

ARCH SUPPORT

Issue 134

March 2018

From The Desk Of The Chancellor...

Early in March, the Archdiocese held a full-day Archdiocesan Leadership Institute workshop entitled *Managing Stress and Self-Care for Ministry*. Our presenter was Dr. Emily Cash from the St. Luke Center. About 130 of our colleagues participated in the workshop, and the evaluations revealed that attendees appreciated the program and recognized its importance to their work.

Stress is a normal part of everyone's life. Stress is your body's way of responding to any kind of demand. It can be caused by both good and bad experiences. When you feel stressed by something going on around you, your body will react both physically and emotionally. Your heart rate, breathing, and muscle tension may all change.

Not all stress is bad. In the short run, it can help you be more alert and productive. Many of us need some amount of pressure or stress to mobilize our energy in order to meet deadlines and get a job done. You may find that stress-induced energy and strength serve as a benefit when you need to avoid physical danger. The chemicals released into our bodies engage our "fight or flight" reaction.

Too much stress causes problems. Your physical emotional and mental resources can become depleted. When under heavy stress you are more susceptible to illness, you tire more easily, and you may be unable to concentrate or think clearly. Our physical responses may lead us to treat others poorly and hurt our relationships with our families and our colleagues. We have all experienced losing our tempers and saying something we later regretted. In her workshop, Dr. Cash presented four "Sources of Stress."

1. Environmental – these are often external factors likely out of our control.
2. Interpersonal – these stem from our relationships and interpersonal interactions.
3. Physiological – these derive from physical or mental health or limitations.
4. Thoughts – these are our own interpretations of events, fears, and worries.



It is not possible to eliminate all the stresses associated with our lives and our work. However, you can take action to better handle stress in your life. First, begin to pay attention to some common signals that stress may be negatively affecting your health:

- * Physical strains such as headaches, stomach trouble, or loss of energy.
- * Disregard for priorities and poor concentration.
- * Developing a negative or cynical attitude.
- * Increase in mistakes, errors, or poor judgment.
- * Re-drawing boundaries (e.g. "That's not my job.")
- * Becoming superficial or using inappropriate humor.

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Once you notice what is occurring, it is time to make some decisions and take action. Here is a short list of ideas for you to consider.

Nutrition and Exercise. Eating balanced healthy meals and getting regular exercise give the body more resilience to cope with stress. Getting enough sleep helps too. You will feel better, and you will reduce the negative physical impact of pressures.

The nutritionists at the Saint Luke Center recommend six “super-foods” to diminish stress: nuts, salmon, raw vegetables, whole grains, dark chocolate, and black or green tea.

Relaxation. Physical symptoms of stress include shallow breathing and hunched posture. When stress hits, breathe! It is helpful to identify and practice personal relaxation techniques such as slow, deep breathing, taking a short 15-minute walk, yoga, or meditating with some quiet music.

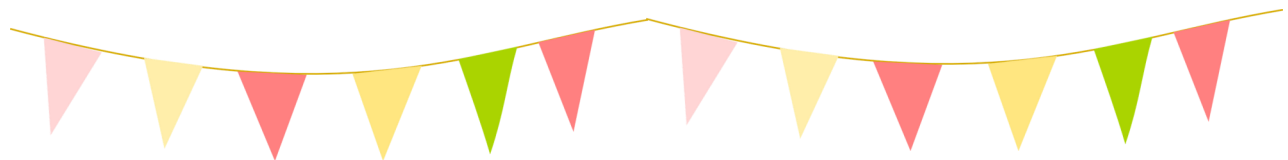
Assertive Attitude. Stressful situations are more likely to develop if you lack the skills to say no or to renegotiate demands.

Support System. Sympathetic family members, friends, and colleagues can help when times get rough. However, these relationships need to be built outside of a crisis. Take time to develop a support network by being a friend to others. Comfort and support is a two-way street.

Time Management. There are dozens of techniques to improve time management in order to gain better control over the events of your life. Most methods are rooted in careful planning, scheduling, and prioritizing. **Time management** is one of the most often Googled terms in the field of professional development. Try it for yourself and search for skills you would find most helpful.

Prayer. No list of stress relieving methods is complete without naming prayer. In the middle of distress, some people find it difficult to pray. Sr. Pat Parachini from St. Luke’s teaches that, “Distress is an emotion. It is what you do with that emotion to allow God to walk with you through it.” She reminds us of the important connection between our mind, body and spirit. So when dealing with increased stress, increase your time for prayer.

March is almost over, and no doubt, you are yearning for spring. I know I am! Let’s pray for each other, that our lives may become more balanced, our bodies healthier, and our spirits enlivened with the joy this Easter.



Go365

2018 is the year for wellness in the Archdiocese of Louisville!

With two full months under our belt we are seeing great results with our Go365 program this year already.

10% of employees have reached Silver+ status as of 2/28. Our first goal is to reach 20% Silver+ status and we are well on our way.

For more information on Go365, please reach out to your locations Go365 Champ.

Keep up the great work — and Happy Wellness!

Earned Status level for EMPLOYEES:

- Blue	1298	=	64%
- Bronze	526	=	26%
- Silver	170	=	8%
- Gold	24	=	1%
- Platinum	6	=	0%
Participation (Bronze+)	726	=	36%
Engagement (Silver+)	200	=	10%
Highly Engaged (Gold+)	30	=	1%

ASBESTOS MANAGEMENT

Micro-Analytics, Inc. is under contract with The Archdiocese of Louisville as our **"Designated Person"** with the Kentucky State Environmental Protection Agency (EPA) for Asbestos compliance. Dan Cooper has the responsibility of keeping **ALL** of our facilities in the Archdiocese in compliance with the EPA regarding Asbestos, including its current status in your facilities, its proper removal, disposal, air quality testing and reporting to the State of Kentucky Office of the EPA. Micro-Analytics is a qualified Asbestos Abatement and Remediation Company as well.

What does this mean to those of us who are responsible for an archdiocesan facility:

1. We **ARE** required to report to Micro-Analytics prior to the beginning of any asbestos abatement project in one of our facilities, **regardless of the size of the project**. Dan Cooper and Micro-Analytics are held legally responsible for any non-compliance issues with reporting to the State of Kentucky and the EPA about all our facilities.
2. We **ARE NOT** required to use Micro-Analytics as our asbestos abatement contractor. If we can find a properly qualified asbestos abatement contractor who will perform this service for us at a lesser price, we are free to use them.
3. We **ARE** still responsible for all the fines and penalties levied against us by any legal entity for non-compliance. Dan is charged with seeing to it that we **DO NOT** have any of these types of fines and penalties.

Micro-Analytics also does testing and remediation for **ALL** EPA regulated substances: lead base paint, mold, chemical spills, underground storage tanks, etc. If you have an issue with any substance like this, it is best to err on the side of caution and give them a call to be sure.

One final note, if we use an abatement company other than Micro-Analytics, we are still required to use them for the air quality testing before, during, and after the abatement project. This is an EPA requirement that often is overlooked by abatement contractors.

If you have any questions, you can contact either:

Dan Cooper
President
Micro-Analytics, Inc.
3310-C Gilmore Industrial Blvd. **or**
Louisville, Kentucky 40213
Phone: (502) 964-8737
Fax: (502) 964-1123

Bill Zoeller
Director of Facilities
Archdiocese of Louisville
1200 South Shelby Street
Louisville, Kentucky 40203
Phone: (502) 636-0296
Fax: (502) 636-2379

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

- Spring is always like a new beginning and a great time to take control of the many activities that are involved in our mission.
- Festivals are coming and I would encourage everyone involved in those to go online and print the "Guidelines for Parish Festivals". It is a good overview of the various aspects of running a safe and successful event. It can be obtained online under the "Financial Policies and Procedures" on the Archdiocesan website and on Catholic Mutual's site as well.
- New to the "CMGconnect.org" training site is the active shooter curriculum entitled "School safety intruder video". No special password is needed; however, you will need to create an account if you have not done so. There are also additional materials for education and training programs.



PROMOTING AWARENESS FOR LEGACY GIFTS

Remembering the parish with a legacy gift is one way for donors to have a lasting impact on many generations of Catholics. No matter the size of an estate, there are ways planned giving can make a difference for the future of our Catholic faith.

The Archdiocese's Office of Mission Advancement assists individuals and parishes with questions and ideas concerning estate gifts to the Catholic Church. For parishes that have found planned giving to be confusing, or even intimidating, the Office of Mission Advancement is available to meet with pastors, staff, parish leadership, or others interested in

learning more about legacy gifts.

Staff and prospective donors may wish to visit www.archlou.planmylegacy.org to learn how legacy gifts can support their parish or the Archdiocese. This interactive website presents planned giving information in a user-friendly format and offers downloadable resources.

For more information or assistance on promoting planned giving at your parish, contact Deacon Michael Shumway in the Office of Mission Advancement at (502) 585-3291 or mshumway@archlou.org.

ABC WORKSHOP – PICNIC AND FESTIVAL SEASON IS JUST AROUND THE CORNER

Mark your calendar now! Personnel from the state ABC Office will conduct the annual ABC training session on Tuesday, April 24th, 7:00 pm at the Pastoral Center, 3940 Poplar Level Road, Louisville, KY 40213. Please encourage chairpersons and volunteers to attend this training session if they will be responsible for serving alcoholic beverages during parish events. It is geared to train new volunteers and a great refresher course for those that have attended in prior years. Call Linda McLemore at the Pastoral Center or e-mail her at lmclmore@archlou.org if you have any questions or need additional information.



RESTORING TRUST

A reminder that all employees and volunteers who have regular contact with youth are required to have a background check completed and on file prior to serving or working in any parish or school. In addition, these same persons MUST attend a Safe Environment Workshop. Workshop dates are posted on the Archdiocese of Louisville web page and additional workshops may be scheduled by contacting the Family Ministries Office at 636-0296.



MILEAGE RATE

Effective July 1, 2018, the Archdiocese of Louisville reimbursement rate for business related travel will **increase** from 53.5 cents to a new rate of 54.5 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred after July 1, 2018.



FIFTH THIRD RETIREMENT PLAN EDUCATION MEETINGS

Are you planning for your retirement? Do you want to better understand your investment options? Do you have other questions? Then, mark your calendar and plan to attend one of these meetings.

Wednesday, April 18, 2018

4:00 pm

Archdiocese of Louisville Pastoral Center
Room 1A

Thursday, April 19, 2018

4:00 pm

Archdiocese of Louisville Pastoral Center
Room 1A

Tuesday, May 8, 2018

4:00 pm

Saint Joseph/Bardstown
Parish Center

Wednesday, May 16, 2018

6:00 pm

Archdiocese of Louisville Pastoral Center
Room 1A

Presenter: Trinity Givens from Fifth Third Bank

Trinity normally holds the meeting to approximately one hour. There will be time for questions on an individual basis after the meeting. Mark your Calendar and plan to attend one of these meetings.



BUDGETS- IT'S THAT TIME OF YEAR!!!

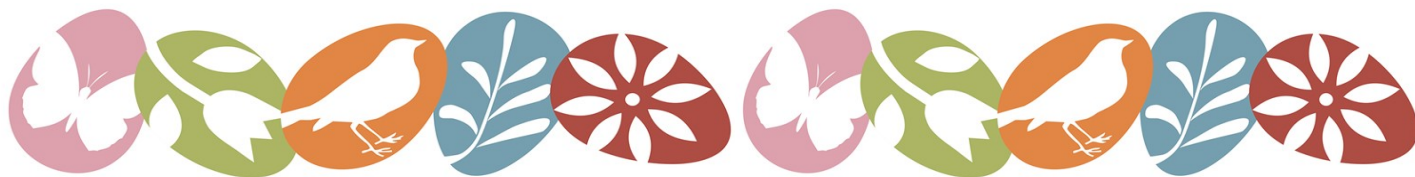
All of us should be starting on the budget process for the next fiscal year for our parishes and schools.
Tips to make your budget process less stressful:

- Create and use a budget timeline/checklist. This includes due dates and assignment of responsibilities of each step in the timeline. Make sure the due dates are reasonable and all staff members involved receive a copy of the timeline. Follow up with staff along the budget process.
- Use templates. Templates should be used for revenues that have more moving parts, such as school tuition and payroll and related costs. A template based on the tuition structure can be used (i.e. tuition for one student x # students, tuition for families with two or more students x # families, etc.). Templates for payroll and related costs should also be used. Positions/staff can be listed with a calculation for estimated wages and benefits for budget year. These templates and any others that you use can be rolled up to a final budget template.
- Minimize line items. Avoid making budget line items too specific (ex. budget for each picnic/festival booth). You do not want to overwhelm yourself and those working with you in the budget process with too much detail.



- Budget by month. Most revenue and expenses can be budgeted by looking at historical monthly amounts (ex. collection income, utilities expense). Make sure to consider the inflation or normal increases in expenses).

Let us know if you need advice with your budget process.
Information for some of the tips above can be found at <https://www.strivetogether.org/library/10-tips-creating-budgets-nonprofit-organizations>



meetings

ARCH SUPPORT MEETINGS

April 2018

Tuesday, April 17th
10:00 a.m.
Saint Joseph Parish Office– Bardstown

Wednesday, April 18th
10:00 a.m.
Pastoral Center

HIGH SCHOOL FINANCE DIRECTORS ROUNDTABLES

May 2018

(date to be announced at a later date)
11:30 am
Holy Cross High School
Hosted by: Jim Welding
(jwelding@holycrosshs.com)

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 “Arch Support”
- Choose Specific Issue

PARISH AND REGIONAL SCHOOLS BUSINESS MANAGER ROUNDTABLES

March 2018

Thursday, March 22nd
11:30 am
Pastoral Center
3940 Poplar Level Road – Louisville, KY 40213

Hosted by: Finance Office and Personnel Office
Staff Members
RSVP: Attendance and Agenda items to:
pwilkins@archlou.org

May 2018

Wednesday, May 9th
11:30 am
Holy Trinity – Louisville
501 Cherrywood Road, Louisville, KY 40207
Hosted by: Bruce Hines (bhines@htparish.org)

