



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 10, Issue 10, October 2025

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Calendar Dates and Special Collections to Note:

- 10/5 Special Collection Formation of Permanent Deacons
- 10/13 Columbus Day - SLAF Closed
- 10/19 Special Collection World Mission Sunday
- 10/22 Curia Staff Enrichment - 11:30am-2pm

Join The Roundtable November 20, 1-3pm

Please submit your discussion topics by October 31 so that presenters can be determined and given time to prepare.

To Do List

- Register for Servant Keeper Seminar November 6, at Cardinal Rigali Center
- Submit application for EPV Grant - Deadline for application submission October 10
- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or PCI
- Send Monthly Update Report created in Servant Keeper to 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

PCI Steering Committee

Do you want to have an impact on the bridge of communication and projects between the Curia and the parishes? If so, put your name in the "hat" for the PCI (Parish & Curia Integration) Steering Committee at October's Curia Connection Meeting. The steering committee advises and supports PCI projects and initiatives. Monthly meetings are either in person or remotely. One member from each Vicariate will be selected at the Curia Connections meeting on October 15th. You must be present to be selected so the group can meet briefly at the end of meeting. Please consider serving on the committee and become instrumental in improving the support and communication between parishes and Curia.

Curia Connections

You're Invited!



Wednesday, October 15th
at Cardinal Rigali Center (20 Archbishop May Dr, 63119)



- 11:45am Mass in Chapel
- Appreciation Lunch in Fleur De Lis Room
- Following Mass
- Guest Speaker: Erin Hammond, Aquinas Institute of Theology, "Spirituality of Administration"
- Reserve your seat and see more details at:

<https://www.surveymonkey.com/r/CuriaConnect-Oct2025>

QUESTIONS? CONTACT:

Northern Vicariate

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SCAN TO RSVP:



Upcoming Roundtable Dates

There will not be a Roundtable discussion in October due to the quarterly Curia Connections meeting taking place on October 15. The next Roundtable is scheduled for **November 20** from 1pm to 3pm. With December being such a hectic month for parishes and the quarterly Curia Connections meeting in January, the Roundtable returns on **February 19, 2026**. The Roundtable is your opportunity to have your voices heard and concerns addressed. We encourage you to continue to submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or Parish and Curia Integration.



Servant Keeper Presenting Training at the Rigali Center

We are excited to invite you to a special all day training session presented by Servant Keeper at the Cardinal Rigali Center. This is a unique opportunity to learn directly from the people who helped build the tools you use every day to serve your parish. Please submit Servant Keeper questions or topics to PCI at parishcuriaintegration@archstl.org by **October 17**, to enable Servant Keeper to customize their presentation and address your questions and present topics that are relevant to parish needs.

Training Session Details:

Location: Cardinal Rigali Center

Date: November 6, 2025

Time: 9am to 3pm (Lunch provided)

Topic: Servant Keeper – Tips, Tools & Best Practices

- During this session, you'll learn how to get the most out of Servant Keeper's features
- Discover time-saving tips for managing your congregation and ministries
- Get answers to your specific questions directly from the source
- See new and upcoming features and enhancements in action

This training is ideal for both new users and experienced staff looking to learn about new features, refresh, or expand their knowledge. We look forward to equipping you with even more ways to use Servant Keeper to support your parish mission.

[**Click here to register**](#)

Attendance Calendar and Parish Holiday List

As promised, during last week's Roundtable discussion, the 2025-26 Attendance Calendar and Parish Holiday list was sent October 1 to all parishes at the parish###@archstl.org email. Many thanks to Cara Koen for updating both documents.

Official Catholic Directory

Online Updating for The Official Catholic Directory, 2026 Edition has begun. Your parish OCD contact should have received an email from ocdedits@nrpdirect.com on September 25 with the information below for reviewing and updating entities in the directory. We kindly ask that you carefully review, update, and submit your listing for inclusion in the 2026 Edition.

The Deadline to complete your updates and submit your information is October 29, 2025.

- If you are not a 'registered user', please register. While this email is listed as the OCD Contact for at least one entity in the online update system, the email may not be registered. If this is the case, go to ocdedits.com/login, click the 'Register' button and follow the registration process. Online updating is FREE.
- If you are already a 'registered user' under this email address, simply go to ocdedits.com/login and enter this email and your password. Can't remember if you registered this email? Simply go to the Register button and attempt to register. If you already have an account with this email address, the system will tell you. You can then use the password reset feature explained in the next bullet.
- Can't remember your password? Use the 'Reset Password' button on the login page. Please be sure to check your spam/junk/promotion folders in case the reset password email gets re-routed to one of those folders. It is also a good idea to add our @nrpdirect.com domain to your 'safe senders' list in your email application prior to resetting your password.
- Why is it important to review and update? The Official Catholic Directory is the best way for donors and granting bodies to verify your entity's inclusion in the IRS/USCCB's Group Ruling Exemption. Failure to keep your listing current could impede your ability to prove your tax-exempt status. The directory is also a widely used reference source within the Church.
- Submit your listing: After you make any necessary changes, provide all the required information, and submit the record, your listing is complete. To submit your listing, do the following: 1) click the grey 'Submit/Print Data' button in the left frame (below the Save button); 2) scroll down to double-check your listing for accuracy and errors; 3) once you are happy with the listing, click the blue 'Submit Data' button at the top of the screen. You will then see the green Thank You/confirmation screen and the chancery office will be alerted that the record is ready for review.
- Need Help? Online Updating Webinars! To help new users or reacquaint existing users with the system, we'll be conducting a series of brief Webinars (approx. 45 mins) throughout the update cycle. [Click here](#) to view the schedule and sign up.
- Additional Help - Video Tutorials and User Guides: If you're unable to attend one of the webinars, we encourage you to visit the brief Video Tutorials posted under the 'Help' menu at the top of the screen to familiarize or reacquaint yourself with how to navigate and utilize the system.

Please Note: The OCD Online Update System is a browser-based application that is optimized for use with Google Chrome. Wherever possible, please use a Google Chrome browser when using the system.

SOCIETY FOR THE PROPAGATION OF THE FAITH

MISSIONARIES OF HOPE
among the Peoples

World Mission Sunday 2025
October 19th

YOUR GIFT HELPS SUPPORT:

| | | | | |
|---|--|--|---|--|
|  82,498 Seminarians |  8,749 Shelters and Orphanages |  11,992 Health Centers |  843,785 Catechists |  258,540 Religious sisters |
|---|--|--|---|--|

SHARE: GIVE NOW



Lepre Colony, Kon Tum, Vietnam, April 7, 2025. (TPMS USA/Margaret Murray)

Special Collection: World Mission Sunday

World Mission Sunday Special Collection, **October 19th**, Parish Toolkit

The following materials are available here for your parish's celebration of World Mission Sunday on October 19th: Missionaries of Hope Among the Peoples!

- Letter from Archbishop Rozanski to be included in your bulletin
- Alternative bulletin/Flocknote text and graphics
- Mass Announcement
- Prayers of the Faithful

All of these materials are available in both English and Spanish.

A print copy of these materials has been sent to all parishes along with a poster and the pew envelopes. Please place the poster and envelopes out before the October 18th Vigil Mass. If your parish uses online giving, please make sure the World Mission Sunday collection is listed.

With your help, World Mission Sunday supports the young and growing Church directly under the care of Pope Leo XIV in 1,124 mission dioceses and territories – over 1/3 of all the Church's dioceses! Thank you!

If you have questions or need additional materials, please contact Kim Specht at kimspecht@archstl.org or 314-792-7664.

Monthly Update Reports

It has been brought to our attention that some parishes are emailing their Monthly Update Lists to subscriptions@archstl.org, which is incorrect. Please send all Monthly Update lists to the monthlyupdatelist@archstl.org email address. Parishes are reminded to submit the Monthly Update List report **monthly** and make sure to change the criteria (Date last edited dates) on the report to reflect the appropriate time frame. If you do not have this report setup in Servant Keeper, have questions about generating this report, or just want to make sure your group is set up correctly, please contact PCI for assistance. They can splash into your computer and check the group criteria and make any necessary changes. If you do not have the report setup in Servant Keeper, PCI can help you create the group.

#IGiveCatholic



Parishes, schools, ministries—mark your calendars! Giving Tuesday is December 2, 2025. Registration for #iGiveCatholic is open! Register now at [Registration](#) | [#iGiveCatholic](#)!

#iGiveCatholic unites our Catholic community for an impactful giving day on #GivingTuesday, and we're here to support you with our easy-to-use online portal. You will receive weekly email updates guiding you along the way to a successful giving day. But today is the day to register so that you have time to execute a successful effort.

Learn more at [#iGiveCatholic](#) and [#iGiveCatholic St. Louis 2025](#) | [#iGiveCatholic](#).

RECA Program Application Documentation

Catholic parishes and schools in North County and St. Charles County have been receiving increased requests for documentation for the RECA Program application.

The Archdiocese of St. Louis Archives created a webpage <https://www.archstl.org/reca/> where you can learn what records are available to people, what information they contain, who has access, and how people can request records. Please feel free to refer people to this website for general RECA-related information, especially if they are requesting records from closed schools or parishes.

Attached are guidelines for parishes and schools processing transcripts, sacramental certificates, and other parish or school records. We encourage parishes and schools to follow the access requirements at <https://www.archstl.org/reca/>, particularly when the requestor is asking for other people's records, whether living or deceased. [Click here](#) for guidelines and templates.

Please contact Archives at archives@archstl.org with questions.

Rural Parish Clinic RECA Program Application Documentation

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.

| October | | | | 2025 | | |
|---------|---------------------------|------------------|------------------|-----------------------------|------------------|-------------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | 1 | 2 Cedar Hill | 3 | 4 |
| 5 | 6 Bonne Terre | 7 Bloomsdale | 8 Bloomsdale | 9 Bloomsdale St Clair | 10 Bloomsdale | 11 |
| 12 | 13 Bloomsdale Cadet | 14 Bloomsdale | 15 Bloomsdale | 16 Bloomsdale Union | 17 Bloomsdale | 18 |
| 19 | 20 Potosi | 21 Union | 22 Union | 23 Union St Clair | 24 Union | 25 Union |
| 26 | 27 Cadet | 28 | 29 | 30 St Clair | 31 | |

Parish and Curia Integration Steering Committee Members

Northern Vicariate

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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