



# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER

Volume 10, Issue 2, February 2025

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### Calendar Dates to Note:

- 2/17 Curia closed - President's Day Holiday

### To Do List

- Send Monthly Update Report created in Servant Keeper to [monthlyupdatelist@archstl.org](mailto:monthlyupdatelist@archstl.org)
- Begin working on FY 26 Budgets
- Return Endowment Elections by March 14, 2025 .
- Sign up for training classes offered by Parish & Curia Integration

### 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](#)

### 2024 W-2

Parish employee 2024 W-2 forms were mailed on Monday, January 27, directly to the recipients, including both active and terminated, to the address we have on file. Please communicate to your employees that payroll will not be fulfilling requests for either reprinted or emailed copies until after February 14 to allow time for USPS delivery.

## Priests Continuing Education and Accountable Plan

In June of 2024 priests were notified of changes made to the Continuing Education Benefit and Accountable Plan. Effective July 1, 2024 the Priests Continuing Education Benefits Plan was converted from fiscal to calendar year. To convert the plan from fiscal to calendar year, the 2024 reimbursement amount is \$3,000. The cash reimbursement limit for the standard Accountable Plan is \$4,300 for 2024 for all priests. The deadline for submitting completed requests for reimbursement from these plans is 60 days after the end of each calendar year. (February 28, 2025)

## School Business Manager

Parishes with schools (K-8) are asked to add the name and contact information for the school manager into Parish Helper Online. This is also a good time to make sure the contact information in PHOL for all assignments, including Secretaries, Bookkeepers, and Business Managers, is up to date. An individual may be given multiple assignments. Verify all email addresses and phone numbers.

## Act Now for Spring Events Requiring MO State Liquor License

If your parish or agency hosts a picnic, festival, fish fry, or other event for which a Missouri State Liquor License is required, please consider completing the application as early as possible – starting with requesting the Certificate of No Tax due 90 days before the event. We have been informed that the state will soon be making a transition to a new online application process that may initially cause some delays in processing. The exact date is unknown at this time, but they will be conducting testing in the coming weeks/months. Because of this, they encourage those who intend to obtain picnic/caterer licenses for events such as fish fries during Lent, festivals, picnics, etc. to apply now to ensure you get the license on time.

For more information:

Missouri Alcohol & Tobacco Control

[https://atc.dps.mo.gov/licensing/temporary\\_retail.php](https://atc.dps.mo.gov/licensing/temporary_retail.php)

7545 South Lindbergh Blvd., Ste. 150

St. Louis, MO 63125

314.416.6280

## It's Almost Fish Fry Season

As the Fish Fry season approaches, please review your parish cash handling procedures and ensure that proper controls are in place to help protect your parish's assets. Internal Audit has prepared a flowchart to help parishes identify specific cash handling duties. The flowchart colors represent specific duties. Please see the link below for a suggested Fish Fry flowchart along with additional links for other parish flowcharts (e.g., offertory collections).

And remember the number 1 rule for cash handling is to work in teams, never have anyone alone with money.

[Flowchart – Fish Fry](#)

[Flowchart – Offertory Collection \(2-person office\)](#)

[Flowchart – Offertory Collection \(3-person office\)](#)

[Flowchart – Offertory Collection \(SAS\)](#)

## 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. On some certificates you may see a full page of information, while others will have a half blank page because of fewer sacraments administered. All sacraments and notations in the baptism register should be entered in PHOL so they are shown on the printed certificate. 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.

## Endowment Elections

Parishes and agencies with endowments and non-endowments that have funds available for distribution will receive their election statements for FY2025 this month. Election Statements are due Friday, March 14, 2025. If election statements are not received by the due date, the elected withdrawals not be available on the disbursement date of July 1, 2025.

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](mailto:investfund@archstl.org) by Friday, March 14, 2025.
- More information is included with the election form. Thank you for your stewardship of these funds.

## Extra Mass Intentions

If your parish has an abundance of Mass intentions, the Mission Office is available to receive them. Through their Mass Stipends program, intentions are sent to priests in mission dioceses, where stipends provide vital financial support, enabling them to continue their ministry and serve their communities effectively.

To send stipends, please make an ACH transfer or mail a check to the Society for the Propagation of the Faith at the Mission Office, 20 Archbishop May Drive, St. Louis, MO, 63119. Include the list of intentions with the check or email the list to [missions@archs.org](mailto:missions@archs.org). For additional info, please contact the Mission Office at 314-792-7655.

## Monthly Update

Minor changes were made to the Monthly Update List procedure in November. The new instructions include the addition of the Preferred Name field and a [Monthlyupdatelist@archstl.org](mailto:Monthlyupdatelist@archstl.org) mailbox for submission. Parishes are reminded to submit the report monthly. The new Monthly Update instructions can be found by [clicking here](#). If you need assistance generating or setting up this report please contact the Parish and Curia Integration Office at 314-792-7660 or [ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org).

## Today & Tomorrow Scholarships

Today & Tomorrow Educational Foundation administers scholarships to all the Archdiocese's elementary schools. The application process opens on January 21, 2025. Apply online at [TTEF-STL.ORG](http://TTEF-STL.ORG). If you have questions or need more information, please contact Laura George at 314.792.7623.



## Rural Parish Clinic

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](http://www.archstl.org/rpc) or scan the QR code.

February 2025					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 ⚕ Bonne Terre	4 🦷 Troy	5 🦷 Troy	6 🦷 Troy ⚕ Cedar Hill	7 🦷 Troy	8
10 ⚕ Cadet	11 🦷 Cadet	12 🦷 Cadet	13 🦷 Cadet ⚕ St. Clare	14 🦷 Cadet	15
17 🦷 Cadet ⚕ St. James	18 🦷 Cadet	19 🦷 Cadet	20 🦷 Cadet ⚕ Union	21 🦷 Cadet	22
24 ⚕ Cadet	25	26	27 ⚕ St. Clare	28	



⚕ - Medical Clinic / 🦷 - Dental Clinic

### PARISH & CURIA INTEGRATION

[archstl.org/about/offices-agencies/curia-integration](http://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](mailto:ParishCuriaIntegration@archstl.org)**