



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 11, Issue 4, April 2026

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Calendar Dates and Special Collections to Note:

- April 3 Good Friday Curia Closed
- April 5 Easter Special Collection Retired Priests

Join The Roundtable May 21, 1-3pm

Please submit your discussion topics by May 7, so presenters can be determined and given time to prepare.

To Do List

- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or PCI
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Begin working on FY 27 budgets
- Clean up Servant Keeper files

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](#)



Attention Parish Staff: It's time to register for one of the April 2026 Curia Connections Gatherings!

RSVP at <https://www.surveymonkey.com/r/CuriaConnect-April2026>

Northern Vicariate

Tuesday, April 14

*St. Charles Lwanga Center
8240 Washington St, St Louis, MO 63114*

**Doors Open 8:30AM
Meeting Begins at 9:00AM and ends by Noon**

Contact: Cara Koen 314-792-6510
carakoen@archstl.org

Southern Vicariate

Wednesday, April 15

*St. Margaret Mary Alacoque Parish
4900 Ringer Rd, St Louis, MO 63129*

**Doors Open 8:30AM
Meeting Begins at 9:00 AM and ends by Noon**

Contact: Joyce Mard 314-792-6531
joycemard@archstl.org

Western Vicariate

Thursday, April 16

*St. Francis Borgia (Washington)
310 W Main St, Washington, MO 63090*

**Doors Open 8:30AM
Meeting Begins at 9:00AM and ends by Noon**

Contact: Laura Voegelie 314-792-6451
LVoegelie@archstl.org

Summary of Agenda

- 8:30am - Doors Open - Light Breakfast/Donuts/Coffee/Networking
- 9:00am - Spiritual Reflection and Formation - Spirituality of Administration - nurture your own connection and relationship with God during a time of prayer, reflection and formation led by the vicariate teams.
 - 9:45am - Updates and Information from Curia Offices
 - o Total Rewards/Benefits Open Enrollment and Employee Leave (FMLA/ADA) Information
 - o ArchHR-HRIS - Updates
 - o Parish & Curia Integration Steering Committee - New Committee Member Selection (Note: Must be present at meeting to enter your name in the drawing).
 - o Parish & Curia Integration - Status Animarum Reminders
 - o Vicariate Team Updates and Announcements
 - o Concluding Prayer
- 11:00am Q&A Session - presenters and other curia representatives, vicariate staff and liaisons will be available at the conclusion of the presentations until Noon for questions/consultations. This is also an opportunity to connect with colleagues from your neighboring parishes.
 - Noon - Meeting Concludes

Please register to help us better prepare meeting materials and refreshments. As always, last minute walk-ins will be most welcome, Contact your Vicariate office with any questions.

Northern Vicariate: Cara Koen, 314-792-6510, carakoen@archs
Southern Vicariate: Joyce Mard, 314-792-6531, joycemard@arch
Western Vicariate: Laura Voegelie, 314-792-6451, LVoegelie@arch

Please encourage at least one representative from your parish to attend one of the Curia Connections gatherings. All are welcome, so please feel free to forward the invitation to any one on your staff or parish leadership team whom you'd like to attend.

REGISTER NOW

PCI Steering Committee

We are currently recruiting individuals to serve on our PCI Steering Committee. We are looking for individuals who bring thoughtful insight, leadership experience, and a strong interest in helping guide our strategic direction. As a member of the Steering Committee, you play an important role in shaping priorities, providing guidance on key initiatives, and supporting overall decision-making. Your expertise and perspective is highly valuable to our parishes. Monthly meetings are held by a Teams call.

Please consider putting your name in the “hat” for the PCI (Parish & Curia Integration) Steering Committee. It’s not simply about decisions and plans, but about listening well, seeking what is good and faithful, and supporting the life of our parish community together. We ask that you be present at the upcoming Curia Connection meeting to be selected so the group can meet briefly at the end of meeting.

We hope you will consider serving on the committee and become instrumental in improving the support and communication between parishes and the Curia.

Servant Keeper Status Animarum Fields

In Servant Keeper please check to make sure your parish has the necessary fields completed to generate your parish Status Animarum in July. The More Information tab of the Family Profile should contain a Type of Household field. This field should contain either Catholic when both spouses are Catholic or Mixed when one spouse is of another religion. Another necessary field for the Status Animarum is the religion field on the individual profile. This field should contain either Catholic or non-Catholic. If you need assistance, please reach out to PCI at 314.792.7660 or ParishCuriaIntegration@archstl.org.

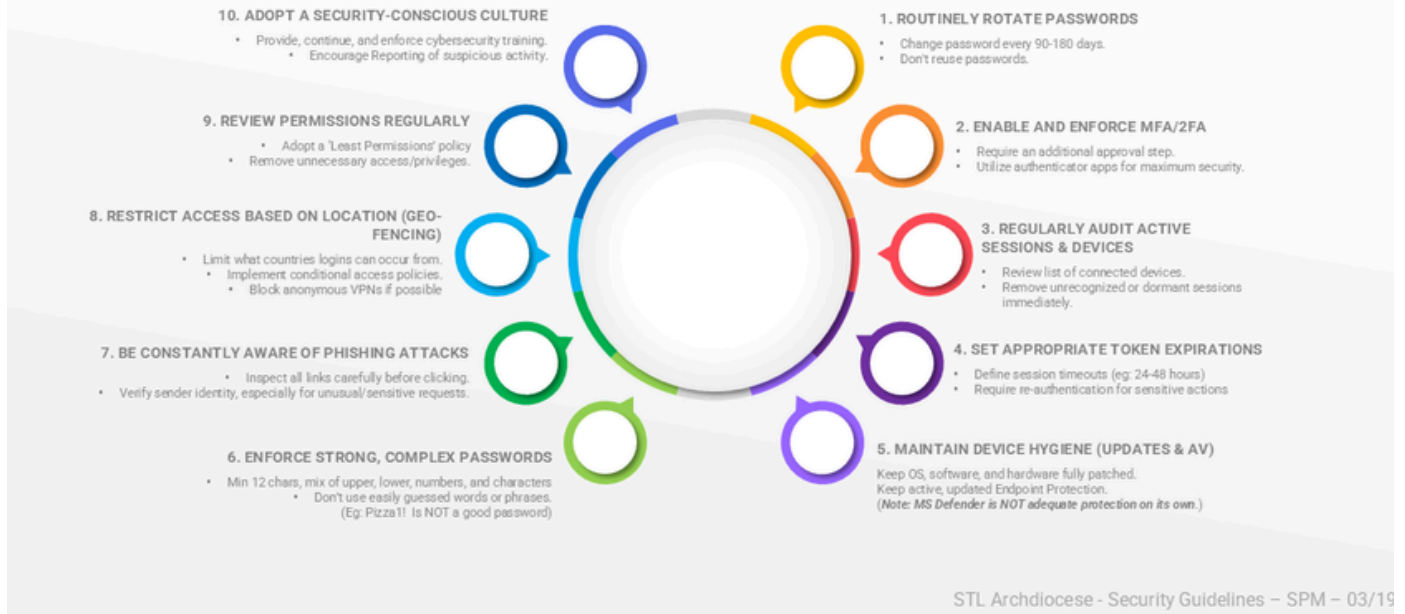
New ArchHR Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) is a common safeguard measure. MFA significantly reduces the risk of unauthorized access, even if passwords are compromised. If you access the Archdiocese network via Citrix, you already verify your identity with MFA via the Duo Mobile app. You are likely asked to verify your identity via MFA to access banking, shopping, streaming entertainment and other online services that require login.

To safeguard your personal information, including direct deposit account details, Multi-Factor Authentication will soon be required to log onto ArchHR. The rollout will be done by deanery in the coming weeks. We’ll share step-by-step setup guidance and support resources soon. Look for more information in your Vicariate newsletter. After the enrollment, MFA will be required when accessing ArchHR systems.

From IT - Securing Email & Users

10 Steps for Securing Users & Email



Reminder Submit Servant Keeper Access Forms

Support and security are essential for good stewardship, and the Parish & Curia Integration team strives to serve you with both in mind. The Servant Keeper contract helps strengthen these commitments, especially as parish data is now securely housed in the Cloud.

On January 12, all parish pastors received an email from Sally Serbus, Director of PCI, introducing the new SK PCI Access Form and SK User Form. The SK PCI Access Form identifies the level of support the PCI team provides to the parish. The SK User Form establishes appropriate access levels for individual users. To help maintain the integrity and security of parish Servant Keeper records, PCI manages user access based on pastor authorization and employee status updates.

About 60 parishes have submitted their access forms so far. If you have not yet completed these forms and submitted them to PCI, we ask you to do so as soon as possible. We will be reaching out to those who have not yet submitted the forms. This process will provide added security for your parish Servant Keeper data. Please contact PCI for more information at parishcuriaintegration@archstl.org.

Next Roundtable May 21st,

Thank you to all those who joined on March, 19th Roundtable. The link to the recording and transcript was sent to your parish###@archstl.org email on March 20th. If you have any issues opening the recording please contact the PCI team.

We invite you to join us **May 21st** from 1-3pm for our next Roundtable session. The Roundtable is your opportunity to have your voices heard and concerns addressed. Topics for discussion for the May Roundtable have not yet been determined and we need your valuable input.

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 by May 7th. Look for your invitation including a more detailed agenda in your email the week before the May 21st Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

Confirmation Sacrament Recording

Sacraments are not to be recorded until after the actual sacrament has occurred.

All confirmations are to be recorded in the territorial parish in which the confirmation occurred. The one exception to this rule is confirmations at the New Cathedral for confirmandi who are not members of the New Cathedral parish:

- The parish sending the confirmandi is responsible for recording the confirmations in the parish register and in Parish Helper Online (PHOL).
- Prior to the confirmation at the Cathedral Basilica, the confirmandi needs to complete a confirmation card. The confirmandi will present their card to the confirming bishop, vicar, or priest.
- Following Confirmation, the cards are given to the Office of Sacred Worship, labeled with the date and the confirming minister. The Office of Worship scans and mails them to the sending parish.
- When the sending parish receives the cards, the parish records the Confirmations in the Confirmation Register and PHOL. **For accuracy use the cards received from the Office of Worship, not a list from the DRE.**
- Regional schools that send students to the Cathedral for confirmation should record all student confirmations at the parish where the school resides even when the student is a member of another parish.
- Once the sacrament is recorded in the confirmation register and PHOL, the parish must send a hard copy notification to the parish of baptism by USPS when the confirmandi was baptized outside of the Archdioceses of St. Louis. If the confirmandi was baptized in the Archdioceses the notification is sent electronically by PHOL.

Updating Contacts in PHOL

It is important to keep all PHOL information up-to-date. Curia offices frequently generate email lists from PHOL to send essential information to those holding key parish roles. Please assign or update contact information in Parish Helper Online for all the roles listed below. An individual can be assigned more than one role. Verify all email addresses and phone numbers in PHOL are correct and include a cell phone number.

See pages 11-18 of the Parish Helper User Manual for detailed instructions. The User Manual is under the Help menu in PHOL. Contact Parishcuriaintegration@archstl.org if you have any questions or need assistance.

Adult Faith Contact	Communications Director	Marriage Prep Coordinators	Secretary
Athletic Association President	DRE/CRE	OLFL Parish Rep	Senior Retired Group Leader
Bookkeeper	Finance Committee President	Parish Council President	Stewardship Coordinator
Bulletin Editor	Grief Ministry	Rice Bowl Coordinator	Wellness Champion
Business Manager	HR Lead	RLA Parish Coordinator	Young Adult Ministry Contact
Development Director	Liturgy Director	School Business Manager	Youth Ministry Contact

Rural Parish Clinic

The Rural Parish Clinic mobile medical and mobile dental units serve rural uninsured residents aged 19-65 who meet income guidelines of less than 200% federal poverty level. We target the working poor-those who cannot afford insurance premiums or are laborers that are not offered healthcare in their work or are self-employed. To learn more visit us at www.archstl.org/rpc.

April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Cedar Hill	3	4
5	6 Bonne Terre	7 Healthy Roots Health Fair 9 am-1pm	8 Bonne Terre	9 St Clair Bonne Terre	10 Bonne Terre	11 Bonne Terre
12 Cadet Bonne Terre	13 Bonne Terre	14	15	16 Union Union	17 Warrenton Union	18 Warrenton Union
19 Potosi Union	20 Union	21 Union	22 Union	23 Farmington Union	24 Union	25
26 Cadet Union	27	28	29	30 St. Clair		

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 314.780.8898

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

PARISH & CURIA INTEGRATION

archstl.org/about/offices-agencies/curia-integration

Parish and Curia Integration serves both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside of the diocese. It is our mission to provide training and support. We either have the answer, will get the answer, or refer you to someone who can assist. We are here to help.

Phone: 314.792.7660

Email: ParishCuriaIntegration@archstl.org

