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ADMINISTRATIVE SERVICES QUARTERLY

ASQ

THE MINISTRY OF ADMINISTRATION

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Stewardship and Young Adults

An Invitation to Help Change the World



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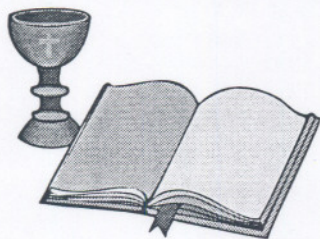
*This is a call to young adults everywhere to renew the face of the Earth. This is a call to listen to the voice of the Spirit speaking of gratitude and responsibility. This is an invitation to Catholic stewardship. *It can also serve as a call to any baptized Catholic who seeks to further their relationship to Christ through support of His work in our diocese.*

WHAT IS CATHOLIC STEWARDSHIP?

Stewardship is not simply making donations or taking care of the building and grounds. It is a spirituality – hence a way of life – made of four parts:

- Receiving the gifts of God with gratitude
- Cultivating them responsibly
- Sharing them lovingly in justice with others
- Standing before the Lord in a spirit of accountability

It is up to you to determine how you will live out this stewardship way of life. You will not be alone, however. Millions of fellow Catholics are traveling together with you.



THE GIFT OF GOD

Think of God in broader terms, not simply the material goods or security you may enjoy. These are gifts too:

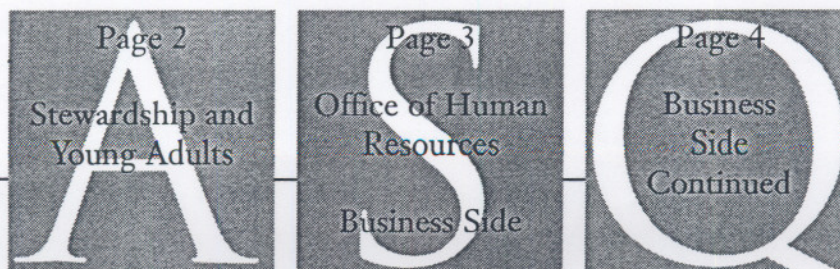
- Your faith, hope, love, and joy
- Your family love and relationships with others
- Your intelligence, talents and skills
- Your imagination, compassion, and vision
- Creation in all its splendor

Our Catholic tradition teaches us that with so many blessings come great challenges. At all times in our lives, we have an opportunity – and a responsibility – to share what we have been given.

JESUS IS THE STEWARD

It begins with remembering our Baptism, when we became followers of Jesus Christ. From this call flows the commitment to Christ that makes stewardship possible – and deeply rewarding. However, this is a commitment to a lifetime of action, and it requires sacrifice. Through following Christ, we have the benefit of the role model of sacrifice for the greater good, a model of self-giving and loving service.

continued



Stewardship

HEARING AND RESPONDING TO THE CALL

Everyone has a calling, which is another way of saying that your walk with God is personal. When you hear the call to gratitude and responsibility – in your friendships and family, in your work, wherever you may go – then taking the next step to answer that call is where Catholic stewardship may be clearly seen.

And in our faith, that response happens in a wonderfully rich, vibrant community of diverse and talented individuals.

We are all encouraged to consider responding generously to God's call to a priestly or religious vocation, as well as to the single or married life.



WHAT DOES A CATHOLIC STEWARD LOOK LIKE?

Catholic stewards take care of the world around us, including embracing the social teaching of the Church.

- We work as partner with God in the redemption of the world.
- We respect human life and dignity.
- We protect the natural environment.
- We share our gifts (time, talents, and treasures) with others.
- We communicate our enthusiasm.

For your own development as a Catholic steward, it helps to spend time

in prayer and reflection to recognize your gifts from God. Then discover how best to use those gifts for the benefit of others – and of course, invite others to discern and share their gifts, too.

THE CHALLENGES AND REWARDS OF STEWARDSHIP

It is an incredible challenge to live in limitation of the life of Christ. We all face obstacles, opportunities, and challenges, living in a fast-paced environment with many responsibilities. Our spiritual hunger does not always get a chance to be nourished through prayer and action.

However, a clear sense of purpose – nourished by the Eucharist and our rich Catholic tradition – opens the door for us to actively commit to a life of gratitude and responsibility; to thank God for His endless gifts, and then to decide what we can do to help the world. The rewards include:

- Making a difference in people's lives
- Becoming an active member of a fulfilling Catholic community
- Discovering talents inside you, waiting to be used
- Letting go of your worries and setting realistic goals in both your spiritual and secular life
- Experiencing the amazing increase in God's presence that comes with a partnership with the Lord

We look forward to journeying together.

From the Office of Human Resources

CRIMINAL BACKGROUND CHECKS MOVE FORWARD

Most parishes had representation at one of two Diocesan Hiring Procedures workshops held last December. At that time, parish representatives received standard forms for application for employment, application to volunteer, authorize background checks, and reference checks, along with a copy of the Diocese of Shreveport Policy and Procedures for Conducting Background Investigations.

As of February 25, 2004, background checks on all clergy and more than 180 lay persons have been completed. Please help ensure that your parish has begun obtaining background check authorizations. During the next audit conducted by the National Review Board, parishes will be chosen at random to confirm criminal screens and sexual abuse prevention compliance at the parish level.

PROTECTING GOD'S CHILDREN UPDATE

Just under 80% of the full and part-time employees in our Catholic schools and parishes have attended a Protecting God's Children awareness session. Approximately 50% of all employees have registered their attendance at the Virtus website and are participating in required ongoing training. Three quarters of registered employees are staff members in our



Resources

Catholic schools. Our school administrators are doing an outstanding job as they supervise the training of staff members. However, this means that half our employees (mostly in parishes) are not receiving the in-depth training needed to best ensure the safety of our children and young people.

Please continue to emphasize the importance of continued training to prevent sexual abuse. We didn't learn the multiplication tables after hearing a teacher recite them just one time – we can't remember all the ways to prevent abuse with just one workshop session.

LIVING WAGE UPDATE FOR 2004

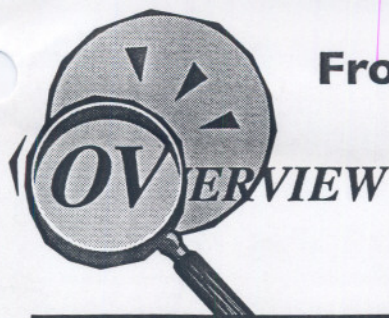
The National Association of Church Personnel Administrators offers an estimate of the "living wage", that is the minimum income necessary for adult workers to maintain a basic living standard. It is based on the eligibility cutoff for the federal Food Stamps program for a family of three. For 2004 the living wage amount is \$9.50 per hour.

WITH GRATITUDE

It has been my profound pleasure and privilege to serve as the Director of Human Resources for the Diocese of Shreveport for the past seven years.

I join with Bishop Friend and your pastors to thank all of you who work faithfully to be good stewards of the human, financial, and property resources, which enable the ministry we do as Church. Please take the time to meet and welcome our new Director, who will take the services of this office to the next level. May God continue to richly bless each of you!

CHRISTIE WEEKS



403B PLAN COMPLIANCE (CITISTREET)

The Diocese of Shreveport sponsors an employer-funded retirement program for the benefit of its lay employees. This plan is formally known as the Diocesan Lay Employee Retirement Plan. It is established under a section 403(b) Plan that is currently administered by Citistreet. The Plan is open to ALL employees of the Diocese. Upon employment any employee of the Diocese may participate in the employee deduction element of the plan whenever he/she elects to meet with a Citistreet representative. However, any employee who works 1000 hours or more in a calendar year for three (3) or more years qualifies for employer contributions. All employees that qualify for employer contributions to the plan should meet with a representative from Citistreet some time before reaching their three (3) year requirement. The representative should be informed with enough advance notification to be able to meet with the employee(s) and have their account set up before eligibility. If an employee has qualified for employer contributions but the account has not been set up, DO NOT send the funds for that employee to Citistreet. The program will have no place to put these funds. They will either be placed in a suspense account or returned. The employee must meet with the representative first. Once the account has been set up the employer contributions will begin at 1% of the employee's monthly gross

From the Business Side with our Accounting Supervisor Margie Glennon

compensation. This funding will increase to 2% of the compensation on the employee's hire date anniversary and continue to increase each year by one percent on the hire date anniversary until it reaches 5% where it will remain thereafter. These funds are to be submitted to Citistreet on a monthly basis. If an employee has left the service of the Diocese of Shreveport and should return at a later date, that employee will be eligible for employer contributions at the same percentage that was being received upon termination. An employee DOES NOT have to participate in the employee deduction component of the 403(b) to qualify for employer contributions. If there is an employee interested in having his/her deductions withheld to participate in an additional or alternate retirement plan, a request MUST be submitted to our program (Citistreet). Once approved, each time money has been deducted from the employee's pay, you must submit a completed form with payment to Citistreet. Citistreet will then forward the payment on to the separate retirement plan but they will remain the General Remitter. For the Diocese to remain in compliance with our program, this procedure MUST be followed. The number to contact for approval of alternate plans is the Citistreet Account Management Department 1-888-715-6701. The Citistreet representative for the Diocese of Shreveport is Ginger Rogers. She can be reached at (318) 212-8924. Her fax number is (318) 212-8399. You can also reach her by email at vrogers@citistreetonline.com.

continuing the Business Side

with our Accounting Supervisor

Margie Glennon

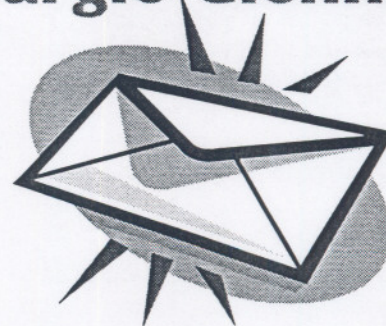
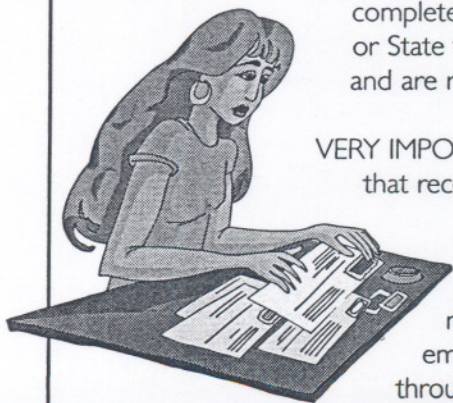
EMPLOYEE VS. INDEPENDENT CONTRACTOR

How do you determine who is an employee and who is an independent contractor? The IRS determines a worker's classification by a very basic test. If the business has the right to tell a worker how, when and where to work, then that worker is an employee. All three must apply. An independent contractor is a person or business (not a corporation) that offers a service. The business sets its own hours and decides on how the services will be performed. Independent contractors do not have taxes withheld. They are liable for their FICA taxes on their net earnings. For 2004 any independent contractor who has received \$600 or more by the end of the year must receive a 1099-Misc (Corporations are NOT independent contractors and do NOT receive 1099's). Upon choosing an independent contractor you should require that a form W-9 be completed. This form is how you will obtain the Tax ID number or Social Security Number which is required when completing the 1099. If you do not acquire an identification number you must withhold a Federal Income Tax of 30% from payments until the number is reported.

All paid employees receive a W-2 no matter how much income was earned. Diocesan priests, with the exception of priests that belong to an order, receive a W-2 as well. Priests are treated more like an independent contractor in the sense that no FICA taxes are withheld and that you are not required to withhold Federal or State taxes. However, priests do have the option of making quarterly personal tax estimated payments or requesting voluntary income tax withholding from their paychecks. If a priest

completes a W-4 or L-4, Federal or State taxes can be withheld and are reported on his W-2.

VERY IMPORTANT!!! – An employee that receives a W-2 can not receive a 1099. With the exclusion of reimbursements, all monies paid to an employee must go through payroll.



OVERTIME VS. TIME OFF

All non-exempt employees **MUST** receive overtime when they have **ACTUALLY WORKED** more than 40 hours in a 7-day period. You need to establish a 7 day guideline (i.e. Mon-Sun or Sun-Sat etc.) and keep it. You can not change it to avoid paying overtime. If an employee works more than 40 hours in one week and wants to take a day off in the following week, overtime must be paid for the week when over 40 hours were worked. This time can not be swapped when it crosses the 7 day period. A swap can occur if taken within the same 7 day period. Remember when you are calculating for overtime, the hours paid for sick, vacation or holiday time are not included because they were not actually worked. Call Margie Glennon, at 219-7272 if you need assistance.

SECOND COLLECTION REMITTALS – PLEASE TAKE NOTICE!

It is imperative that monies received from second collections that are remitted to the Diocese of Shreveport be sent to our office no later than 4 weeks after the collection. The money is submitted to the home offices (e.g. Campaign for Human Development office, Catholic University) 6-7 weeks after the collection. At that time virtually all money should have been received from our parish locations. However, we are finding that some of our locations have been holding second collection money for 3-7 months. We understand that some second collection money may trickle in from donors at various times throughout the year; however, the bulk of the money should be remitted to the Diocese as soon as possible. It is vital to our reporting that these funds are remitted in a timelier manner. Thanks for your cooperation.