

ARCH SUPPORT

Issue 129

March 2017

From The Desk Of The Chancellor...

No doubt you've heard the saying, "imitation is the sincerest form of flattery." Well I am beginning this article by retelling part of a story Archbishop Kurtz has told on a number of occasions, including this past weekend at the Catholic Men's Conference. He teaches a lesson about bowling by instructing listeners that anyone can improve their bowling score by changing their position. He says that if we walk further down the bowling lane, before rolling the ball, our score will surely increase. Apparently, "error increases with distance."

What a great lesson for all of us. As a family member, spouse, parent, or child, if we remain far away from a loved one, be it emotionally, spiritually, or physically, we risk hurting our relationship. Distance increases the likelihood of misunderstandings and risks even more.

We can take this lesson to our place of work as well. As an administrator, in whatever capacity, how well are you in touch with your colleagues? The effectiveness of the decisions we make is often dependent on how well we understand the impact of our decisions on others.

So before you implement a new policy or procedure, have you taken the time to see how the action will be seen by those it will affect? As a person in ministry, have you considered the experience of parishioners when a change is made or something new is introduced? No matter how good our intentions, we risk errors by being too distant from those we work with and serve.

A good case study of this lesson is the recent work being done to prepare new personnel policies for the Archdiocese of Louisville. In the past few months, the staff of the Personnel Office has worked hard to prepare a tool to assist managers and inform employees about good personnel practices. Changes in labor laws, new technology, and a growing number of employee issues made it imperative that a new policy manual be prepared.

The starting points of the updating process



included a review of present policies and an examination of the most common questions asked by our local parish and school administrators, as well as employees. It was clear that complex laws such as the Family Medical Leave Act, calculations about leave time, and expectations of employees all needed restatement. Manuals from other dioceses and resources from national organizations were reviewed, and input was sought from legal counsel. However, even with all of this homework, it is clear that the quality of the new manual will be connected to how well the personnel staff paid attention to those they serve. Therefore before the final editing, several parish business managers and staff members were asked to read a draft of the new policies and provide suggestions.

Archbishop Kurtz has approved the new *Personnel Policies and Procedures Manual* for all employees serving in archdiocesan parishes, schools, and agencies, and it will be distributed next month. Any changes called for by the policies will be effective on July 1, 2017.

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There are numerous restatements of former policies as well as new additions. Here are a few of the changes of note:

- Christian Witness Policy
- Social Media Policy
- Political Campaigns
- Injury on the Job
- Whistleblower Policy

Once distributed, employees will be asked to sign a receipt in the manual as an indication that they have been provided with a copy.

While no one set of policies will answer every question or dilemma, we are hopeful that this update will prove helpful to local administrators and all those who work in service to the people of the Archdiocese. In the coming months in-service opportunities will be available for administrators in order to assist with implementation.

Meanwhile, join me in prayerfully completing Lent, welcoming spring, and celebrating the upcoming Easter Season. Thank you for all the good work you do.



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

Spring is here so let's get off to another great start.

- Inspections of the physical plant by your maintenance and safety managers should be started. Watch for decay, clogged gutters and uneven pavement and sidewalks.
- If possible eliminate unnecessary foliage and shrubbery from around buildings and especially schools for increased security.
- Playgrounds need to be checked for damage and make arrangements to add wood chips if the depth is less than the 10-12" recommended by National Safety Standards.
- Driver transportation is now much easier for you and your employees and volunteers by simply going to CMGConnect.com. Passwords are no longer needed to register and train. Most programs are less than 20 minutes.
- Finally, be sure any records you wish to preserve are not stored directly on floors in case of water damage.



ABC WORKSHOP – PICNIC SEASON IS JUST AROUND THE CORNER

Mark your calendar now! Personnel from the state ABC Office will conduct the annual ABC training session on Thursday, April 27th, 7:00 pm at Saint Margaret Mary Parish, 7813 Shelbyville Road. Please encourage chairpersons and volunteers to attend this training session if they will be responsible for serving alcoholic beverages during parish events. It's geared to train new volunteers and also a great refresher course for those that have attended in prior years. Call Linda McLemore at the Chancery Office or e-mail her at lmclemore@archlou.org if you have any questions or need additional information.



OFFICE OF MISSION ADVANCEMENT

The Office of Mission Advancement announces a new informative and interactive webpage created to assist with legacy planning for one's family and the causes important in one's life. Many gift planning resources, helpful in any stage of life, are now available in an easy to navigate format.

To view our new webpage, visit www.archlou.org, scroll down to the *Ways to Give* box and click on *Legacy Giving*. The site may also be accessed directly at www.archlou.planmylegacy.org.

Feel free to share this information with your pastor, family, and friends. Legacy planning for a time beyond one's own life ensures wishes are carried out in the manner intended, and is an important way to care for the people and organizations that have meant so much throughout life.

For more information, contact the Office of Mission Advancement at (502) 585-3291, or email planmylegacy@archlou.org.



CREATING YOUR
**LEGACY OF
FAITH**

There are many ways to make a lasting impact in the Archdiocese of Louisville, and we are available to help you plan a gift that fits your goals.

Our new website puts the gift planning resources you need at your fingertips.

Begin creating your legacy with our Personal Estate Planning Kit. Watch a video and download brochures on the types of legacy gifts available.

Find the right legacy gift option based on your age, assets or the amount you would like to give.

Learn about ways to give and how to fund your gift.

Visit www.archlou.planmylegacy.org today to start planning your legacy!

Archdiocese of Louisville
Office of Mission Advancement
Erin Zuber (502) 585-3291 ext. 1128 • planmylegacy@archlou.org

NEWS FROM THE FINANCE OFFICE



Many thanks to those who sent in their semi-annual financial reports on time. Several parishes had problems syncing their data with us. If you were one of parishes that did have trouble, please contact us prior to this fiscal year-end (June 30, 2017) and we will try to sync in May to resolve any problems before the year-end deadline.

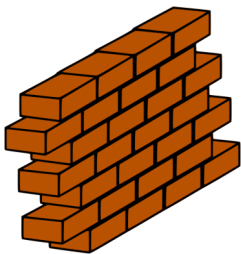
Budgeting is in full force for all of us, so we wanted to remind you to budget for retirees who will receive a substantial payout in fiscal year 2017/18.

The ***Building a Future of Hope Campaign*** (BFOH) ended December 31, 2015. Several of the parishes have completed their BFOH projects and have a generous surplus balance. To be able to use the surplus balance the Pastor and Parish Council need to document in the Parish Council minutes the new purpose of the funds. For immaterial balances that would not support a new project, please consult with your Pastor to move these funds into the regular Deposit and Loan savings account.

Beginning July 1, 2017 the Deposit and Loan interest rates will increase by .25% as follows:

- .75% for Saving Accounts
- 2.25% for Parish and Cemetery Endowments
- 3.25% for new parish loans

Please report parish and school accidents by completing an Accident Investigation Report. This claim form, along with other forms, such as the Special Events form, can be found on the Catholic Mutual Website (catholicmutual.org) under member login (user id: 0122lou and the password: service). A copy of this report should be send to Brad Harruff's office (1200 S. Shelby St, Louisville, KY 40014) and a copy should be send to The Office of Catholic Schools to the attention of Leisa Schulz.



RE-POINTING (SOMETIMES CALLED TUCKPOINTING)

As we enter the Spring season and begin our property review and check list, re-pointing brick and masonry exterior walls can become a very important issue.

Re-pointing is the process of renewing the mortar joints 3/8 to 1/2 inch deep in the external portion of a brick or masonry wall. Over time, due to weather, exposure and decay these mortar joints can show voids between masonry units (bricks or blocks). These voids can allow the undesired entrance of water into the interior of the building. Water entering through them can cause significant damage through frost weathering of the actual brick or block, destruction of interior finishes such as wood, dry-wall, and plaster and in the worst case, cause damage to the structural integrity of the masonry wall itself.

A little preventative maintenance to this very important part of a building's structure can save a lot of unnecessary expense down the road. If it can be afforded, a complete re-pointing of the mortar joints in a building is the best way to go. However, that may not be realistic in most parishes, as this is an expensive maintenance process. An average size building in the archdiocese could easily run in to the hundreds of thousands of dollars, depending on the severity of the deterioration. A more practical way to affect these repairs is to break it down in small manageable increments, and then complete one increment each fiscal year until the building is completely re-pointed.

If you have any questions or need help reviewing your facilities' need for re-pointing, please feel free to call Bill Zoeller, the Archdiocese of Louisville Director of Facilities. He can be reached at the Maloney Center, 502-636-0296 x1227.



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.

401K ELIGIBLE ENTRY PERIOD – APRIL 1ST

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 04/01/2017 are verified to ensure they are included in your April 14th retirement file transmission. Also current and newly eligible employees may elect to begin making employee contributions to the Plan at this time. Please make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions, please contact Phyliss Wilkins at the Chancery Personnel Office.

2017 BIGGEST LOSER CHALLENGE - UPDATE!

With the 10 week Biggest Loser Challenge quickly winding down to a close, we have seen a huge improvement in health overall. We're also happy to hear more enthusiasm about our wellness program which benefits not only individuals but the Archdiocese as a whole. There are 23 locations participating in the challenge and we're happy to report on the progress of a few of those locations that have reported results.



<u>Location</u>	<u>Participants</u>	<u>Total Weight Lost</u>
Chancery	19	122.6 lbs.
Holy Trinity	16	57.3 lbs.
St. Margaret Mary	11	36 lbs.
Notre Dame Academy	17	103.5 lbs.
Mercy Academy	13	47 lbs.
DeSales High School	11	57.6 lbs.
Our Lady of Lourdes	16	66.3 lbs.
Sacred Heart Schools	33	91.7 lbs.

Coming soon... we will be having another challenge called "*Maintain, Don't Gain*" where another 350 points will be awarded if the participants do just that: maintain their weight or lose weight during the challenge and not gain. Additional information will be sent out to each location, providing dates and details.



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

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

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLE

Wednesday, May 3, 2017

11:30 am

Hosted by:

Tina Williams – Sacred Heart Academy

RSVP and Agenda Items to:

twilliams@shslou.org

