

# ARCH SUPPORT

Issue 128

January 2017

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

2017 is off to a busy start for many of us. I hope your resolutions have not already gone by the wayside. If so, remember it's never too late to start again.

For my article this month I thought it might be helpful to give you some **updates** on a wide variety of topics and events.

### **Pastoral Letter**

In the last few days of 2016, on the Feast of the Holy Family, Archbishop Kurtz released his inspiring pastoral letter, *Your Parish: The Body of Christ Alive in Our Midst*. The document is an open letter to the faithful of the Archdiocese of Louisville calling on all of us to work for renewal of parish life. It also introduces a process of discernment to occur in all parishes over the next two years.

The letter was printed in the January 12 issue of *The Record* and is available on the archdiocesan web page. Printed "hard copies" will be distributed to pastoral leaders at the end of January and will be made available to parishes, particularly when they engage in the discernment process. If you have not already taken the time to read the letter, please do so soon and encourage others to do so as well.

### **Pastoral Center**

After a slow start, construction is well underway on the new Archdiocese of Louisville Pastoral Center to be located on the property of Holy Family Parish on Poplar Lever Road. As communicated in previous stories, the new building will allow our administrative offices to be located at an active parish and in a more accessible and visible location. The Center will replace the present Chancery building and allow agency offices presently housed at the Flaget Center to relocate to either the new facility or to the Maloney Center. This new location will provide greater accessibility for those we serve and facilitate easier collaboration among agencies.

The most common question I am asked is, "when will the building be finished?" Those familiar



with construction projects know that such questions are hard to answer, but we believe we may be at the new site by August. We can all look forward to great opening celebrations later this year.

### **Office Moves**

Over the next two months as the building of the Pastoral Center progresses, we will begin the shifting of some agency office locations. The Vocations Office will move to larger space at the Maloney Center. The Office of Youth and Young Adult Ministry and the Office of Faith Formation will move from the Flaget Center to the Maloney Center. Some agency addresses and phone numbers may change, but everyone's email address will remain the same.

### **Budget Season**

Most of us have begun the early stages of preparing our 2017-2018 budgets. This past weekend, with the support of the Priests' Council, Archbishop Kurtz approved our initial archdiocesan budget plan, which includes lowering parish assessments. The annual salary memo will be mailed to parishes and schools this week.

*Continued on Page 2*

## Ed Choice Kentucky

I hope you are following the developments about legislative efforts to expand educational opportunities for all Kentucky students through the use of a Scholarship Tax Credit program. Creating such a program will immediately benefit low and middle income families and families with developmentally disabled children. Everyone is encouraged to voice their support by urging their state legislators to endorse *House Bill 162 and Senate Bill 102*. You can stay up to date on the bills through the web page: [www.edchoiceky.com](http://www.edchoiceky.com)

## Biggest Loser

Here at the Chancery and in more than twenty other locations our colleagues are competing in a “Biggest Loser” weight loss challenge. You can earn **Go365** points with Humana and even earn prizes, all while getting healthy. If you want to join us and start your own local contest, contact Ashley in the Personnel Office.

## Events

Looking at my calendar, I see that there are so many wonderful events coming up in the next few months. While there are too many events to list here, let me name a few and encourage you to consult the archdiocesan calendar on our web page to see all that is ahead. Lent is just five weeks away with Ash Wednesday on March 1, followed by the Rite of Election on March 4 and 5. The African American Catholic Leadership Awards dinner is on March 11, the Salute to Catholic School Alumni on March 14, and the Catholic Men’s Conference will be held on March 18.

I pray these months of winter treat you well. .



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

Now that we have enjoyed a fairly successful year with our property and liability program, thanks to our staff and volunteers, we can start a new year in good shape. Here are just a few items to check:

- Re-check your ledger pages to be sure all properties listed are in order. Major modifications, sales, removals and new construction are all important to keep your location’s coverage correct and up to date.
- Check with maintenance personnel/safety managers to see that all unoccupied buildings are winterized.
- Follow up when possible to be sure all gutter, down spouts and exterior floor drains are clear.
- Keep ALL valuable- stored records off the floors and on shelves in case of water related damage.
- Be sure that 3<sup>rd</sup> party usage of your property is completed by the signing of a lease/usage agreement and supported by insurance. Also check your lease agreements to be sure insurance information is up to date.
- Be sure your snow removal plan is meeting your needs and make adjustments if necessary. Have a back up plan such as sand available should Ice Melt supplies run out.

## SO YOU LOST OR CAN’T FIND YOUR SOCIAL SECURITY CARD?

You may be able to request it using your personal *my* Social Security account. You may be able to avoid a trip to the office and waiting in line. We encourage you to find out whether you can take advantage of this service by visiting [www.socialsecurity.gov/ssnumber](http://www.socialsecurity.gov/ssnumber).

You can use this service if you:

- Are a U.S. citizen age 18 or older with a U.S. mailing address
- Are not requesting a name change of any other change to your card
- Have a valid driver’s license or a state-issued identification card



## SAFETY FIRST! LET'S REVIEW INFORMATION ON SLIPS, TRIPS AND FALLS

We think it is safe to say WINTER has finally arrived, **MAYBE!** As we begin 2017 it is a good idea to review one of the top categories of Workers Compensation exposure for the archdiocese. While Slips, Trips and Falls were not the highest single claim category under the archdiocese workers compensation insurance for 2016, combined, they were the third highest. In 2014, a mere two years ago, they were by far the worst category. Thanks to the efforts of many, our claims history for these types of injuries in 2016 versus 2015 is as follows:



	2015	2016	Change
1. <b><u>Slips</u> On Ice</b>	\$2,827	\$2,824	Down <\$3>
2. <b><u>Trips</u> On Same Level</b>	\$26,516	\$10,535	Down <\$15,981>
3. <b><u>Trips</u> On Stairs</b>	\$1,008	\$1,500	Up \$492
4. <b><u>Falls</u> From Diff. Level</b>	\$2,663	\$0	Down <\$2,663>
5. <b><u>Falls</u> On Wet Floors</b>	<u>\$7,747</u>	<u>\$241</u>	Down <\$7,506>
<b>Totals</b>	\$40,761	\$15,100	Down <\$25,661>

We have experienced a significant improvement over the past two years. However, we cannot let down our guard. Safety is something that needs to constantly be remembered and monitored. 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 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, backpacks, 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 access all areas for potential hazards.

**Trips On Stairs** – Pay attention to step treads and loose 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 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 into slip resistant cleaners and floor care products.

**SLIPS, TRIPS and FALLS** are not 100% preventable; but, can be significantly reduced with just a little attention to the details outlined above. Your designated Safety Coordinator has been given information in much 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 give Bill Zoeller, Archdiocese of Louisville, Director of Facilities, a call. Bill can be reached at

502-636-0296 x1227.



The Office of Mission Advancement is excited to announce that the 2016 Catholic Services Appeal has surpassed its fundraising goal of \$3.5 million. Thanks to the generosity of more than 14,100 donors thus far, the Appeal has already reached a financial all-time high of \$3,783,378 in gifts and pledges in support of more than 100 ministries and services that rely on funding from the Appeal. Reaching the financial goal demonstrates the great generosity of our local Church communities and enables CSA-supported ministries and services to reach even more individuals and families in need.

One challenge still remains for the 2016 Catholic Services Appeal – the participation goal. This year’s participation goal is 14,612 donors, a 2% increase over prior year. To date the CSA is at 97% of this goal! Thank you to everyone that has participated so far. If you have not yet participated and would like to make a gift in support of the CSA, online giving is a quick and easy way to do so; visit [www.ArchLou.org/CSA](http://www.ArchLou.org/CSA) to learn more and to make a donation. New with the 2016 Appeal, parishes can track their weekly CSA progress by visiting [www.ArchLou.org/csa-parish-update/](http://www.ArchLou.org/csa-parish-update/)

Thank you to all the pastors, parish staff, and volunteer teams that have supported the 2016 Catholic Services Appeal. The success of this Appeal would not be possible without you!

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## FACTS TUITION ASSISTANCE INFORMATION MEETING

A FACTS Tuition Assistance meeting for principals, business managers, and other key people involved with tuition assistance at the school/parish level will be held on **Wednesday, February 8, 2017, 1:30-3:30 p.m., at Flaget Center, 1935 Lewiston Drive (40216).**

Representatives from FACTS, the Archdiocese of Louisville, and the Catholic Education Foundation (CEF) will be on hand to conduct the session and address your questions and concerns. ***This is a very important meeting as we are transitioning to a new third-party service provider.*** We ask each school leader to ensure that individuals representing that school attend this meeting. We will be sending a separate email out to school/parish business managers on our distribution list; however, please feel free to forward this email to those individuals involved in the annual tuition assistance process at your sites.

To register for this meeting, please go to the link below.

<https://docs.google.com/forms/d/e/1FAIpQLScqwO1mLOlqg0jXT3mcjHMTjS7ku5nCVW10Y9lQGGuqTQI32zw/viewform>

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## LEADERS TODAY FACE SPIRITUAL CHALLENGES

From “Leadership In Turbulent Times Is Spiritual” *Margaret J. Wheatley* ©2002

<http://www.margaretwheatley.com/articles/turbulenttimes.html>



I believe that leaders today are faced with enormous challenges, most of them not of their own doing. As times grow more chaotic, as people question the meaning (and meaninglessness) of this life, people are clamoring for their leaders to save and rescue them. Historically, we’ve too often given away our freedom and chosen dictatorship over uncertainty. People press their leaders to stop the chaos, to make things better, to create stability. And even leaders who would never become dictators, those devoted to servant leadership, walk into this trap. They want to help, so they exert more control over the disorder. They try to create safety, to insulate people from the realities of change. They try and give answers to dilemmas that have no answers. No leader can achieve this, and it is always liberating to realize that.

Leadership through command and control is doomed to fail. No one can create sufficient stability and equilibrium for people to feel secure and safe. Instead, as leaders we must help people move into a relationship with uncertainty and chaos. Spiritual teachers have been doing this for millennia. Therefore, I believe that the times have led leaders to a spiritual threshold. We must enter the domain of spiritual traditions if we are to succeed as good leaders in these difficult times.



## AND WE'RE OFF! 2017 BIGGEST LOSER CHALLENGE

Our archdiocese employer sponsored event **Biggest Loser Challenge** through **Humana Go365** kicked off the week of January 16<sup>th</sup>. There are 23 locations participating (including the Chancery Office) in this 10 week **Biggest Loser Challenge** where health and wellness are the overall goals with a little competitive spirit thrown in. We are excited to make 2017 our healthiest year yet. Locations can send in progress reports to Ashley Hall at [ahall@archlou.org](mailto:ahall@archlou.org) and we will issue reports and maybe create a little competition between the groups as well as within the groups. We encourage you to join us and keep up the good work!



## 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)

## 2017 HOLIDAY SCHEDULE

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

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

## PLANNED GIVING INFORMATION SESSION – WELCOME PASTORS, BUSINESS MANAGERS, STEWARDSHIP COMMITTEE



Let us help you make plans to begin Planned Giving in your Parish. Please save the date **February 16, 2017** to join your peers from other parishes to discuss what is happening with Planned Giving throughout the Diocese. The information/conversation session will be held at **Saint Gabriel 5505 Bardstown Road at 6:30 and dinner will be served.**

There are great things happening and we can't wait to share them with you!  
Please RSVP for dinner.

Erin Zuber — 502-585-3291 — [ezuber@archlou.org](mailto:ezuber@archlou.org)



## 2017 PARISH MAILING DATES

January 12 and January 26

February 9 and February 23

March 9 and March 23

April 6 and April 20

May 4 and May 18

June 1 and June 15

## UPDATED I-9 FORM

We would like to remind everyone the current I-9 form expires 1/21/17 and should no longer be used. The new form is available on the website at [archlou.org](http://archlou.org)

# Arch Support

## NEW LOCATION 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 “Arch Support”
- Choose Specific Issue

## meetings

### FEBRUARY 2017 ARCH SUPPORT MEETINGS

Wednesday, February 15, 2017

10:00 am

Chancery – Meeting Room #3

Thursday, February 16, 2017

10:00 am

Saint Joseph Parish Office – Bardstown  
(Holy Family Room)

### APRIL 2017 ARCH SUPPORT MEETINGS

Wednesday, April 19, 2017

10:00 am

Saint Joseph Parish Office – Bardstown  
(Maloney Room)

Thursday, April 20, 2017

10:00 am

Chancery – Meeting Room #3

## 2017 401K ELECTIVE SALARY DEFERRALS LIMITS – REMAIN UNCHANGED FROM THE 2016 LIMITS

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

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