



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 10, Issue 5, May 2025

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Calendar Dates to Note:

- Monday, May 26 Memorial Day Curia and SLAF closed

Special Collections:

No Special Collections in May

To Do List

- Enter sacraments to prepare for Status Animarum
- Clean up Servant Keeper membership files to prepare for Status Animarum
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Register for PCI Training

Training with Parish & Curia Integration

PCI offers classes for Status Animarum Prep, Parish Helper Online, Servant Keeper, and Sacraments. Most classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for PCI Training Class offerings, dates, and registration](#)

PCI Offering Status Animarum Training

This new training class is designed for an individual who is new to preparing the Status Animarum. This session includes ways to ensure an easy completion of the Status Animarum. The class provides step-by step guidance on how to use Servant Keeper to generate the necessary data for the Status Animarum. Participants will learn how to properly set up groups, and verify the required fields are complete to ensure the parish statistical data is accurately pulled from Servant Keeper.

This session also explains the verification of sacramental register records with entries in Parish Helper Online and reviews common mistakes. The class will help make the new submission process easier and is streamlined for first time preparers of the Status Animarum, and is a beneficial refresher for those who are not comfortable gathering the needed information.

Class Dates

Tuesday, May 13
Wednesday, May 21
Thursday, June 19
Thursday June 26

All classes will be held at the Cardinal Rigali Center from 9am to 11am

[Click here to register](#)

New OCIA Checkbox in PHOL

There is now a check box for OCIA Participant in Parish Helper OnLine. The check box for OCIA (Order of Christian Initiation of Adults), ((formerly RCIA (Rite of Christian Initiation of Adults))) is located in the Personal Information section on the top right. When entering sacraments for those individuals who have participated in OCIA be sure to check the OCIA participant box shown below.

Edit Sacraments - 0246 - Our Lady of Lourdes (University City)

Save Delete Sacrament ID: 1459211 Close

Last Name: Gall First Name: Ann Middle Name: ☒ OCIA Participant

Date of Birth: ☒ 11/ 7/1931 Place of Birth: St. Louis, MO

Personal Info Record Keeper: 0246 - Our Lady of Lourdes (University City)
Personal Info Last Updated On: 3/9/2017 10:42:28 AM
Personal Info Last Updated By: DeborahMcCarthy

Add Baptism Add First Communion Add Confirmation Add Funeral

Baptism First Communion Confirmation Marriage Funeral Ordinations Vows

Parish and Curia Integration Steering Committee

Thank you to the outgoing members of the Parish and Curia Integration Steering Committee, Anne Garavaglia of the Southern Vicariate, Sue Spaeth of the Northern Vicariate and Emily Mills of the Western Vicariate. We appreciate their time, input and commitment. Three new members were selected at the April Curia Connections Meetings. We welcome new PCI Steering Committee members Daniel Denton St. Francis of Assisi Parish representing the Southern Vicariate, Crystal Phillips from Epiphany and St. James the Greater representing the Northern Vicariate and Maggi Rimel from St. Cletus representing the Western Vicariate. We look forward to working with them this coming year.

Status Animarum Preparation

The Status Animarum is available in Parish Helper Online on July 1 with a deadline of July 31. Please start now to complete the following tasks:

- Enter all sacraments in both the parish registers and in Parish Helper Online.
- Update Servant Keeper records. Verify that newborn and adopted children are added to Servant Keeper.
- Verify that all active families "Type of Household" field in Servant Keeper contains either "Catholic" or "Mixed".
- Verify all active individuals religion field in Servant Keeper contains either "Catholic" or "Non Catholic".
- Verify that all parishioners that have moved from the parish, including adult children are marked accordingly in Servant Keeper.

Use the **Monthly Administrative and Financial Checklist for Parishes** found on the Parish and Curia Integration website to confirm you have completed all necessary tasks. [Click here](#) for checklist.

As mentioned in the April the Curia Connections meetings, this year PCI is introducing the new Status Animarum submission process. Parishes will not be required to mail in any documents. Detailed submission instructions will be provided in Parish Helper Online during the submission process.

Click Statistical Report Instructions and Status Animarum on the [Fiscal Yearend Documents Tab](#) on the PCI webpage to access the instructions. For Servant Keeper questions, please contact the Parish and Curia Integration Team at 314.792-7660 or ParishCuriaIntegration@archstl.org.

25-26 Substitute Teacher Rate

Substitute Teacher Pay rate for the 2025-2026 school year is \$90-130 per day for a regular substitute. Please note the HRIS new system requires hours worked and a hourly rate to achieve the desired total for the "daily rate". To calculate the hourly rate from a daily pay rate, simply divide the daily rate by the number of hours worked per day. Those teaching a semester or more (long term) typically, sign an agreement and are paid according to the appropriate step and lane on the scale.

From Internal Audit



Sales Tax Exemption

Before placing an order or signing any type of contract with a vendor you should provide a sales tax exemption certificate. Request written confirmation from the vendor that they have accepted and validated your sales tax exemption before any orders are placed or any work is completed. If you're entering a formal contract, make sure it explicitly states that the transaction is tax-exempt. This language should mention the exemption certificate and include the certificate number or copy as an exhibit if needed. Retain copies of all exemption certificates, email confirmations, and vendor acknowledgments for audit purposes.

Deacon and Priest Compensation

Barb Sandell from the Finance Office and Payroll Department distributed the Compensation for Deacons and Priests. This information pertains to the pay schedule for Theology III seminarians to be ordained as transitional deacons and Theology IV transitional deacons to be ordained as priests. [Click here](#) for a copy of the correspondence.

PCI Introducing New Initiative

Parish and Curia Integration is excited to introduce a new Microsoft Teams meeting format designed to foster open dialogue, collaboration, and connection across our parish staff and Curia. As part of our ongoing efforts to strengthen the connection between the Curia and our parish communities, your PCI Steering Committee members will be reaching out for your valuable input and feedback as your insights and experience are vital to ensure that our shared mission is carried out with clarity and unity. More details coming soon.

Servant Keeper Online Office

Setting up Servant Keeper Online Office for contribution statements helps streamline administrative work, provides valuable convenience for both contributors and staff, and ensures accuracy and efficiency, especially during the busy year-end period. It's a modern, secure, and environmentally friendly solution that saves time and resources. The Online Office application allows Contributors access their contribution statements, any time, rather than waiting for mailed statements. It allows parishes to save time and money on printing and postage.

The Online Office Dashboard application also allows parish staff the ability to access various Servant Keeper functions from their mobile devices. For example; staff can view family and individual profiles, online directories, parish group lists, donor overviews, and update membership information.

Parishes not using the Online Office application in Servant Keeper, should consider setting up the Online Office application in the next few months. Parishes can then invite parishioners to create an account. Once members have set up account they will have access to their contribution history, statements and the parish online directory at their convenience.

Rural Parish Clinic

The Rural Parish Clinic mobile medical and dental units serve rural uninsured residents aged 19-65 who meet income guidelines of less than 200% federal poverty level. They target the working poor-those who cannot afford insurance premiums or are laborers that are not offered healthcare in their work or are self-employed. To learn more visit us at www.archstl.org/rpc

| May 2025 | | | | | | |
|----------|-----------------------|-------------|-------------|-------------------------|-------------|-------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | 1 Cedar Hill | 2 | 3 |
| 4 | 5 Bonne Terre | 6 Troy | 7 Troy | 8 Troy St Clair | 9 Troy | 10 |
| 11 | 12 Cadet | 13 Cadet | 14 Cadet | 15 Cadet Union | 16 Cadet | 17 Cadet |
| 18 | 19 Cadet Potosi | 20 Cadet | 21 Cadet | 22 Cadet St Clair | 23 | 24 |
| 25 | 26 Memorial Day | 27 | 28 | 29 St Clair | 30 | 31 |

PARISH & CURIA INTEGRATION

archstl.org/about/offices-agencies/curia-integration

Parish and Curia Integration serves both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can assist. We are here to help.

Phone: 314.792.7660

Email: ParishCuriaIntegration@archstl.org