

ARCH SUPPORT

Issue 137

July 2018

From The Desk Of The Chancellor...

The summer of 2018 has certainly had its share of hot days. I hope these months have provided you, or soon will provide you, with a chance to take a bit of a break from your normal work routine. Every season brings its own traditions and summer offers many unique opportunities. Social media is full of stories and lists where readers can track and compare their own experiences with those of others. I thought it might be fun to give you a summer checklist.



Give yourself one point for each item on this list you have experienced, even if way back in your childhood:

- Eaten a warm ripe tomato picked right off the plant
- Rode a tire swing out over a lake and jumped off into the water
- Slept outside under the stars trying to spot a shooting star
- Chased a neighborhood ice cream truck down the street
- Got a sunburn so painful you had a hard time falling asleep
- Ate ice cream more than twice in one day
- Found out too late that plant was poison ivy
- Cooked a meal over a camp fire
- Collected lightning bugs in a jar
- Caught a frog and tried to keep it alive in your house
- Learned to waterski (or tried to)
- Worked a church picnic – both nights
- Screamed while riding a roller-coaster
- Ate a really juicy peach that dripped all over you
- Drove a car with bare feet

I got all 15 points, how did you do? If you have missed many of them, it may not be too late to try some of these even this year. Only I'd skip the sunburn and poison ivy!

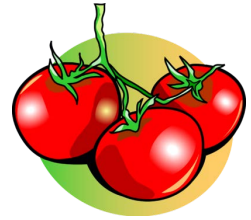
The summer months bring the highest turnover of employees in the Archdiocese. This year was no exception with over 184 staff changes. Retirements, transfers, moving to a new city, end of contracts, and health issues, are all common reasons for leaving. August employment starts require attention to a number of administrative matters.

This following checklist can serve as a reminder of tasks to be done whenever someone joins your staff:

- ✓ Create a personnel file with complete resume or application
- ✓ Provide an up-to-date job description
- ✓ Give employee a compensation statement (or contract for school teachers)
- ✓ Complete benefit enrollment form
- ✓ If selected, complete Humana enrollment form
- ✓ Complete W-4
- ✓ Complete K-4 or I-4
- ✓ Complete I-9 form
- ✓ Complete Payroll ACH Authorization

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- ✓ Conduct Criminal Records Check
- ✓ Ensure employee attends Safe Environment Class and collect signed Code of Conduct form
- ✓ Enroll employee in Archdiocesan Retirement/401k plan
- ✓ Distribute Personnel Policy Manual and collect signed acknowledgment receipt



I know our local personnel administrators are doing a terrific job with these numerous tasks but a checklist can be helpful for all of all of us as we track changes, particularly this time of year.

This newsletter is filled with helpful information on many important topics. If anyone in the various agencies can be of assistance to you please do not hesitate to ask. We all appreciate hearing from you. The new school year and fall events are not far off. In the meantime don't miss a chance to take a big bite a fresh tomato or have an extra scoop of ice cream!



TAKE NOTE!

FROM BRAD HARRUFF, CATHOLIC MUTUAL CLAIMS/ RISK MANAGER

We hope everyone has had or will be having a safe and successful festival and picnic season despite the recent heat wave.

With so many groups and vendors on church property this time of year, it is important to secure a certificate of insurance as required by the archdiocese. Requirements can be found in the "Financial Policies and Procedures", available on the website. The requirements for vendors are \$1,000,000.00 in liability per occurrence and they should name your location and preferably the Archdiocese of Louisville as additional protected and should include certificate of worker's compensation coverage. Private individuals who lease or use church property for a function should be able to supply the church a "Certificate of Insurance" of at least \$500,000.00 and \$1,000,000.00 if the event involves alcohol.

If you hold an event on a location other than archdiocesan property, you will need to supply a "Certificate of Insurance. Please contact our office with the details, dates, times and address of event and copy of the contract. Please try to give us 10-14 days' notice for the certificates of insurance so that any questions or irregularities can be addressed.



NATURAL GAS PIPELINE RESPONSIBILITY

Natural gas is a luxury we all enjoy and sometimes take for granted. It warms our buildings in the winter and heats our water year round both of which provide great comfort for our staffs, parishioners, volunteers and visitors.

Sometimes the responsibility of the maintenance of the supply pipeline to deliver this precious commodity is misunderstood. Our service providers, (LG&E/KU in most instances), responsibility for the delivery of natural gas stops at the building side of the gas meter.

This means that the portion of gas pipeline from the meter to our buildings is our responsibility to maintain and repair when found to be faulty. Here are a few things we all should know about our natural gas delivery service:

- Our natural gas service provider (LG&E/KU) does NOT maintain gas piping on our facilities gas lines (the piping on the customer's side of the meter). The facility owner is responsible for correcting any issues related to the "facilities-lines". This includes all buried piping between the meter and the facility.

- A licensed plumber or heating and mechanical contractor can assist in locating, inspecting and repairing (if needed) all customer owned gas pipelines.

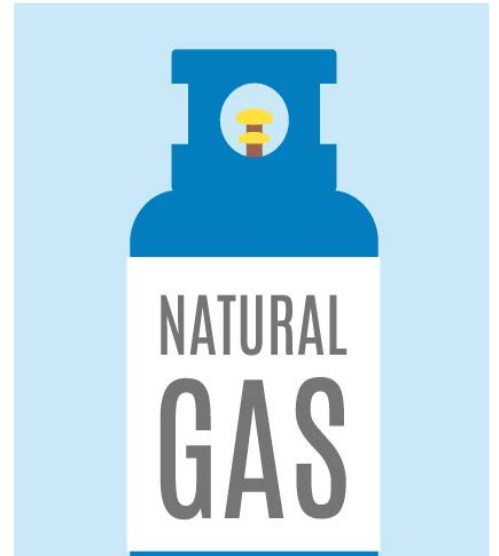
- Our facility lines, particularly those that are buried, should be periodically checked for leaks. These contractors have instruments that can detect the presence of natural gas. They can also perform a pressure test on our facility pipeline systems.

- Metal pipeline systems should be regularly checked for corrosion (rust). If corrosion is identified, the pipeline should be cleaned and painted to prevent further damage and an attempt should be made to stop the source of the corrosion, if possible.

- As always, before digging anywhere on our properties, we should always call KENTUCKY 811. KENTUCKY 811 will work with member utility companies to have all underground utilities marked, **FREE OF CHARGE**.

If you need help identifying which portion of the natural gas pipeline system is your responsibility, or if you have any questions about the system, call your natural gas provider (LG&E/KU). If they cannot answer your questions over the phone, they will send out a representative to discover and answer all your questions.

If you have any questions, please do not hesitate to send Bill Zoeller, Director of Facilities for the Archdiocese of Louisville, an email at BZoeller@ArchLou.org or call at (502)636-0296.





Check out the latest “*Impacts*” that are happening in the Archdiocese of Louisville! In April, the Office of Mission Advancement launched a weekly blog that showcases different ministries, agencies, events, programs, and topics that are occurring around the Archdiocese. Each blog is brief, the topic is timely, and new stories are added weekly. The website is: www.archlou.org/Impacts.

“*Impacts*” stories are designed to be of interest to church staff as well as parishioners. Read first-hand reflections from our seminarians; learn how seemingly simple ministries have had profound effects, see behind-the-scenes photos from the annual Catholic Services Appeal video shoot, and much more. Check back weekly at www.archlou.org/Impacts for new content on the blog. See a particular story you like or that you find inspirational? Feel free to pass it along to co-workers, family, and friends for their enjoyment.

Brief testimonial blogs on current topics are also welcome from parish staff or parishioners. If you or someone from your parish is interested in submitting or suggesting content for “*Impacts*” please contact Julia McMurray in the Office of Mission Advancement at jmcmurray@archlou.org.

Healthy Tips & Tricks



The term “stress” generally refers to the body’s response to stimuli that it considers harmful. Here are three tips to help reduce your stress:

1. Speak Kindly to Yourself

Positive self-talk is a highly underrated yet highly effective way to deal with stress. Rather than getting down on yourself for making mistakes and, well, being human, flip the positive switch on, even with the smaller details in life that may seem unimportant. When you wake up in the morning, for example, rather than criticizing yourself in front of the mirror, pick out a feature that makes you laugh (bedhead, crazy PJs, etc.). Planting that small seed of happiness early on makes it easier to stay focused on the positive throughout the day.

2. Engage in Good Activities

Stress has a nasty habit of making us feel bad. While we know that we should probably do something that makes us feel good, that can be harder than it seems. Start small by setting aside 15 minutes each day to do something you enjoy. Whether it’s knitting a scarf, playing an instrument, doing a crossword puzzle, calling a friend, or taking a walk, do anything you can think of to boost your mood and leave stress behind.

3. Slow Down

There are various ways to unwind after a stressful day, and a large majority of them involve becoming more mindful (think yoga, meditation, and journaling). Stop, breathe and smell the flowers! Set small goals for yourself and once you achieve them, reward yourself!

<https://engagementsource.go365.com/health-and-wellness-library/emotional-well-being/three-healthy-ways-to-reduce-stress.aspx>

We're Rolling Out the Red Carpet to Welcome Our New Employees...

KAYLA DALEY: Executive Secretary in the Office of Catholic Schools

SUSAN O'KEEFE: Secretary to the Chancellor and Vicar General

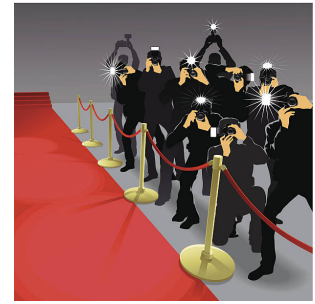
KIM ROBBINS: Facilities Manager – Flaget Center

CLAIR SLUSSER: Notary - Tribunal

ELAINE SLUSSER: Administrative Assistant – Campus Ministry

MADISON STEWART: Benefits Assistant – Personnel Office

SHARON “SHARI” WEATHERS: Pastoral Center Receptionist



Changes with St Vincent de Paul Conferences

The National Conference of St. Vincent de Paul and the USCCB have determined that parish St. Vincent de Paul (SVDP) conferences must be separate legal and financial entities from parishes.

•Complete separation is targeted by St. Vincent de Paul Louisville to occur before October 1, 2018.

•Separation requirements:

1.)SVDP conferences must obtain their own Employer Identification Number (EIN) with the Internal Revenue Service.

2.)SVDP conferences will be under the tax-exempt group ruling of SVDP Louisville.

3.)SVDP conferences will become separate 501 (c) 3 corporations under the administrative oversight of SDVP Louisville.

•Logistics:

1.)SVDP conferences need to establish new bank accounts after the separation requirements above are met. SVDP conferences will be responsible for fiduciary oversight, acknowledgement of gifts, and other business affairs.

2.)Restricted funds for SVDP at parishes need to be transferred to the new SVDP conference entity.

3.)Each parish needs to communicate to all parishioners that any checks for gifts to SVDP need to be made payable to SVDP, not the parish.

4.)Parish leadership is asked to assist the SVDP conferences in establishing acceptable procedures to handle parish collections for support of the SVDP conference.

a.)Parish envelopes can be provided with the understanding that checks need to be made payable to the SVDP conference.

b.)If the parish receives any cash gifts for SVDP, the parish should deposit the funds and issue a check to the SVDP conference.

c.)The parish is not responsible for acknowledging gifts for the SVDP conference, unless a check received from a parishioner is made payable to the parish.

Check Out the Following Inserts:

•ALI – “Cultivating Generous Congregations” registration form

•Kentucky Sales Tax Law Changes effective 07/01/2018

•Revised K-4 form (begin to use immediately)

•“Quick look” Flow Chart on New Hires, Terminations and Changes



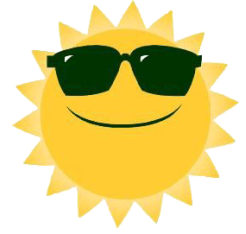
Mileage Rate

Effective July 1, 2018, the Archdiocese of Louisville reimbursement rate for business related travel increased 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.





meetings



Parish and Regional Schools Business Managers Roundtable

September Roundtable-Saint Bernadette Parish
September 13, 2018 (11:30 am)
Saint Bernadette Parish
Hosted by: Kelly Collard
RSVP and agenda items to: kellyc@stb2008.org

November Roundtable- Our Mother of Sorrows
November 15, 2018 (11:30 am)
Hosted by: Lisa Baxter
RSVP and Agenda items to: lisa@paxchristilou.org

Dates to be scheduled later:

March Roundtable- Saint Lawrence
Hosted by: Joyce Nelson

May Roundtable- Our Lady of Lourdes
Hosted by: Cindy Schulz

High School Finance Directors Roundtable

September Roundtable- Mercy High School
September 12, 2018 (11:30 am)
Hosted by: Jan Durbin
RSVP and Agenda items to:
jdurbin@mercyjaguars.com

Dates to be scheduled later:

November Roundtable-Trinity High School
Hosted by: Larry Castagno

March Roundtable- Presentation Academy
Hosted by: Judy Heare

May Roundtable-Holy Cross High School
Hosted by: Jim Welding

October 2018 Annual Benefit Meetings

Wednesday, October 24th – 1:00 pm
Pastoral Center

Thursday, October 25th – 10:00 am
Pastoral Center

Thursday, October 25th – 1:00 pm
Pastoral Center

Friday, October 26th – 10:00 am
Bardstown – Saint Joseph Parish Hall

Wednesday, October 31st – 10:00 am
Pastoral Center

Please note these October Meetings are the **2019 Annual Benefit Meetings**. A representative from each group participating in the benefit program is required to attend one of these meetings.

December 2018 ARCH SUPPORT MEETINGS

Tuesday, December 4th – 10:00 am
Pastoral Center

Wednesday, December 5th – 10:00 am
Bardstown – Saint Joseph Parish Office

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

