



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

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Calendar Dates and Special Collections to Note:

- 6/1 Glennon Sunday
- 6/8 Catholic Communications Campaign
- 6/24 Curia Staff Enrichment 11:30am -2pm
- 6/29 Peter's Pence

Join "The Round Table" Microsoft Teams Session: June 19, 1-3pm

(meeting ID will be sent to parish staff email 10 days prior)

To Do List

- Enter sacraments to prepare for Status Animarum
- Clean up Servant Keeper membership files to prepare for Status Animarum
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Save the date and register for Curia Connections July 15, 16, and 17

Training with Parish & Curia Integration

PCI offers classes for Status Animarum Prep, 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](#)

The Roundtable: An Invitation to Gather

Greetings, ArchSTL Parish Teams.

Bring your questions, pain points and best practices to The Roundtable, where pastors and parish staff can virtually gather around the table, connecting with Curia resources to discuss tried-and-true solutions – or creative new ones – for running a vibrant parish with vision, discernment, evangelization and care.

The Roundtable is brought to you by the Parish and Curia Integration (PCI) Steering Committee and PCI team, in response to requests for a platform that promotes transparency, trust, and a strong sense of community. Roundtable invitations will be sent to the office staff email addresses that parishes have entered in PHOL, as well as to all “parish###@archtl.org” addresses. The two-hour Roundtable sessions will be hosted by Brecht Mulvihill, Executive Director of Communications, on Microsoft Teams, every third Thursday of the month (except December), 1:00-3:00 pm. If questions remain in Chat at the end of a session, participants will receive answers via email. Sessions will also be recorded for later access on demand. Topics and guest presenters will be selected based on participant interest. We hope you will join us around the table to explore operational excellence and to support one another as we grow in our shared mission of disciple-making!

PCI Offering Status Animarum Training

This new 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 will 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.

Attendees will learn to verify sacramental register records with entries in Parish Helper Online and reviews common mistakes. Attending the training will help make the new submission process easier and is streamlined for first time preparers of the Status Animarum and is even a beneficial refresher for those who are not comfortable gathering the needed information.

Class Dates:

Thursday, June 19

Thursday June 26

All classes will be held at the Cardinal Rigali Center from 9am to 11am

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

Special Collection Material Order Update

As discussed at our April 2025 Curia Connection meetings, your opportunity to control the amount of promotional materials your parish will receive for the 2026 Special Collections has arrived!

If you would like to change the number or type of materials that your parish receives from the USCCB for promotion of special collections in 2026 (i.e., extra envelopes, bulletin flyers, posters, etc.), please complete the form by [clicking here](#) and emailing to the vicariate. To complete the Online Survey Monkey Special Collections Materials Ordering Form click on the link below. Please submit your form by June 30, 2025 to ensure that we can update the USCCB database before the final deadline.

[**Survey Monkey Special Collections Materials Order Form**](#)

Mission Office – Missionary Plan of Cooperation

Please contact Nicole Paden at 314-792-7662 or nicolepaden@archstl.org if you are in need of pew envelopes for the Missionary Plan of Cooperation appeal at your parish. Only the Mission Office provides the collection envelopes, not the missionary group giving the appeal.

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.

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

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.

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

1. Net Teller Online using the account number 7 + your Parish# + 11
2. 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

Please remit the funds within 30 days of the appeal weekend for reporting and distribution purposes.

About the appeal: The Missionary Plan of Cooperation (MPC) is coordinated by the Mission Office of the Archdiocese of St. Louis in which mission organizations or dioceses apply to make summer appeals for prayerful and material support at archdiocesan parishes. This program is carried out through Mission Offices across the country.

Special Collections and Year End

SLAF reminds us that June 30, 2025, is the fiscal year end. All special collections should be remitted prior to this date and please DO NOT wait until the last week of the month for processing the collections.



Save the dates for the next Curia Connections gatherings held in July. The Western Vicariate hosts their Curia Connection gathering at St. Anne Clover Bottom on Tuesday, July 15. On Wednesday, July 16, the Southern Vicariate hosts their Curia Connection gathering at Good Shepard in Hillsboro and on Thursday, July 17, the Northern Vicariate hosts their Curia Connection gathering at Sts. Peter and Paul in Soulard. We encourage Business Managers, Bookkeepers, Secretaries and other parish staff members join us for our next Curia Connections quarterly gathering. 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.

Fiscal Year End - Status Animarum

The fiscal year ends on June 30th. The Status Animarum in Parish Helper Online is "turned on" on July 1 and is due on July 31. Please complete the following tasks:

- Enter all sacraments in both the parish registers and in Parish Helper Online.
- Update Servant Keeper records. Verify that newborn and adopted children are added.
- Verify Servant Keeper Fields
 - all active families "Type of Household" field in contains either "Catholic" or "Mixed"
 - all active individual's religion field contains either "Catholic" or "Non Catholic"
 - all parishioners that have moved from the parish, including adult children are marked accordingly.
- Verify you have completed all tasks needed by following the **Monthly Administrative and Financial Checklist** for parishes on the Parish and Curia Integration webpage.

This year parishes will not be required to mail in any documents. The signed verification page will be scanned and emailed to PCI. Detailed submission instructions are provided in Parish Helper Online during the submission process.

There should be existing Status Animarum groups in your Servant Keeper file giving you the needed numbers. If not, detailed instructions for the Statistical Report and the Status Animarum are available on the Parish and Curia Integration webpage - Fiscal Year-End Documentation tab or by [clicking here](#).

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.

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

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.

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