

ARCH SUPPORT

Issue 73

September, 2007

It's been awhile – since May 2007. With the organization and implementation of centralized payroll, annual audit and day-to-day duties, newsletter production was set aside and has not been published since May 2007 but we plan to get back on track. Stay tuned!

As we say thanks and wish a prayerful and restful retirement to **Archbishop Kelly**, we welcome **Archbishop Kurtz**. We are glad he is here and thankful for his leadership as we look forward and welcome the opportunity to work with him in the future.



We're also rolling out the red carpet for.....

Mary Ann Hood, Delecia Calloway and Sarah Gillespie

- ☆ Mary Ann is a long time archdiocesan employee who has joined the Finance Office three days a week (Tuesday, Wednesday and Thursday) while continuing her duties as bookkeeper at St. Bartholomew on Monday and Friday. Mary Ann will be focusing on the development of the DioView reporting system as well as reviewing parish financial information. Mary Ann will also be responsible for review and processing of the Flexible Spending Accounts, both Health Care and Dependent Care. Mary Ann can be reached at 502-585-3291, ext. 1165.
- ☆ Delecia comes to us from McCann Erickson Advertising Agency. She has been in accounting for twenty plus years. Delecia will be responsible for processing and entering CSA and The Record deposits; reconciliation and invoicing of parish assessments, regional school and high school assessments; Agency Management Report as well as recording and reconciliation of Parish Special Collections. Delecia can be reached at 502-585-3291, ext. 1150.
- ☆ Sarah joined the archdiocese in February 2004 as full time secretary to the counseling office of Family Ministries. Sarah recently decided to go to nursing school and has transferred to part-time secretary in the Finance Office. In addition to secretarial work, Sarah will be verifying and stuffing checks and doing data entry. Sarah can be reached at 502-585-3291, ext. 1151.

Join us in welcoming Mary Ann, Delecia and Sarah to our staff!

We want to take this opportunity to say thanks and Happy Retirement to Charlie Mays. During his five years with the archdiocese, Charlie provided a great deal of assistance in getting our parish audit program more organized and timely. He was a great asset as a resource from his many years of experience in the accounting and bank fields. Our thanks to Charlie and we wish him and his wife Harriett – Happy Travels!



News in Kentucky

The prevailing minimum wage rate in Kentucky of \$5.15 per hour was increased to \$5.85 effective July 1, 2007. Effective July 1, 2008, the rate will increase to \$6.55 per hour and on July 1, 2009, the rate will increase to \$7.25 per hour.

If the federal minimum wage rate is increased to a rate higher than Kentucky's, the state's minimum wage rate will be increased simultaneously to the same amount.

PARISH BUSINESS MANAGERS ROUNDTABLE

Thursday, November 8th
St. Gabriel
Hosted by: Lisa Leister

paycor – centralized payroll



An update was mailed out on September 11th to all parishes and schools. We are moving right along with 53 groups and approximately 2,100 employees set up and processed through September. In October and November, another 28 groups and 1,200 employees are scheduled to go on. There will be 11 remaining groups scheduled to go on in January 2008 that will complete the process. Many thanks to all involved for your hard work, dedication and assistance with this major project that will better serve our parishes, schools, archdiocesan agencies and employees in the future.

Charitable Gaming Training

Please see below for dates, times and locations for charitable gaming training that will be held at our locations. All parish personnel and any chairpersons or volunteers involved in Charitable Gaming may attend. Watch OCG's website for additional training that may be set up if they decide to require registration. There are some new regulations and changes in the reporting format and requirements so it is important that parishes, schools and groups that conduct charitable gaming attend one of these sessions. If you would like to visit their website, the address is www.ocg.ky.gov



Thursday, September 13 th	1:00 – 5:00	Chancery – Room 3
Friday, September 14 th	1:00 – 5:00	Maloney Center
Saturday, October 27 th	9:00 – 3:00	Maloney Center
Thursday, December 13 th	3:00 – 9:00	Maloney Center
Friday, December 14 th	1:00 – 5:00	Maloney Center

FOOD SERVICE NEWS

Dates to Remember

<u>Date</u>	<u>Event</u>
October 10	GFS Fall Food Show @ Freedom Hall 9 A.M. until 4 P.M.
October 16	Rural Cafeteria Managers Meeting @ St. Joseph Bardstown 2:30
October 17	Cafeteria Managers Meeting @ Chancery 2:30

The following schools have excess inventory, if you would like it please call the manager and make arrangements.



Holy Spirit; 8 cases of ham and 5 cases of pork roast. Lisa Hulsman
502-893-7700

Notre Dame; 4 cases ground beef, 2 cases diced chicken, 1 case chicken fajita meat, 2 cases refried beans, 3 cases ham. Janie McNeill
502-448-7556

Let's all have a positive and pleasant year working together to better serve our students!



SNA CONFERENCE HIGHLIGHTS

The SNA conference in Chicago this year was wonderful and we hope all who attended benefited and enjoyed it as much as Susan and I did.

Mary Schneider from John Paul Academy was awarded a \$500.00 scholarship from SNA for being a first time attendee. Congratulations Mary!!

Several of the attendees reported on classes they attended.

Sharon Grider (St. Albert) reported on Marketing to Kids, Melanie Wafzig (St. Athanasius) attended a class entitled **Fun Ways to Turn Kids on to Healthy Eating.**

Also speaking on a variety of topics were Lisa Hulsman (Holy Spirit), Donna Shaw (St. Stephen Martyr), Joyce Keller (Our Lady of Lourdes), Janie McNeill (Notre Dame), and Mary Schneider from John Paul Academy, who attended a class on **Attitude.**

Mary Schneider was kind enough to pass along a handout she received at that class.....

Attitude is Everything

by Francie Baltazar-Schwartz

Jerry was the kind of guy you love to hate. He was always in a good mood and always had something positive to say. When someone would ask him how he was doing, he would reply "If I were any better, I would be twins!"

He was a unique manager because he had several waiters who had followed him around from restaurant to restaurant. The reason the waiters followed Jerry was because of his attitude. He was a natural motivator. If an employee was having a bad day, Jerry was there telling the employee how to look on the positive side of the situation.

Seeing this style really made me curious, so one day I went up to Jerry and asked him, "I don't get it! You can't be positive all the time. How do you do it?"

Jerry replied, "Each morning I wake up and say to myself. 'Jerry, you have two choices today. You can choose to be in a good mood or you can choose to be in a bad mood.' I choose to be in a good mood. Each time something bad happens, I can choose to be a victim or I can choose to learn from it. I choose to learn from it. Every time someone comes to me complaining, I can choose to accept their complaining or I can point out the positive side of life. I choose the positive side of life."

"Yeah, right, it's not that easy," I protested.

"Yes it is," Jerry said. "Life is all about choices. When you cut away all the junk, every situation is a choice. You choose how you react to the situations. You choose how people will affect your mood. You choose to be in a good mood or a bad mood. The bottom line is: It's your choice how you live life."

I reflected on what Jerry said. Soon thereafter, I left the restaurant industry to start my own business. We lost touch, but I often thought about him when I made a choice about life instead of reacting to it.

Several years later, I heard that Jerry did something you are never supposed to do in the restaurant business: he left the back door open one morning and was held up at gunpoint by three armed robbers. While trying to open the safe, his hand, shaking from nervousness, slipped off the combination. The robbers panicked and shot him. Luckily, Jerry was found relatively quickly and rushed to the local trauma center. After 18 hours of surgery and weeks of intensive care, Jerry was released from the hospital with fragments of the bullets still in his body.

I saw Jerry about six months after the robbery. When I asked him how he was, he replied, "If I were any better, I would be twins. Want to see my scars?"

I declined to see his wounds, but did ask him what had gone through his mind as the robbery took place. "The first thing that went through my mind was that I should have locked the back door," Jerry replied. "Then as I lay on the floor, I remembered I had two choices: I could choose to live, or I could choose to die. I chose to live."

Jerry continued, "The paramedics were great. They kept telling me I was going to be fine. But when they wheeled me into the emergency room and I saw the expressions on the faces of the doctors and nurses, I got really scared. In their eyes, I read, "He's a dead man."

"I knew I needed to take action."

What did you do?" I asked.

"Well, there was a big burly nurse shouting questions at me," said Jerry... "She asked if I was allergic to anything. 'Yes, I replied. The doctors and nurses stopped working as they waited for my reply. I took a deep breath and yelled, 'Bullets!' Over their laughter, I told them, 'I am choosing to live. Operate on me as if I am alive, not dead.'"

*Jerry lived thanks to the skill of the doctors, but also because of his amazing attitude. I learned from him that every day we have a choice to live fully. **Attitude, after all, is everything.***

401K Eligible Entry Period – October 1

A reminder that employees eligible for the 401k plan may elect to increase their employee contribution or elect to begin making employee contributions. Please make this date known to your employees and offer them the benefit of taking advantage of this opportunity to plan for their future.



Catholic Mutual Update

Please review thoroughly the information listed in the memo from Brad Harruff dated August 29, 2007. Items noted in the memo included:

- Special Event Coverage information on application process and “Overnight” events
- Property deductible for each location is \$1,000 as of July 1, 2007
- Stolen pull tabs – be alert
- Safe keeping of collections noting the importance of a depository safe and timely deposit of receipts in tamper-proof bags

It’s also a good time to remind you to review your ledger page to ensure all buildings and properties are listed for the appropriate coverage. Pay particular attention to buildings that may no longer be used on a day to day basis that may no longer need to be insured at full value or replacement costs. Being attentive to your coverage may reduce your insurance costs. If you have any changes or would like to discuss your coverage, contact Brad Harruff at 502-634-3310. Catholic Mutual Insurance invoices can be paid monthly, quarterly or annually but **must** be paid **before** June 30, 2008.

Watch the Mail..... Parish Mailing dates from the Chancery

September 21, 2007
October 5, 2007
October 19, 2007
November 2, 2007
November 16, 2007
November 30, 2007
December 14, 2007
December 28, 2007

If you have any questions, contact Norma at
nmerrick@archlou.org

Improve your time management skills:

Forget the past. The way you used to spend your time may not be right for the challenges of the future.

Prioritize. Divide tasks into “have to do”, “need to do” and “nice to do”.

Delegate. For every task, ask, “Can someone else do it better, faster, easier or cheaper than me?”

Learn to say “no” and “not now”.

Focus on outcomes. No one may care how hard you work – they care about how much you accomplish.

“Quick” questions don’t mean quick answers. Watch out for this trap.

Look for robbers. Watch out for those who rob you of time. Avoid, neglect, minimize and manage them.

Selling Power



ARCH SUPPORT ON THE WEB!

To read the newsletter online or print additional copies, go to the archdiocesan web site

www.archlou.org

click on the "THE ARCHDIOCESE"
click on Publications

This latest edition will be available as well as issues from the last two years.

UPCOMING MEETINGS

Mark your calendar

ARCH SUPPORT MEETINGS

October Arch Support/Benefit Meetings

Tuesday, October 23rd – 1:00 pm

Maloney Center

Wednesday, October 24th – 10:00 am

Maloney Center

Thursday, October 25th – 10:00 am

St. Joseph Parish Office – Bardstown

A representative from each parish or group participating in the Archdiocese of Louisville Benefit Program **MUST** attend one of these meetings. Changes and updates in the 2008 benefit program will be reviewed, questions answered and materials distributed. Don't miss this most important meeting!

December Arch Support Meetings

Wednesday, December 5 – 10:00 am

St. Joseph Parish Office – Bardstown

Thursday, December 6 – 10:00 am

Maloney Center

ARCH SUPPORT

**Archdiocese of Louisville
Finance Department
P.O. Box 1073
Louisville, KY 40201-1073**