



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 11, Issue 2, February 2026

Inside this Issue

The Roundtable • Duplicate W-2's • Today Tomorrow Education Scholarships • St. Louis Review Monthly Update Report • RECA Request • Accountable Plan • Mileage Rate 2026 • Servant Keeper Security and Access • Citizenship-Related Sacramental Requests • It's Fish Fry Season • Holy Week and Easter Masses • Rural Parish Clinic

Calendar Dates and Special Collections to Note:

- February 12 - PCI Servant Keeper Training
- February 16 - President's Day Curia Offices Closed
- February 18 - Ash Wednesday
- February 26 - PCI PHOL and Sacraments Training

Join The Roundtable February 19, 1-3pm

Please submit your discussion topics by February 1 so that presenters can be determined and given time to prepare.

To Do List

- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or PCI
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org

Training with Parish & Curia Integration

PCI offers classes for Parish Helper Online, Servant Keeper, and Sacraments. 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

Next Roundtable February 19

We invite you to join us **February 19th** from 1-3pm for our next Roundtable session. The Roundtable is your opportunity to have your voices heard and concerns addressed. Topics for discussion during this month's Roundtable include Today Tomorrow Education Foundation and various ARCHHR topics. Please submit any questions or topics you would like addressed at the next Roundtable to your Curia Steering Committee member, Vicariate Director or to ParishCuriaIntegration@archstl.org. Look for your invitation including a more detailed agenda in your email the week before the February 19th Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

Duplicate W-2's

Beginning February 16, requests for duplicate 2025 W2's on behalf of employees may be submitted by their supervisor to Payroll@archstl.org. Tatiana Ivanchuk, Payroll Clerk, will serve as the primary payroll contact for these requests, however other payroll staff may assist as needed. Please note that requests submitted prior to February 16 cannot be processed and must be resubmitted on or after February 16.

All requests must include:

- *Coworker's full name**
- *Last four digits of Social Security Number**
- *Lawson ID number**
- *Delivery method and destination**

Duplicates will be mailed to the address in our records unless specified otherwise. We can email the document to the employer representative for secure and confidential sharing with the employee. If an employee requests delivery to a personal email, the request must state that this employee understands personal email is not secure but wishes to receive it electronically regardless. Please inform coworkers that duplicates will be processed within three business days. For security reasons we prefer not to receive requests directly from employees. All requests should be submitted by agency staff on their behalf.

Today & Tomorrow Education Scholarships

Today & Tomorrow Educational Foundation administers scholarships to all the Archdiocese's elementary schools. The application process opened on January 20, 2026. Apply online at TTEF-STL.ORG. If you have questions or need more information, please contact Cori Martin at 314.792.7735.



St. Louis Review - Monthly Update Report

In January, parishes collected funds for St. Louis Review subscriptions. Parishes should mark those that wish to receive the St. Louis Review with a "Y" meaning yes in Servant Keeper on the designated Review Y/E/N/O/D field. This field is found on the more information tab of the family profile. New parishioners should also be marked with "Y" unless they decline to receive The Review. Those that have notified you in writing that they do not wish to receive The Review should be marked with a "D" for Declined. We recommend this process be completed in February and a new Monthly Update Report should be generated and submitted to MonthlyUpdateList@archstl.org. If you have any questions or need any assistance with this process, please contact PCI at 314-792-7660 or ParishCuriaIntegration@archstl.org.

Radiation Exposure Compensation Act Requests

As we continue to receive a high number of Radiation Exposure Compensation Act (RECA) requests for records, we highly encourage you to direct individuals to our RECA FAQ page at archstl.org/reca for information on records we can provide and how they can request them, especially for closed parishes and schools.

Additionally, if individuals have questions regarding materials in the archives, we ask that you direct them to our general telephone number: 314.792.7020, or our general email address: archives@archstl.org. This allows us to better direct the request to the appropriate resource here in the archives. Forwarding requests for specific archives staff members quickly fills their voicemail and email inboxes and creates an undue burden on them. Thank you.

Priest Accountable Plan

The deadline for submitting properly completed requests for reimbursement for 2025 is **February 28, 2026**. (60 days after the end of the calendar year) The maximum annual reimbursement for 2025 Continuing Education Benefits is \$2000. The cash reimbursement limit for the standard 2025 Accountable Plan is \$4,300 for all priests. The Accountable Plan updates for 2026 will be sent in March with clergy compensation letters and emailed to parish###@archstl.org accounts.

Mileage Rate 2026

According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile beginning January 1, 2026, is 72.5 cents. This is an increase of 2.5 cents from the calendar 2025 rate. Please use this new rate for business miles driven beginning January 1, 2026. Miles driven in calendar 2025 should be reimbursed at the 2025 calendar rate of 70 cents. The IRS standard rate is the maximum per mile reimbursement employers can offer their employees without reporting income.

Servant Keeper Security and Access

Support and security are essential for good stewardship, and the Parish & Curia Integration team strives to serve you with both in mind. The Servant Keeper contract helps strengthen these commitments, especially as parish data is now securely housed in the Cloud.

On January 12, all parish pastors received an email from Sally Serbus Director of PCI introducing the new SK PCI Access Form and SK User Form. The SK PCI Access Form identifies the level of support the PCI team provides to the parish. The SK User Form establishes appropriate access levels for individual users. To help maintain the integrity and security of parish records, PCI manages user access based on pastor authorization and employee status updates.

If you have not yet completed these forms and submitted them to PCI, we ask you to do so. This will provide added security for your parish Servant Keeper data. Please contact PCI for more information at parishcuriaintegration@archstl.org.

Citizenship-Related Sacramental Requests: Guidelines for Parishes

Sacramental certificate requests for citizenship-related purposes may be unusual for your parish. To make this as easy as possible for you, Archives suggests the following:

Inform the requestor that they must locate the historical record in Family Search.org. Directions to search records on Family Search can be found on the Archives' genealogy help webpage: <https://resources.archstl.org/article/376652/genealogy>. The requestor must provide you a transcription of the full record with the date and page number (if applicable). If the record is in another language, they are responsible for translating it into English.

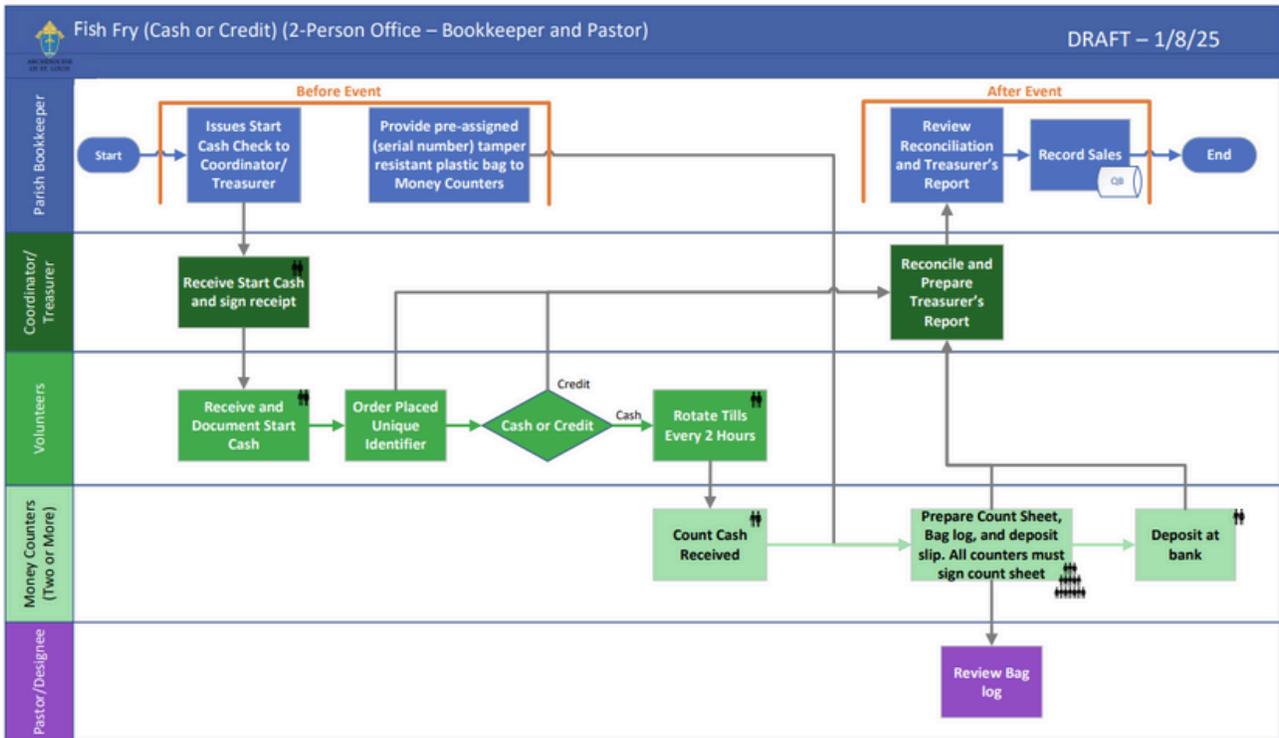
For each sacramental record, you can issue a certified letter on parish letterhead verifying the information, rather than the usual sacramental certificate from Parish Helper Online. Verify the transcription they provided against the original record in the register. If you are having issues, such as verifying other languages, please contact Archives at archives@archstl.org for help. Copy and paste the transcription into a cover letter and write, "I hereby certify that this is an accurate transcription of the original record entered in the sacramental [baptism/marriage/death] register of [Name] Parish. [City], Missouri." Sign the letter with your name, position, and date. Seal the letter.

If the requestor wants a Missouri notary public to verify the document, they are responsible for hiring one who can work with your schedule to come to the parish office, unless you have a preferred notary.

It's Fish Fry Season Again

As the Fish Fry season approaches, please review your parish cash handling procedures and ensure that proper controls are in place to help protect your parish's assets. Internal Audit prepared a flowchart to help parishes identify specific cash handling duties. The flowchart colors represent specific duties. Please see the Fish Fry flowchart below or [click here](#) for additional links for other parish flowcharts (e.g., offertory collections) on the Internal Audit webpage.

And remember the number 1 rule for cash handling is to work in teams, never have anyone alone with money.



WARNING: For proper segregation of duties, individuals must stay within their lane.

Reconciliation:

	# of Orders of Item 1 x \$ Item 1 Price
+	# of Orders of Item 2 x \$ item 2 Price

	Total Sales Orders
	Total Cash in Drawer
-	Start Cash

	Total Sales (should agree to orders received)

Example:

	\$1,000 [100 Fish Meals (2 sides) x \$10 each]
+	\$40 [20 Extra Sides x \$ 2 each]

	\$1,040
	Total Cash in Drawer
-	\$300

	Total Sales (should agree to orders received)

Holy Week and Easter Masses

Parishes should routinely update their Mass times in Parish Helper OnLine (PHOL). It is especially important to have Holy Week and Easter Masses listed in PHOL as many Catholics use the search tool provided by the Archstl.org website to find Mass times. Follow the instructions found in the PHOL user manual—Mass Reconciliation and Eucharistic Adoration Time—section on pages 6-9. Also, make sure your parish website is updated and notes those Masses that are live-streamed and what location the Masses will be celebrated.

Rural Parish Clinic

The Rural Parish Clinic mobile medical and mobile dental units serve rural uninsured residents aged 19-65 who meet income guidelines of less than 200% federal poverty level. We 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.

February							2026
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2 • Bonne Terre	3 • Bloomsdale	4 • Bloomsdale	5 • Cedar Hill • Bloomsdale	6 • Bloomsdale	7	
8	9 • Cadet	10 • Troy	11 • Troy	12 • St Clair • Troy	13 • Troy	14 • Troy	
15	16 • Potosi	17	18	19 • Union • Cadet	20 • Cadet	21 • Cadet	
22	23 • Cadet • Cadet	24 • Cadet	25 • Cadet	26 • St Clair • Cadet	27 • Cadet	28 • Cadet	

Parish and Curia Integration Steering Committee Members

Northern Vicariate

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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

