

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 8, Issue 3, March 2023

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Calendar Dates to Note:

- 3/30/23 Thursday, Curia Staff Enrichment. Curia staff in Enrichment starting at 11:30 am.

To Do List

- Work on FY24 Budgets
- St. Louis Review Servant Keeper export due March 10
- Endowment Election Forms - due March 17
- Update Contact info in PHOL

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](#)

Microsoft 365 & Archdiocesan Emails

Checking Archdiocesan emails regularly is important. This is especially true with the **PARISH###@archstl.org** and **PARPR###@archstl.org** email addresses. Important information is sent securely to these account and should be checked daily. Parishes are no longer able to automatically forward their archdiocesan parish email mailboxes to personal or parish email addresses. This includes the **PARISH###@archstl.org** and **PARPR###@archstl.org** email accounts. This decision has been made and endorsed by senior management of the Archdiocese for security reasons and will enhance our email security measures going forward. Please contact the Helpdesk at 314.792.7593 with any questions.



If you have misplaced the information for the Microsoft 365 migration information, please click the following link:

[Microsoft 365 Migration Information](#)

Update Holy Week and Easter Masses

Parishes should routinely update their Mass times in Parish Helper OnLine. 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 own parish website is updated and notes those Masses that are live-streamed.



New Sacramental Records Handbook

Archives recently published an updated Sacraments Handbook. The manual contains clear and concise information on recording all sacraments. It is important these valuable records are processed and recorded correctly. Please read the new manual, so the Archdiocese and the parish have accurate information for these vital and legal documents. The new handbook is found in the **Help** tab of Parish Helper OnLine (PHOL). Print or download this searchable PDF handbook. We also encourage everyone to attend a monthly Sacramental Records training class. See page 1 of this issue to register.



Consolidated Estimated Billing Document

The Parish Estimated Billing Document and memo for FY24 are being reviewed at this time. We will notify you as soon as they are completed. Thank you for your patience.

Condensing QuickBooks Data

There is over 20 years of data in QuickBooks. Several parishes have contacted Parish Support about condensing their QuickBooks files. When files are condensed, a total for an account remains and the ability to drill down for more information is lost. With the lack of benefits for condensing files, the Archdiocese has decided not to condense QuickBooks files.



Endowment Election

- Parishes and agencies with endowments and non-endowments that have funds available for distribution will receive their election statements for FY2023 this month.
- Election Statements are due Friday, March 17, 2023. If election statements are not received by the due date, the elected withdrawals not be available on the disbursement date of July 3, 2023.
- To request disbursement, please take the following steps.
 1. Receive approval for the disbursement from the appropriate body according to the terms of the endowment operating policy.
 2. Complete the election form.
 3. Scan the completed form and email it to investfund@archstl.org by Friday, March 17, 2023.
- More information will be included with the election form. Thank you for your stewardship of these funds.

Tired of Mailing Contribution Statements?

Several parishes have asked if they may email contribution statements. Contribution statements may not be emailed, but if you have Servant Keeper 8 with cloud access, you have access to Servant Keeper Office. With Servant Keeper Office, your parishioners may log in and download their own contribution statement. If you want to enable your parishioners to print their own statements, **now is the time to prepare** for January 2024. You must update your Servant Keeper files and make sure you have a valid email address for your parishioners, determine what access rights the parishioners should have, and set up their access to Servant Keeper Office. After your updates are complete, you need to email your parishioners inviting them to set up their account in Servant Keeper Office. Servant Keeper Office is a separate application and will need to be set up separately from your Servant Keeper platform. If a parishioner does not set up their account or contact you about setting up an account, you are obligated to mail their contribution statement.



PARISH SUPPORT

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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