



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 10, Issue 12, December 2025

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Calendar Dates and Special Collections to Note:

- 11/27 & 28 Thanksgiving Holiday Curia and SLAF Closed
- 12/8 Immaculate Conception - Curia Closed
- 12/25 Special Collection Seminary

Join The Roundtable February 19, 1-3pm

Please submit your discussion topics by February 1 so that presenters can be determined and given time to prepare.

To Do List

- Submit ACA list due by December 12 to ACA Office
- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or 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



*Wishing You a Blessed
Thanksgiving*

*Let your lives overflow with gratitude
for all He has done*

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). 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 also 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.

Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Statements should be mailed to donors (not emailed or placed in the back of church). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. All Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Mailing contribution statements is a great way to thank donors and including a letter from the Pastor can be an opportunity to share how their donations have benefited the parish and their ministry. Annual Contribution Statements must be received by the donor or made available by January 31, 2026.

Giving Tuesday is Right Around the Corner



Please click on the image above to view the video or [click here](#).
To make a donation, please click on www.igivecatholic.org/stl.

Central Purchasing

The Central Purchasing Team is here to assist you in making informed purchasing decisions, while managing the Vendor relationships, and maintaining Coupa, our e-Procurement system.

Central Purchasing is affiliated with 6 GPOs (Group Purchasing Organizations), while also maintaining an extensive active Vendor list. We are able to leverage the Archdiocese's book of business in exchange for discounted program rates. Coupa, our e-Procurement system provides for quick and easy access to vendors, products, and services through a variety of catalogues and on-line stores.

To learn more about our services you can contact us at centralpurchasing@archstl.org or call us at (314) 792-7068.

If you would like to more information or access to Coupa and its capabilities, we can certainly provide you with that opportunity. We are always available to assist you in making informed purchasing decisions (i.e., drafting Request For Quotes (RFQ), pursuing price quotations, provision of costing analyses, to name just a few).

ACA List Submission

The 2026 *Annual Catholic Appeal* Parish Prep packets were mailed to all Pastors and Parish Life Coordinators in early November. The packet included instructions for preparing your parish list and completing your online questionnaire. Instructions are also available online under [Parish Preparation](#) in the [Volunteer Resources](#) section of the [ACA website](#).

The deadline for submitting both your parish list and the online questionnaire is Friday, December 12, 2025. 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*. Questions? Contact the ACA Office at acaoffice@archstl.org or 314.792.7680.

The Roundtable

Thank you to all who joined the November 20th session of the Roundtable. The gathering included detailed discussions about:

- the Federal Radiation Exposure Compensation Act (RECA)
- the upcoming Jubilee year
- a Vicariate-based initiative meant to ensure anyone employed in 2025 are accurately reflected in the HR and payroll systems, properly enrolled in benefits, and receive accurate W-2s for tax purposes.

To access a recording of the November 20 Roundtable, [click here](#) for the link.

With December being such a hectic month for parishes and the quarterly Curia Connections meeting in January, the Roundtable returns on February 19, 2026. The Roundtable is your opportunity to have your voices heard and concerns addressed. We encourage you to continue to submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or Parish and Curia Integration.

1099 NEC Processing

Beginning in January 2024, the IRS lowered the e-filing threshold from 250 returns to 10 returns per calendar year. This means any payer issuing 10 or more 1099-NEC forms must file electronically. Intuit (QuickBooks) partners with Tax1099.com to support e-filing. Tax1099.com also offers optional services such as state e-filing, emailing payees, USPS mailings, and more. Pricing varies based on the number of forms and selected services. Last year, several parishes used Tax1099.com and found that e-filing and mailing services offset the costs of purchasing forms, envelopes, labor, and postage. Watch for detailed instructions in your December vicariate FlockNote. If you have questions or need assistance, contact your Vicariate Finance Liaison.

SLAF Christmas Holiday Hours

Wednesday, December 24, Closed	Tuesday, December 30, 10am-2pm
Thursday, December 25, Closed	Wednesday, December 31, 10am-2pm
Friday, December 26, Closed	Thursday, January 1, Closed
Monday, December 29, 10am-2pm	Friday, January 2, 10am-2pm

During this time, please continue to email transfer requests to ACH@archstl.org and general requests to SLAF at SLAF@archstl.org.

To ensure timely deposit of stock donations, please inform your donors to also notify SLAF at SLAF@archstl.org of the pending liquidation being sure to include the name and quantity of securities.

PCI Christmas Holiday Hours

The Parish and Curia Integration Team will be checking messages and working remotely from December 26th through Friday, January 2nd. We are monitoring our emails and voice messages regularly and will respond as soon as possible. We can be reached at: **314.792.7660** or **ParishCuriaintegration@archstl.org**. Don't forget to leave your name, parish name, and number along with a detailed message.

Sally Serbus - (314-792-7716, SallySerbus@archstl.org)
Michele Fisher (314-792-7829, MicheleFisher@archstl.org)
Shelley (314-792-7072, ShelleyLang@archstl.org)
Stephanie Geiser 314-792-7656 StephanieGieser@archstl.org.

Curia Connections

Save the dates for the next Curia Connection meetings held in January. All are invited and encouraged to attend. On **Tuesday, January 13**, the Western Vicariate hosts their Curia Connection meeting at St. Cletus, 2705 Zumbahl Rd, St Charles, MO 63301. The Southern Vicariate hosts their Curia Connection meeting at Our Lady, Queen of Peace (House Springs) 4696 Notre Dame Ln, House Springs, MO 63051 on **Wednesday, January 14**. The Northern Vicariate Curia Connection meeting will be held at St. Roch Church Hall, 6052 Waterman Blvd, St. Louis, MO 63033 on **Thursday, January 15**. Please save the dates and look for registration information in mid-December in your Vicariate newsletter. We hope to see you there.



CAN WE ACCEPT VENMO?

HOW IT'S USED MATTERS

VENMO CHARITY



Account created through PayPal in the ministry's name, using the ministry's EIN.



Not peer-to-peer; designed to be used for ministry purposes, similar to a business.



Connected to a ministry bank account.



Verification of 501(c)(3) status is completed.



Should only be accessed through ministry-owned devices.



Disbursements not allowed from account.

VENMO PERSONAL



Account created in Venmo in the name of a person, using an SSN and personal phone number.



Designed as a peer-to-peer platform.



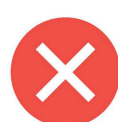
Connected to a personal bank account.



May present tax liabilities for accountholders.



Primarily accessed on personal devices (cell phones, tablets, etc.).



Allows disbursements (internal control bypass).

Some online payment platforms may accept Venmo and similar payment methods. This is acceptable because no separate Venmo account is necessary and poses minimal risk to the ministry.

For additional information on mobile payment applications, see Internal Audit's risk alert by visiting the Resources section at <https://www.archstl.org/about/offices-and-agencies/internal-audit/>

11/2025

Sacrament Recording

According to Canon Law, sacramental information is recorded in the territorial parish where the sacrament took place (except for New Cathedral confirmations). For instance, if a church is physically closed for renovation, and an individual who is a member of that church actually receives their sacraments at a second church, the event should be recorded in the registers of the second church, as this is where the sacraments actually took place. For clarification contact PCI or Archives.

Rural Parish Clinic

Special Event: Missouri Baptist Medical Center will be offering 3D Mammography screenings at Sonrise Baptist Church 454 Berry Road, Bonne Terre. MO 63628 on **December 1** from 8:45am to 2:00pm. Call Theresa to see if you qualify for a free screening 314-996-7585. 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.

December						
2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ⊕ Bonne Terre	2	3	4 ⌘ Father Dempsey ⊕ Cedar Hill	5 ⌘ Father Dempsey	6 ⌘ Father Dempsey
7	Immaculate Conception 8 ⊕ Cadet	9 ⌘ Cedar Hill	10 ⌘ Cedar Hill	11 ⌘ Cedar Hill ⊕ St Clair	12 ⌘ Cedar Hill	13 ⌘ Cedar Hill
14	15 ⌘ Cedar Hill ⊕ Potosi	16 ⌘ Cedar Hill	17	18 ⊕ Union	19	20
21	22 ⊕ Cadet	23	24 Christmas break	25	26	27
28	29	30	31			

Parish and Curia Integration Steering Committee Members

Northern Vicariate

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

Sue Spaeth - St. Catherine Laboure sspaeth@sclparish.org 314.843.3245 x214

Southern Vicariate

Daniel Denton - St. Francis of Assisi - Oakville businessmanager@sfastl.org 314.487.5736

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

Western Vicariate

Denise Brickler - St. Bridget of Kildare dbrickler@sbkschool.org 636.780.8898

Maggi Rimel - St. Cletus mrimel@saintcletus.org 636.946.6327 x 1715

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