PREPARING THE STATUS ANIMARUM 2025

In Servant Keeper:

1. Review Servant Keeper data ensure the Religion field on individual profile contains Catholic or Non-Catholic.
2. Review Servant Keeper data ensure the Type of Household on Family Profile contains Catholic or Mixed.
3. Edit all profiles to moved or deceased appropriately.
4. Run the five Status Animarum groups in SK and write down the counts. See Statistical Report Instructions to create them. (available on Parish and Curia Integration webpage)
     i. Status Animarum – Households (includes inactive households) Also used for Scatter Map Report
     ii. Status Animarum – Contributors (remember to change the date range to 7/1/2024 – 6/30/2025)
     iii. Status Animarum – Catholics
     iv. Status Animarum – Catholic Households
     v. Status Animarum – Mixed Households

In Parish Helper Online: The following is a list of items to report/verify as of June 30, 2025. For detailed entry instructions please refer to Parish Helper Online User Manual, pages 40-44.

Log in to the Citrix and select Parish Helper Online application. Under Procedures review/update the following:

1. Review the Mass times, Reconciliations and Eucharistic Adoration times for accuracy.
2. Review Location Information verify/complete the following:
    a. Location Info tab: Review to be sure that everything is correct, i.e. no new buildings have been added, parking lots, buildings sold, etc.
    b. Administrative tab: Review/complete the Parish Staff as follows:
         i. Verify that clergy listings are correct. If incorrect contact Parish and Curia Integration Office.
         ii. Enter the following required staff and their contact information: (all positions MUST be entered even if it is the same person – **be sure to enter email addresses**)
              a. Secretary
              b. Bookkeeper – Shared Accounting parishes please enter the Parish contact NOT the Shared Accountant
              c. Business Manager
              d. School Business Manager – If the parish has a school.
              e. HR Lead
              f. Wellness Coordinator
         iii. Enter additional staff. This contact information is used by all offices and agencies of the Archdiocese. Please keep all contact information current throughout the year.
3. Go to Procedures then select Status Animarum and choose Parish Counts: Enter numbers from the Servant Keeper Statistical Report.
4. Go to Procedures, select Status Animarum, and Select Status Animarum Submission Form – The Status Animarum Process Instructions appear. Print instructions and follow the checklist for the submission process.
5. Select the Review & Verify Registers button in Status Animarum window. All registers and the Verification/Certification form will print. Carefully review and verify these printed registers with the parish sacramental record books.
6. When sacramental records are complete and agree with the registers, select **Submit Annual Report** button.
7. Pastor and Business Manager must sign the Verification/ Certification form. (No pastor signature stamp should be used)
8. SCAN only the **VERIFCATION/CERTIFICATION** form with the Pastor's and Business Manager's signatures.
9. EMAIL the scanned verification form and the Scatter Map Excel file from Servant Keeper to: ParishCuriaIntegration@Archstl.org. Include parish name and number in the subject line.
==***Only the verification form is scanned and emailed ***== Nothing is mailed to Rigali Center

This completes the submission process of the Status Animarum. If PCI finds any items to be corrected an email of a spreadsheet will be sent to the parishxxx@archstl.org email account.

==**The Status Animarum is due by July 31, 2025.**==

If you discover any errors after you have submitted your report, please contact Parish and Curia Integration to be reset. Parish and Curia Integration 314.792.7660 or ParishCuriIntegration@archstl.org