

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 8, Issue 8, August 2023

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### Calendar Dates to Note:

- 8/1 QuickBooks Financial Reviews begin
- 8/15 Feast of the Assumption Curia Closed. All SLAF transactions due by noon on 8/11/2023.

### To Do List

- Status Animarum due by July 31st. Thank you to all the parishes who submitted their Status Animarum.
- Internal Questionnaire

### Training with Parish Support:

Parish Support offers classes for Parish Helper Online, Servant Keeper, Sacraments, and QuickBooks. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

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

### Status Animarum Update

So far 144 (76%) parishes have submitted their 2023 Status Animarum. Thank you for getting all of this work done early. We appreciate all of your hard work and time. The Status Animarum due date is July 31st. If you need assistance with the Servant Keeper groups, please contact Parish Support. For those who have not yet submitted, we remind you to take the time to carefully check all sacraments entered in Parish Helper OnLine against your registers. Look for misspelled names, duplicate entries, missing information, and incorrect dates. If you discover any errors on your Baptism, Confirmation, or Marriage registers after you have submitted the Status Animarum and printed your registers, please contact Parish Support to have your report reset, so you may correct the errors and resubmit. Letters will be sent to the pastors for non-submittal of the Status Animarum in August.

# Procedures for Merged, Subsumed and subsuming Parishes

While working through the recourse/appeals process, we kindly request your attention to the following matters:

**Financial:** The financial standing of parishes remains unaffected during the appeal period. Each parish will retain its legal operating entity status until all appeals have been resolved. Any alterations to the parish's various accounts, apart from adding the pastor to the parish checking account(s), should be avoided without prior consultation with your representative from Shared Accounting or Parish Support. It is essential to keep all parish records, both physical and electronic, intact.

**Sacramental:** Parishes are required to record sacraments based on the decree. As of August 1, all subsuming parishes must record sacraments taking place within their territorial boundaries. These sacraments should be recorded in the Sacramental Registers and Parish Helper OnLine.

- Subsumed parishes:
  - ◇ Enter all sacraments conferred at the parish prior to August 1 in the registers and Parish Helper OnLine
  - ◇ Write the appropriate following line, based on the decree, after the last entry **in each register**:
    - “Parish was subsumed by **name of subsuming parish** by decree August 1, 2023.”
    - “Parish was amalgamated with **parish name** by decree August 1, 2023.”
    - “Parish was merged to form a new parish by decree August 1, 2023”
    - “Parish was converted to a **chapel/personal parish/church** transferring sacramental record keeping to the territorial **parish name** by decree August 1, 2023.”
  - ◇ Take the registers and parish seals to the subsuming/recording parish office.
- Subsuming/recording parishes:
  - ◇ Verify that the appropriate closing line (see above) is entered in all registers
  - ◇ No further sacramental records are to be entered in these registers
- Maintain temporary safekeeping of the registers and seals until the Office of Archives and Records arranges transfer to the Archdiocese

**Recourse Process:** The recourse process is unique to each case, and the Archdiocese will notify the respective parish when the process is fully concluded.

Thank you for your attention to these matters, and please do not hesitate to reach out to the Office of Archives, Parish Support, or your Shared Accountant if you have any questions or need further clarification.

## SLAF ACH Instructions

When providing ACH instructions for money movement to/from a parish with the SLAF banking team, only provide the last 4 digits of the bank account to use. Please do not provide any routing numbers.

We are trying to protect parishes information and at the same time limit the information available to hackers and fraudsters.

## PMBS Change on August Billing

On August 1st there will be parishes that are sharing priests. The August Consolidated Bill will show an adjustment so that only one parish is charged PMBS. It will be up to the pastor to determine the allocation between the parishes. The parishes can then determine the reimbursement procedure.

# Internal Audit Questionnaire

Internal Audit has uploaded the Parish Internal Control Questionnaire. The questionnaire is found under the Procedures tab in Parish Helper OnLine. The questionnaire is not mandatory, but in light of All Things New, it is highly encouraged to be completed this year.



# State Energy Loan Reminder

Just a courtesy reminder that parishes may not take out an Energy Loan. Parishes may have received an email or letter informing them of a government Energy Loan Program application.



In accordance with Part C of the Annual Reminders form that pastors and Finance Committee members sign, parishes borrowing from any source other than the Archdiocese of St. Louis is forbidden. Accordingly, the execution of evidence of Parish indebtedness to anyone, individual or society, except that which is in the nature of a note to the Archdiocese of St. Louis is forbidden.

# MO Scholars & Most



MO Scholars and Most 529 are not scholarships or grants. They are both government programs, but the parish is not required to do a special report of receipt for either fund. When funds are received from either source the monies should be recorded as a normal tuition payment, Parishes/schools are not required to give families or agencies any report for payments received. However, the parish/school is required to furnish tuition numbers to the families for the Most 529 programs. The parish/school staff instructions and worksheet are found on the Best Practices page of the Parish Support website, or by [clicking here](#) for the instructions and [clicking here](#) for the worksheet.

# Ensuring Parish Viability (EPV)

The EPV grant process begins in August for grants awarded in calendar year 2024. This year's grant process is starting later than previous years. The announcement is delayed to give recently reassigned pastors an opportunity to seek a grant for their new parish. We hope that the EPV grant process may be able to provide some assistance to newly formed parishes. The invitation to participate in this year's EPV grant process will be coming out later this month.

# Internal Audit Fraud Awareness

Ah, **approvals**, the delightful process where time stands still and paperwork gains superpowers. But fear not, you've got the skills to navigate this epic battle of ink and signatures. Keep going, you mighty approval warrior!



If you suspect fraud or financial misconduct  
**REPORT IT!**

Hotline: 1-866-458-3960 | Website: archdi.org/internal-audit | Email: InternalAudit@archdi.org | Phone: 314-792-7241

# Reminder From Internal Audit



Just a friendly reminder to let **HR** and **Payroll** know about any recent personnel updates\* at your parish or school this fall!

\*new hires, address changes, terminations, etc.

If you suspect fraud or financial misconduct  
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Hotline: 1-866-408-3860 | Website: archdi.org/internal-audit | Email: internalaudit@archdi.org | Phone: 314-792-7241

# Bereavement and Grief Support Ministry

A new assignment has been added in Parish Helper OnLine. Secretaries are asked to add contact information for the parish's Grief Ministry. This information is added and updated just like other assignments (secretary, business manager, etc.) The Grief Ministry Coordinator is asking that we pull the list on August 15<sup>th</sup> so their survey can be distributed.

The purpose of a parish-based Bereavement and Grief Support Ministry is to be sure that no member grieves alone. Through support the pain of the loss of a loved one may be eased. Reflecting the unique personality of the parish community, the Bereavement and Grief Support Ministry focuses on the gestures the community can offer to the grieving. Those gestures are limited only by imagination.

There are three areas of ministry: Liturgical, Practical, and Supportive. The groups provide opportunities for mutual healing in a confidential, educational, and spiritual environment.

We are gathering information about parish Bereavement and Grief Support Ministries now in place (or not) in the Archdiocese of St. Louis. Each parish contact for the Grief Ministry will receive a short survey by the end of August. If the parish does not have a designated individual running the Grief Ministry, please add the assignment to the Business Manager or Secretary to receive these communications.

Please contact Parish Support if you have questions when entering the information.

# #iGiveCatholic-November 28,2023

The Archdiocese of St. Louis will once again be participating in the **#iGiveCatholic Giving Day on Tuesday, November 28, 2023**, and we invite all parishes, schools, and ministries to join us. This will be a great chance to raise funds to help with special projects or for non-restricted purposes.



Registration opens on August 14 and runs through November 3.

You can find more information in the [#iGiveCatholic information packet](#).

Additional resources are also available on our microsite - [archstl.org/igivecatholic](http://archstl.org/igivecatholic).

[Click here to join our email list](#) or contact us at [igivecatholic@archstl.org](mailto:igivecatholic@archstl.org).

We hope that every parish, school, and ministry will consider joining us in this effort. Should you have any questions, you can reach us at [igivecatholic@archstl.org](mailto:igivecatholic@archstl.org).



**PARISH SUPPORT**  
[archstl.org/parish-accounting-services/parish-support](http://archstl.org/parish-accounting-services/parish-support)

*Parish Support 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.*

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