

For Parishes, Schools and Cemeteries throughout the Diocese of Winona

## From the Desk of the Finance Officer:

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### Happy New Year 2014!

I am pleased to announce the re-launch of Finance Times after an almost two years *hiatus* (or “yawn” in Latin). During this time, a Finance & Administration reorganization was implemented consolidating Mission Advancement, Human Resources & Benefits, Finance & Accounting under one umbrella, headed by a Chief Finance & Administrative Officer (CFAO). There have also been a number of new hires as well, including a new Director of Human Resources, Dave Fricke, Benefits Coordinator, Sara Evers, Communications Specialist, Theresa Martin, Multi-Media and Technology Specialist, Bryan Rodriguez, and Financial Services Manager, Luna Chou. Both the reorganization and new hires have the aim of more effectively providing the resources and services we offer.

### Human Resources & Benefits: Minnesota Legislature Expands Employees' Use of Sick-Leave Benefits

Dave Fricke • [dfricke@dow.org](mailto:dfricke@dow.org)

The Minnesota Legislature recently passed a new law mandating that employers must permit employees to use their personal sick-leave benefits **for absences due to an illness or injury of the employee's relatives (not just the employee and his or her minor children)**. The new law went into effect on **August 1, 2013**.

Specifically, [S.F. 840](#) amends the Minnesota Parenting Leave Act, Minn. Stat. §§ 181.941-181.944, to permit employees to use their employer-provided sick time for “an illness of or injury to the employee's child . . . **adult child, spouse, sibling, parent, grandparent, or stepparent.**” Previously, the law required only that employees be permitted to use their sick-leave benefits for the employee and the employee's children.

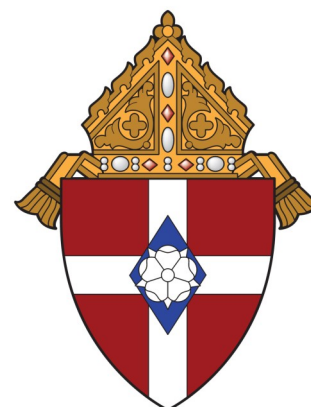
Under the new law, an employer may limit the use of an employee's personal sick leave benefits for relatives to no less than 160

hours in any 12-month period. This limit does **not** apply to absences due to the sickness or injury of a child. There are two important limitations to the new law. First, the Minnesota Parenting Leave Act applies only to employers with 21 or more employees. Second, the law does not require that employers provide employees sick leave benefits, either paid or unpaid. But, if they do, employers must permit employees to use these benefits in accord with the new law.

### 2014 Mileage Rate Announcement

The IRS recently announced the mileage rates effective January 1, 2014. The business mileage reimbursement rate will decrease to **56 cents per mile** (from 56.5 cents per mile). Mileage incurred on parish business after December 31, 2013 will be reimbursed at the new 56 cents per mile rate. For priests receiving the monthly allowance, the amount will decrease to **\$560 per month**. For those using the documented ministry miles method of reimbursement, the reimbursement rate will be **56 cents per mile**.

As noted above, the changes to the Minnesota Parenting Leave Act took effect on **August 1, 2013**. Going forward, all schools, parishes and other diocesan institutions that are required to abide by this new law and who offer personal sick-leave benefits are encouraged to **review and revise** their employee handbooks to be in compliance with this change in the law.



Winona

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## Online Risk Management Training Is Easy to Access!

Ryan Christianson | [rchristianson@catholicmutual.org](mailto:rchristianson@catholicmutual.org)

Catholic Mutual Group continuously strives to provide pertinent safety materials and resources for our members to enhance their risk management programs. With this in mind, Catholic Mutual began development of online training designed specifically for Catholic Church properties in the fall of 2009.

If you have already taken advantage of some of the training modules – great! However, I'd like to remind you that new courses have been added which may benefit you or other individuals in your organization. The following is a list of training courses now available:

- Preventing Slips, Trips and Falls
- Fire Safety
- Preventative Maintenance
- Youth Ministry: Everything Matters and Everyone Has a Role

## Cemetery “Plot”

Larry Dose, Director of Catholic Cemeteries • [ldose@dow.org](mailto:ldose@dow.org)

### FAQ on Cemetery Policy:

Two questions that I am asked most often regarding cemetery policy are: 1. How many bodies can be buried in a single grave? 2. Do we require vaults to be used when interring cremated remains of the body?

**Interment space utilization restrictions:** The cremated remains of two individuals, or one casket and the cremated remains of one individual may be placed in one grave or mausoleum crypt. The Diocese of Winona may restrict the interment or inurnments to any combination of legal or blood relatives. The parish cemetery authority may allow two names on a single flush marker covering one grave space. (Page 61 Minnesota Catholic Cemetery Rules and Regulations)

Note: it is customary for the local parish cemetery to charge 50% of the current single grave price for the second burial right.

**Vaults and Liners:** There are two purposes for the use of a liner or vault. The first is the protection of the casket or urn from the ground itself or other types of disturbance. The second is easier cemetery maintenance.

**Policy:** “All Catholic cemeteries in the Diocese of Winona will require use of a burial vault or grave liner (cremation remains included) to increase safety, promote efficiency and lower operating costs.” (Page 62 Minnesota Catholic Cemetery Policies and Procedures)

The Diocese of Winona has many resources available online at <http://www.dow.org/Departments/CatholicCemeteries.aspx> for those who manage cemeteries as well as information for the Catholic faithful.

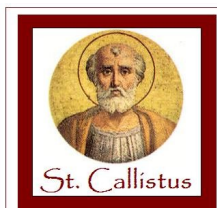
Please feel free to contact me with any questions regarding the administration of cemeteries.

- Church Transportation – Is it Necessary and Ministry-Based?
- Be Smart – Drive Safe
- Safe and Successful Parish Festivals

Each training module takes less than 20 minutes to complete, and there is no cost associated with utilizing any of the available training modules. Therefore, please offer this training to any member of your staff as there is no limit on the number of individuals that can complete the training modules, as use is highly encouraged.

Simply go to [www.catholicmutual.org](http://www.catholicmutual.org), click on “Member Login”. The user name is **0095win** and the password is **service**. Then select “Online Training” and click on “Please click here”. If you experience any trouble viewing the training courses, please contact OPU at (913)825-1600 or email [help@opustraining.com](mailto:help@opustraining.com). They will be happy to assist you.

### Patron Saint of Cemetery Workers :



A noteworthy fact regarding Catholic cemeteries is that cemetery workers have their own patron saint: **Saint Callistus, pope and martyr**. Born a slave, his master entrusted a large sum to Callistus to open a bank, which took in several deposits, made several loans to people who refused to pay them back, and went broke. Knowing he would be personally blamed and punished, Callistus fled, but was caught and returned to his owner and sentenced to work the tin mines. He was later ransomed and became a free man. Pope Zephyrinus put Callistus in charge of the Roman public burial grounds, today still called the *Cemetery of Saint Callistus*. **This cemetery was possibly the first property ever owned by the Church.**

Pope Zephyrinus later ordained Callistus as a deacon and made him his friend and advisor. After the death of Pope Zephyrinus, Callistus was elected pope around 218. He reigned as Pope for a short period of about three years. He died a martyr's death around 223. Saint Callistus, pray for us!

### Remittance Form:

When submitting payment(s) to the Diocese, Pension Plan for Priests and/or Deposit & Loan Fund please use the **Remittance Form**. Use the current invoice #'s when filling in the A/R section. A copy of the **Remittance Form** is available online at <http://www.dow.org/Departments/Finance.aspx>. Please feel free to contact Linda Larson of the Diocese of Winona Finance Office, at 507-858-1246 or [llarson@dow.org](mailto:llarson@dow.org) with any questions.

## Rooted in Faith, Rejoicing in Hope: Campaign Update

Joel Hennessey • [jhennessey@dow.org](mailto:jhennessey@dow.org)

The people of the Diocese of Winona continually reveal their generous and faithful hearts. It has been no different with the historic Rooted in Faith, Rejoice in Hope! capital campaign. The diocese-wide fundraising effort has surpassed the \$25 million "Challenge Goal" toward strengthening the Priests' Retirement Plan, modernizing Immaculate Heart of Mary Seminary, funding the 2013 Annual Diocesan Appeal and supporting important projects in every parish.

Nearly 10,000 families have made a gift to the campaign to date. 100% of our active priests generously pledged a gift to the campaign. Nearly 900 volunteers have sacrificed their time and talent to reach out personally to as many parishioners as possible. This is a truly historic campaign that is unifying the Diocese.

"Thank you to the thousands of families across southern Minnesota who united in solidarity to pledge their support to

these worthy goals," said Bishop John Quinn. "The Catholic Church is stronger because of your investment."

The campaign is in the final stages of public fundraising but parishioners who have not previously committed are welcome to join at any time throughout the five year redemption period. Parishioners are also encouraged to consider renewing "one-time" gifts to help move us closer to the overall \$30 million "Rejoice in Hope" goal.

Distributions of parish funds began 12/31/13 and will continue on a quarterly basis (Dec/Mar/June/Sept) throughout the redemption period. Distribution of the parish portion of funds will be based on actual dollars collected. As per campaign policy established by the Campaign Clergy Committee, funds collected were first distributed to pay campaign expenses and to fund the 2013 Annual Diocesan Appeal (\$3.7M). Please direct pledge/gift specific questions to Karen Eich, Development Associate at [keich@dow.org](mailto:keich@dow.org) or 507-454-4643.

## "Ban the Box" Law Signed by Governor Mark Dayton

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In 2013, Governor Mark Dayton signed a bill expanding the "Ban the Box" law to private employers that went into effect on January 1, 2014. "Ban the Box" refers to the question that appears on many application forms asking if an applicant had ever been convicted of a felony.

The law requires public, and now private employers to wait until a job applicant has been selected for an interview or conditional job offer of employment has been extended before asking a job applicant about criminal records or conducting a criminal record check. The premise for this law is that it

offers the vast majority of individuals with a non-violent criminal record a second chance at an opportunity for employment to better their lives.

All diocesan entities are encouraged to review their existing job application form to ensure compliance with this latest change in the law. The Diocese of Winona provides an up-to-date application form which can be customized with your "logo" as well as other contact information. It can be found at the human resources section of the Diocese of Winona website ([www.dow.org](http://www.dow.org))

## Logos Accounting

Luna Chou • [lchou@dow.org](mailto:lchou@dow.org)

### 2013 Calendar Year-End Web-Conferences

2014 is here, marking the end of the 2013 tax year and the beginning of the annual routine of tax document preparation. Two web-conferences are scheduled in January. The first is **Monday, January 13, 2013 at 3:00 PM**; the second is **Tuesday, January 14, 2013 at 10:00 AM**. (The session on the 14<sup>th</sup> will be a repeat of the Monday session). The sessions are designed as "refresher-courses" to assist parish, school and/or cemetery staff with calendar year-end requirements. The agenda will include:

- Calendar year-end closing procedures in Logos
- Federal and state requirements for tax reporting
- Worker's Compensation Audit
- Other Year-End Tasks & General Q & A

If you are interested in participating in the web-conference, please register online before January 13, 2013. Visit [www.dow.org](http://www.dow.org), click on the respective links in the "Upcoming Events" section. Conference details will be e-mailed directly to registered attendees.

### Key Dates to Remember

**First Payroll in 2014:** Update tax tables in your payroll system to reflect 2014 rates.

**January 31, 2014:** Deadline for distributing W-2s to employees.

**February 1, 2014:** Deadline for submission of Workers' Compensation Audit to Catholic Mutual Group. Form and instruction available at: [dow.org](http://dow.org) [Departments, Finance, Self Insurance Program](#).

**February 28, 2014:** Deadline for filing paper W-2s to the Social Security Administration, plus paper and electronic W-2s to the MN Department of Revenue.

**March 31, 2014:** Deadline for filing electronic W-2s to the SSA. (The Internal Revenue Service will consider electronic annual wage reports for tax year 2013 late if submitted after this date.)

**New DOW Deposit And  
Loan Fund Rates:  
- Effective November 1, 2013 -  
Deposits: 1.30% ; Loans: 3.40%**

## Logos Replacement Selection

Our current Logos Accounting Software is built on a Microsoft FoxPro development platform. Microsoft has put FoxPro out to pasture, and will end its support January of 2015.

With this deadline in mind to find a Logos replacement, a Parish Financial Software Selection Committee was formed mid-2013, comprising of a cross-section of parish and diocesan staff. After a 6-month diligent effort to gather requirements and evaluate software options, the Committee unanimously selected ParishSOFT as the Dio-

cese's software partner for this transition from Logos to ParishSOFT's ConnectNow Accounting. ConnectNow is a web-based application offering anytime, anywhere access via the internet. It offers a secure yet highly collaborative environment for church accounting.

We will keep you posted as we start the rollout and through all the phases of the ConnectNow implementation. We plan to hold regional orientations for parishes in late-February to introduce the new software, to present the transition plan and to answer any questions.

## Meet the Pastoral Center Staff - Dave Fricke



Dave Fricke joined the Diocese of Winona as Director, Office of Human Resources in October of 2012. In his role Dave oversees benefit administration, policy development and employee relations activities for the Diocesan Pastoral

Center in Winona and offers advice and guidance on human resource and benefit related issues for the numerous parishes, schools and related institutions in our diocese. A graduate of Boylan Central Catholic High School in Rockford, Illinois, Dave earned a Bachelor of Science degree in Business Administration and Economics from Winona State University. He later attended the University of Wisconsin – LaCrosse and earned a Master's degree in Management and Human Resources. He has held leadership positions in human resources and training with several organizations in

the Winona area, namely Lake Center Industries (now TRW), MN State College-S.E. Technical and J.R. Watkins Company. He is certified as a Senior Professional in Human Resources (SPHR) by the Human Resources Accreditation Institute and also holds certifications in Compensation (CCP) and Benefits (CBP) from WorldatWork (formerly the American Compensation Association). He and his wife Marjorie live in Winona and have three grown sons and 2 granddaughters. Dave is an avid golfer and enjoys working around the house when he is not at the office.

## Contact Information

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