



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 10, Issue 9, September 2025

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Calendar Dates and Special Collections to Note:

- 9/1 Labor Day Curia Closed
- 9/7 Special Collection Catholic University of America

Join The Roundtable September 19, 1-3pm

Discussion topics to be determined based on your requests

To Do List

- Update all staff assignments in PHOL
- Submit application for EPV Grant - Deadline for application submission October 10
- 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

RECA Program Application Documentation

Catholic parishes and schools in North County and St. Charles County have been receiving increased requests for documentation for the RECA Program application.

The Archdiocese of St. Louis Archives created a webpage <https://www.archstl.org/reca/> where you can learn what records are available to people, what information they contain, who has access, and how people can request records. Please feel free to refer people to this website for general RECA-related information, especially if they are requesting records from closed schools or parishes.

Attached are guidelines for parishes and schools processing transcripts, sacramental certificates, and other parish or school records. We encourage parishes and schools to follow the access requirements at <https://www.archstl.org/reca/>, particularly when the requestor is asking for other people's records, whether living or deceased. [Click here](#) for guidelines.

Please contact Archives at archives@archstl.org with questions.

2025-2026 EPV Grant Process

Ensuring Parish Viability grants, awarded on an annual basis, are grants from the Archdiocese of St. Louis to parishes that have experienced demographic change to assist with capital project, debt, or evangelization efforts.

The process for Ensuring Parish Viability grants launched in August with a communication from Archbishop Rozanski to pastors inviting those eligible to consider applying for a grant. The timeline is below.

Ensuring Parish Viability (EPV) Grants Timeline

- August 11 – EPV process begins with email from Archbishop Rozanski to Pastors. EPV grant applications become available.
- September 5 – Parishes should request applications by this date to allow time to complete the application.
- **October 10 – Deadline for application submission.**

Helpful tip: Submit your applications early if you can. Any application received after October 10 will be denied or possibly considered as a lower priority.

To give your parish the best chance of success, and to avoid having your application returned for correction, please be sure to use the helpful checklists provided with the application. Incomplete or incorrectly formatted applications cannot be accepted. **If you have questions about what type of project might be most successful, or other questions about eligibility or building the best proposal for your parish, please contact Brian Niebrugge at NiebruggeB@archstl.org or 314.792.7681.**

Status Animarum Update


Thank you for sending in your Status Animarum. We appreciate the time and care you have taken to provide this important information. Your contribution supports our ongoing mission to better serve the faithful and maintain accurate pastoral records.

Currently there are only 10 parishes who have not submitted their Status Animarum. Parish and Curia Integration will be following up with those who have not yet submitted. If you have not submitted your Status Animarum and need assistance, please contact Parish and Curia Integration at 314.792.7660 or ParishCuriaIntegration@archstl.org.

The list of delinquent parishes will be sent to the Episcopal Vicars on September, 2nd.

Archbishop Rozanski Celebrates Red, White and Blue Masses for First Responders, Healthcare Workers, Public Servants, and their families


Please share these invitations with your parishioners who serve our communities in these ways.



BLUE MASS

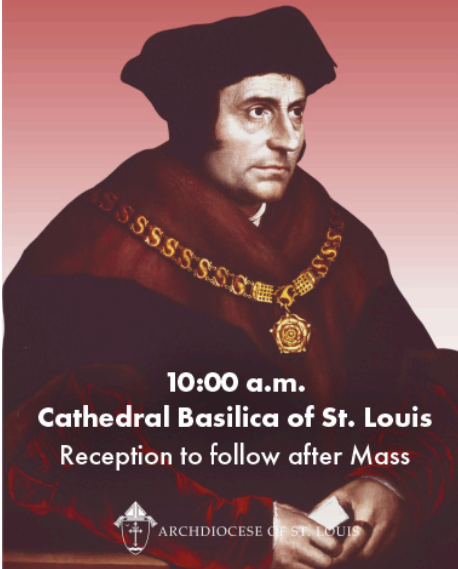
Celebrated by
Archbishop Mitchell T. Rozanski
For First Responders and their Families

SUNDAY, SEPTEMBER 7, 2025
at 10:00 AM
Cathedral Basilica of Saint Louis
Reception to follow after Mass




RED MASS

SUNDAY, OCTOBER 5, 2025
Celebrated by Archbishop Mitchell T. Rozanski
*For the Judiciary and Legal Communities,
Public Servants and their Families*



10:00 a.m.
Cathedral Basilica of St. Louis
Reception to follow after Mass



ARCHDIOCESE OF ST. LOUIS



WHITE MASS

SUNDAY, OCTOBER 12, 2025 at 10 a.m.
Celebrated by Archbishop Mitchell T. Rozanski
For Healthcare Professionals and their Families

Cathedral Basilica of St. Louis
Reception to follow after Mass



ARCHDIOCESE OF ST. LOUIS

Servant Keeper Webinar Exclusively for Archdiocese of St Louis

We're excited to invite you to an exclusive webinar for churches in the Archdiocese of St. Louis. As part of your Servant Keeper package, you now have access to powerful new features designed to help your parish thrive. In this session, you'll get a live walkthrough of what's included in your package, how to set things up quickly, and where to find resources for ongoing support.

What's New, What's Next: Your Archdiocese Package Unveiled

 **Tuesday, September 16, 2025**

 **12:30 – 1:30 PM Central**

 **Live Online**

You'll see how to:

- Identify and access the tools already included in your package
 - Set up features quickly and effectively
- Find resources and training to support your ongoing success

This is your chance to explore everything that's now available to you - and learn how to put these tools to work in your ministry right away.

👉 Register here: <https://register.gotowebinar.com/register/4337616701812947544>

Can't attend live? Register anyway and we'll send you the recording!

We look forward to seeing you there! Blessings, Your Customer Success Team at Servant Keeper

Parish Helper Online Assignments

Please update the assignments shown below in Parish Helper OnLine (PHOL). The following six assignments are critical and frequently used for Curia and parish communications. Keep these assignments up-to-date at all times.

Bookkeeper
Business Manager
HR Lead
Secretary
School Business Manager
Wellness Champion

Shared Accountants should not be assigned bookkeepers, this assignment is given to someone at the parish who works with the Shared Accountant. An individual may be given more than one assignment. Verify all email addresses and phone numbers and include a cell phone number. See pages 6-18 of the Parish Helper User Manual in PHOL for instructions on how to add or remove staff assignments.

Financial Misconduct Hotline

Please report:

- Suspected Fraud
- AnyOther SuspectedFinancialMisconduct

CALL: 1-866-458-3960

VISIT: WWW.ARCHSTL.ORG/INTERNAL-AUDIT

EMAIL: INTERNALAUDIT@ARCHSTL.ORG

SCAN QR CODE TO
REPORT YOUR CLAIM



ARCHDIOCESE OF ST. LOUIS

INTERNAL AUDIT
DIRECTOR
314-792-7241

UPDATED 8/18/2025

Importing Electronic Giving into Servant Keeper

If you are manually entering your parishes online giving contributions into Servant Keeper, we encourage you to consider saving your office staff time and increasing accuracy by importing parish online giving contributions into Servant Keeper. Exporting contributions from your online giving provider and importing them into Servant Keeper Contribution Manager can be done in just a few minutes. The same contribution reports can be generated and batches are posted the same way as manually entered batches. To keep contributions current we recommend parishes import their online contributions once a week.

Please contact a PCI Team member at ParishCuriaIntegration@archstl.org or 314.792.7660 if you have questions about importing contributions or if you would like to set up a time for a PCI team member to provide a remote tutorial. PCI can Splashtop into your computer and walk you through the step-by-step process.

Setting Up Servant Keeper Online Office

The Online Office is the Web based version of Servant Keeper. It is a free tool available to all parishes. Now is the time to consider setting up the Servant Keeper Online Office for your parish. Below we have listed some benefits of using Servant Keeper Online office at your parish.

Online Office for Parish Staff

The Online Office Mobile App allows pastors and parish staff access to information and the ability to communicate on the go, keeping everyone connected and informed. Member data is always at your fingertips anywhere you have an internet connection. Parish staff can use Online Office to view your organization's directory, update member information, access downloads, and view the parish dashboard.

Online Office for Members (Parishioners)
























- Parishioners can view their contribution history when they log in to their Member Portal and can print their own contribution statement from the Online Office Member Portal.
- Parishioners can view their pledge summary if you are tracking pledging in Servant Keeper.
- Allows Parishioners to enter the online giving link from your website, so members can click on the **[Give Now]** button in their Member Portal, it will take them directly to the Online giving page on your church's website.
- Custom links can be added for event registration and volunteering.

Ask parishioners to verify or share their email address with the parish office. Parishes can use the Online Office application to send email invites to Parishioners asking them to create an account. Parishes may also share the link to their Online Office in the parish bulletin. Once Parishioners have created an account in Online Office, they may update their information, view contributions and pledges, and print their annual contribution report. [Click here](#) for Servant Keeper Online office set up instructions.

Rural Parish Clinic

Special Event: Missouri Baptist Medical Center will be offering 3D Mammography screenings at St. James Catholic Church 201 N. Missouri Street, Potosi, MO 63664 on **September 15** 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.

September				2025		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Labor Day 1	2	3	 Father Dempsey  Cedar Hill	 Father Dempsey	 Father Dempsey
7	 Bonne Terre	 Cedar Hill	 Cedar Hill	 Cedar Hill  St Clair	 Cedar Hill	 Cedar Hill
14	 Cedar Hill  Cadet	 Cedar Hill		 Bonne Terre  Union	 Bonne Terre	 Bonne Terre
21	 Bonne Terre  Potosi	 Bonne Terre	 Bonne Terre	 Bonne Terre  St Clair	 Bonne Terre	
28	 Cadet					

Parish and Curia Integration Steering Committee Members

Northern Vicariate

Diane Halbert - St. Raphael halbert@straphaelarchangel.org 314.352.8100

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

Southern Vicariate

Michele Bottila - Sacred Heart - Valley Park businessmanager@sacredheart-vp.com
636.225.5268

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

Western Vicariate

Tiffany Wittig - St. Peter - St Charles Borromeo twittig@stpstc.org 314.709.8864

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