Parishes And Curia Together
PARISH SUPPORT NEWSLETTER

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Calendar Dates and Special Collections to Note:

- March 15 Catholic Relief Services
- March 18 - Staff Enrichment Curia 11:30-2pm
- March 29 - Catholic Home Missions

Join The Roundtable March 19, 1-3pm

Please submit your discussion topics by March 10 so presenters can be determined and given time to prepare.

To Do List

- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or PCI
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Update PHOL with contacts, and Holy Week schedules
- Begin working on FY 27 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**

Curia Connections

Save the dates for the next Curia Connections gatherings held in April. On **Tuesday, April 14**, the Northern Vicariate hosts their Curia Connections gathering at St. Charles Lwanga Center. The Southern Vicariate hosts their Curia Connections gathering at St. Margaret Mary Alacoque on **Wednesday, April 15**. On **Thursday, April 16**, the Western Vicariate hosts their Curia Connections gathering at St. Francis Borgia in Washington.

We encourage Business Managers, Bookkeepers, Secretaries and other parish staff members to join us for our next Curia Connections quarterly gathering. The Curia Connections provide opportunities for networking, information sharing, prayer, and fellowship. Please save the dates and look for registration information in mid-March in your Vicariate newsletter.

Reminder Submit Servant Keeper Access Forms

Support and security are essential for good stewardship, and the Parish & Curia Integration team strives to serve you with both in mind. The Servant Keeper contract helps strengthen these commitments, especially as parish data is now securely housed in the Cloud.

On January 12, all parish pastors received an email from Sally Serbus, Director of PCI, introducing the new 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. This will provide added security for your parish Servant Keeper data. Please contact PCI for more information at parishcuriaintegration@archstl.org.

Next Roundtable March 19th

Thank you to all those who joined on February, 19th Roundtable. The link to the recording and transcript was sent to your parish###@archstl.org email on February 26th. If you have any issues opening the recording please contact the PCI team.

We invite you to join us **March 19th** from 1-3pm for our next Roundtable session. The Roundtable is your opportunity to have your voices heard and concerns addressed. Topics for discussion during this month's Roundtable have not yet been determined and we need your input.

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 March 10th. Look for your invitation including a more detailed agenda in your email the week before the March 19th Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

PHOL Mass Time Update

Parishes should routinely update their Mass times in Parish Helper OnLine (PHOL). It is especially important to have Holy Week and 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. Also, make sure your parish website is updated with Easter Mass times and note those Masses that are live–streamed or celebrated in alternate locations. Reconciliation services, Stations of the Cross, and any additional Lenten services should be featured on your website as well.

Consolidated Billing Estimates

The Parish Consolidated Billing Estimates for fiscal year 2027 were were emailed to parishes on February 26th. If you need a copy or have any questions, please contact Bob Moore at 314.792.7243 or bobmoore@archstl.org by March 6th.

Updating Contacts in PHOL

It is important to keep all PHOL information up-to-date. Curia offices frequently generate email lists from PHOL to send essential information to those holding key parish roles. Please assign or update contact information in Parish Helper Online for all the roles listed below. An individual can be assigned more than one role. Verify all email addresses and phone numbers in PHOL are correct and include a cell phone number.

See pages 11-18 of the Parish Helper User Manual for detailed instructions. The User Manual is under the Help menu in PHOL. Contact Parishcuriaintegration@archstl.org if you have any questions or need assistance.

Adult Faith Contact	Communications Director	Marriage Prep Coordinators	Secretary
Athletic Association President	DRE/CRE	OLFL Parish Rep	Senior Retired Group Leader
Bookkeeper	Finance Committee President	Parish Council President	Stewardship Coordinator
Bulletin Editor	Grief Ministry	Rice Bowl Coordinator	Wellness Champion
Business Manager	HR Lead	RLA Parish Coordinator	Young Adult Ministry Contact
Development Director	Liturgy Director	School Business Manager	Youth Ministry Contact

Contribution Entry Reminder

It is essential to enter all contributions into Servant Keeper in a timely manner whether they are entered manually or imported from a file. Parishes using online giving should enter their online giving contributions into Servant Keeper weekly or at least monthly. This helps the accountant reconcile the Servant Keeper records monthly with deposits. For accuracy and efficiency the online contributions can be imported into Servant Keeper. In order for the online giving donation to be imported, the parish should assign an envelope number to the donor, although the donor does not need to receive envelopes. Please reach out to The PCI team if you need assistance with importing online contributions.

Confirmation Sacrament Recording

Recording our sacraments correctly is important. Sacraments are not to be recorded until after the actual sacrament has occurred.

All confirmations are to be recorded in the territorial parish in which the confirmation occurred. **The one exception to this rule is confirmations at the New Cathedral for confirmandi who are not members of the New Cathedral parish:**

- The parish sending the confirmandi is responsible for recording the confirmations in the parish register and in Parish Helper Online (PHOL).

- Prior to the confirmation at the Cathedral Basilica, the confirmandi needs to complete a confirmation card. The confirmandi will present their card to the confirming bishop, vicar, or priest.

- Following Confirmation, the cards are given to the Office of Sacred Worship, labeled with the date and the confirming minister. The Office of Worship scans and mails them to the sending parish.

- When the sending parish receives the cards, the parish records the Confirmations in the Confirmation Register and PHOL. **For accuracy use the cards received from the Office of Worship, not a list from the DRE.**

- Regional schools that send students to the Cathedral for confirmation should record all student confirmations at the parish where the school resides even when the student is a member of another parish.

- Once the sacrament is recorded in the confirmation register and PHOL, the parish must send a hard copy notification to the parish of baptism by USPS when the confirmandi was baptized outside of the Archdioceses of St. Louis. If the confirmandi was baptized in the Archdioceses the notification is sent electronically by PHOL.

Vendor Liability Insurance

As we enter the season of picnic and festivals, just a reminder that all hired independent contractors and vendors (examples: Catering services, food trucks, construction and renovation contractors, landscapers and maintenance providers, and event equipment rental companies) must carry $1,000,000 in general liability coverage. If the vendor has employees, proof of workers' compensation insurance is typically required. Be sure to request a certificate of coverage from the vendor before hiring or signing contracts.

Servant Keeper Online Giving - Guest Giving

If someone gives as a guest giver in the Servant Keeper Online Giving portal there is a warning givers receive about not receiving a statement. The donation is posted into the system as guest and does not get tied to a member/profile. If a guest giver needs a contribution statement you would have to edit a posted transaction by locating the contribution and change the contributor. When the guest giver option is disabled, givers will be required to create an account/member profile using an email. Disabling the Guest Giving is suggested for optimal membership management. For those parishes using the Servant Keeper Online Giving we recommend disabling the Guest Giving option in the Giving Settings section of the Online Giving Staff portal. See the red box below.

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

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.

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ◉ Bonne Terre	2	3	4 ◉ Cedar Hill	5	6	7
8	9 ◉ Cadet	10	11	12 ◉ St Clair ⌂ Father Dempsey	13 ⌂ Father Dempsey	14 ⌂ Father Dempsey
15	16 ◉ Potosi	17 ⌂ Cedar Hill	18 ⌂ Cedar Hill	19 ◉ Union ⌂ Cedar Hill	20 ◉ Warrenton ⌂ Cedar Hill	21
22	23 ◉ Cadet ⌂ Cedar Hill	24 ⌂ Cedar Hill	25 ⌂ Cedar Hill	26 ◉ Farmington ⌂ Cedar Hill	27 ⌂ Cedar Hill	28
29	30 ◉ Cadet	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 314.780.8898
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

ARCHDIOCESE
OF ST. LOUIS