



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 10, Issue 7, July 2025

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Calendar Dates and Special Collections to Note:

- 7/4 Independence Day - Curia Offices Closed
- 7/15, 7/16 and 7/17 Curia Connections

Join “The Round Table” Session: August 21, from 1-3pm

To Do List

- Submit the Status Animarum - Due July 31, 2025
- Register for Curia Connections July 15, 16, and 17
- Submit Roundtable discussion questions to Vicariate Directors, PCI or Steering Committee
- 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](#)

The Roundtable: An Invitation to Gather

Thank you to all those that attended or submitted questions for our first session of The Roundtable brought to you by the Parish and Curia Integration (PCI) Steering Committee and PCI team. We were thrilled to have over seventy people participate in the discussion. We hope this opportunity to gather around the table with Curia members and staff from other parishes was beneficial for all. We thank Brecht Mulvihill for hosting the session, Helen Burke, Michael Jacezko, Steve Tucker, and the HR representatives for their valuable ArchHR guidance and support.

If you were unable to join us, we hope you view the recording when distributed and find it beneficial. We invite you to join us August 21 from 1-3pm for our next Roundtable session. Please submit any question or topics you would like addressed at the next Roundtable to your Curia Steering Committee member, Vicariate Director or to ParishCuriaIntegration@archstl.org. We look forward to our next opportunity to gather around the table with you!

Missouri Proposition A Clarification

During the July 19 Roundtable Session there were specific questions raised regarding Missouri Proposition A and how it applies to summer interns. As discussed during the session, Legal counsel has reviewed the Missouri regulations and provided the following guidance.

There may be some confusion stemming from the exemption language in the Missouri Department of Labor's regulation FAQs (<https://labor.mo.gov/dls/proposition-a-paid-sick-time-benefits-faqs>):
"Any individual employed for less than four months in any year, in a resident or day camp for children or youth, or any individual employed by an educational conference center operated by an educational, charitable or not-for-profit organization."

Based on this language, summer interns are considered eligible employees under Proposition A for sick time accrual, unless they meet one of the specific exemptions noted—such as being employed by a resident or day camp for children or youth. If such positions exist in any of our employing entities, please advise HR immediately so we are aware. Additional or Follow-up questions may be submitted
to AskHR@archstl.org.

Sacrament Notifications

Recently, Archdiocesan leaders decided that it is no longer necessary to mail a copy of a sacramental notification to the parish of baptism when it is located in the Archdiocese of St. Louis. **After entering sacraments performed at your parish into PHOL, an electronic notification is automatically sent to the parish of baptism if the baptism is recorded in PHOL AND the parish of baptism is located in the Archdiocese of St. Louis.** If the parish of baptism is **not** located in the Archdiocese or if the baptism is not recorded in PHOL, a sacrament notification is to be printed from PHOL and mailed promptly to the parish of baptism. If you have any questions regarding sacramental notification, please contact PCI at ParishCuriaIntegration@archstl.org.

Curia Connections



Attention Parish Staff: It's time to register for one of the July 2025 Curia Connections Gatherings!

RSVP at <https://www.surveymonkey.com/r/CuriaConnect-July2025>

Western Vicariate

Tuesday, July 15

St. Ann - Clover Bottom

7851 Highway YY., Washington, MO 63090

Doors Open 8:30AM

Meeting Begins at 9:00AM and ends by Noon

Contact: Laura Voegelin 314-792-6451
LVoegelin@archstl.org

Southern Vicariate

Wednesday, July 16

Good Shepherd - Hillsboro

703 Third Street, Hillsboro, MO 63050

Doors Open 8:30AM

Meeting Begins at 9:00 AM and ends by Noon

Contact: Joyce Mard 314-792-6531
joycemard@archstl.org

Northern Vicariate

Thursday, July 17

Sts. Peter and Paul

1919 S. 7th Street, St. Louis, MO 63104

Doors Open 8:30AM

Meeting Begins at 9:00AM and ends by Noon

Contact: Cara Koen 314-792-6510
carakoen@archstl.org

Please join us for Curia Connections, a quarterly gathering for parish staff members -- including but not limited to Business Managers, Bookkeepers, Secretaries, Catechetical Leaders, and Youth Ministers -- which will provide opportunities for networking, information sharing, prayer, and fellowship.

Each of the three Vicariates will host a gathering with their respective vicariate staff and liaisons present, however presentations by the Curia Offices will be the same on all three dates. Feel free to attend the gathering that best suits your schedule. Each meeting runs from 9:00am-Noon, with doors opening at 8:30am, and each location will serve refreshments.

Schedule and Agenda

- 8:30am - Doors Open - Light Breakfast/Donuts/Coffee/Networking
- 9:00am - Spiritual Reflection and Formation - nurture your own connection and relationship with God during a time of prayer, reflection and formation led by the vicariate director of pastoral ministry.
- 10:00am - Updates and Information from Curia Offices:
 - o Parish and Curia Integration - Status Animarum Updates
 - o Parish & Curia Integration Steering Committee - General Updates
 - o Vicariate Finance Liaisons - Annual Parish Financial Reviews
 - o Respect Life Apostolate - Abortion Healing Ministry
 - o Concluding Prayer
- 11:00am - Q&A Session - Presenters and curia office representatives, vicariate staff and liaisons will be available at the conclusion of the presentations until Noon for questions/consultations. This is also an opportunity to connect with colleagues from neighboring parishes.
- Noon - Meeting Concludes - Feel free to arrive and depart as your schedule permits.

Status Animarum

The fiscal year ends on June 30. The Status Animarum found in Parish Helper Online is “turned on” on July 1 and is due on July 31.

Please complete the following tasks:

- Enter all sacraments in both the parish registers and in Parish Helper Online.
- Verify you have completed all tasks needed by following the **Monthly Administrative and Financial Checklist** for parishes on the Parish and Curia Integration webpage.
- Update and verify Servant Keeper records.
- Follow the **Statistical Report Instructions** to determine your parish counts for the Status Animarum Parish Count section and Household/Scatter Map Report. [Click here](#) for instructions.
- **Status Animarum Instructions** can be found by [clicking here](#).
- Detailed instructions for the new Status Submission process will print from the Status Animarum Submission Form page with a checklist to guide you through these new easy steps. No mailing of documents is necessary. Parishes email the Verification/Certification page signed by the Pastor and Business Manager with the Household/Scatter Map Excel file to Parish and Curis Integration (PCI) ParishCuriaIntegration@archstl.org.

You may use the **End of Year Checklist** to see when PCI has received and reviewed your Status Animarum Submission. Please note the check list may not be updated to show that registers no longer need to be mailed.

HR Lead

To assist Human Resources in communicating focused and timely emails, we ask that you enter contact information for a member(s) of your parish staff as the "HR Lead" assignment in Parish Helper Online. So far, 55% of parishes have complied. The HR Lead assignment(s) should be given to a staff member who has managerial access in ArchHR through the following roles.

Personal Change Approver – This person approves changes to an employee’s personal information to ensure the changes are accurate. This role is usually filled by an administrative team member that regularly interacts with employees’ personal data. This role is often assigned to the parish Business Manager or Bookkeeper.

Employment Change Initiator – This person makes changes to employment information in ArchHR. This includes change in compensation, FTE status, etc. This role is usually filled by an administration team member that regularly interacts with employees’ employment information. The role is often assigned to the parish Business Manager or Bookkeeper.

The HR Lead may be designated to the Pastor, Admin Assistant, or Secretary when appropriate.

Please add your "HR Lead" contact information in PHOL as soon as possible, If you have already entered your HR Lead we thank you for doing so. To add the HR Lead in PHOL, select Procedures tab, select Location information, click on the Administrative tab and add the individual assigned as the HR Lead. Once the individual is chosen or added, click on the assignment type and select HR Lead from the list. If you have any questions or need any assistance, please contact PCI at ParishCuriaIntegration@archstl.org or 314-792-7660.

Missionaries of Joy Employee Email

Dear Archdiocesan Employees,

We're pleased to offer Missionaries of Joy at no cost to all employees of the Archdiocese of St. Louis, whether you serve in a parish, school, Curia office, seminary, ministry, or agency. Missionaries of Joy is a dynamic evangelization initiative created in partnership with the Augustine Institute. It features two distinct formation pathways for lay Catholics who are seeking to grow in faith.

Participants are formed to:

- Know and love Christ more deeply as they learn about Scripture, doctrine, and Christian life through a 12-course online curriculum following a monthly formation schedule. (Video instruction is approximately three to four hours per month.) The introductory short courses are taught by Augustine Institute professors who also have frontline experience in parish life and Catholic education. Take a peek inside the Augustine Institute's short course online classroom—the setting for the Missionary of Joy theological formation.
- Foster a vibrant culture of evangelization and cultivate a missionary spirit.
- Accompany others in faith through discipleship, outreach, and joyful witness through four quarterly in-person formation sessions from the Office of Evangelization and Discipleship.
- Share the faith with clarity and confidence through theological formation rooted in Catholic tradition.

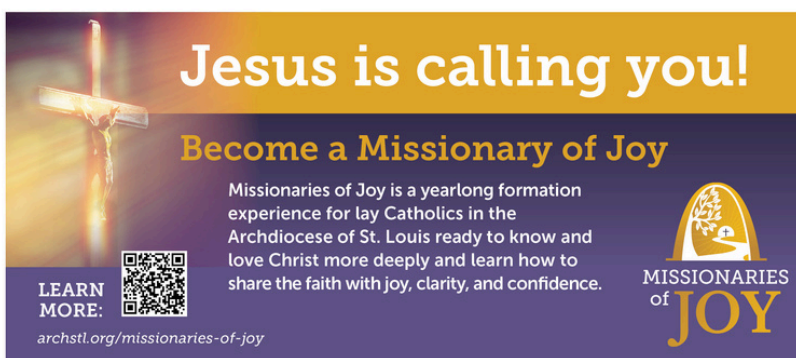
By forming Missionaries of Joy, we are answering Christ's call to go forth and share the Gospel, ensuring that our parishes become beacons of faith, hope, and love in their communities.

This offer is valued at \$150 and is available through August 31. To take advantage of this opportunity, simply register using your work email address—your email domain will verify your eligibility.

Join now and help us carry the flame of faith forward into our next 200 years!

Learn more: <https://www.archstl.org/missionaries-of-joy/>

[Click here](#) for the Missionary of Joy Employee Email




The graphic features a golden cross on the left against a purple and gold background. The text 'Jesus is calling you!' is in large white letters at the top. Below it, 'Become a Missionary of Joy' is in gold. A paragraph describes the yearlong formation experience for lay Catholics. A QR code is labeled 'LEARN MORE:' and the website 'archstl.org/missionaries-of-joy' is at the bottom left. The 'MISSIONARIES of JOY' logo is on the right.

Jesus is calling you!

Become a Missionary of Joy

Missionaries of Joy is a yearlong formation experience for lay Catholics in the Archdiocese of St. Louis ready to know and love Christ more deeply and learn how to share the faith with joy, clarity, and confidence.

LEARN MORE: 

[archstl.org/missionaries-of-joy](https://www.archstl.org/missionaries-of-joy)

MISSIONARIES of JOY

Missionaries of Joy Bulletin Announcements

As part of our ongoing effort to invite parishioners into the Missionaries of Joy formation initiative, we're asking all parishes to include our promotional ad in their bulletins throughout June and July.

This initiative is a key part of our Archdiocesan renewal as we approach the Bicentennial Jubilee in 2026. By sharing the ad in your bulletin and communications, you'll help extend the invitation to parishioners who are eager to grow in faith and take part in the Church's mission of evangelization.

Please find the ad attached in pdf and jpg formats for each of the four size versions. You're welcome to adjust formatting if needed to fit your bulletin or Flocknote layout.

If you have any questions or would like help tailoring the message for your community, don't hesitate to reach out.

Thanks,

Linda Putnam
Director of Special Projects
Archdiocese of St. Louis
lindaputnam@archstl.org

[Bulletin Half JPG](#)

[Bulletin Half PDF](#)

[Bulletin Quarter JPG](#)

[Bulletin Quarter PDF](#)

[Bulletin Third JPG](#)

[Bulletin Third PDF](#)

[Bulletin Vertical Third JPG](#)

[Bulletin Vertical Third PDF](#)

Save the Date

#iGiveCatholic - December 2



For the fifth straight year, the Archdiocese of St. Louis will celebrate the #iGiveCatholic Giving Day on Tuesday, December 2, 2025, and we hope that every parish, school, and ministry will consider joining us and new #iGiveCatholic Board Member, Archbishop Mitchell Rozanski, in this effort. This will be a great opportunity to raise funds to help with special projects or for non-restricted purposes. Last year, 70 parishes, schools, and ministries raised \$957,775 for their missions.

New this year is the MightyCause platform, replacing the GiveGab platform used in the past. This new platform enhances efficiencies, visibility, and giving. Note that returning #iGiveCatholic participants may need to make changes to previously used resources.

For more information visit archstl.org/igivecatholic. To sign up for alerts, please complete the short form at www.surveymonkey.com/r/archstlignc.

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.

July						
2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 ✿ Cedar Hill	4 4 th of July Holiday	5
6	7 ✿ Bonne Terre	8 ✿ Bloomsdale	9 ✿ Bloomsdale	10 ✿ Bloomsdale ✿ St Clair	11 ✿ Bloomsdale	12
13	14 ✿ Cadet	15 ✿ Union	16 ✿ Union	17 ✿ Union ✿ Union	18 ✿ Union	19 ✿ Union
20	21 ✿ Union ✿ Potosi	22 ✿ Union	23 ✿ Union	24 ✿ Union ✿ St Clair	25 ✿ Union	26
27	28 ✿ Cadet	29	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