

ARCH SUPPORT

Issue 149

May 2021

From The Desk Of The Chancellor...

Sometimes I use this column to provide news or explain a policy. Other times it is a place to share reflections. This month I am writing a message to all of us, including me. With this message, I encourage all of us to plan time off for a vacation.

During the past 14 months, some staff have had a type of forced vacation or at least time away from work. Others have hardly had any time off due to increased demands. Everyone knows it is necessary to balance work and leisure, but in times of stress, it is even more essential.

Summer is the traditional time for vacations. Holidays and spring break are other alternatives, but because school schedules affect so much of our lives and communities, summer is when we most often take time off from work. Have you planned to take some time off in the coming months?

When my kids were young, vacation meant good family time exploring Kentucky. For several years, we visited the wonderful Kentucky State Parks: Barren River, Lake Cumberland, Lake Barkley, Cumberland Falls, Dale Hollow, and others. Cabins or lodges, golf or swimming, misquotes or poison ivy – every visit created great memories that we still talk about years later.

Today time off is a bit different, but I still value opportunities to get away, change pace, and relax. If you need a reminder or if you are feeling guilty about taking some off, here are some reasons that vacations are essential:

1. Vacations relieve stress. Free time with fewer demands reduces stress. This will be a gift to yourself and will ward off burnout as you de-stress and let go.
2. Vacations help with job performance. As you add quality to your life, your work gets better.
3. Vacations enhance creativity. Any down time during which you let the daily worries go leaves room for new thinking and creativity.
4. Vacations rest your body and mind. It is refreshing to let go of daily tasks and relax into something new. Even if your work is not physically strenuous, time off allows you time to care for yourself. Many physical illnesses result from a lack of down time and stress.
5. Vacations lead to appreciation. It is nice to be missed. When you are on vacation suddenly those who work with you suddenly realize how valuable you are to your organization.
6. Vacations help you appreciate your job. Doing what you want to do without the limits of work can be fun. However, at the end of vacation you might even look forward to getting back to your work because you love your work and it adds meaning to your life.
7. Vacations expand the mind. Vacations give you time to see, hear, or read something new. Whether you take a trip, go to concerts, or get caught up on your reading, vacations give you the space to do something that is different and new.

8. Vacations lead to fewer regrets. You have likely heard the quote, “Nobody on his deathbed ever said I wish I had spent more time at the office.” Vacations allow you to think about what makes you happy and what constitutes meaningful work.

9. Vacations serve as an example to your co-workers. When it comes to good leadership practices, a common axiom is “leading by example,” that is, encouraging the behaviors and commitments you would like to see in your employees by first exhibiting them yourself. Ironically, by choosing to forgo taking a vacation, you are not so much showing support for your employees as you are demonstrating to them how little you consider it necessary for them to take time off work. That is why you should not only take vacation but make a point of advising your employee to do the same as well.

10. Vacations show colleagues trust in their ability to manage without us. A common assumption is that you are indispensable to the organization; that workers would not know how to proceed in your absence. While this might make you feel good about your contributions, it is far from a healthy situation for the organization. By taking time off from work, you provide colleagues with the opportunity to develop their skills to manage effectively while you are away.

11. Vacation reminds employees that vacation time is part of their remuneration. By reminding your staff that their vacation time is a part of their overall remuneration – and more importantly, by allowing them to take this time off work – you demonstrate that you understand the importance and necessity of having time to relax and enjoy the fruits of their labor.

It is not too late to make some plans for summer 2021. So with these reasons in mind, take some time off, have fun, and enjoy the blessings of your life.

Let us continue to pray for one another.

Brian Reynolds, Chancellor



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



This is going to be our come back year as we continue to open up more events to which we have been accustomed to in the past.

Regarding spring festivals, suppers, and picnics, remember if you serve alcohol there are some procedural steps in our financial policies and procedures manual that need to be incorporated in your event before it occurs, such as alcohol training, licensing, certificates of insurance etc. In addition, If you have misplaced your alcohol training DVD, I do have a limited amount of extras.

Scout trailers or any other road worthy trailers are NOT covered by our property insurance, they need to be added to auto policies or a separate certificate of coverage can be purchased for them on the commercial insurance market.

Special event certificates temporarily have the added need to note the size of your venue somewhere on the application to demonstrate our compliance with state occupancy guidelines for COVID restrictions. 11-15 passenger vans are prohibited from use in any way unless they are upgraded and certified to be compliant with NTSB standards.

Finally, if you have or are planning new construction or purchase of structures, remember to let us know for insurance purposes and we can address your options.

Let's have a great year.

Finance Office News



Believe it or not the summer season of festivals and fundraising is upon us. This will look different this year due to COVID but one thing that has not changed is taxes! We continue to have to pay them and surely, they seem to go up over time.

Festivals, raffles and taxes what a combination. This is a good time to familiarize yourself with tax reporting requirements for cash and non-cash winnings. Much of the planning, preparing, running such events can sometimes result in us overlooking or cramming into the last minute the final step of tax reporting. Review the Charitable Gaming section in the Archdiocesan Financial Policies and Procedure Manual. The section itself is great reminder to key policies, practices, and useful information. For any raffle your school or parish is considering take time in advance to think through if the winnings are reportable. Make sure event organizers know this and make sure to have a process to complete the required forms with appropriate information from the prize winners.

To discuss this in more detail and address perhaps more unique question I am hopeful our Archdiocesan CPA can join our Finance meeting to discuss and take questions.

From Robert Cecil, CFO

NATURAL GAS PIPELINE RESPONSIBILITY

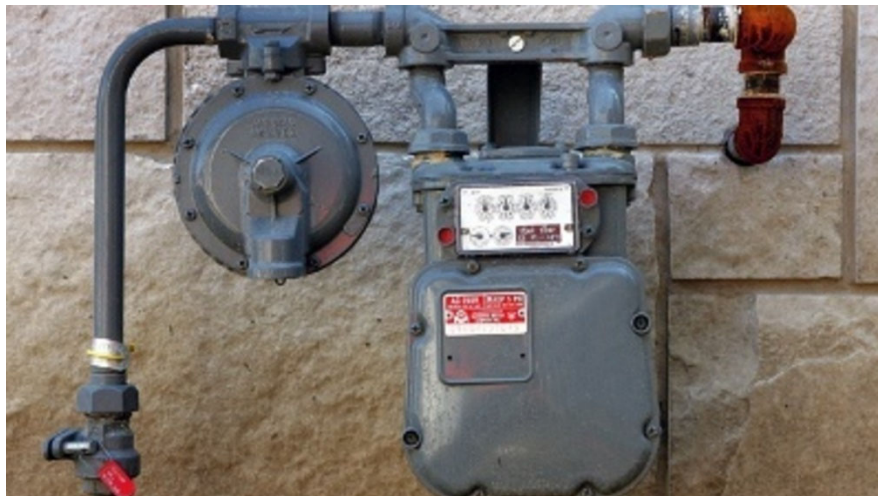
Natural Gas is a luxury we all enjoy and sometimes take for granted. It warms our buildings in the winter and heats our water year round; both of which provide great comfort for our staffs, parishioners, volunteers and visitors. Sometimes the responsibility of the maintenance of the supply pipeline to deliver this precious commodity is misunderstood. Our service provider's, (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 any and 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 pipe lines.
- 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 phone call at (502)636-0296.



Arch Support Meetings

May 2021

Monday, May 17th – 1:00pm – BlueJean Meeting & Limited In-Person

Tuesday, May 18th – 10:00am – BlueJean Meeting & Limited In-Person

**Directions and sign-ups for BlueJean Meetings have been distributed.*

*Please let Personnel know if you have any questions.**

Mileage Rate

Effective July 1, 2021, the Archdiocese of Louisville reimbursement rate for business related travel **decreased** from 57.5 cents to a new rate of 56 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage **incurred** after July 1, 2021.



Thanks to everyone who participated in our “Out Walk Archbishop” Employee Sponsored Event (ESE), especially Archbishop Kurtz. We had 225 people participate and we’ll be announcing the winners of this event in the near future. One of our next ESEs will be for those participants who have now received their COVID shots, 210 points can be earned. Look for other ESEs coming soon to earn more points!

If you would like to suggest an event please e-mail Yvonne Husman at yhusman@archlou.org.



Once again, Archdiocesan agency office hours will be adjusted for a ten-week period this summer. Effective Monday, June 7 and continuing through Friday, August 13, 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.

WE ARE ROLLING OUT THE RED CARPET TO WELCOME.....

LISA HENSLEY, HOUSEKEEPER - FACILITIES/FLAGET
DEBORAH HERBERT, CONTROLLER - FINANCE
JENNIFER REYNOLDS, HOUSEKEEPER – FACILITIES/FLAGET
LILY SHELTON, SECRETARY – WORSHIP



2021 PARISH MAILING DATES

May 21st
June 4th
June 18th
July 9th
July 23rd
August 6th
August 20th

September 10th
September 24th
October 8th
October 22nd
February 5th
February 19th
December 10th



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