

# ARCH SUPPORT

Issue 127

November 2016

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

It is hard to believe that the last month of 2016 is upon us. The long and contentious election season is over, and campaign ads have been replaced with Christmas commercials.

Last weekend Pope Francis closed the Holy Door in Rome signifying the end of the Jubilee Year of Mercy, and we are only a few days away from the first Sunday of Advent. Recent weather does not suggest winter is near, and Christmas Carols sure seem out of place, but the calendar tells us the time of preparation is here.

For our Church, the season of Advent is not simply about preparing for Christmas celebrations but is a reminder of the longing we have for the coming of the Messiah. The world waited in patience for the Son of God before the Incarnation, and we again wait for the Lord in the second coming. In ancient times, and still today, a weary world looks in hope for the promise of salvation.

There are certainly extra demands and expectations brought on by the holidays, but these weeks are also often filled with good times and meaningful rituals. How do you move through the season of Advent? Perhaps you set up an Advent Wreath at home or hang an Advent Calendar on your refrigerator. (They even make chocolate Advent calendars now so you can eat your way through the four weeks.) Decorating our homes with lights, candles, and greenery are symbols of welcome as we await the Christ child. If you do not already do so, you might try to take some time each day for prayer and meditation on advent themes.

A good resource to help you prayer with this can be found at:

- ⇒ <http://www.ignatianspirituality.com/advent>
- ⇒ <http://onlineministries.creighton.edu/CollaborativeMinistry/daily.html>
- ⇒ <http://faith.nd.edu/s/1210/faith/interior.aspx?sid=1210&gid=609&pgid=5683&cid=15492>

The United States Conference of Catholic Bishops also provides an Advent calendar with sug-



gested activities or thoughts for each day. See <http://www.usccb.org/prayer-and-worship/liturgical-year/advent/upload/advent-calendar-2016.pdf>

I have a significant childhood memory of Advent that to this day still teaches me the meaning of this season. My good Irish mother raised her nine children firmly, telling us we needed to behave well every day and to be extra good each day of Advent if we wanted to have a good Christmas. Of course we knew Santa Claus was “keeping a list and checking it twice,” and we all heard the song *Santa Claus is Coming to Town* (“You better watch out, you better not cry...”), but mom had another very practical measurement.

On the first day of Advent we were each given an empty shoebox that we were to place next to our beds. Each night, after we were asleep, my mother would place a few pieces of straw in our shoeboxes, the amount of straw given related to how well we behaved that day. Good behavior, more straw, not so good meant less. If our behavior was too

*Continued on Page 2*

much out of line on a given day, it was possible that some straw would be removed.

We each had a public accounting of our Advent when on Christmas Eve we gathered at our family nativity display. One by one, each of us would add our collections of straw from our shoeboxes to the manger for baby Jesus to lay his head. To some, this may seem to be a creative discipline tactic, but as children we saw it as a bit of a sibling contest, with the prize being getting to the manger and welcoming Jesus with the best we had to offer.

That is the enduring lesson for me all these years (decades) later. Advent is about arriving at the manger open, vulnerable, prayerful, grateful, and most especially, prepared to once again welcome Him to my home.

I pray the season of Advent and Christmas is a joyful one for you and your family. The Archdiocese of Louisville is blessed to have you among us.



## STAINED GLASS WINDOWS

As we head into the autumn time of the year, with the days growing shorter and the nights longer, it reminds us of what lies ahead. Wind! Rain! Blowing wind-devils of leaves and sometimes dust! Snow! Ice! Would you wonder why I mention all of these elements? Because they have a direct effect on the beautiful stained glass windows in our church buildings. These stained glass windows should be treated just like all other religious artifacts within the walls of our church buildings. They are blessed and therefore deserve, if not require, the same care as a statue inside the church building. They may even require more attention, since many of them are also tasked with keeping out these elements.

Careful attention should be paid to the following:

### ***INTERIOR OBSERVATIONS***

- Broken or missing glass
- Light penetration or leaks
- Loose or missing brace bars
- Bowing, sagging or bulging of the window
- Water leakage or damage

### ***EXTERIOR OBSERVATIONS***

- Is the window covered
- Is there any rotten wood
- Is the protective covering vented
- Is the protective covering broken
- Is the Frame wood steel, aluminum or stone
- Is the frame in need of paint
- Is the protective covering clear/transparent
- Evidence of the protective covering leaking

There are many companies that offer free inspection of your stained glass windows. Of course their motive is to help you with restoration when it comes time for that type of work to be done. Most will do an inspection and give you a written report. This report will give you clear pictures of each window, a detailed description of the condition of the window and a list of any needed repairs.



If you have any questions or need help reviewing your facilities need of attention to your stained glass windows, please feel free to contact Bill Zoeller, the Archdiocese of Louisville Director of Facilities. He can be reached at the Maloney Center, 502-636-0296 x1227.

## 2017 HOLIDAY SCHEDULE

Listed below are the "Official Holidays" for Calendar Year 2017. Please mark your calendars accordingly.

Monday, January 2	Holiday for New Year's Day <u>2017</u>
Monday, January 16	Martin Luther King, Jr. Day
Friday, April 14	Good Friday
Monday, May 29	Memorial Day
Tuesday, July 4	Holiday for Independence Day
Monday, September 4	Labor Day
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day after Thanksgiving
Monday, December 25	Christmas Day
Tuesday, December 26	Holiday for Day after Christmas
Friday, December 29	Holiday for New Years Eve
Monday, January 1	Holiday for New Year's Day <u>2018</u>



## 2016 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2016 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2016 and requests must be received by AIM (attention: Michele Cull) by February 28, 2017. After December 31<sup>st</sup>, remaining 2016 claims must be made by a paper claim form as the 2016 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)

## 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:

- **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 me, Ashley Hall 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 2016!**

If you have any questions please feel free to contact Jennifer Osborne or Ashley Hall in the Chancery Personnel Office.

## 2017 PAYROLL CALENDAR....

The 2017 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 distribute to your employees so they will know the timesheet due dates.

## RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 30, 2016 PAYROLL

In order for your final 2016 payroll contribution to appear on the 4<sup>th</sup> quarter statements, you will need to submit your retirement contribution through the Plan Service Center on or before December 29<sup>th</sup> in order to have a December 30<sup>st</sup> cash effective date. Any contributions processed on December 30<sup>st</sup> will have a cash effective date of January 3, 2017.





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

With winter around the corner, we need to go over that important pre-winter checklist:

- Be sure all unheated buildings are winterized including draining water from pipes and fixtures
- Final cleanings of roofs, gutters and downspouts are needed
- Snow removal plan is in place with consideration given to pre-treatment options and keeping extra product in the entranceways so exterior trouble spots and walking areas can be treated
- Only use space heaters that have 'tip over' cut offs and only heavy duty extension cords can be used.
- Place extra mats and rugs in high traffic areas

### Special Events Coverage

Regarding special event applications, be sure they are COMPLETELY filled out. If it is a fundraiser we need to know the details and the types of activities that will take place (ex. Dinner, silent auction, dance etc...). If your staff would benefit from a personal meeting on the procedures, please let me know and we can set an appointment.

### FINANCE OFFICE NEWS

Reminder, if you change bank accounts, you need to notify the Finance Office as soon as possible. You also need to contact the Personnel Office for the forms needed to notify Paycor and Fifth Third.

Also be reminded that the monthly reconciliation of the balance should be a priority.

A monthly reconciliation folder should be maintained that details the reconciliation of each account on the balance sheet. First priority should be the reconciliation of the bank account.



### CSA 2016

In this season of thanks, The Catholic Service Appeal is thankful for the generosity of the people of the Archdiocese of Louisville!

The 2016 Catholic Services Appeal received a remarkable outpouring of support during the month of October with more than 2.3 million dollars raised and 8,800 households participating in the Appeal. The Catholic Services Appeal is a vital source of funding for more than 100 ministries and services here in the Archdiocese of Louisville. Did you know?

- Each month, an average of 500 people in need receive emergency assistance for rent, utilities, food, clothing, prescriptions and personal/household items.
- Seminary education for the 18 young men studying to become our future priests.
- Produced and distributed 12,500 Year of Mercy Passports, which provide education and suggestions for practice action related to the Spiritual and Corporal Works of Mercy.
- Served the community with more than 35,000 interactions with individuals through a wide variety of intergenerational programming at the Catholic Enrichment Center through the Office of Multicultural Ministries.

These are just a few examples of the many services supported by the Catholic Services Appeal. To learn more about the 2016 Appeal and to donate please visit [www.archlou.org/csa](http://www.archlou.org/csa)

## FOOD SERVICE NEWS

### MARK YOUR CALENDAR

#### **NOVEMBER**

November 24 Thanksgiving Day

#### **DECEMBER**

*Worldwide Food Service Safety Month*  
*National Pear Month*

December 4-10 National Hand Washing Awareness Week

December 2 Special Education Day

December 4 National Cookie Day

December 6 St. Nicholas Day

December 7 75<sup>th</sup> Anniversary of Pearl Harbor

December 21 First Day of Winter

December 25 **MERRY CHRISTMAS!!**

#### **JANUARY**

*Be Kind to Food Servers Month*

*National Soup Month*

*National Blood Donor Month*

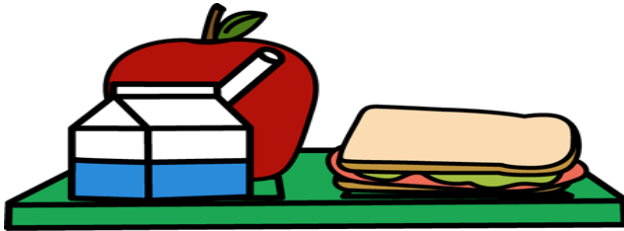
January 16-20 Sugar Awareness Week

January 1 HAPPY NEW YEAR!!!

January 4 National Spaghetti Day

January 11 National Milk Day

January 16 Martin Luther King Jr. Day



### **PROFESSIONAL STANDARDS**

If you haven't checked out the Institute of Child Nutrition website (formerly NFSMI) lately, there are several online classes available that count toward your mandatory annual training for professional standards, as well as CEU credits for your SNA certification. Go to: [www.theicn.org](http://www.theicn.org)

There are also some webinars on the School Nutrition website. To register, go to: <https://schoolnutrition.org/Webinars/>

Make sure to share this information with your staff as well as maintain the tracking form of their hours, and your hours, for your professional standards files.

### **CURRENT NEWS**

Please remember to inform parents that they can apply for free/reduced lunch online at [www.lunchapplication.com](http://www.lunchapplication.com). They can pay online as well by going to the Archdiocese of Louisville website, [www.archlou.org](http://www.archlou.org), going to schools, food service, and clicking on the EZ Pay logo to set up an account.

### **KEEP IN MIND**

Please check your email every morning for commodity and DOD delivery dates.

**When commodity deliveries are scheduled, Southern/Reinhart Foods delivery window (per contract) is from 6:30 A.M. until 3:30 P.M. You must be available to receive these deliveries or make arrangements to have someone available to receive them for you.**

### **DATES TO REMEMBER**

Cafeteria Manager Meeting:

- Wednesday January 25<sup>th</sup>, at 2:30 P.M. at the Maloney Center
- Thursday January 26<sup>th</sup>, at 2:30 P.M. at Bethlehem High School

### **HOUSEKEEPING**

Your end of month paperwork is due on the 5<sup>th</sup> of every month regardless of holidays and days off from school. Susan Wittenauer sent each cafeteria manager a new check list.





## 401K CONTRIBUTION LIMITS FOR 2017

### *Elective Salary Deferral limits are:*

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

## 2017 BENEFIT REMINDERS

- ◆ 2017 Benefit Enrollment Forms are due in to the Chancery Personnel Office no later than Wednesday, December 7, 2016.
- ◆ January 2017 STD worksheet and payment due to Clarkson no later than December 15, 2016.

## 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

# meetings

## DECEMBER ARCH SUPPORT MEETINGS

Tuesday, December 6, 2016

Chancery Meeting Room #3

Wednesday, December 7, 2016

10:00 am

Saint Joseph Parish Office – Bardstown

## HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

Wednesday, November 30, 2016

11:30 am

Trinity High School

RSVP and Agenda items to: [castagno@thsrock.net](mailto:castagno@thsrock.net)

Thanks Larry for hosting this November meeting!

