

ARCH SUPPORT

Issue 122

January 2016

From The Desk Of The Chancellor...

We are just a few weeks into 2016 and, be honest, how are those New Year's resolutions working out? Lots of us start the year with the best intentions, but life events have a way of getting in the way of the plans we make. Whether you began a new diet, started an exercise program, or promised to better organize your home or office, making a resolution is easy but following through can be challenging. Don't despair! You are not alone, and it is never too late to re-start resolutions or perhaps reconsider them.

The past few years Pope Francis has made public his suggested New Year's resolutions. This year the Holy Father called upon Vatican employees to do 10 things in 2016. Perhaps if you are considering making some new plans, or still wish to make 2016 extra special, you can find 2 or 3 items from his list to help you:

1. Take care of your spiritual life, your relationship with God, because this is the backbone of everything we do and everything we are.
2. Take care of your family life, giving your children and loved ones not just money, but most of all your time, attention and love.
3. Take care of your relationships with others, transforming your faith into life and your words into good works, especially on behalf of the needy.
4. Be careful how you speak, purify your tongue of offensive words, vulgarity and worldly decadence.
5. Heal wounds of the heart with the oil of forgiveness, forgiving those who have hurt us and medicating the wounds we have caused others.
6. Look after your work, doing it with enthusiasm, humility, competence, passion and



with a spirit that knows how to thank the Lord.

7. Be careful of envy, lust, hatred and negative feelings that devour our interior peace and transform us into destroyed and destructive people.

8. Watch out for anger that can lead to vengeance; for laziness that leads to existential euthanasia; for pointing the finger at others, which leads to pride; and for complaining continually, which leads to desperation.

9. Take care of brothers and sisters who are weaker ... the elderly, the sick, the hungry, the homeless and strangers, because we will be judged on this.

10. Make sure your Christmas is about Jesus and not about shopping.

Always the teacher, Pope Francis really challenged the staff of the Holy See with this list.

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Every one of them deserves some careful reflection. I hope you find them as meaningful as I did.

A reminder for all of us that last month the world-wide Church began the Jubilee Year of Mercy, lasting from December 2015 until November 2016. Here in the Archdiocese, Archbishop Kurtz has asked that we organize a number of opportunities to celebrate the year. Here is the list of some of what will be taking place:

- Catholic Connection – In Advent we began a media campaign to reach out to inactive Catholics. We distributed postcards and set up a web page to collect names of people to invite to consider re-connecting with the Church. Listening Sessions will be held across the Archdiocese in February for anyone who wants to gather and discuss question or concerns they have about the Church. Go to www.archlou.org/WelcomeBack for more information.
- 24 Hours for the Lord – The Holy See has asked that churches around the world observe a special 24-hour period of Eucharistic Adoration, with the availability of Reconciliation sometime during that time. The dates that have been established are March 4-5 (Friday-Saturday). Several dozen parishes in the Archdiocese will be participating. Once we have confirmed which parishes are open, we will communicate this information to the general public.
- Corporal Works of Mercy – Parishes, schools, youth groups, and other church organizations are being encouraged to do acts of mercy and justice. We will be collecting reports about what occurred and what the impact has been.
- Adult Formation – Many Parishes have active Renew groups or other small Christian communities. Parishes are encouraged to invite groups to study and discuss mercy this year. Several resources for possible use are listed on our webpage.

Life Conference (October 2016) – We will be hosting a diocesan-wide conference as we conclude the jubilee year of mercy. The conference will highlight the Church's teaching on the dignity of life as the foundation for our corporal and spiritual works of mercy.

For more information on these and other initiatives take a look at our web page at www.archlou.org/year-of-mercy.

FINANCE NEWS — End of Year Reporting Reminder List

- Chancery Six Month Finance Report (www.archlou.org under **About** and select **Forms**, then **Finance Forms**) due on 01/29/16 by hardcopy or email. **Please make sure the reporting format is as requested.**
- Forms 1099 and W-2Gs due to recipients by January 29th.
- File Forms 1096, 1099 and W-2Gs on paper by March 1, 2015, if electronic by March 31, 2015. If you withheld taxes for W2-Gs you will need to file Form 945. Please download complete instructions from the IRS website.
- Check with your local tax authorities if 1099s need to be filed.
Louisville Metro, Kentucky: Please use Form 1099SF.
- Contribution letters for cash donations over \$250 due to donors by January 29th. See website <http://www.irs.gov/pub/irs-pdf/p1771.pdf> for more guidelines.
- Elementary schools will receive the balance of the Archdiocesan Student Financial Aid Assistance in early February, please deposit these checks timely. Some of these checks are substantial, so please contact us if you do not receive the check by February 15th.
- **PDS 2016 Conference** is May 31st- June 3rd in Baltimore Maryland. See website for information <http://www.ideastoimpact.com/>

Construction and Renovation Projects

It's hard to think about spring and summer when the temperatures are below the freezing mark outside, but spring and summer are a very active time in our parishes for construction and renovation projects. Subsequently, as a result, the Archdiocese of Louisville, Office of Facilities Management also gets very busy.

With this increase in activity, a review of the Renovations and New Construction Policy is in good order. As well, there have been some changes to the policy that went in to effect in *July 2015*. *The full Renovations and New Construction Policy can be found on pages 76 thru 80 of the July 2015 Financial Policies and Procedures Manual*. You can access the full manual online at the Archdiocese of Louisville Web-page, www.archlou.org. It is located under the drop-down box titled **"About"**, then click on the drop down box titled **"Archdiocesan Policies, Guidelines and Handbooks"**, this will take you to a page titled **"Financial Policies and Procedures Manual"**, then click on the link titled [Financial Policies and Procedures Manual 2015](#). This will open a PDF file for the entire Financial Policies and Procedures Manual.

Here are just a few of the questions I am asked most frequently:

- Q.** *What dollar amount requires me to get approval from the Archbishop?*
- A.** Any project in excess of \$20,000.
- Q.** *Do I have to seek the Archbishop's approval for projects covered by proceeds from Catholic Mutual?*
- A.** Yes, any expenditure on a parish facility over the threshold above needs to be submitted to the Archbishops office for approval. Where the funds come from is relevant information to be included in the request for approval letter sent to the Archbishop.
- Q.** *What types of projects require me to get approval from the Archbishop?*
- A.** New Construction, Renovations, Demolition, Changes to the Interior and/or Exterior, Extraordinary Repairs (**even if covered by insurance**), Purchase of Property and/or Furnishings.
- Q.** *What information do I need to provide to the Archbishop when I submit a request for approval?*
- A.** There are four (4) pieces of information that need to be included with your letter of request:
 1. A brief description of the project;
 2. The total cost of the project (Include copies of all bids received, minimum of three (3) required)
 3. The source of funding for the project;
 4. A copy of the Parish Council, Finance Council and/or School Board minutes showing review and approval of the project.

The one thing that slows the approval process the most is an incomplete packet of information on the project. This sometime causes multiple inquires seeking additional information. If you have any questions or need help reviewing projects and project requests for your facilities, please feel free to contact Bill Zoeller at the Maloney Center, 502-636-0296 x1227 or by email at BZoeller@ArchLou.org.

2016 401k Elective Salary Deferral Limits

Maximum 401k Elective Salary Deferral — \$18,000

Catch-Up Contribution (age 50 and over) — \$6,000





Parish Stewardship Renewal Materials – 2016

So that parishes have the option to obtain professionally produced stewardship renewal materials at an affordable price, the Office of Mission

Advancement has worked with a professional printer to design templates for a new 2016 stewardship renewal poster, brochure, and intention card, which are easily customized for a specific parish. A sample of the stewardship poster is included in this newsletter.

Regardless of when your 2016 stewardship renewal period occurs, this option will be available for interested parishes. We have arranged set pricing with the printer so that a parish's cost per piece is the same regardless of quantity ordered. Parishes wishing the printing house to also handle mailing of the materials have that option available as well.

Any parishes interested in exploring these materials should contact Mr. Tink Guthrie in the Office of Mission Advancement (502) 585-3291, ext. 1118.

2015 Catholic Services Appeal Reaches Goal!

Through the generosity of more than 13,400 donors, the 2015 Catholic Services Appeal has surpassed \$3.4 million in gifts and is now our most successful ever! Donor support for this year's Appeal has been remarkable, and its vitality is evidenced in many ways, including:

- The campaign has already raised more funds than ever before
- The campaign reached goal in record time
- 70 of our 110 parishes have achieved their goal (13 more than last year)
- \$220,000 has been gifted specifically for seminarian education
- More than 340 new donors have contributed \$90,000 to this year's Appeal
- We are \$445,000 ahead of CSA donations at the same time last year

Reaching goal demonstrates the great generosity within our local Church and enables CSA-supported ministries and services to continue their good works, but the overall need continues to grow and outpace financial resources. *The campaign is not over.* Every dollar donated to Catholic Services Appeal in excess of goal enables the ministries and services to reach additional people who are in need.

Please continue encouraging your parish community to participate in giving to the Appeal. Gifts to the Catholic Services Appeal may still be made at www.ArchLou.org/CSA.

God can do amazing things with every gift given in his name!



TIMETALENTTREASURE

Sharing God's Gifts



PARISH STEWARDSHIP RENEWAL

SHARING GOD'S GIFTS



< **Parish Name** >

FOOD SERVICE NEWS...MARK YOUR CALENDAR

JANUARY

January 24-30

FEBRUARY

February 1-7

February 2

February 10

February 14

February 15

February 29

MARCH

March 7-11

March 20-26

March 13

March 17

March 19

March 25

Catholic Schools Week

American Heart Month

National Burn Awareness Week

Groundhog Day

Ash Wednesday

Valentine's Day

Presidents Day

Leap Day

National Nutrition Month

American Red Cross Month

National School Breakfast Week

National Poison Prevention Week

Daylight Savings time begins

St. Patrick's Day

Spring Begins

Good Friday



DATES TO REMEMBER:

- Cafeteria Manager Meeting:
- Wednesday March 30th at 2:30 P.M. at the Maloney Center
 - Thursday March 31st, at 2:30 P.M. at Bethlehem High School

WELCOME!!!!

Renee Allison has joined us as the new manager at St. James Louisville. Welcome Renee!!

HOUSEKEEPING

D 2s and all back up documentation are due on the 5th of the month, every month. Please discuss this with your bookkeeper, especially in light of spring break coming.

PROFESSIONAL DEVELOPMENT:

We are working on a training schedule for the Level I Certification that **ALL** food service employees must take and pass. Once we have a schedule set, you'll be notified and the training will begin. Please inform your staff that this is happening and that it is mandatory for everyone.

There are also some new webinars on the School Nutrition website. Click the link 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 new online classes available that count toward CEU credits for your SNA certification. Just click on the link below.

<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTIzOA==>

KEEP IN MIND

Please check your email every morning for commodity and DOD delivery dates. It is **crucial** that your free and reduced list be accurate, please check your email daily before lunch and update accordingly.

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.

2016 Parish Mailing Dates
Watch for the Parish Mailings
that will be going out on the
following dates:

January 7th and January 21st
 February 11th and February 25th
 March 10th and March 24th
 April 7th and April 21st
 May 5th and May 19th
 June 2nd and June 23rd
 July 7th and July 21st
 August 4th and August 18th
 September 1st and September 15th
 October 6th and October 20th
 November 3rd and November 17th
 December 15th **Only one mailing in**
December

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



TAKE NOTE... From Brad Harruff
Catholic Mutual Claims/Risk Manager

Winter has its own unique problems to deal with, and in addition to last notes here are a few more:

- ✓When space heaters are utilized, be sure they are modern enough to have "fall over" switches which turn them off. It would also be advisable to use a plug in timer since some are in areas and can be inadvertently be left on, like sacristies or confessionals.
- ✓Hopefully we have all winterized unheated spaces and buildings like concession stands, but also remember that our regular- use buildings have unheated spaces. Forgotten areas are attics of schools and areas above drop ceilings where heat is not circulated and contain water lines. Please consider having your maintenance person or safety manager examine these areas as a frozen pipe could cause temporary loss of use of the building and a lot of water damage.
- ✓Storage rooms fill up and that usually includes mechanical rooms as well. Transformers and other electrical equipment produce heat and require air ventilation. This is also true of furnaces and boilers. Your safety managers should maintain a 36 inch clearance around all equipment.
- ✓While we are utilizing more rugs and mats this time of year, periodically check them to insure they do not slip on the floor and the rolled or curled edges do not create a trip and fall hazard. Carpet remnants should NEVER be used.
- ✓Roadworthy trailers owned by the location or the Scouts are NOT covered by our property insurance. Coverage for these trailers, if wanted, can be obtained on the commercial market at a relatively low cost. If you are unable to locate a carrier for this please give me a call and I can assist you.

Thanks for all your hard work to keep our self- insurance program in good health.

PARISH AND REGIONAL SCHOOLS ROUNDTABLE

March

Tuesday, March 8, 2016

11:30 am

Holy Trinity – Louisville

Hosted by: Bruce Hines

RSVP and Agenda items to: bhines@htparish.org

May

Thursday, May 19, 2016

11:30 am

Saint Joseph – Louisville

Hosted by: Mat Murphy

RSVP and Agenda items to:
mmurphy@sjosephcatholic.org



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



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 ARCH SUPPORT MEETINGS

Tuesday, April 19, 2016

10:00 am

Saint Joseph Parish Office – Bardstown

Thursday, April 21, 2016

10:00 am

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

March

Thursday, March 17, 2016

11:30 am

Assumption High School

Hosted by: Linda Harris

RSVP and Agenda items to:
Linda.harris@ahsrocks.org

May

Wednesday, May 18, 2016

11:30 am

Sacred Heart Academy

Hosted by: Tina Williams

RSVP and Agenda items to:
twiliams@shslou.org