

# ARCH SUPPORT

Issue 132

November/December 2017

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

2017 sure seemed to pass by very quickly!

The season of Advent has arrived, but not until retailers told us not to miss “Black Friday” or “Cyber Monday.” Ready or not, Christmas is fast approaching. Retelling Christmas stories or sharing Christmas traditions are easy conversation starters. There are so many meaningful songs, special foods, and annual rituals. No doubt you have some of your own traditions that easily come to mind. These traditions often tell a story about your culture, your family, or your faith and connect us to the deeper meaning of Christmas.

So what is your favorite Christmas story? The one with Rudolph, or the Grinch, or maybe Frosty? Perhaps the turn-around of Scrooge or George Bailey is your first choice. Does Charlie Brown’s tree still make you smile?

What is your favorite Christmas song? “Silent Night” and “Joy to the World” are the most popular in churches? “White Christmas” sold the most records, but maybe you prefer one about Mary, or shepherds, or trees, or bells.

What is your favorite Christmas food? Turkey or ham? Candy canes or bourbon balls? Your choice might be the seven fishes, wine cake, plum pudding, fruitcake, or anything pasta. Many ethnic groups have special cookies or cakes such as gingerbread, kolacky, lebkuchen, or struffoli. No doubt there is a story behind your favorite food.

There are many symbols for Christmas: trees and lights, holly and wreaths, sleighs and deer, angels and shepherds, Santa and elves, children and toys, stocking and mantles, ribbons and packages, silver and gold, mother and child, and of course, candles.

Do you put a candle in the window at Christmas time as part of your decorations? Irish history tells us that candles in the window date back to ancient time’s laws of hospitality towards strangers. To have a light in your window on Christmas Eve to welcome the stranger meant that you were welcoming the Holy Family, too. To have no light meant that you shared the guilt of the innkeeper at Bethlehem who said, “no room!”



Speaking of Irish traditions, did you know that “holly” and “holly wreaths” were Irish traditions? That’s right. No Irish home would be complete without the holly. Holly grows wild in Ireland and is used to decorate the entire house. The Celts believed holly represented life and rebirth. The ever-green leaves symbolized life during a time when all else was bare, and the red berries represented the coming of spring. With the coming of Christianity to Ireland, the berries took on a new meaning: new life in Christ. One folklore says holly is put out as a kind gesture to tiny fairies who might use it as a hiding place to come in out of the cold. Holly wreaths as a door decoration can be traced to North American Irish immigrating to the U.S. during the Great Potato Famine.

The ancient Celts believed that mistletoe had healing powers. Its powers were so great that its presence encourage a brief truce among enemies. Hence, the custom emerged of kissing under the mistletoe.

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One of my favorite Christmas stories is entitled, "Why Some Trees Are Evergreen?"

*When the plants and trees were first made, the Great Mystery gave a gift to each species. But first he set up a contest to determine which gift would be most useful to whom. "I want you to stay awake and keep watch over the earth for seven nights," he told them.*

*The young trees and plants were so excited to be trusted with such an important job that the first night they would have found it difficult not to stay awake. However, the second night was not so easy, and just before dawn a few fell asleep. On the third night the trees and plants whispered among themselves in the wind trying to keep from dropping off, but it was too much work for some of them. Even more fell asleep on the fourth night.*

*By the time the seventh night came the only trees and plants still awake were the cedar, the pine, the spruce, the fir, the holly, and the laurel. "What wonderful endurance you have!" exclaimed the Great Mystery. "You shall be given the gift of remaining green forever. You will be guardians of the forest. Even in the seeming dead of winter your brother and sister creatures will find life protected in your branches."*

*Ever since then all of the other trees and plants lose their leaves and sleep all winter, while the evergreens stay wake.*

Of course the evergreen has become a primary Christmas decoration in many homes. I like this story because it has the great images of light in the midst of darkness; staying alert even when weary; a sign of life in the midst of barrenness; hope when others feel hopeless. All of these are contrasts that capture the meaning of the feast of Christmas.

We are all aware that it has been a tough year for many in our community and around the world. Violence has plagued cities, and terrorism looms across the globe. Natural disasters have challenged so many, and we all know persons who have experienced great loss or pain this year. We really are in need of the Christmas message.

I am sure you can recall a special scene from *A Charlie Brown Christmas*. If you have not already done so, carefully watch the scene when Linus stops the show to tell the "real" Christmas story. At the point of the story when he quotes the angels who say, "fear not," he drops his blanket. A true testimony, hidden in a cartoon, that we need to let go and rely on a power larger than ourselves. So I pass forward you the same hope:

**"Fear not! I come to proclaim good news to you,  
tidings of great joy to be shared by the whole people."**

This is the promise: light overcomes darkness, love overcomes hate, and life overcomes death. We hold onto this faith as we celebrate Christmas. That is my wish for you as we move through Advent and prepare for Christmas!



## REAL ESTATE TRANSACTIONS

In the past, the Archdiocese has received correspondence from a Right of Way Administrator for one of a local utility companies who was presented documentation granting an easement/right of way to this local utility through an archdiocesan property. The easement granted the utility company approximately 144 square feet of archdiocesan real estate. Easements are long term, permanent encumbrances to the real estate owner. Easements can't be revoked, withdrawn or taken back by the owner for any reason. The only way the owner will ever receive an easement back from a utility company, is if the utility company chooses to abandon the easement. As well, this completely restricts that parcel of ground from ever having a permanent structure built on or over the easement.



This particular Right of Way Administrator for the local utility company has prepared so many transactions and easements over Archdiocese of Louisville properties that when it crossed his desk he knew it wasn't correct. The grant of an easement, which is a legally binding contract, designated a specific piece of real estate to the utility company and had been signed by one of our Parish Administrators. A granting of easement on one of our properties is considered a Real Estate Transaction. According to the August 2016 Financial Policy and Procedures Manual on Real Estate Transactions, The Archbishop must approve and sign all real estate transactions.

As a reminder below is the policy statement from page 69 of the current **Financial Policies and Procedures** manual, **Revised, August 24, 2016:**

### REAL ESTATE TRANSACTIONS – RENTAL/PURCHASE

The Archbishop must approve and sign all real estate transactions. These include but are not limited to:

- All contracts for the purchase or sale of property;
- Deeds of transfer of property;
- Granting of easements or leases of parish or school property;
- All contracts by the parish or school to purchase or lease property or equipment from third parties.

Before being approved and signed by the Archbishop, or his designee, all contracts and deeds must be submitted to the Chief Financial Officer and Director of Facilities for review.

The Archdiocese Finance Office and Office of Facilities Management will assist in developing agreements or renewals as needed. The Archbishop's advisors will assist with legal counsel in this regard. Copies of each agreement and renewals should be on file at the Pastoral Center.

If you have any Archdiocese of Louisville Real Estate questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) 636-0296 or e-mail, [bzoeller@archlou.org](mailto:bzoeller@archlou.org).

## THE 2018 BIGGEST LOSER CHALLENGE

The Biggest Loser Challenge is back!



This 10 week weight loss challenge will begin the week of January 8th and conclude the week of March 12th. Those who participate and lose weight at the end of the competition will be awarded 300 Go365 points for their hard work and determination.

For more details and specific information, please contact your locations designated Go365 Champ or your bookkeeper or business manager.

**Happy Wellness!**

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

The 2017 Catholic Services Appeal received a remarkable outpouring of support since the start of the Appeal in October with more than 3.1 million dollars raised and 11,000 households participating in the Appeal.

Over the past 50 years the Catholic Services Appeal has provided support for many services and ministries. The timeline below highlights just a few of the many ministries made possible thanks to your support of the Catholic Services Appeal.




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**1968-** The Catholic Services Appeal, known as the Archdiocesan Development Fund begins under the leadership of Archbishop McDonough.

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**1972-** The Office of Multicultural Ministries begins as the Office of Black Catholics

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**1976-** First permanent diaconate class is ordained in the Archdiocese.

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**1986-** Renew, an evangelization and faith formation effort begins across the Archdiocese.

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**2000-** Establishment of the Mother-Infant Care Program at Catholic Charities to provide support to mothers and fathers in our community.

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**2007-** Human Trafficking program established through Catholic Charities of Louisville, which sets the foundation for the anti-human trafficking movement across Kentucky.

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**2017-** Celebration of 50 years of ministry through the Catholic Services Appeal.

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## 2018 PAYROLL CALENDAR

The 2018 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.

### 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 are:

- ✓ **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 Jennifer Osborne, Ashley Hall or Beth Melvin at Paycor.
- ✓ **EMPLOYEE NAME AND ADDRESS:** Ask your employees to verify the name and address on their pay stub. Make any changes under Employees/Manage Employees.
- ✓ **DATE OF BIRTH:** Verify that all dates of birth are correct. Make any corrections under Employees/Manage Employees.

**REMEMBER – ALL CORRECTIONS MUST BE MADE BEFORE YOU TRANSMIT THE LAST PAYROLL FOR 2017!**

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



## 2018 HOLIDAY SCHEDULE

Listed below are the "Official Holidays" for Calendar Year 2018. Please mark your calendars accordingly.

- ♦ **Monday, January 1** Holiday for New Year's Day 2018
- ♦ **Monday, January 15** Martin Luther King, Jr. Day
- ♦ **Friday, March 30** Good Friday
- ♦ **Monday, May 28** Memorial Day
- ♦ **Wednesday, July 4** Holiday for Independence Day
- ♦ **Monday, September 3** Labor Day
- ♦ **Thursday, November 22** Thanksgiving Day
- ♦ **Friday, November 23** Day after Thanksgiving
- ♦ **Monday, December 24** Holiday for Christmas Eve
- ♦ **Tuesday, December 25** Christmas Day
- ♦ **Wednesday, December 26** Holiday for Day after Christmas
- ♦ **Tuesday, January 1** Holiday for New Year's Day 2019



**Just a reminder of the "Official Holidays" for Christmas this year:**

- ♦ **Monday, December 25** Christmas Day
- ♦ **Tuesday, December 26** Holiday for Day after Christmas
- ♦ **Friday, December 29** Holiday for Christmas Eve

## WEATHER/SNOW DAYS

With an early prediction of snow in the forecast, we want to provide the information about office and school closings due to poor weather conditions. When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.

## 2018 BENEFIT REMINDERS

- ✓ 2018 Benefit Enrollment Forms are due in to the Pastoral Center Personnel Office no later than Thursday, December 7, 2017.
- ✓ January 2018 STD worksheet and payment due to RH Clarkson no later than December 15, 2017.



## 2017 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2017 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2017 and requests must be received by AIM (attention: Michele Cull) by February 29, 2018. After December 31<sup>st</sup>, remaining 2017 claims must be made by a paper claim form as the 2017 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)



# meetings

## DECEMBER ARCH SUPPORT MEETINGS

Attention all groups participating in the **Catholic Archdiocese Employees Retirement Plan!**

Topics covered and discussed at these meetings will be:

- ✓ Processing the December 29<sup>th</sup> payroll – must be final payroll of the year – No exceptions
- ✓ Releasing the retirement file for the December 29<sup>th</sup> payroll – must be released on or before December 28<sup>th</sup> with a Cash Effective Date of 12/29/2017 – No exceptions
- ✓ Changes effective in the Plan on 01/01/2018
- ✓ Paycor setups for new Plan options

Mark your calendar today and plan to attend one of these **important** meetings. There are a lot of changes and this will be our opportunity to review each step as well as answer any questions.

### Meeting Dates

Wednesday, December 6, 2017

10:00 am

Saint Joseph Parish Office – Bardstown

Thursday, December 7, 2017

10:00 am

Pastoral Center – 3940 Poplar Level Road



## 2018 ARCH SUPPORT MEETINGS

### February 2018

Wednesday, February 21, 2018

10:00 am

Saint Joseph Parish Office - Bardstown

Thursday, February 22, 2018

10:00 am

Pastoral Center – 3940 Poplar Level Road

### April 2018

Tuesday, April 17, 2018

10:00 am

Saint Joseph Parish Office - Bardstown

Wednesday, April 18, 2018

10:00 am

Pastoral Center – 3940 Poplar Level Road

### *Thanks from the Pastoral Center*

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.

*Blessed Advent Season and  
Have a very Blessed and  
Merry Christmas And  
A New Year Filled with Peace*

