

ARCH SUPPORT

Issue 130

July 2017

From The Desk Of The Chancellor...

July has arrived with expected heat and thunderstorms and a new fiscal year. As usual, days are passing quickly, and I hope you can take some time for a bit of rest and recreation during these summer months. The staff at the Chancery is busy with our usual tasks, but we also are spending time packing boxes as we prepare for our move next month.

Summer is a time when the choice of clothing attire changes for many people. Heat, humidity, and outdoor activities bring on shorts and tee shirts. My family has a unique custom of celebrating major events with tee shirts, with or without warm weather. Graduations, weddings, baptisms, and other family gatherings are a time to wear tee shirts in honor of the person being celebrated. For many years, we have honored graduates from 8th grade through graduate school with guests wearing tee shirts of the respective school colors that say "Hooray for _____!" The graduate is given a shirt that simply says, "I'm _____." We often create a bit of a scene at commencements. At weddings, usually at the rehearsal dinner, the guests wear tee shirts with the wedding colors and the bride has a shirt with a bridal veil and groom with a bow tie.

Tee shirts are a wonderful canvass for slogans and pictures. Do you have a collection of shirts? Among my favorite is the shirt that lists six or seven different pronunciations of "Louisville."

Recently fourteen representatives of the Archdiocese of Louisville traveled to Orlando Florida to attend the United States Conference of Catholic Bishops Convocation of Catholic Leaders on the *Joy of the Gospel* in America. You may have read about the event in *The Record*. While some participants dressed more formally, quite a



few delegates from around the country wore tee shirts. One brightly colored shirt that caught my attention simply said "Proud to be Catholic." Would you be willing to wear that shirt?

After the meeting several of us spent a few extra days in the Orlando area. While most visitors are interested in Disney parks, we chose to spend a full day at the Kennedy Space Center at Cape Canaveral. This is a truly amazing place that teaches visitors about the past, present, and future opportunities of space exploration. My favorite tee shirt sold at the space center was the one with the words, "I need my space."

The most common tee shirts are those that identify favorite sports teams. Fans of UK or U of L are likely to have at least one such shirt with the appropriate color. Grade schools, high schools, colleges, and pro teams are all promoted

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through colorful attire.

As you read this newsletter, take a moment and imagine a tee shirt slogan for your parish or agency. What would be written on it? What message would you want to express. What would happen if your staff all wore that shirt one day? If you have an idea for an archdiocesan shirt, send it my way.



Beyond tee shirts, here are a few reminders and updates for the coming months:

- **New Building:** We expect the archdiocesan offices now at the Chancery to move to the new Pastoral Center around mid-August. We will have the same phone number and email addresses, but the mailing address (to replace P.O. Box 1073) will be 3940 Poplar Level Road, Louisville, KY 40213. There will be new post office boxes for the Finance Office and the Catholic Services Appeal. More details will be announced soon.
- **Personnel Policies:** The new policies were distributed in late spring. Please make sure all employees receive a copy and that you have retained a signed acknowledgment form from each employee.



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

- We made it out of winter and heading into picnic and festival season. For picnics, Catholic Mutual keeps a festival guideline on the website for your coordinator to use as a checklist. Simply log on as follows to Catholicmutual.org
 - Login- 0122lou
 - Password- service
- Recently we experienced storms bringing damaging hail and wind to certain areas. Summer time is an ideal time to check shingled roofs for sealed down tabs and excessive wear and budget for their inevitable replacement. Also check to see if gutters are clean, turbine fans are operable and simply walk the roofs looking for winter damage.
- The alcohol training event went well in April and please remind your coordinators that all who tend bar should have viewed the training DVD before they start.
- Finally, in basements and low areas, store all records and important items off the floor in case of flooding and if you have a water event, timely care and professional help cannot be underestimated.



Have a successful summer!

HELPFUL INFORMATION FROM THE OFFICE OF MISSION ADVANCEMENT AND THE FINANCE OFFICE



Archdiocese of Louisville

Parish/School Eligibility for Donor Matching Programs

- Issue:** To be eligible for a donor matching gift program, most employers require the recipient organization be an approved 501(c)(3) non-profit entity that is recognized by the GuideStar online database.
- Donor Action:** Typically, the donor must complete an employer form requesting that a matching gift be made to the non-profit organization.
- Employer Action:** The employer will verify that the recipient organization meets eligibility requirements, which often is simply being an IRS-approved 501(c)(3) entity. If the recipient organization qualifies as an approved non-profit per GuideStar's online database, this will usually suffice for employer verification.
- Parish/School Action:** To be listed as a qualified non-profit organization in GuideStar's database, the parish/school must apply for inclusion and demonstrate through the requirements below that it meets certain criteria. Parishes/schools are advised that once the information is submitted to GuideStar, several weeks may be necessary for the application to be processed and approved.

GuideStar Database Inclusion Requirements

1. The year the parish/school was founded.
2. Copy of a federal IRS document that has the parish/school name and employer identification number (EID) preprinted on the form. The EID issuance letter from the IRS is the most common way to meet this criteria. If the EID cannot be located, the parish/school can reach the IRS at 1-800-829-4933, or visit: <https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein>
3. Copy of one of the following: state registration, sales & use tax exemption issued by the state, church/school listing in the parent church national directory.

The above information may be scanned and emailed to outreach@guidestar.org, or faxed to (757) 229-8912. After submission to GuideStar, parishes/schools are encouraged to check on the status from time to time, and follow up as necessary if a delay is encountered.

For questions or more information, visit GuideStar's website at <https://community.guidestar.org>.



Thank you to all of the pastors, pastoral administrators, parish staff and volunteers that helped to make this year's Catholic Services Appeal a huge success. Here are a few of the highlights of this year's Appeal:

- \$3,938,466 raised in support of ministries and services of the Archdiocese of Louisville, 113% of the \$3.5 million goal
- 14,977 donors made the choice to participate in this year's Appeal, 102% of the 14,612 donor participation goal
- 81 parishes met or exceeded their 2016 CSA fundraising goal
- 50 parish met or exceeded their 2016 CSA donor participation goal

<p>Highest Percentage of CSA fundraising goal:</p> <p>Emmanuel</p> <p>Saint Monica</p> <p>Holy Rosary, Manton</p>	<p>Highest Percentage of Donor Participation Goal:</p> <p>Saint Monica</p> <p>Saint Joseph, Louisville</p> <p>Sacred Heart</p>
<p>Highest Dollar Amount Raised in the CSA:</p> <p>Holy Trinity, Louisville</p> <p>Saint Margaret Mary</p> <p>Saint James, Elizabethtown</p>	<p>Highest Donor Participation:</p> <p>Saint Bernadette</p> <p>Saint James, Elizabethtown</p> <p>Saint Margaret Mary</p>

(numbers are as of June 30, 2017)

SAVE THE DATE:

New this year, the Office of Mission Advancement will be holding meetings for parish staff that work with the administration of the Catholic Services Appeal. Please make plans to attend one of the meetings this August:

Thursday, August 24, 2017- 11:30 AM-1:00 PM at Saint Joseph, Bardstown

Or

Monday, August 28, 2017- 11:30 AM-1:00 PM at the Pastoral Center

More information and invitation to follow!

WATCH THE MAIL... PARISH MAILING DATES

July 13	July 27
August 9	August 24
September 7	September 21
October 5	October 19
November 2	November 16
December 14	



MILEAGE RATE

Effective July 1, 2017, the Archdiocese of Louisville reimbursement rate for business related travel will *decrease* from 54 cents to a new rate of 53.5 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred after July 1, 2017.



PERSONNEL OFFICE

Revised Archdiocese of Louisville Personnel Policies and Procedures became effective July 1, 2017. Be sure you have received the signed and dated Acknowledgement of Receipt from each employee. The signed sheets are to be kept in the individual personnel files.



FINANCE OFFICE NEWS

Did you know that charitable organization representatives are required to attend at least one training session per year?

It just got easier...

The Kentucky Department of Charitable Gaming has introduced **Facebook Live Training** sessions, with several **Facebook Live Training** events scheduled through the balance of the year. Included are several event dates for “Hands On Worksheets & Financial Report, Rules of Play” which covers all aspects of charitable gaming. There are also several dates for “Exempt Licensees ONLY” training. Other training sessions will become available on other areas of gaming. To access the Kentucky DCG Facebook page, **Facebook** users can search for Kentucky Department of Charitable Gaming. Once arriving at their **Facebook** page, click Follow and Like. Click on Events at the left side of the page for the event schedule and to indicate if interested in (Interested) or are attending (Going) the event. You will then begin to receive training notifications. Their **Facebook** page includes announcements and other information of interest to licensees. The live feeds from **Facebook** will also be posted on **YouTube** and on the DCG website, dcg.ky.gov

Please pass this information on to your staff and volunteers that are involved in charitable gaming.





OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 17, 2017
1:00 pm
Pastoral Center

Wednesday, October 18, 2017
10:00 am
Pastoral Center

Wednesday, October 18, 2017
1:00 pm
Pastoral Center

Thursday, October 19, 2017
10:00 am
Saint Joseph/Bardstown Parish Hall

Wednesday, October 25, 2017
10:00 am
Pastoral Center

Please note these October meeting dates are the **2018 Annual Benefit Meetings**. A representative from each group participating in the benefit program is required to attend one of these meetings.

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

- Click on "About the Archdiocese."
- Click on "Publications/Media"
- Click on "Arch Support"
- Choose Specific Issue



meetings

AUGUST ARCH SUPPORT MEETINGS

No meetings scheduled – we will be moving and getting settled in the new Pastoral Center

DECEMBER 2017 ARCH SUPPORT MEETINGS

Wednesday, December 6, 2017
10:00 am
Saint Joseph/Bardstown Parish Office

Thursday, December 7, 2017
10:00 am
Pastoral Center

