

ARCH SUPPORT

Issue 170

Aug 2026

From The Desk Of The Chancellor...

The topic of my May column was “Memory.” I bet you are already having a memory challenge when you try to recall where the summer went. It seems it was always very hot or very wet and, regardless of the weather, it sure seemed to have passed too quickly. I do hope you were able to find some time for rest and relaxation during the summer months.

This month I want to use this column to remind all of us of the importance of our technology and social media policies for employees. Looking back on the past year we had numerous cases where employees needed to use better judgement, and conduct themselves in a more professional manner when using technology and social media. While there are wonderful technology tools for communications, teaching, and even evangelization, they of course need to be used correctly. Past experience has taught us this can become a greater issue during election seasons.

The Archdiocesan policies can be found in the *Employee Policies and Procedures Manual* (pp.7-9). There is not enough room here to repeat all the policies but here are some key points:

On email. The Archdiocese of Louisville owns the e-mail system and the information transmitted and stored within it for all parishes, schools, and agencies. Employees have no expectation of privacy or confidentiality in any of their e-mails. E-mail is to be used for official purposes. Private business may not be conducted with the archdiocesan e-mail system. As with the telephone, limited use of the e-mail system for communication with family and friends is acceptable. Offensive and vulgar e-mail messages, such as messages that contain sexual, pornographic, or racial comments or pictures, are prohibited in conformity with the existing archdiocesan policies against harassment and discrimination. Political statements, pictures, and symbols are also inappropriate.

Mobile Devices. Employees are expected to exercise the same discretion in using personal cellular phones, and other handheld devices, as is expected for the use of all employer provided technology and equipment. Personal use of handheld devices during the workday can interfere with employee productivity and is distracting to others. While occasional use is acceptable, employees should refrain from personal calls and emails, personal text messages, instant messages, Instagram, X (formerly Twitter), Facebook, and other electronic social media during work time.

Social Media. Employees must conduct themselves in a professional manner and exercise good, sound and moral judgment when using social media, social networking sites, blogs, or other social media sites. Employees should refrain from:

- Posting any material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, or hateful to another person or entity or in contradiction of the teachings of the Catholic Church;
- Posting or using a picture or likeness of a student, parishioner, volunteer, co-worker, manager, supervisor, or vendor without that individual’s express advance permission;

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- Engaging in activity that reflects or may reflect negatively on the Catholic Church, the Archdiocese, its affiliates, employees, parishioners, students, volunteers, or others served or that contains content prohibited by archdiocesan policies and procedures or that contradicts the teachings of the Catholic Church. Employees engaging in the use of social media, social networking, and blogging activities are subject to all of the archdiocesan policies, including but not limited to the policies on safe environment, protecting the confidentiality of archdiocesan information and personnel, safeguarding archdiocesan property, the prohibition against unlawful discrimination and harassment.

Parishes, schools and agencies, judiciously use social media for defined business and ministry purposes. Social media as a set of internet tools, can aid in the facilitation of interaction between people online. However, the use of such tools (e.g. Facebook, Instagram, X, etc.) for business or ministry purposes must be carefully assessed.

All of these policies are designed to keep us safe and focused on the mission of the Church. Of course, inappropriate use of social media is not reserved to employees. Students, parents and volunteers have engaged in some serious violations of policies for them as well. The Office of Human Resources, the Office of Catholic School, and other agencies are able to assist you as you address these matters in your location.

Here we are in the midst of the State Fair, schools have reopened, fall sports are about to begin and calendars are filling up with new year meetings. I pray you are able to stay healthy and balanced as you manage your many responsibilities amid busy days.

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



Construction And Renovation Projects

With the opening of the new school year this month, and with several construction projects going this past Spring, Summer that will extend into the Fall and Winter, it has been a very busy time for the Archdiocese Office of Facilities Management. Many of our parishes have been involved in some facet of reviving, renovating and refreshing some of their facilities on their campuses. This has created numerous requests for capital expenditures, renovations and new construction project approvals.

With this increase in activity, a review of the Renovations and New Construction Policy, is in good order. As well, there are some new changes to the policy that went into effect back in August 2020. The full Renovations and New Construction Policy can be found on pages 75 thru 79 of the August 2020 Financial Policies and Procedures Manual. You can access the full manual online at the Archdiocese of Louisville Web-page, www.archlou.org. It is located under the drop-down box titled “Services”, slide down and click on “Agencies and Facilities”; scroll down and click on Finance Office; scroll down and click on Financial Policies and Procedures Manual; then scroll down and click on [Download the full Financial Policies and Procedures Manual](#). This will open the full “August 2020 Financial Policies and Procedures Manual”.

FAQ:

Q. What dollar amount requires me to get approval from the Archbishop?

A. Any project or purchase in excess of \$20,000,

Q. What types of projects require me to get approval from the Archbishop?

A. New Construction, Renovations, Demolition, Changes to the Interior and/or Exterior, Extraordinary Repairs (**even if covered by insurance**), Purchase of Property and/or Furnishings.

Q. What information do I need to provide to the Archbishop when I submit a request for approval?

A. There are five (5) pieces of information that need to be included in your pastor’s request letter:

1. A brief description of the project establishing the need for the expenditure,
2. The total cost of the project (Include a copy of all bids received. A minimum of three (3) bids are required.),
3. Clearly state how the parish intends to pay for the project,
4. Clearly state the name of the contractor/bidder/vendor the parish wishes to use for the project; and,
5. Provide a copy of the Parish Counsel, Finance Counsel and/or School Board minutes

showing review and approval of the project.

The one thing that slows the approval process the most is an incomplete packet of information on the project. This sometime causes multiple inquiries seeking additional information.

If you have any questions or need help reviewing projects and project requests for your facilities, please feel free to give Bill Zoeller, the Archdiocese of Louisville Director of Facilities, a call. He can be reached at 502-583-3294.

Take Note...From Brad Harruff

CATHOLIC MUTUAL CLAIMS/RISK MANAGER

PICNIC FUNDS REPORT

Picnics create their own fun and excitement. The Church opens its doors to the public for a few days of fun and community. However, sometimes we forget the business aspect of fundraising. Take for instance this real-world example of what can happen:

A local church collects funds from different booths at the picnic using a security guard to accompany the person collecting the funds. However, it was decided since the cafeteria in the school was close by they could bring their own funds to the counting room. This unfortunately was when an unknown person simply had or found a tamper-proof bag and showed up to collect the cafeteria cash and then simply left the premises.

Reassess money procedures at picnics so this won't happen to you.



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Mileage Rate

Effective July 1, 2026, the IRS increased the standard mileage rate for business related travel from 72.5 cents to a new rate of 76 cents. As mentioned earlier this year, the Archdiocese of Louisville will now follow mileage rate changes as they occur. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred as of July 1, 2026 – December 31, 2026.



October 2026 Annual Benefit Meetings

Thursday, October 22, 2026 at 10:00am (Pastoral Center)
Thursday, October 22, 2026 at 1:00pm (Pastoral Center)
Monday, October 26, 2026 at 1:00pm (St. James, Elizabethtown)
 – Rodney Thomas Room in basement of Bacheldor Hall)
Tuesday, October 27, 2026 at 10:00am (Pastoral Center)

Please note these October Meetings are the 2027 Annual Benefit Meetings.

A representative from each group participating in the benefit program is required to attend one of these meetings. Representatives will receive a Signup Genius link for these meetings, so we can accommodate the number of people in each meeting.

As we did last year, anyone is welcome to sign up and attend the October 27 meeting, but Human Resources will spend additional time at the end of the meeting reviewing administrative items.

We encourage anyone new to the open enrollment process at your parish/school to sign up for the October 27 meeting.



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

Chantel Jaso – Curriculum, Instruction & Assessment Specialist - Office of Catholic Schools
Hannah Loran – School Improvement & Resources Specialist - Office of Catholic Schools
Fr. John Odeyemi – Director – Office of Multicultural Ministry
Hope Preischel – Administrative Assistant – Worship
Emily Puffer – School Support & Educational Services Specialist - Office of Catholic Schools
Alex Rodenburg – Secretary – Vocation Office

**2026 Holiday Schedule**

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

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

September 11
September 25
October 9
October 23
November 6
November 20
December 11

**ARCH SUPPORT ON THE WEB**

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- Click on “About the Archdiocese.”
- Click on “Publications/Media”
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