

# ARCH SUPPORT

Issue 141

July 2019

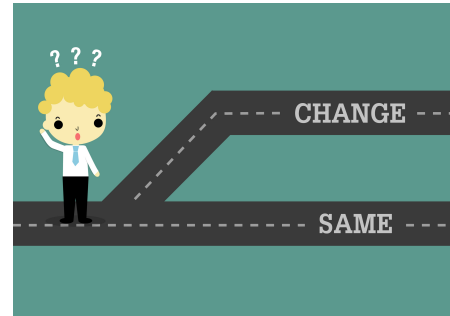
## *From The Desk Of The Chancellor...*

The end of June brings the close of a fiscal year, many staff changes, priest transfers, and other changes in the life of a parish. By its nature, change produces some anxiety and confusion as well as opportunity and new energy. I thought I would share some concepts about change that might help you move through this time of transitions.

Using a simple definition, there are two types of change: self-initiated and imposed. There is an obvious difference between your choice to go on a diet and a direction from your physician. Likewise, traveling for a vacation is very different from traveling to a meeting you are required to attend. Our response to the dynamics of change is dependent, in part, on which type of change you are facing. Yet regardless of the source of the change, responses to change commonly move through four stages: resistance, confusion, testing, and recommitment.

**Resistance:** All change, even when viewed as positive, involves some resistance. The movement from what is known and familiar to something unknown requires adjustments. The saying “old habits die hard” is accurate. Imposed changes to habits and routines often leads to a sense of loss, anger, or insecurity. We express resistance in sadness, complaining, resentment, or stubbornness. It is common to feel anxious, cautious, or apathetic. These are all a normal part of the change process.

**Confusion:** Initial resistance often moves into a stage of confusion. Those experiencing the change question the credibility of decision makers, and people often feel that hasty or unnecessary changes are taking place. Since what is familiar is gone, whatever is in its place feels uncomfortable or confusing. This is a period where frustrations are expressed through repeated questioning, lack of cooperation, and poor listening.



**Testing:** Eventually, as the changes are tested, they become more familiar and comfortable. There is a shift towards acceptance and a willingness to take some risks. There is less focus on the past, and we are able to give attention to what is ahead. We experience less anxiety and new energy for planning and problem solving emerges.

**Recommitment:** In the final step of the change process, there is willingness to actively pursue the goals of the change and fully implement whatever is needed. Involvement and support that lagged during the resistance phase is followed by positive and productive action. There is often a sense of personal satisfaction that the process is complete, the change is in place, and the desired comfort and security have returned. In some cases, a readiness to accept additional changes can occur.

We often think that change happens at a particular time, like a decision or an event. The focus is on getting to a result or moving from something old to something new. However, it is often more helpful to use the concept of a transition. Successful change occurs when leaders accept responsibility for leading their organization through a process of transition.

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When pastors change, staffs turnover, or new programs begin, it is easier for parishioners to accept what is occurring if they know what is “ending,” what is changing, and what is not going to change. The role of a leader is to know the community and understand local customs and needs before initiating any type of change. People will trust leaders only when healthy relationships have been built.

Let us all pray that this time of change and transition occurring in so many parishes will be a time of renewal and growth.

And, please remember to take some time out to enjoy these summer months.



ARCHDIOCESE  
OF LOUISVILLE

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## **PICNICS AND FESTIVALS!**

### **FROM BRAD HARRUFF, CATHOLIC MUTUAL CLAIMS/ RISK MANAGER**

Spring is speeding by and preparations are already underway for picnics. One of our major concerns is to prevent injury and damage, and protect the self-insurance fund of the Archdiocese of Louisville by adhering to good risk management practices.

To ensure a safe and enjoyable picnic, be sure all Picnic Managers are familiar with the “Financial Policies and Procedures” which are accessible through the Archdiocesan website. You will find they address a myriad of issues and specifically the important functions of the Festival or Picnic.



Important information pertaining to Safety and Security, Alcohol handling, Money Processing and Vendor insurance can be easily found using the index in the front for quick reference.

For more specific information on such things as bounce houses, Certificates of Insurance, vendor hold harmless agreements, and Parish festival safety checklists, and more can be found on the Catholic Mutual website under the heading of “CARES” and using the login -“0122lou” and the password –“service” you will then have full access to these and much more.

If your picnic persons have any questions with these items please do not hesitate to call our office.

Picnics and festivals are great Parish and community events, and insuring they run smoothly by following proper procedures makes them all the better. Good luck!

## FINANCE OFFICE NEWS

### PASTORAL CENTER REPORT REMINDER

The Fiscal Year-End Reports Due Pastoral Center for Parish and School 2019 (formerly known as the Chancery Report) are due at the Finance Office by August 15, 2019. The checklist form can be found at <https://www.archlou.org/financial-policies-and-procedures-manual/>. The checklist and reports may be submitted by mail or email. Please contact Margaret Kopatz Kraus ([mkkraus@archlou.org](mailto:mkkraus@archlou.org) or 502.471.2262) if you have any questions or need assistance.



#### ***Parish Accounting/Contribution Software Search Update***

*We have been informed that ACS Technologies will continue to support the Parish Data Systems software products that we currently use for at least five years as they continue to enhance their Realm software solution. At this time, we have chosen not to transition to a new software solution. We will continue to communicate any recommendations that 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.*

### **Sales Tax Repeal for Nonprofits:**

On 3/26/19, Governor Bevin signed House Bill 354 into law. Included in this bill was a sales tax exemption for nonprofits. As of 3/26/2019, nonprofit organizations are exempt from collecting sales tax for fundraising events and admissions. This includes dinners, fish fries, auctions, dances, admissions to fundraising events, golf scrambles, Christmas tree sales, etc. \*\*\*This new exemption does not include any activities that are in direct competition with other businesses, such as thrift stores.

However, the sale of alcohol at a fundraising event are subject to tax if the nonprofit maintains a permanent alcohol license for a specific alcohol category, even if temporary license is issued for the fundraising event. Please note, other alcohol sales, such as wine, margaritas, spirits, etc. that are authorized under the temporary license issued for a specific fundraiser are exempt from sales tax if no permanent alcohol license is held. Additionally, all alcohol sales under a permanent or temporary license are exempt if sold by at a school fundraising event and all the net proceeds go directly back to the school.

Please note, sales tax returns must be filed for sales tax collected on fundraising events prior to 3/26/19. Going forward, if you know for absolute certainty that your parish will not be subject to sales tax filings, you can close the parish sales tax account using Form 10A104 from the Department of Revenue website, [www.revenue.ky.gov](http://www.revenue.ky.gov)

For specific sales tax questions, please contact [dorsalesusetaxanswers@ky.gov](mailto:dorsalesusetaxanswers@ky.gov)



Thank you to all of the pastors, pastoral administrators, parish staff, Archdiocesan staff, and volunteers that helped make this year's Catholic Services Appeal a success. Here are a few highlights of this year's Appeal:

- \$3,999,755 was raised in support of ministries and services of the Archdiocese of Louisville.
- 13,248 donors made the choice to participate in this year's Appeal.
- 60 parishes met or exceeded their 2018 CSA donor participation goal!

**Highest percentage of CSA fundraising goal:**

- Good Shepherd, Columbia
- Holy Name
- Emmanuel

**Highest percentage of donor participation goal:**

- Holy Name
- Christ the Healer
- Saint Joseph, Louisville

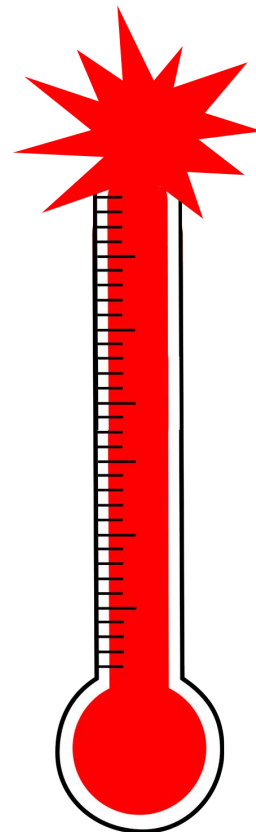
**Highest dollar amount raised in the CSA:**

- Holy Trinity, Louisville
- Saint Margaret Mary
- Saint James, Elizabethtown

**Highest donor participation:**

- Saint Bernadette
- Saint Margaret Mary
- Saint James, Elizabethtown

*(numbers as of June 13, 2019)*



## ***We're Rolling Out the Red Carpet...***

**CRYSTAL BARR**, Services Coordinator – Personnel Office  
**MARGARET BLAKESLEE**, Coordinator for Annual Giving - Mission Advancement  
**ANDREA COLPO**, Director – Personnel Office  
**MELODY DENSON**, Director – Mission Advancement  
**CONNIE DUPLESSIS**, Benefits Assistant – Personnel Office  
**SARAH HALK**, Secretary – Tribunal  
**JOHN HEINSOHN**, Campus Minister – Newman Center  
**MELISSA HERBERGER**, Administrative Assistant – Faith Formation  
**TERRI JARRETT**, Staff Accountant - Finance  
**VICTORIA KACZMAREK**, Associate Director – Tribunal  
**KIM MCDANIEL**, Notary – Tribunal  
**JOSEPH MOBLEY**, Associate Director of Formation – Diaconate Office  
**TOSH SCHEPS**, Curriculum & Instruction Coordinator – Catholic Schools Office



### **Humana Go365**



### **Congratulations to the Winners of the Humana Go365 Silver Giveaways**

Holy Spirit: Lauren Gunter (Silver Status)  
 Trinity: Robert Hornung (Silver Status)  
 Assumption High School: Katelyn Moore (Silver Status)  
 St. Xavier: Luis Salomon (Silver Status)

If you (or your spouse) are on the Archdiocese's Humana medical plan and you haven't already done so, please consider getting the Go365 biometric screening for 2019. This will add 2000-4000 points annually to your Go365 program. The Little Clinic Voucher and the Physician Biometric Screening Form is located on the Archdiocese of Louisville website (<https://www.archlou.org/about-the-archdiocese/forms/>) under Human Resources Forms. Look for Go365.

## **Check Out the Following:**

### **Summer Hours**

Once again, Archdiocesan agency office hours will be adjusted for a ten-week period this summer. Effective Monday, June 3 and continuing through Friday, August 9, each department will extend their workday by thirty minutes in the morning or afternoon and shorten their lunch break to 45 minutes to allow the offices to close on Fridays at 12:30 PM.



### **Mileage Rate**

Effective July 1, 2019, the Archdiocese of Louisville reimbursement rate for business related travel increased from 54.5 cents to a new rate of 58 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred after July 1, 2019.



## ARCH SUPPORT MEETINGS

### August 2019 Arch Support Meetings

Wednesday, August 21st – 10:00 am – Bardstown  
– Saint Joseph Parish Office

Thursday, August 22nd – 10:00 am – Pastoral  
Center

### October 2019 Annual Benefit Meetings

Wednesday, October 23rd – 1:00 pm – Pastoral  
Center

Thursday, October 24th – 10:00 am – Pastoral  
Center

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

Friday, October 25th – 10:00 am – Bardstown –  
Saint Joseph Parish Hall

Wednesday, October 30th – 10:00 am – Pastoral  
Center

Please note these October Meetings are the 2020  
Annual Benefit Meetings. A representative from  
each group participating in the benefit program is  
required to attend one of these meetings.

### December 2019 Arch Support Meetings

Tuesday, December 3rd – 10:00 am – Bardstown  
– Saint Joseph Parish Office

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



## PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

### September Roundtable

*September 12, 2019*

*11:30 am*

*Ascension*

*Hosted by: Theresa Garrett*

*RSVP and agenda items to:*

*tgarrett@ascensionparish.onmicrosoft.com*

*November Roundtable*

*November 21, 2019*

*11:30 am*

*St. Gabriel*

*Hosted by: Pam Terwilliger*

*RSVP and agenda items to: pterwilliger@stgabriel.net*

### Parish Mailing Dates

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



### ARCH SUPPORT ON THE WEB

To read this newsletter online or print additional copies: Go to  
the archdiocesan web site

[www.archlou.org](http://www.archlou.org)

- Click on “About the Archdiocese.”
- Click on “Publications/Media”
- Click on “Arch Support”
- Choose Specific Issue