



# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER

Volume 11, Issue 6, June 2026

### Inside this Issue

- Roundtable • Status Animarum Training • Special Collections • Fiscal Year End • Curia Connections • Monthly Update • Servant Keeper Access Forms • New W-2G Instructions •
- External Audit Letters • Sacrament Notifications • Consecrated Religious Poster •
- Missionary Plan of Cooperation • Rural Parish Clinic • iGiveCatholic

### Calendar Dates and Special Collections to Note:

- June 1 Cardinal Glennon
- June 29 Peter's Pence - For the Holy Father

### Join The Roundtable June 18, 1-3pm

*Please submit your discussion topics by June 5, so presenters can be determined and given time to prepare.*

### To Do List

- Register for Status Animarum Training
- Submit Servant Keeper Access Forms
- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or PCI
- Send Monthly Update Report created in Servant Keeper to [monthlyupdatelist@archstl.org](mailto:monthlyupdatelist@archstl.org)

### Training with Parish & Curia Integration

PCI offers classes for Parish Helper Online, Servant Keeper, and Sacraments. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here](#) for PCI Training Class offerings, dates, and registration

## Roundtable Thursday, June 18

Thank you to all those who joined the May 21st, Roundtable. The link to the recording and transcript was sent to your parish###@archstl.org email on May 26th. If you have any issues opening the recording please contact the PCI team.

We invite you to join us for the next Roundtable session on **June 18th**, from 1-3pm. Topics to discuss are yet to be determined. The Roundtable is your opportunity to have your voices heard and concerns addressed.

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 June 5th. Look for your invitation including a more detailed agenda in your email the week before the June 18th Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

## Status Animarum Training

This training class is designed for an individual who is new to preparing the Status Animarum. This session includes ways to ensure an easy completion of the Status Animarum and provides step-by-step guidance on how to use Servant Keeper to generate the necessary data for the Status Animarum. Participants learn how to properly set up groups, and verify the required fields are complete to ensure the parish statistical data is accurately pulled from Servant Keeper.

This session also explains the verification of sacramental register records with entries in Parish Helper Online and reviews common mistakes. The class helps make the submission process easier for first time preparers of the Status Animarum, and is a beneficial refresher for experienced staff members.

### Class Dates - All classes held at the Cardinal Rigali Center

Wednesday, June 3 9am-11am

Thursday, June 25 9am-11am

Wednesday, July 8 9am-11am

[REGISTER NOW](#)

## Special Collection and Fiscal Year End

Please do **not** wait until the end of June to submit Special Collections. Benefiting organizations need these donations now, and your timely remittance to SLAF makes a difference. Please remit Special Collections using either Net Teller or sending an email request to SLAF at ACH@archstl.org

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## Fiscal Year End Preparation

Year-end financial reviews will be conducted by each Vicariate's Finance Liaison and are scheduled to begin on August 15th. If your books are ready for review prior to August 15th, please email your vicariate financial liaison to initiate the process. Thank you for your attention to this important process. Please don't hesitate to reach out if you have any questions.

**Mary Weiskopf, Finance Liaison Northern Vicariate, [mweiskopf@archstl.org](mailto:mweiskopf@archstl.org)**

**Mike Manna, Finance Liaison Western Vicariate, [mikemanna@archstl.org](mailto:mikemanna@archstl.org)**

**Kathy Smith, Finance Liaison Southern Vicariate, [kathysmith@archstl.org](mailto:kathysmith@archstl.org)**

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Save the dates for the next Curia Connections gatherings held in July. On Tuesday, July 14, the Western Vicariate hosts their Curia Connection gathering at St. Peter in St. Charles. The Southern Vicariate hosts their gathering at St. Joachim Old Mines on Wednesday, July 15. On Thursday, July 16, the Northern Vicariate's is at St. Monica. We encourage Business Managers, Bookkeepers, Secretaries and other parish staff members join us for our next Curia Connections quarterly meetings. The Curia Connections provide opportunities for networking, information sharing, prayer, and fellowship. Please save the dates and look for registration information in mid-June in your Vicariate newsletter.

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## PCI Monthly Update List Pulls

To assist parishes, Parish and Curia Integration is now pulling the St. Louis Review Monthly Update lists for those parishes that have granted PCI access to their Servant Keeper File. When pulling the Monthly Update lists for parishes, PCI has noticed that some parishes have blank Review Y/E/N/O/D fields on their Servant Keeper family profiles. To keep St. Louis Review subscriptions updated, all parish family profiles, including those who have recently moved, registered or deceased should contain one of the Y/E/N/O/D Review codes. If PCI pulls the report for your parish and finds blank Review fields they will be reaching out to parish staff for completion. When these fields are complete, PCI can submit the list directly to the The Review office saving your parish valuable time.

If you would like to help your parish staff and save time, please see the the article on the following page regarding Servant Keeper security and benefits provided by the completion of the new Servant Keeper User Access form and the PCI User Access form. Please contact PCI for more information at [parishcuriaintegration@archstl.org](mailto:parishcuriaintegration@archstl.org).

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## Reminder Submit Servant Keeper Access Forms

A few months ago pastors received an email from Sally Serbus, Director of PCI, introducing the new Servant Keeper (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.

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](mailto:parishcuriaintegration@archstl.org).

## New W-2 G Instructions

Beginning in 2026, the minimum threshold amount for reporting certain payments and backup withholding on Form W-2G will be adjusted yearly for inflation. The minimum threshold amount for payments made in calendar year 2026 is \$2,000.

### Form W-2G is required when:

1. The amount of winnings less the wager is \$2,000 and 300x the amount of the wager. **OR**
2. The amount of the winnings less the wager is more than \$5,000 (federal income tax withholdings are required at this point regardless of whether the amount of the winnings is 300x the amount of the wager).

### What Did Not Change: The \$5,000 Withholding Rule

When a prize exceeds \$5,000, the nonprofit must withhold federal income tax from the winnings and report the prize on IRS Form W-2G. This withholding requirement applies to all qualifying prizes, including vehicles, vacation packages, and high-value cash awards. For non-cash prizes, the nonprofit must report the fair market value of the prize on the Form W-2G.

Although the nonprofit is responsible for withholding and reporting, the winner remains ultimately responsible for any taxes due on the prize.

### Prizes Are Still Taxable Income for Winners

The increased reporting threshold does not mean smaller prizes are tax-free. Gaming and raffle winnings are generally taxable income regardless of whether the winner receives an IRS Form W-2G.

The change affects reporting requirements only; it does not create a tax exemption for prizes below the threshold.

Nonprofits should consider including a notice on raffle pages, event materials, and winner communications stating that prize winnings may be taxable income, even when no Form W-2G is issued.

## External Audit Letters

It's audit time again! Every year our external auditors, Rubin Brown, request that we distribute confirmation letters to parishes and agencies as a way to verify balances in the Depositors Fund, Investment Fund, and loan accounts. Although the detailed information already resides in our banking system, the auditors require the SLAF to distribute confirmation letters as part of the audit. Some confirmation letters will only require a response if the information presented is inaccurate, while other confirmation letters may require responses for both accurate and inaccurate information. Please read and follow instructions carefully on each individual letter. We anticipate the letters going out in June or early July.

## Sacrament Notifications

Recently, Archdiocesan leaders decided that it is no longer necessary to mail a copy of a sacramental notification to the parish of baptism when it is located in the Archdiocese of St. Louis. **After entering sacraments performed at your parish into PHOL, an electronic notification is automatically sent to the parish of baptism if the baptism is recorded in PHOL AND the parish of baptism is located in the Archdiocese of St. Louis.** If the parish of baptism is a closed parish of the Archdiocese of St. Louis the notification is sent to Archives. If the parish of baptism is **not** located in the Archdiocese or if the baptism is not recorded in PHOL, a sacrament notification is to be printed from PHOL and mailed promptly to the parish of baptism. If you have any questions regarding sacramental notification, please contact PCI at [ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org)

## Consecrated Religious Poster

The Office of Consecrated Life Needs Your Help. This fall we will be publishing our biennial Consecrated Religious poster of men and women who have entered religious communities (those not yet in perpetual vows) who are from the Archdiocese of St. Louis, or who lived here prior to entering religious life. The 2024 poster shown here was distributed widely across the Archdiocese.



In preparation for the 2026 poster, if you know of any men or women from your parish or school who are in basic formation with a religious congregation that is located either inside or outside our archdiocese, we invite you to send contact information to [consecratedlife@archstl.org](mailto:consecratedlife@archstl.org). Submissions by July 1, 2026 are appreciated.

We are confident that having these posters displayed throughout the Archdiocese helps to encourage others to consider a vocation to consecrated life by seeing that many have responded to God's call and have dedicated their lives to a life of holiness and service to others, as consecrated religious. Your prayers for those discerning a religious vocation are greatly appreciated!

# Missionary Plan of Cooperation Reminders

Thank you very much for your assistance with the Missionary Plan of Cooperation! With your help, nearly \$600,000 was raised across the Archdiocese of St. Louis in 2025!

The date of this collection for the parish is determined by the Pastor in consultation with the assigned Missionary group. This appeal is to be scheduled between May and September.

## Sample Bulletin Blurb:

If your missionary group has not provided you with a bulletin article, you may use the following sample.

## Sample Bulletin Article

Missionary Plan of Cooperation: Pray. Give. Make Disciples of All Nations

Next week, we will welcome \_\_\_\_\_ from \_\_\_\_\_, our 2026 Missionary Plan of Cooperation Speaker. (include additional bio from speaker if possible)

Each year, the Mission Office of the Archdiocese of St. Louis invites missionary groups and dioceses to share their witness and seek prayers, sacrifices, and financial support from parishioners.

Through this program, we not only financially support missionary work around the world but also renew our own baptismal call to be missionaries— answering Christ’s command to "go and make disciples of all nations" (Matthew 28:19-20). By welcoming missionaries and celebrating Mass together, we unite our prayers with theirs and with those they serve.

To donate, scan the QR code or visit [www.archstl.org/donatetothemissions!](http://www.archstl.org/donatetothemissions!)



## Pew Envelopes:

If you have not already done so, please use the link below to submit your request for pew envelopes in both English and Spanish. The Mission Office will mail them, or they can be picked up at the Cardinal Rigali Center. Please note that these are the only envelopes to be used for the appeal, as we ask that visiting missionaries not bring their own.

[2026 Envelope Request for Mission Co-Op Special Collection – Click her to fill out form.](#)

## Remittance of Funds:

All parishioner checks should be made out to your parish. If you receive a check made out to the missionary group, Missionary Plan of Cooperation, or otherwise, you may forward the check to our office for deposit and credit to your parish.

If your parish utilizes online giving, you may also use the fund for the Missionary Plan of Cooperation.

Please note that the funds are **NOT** to be given directly to the Missionary who makes the appeal, nor sent to the Missionary group represented.

**(continued on next page)**

# Missionary Plan of Cooperation (Continued from page 6)

Proceeds from the collection are forwarded to the Archdiocesan Finance Office in the following ways:

1. Net Teller Online using the account number 7 + your Parish# + 11
2. Forwarding the collection by ACH
3. A check made payable to the Archdiocese of St. Louis, memo: Missionary Cooperation Collection.

Please mail the check to: Mission Office, 20 Archbishop May Dr., St. Louis, MO 63119.  
Remit the funds within 30 days of the appeal weekend for reporting and distribution purposes.

All parish guidelines can also be found here: [tinyurl.com/2ctgu4f9](http://tinyurl.com/2ctgu4f9)

**Questions? Contact Director Kim Specht at [kimspecht@archstl.org](mailto:kimspecht@archstl.org) or 314-792-7664.**

## Rural Parish Clinic

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

<span style="font-size: 2em; font-weight: bold;">June</span> <span style="float: right; font-weight: bold;">2026</span>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ⊕ Bonne Terre ⊕ Cadet	2 ⊕ Cadet	3 ⊕ Cadet	4 ⊕ Cedar Hill ⊕ Cadet	5 ⊕ Cadet	6
7	8 ⊕ Cadet ⊕ Cadet	9 ⊕ Cadet	10	11 ⊕ St Clair ⊕ Father Dempsey	12 ⊕ Father Dempsey	13 ⊕ Father Dempsey
14	15 ⊕ Potosi	16 ⊕ Cedar Hill	17 ⊕ Cedar Hill	18 ⊕ Union ⊕ Cedar Hill	19 ⊕ Warrenton ⊕ Cedar Hill	20
21	22 ⊕ Cadet ⊕ Cedar Hill	23 ⊕ Cedar Hill	24 ⊕ Cedar Hill	25 ⊕ Farmington ⊕ Cedar Hill	26 ⊕ Cedar Hill	27
28	29 ⊕ Cadet	30				



## SAVE THE DATE!

**#iGiveCatholic – December 1, 2026**

For the **sixth straight year**, the Archdiocese of St. Louis will celebrate the *#iGiveCatholic* Giving Day on **Tuesday, December 1, 2026** - we hope that every parish, school, and ministry will consider joining us and *#iGiveCatholic* Board Member, Archbishop Mitchell T. Rozanski in this effort.

This will be a great opportunity to raise funds to help with special projects or for non-restricted purposes. Last year, **73** parishes, schools, and ministries raised **\$2,257,321** for their missions - more than any other archdiocese or diocese in the USA. The **top 10 organizations** in the archdiocese, both large and small, raised an average of **\$199,280** during the 2025 campaign!

Last year was our first year with the new MightyCause platform. With the first year under our belt, we expect this year to be **even better than last year**.

To sign up for email alerts on updates, announcements, and important info, please complete the short form at [www.surveymonkey.com/r/archstligc](http://www.surveymonkey.com/r/archstligc).

Gratefully,

A handwritten signature in cursive script that reads 'Brian Niebrugge'.

**Brian Niebrugge**

Executive Director, Stewardship and the Annual Catholic Appeal

Archdiocese of St. Louis

# Parish and Curia Integration Steering Committee Members

## Northern Vicariate

**Val Dowdy - St. Josephine Bakhita** val@stbakhitastl.org 314.496.8847

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

## Southern Vicariate

**Julie Hepp - St. Joseph - Imperial** 636.464.1013 x119 jhepp@sjiparish.org

**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

**Cathy Reash - Holy Rosary** reashc@holynosarywm.com 636.456.3698

## **PARISH & CURIA INTEGRATION**

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

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

**Phone: 314.792.7660**

**Email: [ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org)**

