

ARCH SUPPORT

Issue 86

July, 2009

From the Chancellor's Desk . . .

There is a simple slogan that says: “If you fail to plan, you plan to fail.” Since 1989 the Archdiocese of Louisville has engaged in a process of strategic planning in order that we may clearly articulate our mission as a local church and to identify our priorities for programs and services. Approximately every five years we use a disciplined process of data gathering and dialogue to prepare a plan of action. Each fall we report on the progress of the plan in our annual accountability report.



As you may have read in stories in *The Record*, over the past eight months we have been working to prepare our new strategic plan. Input from hundreds of people was gathered at listening sessions last fall. Since January the Planning Commission has worked along with five subcommittees to prepare a draft plan. Planning is ultimately about setting priorities. The present draft names five goals which will serve to guide our efforts over the next three to five years.

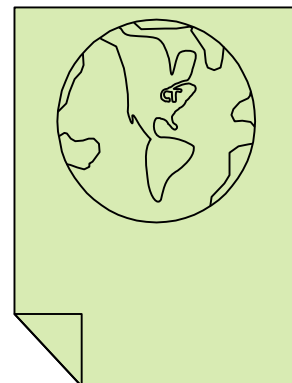
¶ Goal One: To identify, claim, and celebrate our vibrant Catholic faith, grounded in the life, death, and resurrection of Jesus Christ.

- ¶ Goal Two: To help form and support, with the power of the Holy Spirit, an evangelizing faith in Jesus Christ.
- ¶ Goal Three: To embrace the diversity of culture in responding to God's love.
- ¶ Goal Four: To call forth and empower servant-leaders for ministry.
- ¶ Goal Five: Promote excellence in Catholic formation and education for all ages to build up the Body of Christ, the Church.

In our model of strategic planning we identify significant initiatives that are timely and able to be implemented over the life of the plan. Because this planning is strategic and not comprehensive, the plan does not include every activity or service to be provided, and it is expected that regular programming continues. In order to continue to build ownership and support for the plan, this summer a draft of the plan has been distributed to more than 200 reviewers to gather additional insights and perspectives. The 2009 strategic plan will hopefully be completed and published by the end of September. Be sure to watch *The Record* for further updates.

www.archlou.org

Need a form for payroll, benefits, retirement, personnel? Go to our website, click on “The Archdiocese”, in the drop down, click on “Forms”. The forms are also linked from the “Human Resources” page.



Take note . . .

from Brad Harruff, Catholic Mutual Claims/Risk Manager



Special Events Certificates

Keep in mind the directions on the front of the application form. A copy of the check and the application sent to Omaha must be sent to the local Catholic Mutual Office at the Maloney Center. This is necessary as the events are entered and scheduled into the system here in the Louisville office. If this is bypassed and the application is not entered into the system, the event coverage could be rejected. Events also need to be delivered per the lead time on the form to give Catholic Mutual ample time to thoroughly review and clear up any possible questions, etc.

Daycare Insurance Certificates

By the time you read this article, all daycare groups that had certificates last year should have their new certificates for this coming year. If not, contact Brad or Karen at 502.634.3310

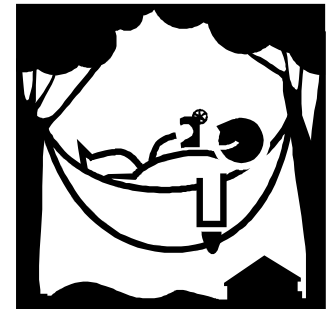
Safety Managers

Before school starts for the 2009/2010 school year, take a few minutes to walk the school grounds to look for hazards that have developed and or have been left behind in the summer. Then take action to have them corrected!

RETIREMENT PLAN UPDATE

Compliance Testing for the 07/01/2007 – 06/30/2008 Plan Year has been completed. We will soon begin the testing for the short Plan Year 07/01/2008 – 12/31/2008. Effective 01/01/2009 the Plan Year will run the calendar year which will allow the year-to-date plan year compensation to be the same as the YTD calendar/payroll year. For employees that may be affected by a reduction in hours, keep the Plan Year in mind when determining if employees will have 720 hours in calendar/Plan Year 2009.

Also a reminder to keep all employee information complete and current in Paycor, including termination dates. The accuracy of this information has an impact on the file pulled for the retirement plan contribution.



401k Eligible Entry Period – July 1

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 7/1/2009 are verified to ensure they are included in your July 15th retirement file transmission. Also eligible employees may elect to begin making employee contributions or may elect to increase or decrease their employee contribution at the beginning of a quarter. Please make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions, contact Phyliss Wilkins in the Personnel and Planning Office.

FOOD SERVICE NEWS**Mark Your Calendar for 2009**

July	Education and Awareness Month Family Reunion Month Blueberry Month
July 28	Rural School Cafeteria Managers Meeting @ St. James E-town 1:30 pm
August	National Back To School Month Peace Month Family Fun Month
August 4	Cafeteria Managers Meeting @ Chancery 2:30 pm
August 27	Mother Teresa's Birthday
September	National Food Safety Education Month National Chicken Month
September 7	Labor Day
September 11	Patriot Day
September 17-23	Constitution Week
September 22	Autumn Begins
October	National Book Month National Pork Month
October 12-16	National School Lunch Week

2009/2010 Cafeteria Manager Meeting Schedule

July 28, 2009 Tuesday, Rural, 1:30 St. James E-town
 August 4, 2009 Tuesday, Chancery 2:30
 October 20, 2009 Tuesday Rural, 2:30, St. Joseph, Bardstown
 October 21, 2009 Wednesday, 2:30 Chancery
 December 8, 2009 Tuesday, Rural, 2:30 Bethlehem High School
 December 9, 2009 Wednesday, 2:30 Chancery
 February 16, 2010 Tuesday, Rural, 2:30 St. Gregory, Cox's Creek
 February 17, 2010 Wednesday, 2:30 Chancery
 April 20, 2010 Tuesday, Rural, 2:30 St. James E-town
 April 21, 2010 Wednesday, 2:30 Chancery
 July 27, 2010 Tuesday, Rural, 2:30 St. Joseph Bardstown
 August 10, 2010 Tuesday, 2:30 Chancery

CHECK YOUR INVENTORY

If you have excess canned goods, please e-mail a detailed list.
jbisig@archlou.org



BLUEBERRY MUFFINS

Yield 100

Ingredients

- 2-3/4 cups butter
- 7 cups white sugar
- 11 eggs
- 11 cups all-purpose flour
- 3 tablespoons and 2 teaspoons baking powder
- 2-3/4 teaspoons salt
- 1-1/3 cups and 1 tablespoon milk
- 14 cups fresh blueberries
- 1-1/3 cups and 1 tablespoon white sugar

Directions

1. Preheat oven to 375 degrees F (190 degrees C). Grease and flour muffin pans or use paper liners.
2. In a large bowl, cream butter and 2 cup sugar until light and fluffy. Add eggs one at a time and mix in.
3. Mix flour, baking powder and salt. Add flour mixture, alternating with milk. Mash 3 cups berries and stir into batter. Fold in remaining berries.
4. Fill muffin cups and sprinkle with the remaining 3/4 cup of sugar. Bake at 375 degrees F (190 degrees C) for 30 minutes. Remove from oven and wait 20 minutes to remove from pans.

CHICKEN TACO

Yield 100

Ingredients

- 9-1/2 lb Diced Chicken
- 10 oz. Fresh chopped onion or 2 oz dehydrated
- 3 Tbs. Granulated Garlic
- 1 Tbs. and 1 tsp. Pepper
- 3 Cups and 2 Tbs. Tomato Paste
- 3 Qts. Water
- 1/4 Cup Chili Powder
- 3 Tbs. Cumin
- 1 Tbsp. Paprika
- 1 Tbs Onion Powder

Directions

Combine chicken, onions, granulated garlic, pepper, tomato paste, water, and seasonings. Blend well. Bring to boil. Reduce heat and simmer for 25 to 30 minutes. Stir periodically.

Add to soft or hard taco shell with lettuce, tomato and shredded cheese toppings.

Conversion Privilege for UNUM Life Insurance



Please provide terminating employees eligible for life insurance a copy of the enclosed information sheet from UNUM. They may be eligible to continue their basic life insurance coverage under the portability provisions of the plan. As directed on the information sheet, they must contact UNUM at 1-866-220-8460 within 15 days after their last day of employment.

Hiring, Transferring and Terminating Employees

For a number of years, it has been policy to inform the Archdiocesan Personnel Office prior to terminating any employee for cause or through a job elimination. Our liability insurance carrier requires this notification and review. Personnel Office staff members can assist supervisors with

implementing the steps necessary for terminations to be lawful.

In addition, please contact the personnel office prior to hiring any person who was previously employed by another parish or agency in the Archdiocese. We sometimes have information about past employee performance that can be

provided as a part of the reference check process.

Be sure to notify AIM of any new hires, transfers and terminating employees that elect to participate in either the health care or dependent care spending accounts. Notify Michele Cull at michele@aimadministrator.com

Check Your Federal Withholding

Employees are enjoying the effect of less federal tax being withheld from their pay as a result of the American Recovery and Reinvestment Act of 2009, commonly known as the Stimulus Bill. Employees should check to ensure that the reduced withholding will not result in having too little income tax withheld possibly causing them to owe taxes next year. Employees who work two concurrent jobs, are married with both spouses working, or can be claimed as a dependent on someone else's tax return, should review and pay close attention to their withholding. *IRS Publication 919, How Do I Adjust My Tax Withholding?* (available at www.irs.gov or by calling 1.800.TAX-FORM) will assist employees who want to make sure proper tax withholding is made from their pay throughout the year.



Workers Comp Codes

Attention Paycor users, workers comp codes should be entered on each employee's custom tab screen. The codes are listed below:



Parish/School: Professional and Clerical	8868
Parish/School: Other employees	9101
Drivers and Helpers	7380
Cemetery Operation and Helpers	9220
Child/Day Care Center – Professional Employees	8869
Child/Day Care Center – Other employees	9059

This will give you the capability to run a report for the annual workers comp audit directly from Paycor.

Parish Business Managers Roundtable

September

Tuesday, September 15, 2009
Noon

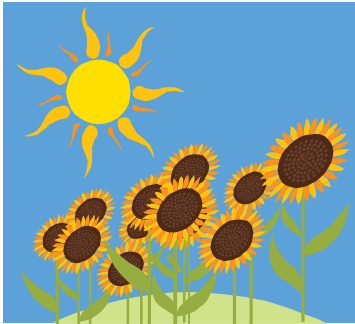
Hosted by: Annette Roberts

Cathedral of the Assumption
Undercroft

RSVP: aroberts@cathedraloftheassumption.org

Parking is available in the parking garage located next to the Cathedral but be aware that it is paid parking. If you want to be economical, you may want to make arrangements to carpool with other business managers.

We have set the dates for the annual Benefits Meetings. Please mark your calendar now and plan to attend one of these meetings. As in the past, a representative from each group participating in the Archdiocese of Louisville benefit program **MUST** attend one of these meetings. Benefits will be reviewed as well as materials distributed for the 2010 benefit open enrollment process.



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**.

Arch Support Meetings

August

Tuesday, August 4, 2009
10:00 am
St. Joseph Parish Office – Bardstown

Wednesday, August 5, 2009
10:00 am
Chancery Office – Meeting Room 3

All business managers and bookkeepers are encouraged to attend.

October

Tuesday, October 27, 2009
1:00 pm
Chancery Office

Wednesday, October 28, 2009
10:00 am
Chancery Office

Wednesday, October 28, 2009
1:00 pm
Chancery Office

Thursday, October 29, 2009
10:00 am
St. Joseph Parish Office/Bardstown

For those that may not be available on the above dates or on vacation:

Tuesday, November 3, 2009
10:00 am
Chancery Office

December

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

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