

ARCH SUPPORT

Issue 144

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From The Desk Of The Chancellor...

Next time you attend a family gathering or have dinner with a group of friends, try taking the following simple survey: How much do you get paid? Do you think your salary is too little, too much, or just right? What would you do differently if your salary was increased or decreased by 20%?

Even among close friends or family, having such a conversation may prove to be difficult if not impossible. Money issues are considered to be among the most personal and confidential matters. Such questioning may likely be considered rude or even an invasion of privacy. Money is one of those “facts of life” that everyone thinks about, but about which few talk. Perhaps this general uneasiness in talking about money – and salary in particular – contributes to the dilemma that church administrators face when we attempt to address the question of compensation for church employees.

“Administrators are to pay employees a just and decent wage so that they may provide for their needs and those of their family.” - Code of Canon Law (1286.2)

Each January the Archdiocese releases updated salary guidelines for pastors and parish administrators. Parishes were recently sent the packet for 2020. The guidelines suggest a salary range for most of the common positions that exist in our parishes. With the support of the Priests’ Council, the ranges for 2020 were increased an average of 2.5%.

Periodically employees and other ask how we determine these ranges. The Archdiocese uses an equity standard for wages involving three factors: Internal Equity, External Equity, and Individual Equity. Agency staff, parish ministry personnel, and school personnel have been using this approach for a number of years.

Internal equity addresses how positions are categorized within the organization and creates a job hierarchy and compensation levels. External equity sets the pay structure based on norms for a particular field of work or similar jobs in comparable markets. Individual equity considers how an individual employee’s pay rate compares to others, based on years of service and individual performance in the job.

In practice, this approach requires the creation of salary ranges for jobs based first on pricing the job and then applying personal factors such as professional training and experience. Pricing a job requires the careful analysis of eleven factors:

- a. Difficulty of work (simple, routine, varied, complex).
- b. Volume of work (small, average, great).
- c. Responsibility (little to great).
- d. Degree of supervision given (none, limited, general, close).
- e. Degree of supervision received (none, limited, general, close).
- f. Experience required (none to extensive number of years).
- g. Special knowledge necessary (none, some, normal, highly technical).
- h. Judgement involved (none, limited, shared, independent).
- i. Training required (limited to extensive).
- j. Budget accountability (limited, shared, considerable).
- k. Interpersonal relationships (limited to considerable).

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While salary remains the main aspect of compensation, employees and employers are both becoming increasingly aware of the importance of compensation beyond the salary paid to a worker. What once were called “fringe benefits” are now critical elements in an employee’s compensation, and the cost of these benefits amount to between 25% and 35% of an employer’s total cost of having an employee. The ever-increasing cost of medical care and the fact that people are living many years after retirement are two of the most significant factors encouraging the development of a “total compensation” model for church employees. Health and accident insurance, short and long-term disability insurance, social security contributions, workers’ compensation, retirement plans, paid leave time, life insurance, and funding for ongoing training are all components of the total compensation for employees.

Compensation issues are among the most complex we face each year. However, it is the thousands of employees working for the Church in our parishes, schools, day care centers, social services, and agencies that are our greatest assets. Careful administration of compensation is one way that we care for them.

Happy budget season!



Take Note...From Brad Harruff CATHOLIC MUTUAL CLAIMS/RISK MANAGER



Happy New Year to everyone!

I would first like to thank everyone for your great work in caring for the people and property in the Archdiocese. We are halfway through our fiscal year and in good shape, lower claims means lower rates for our self-insurance program so let’s keep it up.

Key control is a topic we don’t always think enough about until it is sometimes forced upon us by events.

With the security needs of our churches, schools, offices and retreat center have never been greater in caring for our children and parishioners.

First identify who has keys to which doors or buildings and build a “key log”. You may need to collect keys passed out in the past or simply change the locks if it is simply impossible to tell. Consider using the electronic entry methods, which, in the long run can save time, effort and money. Benefits of digital entry enable rapid withdrawal of access to persons who no longer need it without the loss of keys. By taking charge of your access you greatly enhance security.

SHORT HITS-

- 1) I have an annual “blanket” certificate of insurance for The Girl Scouts on file in my office that covers all the troops. If you need a copy please drop me a note. The Boy Scouts are also good for insurance purposes.
- 2) Encourage persons who send in the “special events applications” to fill out the form completely and to follow the directions on the form as there have been some rejections for this reason. Copies must be provided to our office as we do the data entry in Louisville.
- 3) Trailers designed and used for on-the-road hauling do NOT have insurance coverage. They need to be insured separately (this includes Scout trailers)

Let’s have another great year!

For those who have already responded with your parish's information,
a HUGE thank you!!!!



Ash Wednesday is a day when most Catholics try to get to Mass or a Distribution of Ashes Service and some attend the parish closest to their work versus their home parish; thus, they may be unfamiliar with the times. Many folks will be checking our website within the next few weeks for the Ash Wednesday schedule.

If you have not already submitted information for your parish, please use this link to submit your parish's information for Ash Wednesday Masses/Services, Lenten Reconciliation Services, Lenten Programs, and your Holy Week/Easter Schedule:

<https://www.archlou.org/2020-ash-wednesday-reconciliation-lent-holy-week-schedule/>

If you are submitting information for a clustered parish, *please complete a separate form for each parish.*

Please try to submit your information ASAP or by Friday, February 14th at the very latest. *(If you do not have all of the information now, please submit as much as possible. You can upload other information as it becomes known or email it to me at any time.)*

Any questions, please feel free to call or email Patti Vance, 502-585-3291 x1104 or pvance@archlou.org.

FINANCE OFFICE NEWS

Online Alcoholic Beverage Licenses

The Kentucky Alcoholic Beverage Control is now requiring all license applications, including renewals, to be submitted and processed online. The online site is <https://abc-portal.ky.gov>. You will be required to create a user account login (email address and password) with the Kentucky Online Gateway. An ABC Licensing Portal User Guide can be found at:

<https://ky.app.box.com/s/e4xu3wsd3ubj33vbxm5remxtnhgwtvr>. The new online licensing process will be used for Retail (year-round) and Temporary licenses.

During the online application process, you may be requested to upload a deed copy. In lieu of the deed copy, please contact Linda McLemore at the Pastoral Center for a permission letter to upload. A deed copy may be required if you do not renew the license within the 30 grace period after expiration.

Please contact Margaret Kopatz Kraus for assistance. She can be reached at (502) 471-2262 or mkkraus@archlou.org.

Six Month Pastoral Center Report Reminder:

The Pastoral Center Financial Report for the Six Months Ending 12/31/2019 is due to the Finance Office by January 31, 2020. The submittal/checklist form can be found online at <https://www.archlou.org/wp-content/uploads/2019/11/6-Mo-Pastoral-Center-Report-Instructions-Parish-Updated-12-2019.pdf>. The submittal form and reports may be submitted by mail or **email** to mkkraus@archlou.org. Please contact Margaret Kopatz Kraus if you have any questions or need assistance.



What is a good Steward?

We are human, and in our humanness we are gifted with reason and the ability to discern good from bad, right from wrong. As baptized Christians, we are given a new dimension of humanity, the knowledge that all people are created in the image and likeness of God and as followers of Christ, a desire to seek a life of holiness, a life lived as Jesus lived. But how do we do that in modern day?

So often in our society, we find ourselves comparing our own lives with the lives of others. In a sense, we create a division between who we are and others, or at least, who others appear to be. Take a quick look on social media and you will find families with picture perfect lives, marriages full of love and romance, political parties with all the right answers, and a freedom to express oneself as openly as one chooses, with little to no repercussions. Is that the way to holiness? Would Jesus have been the poster child of social media? Not likely.

Jesus is our model of Stewardship as he came not to call us to compare ourselves to others, or to hold oneself to an unattainable standard, but rather he came to show us a new way of life. He came to show us what love is truly about, what generosity means, and how to find joy from within. Jesus teaches us that despite the worldly affairs, turmoil, divisions, illness, and sin that divide us; love binds us. Being a good steward means committing oneself to a life of gratitude for the here and now, for all that we have and even all that we don't. It is sometimes hard to accept that we are right were God wants us, but there are lessons to learn in every season of our lives.

When we think of the word "Stewardship" we likely think money. But the true Stewardship Way of Life is a life of gratitude. A life of gratitude is one without comparisons. A life of gratitude is a life of holiness. This February, as we listen to the gospel of Matthew, may we be moved by the beatitudes to find joy in each day, to step away from the sources that divide us, and embrace the one true source that unites us.

My name is Erin Dwyer. I am the new Coordinator of Annual Giving and Stewardship in the Office of Mission Advancement. I'm a proud Mom of two children, Luke (12) and Lydia (8), who will be attending Holy Angels Academy next year. It is my pleasure to serve the faithful of the Archdiocese of Louisville and support parishes in their Stewardship efforts, as well as the Catholic Services Appeal.



A few reminders from the Personnel Office

2020 Holiday Schedule

Listed below are the Official Holidays for the rest of the 2020 Calendar Year. Please mark your calendars accordingly:

Friday, April 10	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day (observed)
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day
**Thursday, December 31	New Year's Eve (day after Christmas Holiday)
Friday, January 1	New Year's Day 2021 Holiday

***The holiday for the day after Christmas was moved from December 26 to December 31 to allow for two 3-day weekends.*

2020 401k Elective Salary Deferrals Limits for 401(k) Contribution Limit

Maximum 401k Elective Salary Deferral	\$19,500
Catch-Up Contribution (age 50 or over)	\$ 6,500

Be reminded that based on our 401k legal plan document, employee contributions must be in percentages only. Please refer to your Retirement Plan SPD for eligibility questions. If you need further information, please contact Andrea Colpo in the Personnel Office.

2020 Payroll Calendar

Please make sure you have distributed the 2020 Payroll Calendar to all employees. Thanks!

2019 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2019 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2019 and requests must be received by AIM (attention: Michele Cull) by February 29, 2020. After December 31st, remaining 2019 claims must be made by a paper claim form as the 2019 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



WE'RE ROLLING OUT THE RED CARPET TO WELCOME.....

CHRISTY PEARCE, Services Coordinator - Office of Personnel

YVONNE HUSMAN, Benefits Administration - Office of Personnel

ERIN DWYER, Coordinator for Annual Giving – Office of Mission Advancement



ARCH SUPPORT MEETINGS

FEBRUARY 2020

Tuesday, February 18th – 10:00am – Pastoral Center
Wednesday, February 19th – 10:00am – Bardstown – Saint Joseph Parish Office

APRIL 2020

Tuesday, April 7th – 10:00am – Bardstown – Saint Joseph Parish Office
Wednesday, April 8th – 10:00am – Pastoral Center

PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

March 24, 2020
11:30 am
Epiphany
Hosted by: Mary Downs
RSVP and agenda items to: mary@epiphanycatholicchurch.org

2020 PARISH MAILING DATES

February 21st
March 6th
March 20th
April 17th
May 8th
May 22nd
June 12th
June 26th
July 10th
July 24th
August 7th
August 21st
September 11th
September 25th
October 9th
October 23rd
November 6th
November 20th
December 11th



ARCH SUPPORT ON THE WEB

To read this newsletter online or print additional copies: Go to the archdiocesan web site
<http://www.archlou.org/>

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