



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 11, Issue 7, July 2026

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Calendar Dates and Special Collections to Note:

- July 3 Independence Day Holiday - Curia Closed
- July 19 - Special Collection - Pastoral Solidarity Fund for the Church in Africa

Join The Next Roundtable August 20, 1-3pm

Please submit your discussion topics to PCI Steering, Vicariate Directors or PCI by August 4, so presenters can be determined and given time to prepare.

To Do List

- Enter all contributions including electronic giving through June 30th for Status Animarum
- Submit Status Animarum by July 31st - Status Animarum opens July 1
- Submit Servant Keeper Access forms to 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

Last Status Animarum Training July 8th

The last training class before the 2026 Status Animarum is due is scheduled for Wednesday, July 8th at the Cardinal Rigali Center. This 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 and provides step-by-step guidance on how to use Servant Keeper to generate the necessary data for the Status Animarum. Participants learn how to properly set up groups, and verify the required fields are complete to ensure 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 helps make the submission process easier for first-time preparers of the Status Animarum, and is a beneficial refresher for experienced staff members. Space is limited so please register now.

REGISTER NOW



Save the dates for the next Curia Connections gatherings held in July. On **Tuesday, July 14**, the Western Vicariate hosts their Curia Connection gathering at St. Peter in St. Charles. The Southern Vicariate hosts their gathering at St. Joachim in Old Mines **on Wednesday, July 15**. On **Thursday, July 16**, the Northern Vicariate's gathering is at St. Monica. We encourage Business Managers, Bookkeepers, Secretaries and other parish staff members join us for our next Curia Connections quarterly meetings.

The Curia Connections provide opportunities for networking, information sharing, prayer, and fellowship. Please save the dates and look for registration information in mid-June in your Vicariate newsletter. <https://www.surveymonkey.com/r/CuriaConnect-Jul2026>

REGISTER NOW

Special Collections and Fiscal Year End

Please submit Special Collections promptly at the end of each month. Benefiting organizations need those donations now, and your timely remittance to SLAF makes a difference. Please remit Special Collections using either Net Teller or sending an email request to SLAF at ACH@archstl.org

Fiscal Year End Preparation

Year-end financial reviews will be conducted by each Vicariate's Finance Liaison and are scheduled to begin on August 15th. If your books are ready for review prior to August 15th, please email your vicariate financial liaison to initiate the process. Thank you for your attention to this important process. Please don't hesitate to reach out if you have any questions.

Mary Weiskopf, Finance Liaison Northern Vicariate, mweiskopf@archstl.org

Mike Manna, Finance Liaison Western Vicariate, mikemanna@archstl.org

Kathy Smith, Finance Liaison Southern Vicariate, kathysmith@archstl.org

Offertory and Online Contributions

Parishes must enter and post all contributions through **June 30, 2026** before they generate their contributor report for the Status Animarum. Parishes are reminded to enter all Sunday offertory contributions weekly, including their electronic giving. We recommend parishes import their electronic giving for accuracy and as a time saving measure. If you need assistance importing your electronic giving into Servant Keeper, please reach out to Parish and Curia Integration at parishcuriaintegration@archstl.org or 314.792.7660.

Status Animarum Due July 31

The Status Animarum is turned on in PHOL on July 1st. There is no change to the remittance process this year. The verification form only needs to be signed by the Pastor and Business Manager and emailed to PCI. Remember to check all sacramental registers to make sure all information is complete and correct. All ministers should have the correct title and names spelled correctly.

Household Scatter Map Report

If your parish did not grant PCI access to generate your parish households/scatter map report, please include the Household/scatter map Excel file with your email.

Status Aimarum Parish Counts

Parishes should have five Status Animarum groups created in their parish Servant Keeper file that are used to generate the Status Animarum parish counts. If your Servant Keeper file does not contain the groups, the Status Animarum Statistical Report (Parish Count) instructions can be found on the PCI webpage listed on the Servant Keeper Documents tab or by [clicking here](#). If you question the accuracy of the the report counts or need any assistance with the Status Animarum please contact the Parish and Curia Integration team at parishcuriaintegration@archstl.org or 314.792.7660.

Internal Audit New Resources

Internal Audit has added two new resources to our website:

Segregation of Duties Guide for Small Offices – A helpful chart designed specifically for locations with limited staffing.

Bank Statement Review Guide – A straightforward resource outlining key items leaders should review each month and potential red flags to watch for.

We hope these tools make it easier to strengthen internal controls. Visit the Internal Audit website to access these new resources – just select the link for “Flow Charts and Other Resources”.
<https://www.archstl.org/about/offices-and-agencies/internal-audit/>

Roundtable Thursday, August 20

Thank you to all those who joined the June 18th, Roundtable. The link to the recording and transcript was sent to your parish###@archstl.org email on June 22nd. If you have any issues opening the recording please contact the PCI team.

We invite you to join us for the next Roundtable session on **August 20th**, from 1-3pm. Topics to discuss are yet to be determined. 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 by August 5th. Look for your invitation including a more detailed agenda in your email the week before the August 20th Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

Tuition Payments Not Tax Deductible

Given the substantial cost of tuition, it is understandable that some families wonder whether tuition expenses can be deducted from their federal income taxes. Parents cannot claim a federal income tax deduction simply because they pay tuition to a religiously affiliated school. A common misconception is that because parochial schools are connected to churches or religious organizations, tuition payments might be treated as charitable contributions. The IRS distinguishes between donations and payments made in exchange for services. When parents, or others, pay tuition, they receive a direct benefit: educational services for their children. Because the payment is made in return for those services, it is not considered a charitable contribution and therefore does not qualify for a charitable deduction.

While federal tax law generally does not allow deductions for parochial school tuition, Missouri residents may receive a state income tax deduction on contributions to their MOST 529 plans that can help offset private school expenses. [Click here](#) for link to Missouri 529 Education Plan.

Help Desk Identity Verification Policy

Overview / Background

To protect user/Archdiocese data and prevent social engineering attacks, the IT Help Desk is implementing an enhanced identity verification process. The helpdesk may now require multi-factor verification before processing any sensitive requests. e.g.: password resets, account unlocks, or MFA/2FA changes.

(Note: This IT Help Desk policy does not necessarily apply to HR or payroll, as those applications have separate verification processes)

Verification Process -

1. The user contacts the Help Desk by phone or email – just like today
2. The technician validates basic user information
3. The technician may initiate a verification request via Duo security to the user's registered device.
4. The user approves the Duo push notification on their registered device and can provide the counter code at that time.
5. Once verified, the Help Desk technician proceeds with the support request

IMPORTANT: If a user does not have access to their Duo enrolled device, or requires a change to their registered number, the request must be submitted and approved by their direct Manager/Supervisor, who may have to also confirm their own identity.

FAQ

When will I be asked to verify/Will this happen every time I call?

Verification will mainly be required for high-risk actions such password resets, account unlocks, or changes to your previous authentication methods. It is not required for general IT contact/questions.

What if I use a landline or do not have a smartphone?

Identity can be verified by your direct manager/supervisor, who may have to prove their identity, as well.

Will the Help Desk ever ask for my password?

No. The Help Desk should never ask for your password or account credentials.

What should I do if I receive an unexpected Duo prompt or verification code?

Deny the request immediately, and report it to the Help Desk, Operations, or Shawn Markins immediately.



SAVE THE DATE!

#iGiveCatholic – December 1, 2026

For the **sixth straight year**, the Archdiocese of St. Louis will celebrate the *#iGiveCatholic* Giving Day on **Tuesday, December 1, 2026** - we hope that every parish, school, and ministry will consider joining us and *#iGiveCatholic* Board Member, Archbishop Mitchell T. 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, **73** parishes, schools, and ministries raised **\$2,257,321** for their missions - more than any other archdiocese or diocese in the USA. The **top 10 organizations** in the archdiocese, both large and small, raised an average of **\$199,280** during the 2025 campaign!

Last year was our first year with the new MightyCause platform. With the first year under our belt, we expect this year to be **even better than last year**.

To sign up for email alerts on updates, announcements, and important info, please complete the short form at www.surveymonkey.com/r/archstligc.

Gratefully,

Brian Niebrugge

Executive Director, Stewardship and the Annual Catholic Appeal

Archdiocese of St. Louis

Reminder Submit Servant Keeper Access Forms

A few months ago pastors received an email from Sally Serbus, Director of PCI, introducing the new Servant Keeper (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 Servant Keeper 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 as soon as possible. We will be reaching out to those who have not yet submitted the forms. This process will provide added security for your parish Servant Keeper data. Please contact PCI for more information at parishcuriaintegration@archstl.org.

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							2026
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2 Cedar Hill	3	4	
5	6 Bonne Terre Bonne Terre	7 Bonne Terre	8 Bonne Terre	9 St Clair Bonne Terre	10 Bonne Terre	11 Bonne Terre	
12 Cadet Bonne Terre	13	14 Bonne Terre	15	16 Union Union	17 Warrenton Union	18 Warrenton Union	
19 Potosi Union	20	21 Union	22 Union	23 Farmington Union	24 Union	25	
26 Cadet Union	27	28	29	30 St Clair	31		

Parish and Curia Integration Steering Committee Members

Northern Vicariate

Val Dowdy - St. Josephine Bakhita val@stbakhitastl.org 314.496.8847

Frances Schmitz - St. Mary Magdalen fschmitz@stmmchurch.com 314.961.8400
x104

Southern Vicariate

Julie Hepp - St. Joseph - Imperial 636.464.1013 x119 jhepp@sjiparish.org

Margot Huber - Our Lady - Festus mhuber@olparish.org 636.937.0513

Western Vicariate

Denise Brickler - St. Bridget of Kildare dbrickler@sbkschool.org 314.780.8898

Cathy Reash - Holy Rosary reashc@holyroarywm.com 636.456.3698

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



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OF ST. LOUIS