



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

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Calendar Dates to Note:

- March 19 Curia Staff Enrichment 11:30am-2:00pm
- April 8, 9, and 10 Curia Connections Gatherings

Special Collections:

- March 5 Ash Wednesday - Church in Central and Eastern Europe
- March 9 Black and Indian Missions
- March 30 Catholic Relief Services

To Do List

- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Return Endowment Elections by March 14, 2025
- Update PHOL with contacts, Holy Week and Easter schedules
- Begin working on FY 26 Budgets
- Register for Curia Connection Gatherings

Training with Parish & Curia Integration

PCI 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 PCI Training Class offerings, dates, and registration](#)

Holy Week and Easter Masses

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 and notes those Masses that are live-streamed and what location the Masses will be celebrated.



Save the dates for the next Curia Connections gatherings held in April. On Tuesday, April 8, the Southern Vicariate hosts their Curia Connection gathering at Our Lady Queen of Peace in House Springs. The Western Vicariate hosts their Curia Connection gathering at St. Joseph Neier on Wednesday, April 9. On Thursday, April 10, the Northern Vicariate hosts their Curia Connection gathering at St. Margaret of Scotland. We encourage Business Managers, Bookkeepers, Secretaries and other parish staff members 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.

Window 10 Sunsetting

According to Microsoft's current policy, "Windows 10" is set to reach its end of support date on October 14, 2025 which means Microsoft will no longer provide security updates, technical support, or feature updates for Windows 10 after that date; essentially "sunsetting" the operating system; users are strongly encouraged to upgrade to Windows 11 by then.



New Format for PHOL Certificates

The printed format for sacramental certificates generated in Parish Helper Online has been updated. The new Baptismal Certificate format now includes all sacraments and applicable notations to comply with Canon Law requirements. The new format is more condensed, so all sacraments and notations in the baptism register appear on the printed certificate. On some certificates you may see a full page of information, while others have a half blank page because of fewer sacraments administered. If needed notations are not appearing on the certificate, please enter them in PHOL. You may be required to enter sacraments that have taken place outside of the Archdiocese of St. Louis. Be sure to check the "Sacrament occurred outside of the Archdiocese of St. Louis" when necessary. You should no longer manually enter any notations on a Baptismal Certificate.

[Click Here for PHOL Sacrament Entering Guidelines](#)

Parish Estimated Billing Documents

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

Confirmation Sacrament Recording

- Recording our sacraments correctly is important. The 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 student or adult confirmandi is responsible for recording the confirmations into the parish register and in Parish Helper Online (PHOL).
- Prior to the confirmation at the Cathedral Basilica, the parish distributes blank cards to the confirmandi to fill out completely. The confirmandi presents their card to the confirming bishop, vicar, or priest.
- Following Confirmation, the cards are given to the Office of Sacred Worship. The cards are labeled with the date and the confirming minister for the confirmandi. The Office of Sacred Worship mails one bulk mailing to the sending parish. The cards are also scanned and emailed to the sending parish as well.
- With the reception of the cards, the parish records the Confirmations in the Confirmation Register and PHOL. Use the cards received from the Office of Worship, not a list of candidates from the DRE to record the sacraments.
- Regional schools that send students to the Cathedral from several parishes: The parish where the school (8th grade) is located is responsible for recording all the confirmations. Only one parish records the information in the register and in PHOL.
- If parishioners from multiple parishes are confirmed at the same ceremony, all confirmations are recorded at the territorial parish in which the confirmation occurs.

In all sacrament of confirmation recordings, once the Sacrament is recorded in the register and PHOL, the parish must send the notification to the parish of baptism, including a hard copy mailed by US Postal Service. **Any confirmandi baptized at a now closed or merged parish should send notification of confirmation to Archives and Records at 20 Archbishop May Drive, St. Louis, MO 63119.**

Monthly Update & St. Louis Review

Your Monthly Update List should be sent to the new Monthlyupdatelist@archstl.org mailbox to update subscriber and donor changes in your Servant Keeper database. The Monthly Update List instructions are found on the Parish and Curia webpage on the Servant Keeper Tab or by clicking below. Section 3 of the Monthly Update Instructions contains the annual St. Louis Review Update instructions. If you have questions or need help creating your Monthly Update List or making St. Louis Review updates please contact the Parish and Curia Integration Team at ParishCuriaIntegration@archstl.org

[Click Here for Monthly Update Instructions](#)

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.

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