

ARCH SUPPORT

Issue 140

February 2019

From the Desk of the Chancellor...

Everyone seems to be talking about the weather these days. January had just too many cold days, and I think it has rained almost every day in February. Such is winter, but according to the ground hog, spring is not too far behind!

As we get ready for March to begin, basketball fans look forward to March Madness and those of us who are Irish start planning for the feast day of St. Patrick. Parishes are busy with budget planning, and schools already have an eye on transitioning from this school year to the next.

One common occurrence for all of us is that Lent is about to begin. Ash Wednesday is March 6 this year meaning Easter is not until April 21. Have you made your plans for Lent? How will you move through the days from Ash Wednesday to Easter Sunday?

During this holy season, the Church calls us to give special consideration to prayer, fasting, and almsgiving. Before Lent begins, I encourage you to take a few minutes and decide how you might adopt some Lenten rituals.

Prayer. A great starting point for planning for Lent is to identify how you might enhance your prayer life over these 40 days. Consider your daily prayer routine and make some change or add some time to expand your prayer. For example, if you usually pray in the morning and evening, perhaps add a midday reflection. If you normally pray through meditation, try using a daily Scripture reading as something new. Consider attending a weekday Mass at least once a week during Lent or find out when a parish might be offering the Stations of the Cross at a time you can attend.

There are important events throughout the season. Ash Wednesday remains one of those days when many Catholics attend a prayer service or Mass. Of course, Palm Sunday and the Sacred Triduum of Holy Week allow us all to follow the steps of Jesus through his passion, death, and resurrection. You might want to make a special effort to attend the annual Chrism Mass at the Cathedral on April 16. At this Mass, our priests renew their vows and the Archbishop blesses the sacred oils used in the sacraments for the coming year.



Fast and Abstinence. Of course, Catholics and the wider community associate fish fries with Lent. We are asked to abstain from meat on Ash Wednesday and the Fridays of Lent, and a good fish sandwich is not difficult to find in many of our parishes. However, try not to lose the meaning of abstinence, which is more than replacing meat with fish.

Ash Wednesday and Good Friday are also days of fasting. While it is important to keep these requirements, you might want to consider how else to fast this season. The long-held practice of giving something up should be a spiritual exercise and not simply a denial of something. Instead of “sacrificing” a favorite food, is there a habit or routine you might change for Lent?

Almsgiving. Giving a gift of treasure to a charitable cause is another common Lenten practice. Many of our schools and parishes support the Operation Rice Bowl program, which is a wonderful example of how a household can ritualized giving in Lent. Perhaps you can prepare for Lent by identifying an amount of money you wish to give to others in need and during the season look for opportunities to be generous.

With some simple planning, we can all make Lent a meaningful and spiritually enriching season for ourselves and our families. I hope you are able to do so. And as we observe Lent, let us remember to pray for each other as co-workers in ministry.

Update From the Office of Mission Advancement

What's happening in Planned Giving

By: Melody Denson, Director of Mission Advancement

Efforts in the area of Planned Giving at the Archdiocese of Louisville have gone through a number of evolutions over the years. We thought this might be a good time to re-acquaint everyone with Planned Giving as a ministry of service to the parishes and to archdiocesan ministries.

The Office of Mission Advancement provides services to every parish in the archdiocese with respect to questions and concerns about the many different types of planned gifts. It is our goal to be a help to pastors and parish staff when they may encounter situations in which parishioners wish to provide for the parish in their estate, or through a contemporaneous gift instrument. At the same time, we work with Catholics throughout the archdiocese who wish to provide resources to archdiocesan ministry or to their parish through some form of a planned gift. We also provide informational meetings at the request of pastors on a variety of topics related to planned gifts.

We encourage parishes to contact us at any time they feel they would like input or advice in this area. The Director for Planned Gifts, Deacon Michael Shumway, CFRE, is available to visit parishes to provide assistance and help work through any issues the parish may encounter.

When this renewed effort was launched, there was a small number of confirmed bequest intentions naming either a parish or the archdiocese as beneficiary. There was also a large number of unconfirmed potential gifts. Over the past two years, we have made significant efforts at reaching out to those unconfirmed gifts and obtaining feedback from the donors to verify their intentions. We have also received a number of new notices of bequest intentions or other planned gifts. Through the CSA returns, we continue to receive new notices of planned gift intentions from parishioners throughout the archdiocese.

At the writing of this article, the Office of Mission Advancement has verified 102 planned gift expectancies (planned gifts either executed through trusts or intended through bequests). We have another seventeen requests for more information that we are following up. These planned gifts are to be directed either to individual parishes, to archdiocesan ministries, or both.

We hope to continue to expand parishioner awareness of planned giving through a variety of outreach efforts both from the archdiocese and through resources provided to parishes. We welcome your feedback and we invite requests for assistance. Please contact the Director for Major Gifts and Planned Giving at (502) 585-3291 ext. 1165, or mshumway@archlou.org.

A Few Reminders From The Personnel Office

2018 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Time is running out! Please remind your employees that in order to be reimbursed from the 2018 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2018 and requests must be received by AIM (attention: Michele Cull) by February 28, 2019. After December 31st, remaining 2018 claims must be made by a paper claim form as the 2018 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



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2019 401k Elective Salary Deferrals Limits for 401(k) Contribution Limit

Maximum 401 Elective Salary Deferral	\$19,000
Catch-Up Contribution (age 50 or over)	\$ 6,000



Be reminded that based on our 401k legal plan document, employee contributions must be in percentages only.

2019 Payroll Calendar

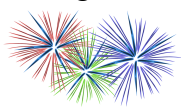
Please make sure you have distributed the 2019 Payroll Calendar to all employees.
Thanks!

2019 Official Holidays

Listed below are the Official Holidays for the 2019 Calendar Year. Please mark your calendars accordingly:

Tuesday, January 1	New Year's Day 2019
Monday, January 21	Martin Luther King, Jr. Day
Friday, April 19	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
Monday, December 23	*Holiday for Day after Christmas
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas Day
Wednesday, January 1	New Year's Day 2020 Holiday

*The Holiday for the Day after Christmas was moved from December 26 to Monday, December 23 to allow for a long weekend.



Parish Mailing Dates



February 22nd
March 8th and March 22nd
April 12th and April 26th
May 10th and May 24th
June 14th and June 28th
July 12th and July 26th
August 9th and August 23rd
September 13th and September 27th
October 11th and October 25th
November 8th and November 22nd
December 13th

Slips, Trips and Falls

I think it is safe to say WINTER has finally arrived! As we begin 2019, it is a good idea to review the top categories of workers compensation claims exposure for the Archdiocese. In 2018, Slips, Trips and Falls remained our highest claim category under the archdiocese workers compensation insurance. We saw a significant improvement in both 2015 and 2016. In 2017, we experienced a backslide topping the \$100,000.00 mark. In 2018, our numbers indicate improvement over 2017 overall; however, we still have one category, Trips On Same Level, that showed a significant increase of 133.02%. While \$51,359.00 for 2018 is not as bad as \$103,516.00 for 2014, it is still a trend in the wrong direction. Once again, thanks to the efforts of our Safety Coordinators, 2018 was not nearly as bad as 2014 or 2017. Our claims history for these types of injuries in 2018 verses 2017 are as follows:

	2017	2018	Change	
1. Slips on Ice	\$0.00	\$0.00	No Change	\$0.00
2. Trips on Same Level	\$22,041.00	\$51,359.00	Up	\$29,318.00
3. Trips on Stairs	\$782.00	\$0.00	Down	<\$782.00>
4. Falls from Diff. Level	\$0.00	\$2,236.00	Up	\$2,236.00
5. Falls on Wet Floors	\$102,358.00	\$7,515.00	Down	<\$94,843.00>
Totals	\$125,181.00	\$61,110.00	Down	<\$64,071.00

While overall we have seen improvement this past year, we cannot let down our guard down. Safety is something that needs to constantly be remembered and monitored. Here are a few things we all can continue to do to help promote safety and prevent slips trips and falls.

1. Slips on Ice – Clear snow and ice from parking lots, walks and steps as soon as possible. Pay particular attention to areas that do not receive direct sun light, these areas tend to accumulate snow and ice faster and more often than others. In those areas apply salt or ice melt materials. Most of all have a solid plan in place that is to be followed when weather conditions dictate.

2. Trips on Same Level – Pay attention to placement of low objects like book bags, backpacks, boxes, rolled up throw rugs, desks and chairs. Remove these objects from work areas and walkways immediately and store them properly. Periodically walk around and assess all areas for potential hazards.

3. Trips on Stairs – Pay attention to step treads and lose bull nosing on stairs. Make sure ALL handrails are securely fastened to the wall. Encourage employees to use the handrail that is provided when going up and down steps.

4. Falls from Ladders – Check all ladders to be sure they are in good working condition. If they are old and worn out, discard them and replace them with new OSHA approved ladders.

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Check scaffolding before every use. Make sure all safety rails are in place. If climbing a scaffold greater than six (6) feet off the ground, be sure to use proper “Fall Protection” for the safety of our employee’s. This is an OSHA required safety standard.

5. Falls on Wet Floors – Place “WET FLOOR” signs in a conspicuous place when mopping floors. If it is a high traffic area, consider keeping the personnel responsible for the project on site to warn people about the wet floor until it is substantially or completely dry. For particularly difficult hard surface areas consider looking in to slip resistant cleaners and floor care products, or provide walk-off mats.

SLIPS, TRIPS and FALLS are not 100% preventable; but can be significantly reduced with just a little attention to the details described above. Your designated Safety Coordinator has been given information in much greater detail pertaining to these types of injury categories. The efforts of our Safety Coordinator program are working. If you have any questions or need additional help evaluating specific situations in your facilities, please feel free to give Bill Zoeller, Archdiocese of Louisville, Director of Facilities, a call. He can be reached at 502-636-0296 x1227.

Take Note....

Brad Harruff, Catholic Mutual Claims/Risk Manager

Locations in the Archdiocese commonly rent, lease, or allow third party entities to use facilities from time to time. Non-Church sponsored events create special risks for the Church so it is important to obtain a Certificate of Insurance. These are outlines in the Financial Policies and Procedures of the Archdiocese, specifically starting on page 50.

For some events “Special Event Certificates” can be used, however be sure that the event complies with the restrictions on the application and submitted in accordance with the instructions for a timely filing so we can avoid delays and even rejections.

We hope everyone took time to attend the Church Security Presentations, as the current reality is that we need to be vigilant to protect the Church. If you could not attend, the Church Security material is on our website or your safety manager should have it from our quarterly meeting. We can also forward you a copy if needed. It will help you develop a best practice plan that works for your particular location.

Finance Office News - Parish Accounting/ Contribution Software Search Update

We have been in the process of taking an in depth look at the software solutions of the companies that presented to us last Spring. We are looking at cost and ease of use factors. We are also looking at how these software solutions can benefit our parish operations in future years.

We will be communicating to our pastors soon what recommendations we are making. Our goal is to give our parishes the best tools to communicate and inform their parishioners and staff of parish life and finances.



*Please distribute the Humana Go365 insert to ALL those employees who participate in the Humana insurance program. It's as simple as achieving SILVER, GOLD or PLATINUM status and you could win fitness prizes... stay tuned!!



Tuesday, March 12, 2019

High School Finance Directors Roundtable
11:30 am

Hosted by: Presentation Academy

RSVP and Agenda items to: Judy Heare
(jheare@presentationacademy.org)

Thursday, March 14, 2019

Parish and Regional Schools Business Managers Roundtable
11:30 am

Hosted by: Saint Lawrence Parish

RSVP and Agenda Items to: Joyce Nelson
(stljoyce@gmail.com)

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www.archlou.org

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