

ARCH SUPPORT

Issue 138

September 2018

From the Desk of the Chancellor...

Summer has given way to a hectic September. Hard to believe that stores have brought out holiday decorations, yet it is still 90 degrees! If you are a pumpkin-spice person, your season has arrived.



For me, one highlight of the past two months was the first ever Lay Ecclesial Assembly held at Saint Meinrad the first week of August. We gathered 90 of our colleagues for four days of study, prayer, and a bit of relaxation. This program entitled, Co-Worker's in the Vineyard of the Lord, was another of our initiatives under the Lilly Endowment funded National Initiative to Address Economic Challenges Facing Pastoral Leaders.

The title for the assembly, "Co-Worker's in the Vineyard of the Lord," comes from the U.S Catholic Bishops resource by the same name. The bishops state, "Among the baptized, all of whom are called to serve the mission of the Church, some experience a further call to lay ecclesial ministry." They refer to the women and men who serve in leadership positions in parishes, schools, and diocesan agencies. Lay ecclesial ministers are pastoral associates, business managers, parish catechetical leaders, youth ministers, school principals, directors of worship and/or music, and the many positions of archdiocesan agency leaders.

There are four characteristics of a lay ecclesial minister:

Authorization – the person has been appointed by the pastor or bishop to serve publicly in the local church.

Leadership – he or she is serving in a leading role in a particular area of ministry.

Close Mutual Collaboration – lay ecclesial ministers work in pastoral ministry with clergy in separate ways but being of one mind and cooperate in the common task of serving the faithful.

Preparation and Formation – is required, appropriate to the level of responsibilities that are entrusted to them.

Saint John Paul II expressed the evolving role of lay ministry as, "Together with ordained ministry, other ministries, whether formally instituted, or simply recognized can flourish for the good of the whole community, sustaining it in all its many needs: from catechesis to liturgy, from education of the young to the widest array of charitable works."

The purpose of the Assembly was two-fold: a) to provide leadership development training for Lay Ecclesial Ministers in the Archdiocese of Louisville and b) to foster mutual support, encouragement, and sense of shared mission among our Lay Ecclesial Ministers. Excellent speakers from across the country presented sessions on a wide variety of key topics including: theology, leadership, finances, volunteers, conflict resolution, and emotional intelligence.

This event was a first of its kind in gathering such a wide variety of ministers in our Archdiocese. The feedback and evaluations from the participants were full of new insights gained that week. Some examples:

-I have greater appreciation for those in other ministries.

-I will now think of diversity as variety.

Continued on Page 2

- Ministry is who I am not what I do.
- Take care of volunteers.
- I feel valued and appreciated and have new tools to use.
- Greater understanding of my own emotional health and boundaries.
- The parish budget is a theological statement of the church.
- Learned to ask the critical questions.
- Be as pastoral to your priest as you are to parishioners.
- I am less afraid of conflict.
- I have a new outlook, and I am not alone in ministry.
- God calls – we respond.



I share these samples from the many dozens submitted to us as an indication of the learning that occurred and the support built among our co-workers. Ongoing education and formation is key to effective ministry. I know we are all busy, but when you take time to join in learning opportunities you will be enriched and so will your ministry. It was simply one of the best events I have experienced in the Archdiocese.

One final point from the Assembly is a scripture quote from Sirach that is appropriate for many of the challenges facing the church today. It reminds me where to stay focused.

“If you aspire to serve the Lord, prepare yourself for an ordeal. Be sincere of heart and steadfast, undisturbed in time of adversity. Cling to him, forsake him not; thus you will be great.”

God bless you and all those you serve.

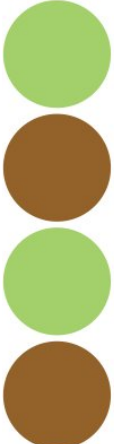
REAL ESTATE TRANSACTIONS

In the past, the Archdiocese has received correspondence from a Right of Way Administrator for one of the 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. They 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 designating a specific piece of real estate to the utility company, had been signed by one of our Parish Administrators.



Continued on Page 3




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;
- All Real Estate Company Listing Agreements;
- 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.



Healthy Tips & Tricks



Sleep. The luxury of all luxuries. We all need it but few of us actually get enough of it. To make matters worse, it gets harder to fall and stay asleep the older we get. Oh the irony. Fortunately, there are things you can do to ensure a better nights sleep without seeking professional help, though in some cases, that may be necessary, too.

- 1. Set a bedtime and stick to it:** Going to bed at the same time every night will help your body know when it's time to sleep.
- 2. Be wary of naps:** Sure, a nap can be refreshing right after the fact, but it can also make sleeping through the night more difficult.
- 3. Turn off your devices:** Research suggests that we lose valuable sleep by being in front of a bright screen too close to bedtime.
- 4. Increase light exposure during the day:** Things like spending more time outside, letting light into your workspace and removing your sunglasses to let the sunlight shine on your face naturally help regulate your sleep cycle.
- 5. Have a soak:** Relaxing in the bath 90 minutes before bedtime will help raise your body temperature and later, help you fall asleep.
- 6. Prep for the next day:** Simple tasks like packing a lunch or laying out your clothes will help calm your mind before bedtime.
- 7. Keep noise to a minimum:** Night sounds - barking dogs, street traffic, loud neighbors – can be a culprit for poor sleep.
- 8. Keep your bedroom cool:** Most people sleep best at temperatures between 60 and 67 F, but that range may vary depending on one's core body temperature and sleeping preferences.
- 9. Don't eat big meals close to bedtime:** Eating heavy foods close to bedtime is a definite sleep disturbance.
- 10. Cut down on caffeine:** Many don't realize that caffeine can cause sleeping issues, even 10 to 12 hours after you've stopped drinking it.
- 11. Exercise regularly:** As little as 20 to 30 minutes of daily physical activity, even broken up throughout the day, will help you sleep more deeply.

Sources: <http://www.webmd.com/sleep-disorders/features/10-tips-to-get-better-sleep>; http://helpguide.org/life/sleep_tips.htm



Check Out the Following Inserts:

- Sales Tax Questions and Answers
- "Cultivating Generous Congregations"
- Paycheck Contribution Election

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



Briana Craddock- Office Assistant, The Record
Emilie Hall- Secretary, Diaconate Office
Terri Jarett- Accountant, Finance Office
Victoria Kaczmarek- Associate Director, Tribunal

PERSONNEL OFFICE REMINDERS

With over **200** new hires in August, please remember that all benefits (including the 401k) are effective the first of the month from date of hire.

Also, ensure applicable 401k codes are added:

- 401k ER – Employer Contribution
- 401k salary deferral (if they elect to contribute)
- 401k Roth (if they elect to contribute)
- 401k Match (if they elect to contribute to Roth and/or salary deferral)
- 401k P – for Priest salary deferral
- 40kP Roth – for Priests electing ROTH deferral
- 401k ER Pr – Employer contribution for Priests
- 401kPMatch – Match for Priests



Paycheck Contribution Election form – 401k Plan

It's a good time to ask your employees if they want to change their salary deferral election or for those not contributing to sign up to begin salary deferrals. Please make them aware that the match is a great benefit offered by their employer and encourage them to take advantage of it for future times.

Remember if they contribute:

- 1% they receive a match of 1%
- 2% they receive a match of 2%
- 3% they receive a match of 2.5%
- 4% they receive a match of 3%



***Now** is the time to plan for retirement!*



meetings



Parish and Regional Schools Business Managers Roundtable

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

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

December 2018 ARCH SUPPORT MEETINGS

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

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

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.



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www.archlou.org

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