

ARCH SUPPORT

Issue 121

November 2015

From The Desk Of The Chancellor...

Fall in Kentucky is my favorite season. The weather this fall has been particularly good, with many warm days and crisp nights. Halloween is past, Thanksgiving is close, and Advent will quickly follow. Next the Christmas holidays will arrive faster than most of us want. Time sure does pass quickly.

With the quick pace of life, we risk missing opportunities to really appreciate everyday events and common occurrences. Simple things and brief encounters can really be a source of joy and new insights. I encourage you to pay close attention during the busy days ahead so that you can notice and appreciate the blessings of this season.

The news reported today that soybeans and corn crops were larger than expected. Farmers of Kentucky will surely be grateful for the abundance of their harvest. When you eat your favorite Thanksgiving food this month, think not only of those who prepared it but also give thanks to those who raised it.

Pumpkins are common decorations in homes from Halloween through Thanksgiving. Their orange color is seldom found in nature except for this time of year. Did you ever notice that orange has no rhyming word in the English language? The word and color are both unique. When you notice a pumpkin or fallen leaf, or orange flame in the fireplace, think of a unique gift you have been given by God. Family gatherings occur most often this time of year. These can be special times with our loved ones. However, if a family member passed away recently or someone you love is spending their first holiday in a nursing home, this can be a difficult season. When you gather around a holiday table or decorate a tree, thank God for the people who bless your life and pray



for those who are experiencing more grief than joy this year.

Advent is certainly a time of preparation and anticipation. Advent wreaths and calendars direct us to think in terms of days or weeks as Christmas approaches. When you are tempted to count down remaining shopping days, think instead of what you might do once each day to set your heart on the real meaning of Christmas. Be a gift and a blessing to someone.

During Advent, we will launch the Jubilee Year of Mercy as called for by Pope Francis who reminds us that each of us and the Church itself is in need of God's saving mercy. During the upcoming year, across the Archdiocese, and around the world, the Church will reach out to those most in need of experiencing God's love and mercy. Locally, we will have listening sessions, study groups, Reconciliation services, Holy Doors, 24 hours of Eucharistic Adoration, and much more. Please join in these great efforts but also consider how you, too, can be an instrument of God's mercy to

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someone in need.

Christians are being persecuted in many places around the world. Many of the thousands of recent refugees have left their homes out of fear of being killed for their faith. Meanwhile, many Americans take religious freedom for granted. When you go to church over the holidays, thank God for the many blessings in your life including the right to worship, to live, and to proclaim your faith.

Please find time to appreciate even the small blessings in your life. Let us pray for each other as persons who share in the common mission to proclaim the good news of Jesus

Christ. Happy Thanksgiving! Blessed Advent! Merry Christmas!



WEATHER/SNOW DAYS

With an early prediction of snow in the forecast, we want to provide the information about office and school closings due to poor weather conditions. When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school 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.

Take Note from Brad Harruff, Catholic Mutual Claims/Risk Manager

Let me say thank you to our safety managers and administrators who attended the November safety meeting for insights on HVAC, electrical and boiler issues as presented by Hartford Steam Boiler representative and Vice President Lynn Rush. If you missed it you can link to their web site through the Catholic Mutual web site.

Your log in is: 0122lou

Password is: service

Then go to additional links.

With winter and the holidays arriving soon, here are some of the things to consider:

- Review your snow removal plan and address contracts for snow removal and needs for ice melting supplies, Consider pre-treating options for walks.
- Remove leaves from gutters as debris will allow ice and snow to gather and possibly seep in or damage the gutters.
- With structures being closed down, be sure if you have gas appliances in residential areas that carbon monoxide detectors are in place.
- Now is a great time to collect all those keys that were given out during the year for seasonal activities.
- Consider purchasing new/extra mats for the water that will be tracked in to prevent slips and falls and damage to your floors and carpets

There are new short training videos for administrators, specifically "Church Transportation" which should be viewed by at least one administrator. It will assist you in evaluating the necessity of this type of activity.

Merry Christmas and let's be safe out there!!



HOSPITALITY
MINISTRY

A HOSPITALITY QUIZ

1. If you asked the average person at your church who is responsible for greeting guests, what would they say?
2. On average, how long do you believe you have—once a person visits your church for worship—for them to make a decision about whether or not they will return?
3. If I asked an average church member at your church what the church is like, how they would describe it? What would they tell me? Likewise, what would a member of your local community likely tell me?
4. According to a number of hospitality-related studies, what are most people truly seeking when they decide to make a church visit?
5. What is the most important question you can ask a guest when they visit your church?

Answers and Reflections

1. Greeting guests is EVERYONE'S responsibility in a parish.
2. Most experts say you have as little as just a few minutes before a guest will make up their mind about your parish.
3. Take every possible opportunity to assess what your own parishioners believe about your church and how your local community views it.
4. People are seeking *affiliation*—a way and a place to belong.
"Great to have you with us! What brings you here today?"

ASBESTOS MANAGEMENT

Micro-Analytics, Inc. is under contract with The Archdiocese of Louisville as our "**Designated Person**" with the Environmental Protection Agency (EPA) for asbestos compliance. Dan Cooper has the responsibility of keeping **ALL** of our facilities in the archdiocese in compliance with the EPA regarding asbestos, including its current status in your facilities, its proper removal, disposal, air quality testing and reporting to the State of Kentucky Office of the EPA. Micro-Analytics is a qualified Asbestos Abatement and Remediation Company as well.

What does this mean to those of us who are responsible for an Archdiocesan Facility:

1. We **ARE** required to report to Micro-Analytics prior to the beginning of any asbestos abatement project in one of our facilities, **regardless of the size of the project**. Dan Cooper and Micro-Analytics are held legally responsible for any non-compliance issues with reporting to the State of Kentucky and the EPA about all our facilities.
2. We **ARE NOT** required to use Micro-Analytics as our asbestos abatement contractor. If we can find a properly qualified asbestos abatement contractor who will perform this service for us at a lesser price, we are free to use them.
3. We **ARE** still responsible for all the fines and penalties levied against us by any legal entity for non-compliance. Dan is charged with seeing to it that we DO NOT have any of these types of fines and penalties.

Micro-Analytics also does testing and remediation for **ALL** EPA regulated substances; lead base paint, mold, chemical spills, underground storage tanks, etc. If you have an issue with any substance like this, it is best to err on the side of caution and give them a call to be sure.

If you have any questions you can contact either:

Dan Cooper

President

Micro-Analytics, Inc.

3310-C Gilmore Industrial Blvd.

Louisville, Kentucky 40213

Phone: (502)964-8737

or

Bill Zoeller

Director of Facilities

Archdiocese of Louisville

1200 South Shelby Street

Louisville, Kentucky 40203

Phone: (502)636-0296

2016 401k Elective Salary Deferral Limits

- Maximum 401k Elective Salary Deferral \$18,000
- Catch-Up Contribution (age 50 and over) \$6,000

2015 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2015 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2015 and requests must be received by AIM (attention: Michele Cull) by February 29, 2016. After December 31st, remaining 2015 claims must be made by a paper claim form as the 2015 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

RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 31, 2015 PAYROLL

In order for your final 2015 payroll contribution to appear on the 4th quarter statements, you will need to submit your retirement contribution through the Plan Service Center on or before December 30th in order to have a December 31st cash effective date. Any contributions processed on December 31st will have a cash effective date of January 4, 2016.

Paycor Year-End Reminders...Getting Ready for W-2s!

This is the time to verify employee information in Paycor for year end. The items you want to check are:

YEAR-TO-DATE DEDUCTIONS: Make sure each employee has had the correct amount deducted year-to-date for each of their deductions. Be sure to also verify the year-to-date Employer portion of medical (ER) that is reported on the W-2. This is particularly important for school year employees who are not paid over the summer. If an adjustment is needed it can be made when you process your next payroll. If you need assistance please contact Mary Beth, Ashley Peak or Jennifer Musick.

EMPLOYEE NAME AND ADDRESS: Ask your employees to verify the name and address on their pay stub. Make any name changes under Employee/Personal Information, address changes under Employee/Contact Information.

DATE OF BIRTH: Verify that all dates of birth are correct. Make any corrections under Employee/Personal Information.

EMPLOYEE RETIREMENT PLAN ELIGIBILITY: Verify that the Retirement Plan box under Company/Status is checked for each employee who is eligible for 401k.

REMEMBER – ALL CORRECTIONS MUST BE MADE BEFORE YOU TRANSMIT THE LAST PAYROLL FOR 2015!

If you have any questions please feel free to contact Mary Beth Johnson or Ashley Peak in the Chancery Personnel Office.

2016 Official Holidays

Listed below are the "Official Holidays" for the 2016 Calendar Year. Please mark your calendars accordingly.

Friday, January 1	Holiday for New Year's Day <u>2016</u>
Monday, January 18	Martin Luther King Jr. Day
Friday, March 25	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Holiday for Independence Day
Monday, September 5	Labor Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Day after Thanksgiving
Friday, December 23	Christmas Eve
Monday, December 26	Christmas Day
Tuesday, December 27	Holiday for Day after Christmas
Monday, January 2	Holiday for New Year's Day <u>2017</u>



2016 Benefit Reminders

- 2016 Benefit Enrollment Forms are due in to the Chancery Personnel Office no later than **Monday, December 7, 2015.**
- January 2016 STD worksheet and payment due to Clarkson no later than **December 15, 2015.**

2016 PAYROLL CALENDAR....The 2016 payroll calendar is enclosed. It is also available on our website! For those groups that taxes are filed under The Roman Catholic Bishop of Louisville, you must follow this calendar. This is required to meet the IRS and DOL regulations on timekeeping, payroll and tax filings. Please note date in bold, **Thursday, November 10, 2016.** This does not fall in normal sequence of payroll processing due to bank holiday.

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

Thanks from the Chancery Office

As another year comes to an end, we want to take this opportunity to thank the parish and school staff members for their cooperation and hard work. Together we have made strides and improvements and we can continue to work together for a better future.

Happy Thanksgiving

Blessed Advent Season and

Have a very Blessed and Merry Christmas

And

A New Year Filled with Peace



DECEMBER ARCH SUPPORT MEETINGS

Wednesday, December 2, 2015
10:00 am
Saint Joseph Parish Office – Bardstown

Thursday, December 3, 2015
10:00 am
Chancery Office Meeting Room #3

FEBRUARY 2016 ARCH SUPPORT MEETINGS

Tuesday, February 16, 2016
10:00 am
Chancery Meeting Room #3

Wednesday, February 17, 2016
10:00 am
Saint Joseph Parish Office – Bardstown

APRIL 2016 ARCH SUPPORT MEETINGS

Tuesday, April 19, 2016
10:00 am
Saint Joseph Parish Office – Bardstown

Thursday, April 21, 2016
10:00 am
Chancery Meeting Room #3