



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 10, Issue 4, April 2025

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Calendar Dates to Note:

- April 8, 9, and 10 Curia Connections Gatherings
- April 18 Good Friday - SLAF Closed

Special Collections:

- April 13 Catholic Home Missions
- April 18 Holy Land
- April 20 Collection for Retired Priestss

To Do List

- Register for Curia Connection Gatherings
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Update PHOL with contacts, Holy Week and Easter schedules
- Begin working on FY 26 Budgets



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](#)

Holy Week and Easter Masses

With more families and visitors attending Mass during the Easter season, it's important for parishes to keep their Mass times in Parish Helper Online up to date to accommodate the increased demand. It is especially important to have Easter Masses listed in PHOL as many Catholics use the search tool provided by the Archstl.org website to find Mass times. Follow the instructions found in the PHOL user manual—Mass Reconciliation and Eucharistic Adoration Time—section on pages 6-9. It is also important to note Holy Week and Easter services in your parish bulletin, on the parish website and share on social media platforms for a wider reach. Make sure your parish website is updated and notes those Masses that are live-streamed and where the Mass will be celebrated. Before the Easter week arrives, take a moment to double-check that all times are correct. Errors in the schedule could lead to confusion or missed services..



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

RSVP at <https://www.surveymonkey.com/r/CuriaConnect-April2025>

Southern Vicariate <i>Tuesday, April 8</i> <i>Our Lady, Queen of Peace</i> 4696 Notre Dame Ln., House Springs, MO 63051 Doors Open 8:30AM Meeting Begins at 9:00AM and ends by Noon Contact: Joyce Mard 314-792-6531 joycemard@archstl.org	Western Vicariate <i>Wednesday, April 9</i> <i>St. Joseph Neier</i> 2401 Neier Rd., Union, MO 63084 Doors Open 8:30AM Meeting Begins at 9:00 AM and ends by Noon Contact: Laura Voegelie 314-792-6451 LVoegelie@archstl.org	Northern Vicariate <i>Thursday, April 10</i> <i>St. Margaret of Scotland</i> 3864 Flad Ave., St. Louis, MO 63110 Doors Open 8:30AM Meeting Begins at 9:00AM and ends by Noon Contact: Cara Koen 314-792-6510 carakoen@archstl.org
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[Click here to register](https://www.surveymonkey.com/r/CuriaConnect-April2025)

Missionary Plan of Cooperation

Looking ahead to this summer's Missionary Plan of Cooperation, please complete the online form for the number of envelopes needed for your parish's collection or to indicate whether you have remaining envelopes from last year: <https://forms.office.com/r/TStT7Hfa06>

Reminders:

- Only the Mission Office provides the collection envelopes. The Missionary cannot provide his or her own collection envelopes.
- Proceeds of the collection should not to be given directly to the Missionary.
- Parishioner donations are made out to the parish, and the parish remits the collection through the Archdiocesan Finance Office by Net Teller, ACH, or by a check made payable to the Archdiocese of St. Louis, memo: Missionary Cooperation Collection.
- If you receive a check made out to the mission group, Missionary Plan of Cooperation, or otherwise, you may forward the check to our office for deposit and credit to your parish.
- Please remit the funds as soon as possible for reporting and distribution purposes.

PHOL Assignments Updates

Parishes are reminded to verify and update ALL assignments listed in PHOL. We have seen many changes in parish staff recently and want to ensure contact information is up to date and all communications are directed to the appropriate person. It is necessary for all parish assignments to have a current contact person listed, especially the new school business manager assignment for those parishes with schools. It is acceptable to have one person listed for multiple assignments or multiple individuals listed for the same assignment. Please log into PHOL today and check your parish assignments. Thank you in advance for your attention to this important update.

Parish Estimated Billing Documents

Parish Estimated Billing Documents for FY 26 were emailed to pastors. If you have any questions about the assessment calculations or allocations, please contact Bob Moore at 314.792.7243 or bobmoore@archstl.org.

From Archives

If you find that you need sacramental information from an existing parish in the archdiocese you should contact that parish directly. The Archdiocesan Archives only holds sacramental records from closed or suppressed parishes. While we have some other resources, they can be difficult to navigate and cannot be used to enter sacramental information into PHOL — which must come directly from the original register. Archives occasionally reaches out to parishes for help looking up sacramental records to complete an individual's record. Since open parishes maintain their own registers, we don't have direct access to all records across the archdiocese. Your assistance ensures the Catholic faithful have complete and accurate sacramental records. If you are having trouble finding a record, please reach out. We are happy to troubleshoot and help in any way we can. Thank you for your support and dedication to preserving these important sacramental records.

Internal Sacramental Records

Parishes are reminded that in Parish Helper Online you may print the Sacramental Info form used for internal sacrament notifications. Clergy, School Staff and DRE's can use these sacramental Info forms to serve as an official document to verify someone's participation in a sacrament and proof for sacramental eligibility. The Info form may be used for First Communions and for Confirmations to verify the individual was baptized. For these occasions you do not need a Baptismal Certificate. However, for marriages you must print and issue a Baptismal Certificate.

Financial Tools Survey

We appreciate your time in taking the Financial Tools Survey. We had a fantastic response. This data is being gathered to survey how we can better serve you and how we can be better stewards in applying our resources. Thank you!

Financial Health Essentials BY Gallagher

FINANCIAL HEALTH ESSENTIALS

Retirement Account Basics

Wednesday, April 9, 2025

11:00 AM AKDT | 12:00 PM PT | 1:00 PM MT | 2:00 PM CT | 3:00 PM ET

Join Gallagher for the next webinar in our *Financial Health Essentials* program as we delve into the fundamentals of retirement plans.

This is a valuable opportunity to gain insight into navigating the complexities of retirement planning. You will learn how to optimize your employer-sponsored retirement plan, select investment options, and maximize your retirement savings. Gallagher's Financial and Retirement Plan consultants will also cover potential tax implications and additional retirement savings options.

Whether you are beginning your retirement journey or seeking to enhance your current retirement account, this webinar will equip you with the knowledge and tools to protect your financial future.

SIGN UP



Financial Health Essentials



Are you ready to take control of your financial future? Gallagher's program of webinars, short-form videos, and educational materials explore many topics to help you pursue your financial goals.

ACCESS WEBINARS



ACCESS ADDITIONAL MATERIALS



2025 Live Webinar Calendar

Jan. 8 Personal Finance 101	Feb. 12 Financial Planning 101	Apr. 9 Retirement Account Basics
May 14 Approaching Retirement	June 11 Investing 101	Aug. 12 Open Enrollment 101
Oct. 8 Navigating the Financial Impact of Life Events	Nov. 12 Avoiding & Managing Debt	

Growing Library of Quick Lessons

Inflation & Interest Rates	Leveraging HSAs	Maximizing Executive Benefits	Tax Considerations	and more!
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Monthly Update Reminder

Parish Monthly Update Lists should be sent to the new MonthlyUpdateList@archstl.org mailbox. If you have any questions about this report or need assistance creating your Monthly Update List, please contact Parish and Curia Integration at ParishCuriaIntegration@archstl.org or 314.792.7660.

Rural Parish Clinic

April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Bloomdsdale	2 Bloomdsdale	3 Bloomdsdale Cedar Hill	4 Bloomdsdale	5
6	7 Bloomdsdale Bonne Terre	8 Bloomdsdale	9 Bloomdsdale	10 Bloomdsdale St Clair	11 Bloomdsdale	12
13	14 Cadet	15	16	17 Union	18 Good Friday	19
20 Easter	21 Potosi	22 Union	23 Union	24 Union St Clair	25 Union	26 Union
27 Cadet	28	29	30			

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