

ARCH SUPPORT

Issue 167

November 2025

From The Desk Of The Chancellor...

The 2025 holiday season is upon us with Thanksgiving, Advent, Christmas, and New Years filling all our calendars. We even had a snowy day last week, though there was little impact. The weather did require furnaces to be turned on and warm jackets to be found in the back of the closet. Ready or not change to the season of winter is soon to arrive.

The last few months brought us some difficult days. The loss of government funding and changes in federal regulations disrupted a great deal of our work at Catholic Charities and impacted the lives of many of our parishioners. The government shutdown for 43 days was a burden to many in our communities and anyone who had to travel. It is hard to accept that the most vulnerable in our country were left without assistance for food and other necessities.

The UPS airplane crash on November 6th was tragic and frightening. We could hear the explosion at the Pastoral Center, and the cloud of smoke quickly reached our parking lot. The entire community has been grieving this terrible loss of life.

When we begin Advent with the hymn, O Come Emmanuel, it will have a more profound meaning.

I have been reflecting on the amazing timing and significance of Pope Leo XIV's first major document, the Apostolic Exhortation *Dilexi te* ("I have loved you"). It was released on October 4th at a time when much of the world needed to hear this message. While readily available through the Holy See's website, I know many of you have likely not had the opportunity to read it.

The document is a fervent call to all Christians to embrace a radical love and care for the poor as an inseparable part of their faith. It emphasizes that encountering Christ is intrinsically linked to serving the needy and addressing the structural causes of poverty. I want to use this column to provide a few summary points.

Key Themes of *Dilexi Te*

- **Inseparable Link Between Faith and the Poor:** The document teaches as Jesus did that love for God and love for one's neighbor, especially the poor, are two first laws. Christian charity is not optional but a core requirement of authentic discipleship.
- **The "Preferential Option for the Poor":** Pope Leo reiterates the Church's teaching on God's special compassion for the vulnerable. This "preference" is not an exclusion of others but a call for the Church to make a decisive and radical choice in favor of the weakest members of society.
- **On Systemic Injustice:** *Dilexi te* critiques an economy that "kills" and increases inequality, warning against a "throwaway culture." It calls for both personal charitable actions (almsgiving) and systemic changes to eradicate unjust social and economic structures.
- **Recognizing the Many Faces of Poverty:** The exhortation broadens the definition of poverty beyond material deprivation to include social marginalization, lack of rights, freedom, education, and the specific exclusions faced by women and migrants.

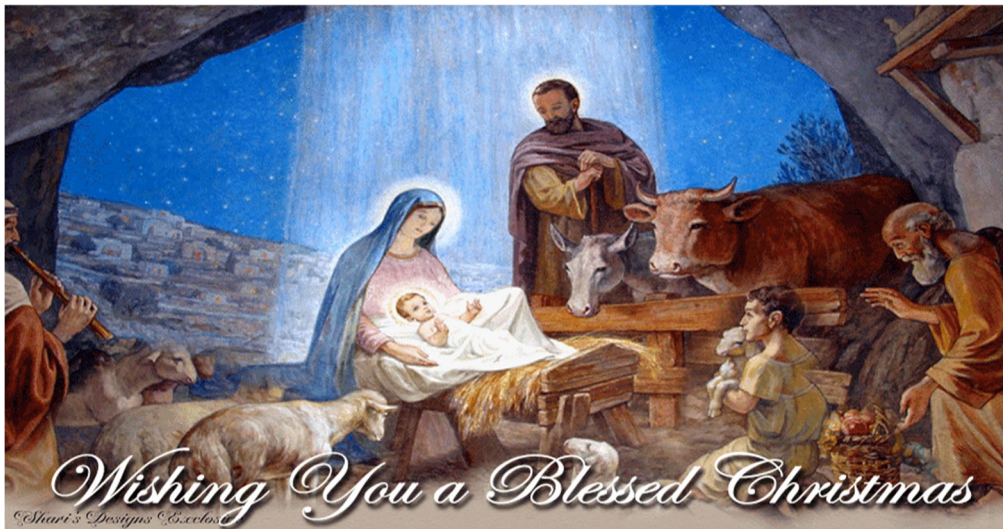
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- The Poor as "Teachers of the Gospel": The Pope highlights that the poor are not merely objects of compassion, but persons who can teach others through their lived experiences.
- Continuity with Church Teaching: Pope Leo builds on a long tradition of Catholic social teaching, referencing Scripture, the Church Fathers, and modern encyclicals such as Pope Leo XIII's *Rerum Novarum*, Pope Francis's *Evangelii Gaudium*.

Ultimately, the encyclical urges a change in mentality and calls on all members of the Church to denounce injustice and work for a more just society where the dignity of every human person is respected.

Perhaps as part of your Advent time of preparation you could read the full text. I believe it could enrich and renew your own reflections of what the story of the Incarnation teaches, that Jesus, our Savior, the Son of God, was born, wrapped in swaddling clothes and placed in a manger.

May you have a blessed holiday season. Let's continue to pray for one another.



News from the Finance Office!

The year end is fast approaching...and along with it family, holidays, time off...and the rush of finishing parish work in time to enjoy it! Our office has been busy in 2025 with many things: helping parishes, performing internal audits, analyzing data, answering calls, and communicating with parishes.

Deanery Meetings: New this year, we kicked off our Deanery Gatherings! We met with the Accounting and Administrative parish staff persons of each Deanery about once a month. By December we will have gathered at six parishes, meeting with all eight Deaneries. One major goal: to foster fellowship with accounting and admin parish staff across the Archdiocese, connecting in person, and strengthening our community peer connections. We blended that time with tips and tricks of the ParishSOFT systems, answering questions, and helping as much as we could. Some pastors joined us and helped with direction on ministry matters. We saw an incredible number of staff take time out of their busy days to join us for food, fellowship, and fun, with facts thrown in! In total, **150 parish staff members came together from the eight groups**. Feedback was extremely positive from the attendees, and our staff loved the in-person time with everyone. We plan to continue these in 2026.

We covered topics on using the ParishSOFT Family Suite database: streamlining contributions entry, navigation tips, adding bulk sacraments, what to do when a member passes away, and more! For ParishSOFT Accounting: how to use “hot keys” to work faster, using memorized transactions, running reports, and the importance of reconciling your bank statements and closing the months. We did not always have the answer, so we asked our other attendees! The knowledge and capabilities of the staff at the parishes is impressive, and bringing these groups together helps everyone get to know and help each other. If you missed a meeting, we are happy to forward our recap emails to you – let Adam or Mary in the office know.

Internal Audits: At our meetings we discussed the most common findings during our audits. We have covered all those topics in email communications and ArchSupport articles and are happy to resend those. Be sure to get approvals on invoices, journal entries, and payroll. Keep all important back-up documents with your transactions, keep your files orderly and complete, and review the personnel files. Remember that staff bonuses and gifts must be processed through Payroll. Mileage reimbursements are to be submitted with detail on the destinations and distances traveled, and the approved Archdiocesan rate must be used. One important tool to ensure you stay on task: the Monthly Closing Checklist, available on the ArchLou website. It details all the necessary tasks to complete before you close out your month. If you are not sure about a task, reach out - we can help!

Financial Policies & Procedures Manual: If you are a new employee or even if you have been around awhile, review this manual available online. We are working on an updated version for 2026 but all the guidance you need is there! Make sure members of your finance council are familiar with it too. We hope everyone has a wonderful year end and holiday time off. Watch for future communications from the Finance Office. If you need help, reach out to Mary Downs or Adam Thieneman. We will do all we can to help you be successful!

Thank you for everything you do!

Take Note...From Brad Harruff

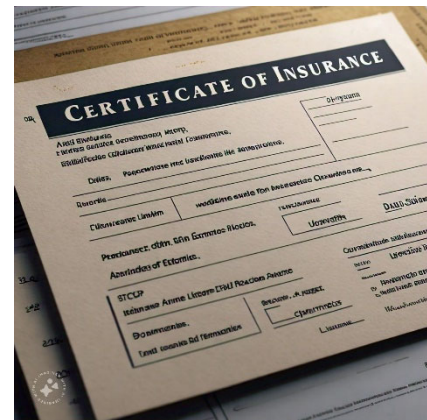
CATHOLIC MUTUAL CLAIMS/RISK MANAGER

As we prepare for winter, I want to first thank all administrators, who deal with insurance issues for their work in helping us successfully navigate this past fiscal year and your diligence has contributed to the success of our insurance program.

For those of you who lease or rent premises for outside functions, please keep in mind the archdiocese requires those parties to have secured coverage prior to these events. Your renters may give you a certificate of insurance from their provider or you can use the special event applications from Catholic Mutual.

Regarding certificates of coverage requested of your groups it is important to forward us a copy of the usage contract if they are to be named as additional insured and please forward those as soon as available for review in case changes or modifications or questions arise.

Winterization of your structures should be done as well as making sure all roof drains, gutters and downspouts are functioning properly.



If you run out or do not use an ice melt product, sand makes a good fall back, albeit a bit messy. Keep extra ice melt available at building entrances for volunteers use as conditions change quickly in winter.

Thanks again for all your work in keeping our properties safe and Happy Holidays!



RE-POINTING (SOMETIMES CALLED TUCK-POINTING)

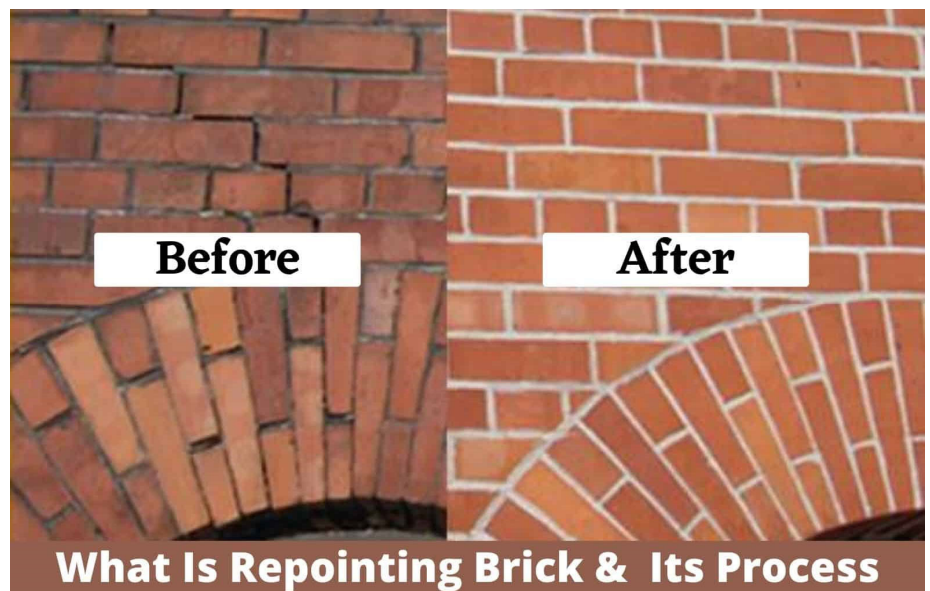
As we start to turn our attention to the beautiful months of Fall, and Winter is just around the corner, we start to ponder our 2027 Budget Process coming in January. Re-Pointing of the brick and masonry exterior walls is an important issue to consider for next year. Re-pointing is sometimes referred to as “Tuck-Pointing”, but the two are very different.

Re-Pointing – is the process of renewing the mortar joints 3/8 to 1/2 inch deep, or deeper, in the external portion of a brick or masonry structure. Over time, due to weather, exposure to the elements, decay and water leaks, these mortar joints can show voids between masonry units (brick, stone or block). These voids can allow the undesired entrance of water into the interior of our buildings. Water entering through them can cause **significant** damage through frost weathering of the actual brick or block, destruction of interior finishes such as wood, dry-wall and plaster, and in the worst case, damage to the structural integrity of the building walls themselves. I have numerous examples of severe structural damage caused by the avoidance of this critical; but preventable, building maintenance task. The unfortunate thing is that if left untreated, it begins to perpetuate itself causing further damage the longer it is not addressed.

Tuck-Pointing – is the process used to upgrade the mortar joints in a brick wall. While it does remove a portion of the old joint it is not as deep as repointing. It is considered more of an aesthetic enhancement or cosmetic repair. The only time this is recommended is when mortar joints are discolored or stained, but the structure is otherwise in good condition. Tuck-pointing is sometimes performed on the balance of an exterior brick wall which had to have some portion of it re-pointed to restore its structural integrity. Tuck-pointing is done in order to make the entire wall look uniform and more appealing to the eye.

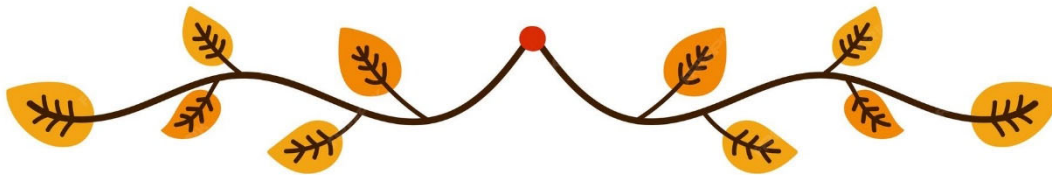
Preventative Maintenance to this very important part of our buildings structures can save a lot of unnecessary expense down the road. If it can be afforded, a complete re-pointing of the mortar joints in a building is the best way to go. However, that may not be realistic for most of our parishes, as this is an expensive process. An average size building in the Archdiocese could easily run into the hundreds of thousands of dollars, depending on the size of the building and the severity of the deterioration. A more practical way to affect these type repairs is to break it down in small manageable increments, like the West, South, East and North sides of the building. Then complete one increment, or side, each fiscal year until the building is completely re-pointed. Then move to the next building.

If you have any Repointing, or Tuck-Pointing, questions, please contact Bill Zoeller, Director of Facilities, by phone, (502) 636-0296 or e-mail, bzoeller@archlou.org.



2026 Payroll Calendar

For those groups that taxes are filed under The Roman Catholic Bishop of Louisville, you must follow this calendar. This is required to meet the IRS and DOL regulations on timekeeping, payroll and tax filings. Please distribute to your employees so they will know timesheet due dates.

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2025 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your participating employees that in order to be reimbursed from the 2025 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2025 and requests must be received by AIM (attention: Kelly Lohman) by March 31, 2026. After December 31, the remaining 2025 claims must be made by a paper claim form. 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. Please refer to your 2025 Archdiocese of Louisville Summary Plan Description for more information.



2026 Open Enrollment Dates & Reminders

- ✓ Open Enrollment in Bernie Portal: November 1, 2025 - November 21, 2025
- ✓ 2026 benefits elections effective January 1, 2026
- ✓ Expect new medical cards in the mail by late December, new dental and vision cards will only be sent if making changes
- ✓ All additional information is due to the Pastoral Center Human Resources Office no later than Friday, December 5, 2025 (includes Flex Contributions, Employee Count Form and Life/LTD Census)
- ✓ January 2026 STD worksheet and payment due to R. H. Clarkson Financial Services no later than December 12, 2025

**FOR DECEMBER 31, 2025, PAYROLL –**

In order for your final 2025 payroll contributions to appear in 4th quarter statements, you will need to submit your payroll contribution file through the Plan Service Center on or before Tuesday, December 31. Any contributions processed after the market closes on December 31 will have an effective date of January 2, 2026, or later, if indicated during the upload process.



Paycor Year-End Reminders...Getting Ready for W-2s

This is the time to verify employee information in Paycor for year end. The items you want to check are:

- **YEAR-TO-DATE DEDUCTIONS:** Make sure each employee has had the correct amount deducted year-to-date for each of their deductions. Be sure to also verify the year-to-date Employer portion of medical (ER) that is reported on the W-2 & ACA forms. This is particularly important for school year employees who are not paid over the summer. If an adjustment is needed it can be made when you process your next payroll. If you need assistance, please contact Kristin Hellmueller in Human Resources.
- **EMPLOYEE NAME AND ADDRESS:** Ask your employees to verify the name and address on their pay stub. Make any name changes under Employee/Personal Information, address changes under Employee/Contact Information.
- **SOCIAL SECURITY NUMBER AND DATE OF BIRTH:** Verify that all dates of birth are correct. Make any corrections under Employee/Personal Information.
- **EMPLOYEE RETIREMENT PLAN ELIGIBILITY:** Verify that the Retirement Plan box under Assignment->Status Changes->Ownership/Retirement Information is checked for each employee who is eligible for 401k at your location. Do not select Default or Retirement Plan. This ensures that the correct code is listed on the W-2.
- **OPT-IN FOR PAPERLESS TAX FORMS:** The last day for employees to opt-in for paperless W-2 and 1095-C documents is December 1.
- **REMEMBER – ALL CORRECTIONS MUST BE MADE BEFORE YOU TRANSMIT THE LAST PAYROLL FOR 2025!**

The final payroll should be submitted by 3:00pm on Monday, December 29, 2025 – do not make any additional pay-runs after this as Paycor will be preparing the data for year-end close. Our payroll books are closed at this point, and they begin reconciling tax reports and pulling data for the W2s and ACA Reporting. If you have any questions, please feel free to contact Andrea Colpo in the Office of Human Resources.

401K Contribution Limits for 2026

IRS announces 2026 401k contribution limits will increase from 2025. Catch-Up Contribution limits for those ages 50 and older will also increase. Starting in 2025, a higher catch-up contribution limit applied for employees aged 60, 61, 62 and 63. The 2026 higher catch-up amount will remain the same from 2025.

Elective Salary Deferral limits are:

Maximum 401k Elective Salary Deferral \$24,500

Catch-Up Contribution (age 50 or over) \$8,000

Catch-Up Contribution (age 60, 61, 62 and 63) \$11,250

Please make sure your employees are aware. Paycheck Contribution Election forms can be found on the Empower Plan Service Center under Participants and Employee forms.
plan.empower-retirement.com



2025 Holiday Schedule

As a reminder of the Official Holidays for the remainder of the 2025 Calendar Year:

Thanksgiving Day	Thursday, November 27
Day after Thanksgiving	Friday, November 28
Christmas and New Year Holidays	Wednesday, December 24 through Friday, January 2, 2026
Return to work	Monday, January 5, 2026



2026 Holiday Schedule

Listed below are the Official Holidays for the 2026 Calendar Year. Please mark your calendars accordingly:

Martin Luther King, Jr. Day	Monday, January 19
Good Friday	Friday, April 3
Easter Monday	Monday, April 6
Memorial Day	Monday, May 25
Juneteenth	Friday, June 19
Independence Day	Friday, July 3 (July 4 holiday)
Labor Day	Monday, September 7
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas and New Year Holidays	Thursday, December 24 through Friday, January 1, 2027
Return to work	Monday, January 4, 2027



YIKES...WEATHER/SNOW DAYS

As a policy reminder, when parish/school/agency employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if an employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. If the day will not be made up, then a personal day may be used.



Arch Support Meetings – Human Resources

Paylocity training dates/times to be announced later for parish/school business office staff



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

Alaina Bleuel, Notary - Tribunal

Mylon Cox, Family Life Coordinator – Multicultural Ministry

Bruce Diehl, Maintenance Associate - Facilities

Chris Schneider, Data Processing Specialist – Mission Advancement



2025 Parish Mailing Dates

December 12

2026 Parish Mailing Dates

January 16

January 30

February 13

February 27

March 13

March 27

April 24

May 15

May 29

June 12

June 26

July 10

July 24

August 7

August 21

September 11

September 25

October 9

October 23

November 6

November 20

December 11

**ARCH SUPPORT ON THE WEB**

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