance requests should be made a minimum of **10 days** in advance of the event to insure they are completed in time. If you are asked to name the entity as an additional insured, be sure to include a copy of the contract along with your request.

Special events certificate requests should be turned in **15 days** prior to the event to assure they are processed in the event of a rejection, the party is able to make alternate arrangements to provide Proof of Insurance as required by the Archdiocese and Catholic Mutual.

Key control - Now is a great time to collect keys from sports teams, picnic and festival events that have concluded for the year. Effective key control is essential from a security prospective both for all parish and school buildings.



**PARISH MAILING DATES**  
**JANUARY—MAY 2014**

Please mark on your calendar for these parish mailings dates:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| Friday, January 10 <sup>th</sup>  | Friday, April 4 <sup>th</sup>    |
| Friday, January 24 <sup>th</sup>  | Thursday, April 17 <sup>th</sup> |
| Friday, February 7 <sup>th</sup>  | Thursday, May 1 <sup>st</sup>    |
| Friday, February 21 <sup>st</sup> | Friday, May 16 <sup>th</sup>     |
| Friday, March 7 <sup>th</sup>     | Friday, May 30 <sup>th</sup>     |
| Friday, March 21 <sup>st</sup>    |                                  |

**2014 ANNUAL LIMITS**

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

**HOLIDAYS FOR CALENDAR YEAR 2014**



Wednesday, January 1	Holiday for New Year’s Day <u>2014</u>
Monday, January 20	Martin Luther King, Jr. Day
Friday, April 18	Good Friday
Monday, May 26	Memorial Day
Friday, July 4	Holiday for Independence Day
September 1	Labor Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Wednesday, December 24	Christmas Eve
Thursday, December 25	Christmas Day
Friday, December 26	Holiday for Day after Christmas
Thursday, January 1	Holiday for New Year’s Day <u>2015</u>

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## FINANCE OFFICE NOTES . . .

### *END OF YEAR REPORTING REMINDER LIST*

- ✓ File Forms 1096, 1099 and W-2Gs on paper by February 28, 2014, if electronic by March 31, 2014.  
Please download complete instructions from the IRS website.
- ✓ Contribution letters
- ✓ Annual/Quarterly Charitable Gaming Report
- ✓ Chancery Six Month Finance Report and Annual Charitable Gaming Report (forms @ [www.archlou.org](http://www.archlou.org) under finance forms) due on 01/31/14. Please read forms as the format has changed.

### *SUMMER PDS SOFTWARE WORKSHOPS*

July 7–10, 2014 we will be having training on PDS Ledger, Church/School Office, Facility and Ministry Scheduler. Please complete the inserted flyer so we can have the best coverage of PDS modules and topics for the training sessions. Please email or fax the completed flyer to Rebecca Walter, Chancery Controller at [rwalter@archlou.org](mailto:rwalter@archlou.org) or fax (502) 471-2207 with your requests and comments. Sign up information will be sent out in the spring.

### *BUDGETING*

The updated PDS Ledger software now allows you to export your budget information to an excel spreadsheet. Each account will have a separate tab in the worksheet. Once you fill out the budget information you can then import the information back into PDS Ledger. Make sure you do not move any of the cells or it will not import back.

### *2013 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS*

Please remind your employees that in order to be reimbursed from the 2013 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2013 and requests must be received by AIM (attention: Michele Cull) by February 28, 2014. After December 31<sup>st</sup>, remaining 2013 claims must be made by a paper claim form as the 2013 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](mailto:claim@aimadministrator.com)

### *HUMANA ENROLLMENT AND CHANGE FORMS*

Now that open enrollment is over, all enrollment and change forms should be mailed or faxes to the address or fax number listed below:

Louisville Commercial Enrollment  
P O Box 14330  
Lexington, KY 40512-4330

Humana Enrollment Fax Number: 1-866-584-9140

Julie Hack should only be contacted when there is a question or discrepancy with your billing invoice.

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## ***TIPS FOR AN EFFECTIVE NEW EVANGELIZATION***



... which every individual and parish can implement easily at any time. Find a more detailed version at <http://iEvangelize.wordpress.com>

*Adapted from a blog post by Martha Fernández- Sardina is the Director of the Office for Evangelization of the Archdiocese of San Antonio*

1. **Witness with your life** • Show signs of a faith that is alive, a conviction that is real, a love for God that is genuine and attractive.
2. **Include God in your vocabulary** • Bring God up in your everyday conversations.
3. **Become a person of welcome** • Become increasingly welcoming toward others, making every effort to avoid critical or judgmental thoughts, attitudes, and words.
4. **Share your faith story** •
5. **Present the “Christ-event” or kerygma** • Respectfully present the core of the Gospel message or “kerygma” in a clear, concise, and convincing manner, one that touches the heart and mind of your listener and disposes the person to want to know Jesus Christ personally.
6. **Extend an invitation** • to attend an appropriate Church event or service.
7. **Facilitate incorporation into the Body of Christ** • Inquire as to the person’s readiness to receive the Church’s Sacraments of Initiation and arrange for this, if appropriate and welcomed by the person being evangelized.
8. **Do not condemn** • Imitate Our Lord’s compassion and merciful love.
9. **Know when to stop** • Give the person as much of the Message as he or she is ready to hear at this particular time, while you continue to pray for other opportunities to further share the Good News with them.



The Catholic Services Appeal is at 91% of goal with gifts and pledges totaling \$2,736,394! Thank you Pastors, Parish Staff and CSA volunteers for all your hard work! And a big **Thank You** to all CSA donors! It is not too late to support the CSA, gifts can always be made online at [www.ArchLou.org/CSA](http://www.ArchLou.org/CSA)

**FOOD SERVICE NEWS**



*We hope everyone had a blessed and restful holiday season.*

**DATES TO REMEMBER—MARK YOUR CALENDARS**

January	National Skating Month National Soup Month
January 17	Benjamin Franklins Birthday
January 20	Martin Luther King’s Birthday
February	American Heart Month Library Lovers Month Black History Month
February 2	Groundhog Day
February 12	Abraham Lincolns Birthday
February 14	Valentines day
February 17	Presidents Day
February 22	George Washington’s Birthday
March	American Red Cross Month National Nutrition Month Poison Prevention Awareness Month
March 2	Dr. Suess’ Birthday
March 4	Mardi Gras
March 5	Ash Wednesday
March 9	Daylight Savings Time Begins



**OPERATIONS**

Due to the recent weather issues causing schools to close, you may want to consider having GFS place a lock box at your cafeteria. That way the delivery man would be able to make your delivery even if you weren’t there. GFS will install them for free.

Also, it might be a good idea to have an alarm put on your freezer in case of power outages. These vary in price but start around \$300.00 with a monthly fee as low as \$15.00 per month. Well worth the cost to keep from losing your entire freezer inventory. There are several companies that provide this product. Some offer a free trial. For more information, contact the Central Food Service Office.

**INFORMATION**

We’re happy to let you know participation increased from 64% to 66% system wide from November to December!! Keep up the good work of promoting school lunches.

If you have excess inventory you would like to move to another program, please send us an email detailing what you have and how much.

**CAFETERIA MANAGER MEETING SCHEDULE**

We are currently working on a meeting schedule. We will notify you with the dates.

**HOUSEKEEPING**



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

**RETIRING ???**

If anyone is planning on retiring this year, please let us know.



**What’s new?**

We would like to hear your stories about things you have done to promote your program and increase participation. If you’ve had theme days or giveaways, or if you have any pictures, we would love to see them and share them in an upcoming edition of the Arch Support. Please send them in to us.



### 2014 ARCH SUPPORT MEETINGS

#### FEBRUARY 2014

Wednesday, February 5, 2014 – 10:00 am  
St. Joseph Parish Office – Bardstown

Thursday, February 6, 2014 – 10:00 am  
Chancery Office Meeting Room #3

#### APRIL 2014

Tuesday, April 8, 2014 - 10:00 am  
St. Joseph Parish Office - Bardstown

Wednesday, April 9, 2014 - 10:00 am  
Chancery Office Meeting Room #3

### HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

#### MARCH 2014 MEETING

Presentation Academy  
Hosted by: Kathy Sutton  
Date to be announced

### PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

#### MARCH 2014 MEETING

Holy Trinity – Louisville  
Hosted by: Bruce Hines  
Date to be announced

#### MAY 2014 MEETING

Thursday, May 8, 2014 - 11:30 am  
Notre Dame Academy Community Room  
Hosted by: Helen Hayes  
RSVP and agenda items to: [h.hayes@ndasaints.org](mailto:h.hayes@ndasaints.org)



### 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)



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