

# ARCH SUPPORT

Issue 169

May 2026

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

Well we made it to May! This is the month that seems to have the most celebrations. Once Derby is over, it is time for First Communion, Graduations, Ordinations, Weddings, Mother's Day, and more. No doubt your calendar is full.

Remembering events, tasks, skills, and people requires a good memory. How do you remember things? Do you make lists, use technology reminders, or perhaps you rely on lots of yellow sticky notes placed where you will see them. Long before technology or social media, some folks would tie a string to their finger. I guess that would work as long as you recalled why you tied the string in the first place.

I know it is helpful for me to create associations to recall something I forgot. For example, if I see person, yet can't remember their name, I try to recall who they remind me of or what the event was where we met.

Memory is a process of three stages. **Encoding**, where information or experiences are gathered. **Storage**, where facts or other information is stored. **Retrieval**, where we access stored information when we need it.

Sometimes this process is automatic as we unconsciously encode incidental information gathered from experiences. Other times memory requires intentional efforts, such as study or practice, to retain information.

An efficient memory can be built in a number of ways.

**Repetition.** Reviewing and repeating information on a regular basis builds long-term memory.

**Visualization.** Turning abstract facts into vivid mental images builds recall.

**Chunking.** Break down large amounts of information into smaller, manageable, and organized pieces.

**Association.** Link new information to familiar concepts you already clearly remember.

**Emotional Connection.** Information is better remembered when it is connected to emotions or when our senses are involved. We often can recall sights, smells, and sounds more quickly than ideas or concepts.

**Teaching.** Explaining a concept, in your own words, or sharing a story with another person, promotes your ability to retrieve information.

**Sleep and exercise.** Like many other things in life, getting enough sleep, regular exercise, and generally living a healthy lifestyle builds the capacity to remember. A diet with fruits and vegetables is thought to be good for overall brain health.

**Stay Physically Active.** Physical activity raises blood flow, including to the brain. Aerobic activity, such as brisk walking on a regular basis will help.

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**Stay Mentally Active.** Just as physical activity keeps your body in shape, activities that engage your mind can help keep your brain in shape. Working on crossword puzzles, reading, playing a musical instrument can help reduce memory loss.

**Stay Socially Active.** Spending time with others can reduce stress and prevent loneliness, both of which can contribute to memory problems.

**Stay Organized.** You are more likely to forget things if your workspace or home space is cluttered. Keeping your keys, wallet, or glasses in a set place makes them more easy to find.

Of course, this is not a complete list of all the ways to build memory. I likely forgot a few!

For future reference, here is an answer to a trivia question: Who invented yellow post-it notes?

Spencer Silver and Arthur Fry, scientists at 3M, were the inventors. Silver accidentally developed a "low-tack," reusable, pressure-sensitive adhesive. It was initially a "solution without a problem." It was Fry who realized the adhesive could solve his problem of paper bookmarks falling out of his church choir hymn book. The famous yellow color was not planned but reported was the color of leftover scrap paper they had in the lab.

As summer approaches, may it provide you with many happy memories.

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



# PHISHING EMAILS

## THE MOST COMMON TYPE OF CYBER-ATTACK

In recent months the Archdiocese has fallen victim to a cyber attack known as a “Phishing Email”. It now is almost 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, and seizure of valuable assets known as Ransomware.

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. Secondary to this, it is usually an indicator that the proper grammar and misspellings got lost in translation from their foreign country to yours. This is a dead giveaway of a phishing email.
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.

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.

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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).



## Picnics, festivals and other fun stuff:

Outdoor activities are a great opportunity for the invigoration of your parish, involving the surrounding community and continuing the church's work in a productive manner. We will focus on warm-season activities at the quarterly safety meeting, and I further encourage all of you to make use of the online materials to supplement and train your volunteers and staff.

Make use of education videos at “CMG Connect”. Topics from cyber safety to festival administration exist there. You need only to create a free account to use the short training videos. This is second website at CatholicMutual.com and requires a log in and password: log in: 0122lou password: service

All materials can be found in the risk management library.

You can download written materials such as Adult Hold Harmless agreements to parish security.

Let's have another great summer and be safe

Brad Harruff  
Claims/risk manager  
Catholic Mutual



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

Stephanie Sanchez – Notary - Tribunal



**2026 Holiday Schedule**

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

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



**2026 Parish Mailing Dates**

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

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