



THE MINISTRY OF
ADMINISTRATION

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From the Business Side with our Diocesan Business Officer

Jill Braniff

The Business Office has experienced a change in personnel:

Lori Mainiero is our new Secretary/Accounting Clerk as of June 1, 2004. Lori has several years of experience with the Diocese having worked for the Superintendent's office for the past eight years. Lori manages all general information for the Diocesan Business Office and all Diocesan Service Appeal receipts. She can be contacted at 219-7270.

What are the proper procedures for weekly parish collections?

The following procedures should be consistently followed to ensure that all receipts intended for the parish are received, promptly deposited, properly recorded, reconciled and kept under adequate security:

- ▶ Ushers should be trained on the proper procedures for collecting.
- ▶ Two or more individuals should be present at ALL times during the collection process.

- ▶ All receipts should be gathered and combined in the presence of the congregation or at a minimum under the supervision of two or more individuals
- ▶ All receipts should be placed/stored in a secure and locked location (i.e. lock bag or vault) under the supervision of two or more individuals until the collection can be counted.
- ▶ The collection should be counted by at least two individuals who are present at all times during the counting process, the count should take place in a secure area. The counters should be independent of the person who records the Parish's financial transactions (both cash and non-cash transactions). The parish should establish more than two money counters who can be rotated on a periodic basis.
- ▶ All cash should be recorded on a summary sheet and all checks should be restrictively endorsed immediately.

Note: *Money should never be taken from the loose collection, and cashing of personal checks*

from the loose collection is strictly prohibited.

- ▶ The summary of cash counted should be submitted directly to the person who records the Parish's financial transactions. This summary should be reviewed and used to prepare the bank deposit slip.
- ▶ All receipts (collections) should be deposited into a bank account intact and on a timely basis. Cash collected should be deposited into a bank account the same day of receipt.

We understand that our Parishes have limited resources in volunteers and staffing, and this places some hardship on keeping the functions separate. However, we must try our best to provide a secure and properly controlled environment for the funds we have been entrusted to administer.

Please feel free to contact the Diocesan Business Office about any of the procedures noted above.

ASQ

From the Business Side

Stewardship

Stewardship

Treading the Giving Path

Excerpts from Dr. Douglas Lawson's groundbreaking book, "Give to Live"

There is nothing new about the Giving Path. Literally millions of people through the ages have understood intuitively that the way to their own health, happiness, and peace of mind lay in helping others. Giving and sharing have always been the way wise women and men have built the world, for others and for themselves.

What is new is our understanding of how philanthropy affects our bodies and minds. After decades of research, we now know that when we give our time, our money, our talent, our concern, and our compassion for others to a cause, we receive more than we give. Our hearts, our immune systems, and our general health all improve. Our minds are clearer and more focused, we have a better and more positive picture of ourselves, and we are better able to sort out and meet the competing demands of our lives. We can change for the better when we help other people, and at the same time we change their lives and the world.

The Giving Path is also a path to family renewal. We can begin by sharing what we have, and then enlist our wives or husbands, children, even parents and siblings in our causes. Children learn to lead wholesome and generous lives by being encouraged to take the Giving Path early in life. Young people are brought to a greater respect for others and themselves by helping and sharing.

When we walk the Giving Path, we release tremendous power in our own lives. The power we may have looked for – by heaping up wealth or manipulating people around us – we can find when we help others. Our lives begin to blossom when we follow the spiritual advice of Christ who taught us to "do unto others as we would have them do unto us." And we experience a powerful integration of the different forces in our lives as we channel much of our drives for power and control into the work of sharing and giving.

If you want happiness for an hour –
take a nap.
If you want happiness for a day –
go fishing.
If you want happiness for a month –
get married.
If you want happiness for a year,
inherit a fortune.
If you want happiness for a lifetime –
help someone else.
CHINESE PROVERB

The Giving Path helps us become aware of life's terrible realities yet at the same time empowers us to improve our society and the world. The growing problems in America and abroad compel each of us to try to find solutions. And when situations call for changes in political and economic structures, as they surely will, we will find the generosity of heart we learned on the Giving Path will give us the strength and courage to face the changes with equanimity and grace.

Giving to live is in fact the only way to live fully. When each of us shares what has been given to us, we gain a new life. If each of us hangs onto what we have, it will never seem enough. Even the richest among us believe they have to have more if they do not have the habit of sharing what they have. They are letting what they have determine who they are.

The loving energy of a person like St. Francis of Assisi or Mother Teresa of Calcutta can transform the world, even if he or she doesn't possess a dime. What they do have is the indomitable human spirit given by their Creator; and so they are endowed with almost limitless potential. When you walk the Giving Path, when you give to live, your spirit will expand, your powers will grow, and you will be able to bring about great things.

Most of all, walking the Giving Path connects us to the great Giver himself. We know that it is God's nature to give and give without measure or complaint, even when His gift and His love are ignored or abused. His overflowing love is what makes the world and our own lives possible. So when we feed the hungry, clothe the naked, help a child learn to read, when we help fund a clinic or support our Church, we are connecting ourselves to the love of God. We are increasing and multiplying the giving energy of the divine in the world. We are helping bring about the Kingdom of Heaven on earth.

JOHN MARK WILLCOX
Director of Public Relations



Human Resources



FAMILY AND MEDICAL LEAVE ACT

Under the Family and Medical Leave Act (FMLA), employees meeting certain criteria are entitled to 12 weeks off for certain family and medical reasons during a 12-month period. Here are some things to keep in mind when granting time off under FMLA.

- ▶ The employer must designate, in writing to the employee that the time off falls under FMLA and will be counted as such.
- ▶ Sick leave, annual leave or worker's comp time must run concurrently with the FMLA time depending on the situation.
- ▶ All 12 weeks do not have to be consecutive or for the same reason.
- ▶ Time off due to illness for three or more consecutive days should be designated as FML.
- ▶ Time off that includes a hospital stay should be designated as FML.
- ▶ If the employer was unaware that the time off was for an FMLA reason prior to the employee's time off, FML time can be designated within two days of the employee's return to work.
- ▶ The employee should provide medical certification from his/her physician for time off for medical reasons. Depending on the circumstances, at the end of the time off period, the employee needs to obtain a "return to work" certificate to assure that it is safe for the employee to resume job duties.
- ▶ After the 12-week allowance has been used, if the employee is unable to return to work, the employment may have to be terminated. At this point, please feel free to contact HR for advice on how to proceed.
- ▶ Make sure the benefits office is notified promptly on all terminations or reduction in work hours to ensure proper notice is provided to employees on continuing some benefits at their own cost.
- ▶ To be eligible for time off under FMLA, an employee must have worked for the diocese for at least 12 months and worked at least 1,250 hours in the 12 months preceding the date on which the time off starts.

For more information on this topic, please refer to the Department of Labor website, www.dol.gov or call the Diocesan Human Resources Office.

ERGONOMICS

The goal of ergonomics and related programs is to reduce work-related musculoskeletal disorders by adapting the work to fit the person rather than the other way around.

There are many aspects to managing this concept. For office work, one area that warrants consideration is proper seating. Seat-height adjustability and lower back support are important for work done while spending a long time in a seated position. Ideally, chairs or seating should:

- ◆ Adequately support back and legs.
- ◆ Have padded seats.
- ◆ Have separately adjustable back and seat cushions.
- ◆ Permit feet to be supported either on the floor or with a footrest.
- ◆ Be easily adjustable while seated.
- ◆ Have swivel seats for most tasks.

Reducing work-related musculoskeletal disorders