



Parishes And Curia Together

PARISH & CURIA INTEGRATION NEWSLETTER

Volume 10, Issue 1, January 2025



***Merry Christmas from the
Parish and Curia Integration
Team***

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Calendar Dates to Note:

- 12/23 - 1/1 Curia closed essential services will be available during this period
- 1/19 Special Collection St. Louis Review
- 1/20 Closed Martin Luther King, Jr. Day

To Do List

- Generate and distribute 2024 Contribution Statements by January 31, 2025
- Distribute 1099-NEC to independent contractors and non-employees by January 31, 2025

Training with Parish and Curia Integration:

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

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

SLAF Holiday Hours

Monday, December 23	10am-2pm	Friday, December 27	10am-2pm
Tuesday, December 24	9am-12pm	Monday, December 30	10am-2pm
Wednesday, December 25	Closed	Tuesday, December 31	10am-2pm
Thursday, December 26	Closed	Wednesday, January 1	Closed

Minimum Wage Updates

. Effective January 1, 2025, the minimum wage in Missouri increases to \$13.75 per hour. You do not have to submit an online PAF for your minimum wage employees. HRIS and Lawson payroll will handle the updates. The new wage will be reflected on 01/24/2025 paychecks which cover the pay period beginning on 12/29/2024 and ending on 01/11/2025.

Parish and Curia Integration

The Parish and Curia Integration Team is out of the office from Monday December 23 through Wednesday, January 1. If you need assistance during this time, we will be monitoring our emails and voice messages regularly and will respond as soon as possible. We return to regular office hours on January 2nd. The Parish and Curia Integration Office can be reached at 314-792-7660 or parishcuriaintegration@archstl.org. Don't forget to leave your name, parish name, and number along with a detailed message.



Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may also contact the parish office and request that a statement be mailed.

If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All statements should be mailed to donors (not emailed or placed in the back of church). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be received by the donor or made available by January 31, 2025.

Monthly Update Reminder

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



Attention Parish Staff: It's time to register for one of the January 2025 Curia Connections Gatherings!

RSVP at <https://www.surveymonkey.com/r/Curia-Connect-January25>

Northern Vicariate Tuesday, January 14 <i>Northern Vicariate Office- St. Roch Hall</i> 6052 Waterman, St. Louis, MO 63112 <small>Doors Open 8:30AM - Morning Prayer 8:45AM Meeting Begins at 9:00AM and ends by Noon</small> Contact: Cara Koen 314-792-6510 carakoen@archstl.org	Southern Vicariate Wednesday, January 15 <i>Holy Family - Arnold</i> 2300 Church Rd, Arnold, MO 63010 <small>Doors Open 8:30AM - Morning Prayer 8:45AM Meeting Begins at 9:00 AM and ends by Noon</small> Contact: Joyce Mard 314-792-6531 joycemard@archstl.org	Western Vicariate Thursday, January 16 <i>St. Anselm</i> 530 S. Mason Rd, St. Louis, MO 63141 <small>Doors Open 8:30AM - Morning Prayer 8:45AM Meeting Begins at 9:00AM and ends by Noon</small> Contact: Laura Voegelie 314-792-6451 LVoegelie@archstl.org
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Archdiocesan Affordable Housing Appeal

Please note that the Archdiocesan Affordable Housing Appeal is NOT a new special collection fund. It is an appeal being handled by the Annual Catholic Appeal (ACA).

Process all donations as you would other ACA pledge payments received by the parish: post deposits to Cash Exchange, then create one (1) check payable to ACA for the total donations. Be sure to include Affordable Housing in the check memo along with a list of donors and amounts. Parishes should not enter the donation in Servant Keeper.

Thank you letters/tax contribution statements for donations toward the Affordable Housing Appeal will be sent out by the ACA.



Mileage Reimbursement Rate

According to the Internal Revenue Service, the standard mileage rate for business use of a personal auto mobile increased from **67 cents to 70 cents** per mile beginning January 1, 2025. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

Rural Parish Clinic

The Rural Parish Clinic of the Archdiocese of St. Louis extends the mercy of Jesus Christ to those who come to us in need by providing the highest quality, compassionate care rooted in the Roman Catholic Church. Drawing from the legacy of the Rural Parish Workers of Christ the King, the Rural Parish Clinic seeks to meet the medical, dental, social, emotional, and spiritual needs of the uninsured residents regardless of faith in rural Missouri.

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 or scan the QR code below.



January 2025					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 ⊕ Bonne Terre	7 ⊕ Bloomsdale	8 ⊕ Bloomsdale	9 ⊕ Bloomsdale ⊕ Cedar Hill	10 ⊕ Bloomsdale	11
13 ⊕ Cadet	14 ⊕ Union	15 ⊕ Union	16 ⊕ Union ⊕ Union	17 ⊕ Union	18 ⊕ Union
20 ⊕ Union ⊕ Potosi	21 ⊕ Union	22 ⊕ Union	23 ⊕ Union ⊕ St Clair	24 ⊕ Union	25
27 ⊕ Cadet	28	29	30 ⊕ St Clair	31	



- Medical Clinic /



- Dental Clinic

From ArchHR

In partnership with the ArchHR Steering Committee, we are prioritizing data accuracy across ArchHR and Lawson. A Data Scrubbing Project will launch in January 2025 to review and correct reporting structures, contact information, job titles, and workflow. More scope and timeline details will follow in January.

Mike Jacezko started on 12/16 as Project Director. Mike's primary focus is leading the project planning for projects like timekeeping, payroll conversion and ArchHR stabilization,. He will collaborate with the senior leaders and stakeholders to prioritize initiatives and develop comprehensive project plans to ensure successful outcomes. HR also welcomes new team members Samorie Stubblefield: HR Specialist for the Curia and Southern Vicariate, Paige Smugala HR Manager for the Western Vicariate, Alicia Kelley Recruiter for the Northern Vicariate and Steve Tucker Director of Talent Acquisition.

General reminder, paper PAFs are no longer accepted. Use the Microsoft Form for new hires, and ensure employees are processed through recruitment and onboarding to avoid pay and benefit delays.. If you have questions, please contact your HR Manager or HR Specialist supporting your Vicariate.

1099 NEC Processing and E-Filing

Beginning January 2024, the IRS reduced the 250-return threshold enacted in prior regulations to generally require electronic filing by filers of 10 or more returns in a calendar year. While all payers may e-file, the threshold change REQUIRES payers issuing 10 or more 1099-NEC forms submit electronically. Intuit has partnered with Tax1099.com to enable the e-filing. In addition to the required IRS e-filing, Tax1099.com offers state e-filing, emailing payees, mailing payees through USPS, and other services. Pricing is based on number of forms and services provided. Last year some parishes filed forms using the Tax1099.com services. They decided the e-filing and mailing offset the cost of purchasing forms and envelopes, labor needed to process, and postage. Please contact your Vicariate Finance Liaison if you have questions or need assistance.

MO Scholars and MOST 529

MO Scholars and Most 529 are not scholarships or grants. They are both government programs, but the parish is not required to do a special report of receipt for either fund. When funds are received from either source the monies should be recorded as a normal tuition payment. You do not have to give families or agencies any report for payments received. With the Most 529 the parish does need to furnish tuition numbers to the families. The parish/school staff instructions and worksheet are found on the Best Practices page of the Parish and Curia Integration webpage or by [clicking here](#) for the instructions and [clicking here](#) for the worksheet.

Boiler Inspection Reminder

The Office of Risk Management would like to remind all parishes to schedule their annual boiler inspection. This important inspection should be part of your regular maintenance calendar. See boiler inspection information below.

Policy Number: BME1-9W002874-TIL-24
Travelers Boiler Inspections
Phone: (800) 425-4119
boilinsp@travelers.com
REFER TO ARCHDIOCESE OF ST. LOUIS

Anthony Russo
Associated Broker, Boiler & Machinery
Risk Placement Services, Inc.
Two Pierce Place
Itasca, IL 60143
Anthony_Russo@rpsins.com
Phone: (312) 803-6029

Message From Human Resources

The start of the new year is a good time to review your personal data in ArchHR. This is especially important to ensure we can reach you with important communications regarding work matters: tax forms, paychecks, benefits, emergencies, and other critical information. ArchHR also allows you to report life changes – like marital status or mailing address – that could impact payroll calculations.

Please take a few minutes to assure your personal data was accurately migrated to HRIS and to update any data that has recently changed. Simple instructions are attached. Click here for instructions.

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