



# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER

Volume 10, Issue 11, November 2025

### Inside this Issue

Servant Keeper Training 11/6 • SLAF Closed Veteran's Day • All Souls Offerings • Welcome Stephanie Geiser to PCI • #iGiveCatholic Last Chance • ACA List Submission • The Roundtable • Christmas Gifts to Employees and Volunteers • Christmas Giving Tree Donations • Servant Keeper Online Giving Message from Micah • RECA Documentation • Rural Parish Clinic

### Calendar Dates and Special Collections to Note:

- 11/2 Special Collection - Retirement Fund For Religious
- 11/9 Special Collection - Military Services
- 11/11 Veteran's Day Federal Holiday - SLAF Closed
- 11/16 Special Collection - Campaign for Human Development
- 11/27 & 28 - Thanksgiving Holiday Curia & SLAF Closed

### Join The Roundtable November 20, 1-3pm

#### Topics: RECA and The Jubilee

*Please submit additional discussion topics by November 10 so that presenters can be determined and given time to prepare.*

### To Do List

- Register by 10/31 for Servant Keeper Seminar November 6, at Cardinal Rigali Center
- Submit ACA list due by December 12 to ACA Office
- Send Monthly Update Report created in Servant Keeper to [monthlyupdatelist@archstl.org](mailto: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**

## Last Chance for Servant Keeper Training 11/6



**Location: Cardinal Rigali Center - Fleur de Lis Room**

**Date: November 6, 2025**

**Time: 9am to 3pm (Lunch provided)**

**Servant Keeper – Tips, Tools & Best Practices**

**Please plan to attend without laptops.**

This is your last chance to register for training presented by Servant Keeper at the Cardinal Rigali Center. This is an unique opportunity to learn directly from the people who build the tools you use every day to serve your parish. This presentation will cover many features and tools in Membership, Contribution and Administration Manager.

Register by end of day October 31, at <https://take.quiz-maker.com/Q3WKDBM09> or [click here](#).

## SLAF Closed Veteran's Day November 11

Due to the Veteran's Day Federal Holiday all banks are closed. Any ACH's received by noon on Monday will be processed and in the bank on Wednesday, and normal ACH processing will resume on Wednesday, November 12. Since this is a payroll week the transfer request must be made on **Monday, November 10**. SLAF will be closed on November 27 & 28 for the Thanksgiving Holiday.

## 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 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.

## Welcome Stephanie Geiser to PCI

We are excited to announce Stephanie Geiser has joined the Parish and Curia Integration Team. Stephanie will move from her current HRIS Analyst role to her new role as Parish and Curia Integration Representative effective November 1. Please join Sally, Michele and Shelley in welcoming her to the PCI Team. You may contact Stephanie at [StephanieGeiser@archstl.org](mailto:StephanieGeiser@archstl.org) or 314-792-7656 or through [parishandcuriaintegration@archstl.org](mailto:parishandcuriaintegration@archstl.org) or 314-792-7660

## #iGiveCatholic -Last Chance to Register

December 2, 2025 is #GivingTuesday! [Click Registration](#) #iGiveCatholic to register to participate. Registration will close **November 1**, so register now!



Pope Leo XIV just released his first encyclical entitled Dilexi Te (“I have loved you”). In it he writes: “On the wounded faces of the poor, we see the suffering of the innocent and, therefore, the suffering of Christ Himself,” and “The dignity of every human person must be respected today, not tomorrow.”

It’s the job of our archdiocesan ministries, parishes, and schools to act as Christ’s agents, to dignify and relieve the suffering. Archbishop Rozanski is on the #IGC Board of Directors, and that’s why we’re enthusiastically asking you to join fellow Catholic organizations in the 2025 #IGC appeal. See organizations that have already registered for #IGC by [clicking here](#) or [#iGiveCatholic.org](#) and scroll to the bottom of the page. The Annual Catholic Appeal has covered the cost of easy-to-use tools including customizable web pages, marketing templates, logos, and more. Use these tools to optimize donations so you can perform your mission, give dignity and relieve suffering.

## ACA List Submission

The 2026 Annual Catholic Appeal 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. Instructions are also available online under [Parish Preparation](#) in the [Volunteer Resources](#) section of the [ACA website](#).

The deadline for submitting both your parish list and the online questionnaire is Friday, **December 12**, 2025. 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. Questions? Contact the ACA Office at [acaoffice@archstl.org](mailto:acaoffice@archstl.org) or 314.792.7680.

## The Roundtable

We invite you to join us **November 20th** from 1-3pm for our next Roundtable session. Topics for discussion during this month’s Roundtable include RECA and The Jubilee. Please submit any questions or topics you would like addressed at the next Roundtable to your Curia Steering Committee member, Vicariate Director or to [ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org). Look for your invitation to join us for The Roundtable in your email the week before the November 20th Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

With December being such a hectic month for parishes and the quarterly Curia Connections meeting in January, the Roundtable returns on February 19, 2026. The Roundtable is your opportunity to have your voices heard and concerns addressed. We encourage you to continue to submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or Parish and Curia Integration.

# Christmas Gifts to Employees and Volunteers

## Gifts to Employees and Volunteers

Parishes and Archdiocesan agencies often express appreciation to their volunteers and employees for their assistance, especially near holidays such as Easter and Christmas. Please be aware that the Department of Labor and the Internal Revenue Service (IRS) has established rules and regulations regarding recognition.

## Gifts to Employees

The IRS considers gifts of cash and cash equivalents (e.g., check, gift card, etc.) to be taxable income to an employee, regardless of the amount. This includes gifts given by auxiliary organizations (e.g., Men's Club, Parent Teacher Organization, etc.). Parishes or agencies may wish to "gross up" bonuses/gifts in order to recognize the employee with a certain amount. Additionally, gift cards can only legally reward an employee through payroll.

## Gifts to Volunteers

Cash and cash equivalents must not be given to volunteers (one who donates their time freely). This includes gifts given by auxiliary organizations. According to the Dept. of Labor, any cash or cash equivalents given in recognition of a volunteer, changes their status from volunteer to employee. Once a person is no longer a volunteer, that person is subject to the Fair Labor Standards Act and is eligible to receive minimum wage for all hours "worked" and the appropriate taxes must be paid on those earnings. The unintentional consequence of changing a volunteer to an employee must be considered by the parish. Separately, a gift given using personal funds may be permissible, but such gifts are not eligible for reimbursement and cannot be processed through the parish/agency bank account. In lieu of individual gifts, parishes are encouraged to host a volunteer dinner or event.

## Documentation of Gifts

Parishes and agencies should maintain detailed documentation related to gifts given to employees and volunteers. The documentation should, at a minimum, include the name of the recipient, amount given, and date of the gift. This documentation allows the parish/agency to ensure that Department of Labor and IRS guidelines related to the taxability of the gifts are followed. Parishes/agencies should contact their Archdiocesan payroll professional, Parish and Curia Integration, or the Office of Internal Audit with any questions or concerns related to the treatment of gifts.



## Christmas Giving Tree Donations

Cash and checks donated to parishes to be used for gifts for the underprivileged are tax deductible as long as the funds are deposited into the parish bank account. The parish or parish organization uses the funds to buy gifts, gift cards or groceries for families. The Giving Tree cash/check donations should appear on parishioners annual contribution statement. Gifts of tangible items and gift cards are given directly to the families and, therefore, are not entered into the parish contribution software (Servant Keeper) and will not be listed on parishioners contribution statement.

# Online Giving Message from Micah at Servant Keeper

The logo consists of the letters "SK" in a bold, dark blue font, set against a solid yellow square background.

**Please see the message below from Micah at Servant Keeper regarding in person Servant Keeper training which will include Online Giving training.**

I'm Micah from Servant Keeper's Online Giving Team. The Archdiocese has purchased the "Better" package for your parish, which includes the Online Giving option. This feature allows all donations to automatically populate in your Servant Keeper database—no importing required!

## **In-Person Training**

For those attending in-person Servant Keeper training next week, I look forward to meeting you! During the Servant Keeper Training I'll demonstrate our Online Giving features and help you access this section of Servant Keeper. [This short video](#) will help you prepare for the training.

## **Access to Online Giving**

Whether or not you already use an online giving provider, we encourage you to sign up for Servant Keeper Online Giving so you can use it anytime. The process is simple:

**Step 1** – Complete the application (select "Merchant Application" in the left column). Log in with your Servant Keeper admin credentials.

## [Servant Keeper Portal](#)

Watch this [3.5 minute video](#) to see the application steps.

You'll need your parish's EIN and bank routing/account numbers.

(Note: the application also requires the SSN and DOB of a church representative. This is not a credit check but a federal requirement to confirm your bank is US based and to prevent fraudulent activity.)

**Step 2** – Within 1–2 business days, you'll receive an approval email. It includes training resources and a link to schedule a follow up call to address any remaining questions.

(If you received a separate email titled "Boarding Process for Servant Keeper Online Giving," it contains the same application link as above!)

Have questions or need help? Schedule a 15 minute Google Meet with me: [Click here to schedule a quick chat](#). Otherwise, I look forward to meeting many of you in person next week!

Blessings in Christ,

Micah

Customer Success Manager | Online Giving

## RECA 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 and templates. Please contact Archives at [archives@archstl.org](mailto:archives@archstl.org) with questions.

## Rural Parish Clinic

**Special Event:** Missouri Baptist Medical Center will be offering 3D Mammography screenings at Sonrise Baptist Church 454 Berry Road, Bonne Terre. MO 63628 on **December 1** 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](http://www.archstl.org/rpc).

| November |                           |               |               |                             |                              |               |
|----------|---------------------------|---------------|---------------|-----------------------------|------------------------------|---------------|
| 2025     |                           |               |               |                             |                              |               |
| Sunday   | Monday                    | Tuesday       | Wednesday     | Thursday                    | Friday                       | Saturday      |
|          |                           |               |               |                             |                              | 1             |
| 2        | 3<br>⊕ Bonne Terre        | 4<br>⊕ Troy   | 5<br>⊕ Troy   | 6<br>⊕ Troy<br>⊕ Cedar Hill | 7<br>⊕ Troy                  | 8             |
| 9        | 10<br>⊕ Troy<br>⊕ Cadet   | 11            | 12<br>⊕ Cadet | 13<br>⊕ Cadet<br>⊕ St Clair | 14<br>⊕ Cadet                | 15<br>⊕ Cadet |
| 16       | 17<br>⊕ Cadet<br>⊕ Potosi | 18<br>⊕ Cadet | 19<br>⊕ Cadet | 20<br>⊕ Cadet<br>⊕ Union    | 21<br>⊕ Cadet                | 22            |
| 23       | 24<br>⊕ Cadet<br>⊕ Cadet  | 25            | 26            | 27<br>Thanksgiving          | 28<br>Day after Thanksgiving | 29            |
| 30       |                           |               |               |                             |                              |               |

## **Parish and Curia Integration Steering Committee Members**

### **Northern Vicariate**

**Frances Schmitz - St. Mary Magdalen** fschmitz@stmmchurch.com 314.961.8400 x104

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

### **Southern Vicariate**

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

**Margot Huber - Our Lady - Festus** mhuber@olparish.org 636.937.0513

### **Western Vicariate**

**Denise Brickler - St. Bridget of Kildare** dbrickler@sbkschool.org 636.780.8898

**Maggi Rimel - St. Cletus** mrimel@saintcletus.org 636.946.6327 x 1715

### **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)**