

# ARCH SUPPORT

Issue 165

May 2025

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

It has certainly been a busy and event-filled calendar for the past few weeks. Lent of course is always an active time for our parishes and the archdiocese. While the aroma of frying fish fills the air there is an abundance of formation, sacramental, and spiritual programs that gather more people than any other time of the year. However, this year was unique with all that occurred beginning about two weeks prior to Easter.

April storms and floods impacted so many people throughout our region. Water damage and road closures caused schools and businesses to close and rearranged many planned events. The meteoric rise of the Ohio River even led to canceling Thunder Over Louisville and threatening other Derby events.

Lent of course led into Holy Week with beautiful and meaningful liturgical services. The annual Chrism Mass that Tuesday gathered a standing room crowd at the Cathedral. Easter followed with many parishes reporting larger attendance than in recent years. 100's entered the Church at the Easter Vigil. The joy of that weekend was partially muted when on Easter Monday Pope Francis died.

During his Papacy, Pope Francis touched the lives of countless Catholics and others as he traveled the world. He convened multiple Synods and raised important issues for the Church and the world. He spoke often about people on the peripheries.

My own experience with Pope Francis occurred when I was invited to attend his address to the joint session of Congress in September of 2015. Sitting in the balcony of the House Chamber was exciting but far more important was hearing the Pope speak of four influential Americans and lessons that they provided: Abraham Lincoln and the lesson of liberty for all; Martin Luther King Jr. and the lesson of inclusion; Dorothy Day and the call to treat everyone justly; and Thomas Merton and his call for open dialogue between all persons. That was one of the most memorable days I have experienced.

People grieved his death and memorial Masses for Francis occurred around the world and locally as well. The televised coverage of the Popes funeral attracted millions of viewers. Eight days of mourning followed.

Meanwhile back on the local calendar, a rain-filled Kentucky Derby distracted race fans. Dozens of parishes have been busy with First Communion and school graduation preparations. Parish administrators have been trying to finalize the annual budgets, yet it seemed everyone had an eye or and ear turned to the news from Rome.

As the Cardinals gathered in preparation for the Conclave, it seemed the media had an insatiable appetite for information and speculation about the Papal Election. Only a few Papal Elections occur in anyone's lifetime making the event historical. On May 7<sup>th</sup> the 2025 Conclave began.

You of course know the results and the Church around the world is now welcoming Pope Leo XIV. Cardinal Robert Prevost, an American Augustinian priest with roots in Chicago, known as a missionary in Peru, and serving as the head of the Congregation of Bishops, was elected on only the second day of the Conclave.

The announcement “Habemus Papam!” (We have a Pope), was followed by Pope Leo XIV proclaiming “Peace be with you” and that this is the peace of the risen Christ reminding us of the Easter season. He called all of us to be faithful bridge builders and have open arms to each other.

We join with Catholics, and all persons of good will, in praying for Pope Leo that his prayer for peace in the world may be fulfilled.

So as I said at the beginning of this column, we have certainly all have had days and weeks filled with events: from Lent to Easter; from the death of a pope to the election of a new Holy Father; from storms to horse races. Through all of this I know your own important work continues.

Be good to yourself and let’s continue to pray for one another.

## Pope Leo XIV



# PHISHING EMAILS

## THE MOST COMMON TYPE OF CYBER-ATTACK

In recent months the Archdiocese has fallen victim to “Phishing Email” cyber attacks. It now is a daily occurrence. I know I can say with a large degree of confidence our parishes have experienced this same type of cyber-attack. If not, they are extremely lucky, because a Phishing Email is the most common type of Cyber-Attack. 83% of all organizations in the US have fallen victim to a Phishing Email Cyber-Attack.

What is a Phishing Email, it is a type of social engineering email whereby a bad actor sends a fraudulent (e.g., spoofed, fake, or deceptive) email designed to trick their victim into revealing sensitive information to the bad actor, or to deploy malware onto the victim's computer or organizational infrastructure, in its worst case a ransomware requiring payment to release sensitive data back to the target entity. With a single email, “Bad Actors” can steal personal information or infect devices with Malware, Spamware or seizure of valuable assets.

Fortunately, preventing these attacks is as simple as knowing how to identify a Phishing Email. Here are the five best ways to recognize a Phishing Email.

1. **Email From A Public Email Domain** – Most important email messages come from a company’s private email domain, (e.g., ArchLou.org or Humana.com; not a public email domain like AOL.com, Yahoo.com or gmail.com).
2. **Domain Name Misspelt** – Another common clue is the domain is misspelled such as ArchLoo.org. This complicates the first clue; but is a dead giveaway that this is from a Bad-Actor. This happens because anybody can buy any domain name from a world wide web registrar. The bad Actor does NOT have to prove they are a legitimate business.
3. **Bad Grammar and Misspelled Words** – Often times this is intentional by the Bad-Actor. Their thinking is that if you are not paying close enough attention to their bad grammar and misspellings, you probably won’t pay attention to what they are about to ask you to do for them. Secondly, to this, it is usually an indicator that the proper grammar and misspellings got lost in translation from their foreign country to yours, a dead giveaway.
4. **Suspicious Attachments or Links** – Be on the look out for these types of attachments and links, they usually contain bad malware or any number of nefarious activities that can do damage to your computer and the systems they operate on. It is far better to go to the organization’s app or website and sign in via their secure system, than it is to check your PayPal account balance from the link embedded in an email.
5. **Emergency Action Required** – Bad-Actors know most humans, by their very nature, are procrastinators. Therefore, they prey on our emotions by trying to get us to act immediately or our Netflix account is going to get shutdown, and it will take an act of congress to get it reopened. Don’t fall victim to anything that has to be done right away. Secondly, Bad Actors know we are highly likely to drop everything if our boss emails us with a vital request. If these types of emails come to you, see items one through 4 above.

As the old saying goes, “An ounce of prevention, is worth a pound of cure.” When it comes to Phishing Emails this could not be more true. The best way to protect ourselves, and our beloved organization, is through education on what to look for in an email. We must all stay diligent when looking at every email we receive. These Bad Actors are very sophisticated, and they are changing their tactics every day.

On a final note, my car warranty has expired for the 27<sup>th</sup> time this month, can anyone recommend a good car warranty company?

If you have any Phishing Email questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) 585-3291 or e-mail, [bzoeller@archlou.org](mailto:bzoeller@archlou.org).

## News from the Finance Office!

Parish Internal Audits are back! With the implementation of ParishSOFT complete and for the first time being fully staffed with the addition of Mary Downs and Adam Thieneman, the Finance Department is scheduling Parish Internal Audits for the next several months. We hope to complete roughly 2-3 parish audits per month, with the overall goal of having all parishes on a three-year rotation. As we plan, we are scheduling the audits at parishes chronologically according to their most recent audit.



The Finance Department is working to continuously communicate with parishes on best practices, especially as it relates to the common findings during audits at the parishes. We are happy to work with any parishes that need help or guidance on best practices or even suggestions for efficiencies, etc. Our department is working to update the Financial Policies and Procedures too, which will assist parishes in conducting their own “self-audits”.

### **What are some of the common findings of our most recent audits?**

**Approvals** – Journal Entries around interest posting, payments or transfers, or moving of funds must have pastor approval. Corrections and reclassifications can be approved by the Business Manager. Invoices require approval as well.

**Deposits** – If cash/currency is counted, be sure to have two people sign off on the amount, preferably on the deposit slip prior to sealing it in a tamper-proof bag.

**Checks & Check Signing** – Pastors may not sign their own checks or approve their own reimbursements. Two other individuals must be identified to sign his reimbursement checks, and the bookkeeper or business manager should review and sign off on his reimbursements. Never make a check out to CASH – if the parish requires checks which are to be converted to coin or currency (startup money for example) the check should be made payable to the issuing bank or the individual cashing the check at the bank using this format, i.e. “John Doe, Cashier.”

**Catholic Foundation of Louisville** – The posting of CFL monthly activity has been inconsistent across the parishes. We have created a spreadsheet to facilitate the posting of activity and are requiring all parishes with CFL accounts to use it. Adam Thieneman will be sending out details on this soon.

**Tax Exempt Certificates** – While this is not a policy issue, it is an easy way to save the parish an unnecessary expense! Use these as much as possible and check your invoices to ensure this cost is not added to your bills.

**ParishSOFT Report documents** – We are asking that all transactions entered into the system be accompanied by the confirmation print-out or reports. In this way the entry is more easily validated against the back-up or source documentation. This includes journal entries, which can be printed as a single report at month-end but filed with all documentation.

**Reconciliations** – Bank reconciliations must occur timely and no later than the end of the following month. Wherever possible the Bank Reconciliations should not be performed by the same person who enters the transactions. If a parish has a bookkeeper and business manager, these duties should be separated. If limited staff makes it necessary for the bookkeeper to prepare the bank reconciliation, it is highly recommended that the Finance Council review it and document the review in their meeting minutes.

**Bonuses** - As detailed in the Financial Policy Manual, a gift of money to an employee **must** be processed through payroll as the parish is required to pay payroll taxes on monetary gifts. All bonuses, pay outs or any taxable income is subject to 401k, if someone is eligible. For greater detail on how to process this, Human Resources can assist the parish.

**Personnel Files** – Nearly every parish which we audit has incomplete or incorrectly segregated personnel files. Use the checklists sent out by Human Resources or the Finance Office to review your personnel records.

We know this all can be daunting, so do not hesitate to reach out to Mary Downs or Adam Thieneman for help or for additional training. We have been creating forms and checklists to assist our parishes and will be sharing them with parishes soon. Thanks for all you do to help ensure that the parish / school you support is continuing to be good stewards of the resources entrusted to them by the parishioners and families of students in the school



## Mileage Rate

Effective July 1, 2025, the Archdiocese of Louisville reimbursement rate for business related travel will increase from 67 cents to a new rate of 70 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred after July 1, 2025.



# 2025 #iGiveCatholic Information Sessions



**The #iGiveCatholic program is growing in the Archdiocese of Louisville! Last year, we more than doubled the amount raised in the previous year!**

Archdiocese of Louisville	2023	2024
Total Raised	\$220,437	\$475,756
# of Parishes and Schools Participating	31	31
# of Donors	900	1,442
Average Donation	\$244.93	\$329.23

## Join us for a complimentary Lunch N Learn to find out more!

We'll share how #iGiveCatholic works and how easy it is to be a part of the fun while raising additional funds for your parish or school project. Pastors, staff, and volunteers are welcome!

- **Tuesday, July 22 – 11:30 am - 1:30 pm**  
Pastoral Center (3940 Poplar Level Road, Louisville)
- **Thursday, July 24 -- 11:30 am – 1:00 pm**  
St. Joseph Proto Cathedral, 310 W. Stephen Foster Ave., Bardstown  
Parish Office Building -- 2<sup>nd</sup> Floor Maloney Room

To register, contact Molly Smith – [mksmith@archlou.org](mailto:mksmith@archlou.org) – 502-585-3291



**ARCHDIOCESE  
OF LOUISVILLE**





# Join us for a live webinar

## Empower personalized experience

Empower education series

### Key takeaways

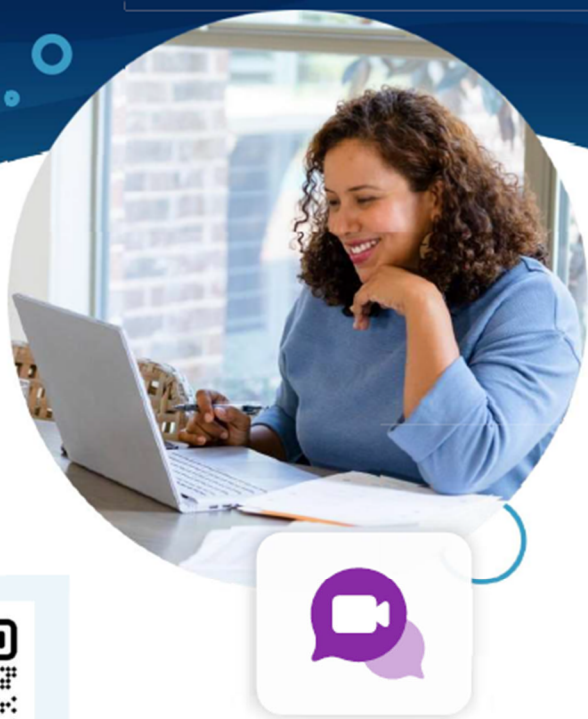
Join us for a live webinar to discuss:

- ✓ Personalized dashboard
- ✓ Free, real-time tools
- ✓ College costs and student loans
- ✓ On-demand resources and education
- ✓ Human support when you want it

Sessions are available throughout the month.

Register today. Use the link below or the QR code to sign up for the session that best fits your schedule.

[learningfromempower.com](https://learningfromempower.com) »



Closed captioning (CC) is available for all sessions. Ofrecemos sesiones de educación en español.

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## Summer Office 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.



### ARCH SUPPORT MEETINGS – HUMAN RESOURCES

#### *SUMMER 2025 MEETINGS*

*DATES/TIMES TO BE ANNOUNCED.*



***WE ARE ROLLING OUT THE RED CARPET TO WELCOME.....***  
**Vanessa Haulk – Secretary Support – Office of Vocations**



### 2025 Parish Mailing Dates

May 30	August 8	October 24
June 13	August 22	November 7
June 27	September 12	November 21
July 11	September 26	December 12
July 25	October 10	

### 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