

# ARCH SUPPORT

Issue 124

May 2016

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

Every ministry, from teaching to coaching, from leading a meeting to preparing a budget, requires effective communication. You may have heard the line, "I know you think you understand what I said, but what you heard is not what I meant." This statement is a reminder that good listening is sometimes hard work, and each of us might benefit from brushing up on our listening skills.

This season the Archdiocese is practicing its listening skills with 2 important projects: an *Assessment on Future Funding Needs*, and a study process for the *National Initiative to Address Economic Challenges Facing Pastoral Leaders*.

### **Future Funding Needs**

The Archdiocese has commissioned a formal study of the anticipated funding needs of parishes and archdiocesan ministries during the next 5–7 years. The purpose of this study is twofold: a) to identify funding needs in the 110 parishes of the Archdiocese; and b) to present several priority needs of the Archdiocese identified through strategic planning and to explore possible funding methods.

This study seeks to determine whether an archdiocesan-wide capital campaign similar to the 2008 *Building a Future of Hope* campaign is the appropriate means for funding both parish and archdiocesan ministry needs, or whether alternative funding methods should be pursued.

We have retained Graham-Pelton Consulting, a nationally recognized management and fundraising firm, to conduct this study. We are inviting all pastors and a representative group of lay leaders to help us measure our readiness to fund strategic programs and capital projects.

Archbishop Kurtz has identified three fundamental principles that form the foundation for this study. These are:

- The responsibility of each parish — and the Archdiocese as a whole — to foster the personal encounter with Jesus Christ in truth and charity.
- The responsibility of archdiocesan staff, who are



an extension of the bishop, is to engage in active listening in order to serve effectively the parishes and people of the Archdiocese. Conversely, it is the responsibility of parish leaders to acknowledge that the Archdiocese of Louisville is not a "central office," but 110 parishes in 24 counties of the Commonwealth of Kentucky that are bound together in their unity and diversity and that are committed to helping one another foster the personal encounter with Jesus Christ in truth and charity.

•A "theology of abundance" that recognizes that God's gifts are abundantly supplied and sufficient to our needs as communities of faith committed to fostering the personal encounter with Jesus Christ in truth and charity.

### **National Initiative to Address Economic Challenges Facing Pastoral Leaders**

The Lilly Endowment has invited the Archdiocese of Louisville to participate in a national initiative to address economic challenges facing pastoral leaders. The aims of the initiative are (1) launch informational and educational programs to increase financial literacy and management skills of pastoral leaders;

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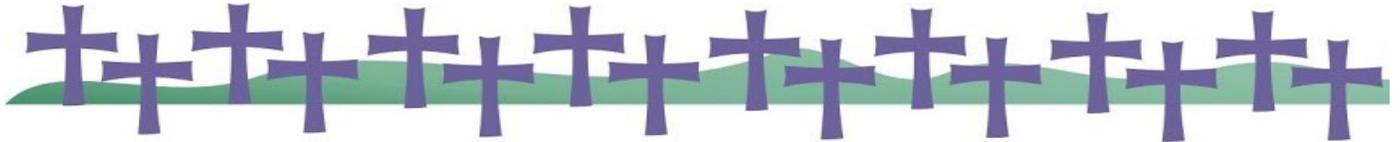
(2) inform congregational and denominational leaders about key economic challenges of pastoral leaders and actions they can take to address them; and (3) provide initial seed funding for a Ministerial Excellence Fund to be used to make grants and gifts to pastoral leaders to reduce or alleviate their financial challenges.

In response to this invitation we submitted a "Planning Grant" in early April, which was recently approved. This initial grant has been provided to fund efforts to convene key stakeholders within the Archdiocese to discuss the aims of the initiative and conduct local research in order to discern the specific economic challenges facing pastoral leaders. Using information from these gatherings and research, we are to prepare a 3-year grant to fund programs to enhance financial literacy and management skills for clergy and lay ecclesial ministers, as well as develop the plans for the Ministerial Excellence Fund.

Within the next three months we will conduct this research using surveys, focus groups, and interviews. We look forward to what we will learn, and we are hopeful a future grant will follow to assist us in addressing the needs we discover.

If you should be invited to participate in either of these studies, we hope you will say yes and know we will be listening carefully. We will share what we learned from both studies in the late summer.

May the coming months provide you some time for rest and recreation.



### TAKE NOTE...FROM BRAD HARRUFF, CATHOLIC MUTUAL CLAIMS/RISK MANAGER

- Parish Festivals and picnics are right around the corner. Please have your picnic staff acquaint themselves with the Archdiocesan policies in place, for such things as money handling, insurance coverage, alcohol sales and consumption. In addition the safety/picnic manager needs to keep up on the condition of the grounds as the event progresses and insure security is in place.
  - Special event applications can now be accepted for dates after July 1, 2016 and the good news is the cost will again remain at \$95.00 for the \$1 million in coverage.
  - Annual premium costs for the July 1, 2016/17 year are even better news when you consider the end cost will actually be reduced from the 2015/16 period. This is in part to be attributed to all your hard work in maintaining your locations and keeping a safe environment for your employees and visitors.
  - Maintenance issues should be addressed this time of year. Inspect roofs, soffits, gutters and the entire exterior of the building for potential problems. It would be advisable to put in place plans for the eventual replacement of roofs based on their current condition and life span. This is also a great time to exercise "key control" by collecting and re-distributing keys as needed. Please also consider electronically controlled doors to eliminate giving keys out that sometimes do not get returned.
- Transportation training is now available online at [Catholicmutual.org](http://Catholicmutual.org) and every location should have at least one administrator view the 18 minutes video to assist them concerning this growing liability problem.

**AEDs Automated External Defibrillators** - Some administrators have inquired as to the liability issue that may exist in purchasing these units and while that is a valid concern, Catholic Mutual and the Catholic Umbrella Pool heartily endorse the use of Defibrillators by all members. In fact so much so that there is a discount feature available on the Catholic Mutual website (additional links, additional resources) for the unit they recommend, the *Phillips HeartStart*. Regardless of the brand, we urge your location to consider installing AEDs at your location. Should you need additional help or information please call my office.





## SLIPS, TRIPS AND FALLS

I think it is safe to say SPRING has finally arrived, so Happy SPRING from the Office of Facilities Management. As we progress through 2016 it is a good idea to review one of the top categories of Workers Compensation exposure in the Archdiocese. While Slips, Trips and Falls were not the highest single claim category under the Archdiocese Workers Compensation Insurance for 2015, combined, they were the second highest. In 2014 they were by far the worst category. Our claims history for these types of injury's in 2015 versus 2014 is as follows:

	2014	2015	Change
1. <b>Slips On Ice</b>	\$8,279	\$2,827	Down <\$5,452>
2. <b>Trips On Same Level</b>	\$148,100	\$26,516	Down <\$121,584>
3. <b>Trips On Stairs</b>	\$22,898	\$0	Down <\$22,898>
4. <b>Falls From Ladders</b>	\$120,617	\$1,008	Down <\$119,609>
5. <b>Falls On Wet Floors</b>	\$2,566	\$7,747	Up \$5,181
<b>Totals</b>	\$302,460	\$38,098	Down \$264,362

We saw a significant improvement over 2014. However, we cannot let down our guard. Safety is something that needs to constantly be remembered. Here are a few things we can continue to do to help promote this positive trend.

•**Slips On Ice** – Clear snow and ice from parking lots, walks and steps as soon as possible. Pay particular attention to areas that do not receive direct sunlight, these areas tend to accumulate snow and ice faster and more often than others. In those areas apply salt or ice melt materials. Most of all have a solid plan in place that is to be followed when weather conditions dictate.

•**Trips On Same Level** – Pay attention to placement of low objects like book bags, back-packs, 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.

•**Trips On Stairs** – Pay attention to step treads and lose bull nosing on stairs. Make sure ALL handrails are securely fastened to the wall. Encourage employees to use the handrail that is provided when going up and down steps.

•**Falls From Ladders** – Check all ladders to be sure they are in good working condition. If they are old and worn out, discard them and replace them with new OSHA approved ladders. Check scaffolding before every use. Make sure all safety rails are in place. If climbing a scaffold greater than six (6) feet off the ground, be sure to use proper "Fall Protection" for the safety of our employees. This is an OSHA required safety standard.

•**Falls On Wet Floors** – 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 in to slip resistant cleaners and floor care products.

**SLIPS, TRIPS and FALLS** are not totally preventable; but, can be significantly reduced with just a little attention to the details described above. Your designated Safety Coordinator has been given information in greater detail pertaining to these types of injury categories and as you can see from the numbers listed above, it is working.

If you have any questions or need additional help evaluating specific situations in your facilities, please feel free to contact Bill Zoeller, Archdiocese of Louisville, Director of Facilities. He can be reached at 502-636-0296 x1227.

**FOOD SERVICE NEWS...MARK YOUR CALENDAR****MAY**

*Food Allergy Action Month  
National Strawberry Month  
National Hamburger Month  
National Physical Fitness and*

*Sports Month*

May 25

National Missing Children's Day

May 30

Memorial Day

**JUNE**

*National Dairy Month  
National Safety Month*

June 19-25

Lightening Safety Awareness Week

June 1

Kentucky Statehood Day

June 19

Fathers Day

June 20

First Day of Summer

**DATES TO REMEMBER**Cafeteria Manager Meeting:

For **all** schools Thursday July 21<sup>st</sup> at 10:00 A.M. at the Maloney Center

**WELCOME!!!!**

Gina Kuhn has joined us as manager at St. Raphael. Welcome aboard Gina

**HOUSEKEEPING**

- D 2's and all back up documentation are due on the 5th of the month, every month, including June and July.
- Don't forget that temperatures are required to be taken and recorded daily during the summer.

**HELP NEEDED**

Shannon Jones at John Paul II Academy is in need of a cook. If you know someone that may be qualified, please contact Shannon at 502-451-8279

**Webinars –****check them out!**

There are also some new webinars on the School Nutrition website. Check the website below to register. <https://schoolnutrition.org/Webinars> If you haven't checked out the Institute of Child Nutrition website (formerly NFSMI) lately, there are several online classes available that count toward CEU credits for your SNA certification. Check the website below to register.

<http://www.nfsmi.org>

**OPERATIONS**

We will have hands on training for our new cafeteria POS system, Meals Plus, on Tuesday May 17<sup>th</sup> at 2:00 P.M. at St. Gabriel. Several schools will go live with the program on May 18<sup>th</sup> and finish the school year using Meals Plus. Please note all schools will begin the 2016/2017 school year using Meals Plus POS system. Juanita Bisig and Susan Wittenauer will be around to all schools in May and June to install the Meals Plus program on your computer.

**LEVEL 1 TRAINING**

There is mandatory training scheduled for Wednesday June 1<sup>st</sup> at 9:00 A.M. at Bethlehem High School, St. Albert, St. Rita, Our Lady of Lourdes and Holy Spirit. This training is for the state Level 1 Certification that all school food service workers in the state of Kentucky must take (this is not SNA or KSNA certification). If you have not already signed up for this training, please contact Juanita Bisig immediately at 502-471-2221.

**AUDIT**

St. Athanasius, St. Edward, St. James E-town and Desales High School, you need to have your audit box at the Chancery no later than June 3<sup>rd</sup>.

**PLEASE CHECK YOUR EMAIL FREQUENTLY DURING THE SUMMER.**

**2015 CATHOLIC SERVICES APPEAL**

Catholic Services Appeal 2015 is in the final stretch of the most successful campaign ever; raising more than \$3,588,000 for those served through archdiocesan ministries and services! Thank you! With the leadership of our pastors, and support from staff, lay leaders, and parishioners, the 2015 Appeal has shown terrific growth. Currently 75% of parishes have met or exceeded their campaign goals, compared to 51% in 2014. This year also saw an increase in the number of donors who have given to the Appeal. This increase is contrary to local and national giving trends in recent years, which show slow declines in number of givers. Thank you to all who have so generously supported Catholics Services Appeal! New this year, the Appeal introduced the Salt and Light Giving Society to also thank those blessed to give a gift of \$500 or more. Thus far in its inaugural year, the Salt and Light Society has welcomed 1,640 members. We also appreciate the fact that Catholic Services Appeal could not achieve this degree of success without the great generosity of nearly 90% of donors who are able to contribute gifts less than \$500. If you have not yet made your 2015 gift, there is still time to become involved. Visit [www.archlou.org/csa](http://www.archlou.org/csa) for more information or to make a donation.



## PAYCOR PERFORM JULY TRAINING

There will be a chance for Paycor Perform Report Training in July. This training will cover the basics for creating reports in Paycor Perform. You will be able to login to your Paycor account during the training and be able to work on your own reports or simply follow along. You can also forward any specific questions or problems you are experiencing ahead of time so they may be addressed in class to Ashley Peak at [apeak@archlou.org](mailto:apeak@archlou.org), or Mary Beth Johnson at [mjohnson@archlou.org](mailto:mjohnson@archlou.org)

**When:** Thursday, July 14<sup>th</sup>  
**Trainer:** Anna Schumacher, Paycor Senior Learning Instructor  
**Site:** Saint Gabriel Computer Lab  
**Times:** 9:00 – 11:00 a.m. or 1:00 p.m. – 3:00 p.m.



Please contact Mary Beth or Ashley to register for the class you would like to attend.

## MILEAGE RATE

Effective July 1, 2016, the Archdiocese of Louisville reimbursement rate for business related travel will decrease from 57.5 cents to a new rate of 54 cents. When preparing mileage reimbursement reports remember to calculate any mileage through June 30, 2016 at the current rate. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred after July 1, 2016.

## 401K ELIGIBLE ENTRY PERIOD – JULY 1<sup>ST</sup>

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 07/01/2016 are verified to ensure they are included in your July 15<sup>th</sup> 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 Phyliss Wilkins at the Chancery Personnel and Planning Office.

## EE+CH DENTAL COVERAGE

There has been some confusion recently on who the EE+CH dental benefit covers. The CH stands for "Child(ren)". Unlike the medical benefit where there can only be one dependent before going to family coverage, the EE+CH dental covers the employee and all dependent children. The EE+FAM dental is only to be used for the employee, spouse and one or more children electing the dental benefits.

## FINANCE NEWS –2016

### WORKERS COMPENSATION CODES

Type of Employee:	Code	Rate per \$100 of Payroll
School: Professional EE's and Clerical	8868	0.19076
School: All Other EE's	9101	1.60956
Drivers & Helpers-NOC	7380	2.53953
Cemetery Operation & Helpers	9220	3.78545
Child Day Care Center-Prof Empl	8869	0.66171

## SUMMER HOURS

Once again, Archdiocesan agency office hours will be adjusted for a ten week period this summer. Effective Monday, June 6 and continuing through Friday August 12, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 pm.




# meetings

## ARCH SUPPORT MEETINGS

### AUGUST MEETINGS

Tuesday, August 23, 2016

10:00 am

Saint Joseph Parish Office – Bardstown

Wednesday, August 24, 2016

10:00 am

Chancery Meeting Room #3

### DECEMBER MEETINGS

Tuesday, December 6, 2016

10:00 am

Chancery Meeting Room #3

Wednesday, December 7, 2016

10:00 am

Saint Joseph Parish Office - Bardstown

## 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)

- Click on "About the Archdiocese."
- Click on "Publications/Media"
- Click on "Download and View Documents"
- Choose Specific Issue

### OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 25, 2016

1:00 pm

Chancery Meeting Room #3

Wednesday, October 26, 2016

10:00 am

Chancery Meeting Room #3

Wednesday, October 26, 2016

1:00 pm

Chancery Meeting Room #3

Thursday, October 27, 2016

10:00 am

**Saint Joseph Parish Hall – Bardstown**

Wednesday, November 2, 2016

10:00 am

Chancery Meeting Room #3

**\*Please note these October meeting dates are the 2017 Annual Benefit Meetings. A representative from each group participating in the benefit program is required to attend one of these meetings.\***

