

ARCH SUPPORT

Issue 111

March, 2014

From The Desk Of The Chancellor . . .

Do you ever have to deal with difficult people? Most people I know answer yes! to this question. Perhaps someone at work is really annoying, maybe a neighbor causes you trouble, or perhaps you have a family member who is always critical or contrary. Some types of conflicts are small or trivial, while others can be serious disagreements. Either way it may help to understand what is the cause of your differences.

One of four dynamics is usually at the root of conflicts.

1. Different expectations. This occurs when you have an expectation about how someone may act or what they will do. For example you may expect a colleague to be helpful to you but they are not willing to do so. Maybe you want your child to clean his or her room but you seem to define “clean” differently.
2. Different interests. Cards fans and Cats fans may find each other annoying, especially in March. Perhaps you work with someone who always talks about recent vacations, or their hobbies, and you simply are not interested.
3. Behaviors that annoy, hurt, or cause conflicts. It may be difficult to relate to someone who has personal habits that annoy you. While you may feel sorry for someone who has many health problems, you can still find it bothersome to listen to their complaints. Some people seem to always notice mistakes you make and they never resist the opportunity to criticize you for any error.
4. Conflicting values. Relatives, colleagues and neighbors can have very divergent beliefs or values. Social issues, politics, and religious practices cannot be discussed at some family gatherings without resulting in arguments or hurt feelings. Strongly held convictions or opinions can reduce our willingness to get to know a new acquaintance. It can even be difficult to maintain friendships when what becomes important to you over time is not appreciated by another person.

So how do you respond when dealing with a difficult person?

Our differences can divide us but they can also bring us new insights if we take the time to hear and understand another person’s perspective. Opposing views can be opportunities to learn and working with someone with a different approach can bring greater creativity if we can replace annoyance with patience.

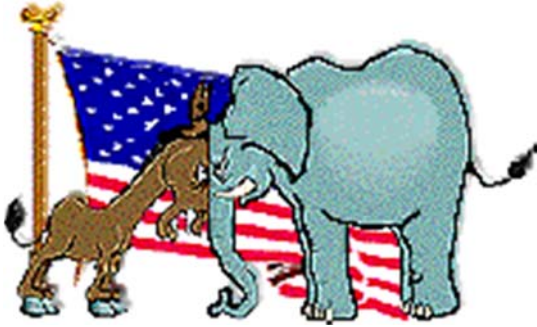


Christian charity, and acceptance of others, should of course be our first response to all those we meet, even the difficult ones. Yet we all have times when our first instinct is not to “turn the other cheek.” While avoiding the person, or reacting with silence, may sometimes be necessary, good communication skills offer some good alternatives. Consider trying some of these approaches next time:

- Acknowledging – “You’ve got a good point there. I never thought of it that way before.”
- Probing – “Help me to understand this. Tell me more about ____”
- Delay – “Hmm. Just thinking about what you are saying”
- Time out – “We clearly disagree. Let’s talk about this later.”
- Clouding – Agreeing in part: “you are partially right”; Agreeing in probability: “this could possibly work.” Agreeing in principle: “I believe it might be true, but not in all cases.”
- Shift from content to process – “We both have strong feelings here. How do we handle the tension?”

As Pope Francis reminds us, may this holy season of Lent be an opportunity for all of us to learn to see this person first.

POLITICAL CAMPAIGN ACTIVITY



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 elected 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.

Please refer to *POLITICAL CAMPAIGN ACTIVITIES AT ARCHDIOCESAN FACILITIES* in *The Financial Policies and Procedures Manual* for additional information.

Slips, Trips and Falls

While it is still early in 2014, it is a good idea to review the top category of Workers Compensation exposure from the past year - Slips, Trips and Falls. Our claims history for this injury category in 2012 versus 2013 is as follows:

| | <u>2012</u> | <u>2013</u> | <u>Change</u> |
|--|-----------------|--------------|-------------------|
| 1. Fall from ladder or different level | \$1,279 | \$20,862 | \$19,583 |
| 2. Fall from same level | \$30,324 | \$31,174 | \$850 |
| 3. Fall on stairs | <u>\$18,735</u> | <u>\$597</u> | <u>(\$18,138)</u> |
| Totals | \$50,338 | \$52,633 | \$2,295 |

As the old saying goes “*an ounce of prevention is worth a pound of cure,*” or, in this case, several pounds or dollars worth of cure.

1. **Fall From Ladder or Different Level**

Falls from ladders and heights remain a problem. Earlier this year, we had an accident occurring (not reflected in these 2012 and 2013 numbers) involving an employee attempting to use a chair as a step stool that will cost us north of \$50,000! Make sure your ladders are in good working order and use them properly. Every facility should have at least one step stool. Schools should have at least one on each floor. **NEVER, under any circumstances, use anything other than a sturdy step stool or sturdy ladder to reach high places.**

2. **Fall From Same Level** – Pay attention to placement of low objects like boxes, rolled up throw rugs, desks and chairs. Remove these objects from work areas and walkways immediately and store them properly. Periodically walk around and assess all areas for potential hazards. Place “WET FLOOR” signs in a conspicuous place when mopping floors. If it is a high traffic area consider keeping the personnel responsible for the project on site to warn people about the wet floor until it is substantially or completely dry. For particularly difficult hard surface areas consider looking into slip resistant cleaners and floor care products.

3. **Fall On Stairs** – While we were lucky in 2013, falls on stairs have historically been a problem for us. Make sure railings are in place and properly fastened. Look for frayed carpeting, loose steps and other defects. Any problems should be addressed immediately.

These types of injuries, while not totally preventable, can be significantly reduced with just a little attention to the details described above. Your designated Safety Coordinator has been given information in much greater detail pertaining to these three injury categories. If you have any questions or need additional help evaluating specific situations in your facilities, please feel free to give Bill Zoeller, Archdiocese of Louisville Director of Facilities, a call. He can be reached at 502-636-0296 x1227.

Catholic Mutual News . . .

Special Event Certificates

These certificates must be obtained for all non-parish or school formally organized events. The renter can supply an insurance certificate if it meets the \$500,000 or \$1,000,000 (if alcohol is served) liability requirement and the parish is named as the additional insured. If the renter does not have coverage, Catholic Mutual's application must be filled out and the required payment obtained. It is very important for the person filling out the form to read the instructions carefully to make sure all the required information is completed. Here are some common errors that have been made:

- Lessee information and/or the church's information left blank
- Details are left off concerning the event; i.e., times, type, etc.
- If the event is a fundraiser, name of the sponsoring group or organization
- Applications should be received 15 days prior to the event to insure approval
- Cancelled events MUST be reported prior to the event date
- Checks received must be from the parish, not the individual. The parish should deposit the renters check in an accounts payable account and then issue a parish check from the payable account.

ABC WORKSHOP

PICNIC SEASON IS JUST AROUND THE CORNER



Mark your calendar now! Personnel from the state ABC Office will conduct the annual ABC training session on Thursday, April 24th, 7:00 pm at Holy Family Parish, 3926 Poplar Level Road. Please encourage chairpersons and volunteers to attend this training session if they will be responsible for serving alcoholic beverages during parish events. It's geared to train new volunteers and also a great refresher course for those that have attended in prior years. Call Jonna O'Bryan at the Chancery Office or e-mail her at jobryan@archlou.org if you have any questions or need additional information.

Spring Festivals, Picnics and Other Special Events . . . A few reminders

- ✓ Now is the time to meet with your Festival planners and chairpersons to be sure they understand the archdiocesan alcohol policies which include serving alcohol and the training requirements.
- ✓ Don't forget to obtain certificates of insurance in advance for all event vendors.
- ✓ And finally, it's time to book security and plan out the beer garden, gaming stations, and review best practices for money handling procedures.

OFFICE OF EVANGELIZATION

‘Let us try a little harder to take the first step and to become involved. Jesus washed the feet of his disciples. The Lord gets involved and he involves his own, as he kneels to wash their feet. He tells his disciples: “You will be blessed if you do this” (Jn 13:17). . . Evangelizers thus take on the “smell of the sheep” and the sheep are willing to hear their voice.’

*Pope Francis
Evangelii Gaudium, para 24*



401K ELIGIBLE ENTRY PERIOD — APRIL 1ST

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 04/01/2014 are verified to ensure they are included in your April 15th retirement file transmission. Also current and newly eligible employees may elect to begin making employee contributions to the Plan at this time. 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, please contact Phylliss Wilkins at the Chancery Personnel and Planning Office.

401K RETIREMENT PLAN — HOW CAN I UPDATE MY BENEFICIARY?

Employees probably completed a beneficiary form when they originally enrolled in the plan. Beneficiary designations are now recorded and tracked via the plan web site, www.Retire.53.com. Please print the form from the Fifth Third website and make available to your employees. They can complete the form and either mail or fax to Fifth Third and the information will be entered and available when they check their account on-line and also show on their quarterly statement. Provide this form to your employees and please encourage them to take advantage of this opportunity to update their retirement plan beneficiary information.

CATHOLIC SERVICES APPEAL REACHES 96% OF GOAL STILL TIME TO MAKE A GIFT

The Catholic Services Appeal has reached \$2,869,072.

That's 96% of the \$3M goal. There is still time for parishioners to make a gift between now and the end of June. Online gifts can be made at www.archlou.org/CSA. Many thanks to all for your work and support of CSA.



REGISTER NOW — PDS WORKSHOPS

Enclosed you will find the following inserts: PDS Workshop Outline; Workshop Information (dates and fees) and registration form. This is a great opportunity if you have not attended a training session or you wish to improve your skills and knowledge of the PDS programs. Mark it on your calendar and plan to attend. Complete your registration form and remit your payment to ensure your place in the trainings sessions. If you have any questions, you can contact Rebecca Walter, rwalter@archlou.org



FOOD SERVICE NEWS

DATES TO REMEMBER—MARK YOUR CALENDARS

| | |
|----------|---|
| March | American Red Cross Month Poison Prevention Awareness Month National Nutrition Month |
| March 20 | Spring Begins |
| April | Autism Awareness Month Global Child Nutrition Month National Child Abuse Prevention Month School Library Month |
| April 1 | April Fool's Day |
| April 13 | Palm Sunday |
| April 18 | Good Friday |
| April 20 | Easter |
| May | Mental Health Month National Egg Month National Hamburger Month |
| May 2 | National Day of Prayer |
| May 3 | Kentucky Derby |
| May 5 | Cinco de Mayo |
| May 26 | Memorial Day |

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.

New Nutritional Guidelines for Ala Carte Snacks

Representatives from the Central Food Service Office attended a meeting on March 13th addressing the new Interim Rule regarding snack sales in schools which take effect in July 2014. The information will be consolidated and distributed to schools prior to the first day of the 2014/2015 school year.

**National School Lunch Program
ADP Honor Roll**

| | | | |
|--------------------|-----|------------------|-----|
| Holy Family | 82% | St. Nicholas | 68% |
| St. Augustine | 81% | John Paul II | 67% |
| St. Dominic | 81% | St. Bernard | 67% |
| St. Joseph | 76% | St. Leonard | 67% |
| Notre Dame | 75% | St. James E-town | 66% |
| St. Catherine | 73% | DeSales | 65% |
| St. Edward | 73% | St. Agnes | 65% |
| St. Paul | 73% | St. Athanasius | 65% |
| St. Stephen Martyr | 71% | St. Gabriel | 65% |
| Ascension | 68% | St. Gregory | 65% |

INFORMATION

- Donna Schall, the cafeteria manager at St. Stephen Martyr is retiring this year. We want to wish Donna all the best and thank her for her many years of dedicated service. Thank you Donna, you will be missed.
- DeSales High School Cafeteria and St. Michael Cafeteria are both in need of workers. If you know anyone in need of a job please let them know.
- If you have excess inventory you would like to get rid of, please send us an email detailing what you have and how much.
- 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.

Remember

If your outlook and attitude are negative, you can't expect the students to want to eat in your cafeteria!!

HOUSEKEEPING



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

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

Wednesday, March 26, 2014

11:30 am

Presentation High School

rsvp and agenda items to : ksutton@presentationacademy.org

PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

Tuesday, March 25, 2014

11:30 am

Holy Trinity Parish – Louisville

(Adult Formation Room—adjacent to the church gathering space)

rsvp and agenda items to: bhines@htparish.org

APRIL, 2014 ARCH SUPPORT MEETINGS

Tuesday, April 8, 2014

10:00 am

St. Joseph Parish Office - Bardstown

Wednesday, April 9, 2014

10:00 am

Chancery Office Meeting Room #3



ARCH SUPPORT ON THE WEB!

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