



H|R Resourcing

Office of Human Resources & Employee Benefits



ARCHDIOCESE OF
NEW ORLEANS

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



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.

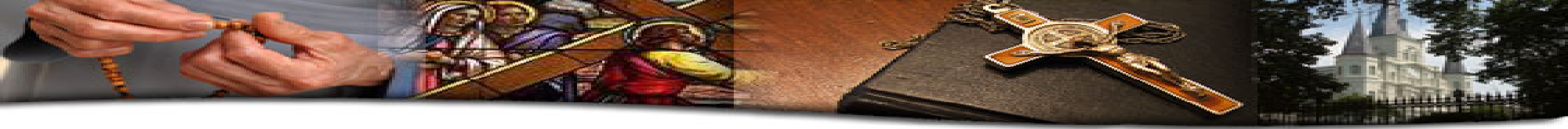


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Serving with Purpose



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.

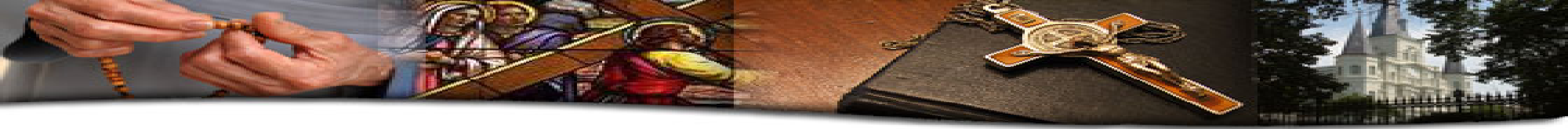
In many ways this manual may appear no different from any other Staff Handbook. But it is fundamentally different. It is rooted in the Gospel because of our dignity as God's people.

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.

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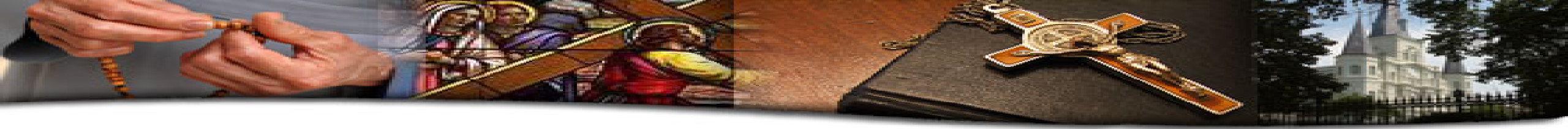
Our primary work
is to assist the
administration at our
*Parishes, Schools &
Outside Entities*
in H/R / Benefits
questions of their Staff



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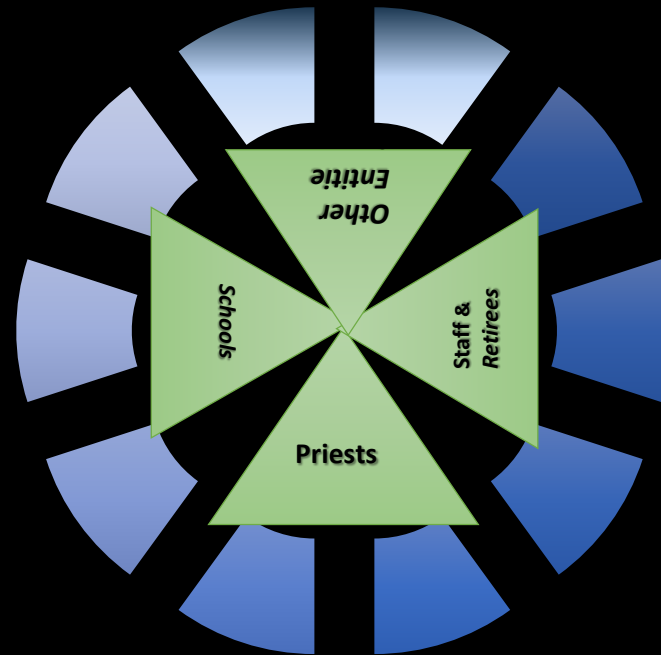


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Scope of the H | R Function

Functional Areas



- Benefits Consultancy
- Hiring / Onboarding
- HR Consultancy
- Site Communications
- Staff Formation
- Data Analytics
- Performance Feedback
- Supervisory Coaching
- Online Resource Mgt
- Policy Governance

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Chalana A. Landry

Director, Human Resources

With the Archdiocese since July of 2006

- Active member of the Archbishop's Administrative Council, the Benefits Committee, the Finance 401(k) Subcommittee, and the REJ Committee

Primarily works with:

- Locations/Sites
- ANO Staff
- Priests

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Pam Power

Staff and Priests' Benefits Administrator



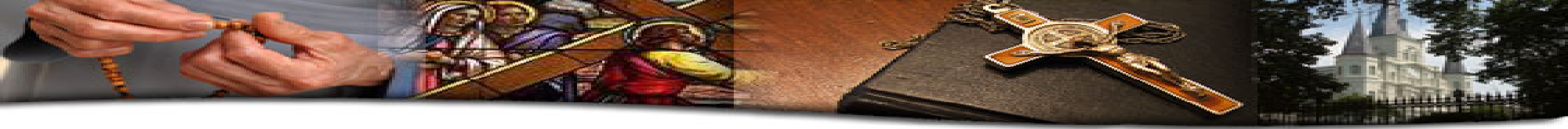
With the Archdiocese since 2000

- 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





Primarily works
with:

- Locations/Sites
- ANO Staff
- Priests

Galintha Thomas

H/R Generalist

With the Archdiocese since 2020

- New Staff Onboarding
- *Monthly HR Newsletter*
- *Technology Dashboards and Data Reporting*

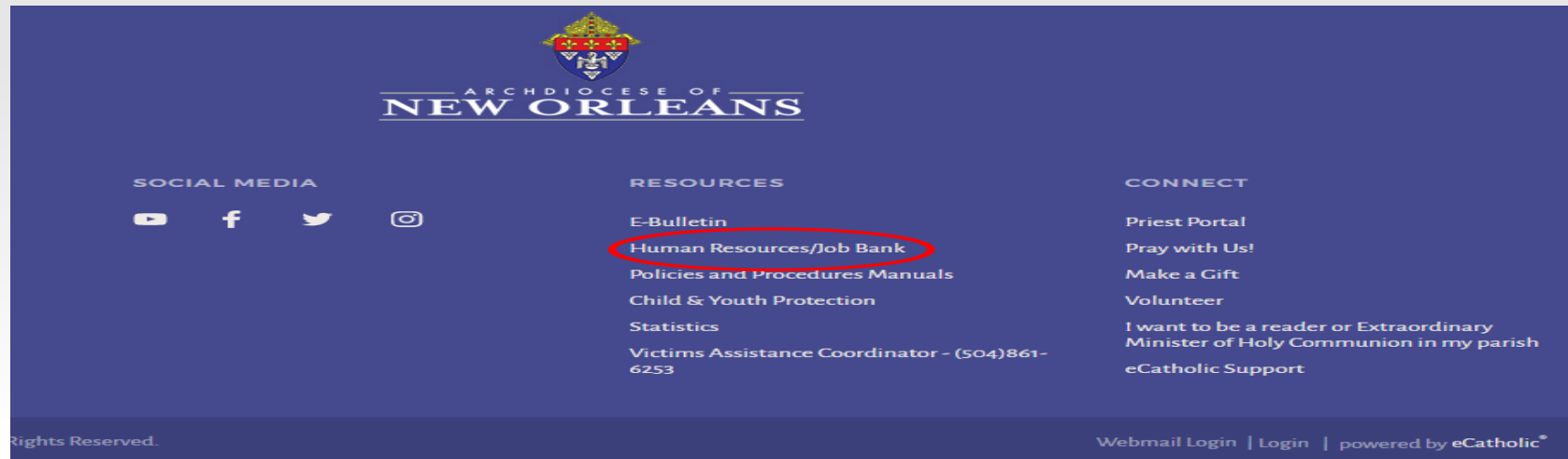




Finding Your HR Homepage

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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FOOTER NAVIGATION

Pray With Us!

Make a gift

Volunteer

Mission Statement

Human Resources/Job Bank

Employment Opportunities

ANO Staff Benefits Informati...

Human Resources Downloads

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"

Dress
policy,
time
off, etc.

www.nolacatholic.org/hr

Your one-STOP info page!

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Staff

Benefits

ANO Staff Benefits Informati...



HOME OUR FAITH MASS TIMES MINISTRIES & OFFICES CATHOLIC SCHOOLS JOIN US!

Human Resources Downloads

ANO Staff Benefits Informati...

E-Bulletin


Policies and Procedure Manuals

Safe Environment

Statistics

eCatholic Support

Contact us



- The health plan has no benefit changes for staff members, only premium change
- Premium change for Guardian dental , nor rate changes for vision

HOW TO CONTACT THE BENEFITS ADVOCACY CENTER

Toll Free Phone Number:
1-833-857-0755

Email:
bac.anobenefits@ajg.com

Hours of Operation:
MONDAY - FRIDAY
7:00 am — 6:00 pm
Central Time

- How to Enroll Electronically
- 2022 - 2023 Benefits Memo
- UMR Health Plan Summaries

Annual Site Administrator Meeting

2022 - 2023 Benefits Guide

ANO BENEFITS SUMMARY 1 PAGER


2022 - 2023 Premium Cost-Share for *Full-time Staff [*30 hours or more per week]

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Resource

Wellness


FOOTER NAVIGATION
Clergy & Staff
Pray With Us!
Make a Gift
Volunteer
Mission Statement
Human Resources/Job Bank
Employment Opportunities
ANO Clergy Benefits & Welln...
Human Resources Downloads
ANO Staff Benefits Informati...
E-Bulletin
Policies and Procedure Manuals
Safe Environment
Statistics
eCatholic Support
Contact us

HOME OUR FAITH MASS TIMES MINISTRIES & OFFICES CATHOLIC SCHOOLS JOIN US!

ANO Clergy Benefits and Wellness Program

Updated Summary of Clergy Benefits

ANO Employee Wellness Program Website

Incentives & Wellness Programs

2023 ANO Health & Wellness Program Overview NEW!
Meet UMR's HEALTH COACH for ANO Staff!



EAP Website | Employee Assistance Program
EAP Video - Employee Orientation to Services
WORK-LIFE MATTERS Tips
EAP Program Benefits
EAP Wallet 'Contact' Card

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Retirement Resources

ANO Staff Benefits Informati...



[Contact Us](#)

Archdiocese of New Orleans 401(k) Plan

Log In

[Forgot Username ?](#)

[Forgot Password ?](#)

☐ Remember Me

First time visitor?

[Need Help?](#)



Special Message from Voya: There is no way to predict the markets. While any fluctuation may tempt you to make a hasty decision, think about staying the course and keeping a well-balanced and diversified portfolio that accommodates your risk tolerance and savings goals. It is also important to identify your objectives and to stay focused. Keep in mind that saving for retirement involves investing for the long-term. Voya is closely monitoring the volatility in the market and providing valuable analysis and insights to our customers and distribution partners. [Visit our blog to learn more.](#)

Planning Tools

Stay informed!

Read articles and financial market commentary on saving and investing for retirement.

Roth Calculator

Compares hypothetical results of pre-tax and Roth after-tax savings.

Voya Compare Me

When it comes to your financial future, do you know where you stand? Compare yourself to thousands of people like you.

Plan website survey

Share your thoughts about your plan's website. Note, this survey is also available on the logout page.

Social Security

Generate your personal Social Security retirement benefit estimate through the Social Security website.

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Announce Your Opportunity

Employment Opportunities

<https://nolacatholic.org/employment>

[HOME](#) [OUR FAITH](#) [MASS TIMES](#) [MINISTRIES & OFFICES](#) [CATHOLIC SCHOOLS](#) [JOIN US!](#)

Please visit our Partner Sites for more Postings:



Equal Opportunity Employer

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

To post an opening:

Please email the full job description to jobs@arch-no.org

To apply: Please email cover letter and resume to jobs@arch-no.org

Please click [here](#) to see our open positions!

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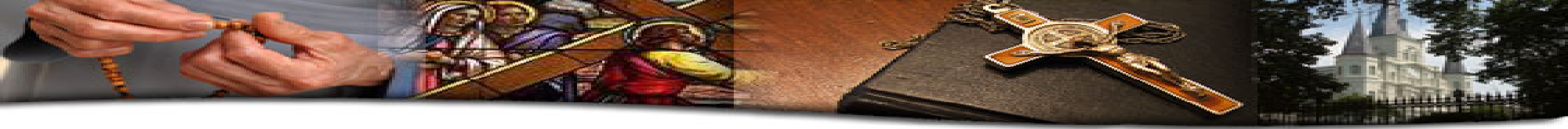


Munch 'n Learns

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



• What do you want to learn about?



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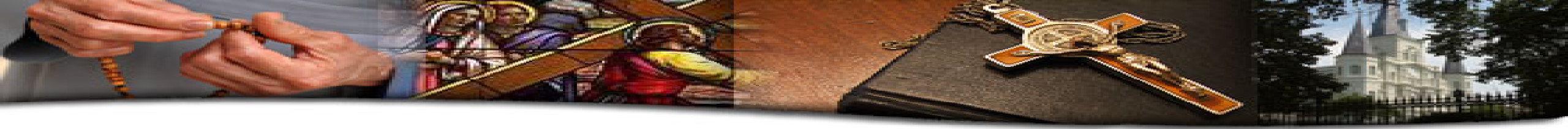


PopQuiz

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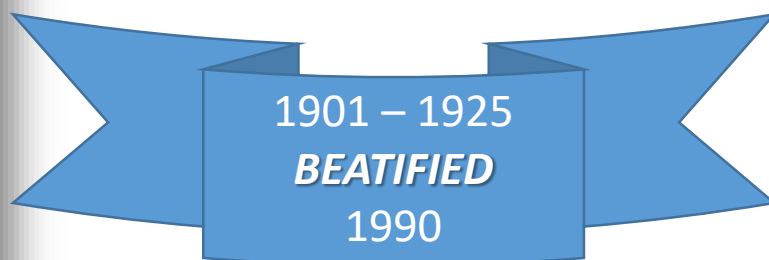
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Whose Quote?

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

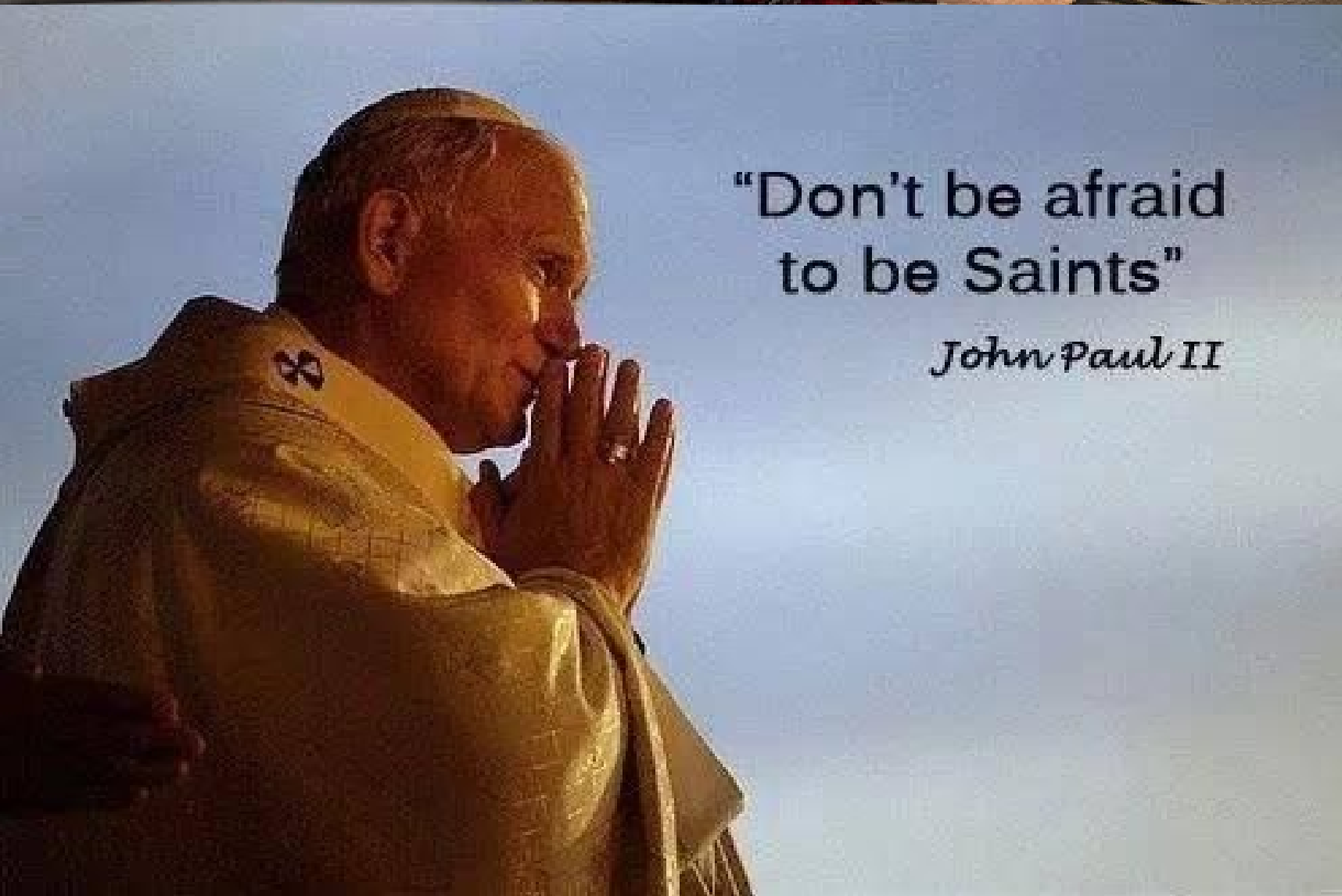
As Catholics, we and you must bring the breath of goodness that can only spring from faith in Christ.”



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"Don't be afraid
to be Saints"

John Paul II



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WHAT!

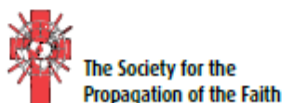
Each decade of the **World Mission Rosary** represents a different area of the world where missionaries continue to share the Good News of Jesus.

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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Questions?

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Office of Human Resources

7887 Walmsley Avenue. 2nd floor

New Orleans, LA 70125 | HR Fax: 504-568-1699



Pam Power

Phone: 504-310-8793 | | ppower@arch-no.org

Galintha Thomas

Phone: 504-310-8795 | | gthomas@arch-no.org

Chalana A. Landry, SPHR, SHRM – SCP

Phone: 504-310-8792 | | clandry@arch-no.org

- www.nolacatholic.org/hr





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