



Parishes And Curia Together

PARISH & CURIA INTEGRATION NEWSLETTER

Volume 9, Issue 11, November 2024

Inside This Issue

• All Souls Offerings • Status Animarum • ACA List Submission • Monthly Update List Changes • Missouri Tax Exempt Letter • Official Catholic Directory • Mass Intentions • Reminders From SLAF • Parish and Curia Integration Webpage

Calendar Dates to Note:

- 11/1 All Saints Day—Curia and SLAF Closed
- 11/3 Special Collection—Retirement Fund for Religious
- 11/11 Veterans Day—SLAF Closed
- 11/17 Special Collection—Campaign for Human Development
- 11/28 & 11/29 Thanksgiving Holiday—Curia & SLAF Closed

To Do List

- Keep Servant Keeper up to date with updated information to prepare for the ACA list generation due in December
- Update all assignments in PHOL

Training with Parish and Curia Integration:

Parish and Curia Integration offers classes for Servant Keeper, Sacraments and Parish Helper OnLine. Classes are held monthly (except during December) at the Rigali Center. Click the link below to see class offerings, dates and registration.

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

All Souls Offerings

A reminder that funds received for All Souls Day are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not Intentions for Masses. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each Mass. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to section 5.8 of the manual which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question.

Status Animarum

Thank you all for your support in completing the Status Animarum. The FY24 Status Animarum is closed. We thank you for your cooperation with the earlier schedule and getting the work complete.

ACA List Submission

Parish Prep packets will be mailed to all Pastors and Parish Life Coordinators in early November. The packet will include instructions for preparing your parish list and completing your online questionnaire. The instructions will also be available in the Leadership and Volunteer Resources section of the [ACA website](#).



The deadline for submitting both your parish list and the online questionnaire is **Friday, December 6, 2024**. Again this year, one parish incentive ticket will be awarded to parishes that return their parish list and complete the online questionnaire by the due date. Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

Monthly Update List - Changes

Minor changes have been made to the Monthly Update List procedure and instructions as of November 2024. The changes were introduced at the Curia Connection Meeting on October 16. The new instructions include the addition of the Preferred Name field and the new Monthlyupdatelist@archstl.org mailbox for list submission. The Monthly Update list provides subscriber and donor updates. Parishes are reminded to submit this report monthly. The new Monthly Update instructions can be found by clicking on Best Practices on the Parish and Curia Integration webpage and selecting Servant Keeper Documents or by [clicking here](#)

Missouri Tax Exempt Letter

Some vendors are asking parishes for an updated Missouri Tax exempt letter issued to the Archdiocese of St. Louis since the effective date on the current letter is 7/11/2002. In the second paragraph of the exemption letter states "This is a continuing exemption", which means that the tax exempt letter does not expire. Please make vendors aware of this continuing exemption status and remind them they do not need to request an updated document in the future.

Official Catholic Directory (OCD) Update

The Official Catholic Directory Online update system is open. **The deadline to submit data for the 2025 Edition is November 8, 2024.** Parishes should have been notified about the update per an email sent to the OCD contact at each entity. Please make sure to add the OCD domain to the "safe senders" list. We recommend that the email used for the notification is the official parish email address, parish followed by "parish" number @archstl.org. The contact person's name and telephone number along with the email address are listed on the OCD Contact Info page of the record. The OCD Online Update system is available to parishes for updating and approving entity listings. The site should be updated at ocdedits.com/login. The site opened October 2, 2024 for updating the entity listings and personnel for the following year's publication. The ocdedits.com/login site remains open until November 8, 2024, then is closed. The site will remain closed until the next update

Mass Intentions

The offering to be given for the celebration of the Mass for a particular intention remains at ten dollars (\$10.00). If a member of the faithful gives a larger or smaller offering, it may be accepted. When more offerings are received than can be offered within a year, the offerings and intentions should be sent to the Missions Office. Per Canon Law, it is not permitted to apply one Mass for several intentions for which individual offerings have been given and accepted. It is permitted to take only one offering a day for Masses celebrated, except on Christmas. The offerings for Masses are to be kept in a distinct account and are not to be commingled with parish funds. When an obligation for the celebration of the Mass has been fulfilled, the offering is to be given promptly to the priest who celebrated the Mass or, in the case of bination, it is to be forwarded to the Missions Office. It is not permitted to keep offerings for Masses which have already been celebrated in the Mass Offering (Stipend) account.

Reminders from SLAF

Depositors Fund Rates: SLAF continues to offer competitive rates on all banking products. For example, with a minimum investment of \$200,000, your parish or agency could begin earning 5.20% interest on 6-month CDs opened before December 1st. Be sure to act soon as rates are subject to change. Additionally, CDs automatically renew within 10 days of maturity at the then current rates absent prior instruction. For a complete list of products and rates, please visit the SLAF webpage at <https://resources.archstl.org/article/734028/deposit-rates>

Wire Requests: To verify banking instructions and obtain internal approvals, please allow SLAF up to 7 business days to process domestic wires and up to 14 business days for international wires. International wire requests may be subject to review by Legal Counsel and/or restrictions imposed by US Bank, which could result in SLAF rejecting some requests.

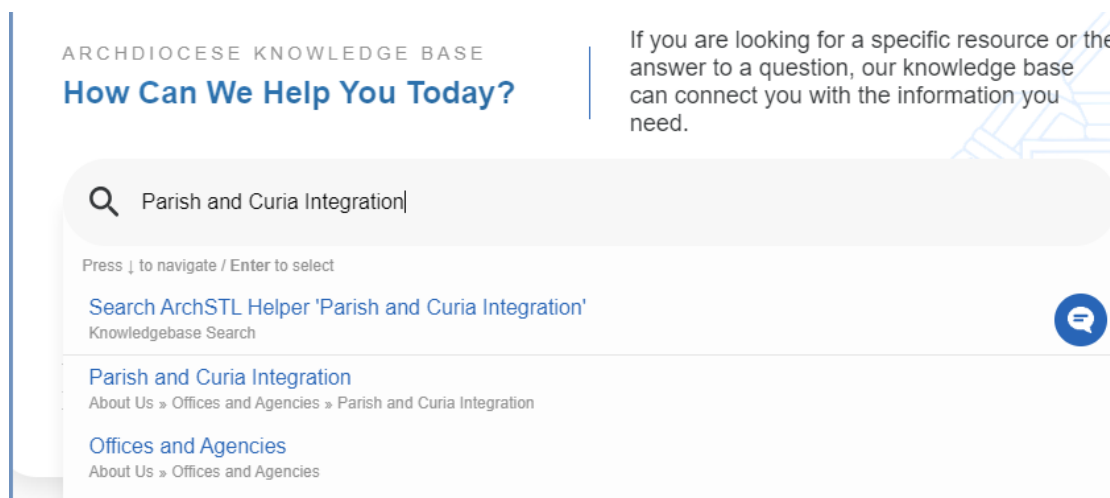
Questions and Requests: To open CDs, request money transfers, or inquire about this article, please contact SLAF at ACH@archstl.org or SLAF@archstl.org

PLEASE, do NOT leave any ACH instructions in our person emails, always send to: ACH@ARCHSTL.ORG OR SLAF@ARCHSTL.ORG

ACH requests will not be processed on November 1st, 11th, 28th and 29th, so plan accordingly for your parish funding needs..

Parish and Curia Integration Webpage

Are you looking for answers and not sure where to go? Check out the Parish and Curia Integration Webpage. [Click here](#) for a link to the page on the Archdiocese of St. Louis website. Here you find Best Practices, PACT Newsletter and Index, various Servant Keeper instructions (including Monthly Update report instructions), the Financial Management and Control Manual for Parishes, and other helpful documents and instructions. The easiest way to find our page is to simply type Parish and Curia into the search box on Archstl.org. This information is available 24/7 for your convenience.



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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