



# Parishes And Curia Together

## PARISH & CURIA INTEGRATION NEWSLETTER

Volume 9, Issue 12, December 2024

### Inside This Issue

• Update Christmas Mass Times • Curia Connection Meetings • Gifts to Employees and Volunteers • Time Clock Request • ACA List Submission Deadline • SLAF Holiday Hours • Yearend Contributions • Contribution Statement Policy • 1099 NEC Processing and E-Filings • Servant Keeper Online Vetted • Giving Tree Donations •

### Calendar Dates to Note:

- 11/28 & 11/29 Thanksgiving Holiday - Curia & SLAF Closed
- 12/9 Solemnity of the Immaculate Conception of the Blessed Virgin Mary
- 12/19 Curia Staff Enrichment 11:30 -1:30pm
- 12/23 - 1/1 Curia closed essential services will be available during this period
- 12/25 Special Collection-Seminary

### To Do List

- ACA parish list and online questionnaire due to ACA by Friday, December, 6th.
- Update Christmas Mass Times in PHOL
- Time Clock Survey (see page 2 for more information and link)

### Training with Parish and Curia Integration:

Parish and Curia Integration offers classes for Servant Keeper, Sacraments and Parish Helper Online. Classes are held monthly (except during December ) at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish and Curia Integration Training Class offerings, dates, and registration](#)

### Christmas Mass Times

To ensure the faithful have the most up-to-date information, please update your parish's Christmas Mass and Reconciliation times in Parish Helper Online (PHOL) and on your parish website. This enables the Archdiocesan website to display these schedules for each parish. Detailed instructions begin on page 6 of the User Manual, which is located under the Help Menu in PHOL. We encourage you to make this information available on the front page of your parish website. This makes it easy for visitors searching your parish website to find the information for Mass celebrations.

## Curia Connection

Save the dates for the next Curia Connection meetings held in January. All are invited and encouraged to attend. On January 14, the Northern Vicariate hosts their Curia Connection meeting at St. Roch. The Southern Vicariate hosts their Curia Connection meeting at Holy Family on January 15. The Western Vicariate Curia Connection meeting hosts at St. Anselm on January 16. Please save the dates and look for registration information in mid-December in your Vicariate newsletter.

## Gifts to Employees and Volunteers

Parishes and Archdiocesan agencies often express appreciation to their volunteers and employees for their assistance, especially near holidays such as Easter and Christmas. Please be aware that the Department of Labor and the Internal Revenue Service (IRS) has established rules and regulations regarding recognition.

### Gifts to Employees

The IRS considers gifts of cash and cash equivalents (e.g., check, gift card, etc.) to be taxable income to an employee, regardless of the amount. This includes gifts given by auxiliary organizations (e.g., Men's Club, Parent Teacher Organization, etc.). Parishes or agencies may wish to "gross up" bonuses/gifts in order to recognize the employee with a certain amount. Additionally, gift cards can only legally reward an employee through payroll.

### Gifts to Volunteers

Cash and cash equivalents must not be given to volunteers (e.g., one who donates their time (freely)). This includes gifts given by auxiliary organizations. According to the Department of Labor, any cash or cash equivalents given in recognition of a volunteer, changes their status from volunteer to employee. Once a person is no longer a volunteer, that person is subject to the Fair Labor Standards Act and is eligible to receive minimum wage for all hours "worked" and the appropriate taxes must be paid on those earnings. The unintentional consequence of changing a volunteer to an employee must be considered by the parish. Separately, a gift given using personal funds may be permissible, but such gifts are not eligible for reimbursement and cannot be processed through the parish/agency bank account. In lieu of individual gifts, parishes are encouraged to host a volunteer dinner or event.

### Documentation of Gifts

Parishes and agencies should maintain detailed documentation related to gifts given to employees and volunteers. The documentation should, at a minimum, include the name of the recipient, amount given, and date of the gift. This documentation allows the parish/agency to ensure that Department of Labor and IRS guidelines related to the taxability of the gifts are followed. Parishes/agencies should contact their Archdiocesan payroll professional, Parish and Curia Integration, or the Office of Internal Audit with any questions or concerns related to the treatment of gifts.

## Time Clock Request

As part of the HRIS implementation, non-salaried employees will use time clocks to record their hours worked. As such, we need to determine how many time clocks are required by each location. We estimate that parishes without schools need one clock, those with schools need two, and those with multiple campuses may need more. Since these devices are costly, please provide an accurate count of the time clocks your parish requires. [Click here](#) to submit the required number of time clocks.

## ACA List Submission

Parish Prep packets were mailed to all Pastors and Parish Life Coordinators in November. The packet includes instructions for preparing your parish list and completing your online questionnaire. The instructions are also available in the Leadership and Volunteer Resources section of the [ACA website](#).



The deadline for submitting both your parish list and the online questionnaire is **Friday, December 6, 2024**. Again this year, one parish incentive ticket will be awarded to parishes that return their parish list **and** complete the online questionnaire by the due date. Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

## SLAF Holiday Hours

Monday, December 23	10am-2pm	Friday, December 27	10am-2pm
Tuesday, December 24	9am-12pm	Monday, December 30	10am-2pm
Wednesday, December 25	Closed	Tuesday, December 31	10am-2pm
Thursday, December 26	Closed	Wednesday, January 1	Closed

## Yearend Contributions

Please remember the following as we approach the end of the calendar year:

Donor contributions mailed are deemed delivered to the parish by the Internal Revenue Service (IRS) when the check is delivered to the U.S. Postal Service. Therefore checks postmarked on or before December 31, 2023, should be included in the donor's 2024 contribution statement (regardless of when it was deposited by the parish).

Donor contribution statements must be received by donors by January 31, 2025, per IRS guidelines. We recommend these year-end statements include each individual contribution because the IRS requires contemporaneous written acknowledgement for each charitable contribution of \$250 or more. The consistent practice of acknowledging individual monetary gifts minimizes the possibility of failing to issue necessary acknowledgements and assists in maintaining good relationships with donors.

## Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows:

Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may also contact the parish office and request that a statement be mailed.

If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All statements should be mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be received by the donor or made available by January 31, 2024.

## 1099 NEC Processing and E-Filing

Beginning January 2024, the IRS reduced the 250-return threshold enacted in prior regulations to generally require electronic filing by filers of 10 or more returns in a calendar year. While all payers may e-file, the threshold change REQUIRES payers issuing 10 or more 1099-NEC forms submit electronically. Intuit has partnered with Tax1099.com to enable the e-filing. In addition to the required IRS e-filing, Tax1099.com offers state e-filing, emailing payees, mailing payees through USPS, and other services. Pricing is based on number of forms and services provided. Last year some parishes filed forms using the Tax1099.com services. They decided the e-filing and mailing offset the cost of purchasing forms and envelopes, labor needed to process, and postage.

## Servant Keeper Online Giving Vetted

Servant Keeper's Online Giving platform has been vetted and added to the list of recommended electronic offertory programs for the Archdiocese. Look for more information in the December Stewardship Office Newsletter. If you are interested in learning more about Servant Keepers Electronic Giving please contact Alex Mays at 360.926.0705 or [giving@servantkeeper.com](mailto:giving@servantkeeper.com).



## Giving Tree—Donations

Cash and checks donated to parishes to be used for gifts for the underprivileged are tax deductible as long as the funds are deposited into the parish bank account. The parish or parish organization uses the funds to buy gifts, gift cards or groceries for families. The Giving Tree cash/check donations should appear on parishioners annual contribution statement. Gifts of tangible items and gift cards are given directly to the families and, therefore, are not entered into the parish contribution software and will not be listed on parishioners contribution statement..

### PARISH & CURIA INTEGRATION

[archstl.org/about/offices-agencies/curia-integration](http://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](mailto:ParishCuriaIntegration@archstl.org)**