

ARCH SUPPORT

Issue 88

November, 2009

FROM THE DESK OF THE CHANCELLOR . . .

THANKS FOR ALL YOU DO

The past few months have been among the busiest I can recall with several significant developments impacting both archdiocesan and parish leadership. None of these efforts would be possible without the good work you do in caring for the local community you serve.

BUILDING A FUTURE OF HOPE CAMPAIGN

By now every parish is involved with this historic campaign. The cases developed by our parishes present an array of needs which, when met, will significantly impact the life of our Church for years to come. As Archbishop Kurtz has often said, "healthy parishes make a healthy Archdiocese." It is exciting to hear the many good reports of successful campaigns from our parishes in Wave 1 or 2. Wave 3 this fall and Wave 4 in the spring will surely build on this momentum. These new gifts and the new leaders who have come forward can now be put to good use in building a future of hope.

SEXUAL ABUSE AUDIT

Last spring we asked every parish to help us develop a single data base of employees and volunteers to track both background checks and attendance at safe environment workshops. This was completed on time, and in October the national audit of our archdiocese was conducted. While the formal audit report will not come back to us for a few more weeks, it was clear we were not only found to be fully compliant but we were praised for having one of the best developed tracking systems in the country. Of course the goal is not just to have a good process in place, but to ensure that our children and youth are safe, I am confident we are doing everything possible to meet this goal.

BENEFIT RENEWAL

Last newsletter I described the complex process in medical insurance negotiations. As you know we made some changes in our offerings, and the annual open enrollment process is underway. 100% of our parishes attended one of the benefit meetings, and we are already receiving completed forms back from parishes. This process is never simple but providing good benefits for our employees is a priority, and we depend on you to help complete this important task.



STRATEGIC PLAN

Last month the 2009 Archdiocesan Strategic Plan was approved, and now implementation will begin. Archdiocesan planning helps to unite us in a common purpose and these planning efforts help to give shape to plans on the parish level. Over 1000 people contributed to the writing of the plan, which allowed the priorities identified in the plan to reflect the concerns of our parishioners. There are 77 initiatives named as action steps to be developed over the next 5 years. The plan will be published in *The Record* in a few weeks. No doubt you will be hearing more about these efforts in the coming months.

Of course working on these four projects is in addition to your usual tasks in parish administration. It is certainly a challenge to balance the demands of big projects with the ordinary responsibilities each of us has to manage.

And now we turn the page of the calendar and ready or not the holidays are upon us. In the spirit of Thanksgiving we want to say thanks to you for all you do. We value you as partners in all that we do, and we are grateful to each of you for the commitment and expertise you bring to your work each day.

In their pastoral letter on stewardship, the US Bishops wrote: "As Christian stewards we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others, and return them with increase to the Lord." For the many ways you fulfill this vision of Christian Stewardship, may God bless you.



IMPORTANT YEAR-END PAYROLL REMINDERS

The end of 2009 will soon be here. Paycor is providing us with some tips to eliminate stress during this busy time of year and help ensure a smooth year-end. Verifying and correcting information now will ensure W-2s will be issued with the correct information.

- Paycor will update all tax tables to the 2010 rates.
- Lisa Leister will update all medical and dental withholdings to the 2010 rates.
- Each location needs to:
 1. Verify Employee Addresses—Be sure to provide accurate addresses for all employees. If an address is incorrect, enter the correct address on the employee's identity tab in Paycor.
 2. Verify Employee Name—If any names are incorrect, please enter the correct name on the employee's identity tab in Paycor.
 3. Verify Employee Date of Birth—Dates of birth are especially important for employees age 50 and over who may contribute an additional amount to a company sponsored pension plan. If you need to correct a date of birth, enter the correct date on the employee's Identity tab in Paycor.
 4. Verify Employee Retirement Plan Eligibility—Each eligible employee should be marked as "Eligible" on the employee's General Tab in Paycor.

All changes made in the steps above should be made **PRIOR TO YOUR LAST PAYROLL RUN IN 2009.**
2009 PAYROLL RECORDS WILL BE CLOSED WITH YOUR LAST REGULAR PAYROLL RUN.

DID YOU KNOW?

- The payroll calendar for 2010 is now available on the archdiocesan website at www.archlou.org. Go to Human Resources, Paycor, Parish Payroll Calendars and click on 2010. You may want to make copies and distribute to employees so that they are aware of the time sheet schedule.
- Are you getting a new computer or re-locating files on the hard drive that you have access to Paycor through? If so, don't forget to call Jennifer Musick at Paycor to download Citrix on the new computer.

RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 31, 2009 PAYROLL

In order for your final 2009 payroll contribution to appear on the 4th quarter statements, you will need to submit your retirement contribution through the Plan Service Center on or before December 30th. Any contributions processed on December 31st will have an effective date of January 4, 2010.

BENEFIT PROGRAM OPEN ENROLLMENT

Every year employees working 20 hours a week or more must make an election on what benefit programs they wish to participate for the coming calendar year. Open Enrollment also allows employees to drop coverages or enroll in alternate

coverages that may be available to them. **The Open Enrollment period runs from November 1 to November 30, 2009 for the calendar year beginning January 1, 2010.** Enrollment information has been distributed to all groups.

It is important that all employees are reminded of the open enrollment. Once the November 30th deadline has passed, the employee cannot change coverage until 2011 unless they have a qualifying event.

SPECIAL COLLECTIONS

Proceeds from Special Collections are due at the Chancery within 30 days after the collection. The following schedule shows the November and December collections. See the Financial Policies and Procedures Manual, pages 63 and 64 for further instructions. You can view the manual on our website at www.archlou.org.

Collection	Date Taken Up	Due at Chancery	Required Amount
Campaign for Human Development	22-Nov-09	22-Dec-09	Second Collection
Retired Religious	13-Dec-09	23-Jan-10	Second Collection
Archdiocesan Charities (Christmas)	25-Dec-09	24-Jan-10	= Avg. Collection

SPECIAL COLLECTIONS PAID TO THE ARCHDIOCESE

In reviewing the Fiscal Year-End parish reports, there has been some confusion concerning the “Remittance of Special Collections” to the Archdiocese. Any monies received from parishioners for these special collections should be

recorded under account numbers 0621 thru 0638 and paid from the same account numbers, netting this account. The only time that you would use account # **1018**, “Remittance of Special Collections,” is when the Church

contributes additional funds over and above those contributed by the parishioners. Please refer to “Special Collections” in the “Financial Policies & Procedures Manual.”

2009 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS

Please remind your employees that in order to be reimbursed from the 2009 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2009 and requests must be received by AIM (attention: Michele Cull) by February 28, 2010. After December 31st, remaining 2009 claims

must be made by a paper claim form as the 2009 balance of funds is no longer on the benefit cards. 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



An AIM reminder to Business Managers and Bookkeepers – always include a report listing participants with the checks mailed to AIM. This report should be generated from Paycor for all Paycor users. Checks should be mailed promptly on the pay date to ensure funds are available to meet employees’ claim requests.



The Finance Office will provide a **Building a Future of Hope Campaign Statement** to each parish on a monthly basis. The statement will be mailed to the attention of the pastor around the 15th of each month. It is a summary of pledges and cash payments received against those pledges. It serves as a snapshot view of the parish’s progress in the campaign through a specified period. When available, there will be a detailed list of individual parishioner’s contributions attached to the campaign summary. If you have questions regarding individual donors and their contributions, please call the Office of Stewardship and Development at the Chancery.

Take Note . . . from **Brad Harruff**
Catholic Mutual Claims Risk Manager

Let's have a safe winter

With winter just around the corner, it is important to be sure to map out duties to staff and volunteers regarding the clearing of snow from parking lots, sidewalks and steps. It is also a good idea to keep salt, ice melt, fertilizer pellets, sand, etc. available at your entrances in case more is needed during an event and other volunteers can assist. Every winter we have a number of preventable falls and you can help eliminate this risk. You might save someone, including yourself, from a broken bone or two in the process.

Holiday Safety Quick Tips

Electrical

Most injuries in the Catholic church are attributed to trips and falls, so please be aware of the use of additional electrical cords on the premises. Be cautious of using light duty extension cords to appliances that draw large amounts of power like space heaters. Only use extension cords outdoors that are approved for that use.

Perpetual Adoration

- Be sure all doors and access points not in use are kept locked.
- Be sure lighting is sufficient inside and outside the church.
- Exercise good key control.
- Extra Maintenance is needed to be sure walkways and parking lots remain clean.

Candles

- Candles should never be put in or around artificial greenery not specifically designed for that purpose.
- Discourage use of candles when they are not being utilized for a specific religious purpose.
- Candles should not be brought onto the premises. They should be purchased by the church through a reputable dealer for a specific purpose.
- Have at least a 5lb ABC type extinguisher close by whenever candles are used.
- Fireproof mats should always be used when displaying candles on carpeted areas.

W e a t h e r / S n o w D a y s

When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school 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. Extra days are built in the school calendar for snow days.



MARK YOUR CALENDAR!!!

2010 Benefit Enrollment Forms

Forms are due no later than December 7th. Send to the attention of Candy Wittenauer, Chancery Personnel Office.

FOOD SERVICE NEWS

Mark Your Calendar

November	Month of the Military Family
November 15-21	American Education Week
November 22-28	National Family Week
November 29-December 24	Advent
December	Safe Toys and Gifts Month
December 8	All Manager Meeting GFS Shepherdsville
December 10	Human Rights Day
December 25	Christmas
December 31	New Years Eve

2009/2010 Cafeteria Managers Meeting Schedule

Tuesday, December 8, 2009	All Managers GFS Shepherdsville
Wednesday, December 9, 2009	2:30 pm, Chancery
Tuesday, February 16, 2010	2:30 pm, St. Gregory, Cox's Creek
Wednesday, February 17, 2010	2:30 pm, Chancery
Tuesday, April 20, 2010	2:30 pm, St. James E-town
Wednesday, April 21, 2010	2:30 pm, Chancery
Tuesday, July 27, 2010	2:30 pm, St. Joseph Bardstown
Tuesday, August 10, 2010	2:30 pm, Chancery

SUBJECT TO CHANGE – You will be notified of any change via e-mail.



National School Lunch Program Honor Roll

St. Augustine	95%	St. James E-town	76%
St. Dominic	92%	St. Gregory	74%
St. Nicholas	87%	St. Stephen Martyr	74%
St. Catherine	86%	St. Andrew	73%
Notre Dame	84%	St. Gabriel	73%
Holy Family	82%	Holy Spirit	72%
St. Edward	79%	DeSales	70%
St. Joseph	79%	Holy Cross	70%
St. Athanasius	78%	St. Albert	70%
St. Michael	78%		

December Arch Support Meetings

Tuesday, December 1, 2009
10:00 am
Chancery Office—Meeting Room 3

Wednesday, December 2, 2009
10:00 am
St. Joseph Parish Office—Bardstown

Guest presenter will be Trinity Potter from Fifth Third Bank. Trinity will review retirement plan eligibility requirements and the importance of timely entry into the plan. In addition, she will review the procedures to follow when it is necessary to do a make up contribution or to correct an overpayment. Trinity will also be available to answer any questions you may have relating to eligibility and plan payment processing.

Mark your calendar now and plan to attend.

HIGH SCHOOL BUSINESS MANAGERS ROUNDTABLE

Tuesday, January 19, 2010
Noon
DeSales High School
Hosted by: Judy Heare
RSVP: Judy.Heare@desaleshs.com

ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies, go to the archdiocesan web site , www.archlou.org click on the “The Archdiocese,” click on “Publications,” click on **ARCH SUPPORT**.

2010 Official Holidays

Friday, January 1, 2010
Holiday for New Year's Day
Monday, January 18
Martin Luther King, Jr. Day
Friday, April 2
Good Friday
Monday, May 31
Memorial Day
Monday, July 5
Holiday for Independence Day
Monday, September 6
Labor Day
Thursday, November 25
Thanksgiving Day
Friday, November 26
Day after Thanksgiving
Thursday, December 23
Holiday for Christmas Eve
Friday, December 24
Holiday for Christmas Day
Thursday, December 30
Holiday for Day after Christmas
Friday, December 31
Holiday for New Year's Day 2011

