



Parish Helper Online 2.0

Version 2021-11-01

User Manual

11/01/2021

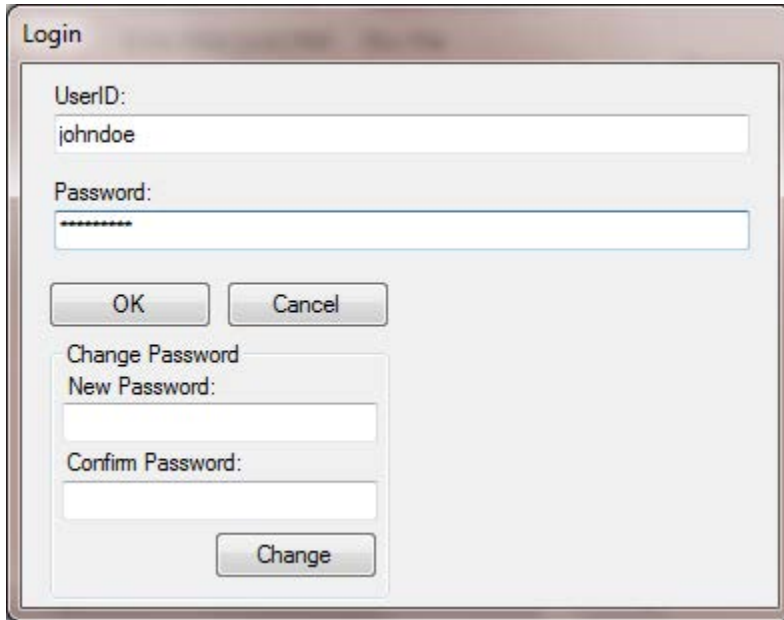
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Logging In

In most cases, you are logged in automatically. However, you may see the log in screen:

A login dialog box titled "Login". It contains two text input fields: "UserID:" with the text "johndoe" and "Password:" with masked characters "*****". Below these fields are "OK" and "Cancel" buttons. At the bottom, there is a "Change Password" section with "New Password:" and "Confirm Password:" fields, and a "Change" button.

Login

UserID:
johndoe

Password:

OK Cancel

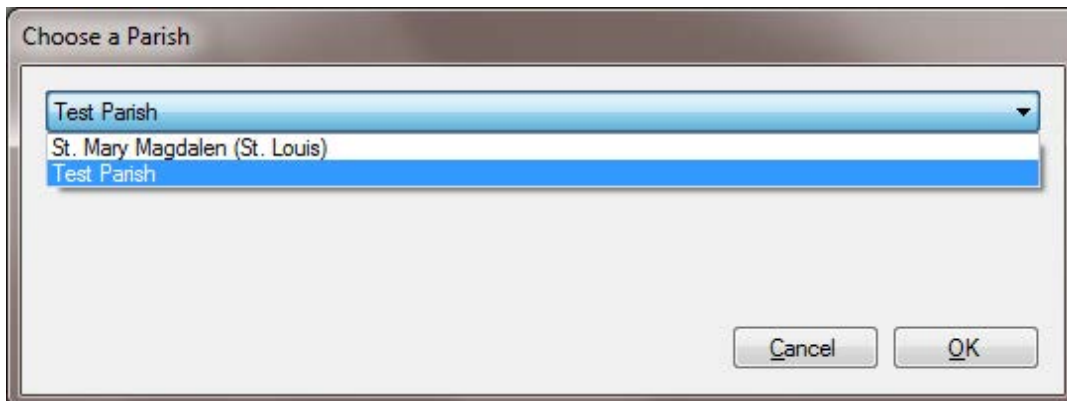
Change Password
New Password:
Confirm Password:

Change

If you do not know your username or password, contact Parish Support 314.792.7716. You can also change your password via the login screen.

Accessing a Location

If you only have access to one location or parish, you are automatically set to that parish and do not see the screen below. If you have access to more than one parish, you see a dropdown list of the locations you may access. Select the location you want (you can change locations at will through the menu).

A dialog box titled "Choose a Parish". It features a dropdown menu with three items: "Test Parish", "St. Mary Magdalen (St. Louis)", and "Test Parish". The first item is selected. At the bottom right are "Cancel" and "OK" buttons.

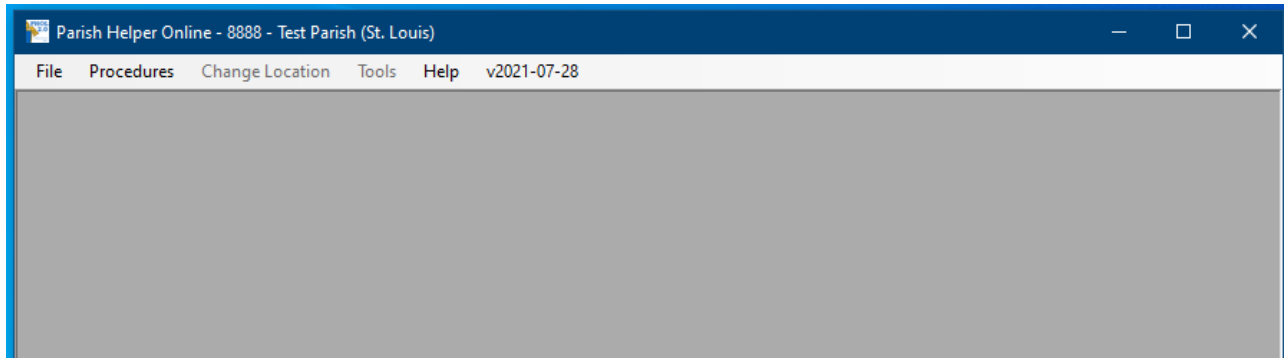
Choose a Parish

Test Parish
St. Mary Magdalen (St. Louis)
Test Parish

Cancel OK

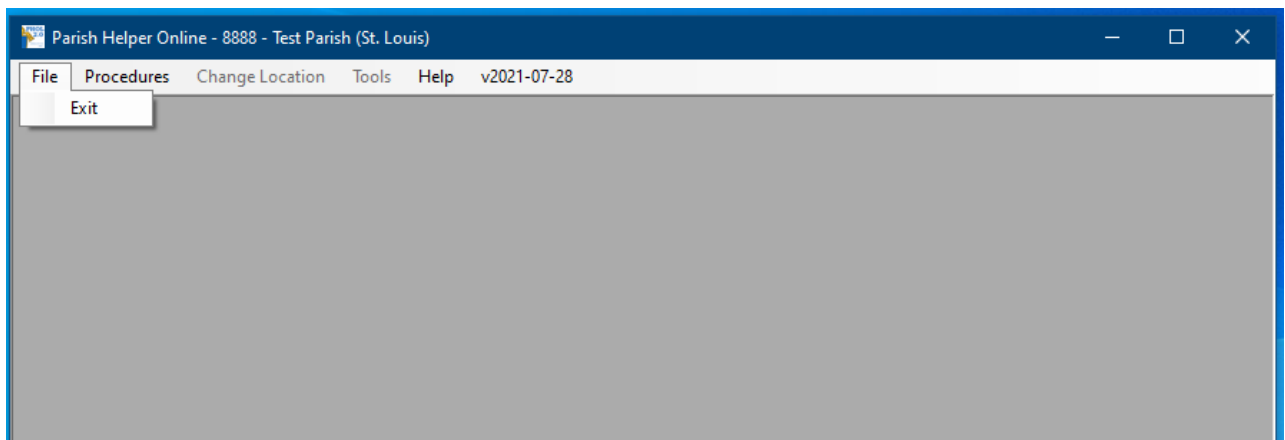
Main Screen and Menu

The title bar on the main screen lists the currently selected location name as well as the location code (parish number) where applicable. There are five main menu items: **File**, **Procedures**, **Change Location**, **Tools**, and **Help**. The **Tools** menu is not accessible to all users. The **Change Location** menu is only accessible to users with access to more than one location.



File Menu

For Log Out and Exit. You can also just click the red X button on the top right of the window.



Procedures

Mass, Reconciliation, and Eucharistic Adoration Times

On this screen, is a grid of your location's event times. You can Add, Edit, and Delete single events.

Parish Help										
File Procedures Change Location Tools Help v2021-07-28										
8888 - Test P										
Add Edit Delete										
	Event Type	Sub Event Type	Start Day	Start Time	End Day	End Time	Location	Language	Last Updated On:	Last Updated By:
►	Mass		Sunday	10:00 am			Church	English	11/17/2021 3:25 PM	MFisherUser
	Mass		Sunday	7:00 am			Church	English	7/9/2021 2:15 PM	MFisherAdmin
	Reconciliation		Saturday	4:00 pm	Saturday	4:45 pm	Church	English	7/9/2021 2:20 PM	MFisherAdmin
	Mass		Saturday	5:00 pm			Church	English	11/17/2021 3:16 PM	MFisherUser
	Mass		Monday	8:00 am			Church	English	7/9/2021 2:16 PM	MFisherAdmin
	Mass		Tuesday	8:00 am			Church	English	7/9/2021 2:17 PM	MFisherAdmin
	Mass		Wednesday	8:00 am			Church	English	7/9/2021 2:17 PM	MFisherAdmin
	Mass		Thursday	8:00 am			Church	English	7/9/2021 2:18 PM	MFisherAdmin
	Mass		Friday	8:00 am			Church	English	7/9/2021 2:18 PM	MFisherAdmin
	Eucharistic Adoration		First Friday	8:30 am	First Friday	2:30 pm	Chapel	English	7/9/2021 2:26 PM	MFisherAdmin
	Mass		Christmas	7:00 am			Church	English	11/17/2021 3:21 PM	MFisherUser
	Mass		Christmas	9:00 am			Church	English	11/17/2021 3:21 PM	MFisherUser
	Mass		Christmas Eve	10:00 pm			Church	English	11/17/2021 3:18 PM	MFisherUser
	Mass		Easter	11:00 am			Church	English	11/17/2021 3:25 PM	MFisherUser
	Mass		Easter	7:00 am			Church	English	11/17/2021 3:22 PM	MFisherUser
	Mass		Easter	9:00 am			Church	English	11/17/2021 3:23 PM	MFisherUser
	Mass		Good Friday	7:00 pm			Church	English	11/17/2021 3:20 PM	MFisherUser
	Mass		Holy Saturday	7:00 pm			Church	English	11/17/2021 3:16 PM	MFisherUser

Add New Event

Click the **Add** button on the main **Events** screen. A new window opens with a blank record.

Select an **Event Type** (Mass, Reconciliation, etc.). The **Sub Event Type** is optional but can be used to be more specific. Please note **Start Day** contains a drop down list of specific days and Holy Days for you to scroll through and make a selection. The only time you need to put in an **End Time** is for something that ends at a specific time, such as Reconciliation. To enter an **End Time**, check the **Has End Time** box and the fields appear. Make sure you click **Save** to save all changes.

The screenshot shows a window titled "Add New Event - 8888 - Test Parish (St. Louis)". The form contains the following fields and controls:

- Event Type:** A dropdown menu.
- Sub Event Type:** A text input field.
- Start Day:** A dropdown menu.
- Start Time:** Three dropdown menus labeled "Hour", "Minute", and "am/pm".
- Has End Time:** A checkbox.
- Location:** A text input field.
- Language:** A text input field.
- Buttons:** "Save" and "Close" buttons at the bottom.

Edit Existing Event

To edit an existing event, select the row in the grid and click **Edit**. You can also double click the row to open the record. Here you can make any changes needed. Make sure you click **Save** to save all changes.

(Event with End Time)

Edit Event Details - 8888 - Test Parish (St. Louis)

Event Type: Reconciliation

Sub Event Type:

Start Day: Saturday

Start Time: 4 : 00 pm

☒ Has End Time

End Day: Saturday

End Time: 4 : 45 pm

Location: Church

Language: English

Save Close

(Event without End Time)

Edit Event Details - 8888 - Test Parish (St. Louis)

Event Type: Mass

Sub Event Type:

Start Day: Sunday

Start Time: 10 : 00 am

☐ Has End Time

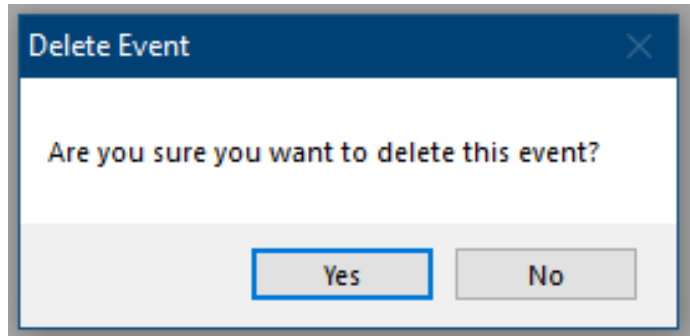
Location: Church

Language: English

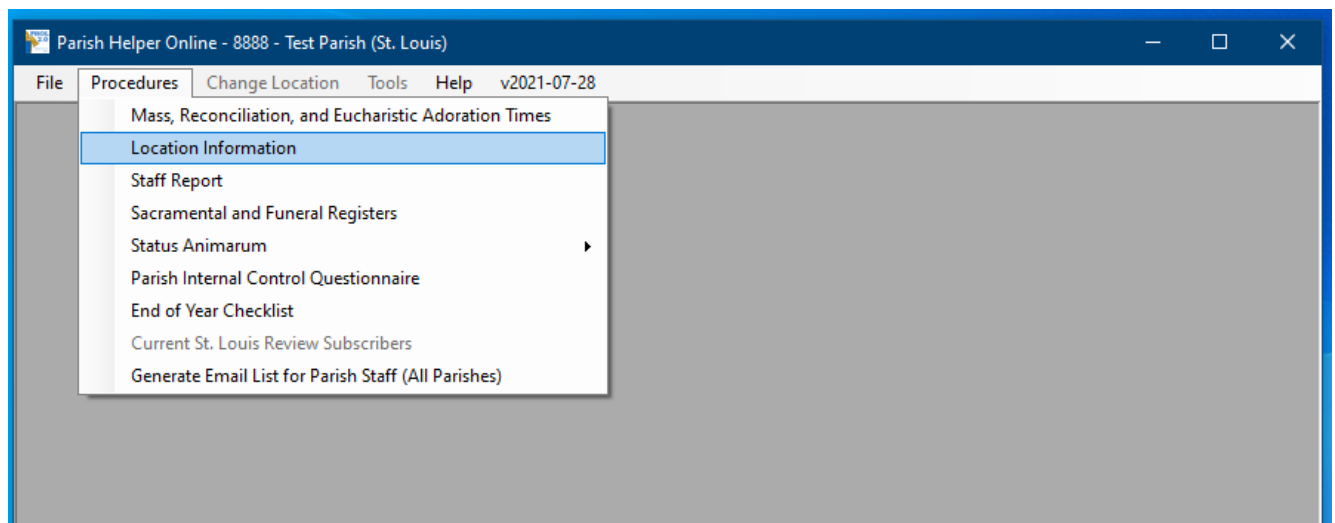
Save Close

Delete Event

To delete an event, select the row in the grid and click the **Delete** button. You receive the following prompt to confirm the deletion. Click **Yes** to delete, **No** to cancel.



Location Information



Location Info

The Location Information is the basic information for the location. This is the data that shows up on the Archdiocesan website. Clicking this menu item brings up the following form:

The screenshot shows a web application window titled "Parish Helper Online - 8888 - Test Parish (St. Louis)". The window has a menu bar with "File", "Procedures", "Change Location", "Tools", and "Help", and a version number "v2021-07-28". The main content area is titled "Location Details" and contains three tabs: "Location Info", "Administrative", and "Risk Management". The "Location Info" tab is active, showing a form with the following fields:

- Location Name: Test Parish (St. Louis)
- Location Address: 123 Fake Street
- Location Address 2: (empty)
- Location City: St. Louis
- Location State: MO (dropdown)
- Location Zip: 63000
- Location Zip 4: (empty)
- Location County: St. Louis City (dropdown)
- Phone: () - -
- Fax: () - -
- Website: (empty)
- Email: (empty)
- Deanery: South City Deanery (dropdown)
- ☒ Parish
- Year Founded: (empty)
- Location Type: Select One (dropdown)
- Parent Location: Select One (dropdown)
- PDF Description: (empty text area)
- Web Description: (empty text area)
- Coordinates: Latitude: (empty), Longitude: (empty)

At the bottom right of the form are "Save" and "Close" buttons.

Location Type cannot be accessed if the **Parish** box is checked, therefore the information is grayed out for parish users. The information on this tab is maintained by the Archdiocese. If any information on this tab is incorrect, please contact Parish Support at 314.792-7716.

Risk Management

Risk Management information is maintained by the Office of Risk Management at the Archdiocese, and is grayed out for parish users.

Administrative

On the second tab, labeled **Administrative**, is a grid list of positions, or assignments, at the location. Here you can add, edit, and remove people from the staff list. ****You cannot add/edit/delete Priest and Deacon assignments. These are maintained by the Archdiocese.**

The screenshot shows a web application window titled "Parish Helper Online - 8888 - Test Parish (St. Louis)". The window has a menu bar with "File", "Procedures", "Change Location", "Tools", and "Help", and a version/date string "v2021-07-28". Below the menu bar is a "Location Details" section with three tabs: "Location Info", "Administrative", and "Risk Management". The "Administrative" tab is selected, displaying a table of staff assignments. The table has columns for Assignment Rank, Assignment Name, Title, Prefix, First Name, Middle Name, Last Name, and Suffix. The first five rows of the table are visible, showing assignments for ranks 2702 through 2819. Below the table is a large grey rectangular area, likely a placeholder for a search or filter function. At the bottom right of the window are "Save" and "Close" buttons.

	Assignment Rank	Assignment Name	Title	Prefix	First Name	Middle Name	Last Name	Suffix
▶	2702	Secretary	Secretary	Ms.	Mary	Elizabeth	James	
	2703	Bookkeeper	Bookkeeper	Deacon	Daniel	Peter	Jones	
	2704	Music Director	Music Director	Mr.	Michael	Robert	Peters	
	2705	Youth Minister	Youth Minister	Mr.	Matteo	George	Wood	
	2819	DRE/CRE	Director of Religi...	Ms.	Sarah	Catherine	Jacobs	

Add New Position

To add a new position, click the Add Person button. To add a new person, first search the database to check if they already exist. On the search screen, the **Add New** is not accessible. This verifies that the user actually searches the database for the person they are trying to add. It becomes accessible once the search is completed.

Search By Name

Last Name

First Name

Search By Name

Add a new person only if no existing record can be found.

Example: If you need to add Matteo Wood as your Youth Minister. The first thing to do is search for him. Type in his last name and clicked **Search By Name**. (You can search by **Last or First Name**, it can be helpful to search without the first name in case of nicknames, i.e. Robert and Bob.) There are results, but Matteo is not on the list. If he were in the results, you also have the address field visible to help verify that it is the correct Matteo Wood. If he were already in the database, you want to click **Select Highlighted Person** to open his record. Since he does not exist, click **Add New**.

Search By Name

Last Name

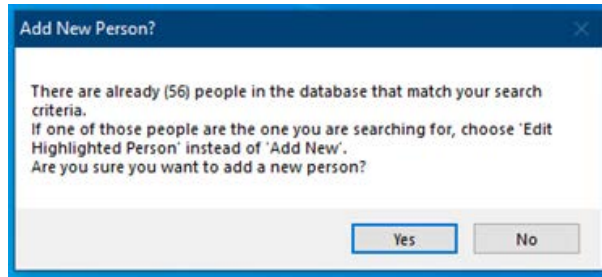
First Name

Search By Name

SSN	Last Name	First Name	Address	City	State	Zip Code	Zip Code
	Wood	Amy	21730 Oia...	Sainte Genevieve	MO	63670	1551
	Wood	Andrew	4106 Rad ...	Saint Louis	MO	63110	
	Wood	Ethan	2246 Den...	Union	MO	63084	
	Wood	Linda	5631 Cliff ...	St. Louis	MO	63129	
	Wood	Michele	433 Olan	Hazelwood	MO	63042	
	Wood	Monica	2038 Hou...	Wentzville	MO	63385	
	Wood	Patricia	200 E. Main	Washington	MO	63090	
	Wood	Patrick	302 Planth...	Webster Groves	MO	63109	
	Wood	Regina	7516 Sum...	St. Louis	MO	63129	
	Wood	Richard	2662 Que...	Saint Louis	MO	63129	
	Wood	Terry	41 Zeno S...	Perryville	MO	63775	
	Wood	Timothy	Rt. 1, Box ...	Arnold	MO	63010	
	Wood	Willa	PO Box 36...	Flat River	MO	63601	
	Woodall	Jeanne	7020 Glen...	St. Louis	MO	63121	
	Woodard	Doyle	7716 Moss...	St. Louis	MO	63106	

Add a new person only if no existing record can be found.

After clicking **Add New**, you may see a prompt similar to this for confirmation:

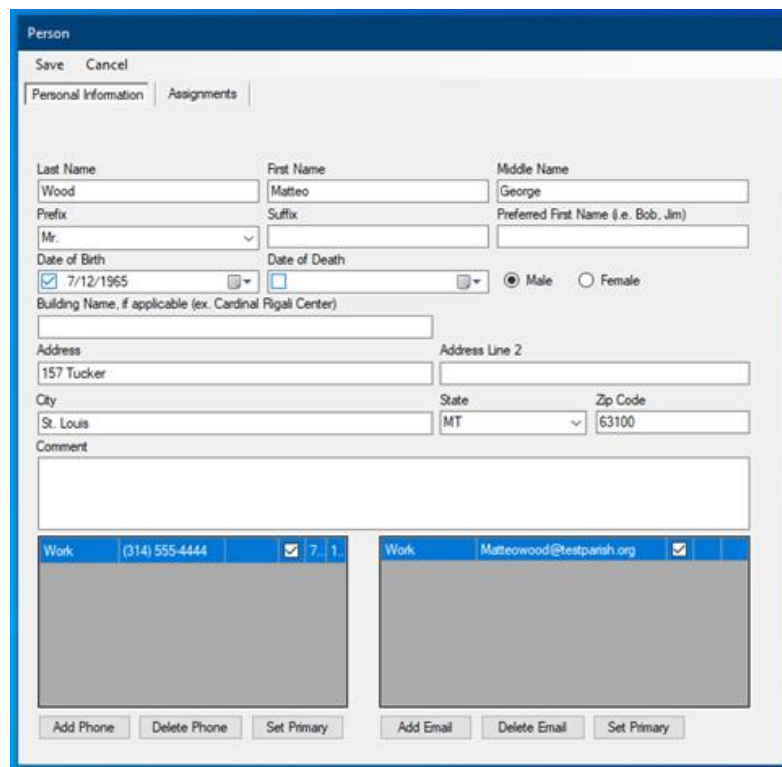


A confirmation dialog box titled "Add New Person?". The text inside reads: "There are already (56) people in the database that match your search criteria. If one of those people are the one you are searching for, choose 'Edit Highlighted Person' instead of 'Add New'. Are you sure you want to add a new person?". At the bottom, there are two buttons: "Yes" and "No".

After clicking **Yes**, you see the **Person** form. It has two different tabs: **Personal Information** and **Assignments**

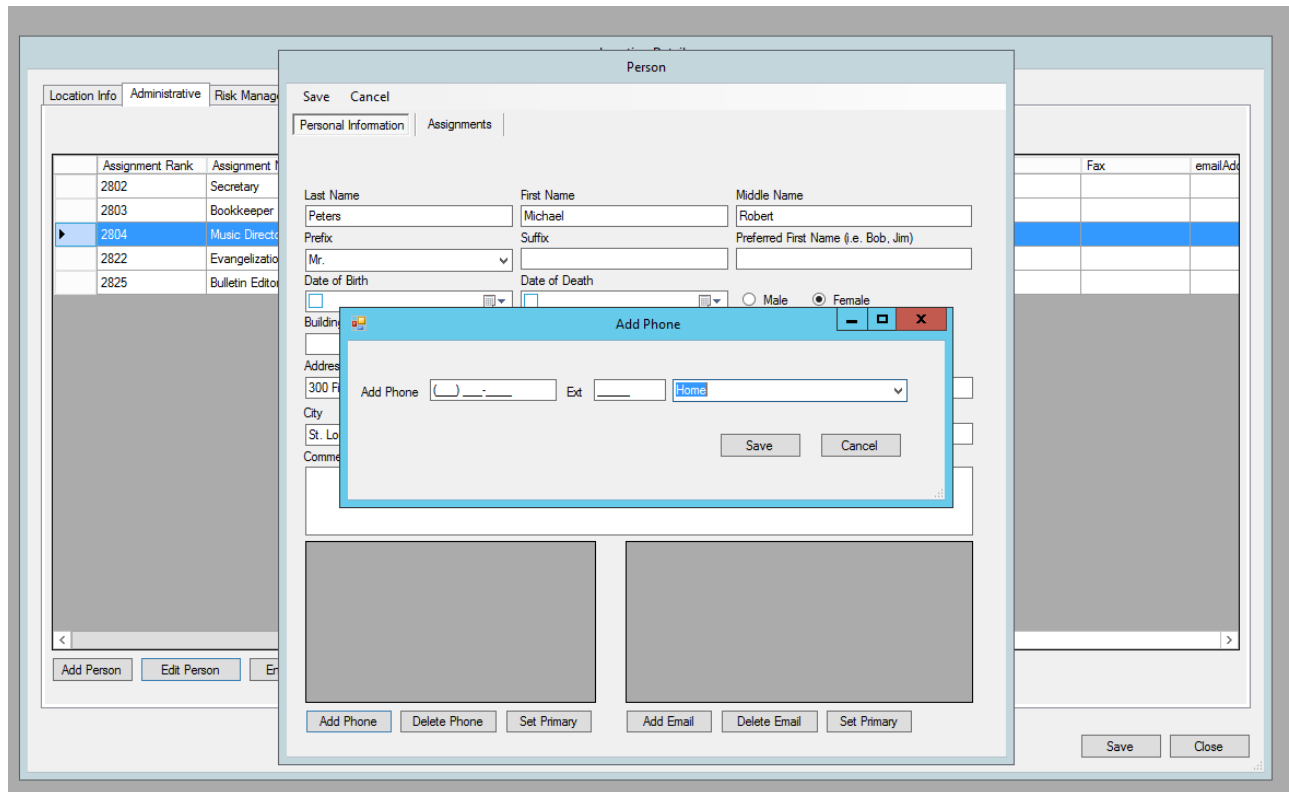
Personal Information

The **Personal Information** tab fields are mostly basic information. Personal information must include an email address and those assigned to secretary, bookkeeper and business manager must include a cell phone number.

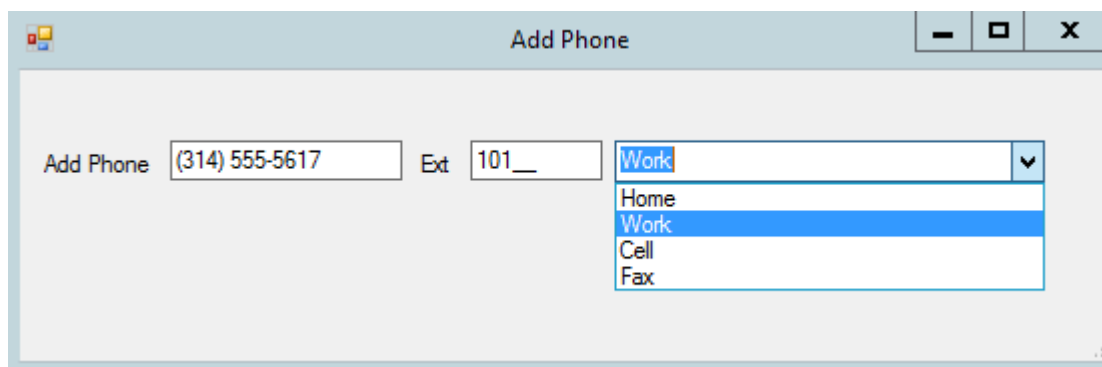


The "Person" form is displayed with the "Personal Information" tab selected. The form contains the following fields and controls:

- Save** and **Cancel** buttons at the top left.
- Personal Information** and **Assignments** tabs.
- Name Fields:** Last Name (Wood), First Name (Matteo), Middle Name (George), Prefix (Mr.), Suffix, and Preferred First Name (i.e. Bob, Jim).
- Date Fields:** Date of Birth (7/12/1965) and Date of Death.
- Gender:** Male (selected) and Female.
- Address Fields:** Building Name, Address (157 Tucker), Address Line 2, City (St. Louis), State (MT), and Zip Code (63100).
- Comment:** A large text area for additional notes.
- Phone and Email Lists:** Two lists at the bottom. The Phone list shows a "Work" entry with the number (314) 555-4444, marked as primary. The Email list shows a "Work" entry with the address Matteo.wood@testparish.org, also marked as primary.
- Actions:** Buttons for "Add Phone", "Delete Phone", "Set Primary", "Add Email", "Delete Email", and "Set Primary" are located at the bottom.

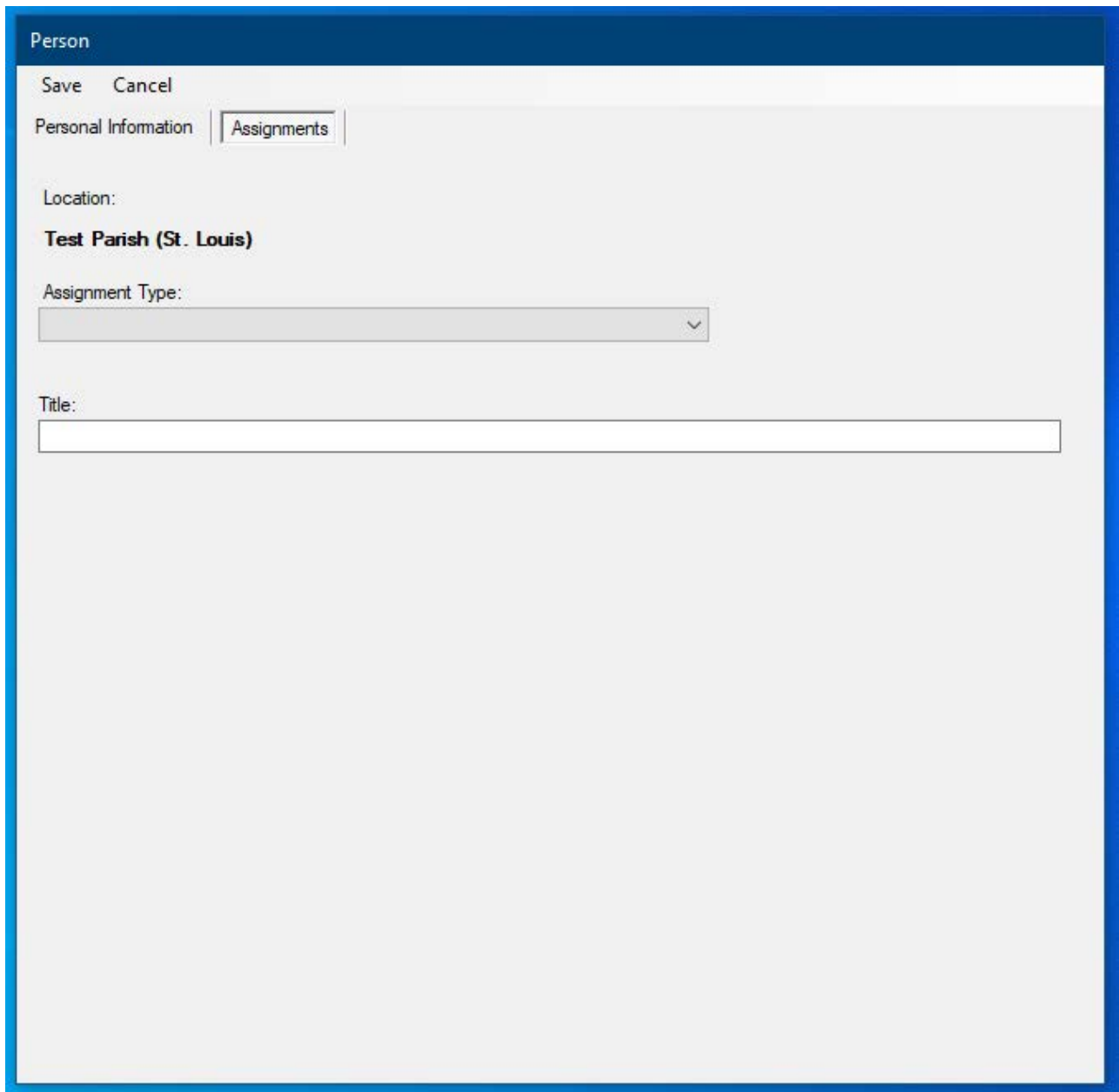


Click on the **“Add Phone”** or **“Add Email”** tab to add contact information for staff. When adding a phone number or email address use the drop down arrow to select the type of phone number or email entered. Users may add more than one phone number or email address. If more than one phone number or email is added, be sure to set one of them to primary by highlighting the number you wish to set to primary and click the **Set Primary** button.



Assignments

The Assignments tab designates an assignment or position, to a person.



The screenshot shows a web form titled "Person" with a dark blue header. Below the header, there are two tabs: "Personal Information" and "Assignments", with "Assignments" being the active tab. The form contains the following fields:

- Save** and **Cancel** buttons at the top left.
- Location:** A text field containing the value "Test Parish (St. Louis)".
- Assignment Type:** A dropdown menu with a downward arrow icon.
- Title:** A large, empty text input field.

In Matteo Wood's case, you want to select **Youth Minister**. The **title** field is available for the user to be more specific, if needed. For example, if Matteo was being hired as a groundskeeper, you would notice there is no assignment selection for that. So select, **Other**, or even **Maintenance**, then in his **title** field, enter Grounds Keeper. In many cases you can leave the **title** blank since the **assignment type** is the same as the **title**.

Person

Save Cancel

Personal Information

Assignments

Location:

Test Parish (St. Louis)

Assignment Type:

Athletic Association President
Bookkeeper
Bulletin Editor
Business Manager
Communications Director
Cook
Development Director
DRE/CRE
Evangelization Coordinator
Finance Committee President
Housekeeping
Liturgy Director
Maintenance
Marriage Prep Coordinators Or Mentor Couples
Music Director
Nurse
OLFL Parish Rep
Other
Parish Council President
Principal
RLA Parish Coordinator
Secretary
Stewardship Coordinator
Wellness Champion
Young Adult Ministry Contact
Youth Minister
Youth Ministry Contact

Person

Save

Cancel

Personal Information

Assignments

Location:
Test Parish (St. Louis)

Assignment Type:
Youth Minister

Title:

If title is the same as assignment, it remains blank. Make sure to save your changes by clicking **Save** on the top left section of the window.

After hitting **Save**, you should see the newly added position in the grid list:

The screenshot shows a software window titled "Location Details" with three tabs: "Location Info", "Administrative", and "Risk Management". The "Administrative" tab is active, displaying a grid of personnel assignments. The grid has columns for Assignment Rank, Assignment Name, Title, Prefix, First Name, Middle Name, Last Name, and Suffix. The row for rank 2705, "Youth Minister", is highlighted in blue. Below the grid are buttons for "Add Person", "Edit Person", and "End Position". At the bottom right of the window are "Save" and "Close" buttons.

Assignment Rank	Assignment Name	Title	Prefix	First Name	Middle Name	Last Name	Suffix
2702	Secretary	Secretary	Ms.	Mary	Elizabeth	James	
2703	Bookkeeper	Bookkeeper	Deacon	Daniel	Peter	Jones	
2704	Music Director	Music Director	Mr.	Michael	Robert	Peters	
2705	Youth Minister	Youth Minister	Mr.	Matteo	George	Wood	
2819	DRE/CRE	Director of Religi...	Ms.	Sarah	Catherine	Jacobs	

Edit Person

Select the person you want to edit and click **Edit Person**. The edit person tab allows changes to personal information or change the assignment. To add an additional assignment to a person already existing in the database select "Add Person" search for them by name, open their record and add the additional assignment (s). See **Personal Information** and **Assignments** section above for instructions.

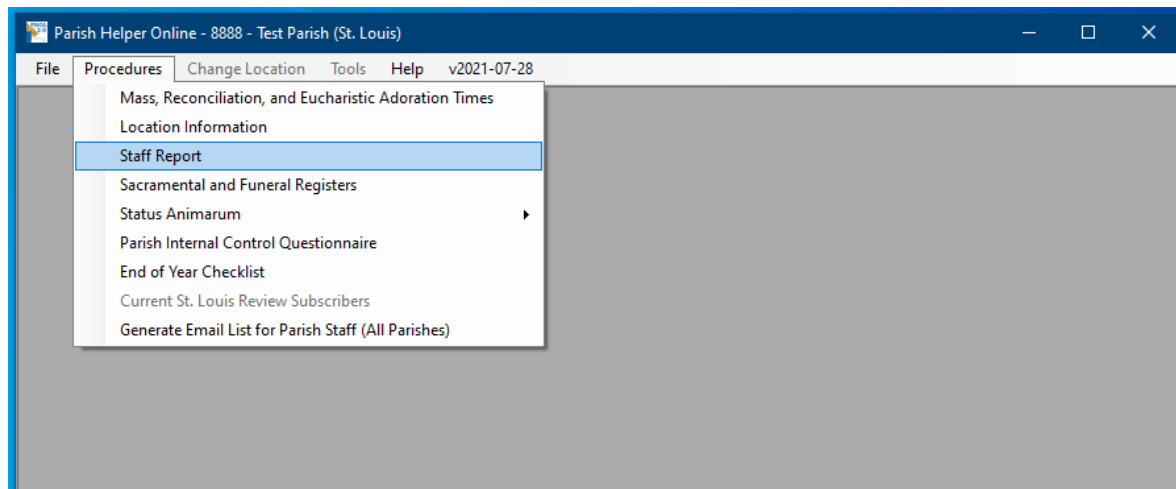
End Position

To end a position, simply select the record and click **End Position**. Their assignment ends and is removed from the grid. **IF A NEW PERSON IS BEING ASSIGNED TO AN ENDING ASSIGNMENT, DO NOT OPEN THE EXISTING RECORD AND CHANGE TO A DIFFERENT PERSON. END THE POSITION, THEN ADD NEW PERSON BY CLICKING Add Person.**

****You cannot add/edit/delete Priest and Deacon assignments. These are maintained by the Archdiocese.**

Staff Report

The Staff Report menu selection prints the personnel listed on the **Administrative** tab of the **Location Details** window.

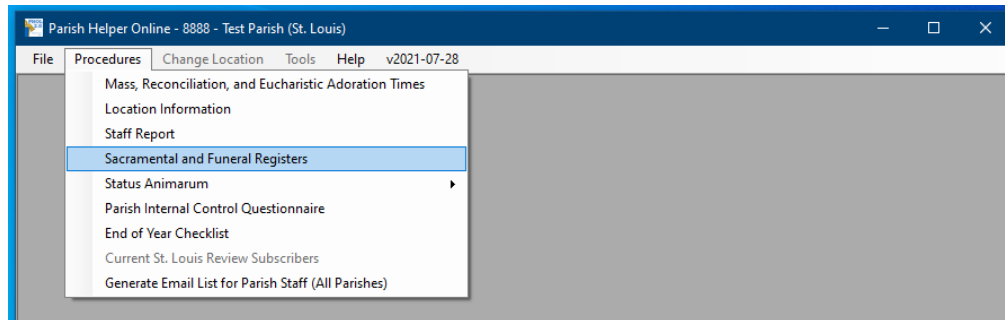


This is simply a list to verify staff assignments. The report reflects what is in the Location Information tab. Please note that the list should contain a contact for ALL available assignments.

<p>Test Parish (St. Louis) - 8888 () - Parish Staff</p> <p><u>Secretary</u> Ms. Mary Elizabeth James</p> <p><u>Bookkeeper</u> Deacon Daniel Peter Jones</p> <p><u>Music Director</u> Mr. Michael Robert Peters</p> <p><u>Youth Minister</u> Mr. Matteo George Wood (314) 555-4444 Matteowood@testparish.org</p> <p><u>Director of Religious Education</u> Ms. Sarah Catherine Jacobs</p>
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Sacramental Data

To enter Sacramental data, select **Sacramental and Funeral Registers** from the **Procedures** menu.



Guidelines for Entering Sacraments

If you are the Church of Baptism

- A. Sacraments administered in the **current fiscal year (July 1 – June 30)**:
 - a. Enter all sacraments administered at your parish in the current fiscal year. This includes baptisms, first communions, confirmations, marriages, ordinations, vows, and funerals. PHOL tallies these entries for the Status Animarum.
 - b. Enter all sacrament notifications received from outside the Archdiocese. Be sure to click on the “Sacrament occurred outside of the Archdiocese of St. Louis” box. If this box is not checked, the sacrament is included in the Status Animarum and needs to be corrected.
 - c. Do not enter sacraments administered at another Archdiocesan parish.
- B. Sacraments administered in **prior years**:
 - a. As you receive sacramental notifications, you may enter all prior year sacraments that appear in your ledger. Be sure to enter the correct date and location of the sacrament.
 - b. If you find a duplicate record please email Sally Serbus (sallyserbus@archstl.org) and include the Sacrament ID#’s in question.

If you are NOT the Church of Baptism

- A. Sacraments administered in the **current fiscal year (July1 – June 30)**:
 - a. Enter all sacraments administered at your parish in the current fiscal year. This includes baptisms, first communions, confirmations, marriages, ordinations, vows and funerals. PHOL tallies these entries for the Status Animarum.
 - b. Click on the Notification button to print a notification for mailing. At this time, please continue to mail notifications printed from PHOL to ALL parishes even though an email is being sent.
 - c. Do **NOT** enter baptisms that were not administered at your parish – NO EXCEPTIONS. For baptisms outside of the Archdiocese, you may enter the date and location of baptism in the comments/notes field of the sacrament administered at your parish.
- B. Sacraments administered in prior years: You may choose to enter prior year sacraments administered at your parish.

Searching for a Person

Before adding a new sacrament you must first search for the person to verify whether or not their record exists in the database.

The screenshot shows a web application window titled "Parish Helper Online - 8888 - Test Parish (St. Louis)". The interface includes a menu bar with "File", "Procedures", "Change Location", "Tools", and "Help", along with a version number "v2021-07-28". The main content area is titled "Search Sacraments" and contains the following instructions: "Before adding a new person, you must search for them to verify that they do not already exist in the database. If they do exist, select the record for editing." Below these instructions are input fields for "Sacrament ID:", "Last Name:", "First Name:", and "Date of Birth:" (formatted as //). A "Search" button is highlighted in blue, and a "Refresh" button is also visible. To the right of the search buttons are three buttons: "Select Person" (disabled), "No Match/Add New" (disabled), and "Cancel". Below the search area is a table with the following headers: "Sacrament ID", "Last Name", "First Name", "Middle Name", "Date of Birth", "Place of Birth", "Baptism Date", "Profession of Faith Date", "Baptism Sponsor 1", and "Baptism Sponsor 2". The table body is currently empty, showing only a grey background.

You can search by **Last Name**, **First Name**, and/or **Date of Birth** (or any combination thereof). It can be helpful to search without the first name in case of nicknames, i.e. Robert and Bob.

The search determines whether or not a record for the person exists in the database. If so, click the **Select Person** button. If no match is found, click **No Match/Add New** to create a new person.

Note: If two (or more) records exist for an individual please send an email to SallySerbus@archstl.org. Be sure to include all the Sacrament ID numbers to be merged.

(Match found)

Parish H

File Procedures Change Location Tools Help v2021-07-28

Before adding a new person, you must search for them to verify that they do not already exist in the database.

If they do exist, select the record for editing.

Sacrament ID:

Last Name:

First Name:

Date of Birth:

	Sacrament ID	Last Name	First Name	Middle Name	Date of Birth	Place of Birth	Baptism Date	Profession of Faith Date	Baptism Sponsor 1
▶	1357383	Kline	Jaime Melissa				5/9/1982		
	1066423	Kline	Jake	Ryan	3/4/2001	St. Louis	5/20/2001		Donald Vietor
	1398209	Kline	Jessica	Anne	7/4/1994	St. Louis Missouri	8/13/1994		Steve Kline
	1375785	Kline	Joan Helen				5/18/1930		
	1317986	Kline	John Kenneth				6/10/1951		
	1200343	KLINE	JOSEPH PATRICK						
	1313917	Kline	Joseph S.						
	1335754	Kline	Joshua						

(No match found)

File Procedures Change Location Tools Help v2021-07-28

Before adding a new person, you must search for them to verify that they do not already exist in the database.

If they do exist, select the record for editing.

Sacrament ID:

Last Name:

First Name:

Date of Birth:

	Sacrament ID	Last Name	First Name	Middle Name	Date of Birth	Place of Birth	Baptism Date	Profession of Faith Date	Baptism Sponsor 1
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Adding a New Person

After clicking No **Match/Add New**, a blank Sacramental Record page appears. The basic personal info is on top. **You cannot add any Sacramental data until the personal info is entered and Saved.**

The screenshot shows a web form for adding a new person. At the top, there are 'Save' and 'Delete' buttons, and a 'Sacrament ID: 1398216' label. Below this, the 'Personal Info' section includes fields for Last Name (Fisher), First Name (Zoe), and Middle Name (Jane). The Date of Birth is set to 7/1/2021, and the Place of Birth is St. Louis, MO. To the right of these fields, a box displays: 'Personal Info Record Keeper: 8888 - Test Parish (St. Louis)', 'Personal Info Last Updated On: 7/30/2021 12:45:45 PM', and 'Personal Info Last Updated By: MFisherUser'. Below the personal info, there are buttons for 'Add Baptism', 'Add First Communion', 'Add Confirmation', 'Add Ordination', 'Add Vows', and 'Add Funeral'. A 'Print Baptismal Info Form' button is also present. The form has tabs for 'Baptism', 'First Communion', 'Confirmation', 'Marriage', 'Ordination', 'Vows', and 'Funeral'. The 'Baptism' tab is active, showing fields for Ledger Number, Father's Name, Mother's Name (Maiden), and a checkbox for 'Parishioner/Child of Parishioner'. It also includes Baptism Date (7/30/2021) and Profession Of Faith Date (7/30/2021) dropdowns, Sponsor 1 and 2 fields, Minister of Baptism (or Profession of Faith), and Notations to Appear on Certificate. There are also fields for Baptism Location, Address, City, State, and Zip. A 'Print Baptismal Certificate' button and a 'Delete Baptism' button are at the bottom right.

After entering and saving the personal data, two things appear:

1. To the right of **Place of Birth**, is a box with three fields, **Personal Info Record Keeper**, **Personal Info Last Updated On**, and **Personal Info Last Updated By**.

Personal Info Record Keeper: This is the location of the user that entered the record. Users at that location are the only ones who can edit and delete this record. However, all locations can see this record.

Personal Info Last Updated On: The timestamp of the last save of the Personal Info.

Personal Info Last Updated By: The User who last saved the Personal Info.

2. The Add buttons for all Sacraments are enabled.

Now that a record exists for a person, Sacraments can now be added.

Add Baptism

Before adding a new sacrament you must first search for the person to verify whether or not their record exists in the database. See instructions on page 20-23. Do not add baptism if it did not occur at your parish.

Once we have selected the correct record or have added our new person we click **Add Baptism**.

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398213 Close

Last Name: Clancy First Name: Alex Middle Name: James

Date of Birth: 6/1/2021 Place of Birth: St. Louis, MO

Personal Info Record Keeper: 8388 - Test Parish (St. Louis)
Personal Info Last Updated On: 7/29/2021 10:44:58 AM
Personal Info Last Updated By: MFisherUser

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral Print Baptismal Info Form

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Ledger Number: 123-8

Father's Name: Michael Clancy Mother's Maiden Name: Bridget Clancy

☒ Parishioner/Child of Parishioner

Baptism Date: 6/16/2021 Profession Of Faith Date: 11/4/2021 Sponsor 1: Sean Clancy Sponsor 2: Grace Clancy

Minister of Baptism (or Profession of Faith): Rev. John Donovan

Notations to Appear on Certificate:

Baptism Location: Test Parish (St. Louis)

Baptism Comments (will not show on certificate):

Address: 123 Fake Street

City: St. Louis State: MO Zip: 63000

Print Baptismal Certificate Delete Baptism

Once the **Add Baptism** button is clicked, the **Baptism Info** on the **Baptism** tab becomes available. The **Baptism Location** data fills automatically based on the Location set. This can be changed manually if it is different.

Mother's Maiden Name field must contain only her first and last name as shown on her birth certificate.

Check the Parishioner/Child of Parishioner box if appropriate. The parents of the child must be members of the parish to be considered a child of a parishioner.

After all data is entered, click the **Save** button.

After the **Save** button is clicked:

1. The **Add Baptism** button is disabled. A person can only have one Baptism record.
2. The **Print Baptismal Certificate** and **Print Baptismal Info Form** buttons become available.
3. The **Baptism Record Keeper** information is visible.

***Reminder – The Baptism Record Keeper is the Location that added the Baptism Sacrament. All locations can VIEW the Baptism Record, but only the Record Keeper location can edit it.**

Edit Sacraments - 0800 - Old St. Ferdinand Shrine

SaveDelete

Sacrament ID: 1583610

Close

Last Name:Quincy

First Name:Alex

Middle Name:James

Date of Birth:☒ 6/ 1/2021

Place of Birth:St. Louis, MO

Personal Info Record Keeper:0800 - Old St. Ferdinand Shrine
Personal Info Last Updated On: 11/4/2021 9:56:00 AM
Personal Info Last Updated By: MicheleFisher

Add Baptism

Add First Communion

Add Confirmation

Add Ordination

Add Vows

Add Funeral

Baptism

First Communion

Confirmation

Marriage

Ordination

Vows

Funeral

Ledger Number:
125-6

Father's Name:Michael Quincy

Mother's Maiden Name:Bridget Clancy

☒ Parshioner/Child of Parshioner

Baptism Date:☒ 6/16/2021

Profession Of Faith Date:☐ 11/17/2021

Sponsor 1:Sean Clancy

Sponsor 2:Grace Clancy

Minister of Baptism (or Profession of Faith):Rev. John Donovan

Baptism Location:Test Parish (St. Louis)

Address:123 Fake Street

City:Florissant

State:MO

Zip:63300

Baptism Record Keeper:
Baptism Last Updated On:
Baptism Last Updated By:

Notations to Appear on Certificate:

Baptism Comments (will not show on certificate):

Print Baptismal Certificate

Delete Baptism

Add First Communion

Before adding a new sacrament you must first search for the person to verify whether or not their record exists in the database. See instructions on page 20-23. Do not add the first communion if it occurred at another parish in the Archdiocese of St. Louis.

Once you have selected the correct person or have added a new person click the **Add First Communion**. The **First Communion** tab becomes available.

Before adding a new person, you must search for them to verify that they do not already exist in the database.
If they do exist, select the record for editing.

Sacrament ID:
Last Name:
First Name:
Date of Birth:

	Sacrament ID	Last Name	First Name	Middle Name	Date of Birth	Place of Birth	Baptism Date	Profession of Faith Date	Baptism Sponsor 1
	1104534	Dunbar	Jacob	Andrew	8/29/2003	St. Louis, MO	10/10/2003		James Street
▶	1398208	Dunbar	James	Peter	7/13/2014	St. Louis, Missouri	7/31/2014		Robert Cooper

As the record comes up, notice that, in this sample, his **Personal Info** and **Baptism** data sections are visible but NOT available for edit. This is due to these records having a different **Record Keeper**. The **Personal Info** and **Baptism** data **Record Keeper** is St. Peter (Kirkwood). The current Location is Test Parish.

Since there is no First Communion record, the **Add First Communion** button is available.

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398208 Close

Last Name: First Name: Middle Name:

Date of Birth: ☒ 7/13/2014 Place of Birth:

Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)
 Personal Info Last Updated On: 7/13/2021 10:13:39 AM
 Personal Info Last Updated By: MicheleFisher

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral Print Baptismal Info Form

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Ledger Number:

Father's Name: Mother's Name (Maiden):

☒ Parishioner/Child of Parishioner

Baptism Date: ☒ 7/31/2014 Profession Of Faith Date: ☐ 7/13/2021 Sponsor 1: Sponsor 2:

Minister of Baptism (or Profession of Faith):

Notations to Appear on Certificate:

Baptism Location:

Baptism Comments (will not show on certificate):

Address:

City: State: Zip:

Print Baptismal Certificate Delete Baptism

Click the **Add First Communion** button and the **First Communion** tab becomes available. Enter the first communion data. **Be sure to check all boxes that apply.**

***Reminder – The First Communion Record Keeper is the Location that added the First Communion Sacrament. All locations can VIEW the First Communion Record, but only the Record Keeper location can edit it.**

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save
Delete
Sacrament ID: 1398208
Close

Last Name:

First Name:

Middle Name:

Date of Birth:

Place of Birth:

Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)

Personal Info Last Updated On: 7/13/2021 10:13:39 AM

Personal Info Last Updated By: MFisherAdmin

Add Baptism
Add First Communion
Add Confirmation
Add Ordination
Add Vows
Add Funeral

Baptism
First Communion
Confirmation
Marriage
Ordination
Vows
Funeral

Ledger Number:

First Communion Date:

☒ Parishioner/Child of Parishioner
 ☒ Home Schooled
 ☐ PSR

Celebrant:

☐ Sacrament occurred outside of the Archdiocese of St. Louis

Communion Location:

Address:

City: State: Zip:

Communion Record Keeper: 8888 - Test Parish (St. Louis)

Communion Last Updated On: 7/14/2021 10:27:43 AM

Communion Last Updated By: MFisherAdmin

Communion Comments:

Print Communion Certificate
Delete First Communion

Print Notification

Please check all applicable Parishioner/Child of Parishioner, Home School, and PSR boxes. A parishioner is someone that is a registered member of the parish. The parents of the child must be members of the parish to be classified a child of a parishioner.

If you received notification of a First Communion taking place outside of the Archdiocese of St. Louis and are entering the sacrament into Parish Helper On-line, be sure to check the “**Sacrament occurred outside of the Archdiocese of St. Louis**” box.

When finished entering First Communion information click **Save**. Now the **Print Certificate** button is available and **Print Notification** is available. It is not required to send a First Communion notification to the Church of Baptism. Also, the **First Communion Record Keeper** information is now set and visible.

In this example, St. Peter (Kirkwood) is the **Record Keeper** for the **Personal Info** and **Baptism** data (notice how the Personal Info is viewable but grayed-out), but Test Parish now controls the **First Communion** data (not grayed-out and is editable).

Add Confirmation

Before adding a new sacrament you must first search for the person to verify whether or not their record exists in the database. See instructions on page 20-23.

Once you have selected the correct person or have added a new person click the **Add Confirmation**. The **Confirmation** tab becomes available.

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398208 Close

Last Name: Dunbar First Name: James Middle Name: Peter

Date of Birth: 7/13/2014 Place of Birth: St. Louis, Missouri

Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)
Personal Info Last Updated On: 7/13/2021 10:13:39 AM
Personal Info Last Updated By: MFisherAdmin

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Ledger Number:

Confirmation Date: 11/22/2021

Confirmation Record Keeper:
Confirmation Last Updated On:
Confirmation Last Updated By:

☐ Parishioner/Child of Parishioner ☐ Home Schooled ☐ PSR

Confirmation Name: Confirmation Sponsor:

Minister of Confirmation:

☐ Confirmed at the Cathedral Basilica
☐ Sacrament occurred outside of the Archdiocese of St. Louis

Confirmation Location:
Test Parish (St. Louis)

Address:
123 Fake Street

City: St. Louis State: MO Zip: 63000

Print Confirmation Certificate Delete Confirmation

Print Notification

Enter the confirmation data. **Be sure to check all boxes that apply.** If the confirmandi is a parishioner and a PSR student and confirmed at the Cathedral, be sure to check all three boxes. A parishioner is someone that is a registered member of the parish. The parents of the child must be members of the parish to be. If you received notification of a Confirmation taking place outside of the Archdiocese of St. Louis and are entering the sacrament into Parish Helper On-line, be sure to check the “**Sacrament occurred outside of the Archdiocese of St. Louis**” box.

When data entry is complete, hit **Save**. Now the **Print Certificate** button is available and **Print Notification** is available. Print the notification and mail to the Church of Baptism. The parish is required to send a written Confirmation notification to the parish of baptism, even if the parish is located within the Archdiocese of St. Louis. Also the **Confirmation Record Keeper** info is now set and visible. . ***Reminder – The Confirmation Record Keeper is the location that added the Confirmation. All locations can VIEW the Confirmation Record, but only the Record Keeper location can edit it**

Add Marriage

The Marriage section has a bit more to it since it involves two records. The first thing to do is search for ONE of the participants. It is best to start with the person more likely to have a record in the database.

Example: In this case, Brett Jefferson and Jessica Kline are getting married. Jessica was baptized at Test Parish, so start with her. Select Sacramental and Funeral Registers from the Procedures menu. That brings up the Search Page. Search for Jessica Kline and select her record.

On her Sacramental record, go to the **Marriage** tab. She has no Marriage data, so the only button available to click is **Add Marriage**.

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398209 Close

Last Name: Kline First Name: Jessica Middle Name: Anne

Date of Birth: 7/ 4/1994 Place of Birth: St. Louis Missouri

Personal Info Record Keeper: 8888 - Test Parish (St. Louis)
Personal Info Last Updated On: 7/13/2021 11:35:43 AM
Personal Info Last Updated By: MicheleFisher

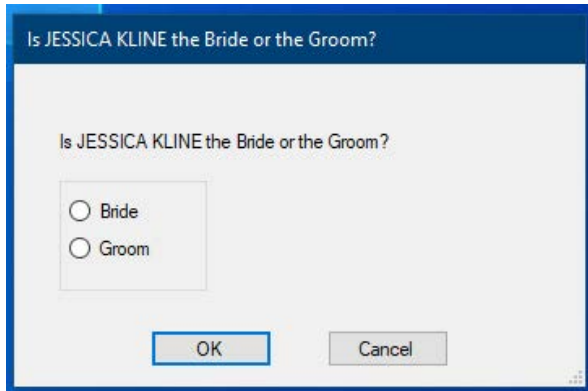
Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Add Marriage Edit Marriage Delete Marriage

Ledger Number	Marriage Date	Groom Name	Groom Date Of Birth	Groom Date Of Death	Bride Name	Bride Date Of Birth	Bride Date Of Death
---------------	---------------	------------	---------------------	---------------------	------------	---------------------	---------------------

After clicking **Add Marriage**, the window pictured below appears. The program needs to determine which record is which. She is the Bride, so we select **Bride** and click **OK**.



Is JESSICA KLINE the Bride or the Groom?

Is JESSICA KLINE the Bride or the Groom?

☒ Bride

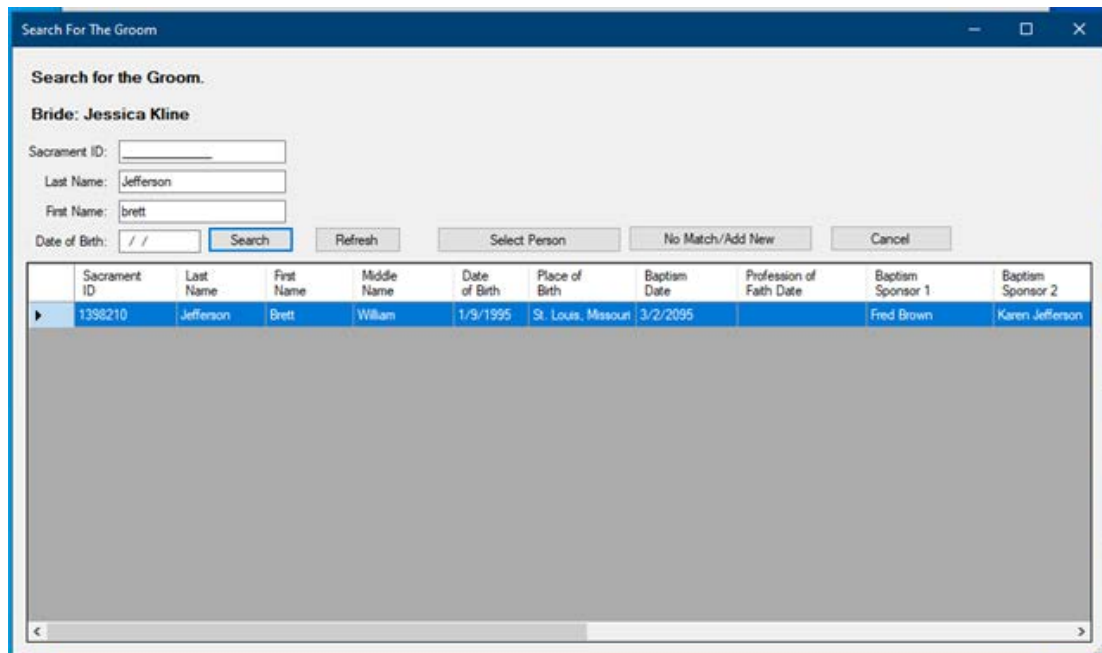
☐ Groom

OK Cancel

Now you must search for the Groom (if you had selected Groom on the previous page you would now be searching for the Bride).

Enter the search data and click **Search**. Since the result shows the record you are looking for, click **Select Person**.

Existing Person Example



Search For The Groom

Search for the Groom.

Bride: Jessica Kline

Sacrament ID:

Last Name:

First Name:

Date of Birth:

Search Refresh Select Person No Match/Add New Cancel

Sacrament ID	Last Name	First Name	Middle Name	Date of Birth	Place of Birth	Baptism Date	Profession of Faith Date	Baptism Sponsor 1	Baptism Sponsor 2
1398210	Jefferson	Brett	William	1/9/1995	St. Louis, Missouri	3/2/2095		Fred Brown	Karen Jefferson

If the Groom (or Bride) doesn't show up in the search results, click **No Match/Add New**. This brings up a new person form and the user would have to add and save the **Personal Info** for the Groom (or bride). **Both records must exist to enter the marriage (even if one of the records has no Sacraments).**

(New Person Example)

Search for the Groom.

Bride: Jessica Kline

Sacrament ID:

Last Name:

First Name:

Date of Birth:

Sacrament ID	Last Name	First Name	Middle Name	Date of Birth	Place of Birth	Baptism Date	Profession of Faith Date	Baptism Sponsor 1	Baptism Sponsor 2
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Add New Person

i On the next screen you will be required add this person to the database before creating the marriage record.

Now that both records are selected, a form is available to enter the Marriage data.

Add New Marriage - 8888 - Test Parish (St. Louis)

Ledge Number: <input type="text"/>		<input type="button" value="Print Marriage Certificate"/>	Marriage Record Keeper: <input type="text"/>	
Marriage Date: <input type="text" value="7/13/2021"/>			Marriage Last Updated On: <input type="text"/>	
		<input type="button" value="Print Notification"/>	Marriage Last Updated By: <input type="text"/>	
Groom Sacrament ID: 1398210		Bride Sacrament ID: 1398209		
Groom Name: Brett William Jefferson		Bride Name: Jessica Anne Kline		
Groom Date Of Birth: 1/9/1995	Groom Date Of Death: <input type="text"/>	Bride Date Of Birth: 7/4/1994	Bride Date Of Death: <input type="text"/>	
Groom Address: <input type="text"/>		Bride Address: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>	City: <input type="text"/>	
<input type="checkbox"/> Parishioner		<input type="checkbox"/> Parishioner		
Minister of Marriage: <input type="text"/>		Marriage Type: <input type="text" value=""/>		
Marriage Location: Test Parish (St. Louis)		Dispensations: <input type="text"/>		
Address: 123 Fake Street		Marriage Witness 1: <input type="text"/>		
City: St. Louis	State: MO	Zip: 63000	Marriage Witness 2: <input type="text"/>	
<input type="checkbox"/> Sacrament occurred outside of the Archdiocese of St. Louis		Prohibitions/Warnings: <input type="text"/>		
Annulment Date: <input type="text" value="7/13/2021"/>		Marriage Comments: <input type="text"/>		
Annulment Number: <input type="text"/>				
<input type="button" value="Save"/>		<input type="button" value="Close"/>		

Note: **The Annulment date** and **Annulment number** fields should remain blank when entering a new marriage. These fields are only completed when or if **this** marriage is annulled in the future. These fields are not intended to show an annulment date or annulment number of previous marriage of the bride or groom.

After entering all the necessary data, click **Save**. The **Marriage Record Keeper** data is now set. Now the **Print Certificate** button is available and **Print Notification** is available. Print the notification and mail to the Church of Baptism for both the bride and groom. (Assuming they are Catholic) The parish is required to send a written Marriage notification to the parish of baptism, even if the parish is located within the Archdiocese of St. Louis.

Add New Marriage - 8888 - Test Parish (St. Louis)

Ledge Number:

Marriage Date:
☒ 4/28/2021

Print Marriage Certificate

Print Notification

Marriage Record Keeper:
Marriage Last Updated On:
Marriage Last Updated By:

Groom Sacrament ID: 1398210
Groom Name:
Brett William Jefferson
Groom Date Of Birth: 1/9/1995
Groom Date Of Death:
Groom Address:

City: State: Zip:
☐ Parishioner
Minister of Marriage:

Marriage Location:

Address:

City: State: Zip:
☐ Sacrament occurred outside of the Archdiocese of St. Louis
Annulment Date:
☐ 7/13/2021
Annulment Number:

Bride Sacrament ID: 1398209
Bride Name:
Jessica Anne Kline
Bride Date Of Birth: 7/4/1994
Bride Date Of Death:
Bride Address:

City: State: Zip:
☒ Parishioner
Marriage Type:
Mixed
Dispensations:

Marriage Witness 1:

Marriage Witness 2:

Prohibitions/Warnings:

Marriage Comments:

Save

Close

Now the Marriage appears on Jessica Kline's main Sacramental Record. The Groom has the same marriage record on his main Sacramental record. Again, only the **Marriage Record Keeper** can edit/delete the Marriage.

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398209 Close

Last Name: Kline First Name: Jessica Middle Name: Anne

Date of Birth: 7/ 4/1994 Place of Birth: St. Louis Missouri

Personal Info Record Keeper: 8888 - Test Parish (St. Louis)
Personal Info Last Updated On: 7/13/2021 11:35:43 AM
Personal Info Last Updated By: Michele Fisher

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Add Marriage Edit Marriage Delete Marriage

	Ledger Number	Marriage Date	Groom Name	Groom Date Of Birth	Groom Date Of Death	Bride Name	Bride Date Of Birth	Bride Date Of Death
▶	97-6	4/28/2021	Brett William Jeff...	1/9/1995		Jessica Anne Kline	7/4/1994	

Add Ordination

Before adding a new sacrament you must first search for the person to verify whether or not their record exists in the database. See instructions on page 20-23. Do not add the Ordination if it occurred at another parish in the Archdiocese of St. Louis.

Once you have selected the correct person or have added a new person click the **Add Ordination** button. The **Ordination** tab becomes available. Enter the information and Click **Save**.

Now the **Print Notification** is available. Print the notification and mail to the Church of Baptism. Also, the **Ordination Record Keeper** info is now set and visible. If you received notification of a Ordination taking place outside of the Archdiocese of St. Louis and are entering the sacrament into Parish Helper On-line be sure to check the **"Sacrament occurred outside of the Archdiocese of St. Louis"** box . The parish is required to send a written Confirmation notification to the parish of baptism, even if the parish is located within the Archdiocese of St. Louis

***Reminder – The Ordination Record Keeper is the Location that added the Ordination. All locations can VIEW the Ordination Record, but only the Record Keeper location can edit it.**

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398208 Close

Last Name: Dunbar First Name: James Middle Name: Peter

Date of Birth: 7/13/2014 Place of Birth: St. Louis, Missouri

Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)
Personal Info Last Updated On: 7/13/2021 10:13:39 AM
Personal Info Last Updated By: Michele Fisher

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Ledger Number: [Field]

Ordination Date: 7/13/2021 Order: [Field]

Religious Order: [Field]

Minister of Holy Orders: [Field]

☐ Ordained at the Cathedral Basilica
☐ Sacrament occurred outside of the Archdiocese of St. Louis

Ordination Location: Test Parish (St. Louis)
Address: 123 Fake Street
City: St. Louis State: MO Zip: 63000

Ordination Record Keeper:
Ordination Last Updated On:
Ordination Last Updated By:

Ordination Comments

Print Ordination Info Form

Print Notification Delete Ordination

Add Vows

Before adding a new sacrament you must first search for the person to verify whether or not their record exists in the database. See instructions on page 20-23.

Once you have selected the correct person or have added a new person click the **Add Vow** button. The **Vow** tab becomes available. Enter the information and Click **Save**.

Now the **Print Notification** is available. Print the notification and mail to the parish of baptism. Also the **Vow Record Keeper** info is now set and visible. If you received notification of a Vow taking place outside of the Archdiocese of St. Louis and are entering the sacrament into Parish Helper On-line be sure to check the **"Sacrament occurred outside of the Archdiocese of St. Louis"** box. The parish is required to send a written Confirmation notification to the parish of baptism, even if the parish is located within the Archdiocese of St. Louis

***Reminder – The Vow Record Keeper is the Location that added the Vow. All locations can VIEW the Vow Record, but only the Record Keeper location can edit it.**

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398208 Close

Last Name: Dunbar First Name: James Middle Name: Peter

Date of Birth: 7/13/2014 Place of Birth: St. Louis, Missouri

Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)
Personal Info Last Updated On: 7/13/2021 10:13:39 AM
Personal Info Last Updated By: MicheleFisher

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Ledger Number:

Vows Date: 7/13/2021

Religious Order:

Minister of Vows:

☐ Vows at the Cathedral Basilica
☐ Sacrament occurred outside of the Archdiocese of St. Louis

Vows Location: Test Parish (St. Louis)

Address: 123 Fake Street

City: St. Louis State: MO Zip: 63000

Vows Record Keeper:
Vows Last Updated On:
Vows Last Updated By:

Vows Comments

Print Notification Delete Vows

Add Funeral

Before adding a Funeral you must first search for the person to verify whether or not their record exists in the database. See instructions on page 20-23. When entering a funeral for a female search for her record by using her maiden name (first and last name as shown on her birth certificate)

Once you have selected the correct person or have added a new person click the **Add Funeral** button. The **Funeral** tab becomes available. Enter the information and Click **Save**.

After you click the **Add Funeral** button, the **Funeral** tab becomes available. Enter the Funeral information and click **Save**. The **Burial Location** tab features a list of local cemeteries or you may add one that does not appear on the list.

***Reminder – The Funeral Record Keeper is the Location that added the Funeral. All locations can VIEW the Funeral Record, but only the Record Keeper location can edit it.**

The screenshot displays a web application interface for managing sacraments. The title bar reads "Edit Sacraments - 8888 - Test Parish (St. Louis)". The form includes a header with "Save", "Delete", and "Close" buttons, and a "Sacrament ID: 1398208" label. The main form is divided into several sections. The top section contains fields for "Last Name:" (Dunbar), "First Name:" (James), and "Middle Name:" (Peter). Below this is a "Date of Birth:" field (7/13/2014) and a "Place of Birth:" field (St. Louis, Missouri). A "Personal Info" box on the right contains "Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)", "Personal Info Last Updated On: 7/13/2021 10:13:39 AM", and "Personal Info Last Updated By: MicheleFisher". A row of buttons includes "Add Baptism", "Add First Communion", "Add Confirmation", "Add Ordination", "Add Vows", and "Add Funeral". Below these are tabs for "Baptism", "First Communion", "Confirmation", "Marriage", "Ordination", "Vows", and "Funeral". The "Funeral" tab is active, showing fields for "Ledger Number:", "Funeral Date:" (7/13/2021), "Date of Death:" (7/13/2021), "Age at Death:", "Residence:", "Next of Kin:", "Next of Kin Address:", "Celebrant:", "Funeral Location:" (Test Parish (St. Louis)), "Address:" (123 Fake Street), "City:" (St. Louis), "State:" (MO), and "Zip:" (63000). A "Received Sacraments" checkbox is also present. The "Burial" section includes "Burial Date:" (7/13/2021), "Burial Location (if not one of the available selections, you may type it in):", "Address:", "City:", "State:", and "Zip:". The "Funeral Record Keeper" section contains "Funeral Record Keeper:", "Funeral Last Updated On:", and "Funeral Last Updated By:". A "Funeral Comments" text area is at the bottom. At the very bottom are "Print Notification" and "Delete Funeral" buttons.

Edit Sacraments - 8888 - Test Parish (St. Louis)

Save Delete Sacrament ID: 1398208 Close

Last Name: Dunbar First Name: James Middle Name: Peter

Date of Birth: 7/13/2014 Place of Birth: St. Louis, Missouri

Personal Info Record Keeper: 0220 - St. Peter (Kirkwood)
Personal Info Last Updated On: 7/13/2021 10:13:39 AM
Personal Info Last Updated By: MicheleFisher

Add Baptism Add First Communion Add Confirmation Add Ordination Add Vows Add Funeral

Baptism First Communion Confirmation Marriage Ordination Vows Funeral

Ledger Number:

Funeral Date: 7/13/2021 Date of Death: 7/13/2021 Age at Death:

☐ Received Sacraments

Residence:

Next of Kin:

Next of Kin Address:

Celebrant:

Funeral Location: Test Parish (St. Louis)

Address: 123 Fake Street

City: St. Louis State: MO Zip: 63000

Burial Date: 7/13/2021

Burial Location (if not one of the available selections, you may type it in):

Address:

City: State: Zip:

Funeral Record Keeper:

Funeral Last Updated On:

Funeral Last Updated By:

Funeral Comments

Print Notification Delete Funeral

Parish Helper On-Line Email Notification

After entering First Communions, Confirmations, Vows, and Ordinations into PHOL for individuals baptized at a parish within the Archdiocese of St. Louis, the PHOL system automatically generates an email to the parish of baptism notifying them that a sacrament has taken place and entered into PHOL. The email is sent to the parish###@archstl.org email address. Parishes should regularly check this email for notifications and record them in their corresponding register in a timely manner. An example of an automated email is below.

On Wed, Dec 30, 2020 at 3:04 PM Parish_Support <Parish_Support@archstl.org> wrote:
Parish Administrator,

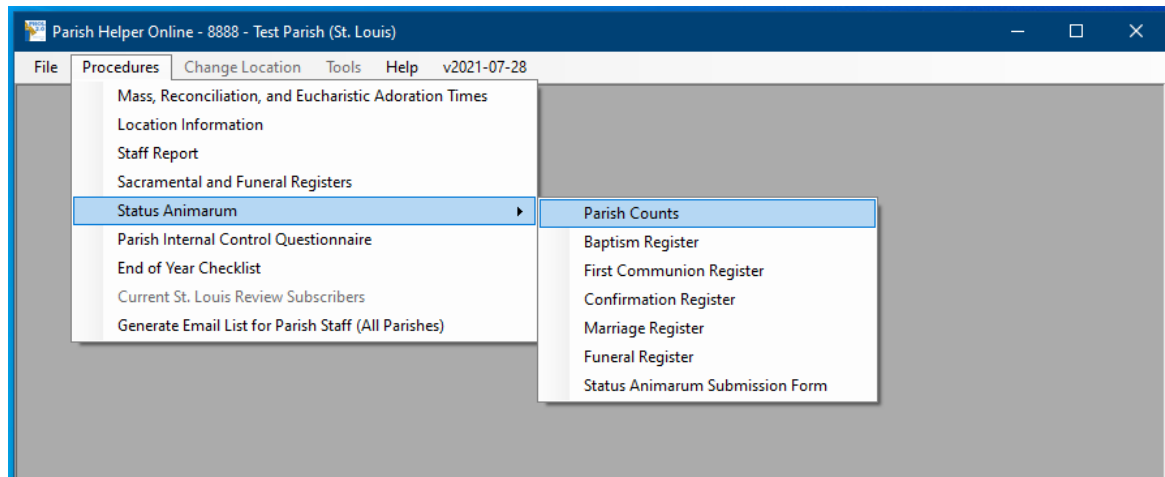
0289 - St. Margaret Mary Alacoque (Mehlville) has entered or updated a Confirmation for
Sacrament ID: 157826

Sincerely,
Parish Support

Status Animarum

Parish Counts

Parish Counts are one of the items submitted every year. To enter your numbers, go to the **Status Animarum** menu item under the **Procedures** Menu. There is a sub menu under that. It is the first item, labeled **Parishioner Counts**.



The fiscal year for the Archdiocese runs from July 1 to June 30 and **Fiscal Year** you are submitting is based on the June 30 date. For example, if the year ended June 30, 2021 you would select 2021. Using the data pulled from parish Servant Keeper database (See Parish Support webpage for Statistical Report Instructions), enter the counts in the five fields. Once the fields are filled, click **Save**. A user and timestamp should appear to verify your save.

Parish Counts

Parish: Test Parish (St. Louis)

Parish Number: 8888

Fiscal Year: 2021

Registered Parish Households - CATHOLIC: 9

Registered Parish Households - MIXED: 1

Registered Parish Households - TOTAL: 10

Contributors: 5

Total Number of Catholics: 30

Last Updated By: MFisherAdmin

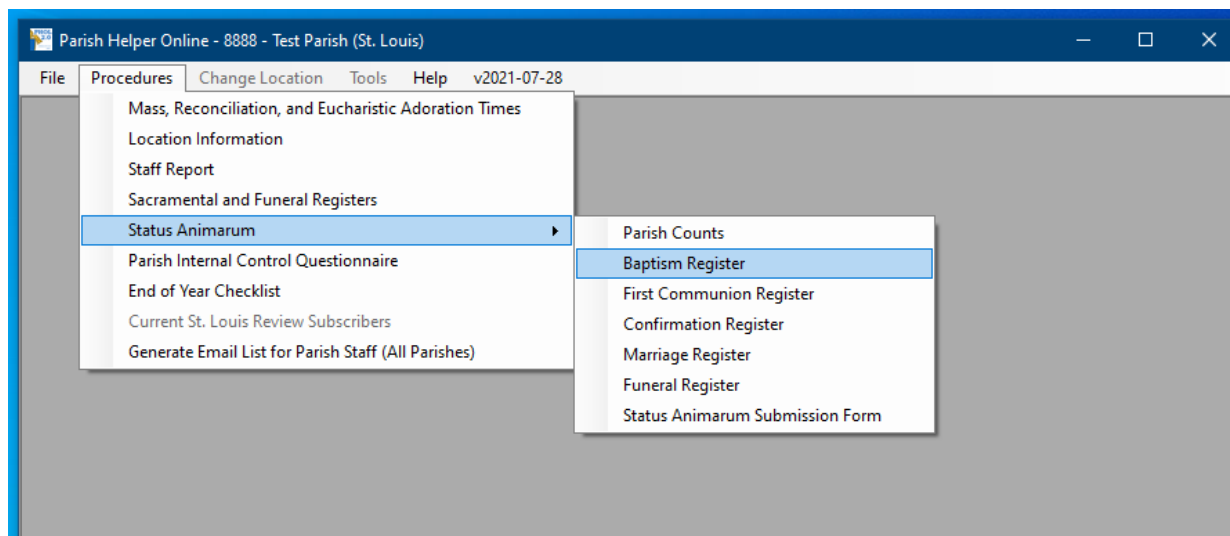
Last Updated On: 7/13/2021 2:52 PM

Save

Close

Registers

These items are a list of the selected Sacraments for the specified year. Keep in mind that the year is the **Fiscal Year**, running from 07/01-06/30. So if a child is baptized on 9/21/20, their record would show under **Fiscal Year** 2021. These lists are for your reference. You should compare these PHOL registers to your official written parish registers. You can edit a record with the **Edit Record** button, as well as export the list to Excel with the **Export Spreadsheet** button. These lists are automatically generated for physical submission through the **Status Animarum Submission Form** (covered in next section).

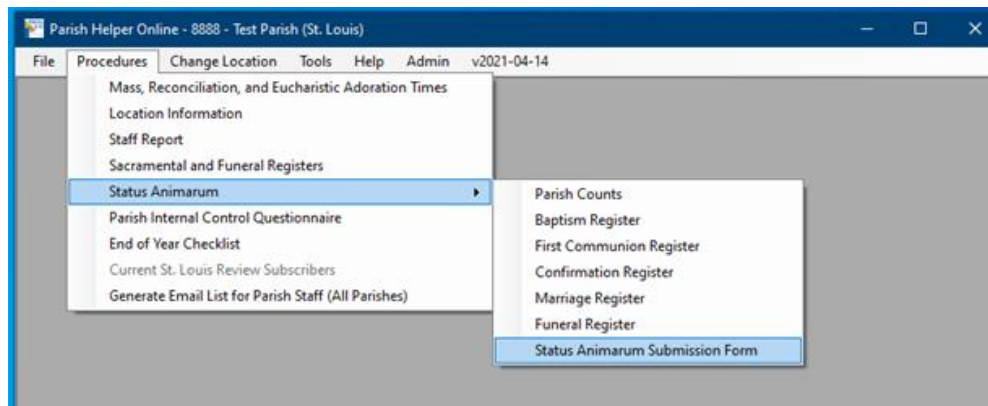


Baptism Register - 8888 - Test Parish (St. Louis)

Fiscal Year: 2021 Edit Record Export Spreadsheet Monthly Report

	Parishioner	Baptism Date	First Name	Middle Name	Last Name	Date Of Birth	Place Of Birth	Ledger Number	Profession Of Faith Date	Baptism Sponsor 1	Baptism Sponsor 2	Father's Name
▶	■	11/22/2020	Caleb	John	Washington	7/8/2020	St. Louis, MO	123-6		Billy Moore	Bonnie Moore	James Washington
	☑	5/9/2021	Jennifer	Anne	Burns	3/1/2021	St. Louis, MO	123-7		Samuel Burns	Rebecca Murphy	Roberts Burns
	☑	6/16/2021	Alex	James	Quincy	6/1/2021	St. Louis, MO	123-8		Sean Clancy	Grace Clancy	Michael Quincy

Status Animarum Submission Form



This form is used to submit your counts and Sacramental data. All of the sacrament numbers are automatically generated based on your entries. Be sure to check your numbers before you submit. If anything is/seems incorrect, there are shortcut buttons available to get you where you need to be to make your changes. Once everything looks good, click the **Submit Annual Report** button.

A screenshot of the 'Status Animarum - Test Parish - 888' form. At the top, there's a 'Fiscal Year' dropdown set to '2014', a 'Reprint Registers' button, a 'Submit Annual Report' button, and fields for 'Submitted On:' and 'Submitted By:'. The form is divided into several sections, each with a list of items and their counts, and a corresponding 'Register' button.

Parish Counts	
Registered Parish Households:	555
Contributors:	444
Total Number of Catholics:	888

[Edit Parish Counts](#)

Baptism	
Total Baptisms:	0
Total Parish Baptisms:	0
Total Baptisms of infants under 1 year old:	0
Baptisms of Parish infants under 1 year old:	0
Total Baptisms of children 1-6 years old:	0
Baptisms of Parish children 1-6 years old:	0
Total Baptisms of children 7-18 years old:	0
Baptisms of Parish children 7-18 years old:	0
Total Baptisms of persons over 18 years old:	0
Baptisms of Parishioners over 18 years old:	0
Professions Of Faith:	0

[Baptism Register](#)

First Communion	
First Communions:	1
First Communions - Home Schooled:	0

[First Communion Register](#)

Confirmation	
Total Confirmations:	0
Registered Parishioners Confirmed at Parish:	0
Registered Parishioners Confirmed at Cathedral:	0
NonRegistered Individuals Confirmed at Parish:	0
NonRegistered Individuals Confirmed atCathedral:	0
Confirmation Home School:	0

[Confirmation Register](#)

Marriage	
Total Marriages:	0
Marriages (Catholic):	0
Marriages (Mixed):	0

[Marriage Register](#)

Funerals	
Funerals:	0

[Funeral Register](#)

Once submitted, the program automatically generates the Baptismal, Confirmation, and Marriage Registers.

Print each one off before closing the form! The fourth form to open is the **Reminders and Verification** page. **All pages of the Registers and the Reminders and Verification page MUST be printed, signed by the Pastor, and mailed** to Parish Support, 20 Archbishop May Dr., St. Louis, MO 63119. **First Communion and Funeral registers are not generated.**

(Reminders and Verification page)

Reporting

Main Report

888 Test Parish

REMINDERS

A. Registration of real property or stocks, bonds, debentures or other securities of a Parish in any name other than that of the Archdiocese of St. Louis (by proper title) is forbidden. Accordingly, any Parish real property or stocks, bonds, debentures, or other securities that are otherwise registered should be forthwith reported by the Pastor to the Catholic Center so that the proper registration and delivery can be effected.

B. MORTGAGES
Negotiation of mortgages by pastors on Parish Property is forbidden. Pastors are to notify the Chancery immediately of any outstanding mortgage of record on Parish property.

C. NOTES WITH INDIVIDUALS OR SOCIETIES
Parish borrowing from any source other than the Archdiocese of St. Louis is forbidden. Accordingly, the execution of evidences of Parish indebtedness to anyone, individual or society, except that which is in the nature of a note to the Archdiocese of St. Louis is forbidden. In the event there now exist Parish notes, or other evidence of indebtedness, payable to anyone other than the Archdiocese, the Pastor is to notify the Catholic Center at once so that steps may be taken to effect prompt liquidation thereof.

D. DEPOSIT OF SURPLUS FUNDS
The Archdiocese requires that any surplus funds be deposited with The St. Louis Archdiocesan Fund. This fund pays competitive interest on your accounts and the money remains the property of the parish or institution for withdrawal when needed. The St. Louis Archdiocesan Fund then provides parishes who must borrow funds with below market rate loans. Almost every parish in the Archdiocese has profited from the loans made through The St. Louis Archdiocesan Fund. It is a matter of justice that when a parish becomes self-sufficient, it assist other parishes as it has been assisted itself.

VERIFICATION

We, the Pastor and members of the Finance Council have carefully examined the enclosed reports or the computer generated reports which reflect information contained on the data upload, specifically:

- I. The Status Animarum
- II. The Financial Statement
- III. The Reminders

By our signatures we authenticate the information reported and verify our parish's Conformity with the requirements detailed in this report.

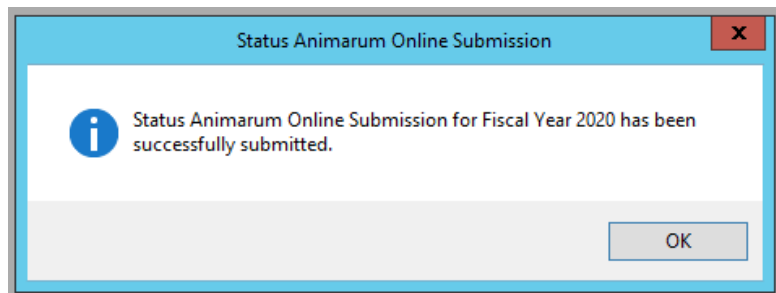
Pastor

Members of the Finance Council

Data Submitted

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 50%

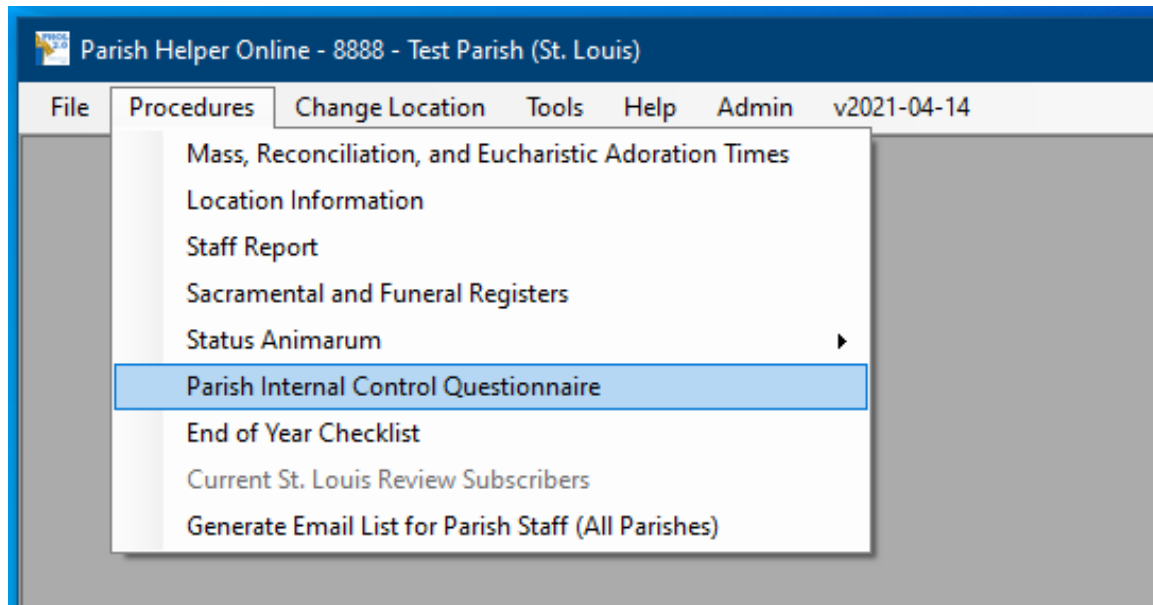
Once all pages are printed, the following message appears, informing you that the submission process is complete.



You can verify your submission by the user and timestamp of submission. The **Submit Annual Report** button becomes unavailable. If you need to reprint the Registers and Reminders and Verification Form, a **Reprint Registers** button is now available. However, any changes you make after submission are not reflected in the reprints. If you make any changes and need to re-submit, contact Parish Support at 314.792.7716 so they can reset the Annual Report for you to re-submit.

A screenshot of the "Status Animarum - Test Parish - 888" web application interface. The interface is divided into several sections. At the top, there is a "Fiscal Year:" dropdown menu set to "2014", a "Reprint Registers" button, a disabled "Submit Annual Report" button, and submission details: "Submitted On: 9/26/2014 3:44 PM" and "Submitted By: bvoss". The main content area is organized into four columns. The first column, "Parish Counts", shows: Registered Parish Households: 555, Contributors: 444, Total Number of Catholics: 888, with an "Edit Parish Counts" button below. The second column, "Baptism", lists various baptism statistics, all showing 0, with a "Baptism Register" button at the bottom. The third column, "First Communion", shows: First Communions: 1, First Communions - Home Schooled: 0, with a "First Communion Register" button at the bottom. The fourth column, "Confirmation", shows: Total Confirmations: 0, Registered Parishioners Confirmed at Parish: 0, Registered Parishioners Confirmed at Cathedral: 0, NonRegistered Individuals Confirmed at Parish: 0, NonRegistered Individuals Confirmed atCathedral: 0, Confirmation Home School: 0, with a "Confirmation Register" button. The fifth column, "Marriage", shows: Total Marriages: 0, Marriages (Catholic): 0, Marriages (Mixed): 0, with a "Marrage Register" button. The sixth column, "Funerals", shows: Funerals: 0, with a "Funeral Register" button. The interface has a light gray background and a dark gray border.

Parish Internal Questionnaire- Optional



You only see one question at a time. Most questions require a Yes (Y) or No (N) answer. Some require an open-ended text answer. Click the **Next** button to move on to the next question. You can also use the **Previous** button to return to the previous question. You can **Print** the blank or the answered questionnaire out at any time. The Submit button is not available until you reach the end of the questionnaire. **You can close out the window and return at any time. Your progress is saved automatically.**

A screenshot of the 'Parish Internal Control Questionnaire' form. At the top, a message states: '*You may close out and return at any time. Your progress will be saved automatically.' The section is titled 'General Information'. The first question is: 'Are ALL activities of the parish,school, and parish organizations recorded in QuickBooks?'. Below the question is a dropdown menu labeled 'Select One' with a blue highlight, showing options 'Y' and 'N'. At the bottom left are 'Previous' and 'Next' buttons. At the bottom right are four buttons: 'Submit', 'Print Blank Questionnaire', 'Print Questions and Answers', and 'Close'.

Some questions contain skip conditions. If, for example, there is a series of questions regarding your school, the first question would be, "Do you have a school?" If you answer No, the questions regarding the school are automatically skipped. There are also some questions that may require an explanation based on your Yes or No answer.

Parish Internal Control Questionnaire

*You may close out and return at any time. Your progress will be saved automatically.

General Information

Please explain:

[Empty text box for explanation]

Navigation buttons: Previous, Next, Submit, Print Blank Questionnaire, Print Questions and Answers, Close.

Once you reach the final page of the questionnaire, the **Submit** button becomes available. Click to complete the submission.

Parish Internal Control Questionnaire

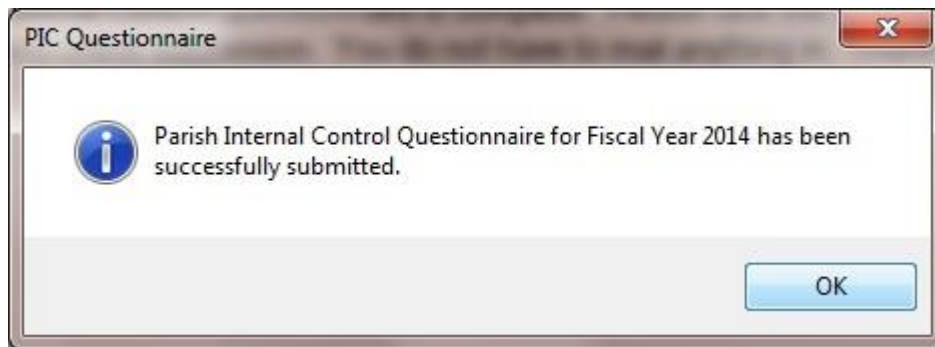
*You may close out and return at any time. Your progress will be saved automatically.

Closing

The Parish Internal Control Questionnaire is complete. Please click the SUBMIT button to complete online submission. You do not have to mail anything in. Thank you!

Navigation buttons: Previous, Next, Submit, Print Blank Questionnaire, Print Questions and Answers, Close.

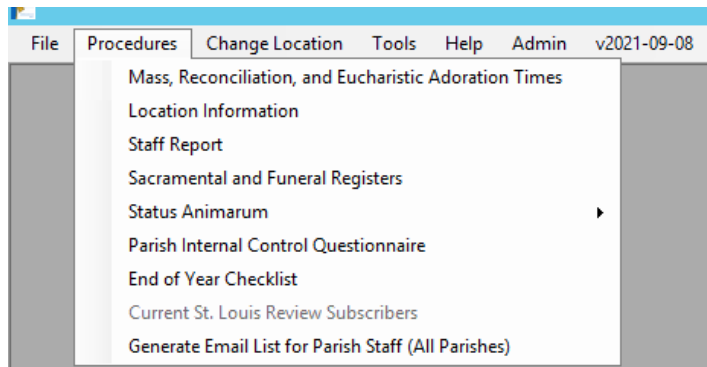
If the submission is successful, you receive the following message:



The submission timestamp appears on the top right corner of the window, as well as the **Submit** button being disabled again. Also, you can navigate back through the questionnaire with the Previous and Back buttons, but all answers are disabled and not editable.



End of Year Checklist

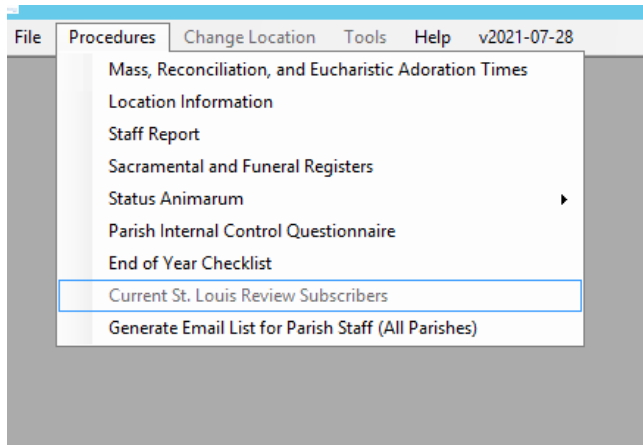


The End of Year Checklist is a tool that allows you to keep track of your required submissions. If a task is completed the status is **Submitted On** (or “Received On”): **date and time**. If you are exempt from completing a task (i.e. only Parishes have to complete the PIC Questionnaire) the status is **Exempt**. Take note of the image below on the **School Budget** item. This is exempt because this location does not have a school. The status for items that still need to be completed (or have not yet been received or filed) is labeled **Incomplete**. Keep in mind some things have to be mailed in and filed, so it may take some time for it to show as submitted.

A screenshot of the 'End of Year Checklist' window. At the top, there is a title bar 'End of Year Checklist'. Below it, on the left, is a 'Fiscal Year:' label with a dropdown menu showing '2021'. On the right, there is a button labeled 'Print this Page for Your Reference'. Below these, there is a table with two columns: the first column lists various tasks, and the second column, under the heading 'Status', shows the completion status and date/time for each task. At the bottom center, there is a 'Close' button.

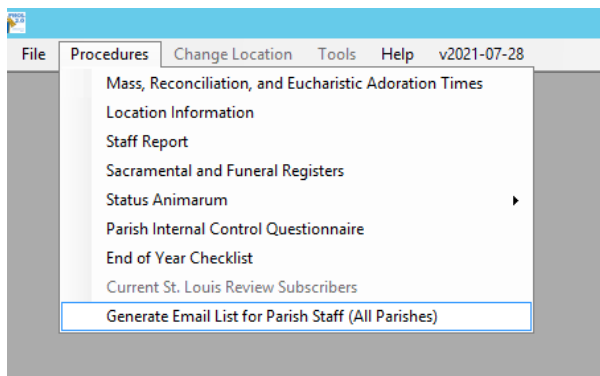
	Status
Status Animarum Online Submission:	Submitted On: 8/3/2021 10:14:31 AM
Status Animarum Verification Form (sent by mail):	Received On: 8/16/2021 2:14:23 PM
Baptism Register (sent by mail):	Received On: 8/16/2021 2:16:40 PM
Confirmation Register (sent by mail):	Received On: 8/16/2021 2:17:09 PM
Marriage Register (sent by mail):	Received On: 8/16/2021 2:18:22 PM
QB Review Started:	Received On: 8/20/2021 9:49:56 AM
Parish Budget:	Received On: 9/23/2021 10:25:41 AM
School Budget:	Exempt
Parish Internal Control Questionnaire:	Incomplete

Current St. Louis Review Subscribers

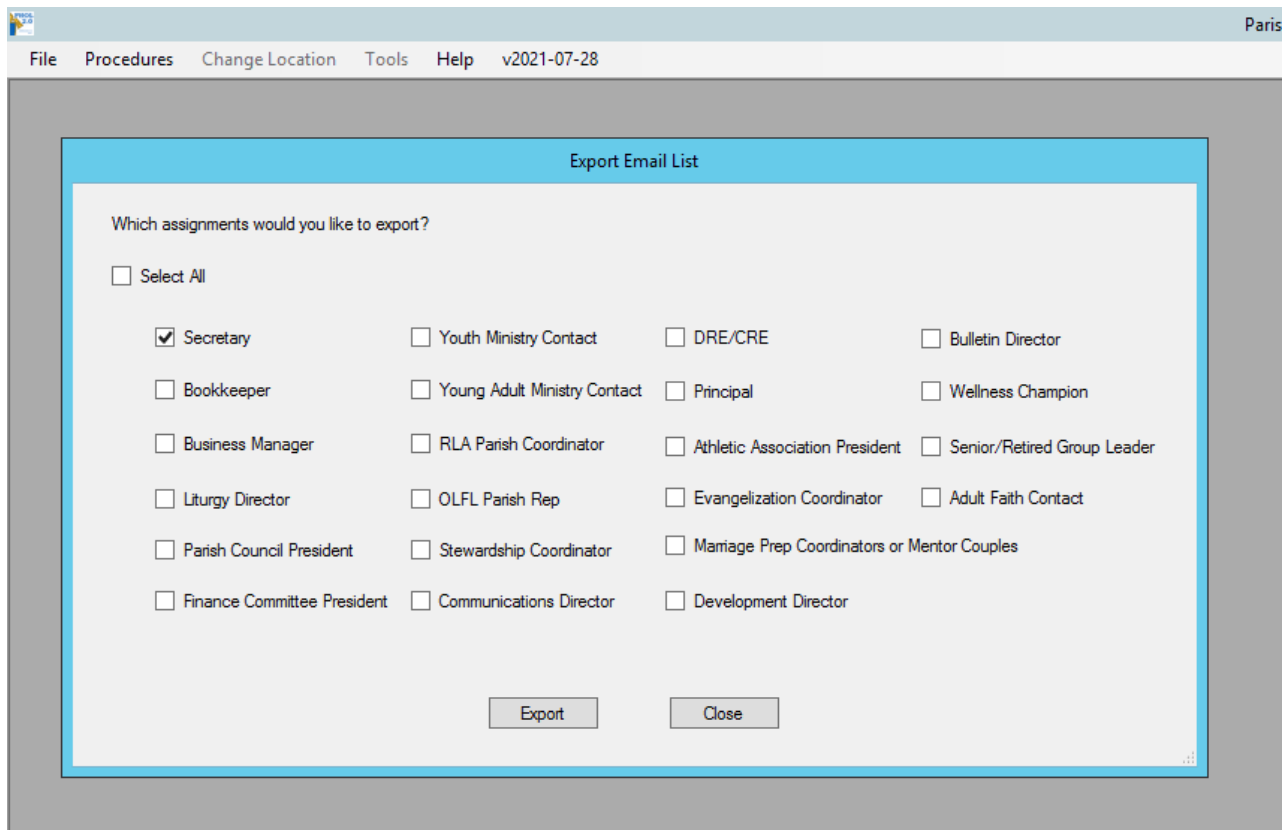


This option is no longer available in PHOL therefore is grayed out. If you need to add/remove people from this list, please see the Parish Support webpage for St. Louis Review Monthly Update Report instructions.

Generate Email List for Parish Staff



The Generate Email List option allows the user to generate and export contact information for individuals assigned to a specific position at parishes in the Archdiocese. You may select specific assignments you wish to export or you may choose to select all assignments. In the sample below we have selected secretary as the assignment.

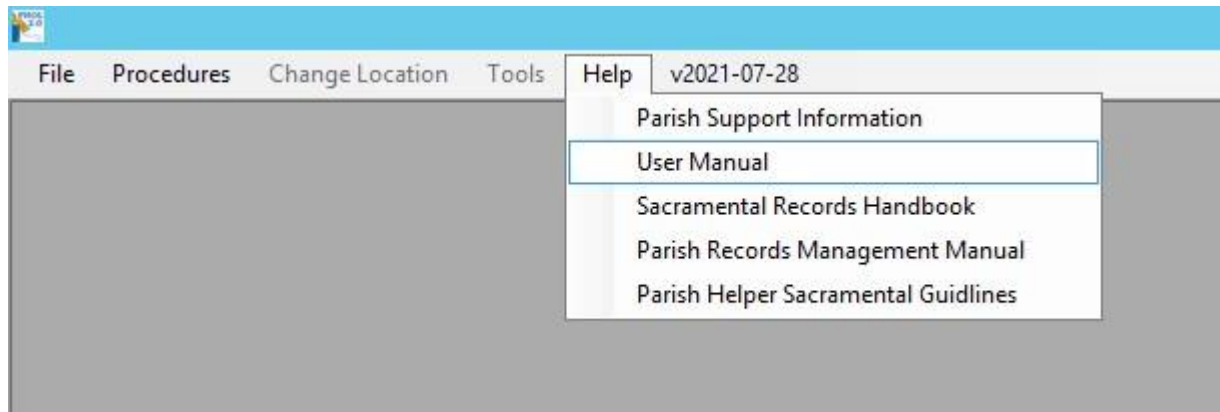


Once you have selected your assignment(s), click the export button and PHOL generates a Save As window asking you to name your file. Select a file type and a location to save the file. PHOL exports your file as directed and asks if you want to view the file. Click yes to view your file. Below is an example of the exported file with the emails and contact information for secretaries.

Test - PHOL Export.xlsx - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	location	locationName	assignment title	prefix	firstName	middleName	lastName	suffix	mailingName	building	address	address2	city	state	code	zip5	zip4	phoneNumber	emailAddress	emailType	primary	deanery
1	101	Cathedral Basilica	Secretary	Office M.	Mrs.	Louise	Jones		Mrs. Louise Jones	Rectory	2 Seton Ct		Saint Charles	MO		63303		(636) 946-6717	ljones@seton.org	Work	TRUE	South City
2	102	Sts. Teresa & F	Secretary	Bookkeeper	Ms.	Dana	Moore		Ms. Dana Moore		4326 Frieda		St. Louis	MO		63116		(314) 614-1711	danam@StsTB.org	Work	TRUE	North City
3	104	Epiphany of Our	Secretary	Secretary	Mrs.	Paula	James		Mrs. Paula James	Rectory	6596 Smiley Ave		St. Louis	MO		63139		(314) 781-1199	PJames@Epiphany.org	Work	TRUE	South City

Help Tab



Parish Support Information

This is simply an easy way to obtain contact information for Parish Support. Parish Support is a valuable resource dedicated to serving parishes and to support pastors and all parish staff including Parish Employee Training (QuickBooks, Servant Keeper, Parish Helper OnLine-PHOL, budgeting, etc.).

User Manual

This is where PHOL users may access the PHOL user manual. This manual is hosted here for your reference.

Sacramental Records Handbook

This *Sacramental Records Handbook* a guide and reference tool for our parish clergy and personnel to assist them in correctly and accurately keeping these records. Grounded in the Code of Canon Law and the particular laws of the Archdiocese of St. Louis, it is meant to facilitate consistent recordkeeping across the Archdiocese and to answer questions which may arise in unusual circumstances.

The handbook is not meant to be an exhaustive reference. If uncertainty remains in a particular case, parishes should contact the Office of Archives and Records for clarification.

Parish Records Management Manual

This Parish Records Management Manual a guide and reference tool for our parish clergy and personnel to assist them in managing their records from the moment of their creation to final disposition. It provides a greater understanding of records management principles and facilitates consistent recordkeeping across the Archdiocese.

The manual is not an exhaustive reference. If uncertainty remains in a particular case, parishes should contact the Office of Archives and Records for clarification.

Parish Helper Sacramental Guideline

This is a quick reference on when to enter sacraments in Parish Helper Online.

Statistical Report Instructions

(Instructions are based on Servant Keeper 8)

After completing the following directions please **COMPARE THE RESULTS TO LAST YEAR'S FIGURES**. If there is any question that the figures are not accurate contact Parish Support at 314-792-7716 or 314-792-7072.

In Servant Keeper

- Review Servant Keeper data to be sure the Religion field on the Individual profile contains either Catholic or non-Catholic.
- Review Servant Keeper data to be sure the Type of Household field on the family profile contains either Catholic or Mixed.

Continue ONLY IF the 5 groups are not in SK — All groups should be in SK from last year and should be used to retrieve the count.

- Create the following five Groups in Servant Keeper
 - ❖ **1 - Status Animarum – Households:** This group is used to determine the number of households in the parish and is easily created by making a copy of an existing group used for your parish household and/or mailing group. If this group already exists please verify that the criteria are correct. **There is no need to recreate the entire group again.**
 - Click on the “Groups Keeper” button – this will display your list of available groups
 - Click on the existing group you want to copy
 - Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
 - A new group opens
 - In the “Enter a name for the group” field enter “Status Animarum – Households”
 - In the “List Search results using” field click on Family
 - In the “Choose Search Field from;” field select “Show Family Fields”
 - Verify that the search criteria is correct based on the group that was copied.
 - Click on “Save and Search”
 - The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Household number needed in the Status Animarum report. Please make a note of it.

Sample query for Households

2

- ❖ **2. Status Animarum – Contributors:** This group is used to determine how many contributors gave any amount to support the parish during the last fiscal year. If this group already exists please verify that the criteria are correct. Be sure to change the dates to 7/1/2021 – 6/30/22. There is no need to recreate the entire group again.
- Click on the “Groups Keeper” button
 - Click on “Add Group” – a new group window will open
 - In the “Enter a name for the group” field enter “Status Animarum – Contributors”
 - In the “List Search results using” field click on Individual
 - In the “Choose Search Field from;” field select “Show Contribution Fields”
 - Enter the following criteria:
 - Select a field to search – select “Contributions”
 - Select how to search the field – select “Equal to”
 - Enter the item to search for – select “General Fund “, “Offertory Gift” or the equivalent fund used to record regular offertory gifts
 - Contribution Date – select “Between” and enter 07/01/2021 and 06/30/2022 for the date range
 - Total Gift – select “Greater than”
 - Click on “Add Criteria”
 - Repeat the above 6 steps if more than one general/offertory fund was used during the search period. Be sure to select OR in the AND/OR column for additional criteria.
 - Click on “Save and Search”
 - The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Contributor number needed in the Status Animarum report. Please make a note of it.

COMPARE THE RESULTS TO LAST YEAR’S FIGURES. If there is any question that the figures are not accurate contact Parish Support at 314-792-7072 or 341-792-7716.

Sample query for Contributors

[illegible]

❖ **3. Status Animarum – Catholics:** This group is used to determine the total number of Catholics in the parish and is easily created by making a copy of the Status Animarum – Households group. If this group already exists please verify that the criteria are correct. There is no need to recreate the entire group again.

- Click on the “Groups Keeper” button
- Click on the Status Animarum – Households group
- Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
- A new group opens
 - In the “Enter a name for the group” field enter “Status Animarum – Catholics”
 - In the “List Search results using” field click on “Individual”
 - In the “Choose Search Field from;” field select “Show Individual Fields”
 - Verify that the search criteria is correct based on the group copied.
 - Add the following criteria
 - Select a field to search – select “Religion”
 - Select how to search the field – “Equal to”
 - Enter the item to search for – select “Catholic”
 - Click on “Add Criteria”
 - Click on “Save and Search”
- The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Total Number of Catholics needed in the Status Animarum report. Please make a note of it.

COMPARE THE RESULTS TO LAST YEAR’S FIGURES. If there is any question that the figures are not accurate contact Parish Support at 314-792-7072 or 314-792-7716.

Sample query for Catholics

Add/Edit Group

Enter the Group Name
Status Animarum - Catholics

Show
☒ Individuals ☐ Families

Show Fields for:
Show Individual Fields

Add Criteria: Repeat steps 1-4 as needed to build the group

1. Select a field to search
Member Status

2. Select how to search the field
Equal to

3. Enter the item to search for
On-line Giving - no e

Add Criteria

Group Criteria
Sharing
Description

(Field	How To Search	Item to Search For)	And/Or
(Member Status	Equal to	Active Member)	OR
	Member Status	Equal to	Active-not use en...)	OR
	Member Status	Equal to	In-Active)	OR
	Member Status	Equal to	Nursing Home R...)	OR
	Member Status	Equal to	On-line Giving)	OR
	Member Status	Equal to	On-line Giving - n...)	AND
	Religion	Equal to	Catholic)	

Copy Line
Delete Line
Delete All
Move Line
Move Line
Select Fields
Last Name
First Name
Home Phone
Religion
Relationship

☐ Include Disabled Records
Group Category
Status

Save
Close

4 - Status Animarum – Catholic Households: This group is used to determine the number of Catholic households in the parish and is easily created by making a copy the Status Animarum – Households group.

- Click on the “Groups Keeper” button – this will display your list of available groups
- Click on the Status Animarum - Households
- Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
- A new group opens
 - In the “Enter a name for the group” field enter “Status Animarum – Type of Households - Catholics”
 - In the “List Search results using” field click on “Family”
 - In the “Choose Search Field from;” field select “Show Family Fields”
 - Add the following criteria
 - Select a field to search – select “Type of Household”
 - Select how to search the field – “Equal to”
 - Enter the item to search for – select “Catholic”
 - Click on “Add Criteria”
 - Click on “Save and Search”
- The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Catholic Household number needed in the Status Animarum report. Please make a note of it.

COMPARE THE RESULTS TO LAST YEAR’S FIGURES. If there is any question that the figures are not accurate contact Parish Support at 314-792-7072 or 314-792-7716.

[illegible]

- ❖ **5 - Status Animarum – Mixed Households:** This group is used to determine the number of Mixed Households in the parish and is easily created by making a copy the Status Animarum – Households group.
- Click on the “Groups Keeper” button – this will display your list of available groups
 - Click on the Status Animarum - Households
 - Click on “Copy Group”
 - You will see the following message - “You are about to copy the selected group. Are you sure you want to do this?” Click on “Copy”
 - A new group opens
 - In the “Enter a name for the group” field enter “Status Animarum – Type of Households - Mixed”
 - In the “List Search results using” field click on “Family”
 - In the “Choose Search Field from;” field select “Show Family Fields”
 - Verify that the search criteria is correct based on the group that was copied.
 - Add the following criteria
 - Select a field to search – select “Type of Household”
 - Select how to search the field – “Equal to”
 - Enter the item to search for – select “Mixed”
 - Click on “Add Criteria”
 - Click on “Save and Search”
 - The group will open and be displayed. In the heading at the top of the group list is a Total Records: followed by the number of records in the group. This number is the Mixed Household number needed in the Status Animarum report. Please make a note of it.

COMPARE THE RESULTS TO LAST YEAR’S FIGURES. If there is any question that the figures are not accurate contact Parish Support at 314-792-7072 or 314-792-7716.

Sample query for Mixed Households

[illegible]

PREPARING THE STATUS ANIMARUM

In Servant Keeper:

1. Review Servant Keeper data to be sure the Religion field contains either Catholic or Non-Catholic.
2. Review Servant Keeper data to be sure the Type of Household field contains either Catholic or Mixed.
3. Edit all profiles to moved or deceased appropriately. Run the following five Status Animarum groups in SK and write down the counts. The groups were created in a prior year and need not be recreated each year. If the groups do not exist in SK, use the Statistical Report Instructions (available on website) to create them.
 - i. Status Animarum – Households
 - ii. Status Animarum – Contributors (remember to change the date range to 7/1/2021 – 6/30/2022)
 - iii. Status Animarum – Catholics
 - iv. Status Animarum – Catholic Households
 - v. Status Animarum – Mixed Households

In Parish Helper Online: The following is a list of items to report/verify. For detailed entry instructions please refer to Parish Helper Online User Manual, pages 40-45.

Log in to the Archdiocesan Data Center and select Parish Helper Online. Under Procedures review/update the following:

1. Review the Mass times, Reconciliations and Eucharistic Adoration times for accuracy. Make any necessary changes or corrections.
2. Review Location Information verify/complete the following:
 - a. Location Info tab: Review to be sure that everything is correct, i.e. no new buildings have been added, parking lots, buildings sold, etc.
 - b. Administrative tab: Review/complete the Parish Staff as follows:
 - i. Verify that clergy listings are correct. If incorrect contact Parish Support
 - ii. Enter the following required staff and their contact information: (all 3 positions **MUST** be entered even if it is the same person – **be sure to enter email addresses**)
 - a. Secretary
 - b. Bookkeeper – Shared Accounting parishes please enter the Parish contact NOT the Shared Accountant
 - c. Business Manager
 - iii. Enter additional staff. This contact information is used by all offices and agencies of the Archdiocese. Please keep all contact information current throughout the year.
3. Review the following Status Animarum details:
 - a. Parish Counts: Enter numbers from the Servant Keeper Statistical Report.
 - b. Baptism Register: select Fiscal Year **2022**. Review Baptisms to be sure all baptisms for Fiscal Year **2022** have been entered. Be sure to check the box for “Parishioner Child”, if appropriate. Make any corrections or changes.
 - c. First Communion Register: select Fiscal Year **2022**. Review First Communions to be sure all First Communions for Fiscal Year **2022** have

- been entered. Be sure to check the box for “Parishioner Child”, “Home Schooled” or “PSR”, as appropriate. Make any corrections or changes.
- d. Confirmation Register: select Fiscal Year **2022**. Review Confirmations to be sure all Confirmations for Fiscal Year **2022** have been entered. Be sure to check the box for “Parishioner Child”, “Home Schooled” or “PSR”, as appropriate. Make any corrections or changes.
 - e. Marriage Register: select Fiscal Year **2022**. Review Marriages to be sure all Marriages for Fiscal Year **2022** have been entered. Be sure to check the box for “Parishioner”, if appropriate. Under “**Type**” of Marriage, the entry should be “Catholic” or “Mixed”. No other notation is acceptable in this field. If the type is unknown, select “Catholic” and enter the following in the Marriage comments: “Marriage type is unknown. The approved default of “Catholic” was selected. Make any corrections or changes.
 - f. Funeral Register: select Fiscal Year **2022**. Review Funerals to be sure all Funerals for Fiscal Year **2022** have been entered. Be sure to check the box for “Received Sacraments”, if appropriate. Make any corrections or changes.
4. After all of this information has been completed and you determine that no additional information is necessary, you can submit the Animarum to the Archdiocese by clicking the “Submit Annual Report” button on the Status Animarum. During the submission process, the Sacramental Registers for Baptism, Marriage, Confirmation, and Verification pages will be printed. These registers will have a signature line for the Pastor’s signature. The Reminders page should be signed by the Pastor and the Finance Committee. **The Status Animarum is due by July 30, 2022.**
5. When all pages of the Baptism, Confirmation and Marriage registers; and the Reminders page have been signed, please mail these forms to:

**Archdiocese of St. Louis
Parish Support
20 Archbishop May Drive
St. Louis, MO 63119**

If you discover any errors after you have submitted your report, please contact Parish Support at 314-792-7716 or 314-792-7072 to be reset.