



PACT NEWSLETTER – INDEX

Please note that due to the development of the updated website for the Archdiocese, the former links are nonfunctioning. If you need a PACT newsletter prior to 2023, please send an email to parishcuriaintegration@archstl.org.

Numeric

2 Factor Roll-out: 2022, May
10% IRS Penalty: 2021, Sep.
501(c)3 Letter: 2018, Oct.
529 (Missouri Most): see MOST 529
945 Federal Form: 2020, Jan.
1096 Federal Form: 2019, Dec.; 2020, Jan.
1099 Federal Form: 2016, Nov.-Dec.; 2019, Jan.; 2019, Dec.; 2020, Jan.; 2020, Feb.; 2020, Dec.; [2024, Dec.](#);
1099-NEC Federal Form: 2021, Jan. ; 2021, Dec.; 2022, Jan. ; 2022, Dec. ; [2023, Jan.](#) ; [2023, Dec.](#); [2024, Jan.](#)
2019 Withholding Tax and MO W-4 Changes: 2019, May addendum; 2019, Jun.
2020 Year End Tax Forms: 2021, Jan.
941 Federal Form/SchB: 2020, Apr.; 2020, Jun.; 2020, July; 2020, Sep.; 2020, Oct.; 2020, Jan.

A

Account Confirmations: 2021, Jun.; 2022, Jun.
Advertising Parish Facilities: 2021, Mar.
Affordable Care Act: 2016, Sep.
All Souls Day Remembrances: 2018, Nov.; 2019, Nov.; 2020, Nov.; 2021, Oct ; 2021, Nov. ; 2022, Oct.; 2022, Nov.; [2023, Nov.](#), [2024, Nov.](#)
All Things New: See Strategic Plan
Amazon Smile Donations: 2019, Mar.
Annual Catholic Appeal: 2016, Nov.-Dec.; 2017 Oct.-Nov.; 2018 Nov.; 2019, Nov.; 2019 Dec.; 2020, Nov.; 2020, Dec.; 2021, Nov.; 2021, Dec.; 2022, Nov. ; 2022, Dec. ; [2023, Nov.](#) ; [2023, Dec.](#); [2024, Nov.](#); [2024, Dec.](#)

Annual Benefits Communication: 2019, Sep.
 Annual Year End Review Process: 2019, Feb.
 Archives: 2016, Oct.; 2017, Mar.; 2017, Sep.; 2017, Oct.-Nov.; 2019, Feb.; 2019, Mar.; 2019, Apr.; 2019, Jun.; 2019, July; 2019, Oct.; 2020, Jan. ; 2021, Dec.; 2022, Apr.; [2025, Apr.](#)
 Closed Parish List: [2023, Nov.](#)
 Assessments and Consolidated Billing: [2024, May](#)
 Audit Letters: 2018, May; 2021, Jun.; [2024, Jun.](#)
 Auto Payments: 2020, Jun.
 Archdiocesan Affordable Housing Appeal: [2025, Jan.](#)
 Archdiocesan Directories: 2020, Sep.; 2021, May
 Archdiocesan Emails: [2023, Mar.](#), [2024, Oct.](#)
 Archdiocesan Website: 2018, Sep. ; [2024, Jul.](#)

B

Back Issues of PACT Newsletters: 2016, Sep.
 Balance Reviews: 2019, Sep.; 2019 Nov.; July, 2020; 2020, Aug.; 2021, Jul.; 2021, Aug.
 Baptism Certificate Request – Signature: 2017, Jan.
 Baptism and Same –Sex Couples: 2022, Oct.
 Benefits Email Reminder: 2020, Sep; 2020, Oct.
 Bereavement and Grief Support Ministry: [2023, Aug.](#)
 Beyond Sunday – New Accounts: 2016, Aug.
 Beyond Sunday Distributions: 2016, Oct.
 Beyond Sunday- SLAF Accounts: [2024, Apr.](#)
 Bitdefender Anti-virus: 2022, Mar. ; [2024, Aug.](#) , [2024, Sep.](#)
 Blue Mass: [2024, Aug.](#)
 Boeing Matching Gifts: 2020, Nov; 2021, Feb.
 Boiler Maintenance: [2023, Jul.](#); [2025, Jan.](#)
 Budget Guidelines: 2018, Feb.
 Building and Real Estate Office: 2021, Mar.; 2021, Aug.
 Bulletin Announcements: [2024, Sep.](#)
 Bulletin Article from Archbishop Rozanski: See Blue Mass, Red Mass, or White Mass.
 Bulletin Gateway: [2023, Jul.](#) See Bulletin Announcements

C

Cafeteria Bank Accounts: 2019, Nov
 Calendar Year End Tasks: 2017, Jan.; 2018, Jan.
 Capital Expenditure Survey: 2021, Apr.; 2021, May.
 Cash Counting Machines: [2024, Jun.](#)
 Catch-Up Employee Benefit Premium Payments: 2021, May.
 Catholic Directory – Official (OCD): See Official Catholic Directory
 CatholicMasstimes.org: [2023, Jan.](#)
 Census: 2020, Mar.
 Central Purchasing:
 2021 Shortages: 2021, May
 Clean Uniform: 2019, Oct
 Coupa & QuickBooks: 2017, Jun.

Office Essentials: 2017, Mar.
 Trash Services: 2016, Nov.-Dec.; 2018, Feb.
 Janitorial Supplies: 2017, Dec.
 Technology Orders: 2021, Feb.
 Warning: 2022, Apr ; 2022, Sep
 Certificates of Deposit: 2020, Mar.
 Certificate of No Tax Due: 2019, Feb.; 2019, Apr.; 2020, Mar.; 2021, Apr.; 2021, Jul.; 2022, Apr.; [2024, Apr.](#)
 Chart of Accounts: 2016, Nov.-Dec.; 2017, Apr.; 2017 Jun.; 2017, Aug.; 2017, Sep.; 2018, Sep.; 2019, Mar.; 2022, Nov.
 Check Fraud: See Positive Pay
 Chief Operating Officer (COO): 2024, Apr.
 Citrix Form: 2022, Mar. ; 2022, May ; [2023, May](#)
 Citrix Updates: 2022, Jan.
 Clergy Salaries: 2017 Jul. ; [2024, May](#)
 Closed Parish List: [2024, Aug.](#)
 Clover: 2018 May.; 2019, Feb.; 2022, Dec.
 Collection Counting Reminders: 2021, Mar.
 Communication, Office of: 2017, July; 2018, Mar.
 Confidentiality Agreements: [2023, Oct.](#)
 Confirmation Recording: See Sacrament Recording
 Consecrated Life, Office of: 2018, May; 2022, Sep; [2023, Jan.](#) ; [2024, May](#) ; [2024, Sep.](#)
 Consolidated Billing Allocations: [2023, Feb.](#)
 Consolidated Billing Estimates and Notices: 2017, Feb.; 2017, Jun.; 2018, Feb.; 2019, Mar.; 2020, Feb.; 2021, Mar.; 2022, Feb.; 2022, Mar.; [2023, Feb.](#) ; [2023, Mar.](#); [2023, Apr.](#) ; [2023, Sep.](#); [2024, Mar.](#) ; [2024, Apr.](#); [2025, Mar.](#)
 Consolidated Billing Instructions: 2020, July ; [2024, May](#)
 Consolidated Billing PMBS: [2023, Aug.](#)
 Contribution Statement Policy: 2020, Dec.; 2021, Jan.; 2021, Dec. ; 2022, Jan.; 2022, Dec. ; [2023, Jan.](#); [2023, Mar.](#) ; [2023, Dec.](#); [2024, Dec.](#); [2025, Jan.](#)
 Merged and Subsumed Parishes: [2024, Jan.](#)
 Corporate Matching Gifts: 2020, Oct.
 Credit Card Fees: 2017, Jun.; 2020, Mar
 Curia Connections: [2024, Feb.](#) ; [2024, Mar.](#) ; [2024, Apr.](#) ; [2024, Jul.](#) ; [2024, Oct.](#); [2024 Dec.](#); [2025, Jan.](#); [2025, Mar.](#); [2025, April.](#); [2025, June](#)

D

Deacon and Priest Compensation: [2025, May](#)
 Deaneries – Restructuring: 2017, Sep.
 Detail Review Schedule: 2019, Dec.; 2021, Jan.; 2022, Nov., [2023, Dec](#)
 Disability Insurance: 2017, Feb.; 2017 Jun.; 2018, Feb.; 2020, Aug.
 Duo Verification for Citrix: 2022, Apr ; 2022, Aug. ; [2023, Oct.](#)

E

EANS Grant: 2021, Jul.; 2021, Oct.

Emergency Assistance for Nonpublic Schools (EANS): 2021, May
 Electronic Giving Vendors: 2016, Nov-Dec.; 2021, Feb. ; [2023, May](#)
 Elementary Teacher Tuition Benefit Payment: 2020, Oct.
 Employee, Volunteer or Vendor?: 2016, Oct.
 Employee Self Service: 2020, Dec.; 2021, Apr.
 Email Forwarding of Archstl.org emails: [2024, Jun.](#)
 Email Home Addresses & Emails: 2019, Jan.
 Email Signatures: 2019, Aug.
 Email Tips: 2020, Oct.
 Emergency Cash Plan: 2020 Apr.
 Emergency Contact: 2018, Jun.; 2021, Nov
 Emergency Staff Back up Plan: 2021, Apr
 Employee Self Service: 2020. Dec.; 2021, Mar.
 Employee Wellness Events: 2021, Sep.
 Ending Employment Icon: 2021, Jun.
 Endowments: 2020, Jan.
 Endowment Election Deposits: 2019, Feb.; 2019, Jul.; 2020, Feb.; 2021, Feb.; 2022, Feb.; 2022, Mar.; [2023, Feb.](#) ; [2023, Mar.](#) ; [2024, Feb](#) ; [2024, Mar.](#), [2025, Feb](#)
 Energy Efficient Initiative: 2017, Sep.
 Ensuring Parish Viability Grant Process: 2016, Aug.; 2017, Aug.; 2018, Aug.; 2019, Aug; 2021, Aug. ; 2022, Aug. ; [2023, Aug.](#) ; [2024, Aug.](#)
 ERC (Employee Retention Credit): 2022,Oct.

F

Facebook See Social Media
 Federal Form 990T: 2016, Oct.
 Financial Management and Control Manual: 2017, Apr.; 2017, May
 Financial Reviews: [2024, Aug](#)
 Fixed Asset Capitalization Policy: 2020, Apr.; 2020, Sep.
 Flocknote: 2021, Nov.; 2022, Aug. 2022, Sep. ; [2023, Apr.](#) ; [2023, Jun.](#) ; [2024, Sep.](#)
 FLSA Overtime Exemption Rule: 2016, Nov.-Dec.
 Forwarding of Parish Emails: 2019, Jun.
 Fundraising: [2023, Oct.](#)
 Funeral Recording: 2020, Nov

G

Gallagher – Financial Tools: [2025, Apr.](#)
 Gambling: 2022,Oct.
 Gifts from IRA Accounts: 2018, Nov.; 2019, Mar.
 Gifts to Employees and Volunteers: [2024, Dec.](#)
 GivePlus by Vanco Payment Solutions: 2019, Jun.; 2019, Aug.
 Giving Tree Donations: [2024, Dec.](#)
 Grants:
 ETTB: 2018, Nov.
 Education: [2023, Oct.](#)
 Parish – National Fund for Sacred Places: 2018, Apr.

Unused: 2017, Jan.
Writing Workshop: [2024, Sep.](#)
Genealogy: 2018, Jul.
Government Funds: 2020, Nov.

H

Hallow APP : [2024, Oct.](#)
Health Insurance Spousal Surcharge: 2017, May
Health Insurance Verification: 2022, Aug.
Health Insurance Enrollment/Waivers: 2018, Oct.
Help Desk: 2020, July
Human Resources:
 Life Insurance Change: 2018, Sep.
 Benefit Information: 2018, Sep.; 2019 Sep.; 2020, Sep.; 2021, Nov.; 2022, [Apr](#) ;2022, May; 2022, Jul.
 FMLA: 2022, May
 HRIS: [2023, Oct.](#) ; [2023, Nov.](#) ; [2023, Dec](#)
 Reconciling Health Insurance Benefits and Costs: 2022, Jul.
 Wellness Events: 2021, Sep. ; 2022, Oct.

I

iGIVECatholic: 2021,Dec ; 2022, Aug. ; [2023, Jun.](#) ; [2023, Aug.](#) ; [2024, Jun.](#) ; [2024, Aug.](#)
Imputed Income: 2017 Oct.-Nov.
Instagram see Social Media
Internal Audit:
 Cash Handling procedures: [2025, Feb](#)
 Don't Leave it Alone: [2025, May](#)
 Drop Safes: [2024, Apr.](#)
 Financial Misconduct
 Fraud Awareness: [2023, Aug.](#) ; [2024, Sep.](#)
 Gifts to Employees: 2021, Jun.
 Mobile Payment Services: 2020, Oct.
 Sunday Offertory: 2016, Jul.; 2016, Aug.; 2020, Aug.;
 Payroll Reports: 2021, Oct.
 Phishing Emails: [2023, Sep.](#)
 Positive Pay: [2024, Mar.](#)
 Retirement Eligibility: 2021, Feb.
 Reminder: [2023, Jul.](#)
 Risk Alert: 2022, Mar ; 2022, Jul. ; 2022, Aug.; 2022, Sep
 Sunday Offertory: 2016, Jul.; 2016, Aug.; 2020, Aug.;
 Volunteer Gifts: [2024, Jun.](#)
Internal Questionnaire: 2017, Aug.; 2018, Aug.; 2019, Oct.; 2020, Aug.; 2021, Jan.; 2021, Jul. ; [2023, Aug.](#)
IRA Charitable Contributions: 2019, Nov.

J

JS Paluch – One Parish App: 2019, May

L

Labor Law Posters: 2017, Mar.; 2018, Sep.; 2019, Oct.; 2019, Nov.; 2020, Mar.
Latin American Apostolate Closing: 2021, Apr.; 2021, Jul.; 2021, Aug.; 2021, Sep.; 2022, Sep
Lawson Payroll Charges Waived: 2021, Apr.
Lawson Payroll Conversion: 2019, Nov.; 2020, Feb.; 2021, Mar.; 2021, June.
Lay Family Alliance: 2017, July
Lent Palm & Candles: 2018, Feb.
Liquor License: [2025, Feb](#)
Log Out of PHOL and QuickBooks: 2019, Sep.; 2020, Sep.; 2021, Sep.
Louie: 2021, May ; 2022, Aug.
LPI We Gather: 2019, Oct.

M

MAI Instructions: 2020, July
Maiden Name on Sacraments: 2021, Sep.
Mass Intention Excess: [2024, Jan.](#); [2024, Nov.](#), [2025, Feb](#)
Mass Intention Suggested Offering: 2019, July.; 2021, Oct.; [2023, Nov.](#)
Mass Times: 2018, May; 2019, Feb.; 2017, Aug.; 2021, Jan.; 2021, Apr.; 2021, Dec.; 2022, Jan., 2022, Dec.;
[2023, Dec.](#); [2024, Dec.](#)
Media Guidelines: [2023, Feb.](#)
Merged, Subsumed, and Subsuming Parishes: See Strategic Plan
Microsoft 365: [2023, Mar.](#)
Mileage Rates: 2017, Jan.; 2019, Feb.; 2020, Feb.; 2021, Feb.; 2022, Jan.; 2022 Jul.; [2023, Jan.](#); 2023, Feb. ;
[2024, Jan.](#); [2025, Jan.](#)
Minimum Wage: [2024, Jan.](#); [2025 Jan.](#);
Mission Office: [2023, Jun.](#); [2023, Jul.](#) ; [2024, Jun.](#)
Missionary Plan of Cooperation: [2024, Jul.](#); [2025, Apr.](#); [2025, June](#)
Missouri Department of Agriculture: [2024, Sep.](#)
Missouri Tax Exempt Letter: [2024, Nov.](#)
Monthly Update List: [2024, Oct.](#); [2024, Nov.](#); [2025, Jan.](#), [2025, Feb.](#); [2025, Mar.](#); [2025, Apr.](#)
Monthly Financial and Administrative Checklist for Parishes: Review: 2020, Jul.; 2022, Nov.
MOScholars: [2023, Feb.](#) ; [2023, May](#) ; [2023, Aug.](#) [2025, Jan.](#)
MOST 529: 2018, Mar.; 2018, Apr.; 2018, Jun.; 2018, Aug.; 2019, Jun. ; [2023, May](#) ; [2023, Aug.](#) ; [2023, Sep](#)
MyParish App: 2017, July;

N

National Fund for Sacred Places: 2018, Apr.
Non Profit 501 (c)3 Collections: [2023, Jan.](#)

O

OCIA Checkbox PHOL: [2025, May](#)

Office of Child and Youth Protection – Background Check Billing: 2019, Dec.; 2020, May; 2020, Nov,
Office of Consecrated Life: 2018, May; 2020, Jun.
Office of Sacred Worship: 2021, Aug.; 2021, Sep.
Office of Youth Ministry : 2017, Jan.
Official Catholic Directory (OCD): 2018, Jan.; 2018, Oct.; 2018, Nov.; 2019, Nov.; 2020, Nov.; 2021, Nov. ;
2022, Dec.; [2023, Dec.](#) ; [2024, Jan.](#); [2024, Nov.](#)
OneLicense: 2021, May
Open Enrollment: 2017, Apr.; 2017, May.; 2018, May, ; 2018, Jun.; 2018, Jul.; 2019, May; May; 2020,; May;
[2021](#),; 2021, Jun. ; 2022, Jun. ; [2023, May](#) ; [2024, May](#)

P

PACT and BLAST importance; 2022, Jan.
PACT Index: 2017, Feb.; 2018, Mar.; 2018, Jun.; 2021, Feb. ; 2022, Feb.
PACT Newsletter Changes: 2018, Oct.; 2018, Dec.; 2021, Nov.; 2021, Dec.
Parish Address: 2018, Mar.
Parish Bulletin Gateway: 2022, Jan.; [2024, Sep.](#) ; [2024, Oct.](#)
Parish Census: 2019, Dec.; 2020, Jan.
Parish Contacts: [2024, Jul.](#)
Parish & Curia Integration (PCI): [2024, Jul](#) ; [2024, Aug.](#); [2024, Nov.](#); [2025, May](#)
Steering Committee: [2024, Sep.](#) , [2024, Oct.](#); [2025, May](#)
Parish Directory/Yearbook: 2018, Nov.; 2018, Dec.; 2021, May
Parish Email forwarding: 2019, Jun.
Parish Records Management Manual: 2019, Jul.
Parish Roster and Sharing: [2023, Apr.](#)
Parish Staff Emergency Backup Plan: 2021, Apr.
Parish Support: 2022, Mar.; [2023, Nov](#) ; [2024, Jan.](#)
Parish Viability Grants: 2020, Aug.; 2020, Sep.
Passwords: 2017, May; 2019, Dec.
Pastoral Institute of Leadership (PILS): 2017, Apr.
Paycheck Protection Plan (PPP) Loan Forgiveness: 2020, May; 2020, Jun.; 2020, Aug.; 2020, Oct.; 2020, Dec.;
2021, Apr.; 2021, Jun.; 2022, Jan
Payroll:
Payroll Direct Deposit Scam: 2021, Sep. ; 2022, Aug.
PSR - 2018, Apr.; 2018, Nov. 2019, Dec.; 2020, Dec.
Shared Priests: [2023, Jul.](#)
PCI DSS Compliance: 2021, Aug.
Peter's Pence: 2020, Jun.; 2020, July
PHOL (Parish Helper Online):
Access: 2022, Jul.
Assignments: 2020, Mar. ; [2024, Feb.](#); [2024, Sep.](#); [2025, Apr.](#)
Cemetery Address: 2021, Dec
Certificates: [2025, Feb.](#); [2025, Mar.](#)
Contact Information: 2017, Jan.; 2017, Oct.-Nov.; 2018, Jan.; 2018, Mar.; 2018 May; 2018, Sept.;
2018, Oct.; 2019, Mar.; 2019, Apr.; 2019, Sep.; 2019, Dec.; 2020, Sep. ; 2022, Jan. ; 2022, Mar. ; [2023, Jan.](#) ;
[2023, Nov](#) ; [2024, Jul.](#), [2025, Feb.](#); [2025, Mar.](#)
Contact Information to Include Cell Phone: 2021, Sep.
End of Year Submission Checklist: 2019, Aug. ; 2021, Aug.

Entering Sacraments: 2016, Jul.; 2016, Aug. 2018, Apr.; 2018, Jun.; 2019, Mar. ; 2020, Jun.; 2021, Jun. ; [2024, Jul.](#)

Finding Duplicate Records: 2016, Oct.

Holy week and Easter Masses: 2021, Mar.; 2022, Mar., [2023, Mar.](#); [2024, Mar.](#); [2025, Apr](#)

Language Events field: [2024, Mar.](#)

Manual: 2022, Feb.

Mission Statement: 2022, Mar

OCIA Checkbox PHOL: [2025, May](#)

Printing Documents: 2019, Apr.

Parish Records Management Manual: 2019, July

Pulling Lists: 2022, May

Sacramental Records Handbook: 2019, July.

Sacramental Notifications: 2017, May; 2020, Sep.

Sorting Records: 2017, July

Staff Updates: 2017, Jan.; 2017, July; 2019, Sep.; 2019, Dec.; 2020, Mar.; 2021, Sep.

Training: 2022, May

Updates: 2017, Oct-Nov.; 2020, June

Positive Pay: Check Fraud: [2023, Nov.](#)

PPP Loan Forgiveness: See Payroll Protection Plan

Prayer Chains/HIPPA: 2019, Aug

Pre-tax Health Insurance: 2019, Jul.

Pontifical Mission Societies: 2017, Aug.

PMBS (Priest Mutual Benefit Society): See Consolidated Billing

Priests' Accountable Plan: 2021, Aug.; 2022, Aug., [2025, Feb](#)

Priest and Deacon Compensation; [2025, May](#)

Priest gifts & Taxable Income: [2023, Jul.](#)

Prudential – see Retirement Plan

Q

QuickBooks

1099 Update: 2021, Jan

A/R Feature Causing Problems: 2021, Dec

Availability: 2017, Aug.

Budget: 2017, Apr.

Condensing Data: [2023, Mar.](#);

Emailing: 2017 Jun.

Employee Custom Fields: 2016, Nov.-Dec.

Error Message: [2023, Sep.](#)

Exporting Excel Files: [2023, Sep.](#)

Hints & Shortcuts: 2017, Apr., 2017 Jun. ; [2023, Jan.](#)

Install Later: 2020, Apr.; 2020, Oct.

Other Names vs Vendor List and W-9's: : 2019, May

Out of Balance Message: 2017, Mar.; 2017, Apr.

Payroll Items: 2017, May; 2017, Dec.

Pop-Ups: 2020, Jun.

Updates: 2022, Jun.; 2022, Nov. ; [2023, Sep.](#)

Update Schedule: 2017, Aug.; 2018, Aug.; 2021, Nov. ; [2023, Nov.](#)

Upgrade to QB17: 2017, Feb.; 2017, Mar.
Upgrade to QB23: 2022, Oct. ; 2022, Nov.
User Permissions: [2023, Jan.](#)
Vendor File: 2017, Aug.
Version 20 Upgrade 2020, Apr.; 2020, May; 2020, Jun.
Year End closings and Permissions: 2022,Jul. ; 2022, Aug. ; 2022, Sep
Year End Financial Reviews: 2019, Mar.

R

Raffle Ticket Mailing: 2020, Apr.
Raffle Winners Reporting to IRS: 2019, Jan.; 2019, Dec.; 2020, Feb.
RCF (See Roman Catholic Foundation)
RCIA (Rite of Christian Initiation of Adults): 2017, Oct.-Nov.
Record Retention/Management: 2017, Oct.-Nov.
Red Mass: [2024, Sep.](#)
Religious Benefits: 2017 Jun.
Regina Cleri: 2017, July; 2017, Aug.; 2018, Jul.
Registering: New parishioners: 2018, Apr.
Remittance address (PO Box): 2017, Feb.
Required Minimum Distributions: 2019, Mar.; 2019, Nov. ; 2021, May
Retired Religious: 2017, July
Retirement Plan:
 Beneficiaries: 2018, Jun.
 Deferral Rates/Changes: 2018, Mar.; 2019, Mar.
 Employee Hiring: 2018, Sep.; 2018, Oct.
 Employee questions: 2018, Jul.
 Prudential conversion: 2017, Oct.-Nov.; 2017, Dec.; 2018, Jan.; 2018, Feb.
Reviews- Financial : See Financial Reviews
Roman Catholic Foundation Endowments: (RCF) 2017, Feb.; 2018, Mar.; 2018, Dec.; 2019, Mar.; 2020, Sep.; 2021, Feb.
Roundtable: [2025, May](#); [2025, June](#)
Rural Parish Clinic: [2025, Jan.](#); [2025, Feb](#); [2025, Apr.](#); [2025, May.](#); [2025, June](#)

S

SAS Fees FY18: 2017, Jan.
SAM II Vendor Code: 2018, Jul.
Sacrament ID#'s: 2016, Aug.
Sacramental Records Handbook; 2019, May.; 2019, July.; [2023, Mar.](#)
Sacrament Recording: 2020, May; 2020, Jun.; 2020, Jul.; 2020, Dec.; 2021, Jun.; 2021, Oct. .; 2023,Jan. ; [2024, Mar.](#); [2024,Jun.](#); [2025, Mar.](#); [2025, Apr.](#)
 Online: [2024, Mar.](#)
Sacraments: 2017, Sep.; 2018, Mar.; 2018, Apr.; 2018, May; 2018, Jun.; 2018, Jul.; 2019, Feb.; 2019, Mar.; 2019, May; 2019, Jun.; [2020, Jul.](#); 2021, Sep. ; 2022, Jun. ; 2022, Sep
Sacred Worship Book Order, Office of: 2018, Aug.; 2021, Aug.; 2021, Sep. ; 2022, Oct. ; [2023, Sep.](#)
Sales Tax Exemption: [2025, May](#)
Scam/Warnings: 2017, July; 2018, Sep.; 2018, Nov.; 2018, Dec.; 2019, Feb.; 2019, Apr.; 2019, May; 2019, Dec.; 2021, Mar.; 2021, Sep.; 2022, Apr. ; [2023, Oct.](#)

Scam/Phishing Index: 2022, Mar.

SecurEd Training Videos: 2021, Feb.

Sending Screenshots: 2021, Apr.

Servant Keeper

SK 5 End of Life: 2019, Nov

SK: 2022, Dec.; 2023, Jan., [2023, Apr.](#)

Adult Children: [2024, May](#)

Backup and Optimizing: 2021, May

Background Checks: 2019, Oct.

Background Check Manager: 2020, Apr.,

Clean up: 2022, Jan.

Contribution Statements: 2018 Oct.; 2018 Dec.; 2020, Nov.; 2020, Dec.; 2021, Jan.

Envelope Numbers: 2021, Mar.

'Gathering Sheet': 2018 Apr.

Hints & Shortcuts: 2017, Apr.; 2017 Jun.; 2021, Jul.

Important Fields: 2021, Apr., [2023, Apr.](#)

Importing Online Contributions: 2021, Aug.; 2021, Nov.

Necessary Fields: 2021, Jun. ; [2023, Sep.](#) ; [2024, Sep.](#)

Online Office: 2022, Mar.; [2024, Feb.](#) ; [2024, May](#); [2025, May](#)

Restoring Deleted Records: 2021, Mar.

Sacraments Manager: 2020, Apr.

Sales Tax Certificate: 2020, Nov.

Smart Groups: 2021, Sep.

Subsumed Parishes: [2023, Jul.](#) ; [2024, Feb.](#)

Survey: 2019, Oct.; 2020, Jan.

Tools: [2023, Nov.](#)

Training: 2020, Feb; 2020, Mar.

Type of Household, Catholic or Mixed: 2016, Aug.; 2018, Sep.

Update: 2022, Jun.

Upgrade: 2017, Mar.; 2017, Sep.; 2019, Apr

Vetted for Online Giving: [2024, Dec.](#)

Version 8 Cloud: [2023, Apr.](#) ; [2023, May](#)

Webinars: [2024, Apr.](#)

Shared Accounting

Flat Rate Billing: 2016, Sep.

Signatory: [2024, Feb](#)

SLAF (St. Louis Archdiocesan Fund):

ACH Reminder: 2022, Nov.

Bank Account Protection: [2023, Aug](#)

Beyond Sunday Accounts: [2024, Apr.](#)

Contact Information: 2018, Feb.

General Information: [2024, Nov.](#)

Holiday Hours: [2023, Dec](#)

Interest Rates: 2018, Apr.; 2020, Mar; 2020, Jun; 2021, Apr. ; [2024, Apr.](#)

Jumbo Certificates: 2020, Mar

Money Market Accounts: 2021, Feb.

Non-Endowment Accounts: 2018, Apr.

Questions and Answers: 2022, Feb

Special Collections: 2019 Dec.; 2020, Jan.; 2021, Mar.

Statements: 2020, July

Social Media: [2023, Feb.](#)

Special Collections: 2017, Sep.; 2019, Jan.; 2019 Sep.; 2019, Dec.; 2020, Feb.; 2021, Mar.; 2021, May; 2021, Jul.; 2022, Jul.; [2023, Apr.](#); [2023, Jun.](#); [2023, Sep.](#); [2024, Feb.](#); [2024, Apr.](#); [2024, Jun.](#); [2025, June](#)

Spire Billing Changes: 2019 Jun,

SQUARE: see Credit Card Terminals

Staff Updates: 2019, Dec.

Stale Checks: 2017, July; 2021, Sep.

State Energy Loan: [2023, Aug.](#)

Status Animarum: 2016, Jul.; 2017, Jun.; 2017, Aug.; 2018, Jul.; 2018, Aug.; 2018, Sep.; 2019, July; 2019, Aug.; 2020, Jun.; 2020 July; 2020, Aug.; 2021, Jun.; 2021, Jul.; 2021, Aug.; 2021, Sep.; 2021, Nov.; 2022, Apr.; 2022, Aug. 2022, Sep.; [2023, Aug.](#); [2023, Nov.](#); [2024, May](#); [2024, Aug.](#); [2024, Sep.](#); [2024, Nov.](#); [2025, May](#)

Type of Household, Catholic or Mixed: 2016, Aug.; 2018, Sep.

Status Animarum Training: [2025, May](#); [2025, June](#)

Stock Donations: 2022, Dec.

St. Louis Review: 2017, Feb.; 2018, Mar.; 2018, Dec.; 2019, Jan.; 2019, Feb.; 2019, Mar.; 2019, May; 2020, Jan.; 2020, Feb; 2020, Mar.; 2021, Jan.; 2021, Feb.; 2022, Jan.; 2022, Feb.; [2023, Jan.](#); [2023, Feb.](#); [2024, Jan.](#); [2024, Feb.](#); [2024, Oct.](#)

Strategic Plan: coming in 2022, Feb.; 2022, Mar.; 2022, May; 2022, Jul.; 2022, Aug.; 2022, Dec

Listening Sessions: 2022, Oct.

Subsumed, Subsuming and Merging: [2023, Aug.](#)

Substitute Teacher Rates; 2019, Aug.; 2022, Jun.; [2023, Jul.](#); [2024, May](#); [2025, May](#)

Subsumed, Subsuming and Merging Parishes: See Strategic Plan

T

Tamper Evident Bags: 2021, Feb.

Taxes – Missouri: 2017 Sep.; 2017 Oct.-Nov.; May; 2019,

Teacher/Staff Appreciation Gifts: 2020, Oct.

Teacher Contracts: [2024, Feb.](#)

Telephone Vendors: 2017, Apr.

Text Alerts & Rigali Center: 2018, Nov.; 2021, Nov,

Time Clock Survey: [2024, Dec.](#)

Tithing for the Poor: [2024, Jul.](#)

Title Money: 2022, Aug.

Today Tomorrow Education Foundation: 2021, Feb.; 2022, Feb.; [2023, Feb.](#); [2024, Feb.](#); [2025, Feb.](#)

Tournament Registrations: [2023, Jun.](#)

Training Seminars

Budgets: 2017, Apr.; 2017, May

QB, PHOL & Servant Keeper: 2017, Jan.; 2017, Feb.; 2017, Mar.; 2020, Feb; 2022, Apr, 2022, Aug.

Transamerica – also see Retirement Plan

Passwords: 2017, May

Trust Donations: 2022, Sep

Tuition Management Software: 2019, May

U

Unclaimed Property: 2017, July
UNUM – see Disability Insurance

V

Vendor Liability Insurance: 2019, Aug.
Venmo: 2020, Jan.
Visiting Priest Compensation: 2017, May; 2017, Dec.; 2019, Aug; 2020, July; 2022, Feb.
Volunteer Service: See Confidentiality Agreement
Volunteer Reimbursement: 2020, Nov.

W

W-2G: 2020, Jan.; 2020, Feb.
W-3: 2020, Jan.
W-9 Vendors: 2016, Sep.; 2016, Oct.; 2016, Nov.-Dec.; 2021, Jul.
Webpage: [2023, Nov.](#)
Website: New: 2024. Jul
Website Searches: 2018, Nov.; 2018, Dec.
Wellness Credit Sent to Prudential: 2021, Apr.
Wellness Event: 2022, Mar.
White Mass: [2024, Sep.](#)
Windows 7 & 10: 2016, Aug.; 2019 Sep.; [2025, Mar.](#)
World Mission Sunday: 2020, Oct. ; [2023, Oct.](#); [2024, Oct.](#)
Work From Home Order: 2020, May

Y

Yearbooks/Directories: 2018, Dec.
Yearend Contributions: 2021, Dec.; 2022, Dec. ; [2023, Dec.](#); [2024, Dec.](#)
Yearend Documents: 2022, Jun.
Yearend, Fiscal: 2017, Mar.; 2017, Apr.; 2017, May; 2017 Jun.; 2017, Jul.; 2017, Aug.; 2017, Sep.; 2018, Apr.; 2018, May.; 2018, Jul.; 2019, Apr.; 2019, May; 2019, Jun.; 2019, Oct; 2022, Apr ; [2022, Jul.](#) ; [2023, Apr.](#) ; [2023, Jun.](#) ; [2023, Jul.](#) ; [2024, Jun.](#) ; [2024, Jul.](#)
Yearend Forms: 2020, Dec.
Yearend Meetings: 2020, May; 2020, Jun.; 2021, May; 2021, Jun.; 2021, Jul.; 2022, Mar.; 2022, May ; 2022, Jun.; 2022, July ; [2023, Apr.](#) ; [2023, May](#) ; [2023, Jun.](#)
Yearend Status: 2021, Sep. 2022, Nov. ; [2023, Sep.](#) ; [2023, Oct.](#)