Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 11, Issue 11, November 2026

Inside this Issue

All Souls Offerings • Roundtable Agenda • Annual Catholic Appeal List • Freedom Tax Credit • iGiveCatholic • Christmas Gifts to Employees and Volunteers • Territorial Parish Sacrament Recording • Parish Records Management • A to Z of Parish Administration • Beyond Sunday Accounts • Reminders from SLAF • Parish Accounting Services • Giving Tree Donations • Rural Parish Clinic

Calendar Dates and Special Collections to Note

- November 11 - Veterans Day
- November 15 Special Collection - Campaign for Human Development
- November 26 & 27 Thanksgiving Holiday Curia Closed

Join The Roundtable November 19, 1-3pm

Topics: NetTeller conversion to Banno, Tuition Assistance, Education Freedom Tax Credit, FLMA and ADA, Lawson conversion to INFOR, Terranova Cybersecurity Training, and HRIS. Please submit questions you would like discussed at the December Roundtable to the PCI Steering committee, Vicariate Directors or PCI.

To Do List

- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org if PCI has not been authorized to do so.
- **November 1** – Deadline for iGiveCatholic registration.
- **December 11**- Parish ACA list due date.

Training with Parish & Curia Integration

PCI offers classes for Parish Helper Online, Sacraments, Servant Keeper, and A to Z of Archdiocesan Parish Administration. Classes are held 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

All Souls Offerings

A reminder that funds received for All Souls Day are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not Intentions for Masses. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each Mass. Details can be found in the Financial Management and Control Manual for Parishes. Click here for access to section 5.8 of the manual which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question.

Roundtable Agenda

We invite you to join us for the Roundtable session on November 19th, from 1-3pm. We encourage everyone to join the Teams meeting live if possible. There are opportunities to ask questions, participate in the discussion, and get clarification in real time. The recording is available afterward for anyone who can't attend, but joining live provides the most value.

The November agenda includes:

- NetTeller conversion to Banno - Presenter: LaWanda Barnes
- Tuition Assistance - Presenter: Mike Duffy
- Terranova Cybersecurity Training - Presenters: Steve Van Deven, Joe Tocco & Shawn Markins
- Education Freedom Tax Credit - Presenters: Laura George & Pete Cerone
- FLMA and ADA - Presenters: Kris Green & Jayne Defend
- INFOR replacing Lawson - Presenter: TBD
- HRIS - Presenter: Brigid Sternberg

Look for your invitation including a detailed agenda in your email the week before the November 19th Roundtable. We look forward to our next opportunity to gather around the table with you!

2027 Annual Catholic Appeal List Submission

The 2027 Annual Catholic Appeal Parish Prep packets were mailed to all Pastors and Parish Life Coordinators earlier this month. The packet includes instructions for preparing your parish list and completing your online questionnaire. Instructions are also available online under Parish Preparation in the Volunteer Resources section of the ACA website.

The deadline for submitting both your parish list and the online questionnaire is Friday, December 11, 2026. One parish incentive ticket will be awarded to parishes that return their parish list and complete the online questionnaire by the due date.

Thank you for your work on behalf of the Appeal. Questions? Contact the ACA Office at acaoffice@archstl.org or 314.792.7680.

New Education Freedom Tax Credit Program

Recently a letter was sent out by the Today and Tomorrow Educational Foundation (TTEF) to school leaders and business managers regarding the new Education Freedom Tax Credit (EFTC) program, a new federal opportunity which may provide significant additional scholarship support for our school families.

According to that communication, TTEF has been actively engaged with the Department of the Treasury and the Office of the Missouri Governor in preparation of becoming an approved Scholarship Granting Organization (SGO) for the program. With 35 years of experience, established scholarship infrastructure, and deep understanding of Catholic education, TTEF is uniquely positioned to serve as the SGO partner for Catholic schools in the Archdiocese of St. Louis, without requiring your school to create a new system or take on additional administrative responsibilities.

Once the remaining systems and processes are established by the State, the TTEF anticipates SGO approval and expects to have those new systems in place to begin accepting eligible contributions January 1, 2027. The EFTC program will also be dicussed at the November 19 Roundtable.

In the meantime, please feel free to direct any questions you may have about the EFTC program and how it might benefit your school families directly to the TTEF.

Pete Cerone, TTEF Executive Director, petecerone@archstl.org
Laura George, TTEF Senior Director of Scholarships, laurageorge@archstl.org

iGiveCatholic Registration Deadline November 1



Christmas Gifts to Employees and Volunteers

Gifts to Employees and Volunteers

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

Gifts to Employees

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

Gifts to Volunteers

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

Documentation of Gifts

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

Territorial Parish Sacrament Recording

Parishes must ensure that baptism, marriage and funeral information is correctly recorded in the registers and in Parish Helper Online. Baptisms, marriages and funerals are recorded in the parish registers and Parish Helper Online by the territorial parish where the sacrament occurred, not where the minister of the sacrament or priest is currently assigned (if different). Confirmations should also be recorded by the parish where they occurred, with the exception of those confirmations that take place at the Cathedral. Parishes will receive notification from the Office of Worship for confirmations that take place at the Cathedral.

Sacraments that occur at prisons, hospitals, or homes should be recorded in the register and Parish Helper Online by the territorial parish where they occurred.

Parish Records Managment Manual

When cleaning out your parish office, do you ever wonder how long you have to keep documents? The Parish Records Management Manual is found in Parish Helper Online on the help tab. The manual provides records management services to assist offices and agencies in maintaining the information necessary to fulfill their responsibilities. The purpose of this manual is to provide Archdiocese of St. Louis parishes guidance and information to properly maintain and handle records for short term use to long-term preservation. The manual includes records management best practices, record formats, and information on record retention and disposition. If uncertainty remains in particular case, parishes should contact the Archdiocesan Office of Archives and Records or the Parish and Curia Integration Office for clarification.

A to Z of Archdiocesan Parish Administration

PCI offers classes for Parish Helper OnLine, Sacrament recording and Servant Keeper, and has added an additional class “A to Z of Archdiocesan Parish Administration” This class provides a clear and practical foundation for understanding the responsibilities, expectations, procedures, and best practices involved in parish administration within our Archdiocesan structure. It introduces participants to the essential functions of a parish office, while also clarifying the parish’s relationship with, responsibilities to, and avenues of support from the archdiocesan curia. The class is designed to help parish staff understand not only what needs to be done, but also how, when, and with whom administrative matters should be handled in coordination with the Archdiocese.

All PCI Training classes are held monthly in the PCI training room at the Rigali Center. Space is limited to 10 attendees. Register by clicking on the link below.

Click here for PCI Training Class offerings, dates, and registration

Beyond Sunday Demand Accounts

Since the Beyond Sunday campaign is over, please reach out to SLAF@archstl.org or ACH@archstl.org to close the Beyond Sunday demand accounts if you have not already done so. We are asking the accounts be closed by December 31, 2026.

Reminders from SLAF

Bank Accounts and Surplus Funds

Archdiocesan Statute #37 addresses the issue of bank accounts. This statute stipulates the proper titling of all parish bank accounts and expressly forbids parish bank accounts from being titled "…in the name or personal title of any cleric, layperson or corporation."
To clarify the intent of Statute #37, the Archbishop of St. Louis established the following requirements:

- Parishes should keep a balance in their local bank account that equals approximately one month's operating expenses.
- Surplus funds must be kept on deposit with The St. Louis Archdiocesan Fund. (Meaning parishes may not have CD's with their bank or have their own investments outside of SLAF)
- All cash accounts and investments must be recorded on the parish's accounting system.
- All bank accounts, including those of all parish organizations, are the legal property of the parish and must use the parish's unique tax identification number (usually stated in this format: 43-xxxxxxx). The pastor must be an authorized signer on all bank accounts. NOTE: No rubber stamps or other methods of facsimile signatures may be used.
- All bank statements and cancelled checks, or photocopies thereof, must be addressed to the Pastor at the parish office.
- The pastor should open all bank statements and review all checks for propriety and authenticity of signature.

Risks of Parish Debit Cards

- Bypasses Approval Systems: Debit cards pull cash straight from a checking account, allowing cardholders to completely skip a parish's formal bill-approval.
- Immediate Loss from Fraud or Compromise: If a debit card number is stolen or compromised, the money leaves the bank account immediately, creating a difficult recovery process compared to the zero-liability protections common with credit cards.
- IRS and Tax Compliance Dangers: Using a debit card for unverified personal expenses, travel, or fuel without a formal Section 62 accountable reimbursement plan can trigger IRS classification as illegal allowances, private inurement, or embezzlement.
- Difficult Tracking and Accountability: When multiple staff members or volunteers share a single debit card, matching receipts to specific transactions becomes a heavy administrative burden.

Parish Accounting Services

Consistent application of key accounting practices supports strong financial stewardship through accurate and timely financial reporting. One area noted as year-end reviews conclude is the proper use of Contra Accounts.

A contra account is used to offset the balance of a related revenue account without altering the original transaction amount. Common approved uses include:

• Fundraising Activities: Record only the direct costs of conducting the fundraiser (e.g., event expenses for a school trip fundraiser). Costs related to the trip itself should be recorded as regular expenses.

• Retreats: Record retreat-specific costs, such as retreat house fees and confessor stipends, in the contra account. Expenses for food, transportation, and other activities should be recorded as normal operating expenses.

• Office of Youth Ministry (OYM) and Catholic Youth Council (CYC): Record payments made to OYM or CYC, such as uniform purchases, against the appropriate program fee contra account.

These examples represent the most common approved uses of contra accounts but are not all-inclusive. If you are unsure whether a contra account is appropriate for a particular transaction, please contact your Finance Liaison or the Director of Parish Accounting Services.

Mary Weiskopf – Northern Vicariate - mweiskopf@archstl.org
Mike Manna – Western Vicariate – mikemanna@archstl.org
Kathy Smith – Southern Vicariate – kathysmith@archstl.org
Glenn Roxas, Director of Parish Accounting Services - glennroxas@archstl.org

We will continue to highlight other key accounting practices in upcoming FlockNote publications.

Giving Tree Cash/Check Donations

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



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.

November 2026

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

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

Mary Lorenz - St. Pter (St. Charles) & St. Charles Borromeo
MLorenz@stpstc.org 636.344.7001
Cathy Reash - Holy Rosary reashc@holyrosarywm.com 636.456.3698

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

ARCHDIOCESE OF ST. LOUIS