Fostering a climate in which every staff member views him/herself as a valued member of the community.
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Serving In Mission

Impelled by Christ’s call and inspired by the Holy Spirit through the work of the Ninth General Synod, the ministries of the Archdiocese of New Orleans, in union with the Archbishop and with one another, serve the people of the parishes, schools and organizations of the archdiocese in enabling them to encounter Jesus and to witness with joy.

ARCHDIOCESE OF NEW ORLEANS
Serving with Purpose

PHILOSOPHY AND STATEMENT OF PURPOSE

As the Roman Catholic Church of New Orleans, we are a people of many cultures. While drawing from the richness of our diversity, we are one family with a divine calling to worship God together in the Eucharistic assembly and to carry the Good News of Jesus Christ from that holy gathering to all people. With the leadership of our Archbishop, we rejoice in our long tradition as we begin our third century as an Archdiocese and the third millennium of Christianity.

The Archdiocese takes seriously the Church’s call to justice for those who work with us. The primary purpose of these Personnel Policies is to foster a climate in which every staff member views himself or herself as a valued member of the community.

In many ways this manual may appear no different from any other Staff Handbook. But it is fundamentally different. It is rooted in the Gospel because of our dignity as God’s people.

EQUAL OPPORTUNITY

The defense and promotion of human rights is inseparable from the Gospel mandate. Therefore, the Archdiocese of New Orleans does not discriminate against applicants or employees for reason of race, age, color, sex, disability or national origin. This non-discriminating policy applies to hiring, training, promoting, salaries, transfers, and working conditions.
Our primary work is to assist the administration at our Parishes, Schools & Outside Entities in H|R / Benefits questions of their Staff.
Fostering a climate in which every staff member views him/herself as a valued member of the community.

Scope of the H|R Function

Functional Areas

- Benefits Consultancy
- Hiring / Onboarding
- HR Consultancy
- Site Communications
- Staff Formation
- Data Analytics
- Performance Feedback
- Supervisory Coaching
- Online Resource Mgt
- Policy Governance
Karen Heil
Director, Human Resources

With the Archdiocese since July of 2015

- Active member of the Archbishop’s Administrative Council, the Benefits Committee, the Finance 401(k) Subcommittee, the Staff Formation Steering Committee, and the Spiritually Healthy at Howard Committee

Primarily works with:
- Locations/Sites
- ANO Staff
- Priests

Fostering a climate in which every staff member views him/herself as a valued member of the community.
Pam Power
Staff and Priests’ Benefits Administrator

With the Archdiocese for 18 years

- Active member of the Benefits Committee and the Finance 401(k) Subcommittee
- Works with New Divisions’ Benefits setups

Primarily works with:
- Priests
- ANO Staff
- Locations/Sites

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Myndi Savoy
H|R Coordinator

With the Archdiocese since 2018

- Active member of the Staff Formation Committee
- New Staff Onboarding
- *Monthly Wellness Notices*
- *Technology Dashboards and Data Reporting*

Primarily works with:
- Locations/Sites
- ANO Staff
- Priests
Finding Your HR Homepage

1. Go to the Archdiocese of New Orleans website at www.nolacatholic.org
2. Scroll down to the bottom of the page.

*In the blue field, there’s a link called “Human Resources / Job Bank”*
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**Mission Statement**
The Office of Human Resources is responsible for the administration of archdiocesan personnel policies, including staff benefits programs and is a resource for employment-related matters to programs and parishes.

**Administrative Offices Information**

- Administrative Offices Staff Handbook
- 2019 Administrative Offices Holiday Schedule
- 2020 Administrative Offices Holiday Schedule
- Administrative Offices "Staff Spirit Days"

www.nolacatholic.org/hr

Your one-stop info page!
Staff Benefits

Fostering a climate in which every staff member views him/herself as a valued member of the community.

Links & Summary Sheets for Benefits Eligible Staff

Benefits Effective as of July 1, 2019 - June 30, 2020
ANO’s Benefits Plan includes Health, Dental, Vision and/or ADD Voluntary Life Insurance!
Please watch our VIDEO Overview of all plans, refer to the Summary Information sheets, or CALL the BENEFITS ADVOCACY Center with questions or to Enroll!

2019-2020 ANO BENEFITS VIDEO
2019 Staff BENEFITS GUIDE
Benefits Advocacy Center Info Flyer
*Benefits Connect Online Enrollment Steps
*Check with your Site Administrator whether your location participates

UMR Health Plan Summaries

PLAN 1 | formerly HMO 90
PLAN 2 | formerly HMO 80
PLAN 3 | formerly POS
PLAN 4 | formerly PPO

HOw To Contact the Benefits Advocacy Center

- Toll Free Phone Number: 1-833-857-0755
- Email: bac.anobenefits@aig.com
- Hours of Operation: MONDAY - FRIDAY 7:00 am - 6:00 pm Central Time
Resource Wellness

WELLNESS Newsletter | MONTHLY Hot Topics!

1. Gallagher Wellness
2. Guardian News

Meet UMR’s new HEALTH COACH for ANO Staff!

EAP | link: Employee Assistance Program
WORK-LIFE MATTERS Flyer
2019 WEBINAR SCHEDULE
EAP Program Benefits
EAP Wallet ‘Contact’ Card

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Retirement Resources

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Announce Your Opportunity

nolacatholic.org/news?tag=employment
For more opportunities please visit our partner sites:

- Catholic Charities
- Chateau de Notre Dame
- Christopher Homes
- Office of Catholic Schools
- School Food and Nutrition Services of New Orleans
- Second Harvest Food Bank
- St. Anthony's Gardens

Employment Opportunities

Administrative Assistant, Transfiguration of the Lord Catholic Church, New Orleans

The Administrative Assistant is responsible for contributing to the effective and efficient day to day administration of the Church office. He or She is a part of the Ministry Team of

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Munch ’n Learns

• Outlook Tips and Tricks
• Medicare
• 401k / VOYA
• Synod Updates
• Navigating Excel

•What do you want to learn about?

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JOIN ARCHIVES AND HUMAN RESOURCES FOR A
Munch n Learn

RM8 TRAINING, FILE NAMING CONVENTIONS, AND OFFICE ORGANIZATION
WHEN: TUESDAY, NOVEMBER 14TH FROM 8:30–9:30 AM
WHERE: 1ST FLOOR COMPUTER LAB, 1000 HOWARD AVE., NOLA

FREE FOR ALL ADMINISTRATIVE STAFF    COFFEE AND BREAKFAST PROVIDED

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“Modern Society is drowning in the sorrows of human passions and it is distancing itself from every ideal of love and peace.

As Catholics, we and you must bring the breath of goodness that can only spring from faith in Christ.”

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“Don’t be afraid to be Saints”

John Paul II
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WHAT!
Each decade of the World Mission Rosary represents a different area of the world where missionaries continue to share the Good News of Jesus.

Wow!
When you have completed the World Mission Rosary, you have given the world a big, prayerful hug.

WHO!
In 1951, Venerable Archbishop Fulton J. Sheen created the World Mission Rosary. Archbishop Sheen was a national director of the Society for the Propagation of the Faith, a Pontifical Mission Society like the Missionary Childhood Association. He even had his own television show — and won an Emmy Award! Archbishop Sheen died on December 9, 1979. His cause for sainthood was opened in September 2002.

Pray the Rosary for PEACE

Pray the World Mission Rosary
One Family in Faith | One Family in Mission

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