



# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER

Volume 11, Issue 1, January 2026

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### Calendar Dates and Special Collections to Note:

- December 24 - January 4 Curia Offices Closed
- January 18 - Special Collection *The St. Louis Review*
- January 19 - Martin Luther King Day Curia Offices Closed

### Join The Roundtable February 19, 1-3pm

*Please submit your discussion topics by February 1 so that presenters can be determined and given time to prepare.*

### To Do List

- 2025 Contribution statements available/mailed by January 31, 2026
- 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](#)



## SLAF Christmas Holiday Hours

Wednesday, December 24, Closed	Tuesday, December 30, 10am-2pm
Thursday December 25, Closed	Wednesday, December 31, 10am-2pm
Friday, December 26, Closed	Thursday, January 1, Closed
Monday, December 29, 10am-2pm	Friday, January 2, 10am-2pm

During this time, please continue to email transfer requests to [ACH@archstl.org](mailto:ACH@archstl.org) and general requests to SLAF at [SLAF@archstl.org](mailto:SLAF@archstl.org). To ensure timely deposit of stock donations, please inform your donors to also notify SLAF at [SLAF@archstl.org](mailto:SLAF@archstl.org) of the pending liquidation being sure to include the name and quantity of securities.

## PCI Christmas Holiday Hours

The Curia Offices are closed from December 24 to January 4th. The Parish and Curia Integration Team will be checking voice messages and monitoring emails remotely during this time. Please leave a message and they will respond as soon as possible. We can be reached at: **314.792.7660** or **[ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org)**. Don't forget to leave your name, parish name, and number along with a detailed message.

Sally Serbus - (314-792-7716, [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org))  
Michele Fisher (314-792-7829, [MicheleFisher@archstl.org](mailto:MicheleFisher@archstl.org))  
Shelley Lang (314-792-7072, [ShelleyLang@archstl.org](mailto:ShelleyLang@archstl.org))  
Stephanie Geiser (314-792-7656, [StephanieGieser@archstl.org](mailto:StephanieGieser@archstl.org))

## 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 the Most 529 Tuition worksheet is available for download.

## Minimum Wages

In anticipation of the upcoming minimum wage increase, the ArchHR Project Team is managing all wage changes to ensure employees currently paid below \$15 per hour will be updated in time for the January 1 effective date.

We appreciate the efforts of all of our employers to date! To streamline this project, we made changes in ArchHR and in Lawson last week.

After all the wage changes have been entered in ArchHR, the Project Team will send individualized reports to all employing entities, at which time you will be asked to verify the accuracy of the report. Ideally you should receive by Dec. 19 or when you leave for Christmas break.

## Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: 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. All Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Mailing contribution statements is a great way to thank donors and including a letter from the Pastor can be an opportunity to share how their donations have benefited the parish and their ministry. Annual Contribution Statements must be received by the donor or made available by January 31, 2026.

## Mileage Rate 2026

The 2025 standard Mileage Rate is 70 cents per mile. At this time the 2026 mileage rate has not been released. We will let you know the 2026 rate in the February PACT or you may [click here](#) to check the IRS website for the latest update.



# Curia Connections



**Attention Parish Staff: It's time to register for one of the January 2026 Curia Connections Gatherings!**

**RSVP at <https://www.surveymonkey.com/r/CuriaConnect-Jan2026>**



## Western Vicariate

**Tuesday, January 13**

*St. Cletus Parish*

2705 Zumbuhl Rd, St. Charles, MO 63301

Doors Open 8:30AM  
Meeting Begins at 9:00AM and ends by Noon

Contact: Laura Voegelie 314-792-6451  
LVoegelie@archstl.org

## Southern Vicariate

**Wednesday, January 14**

*Our Lady Queen of Peace Parish*

4696 Notre Dame Ln, House Springs, MO 63051

Doors Open 8:30AM  
Meeting Begins at 9:00 AM and ends by Noon

Contact: Joyce Mard 314-792-6531  
joycemarkard@archstl.org

## Northern Vicariate

**Thursday, January 15**

*St. Roch Church Hall*

6052 Waterman Blvd., St. Louis, MO 63112

Doors Open 8:30AM  
Meeting Begins at 9:00AM and ends by Noon

Contact: Cara Koen 314-792-6510  
carakoен@archstl.org

## Annual Election Forms

Instead of mailing Annual Election forms through USPS, SLAF will email forms to your parish's designated Archdiocesan email address (i.e. [parish123@archstl.org](mailto:parish123@archstl.org)) by January 31<sup>st</sup>. Additional information will be included with your December 2025 Investment Fund statement(s). Please contact Ryan Groene in SLAF at 314-792-7167 or [ryangroene@archstl.org](mailto:ryangroene@archstl.org) with any questions.

## 1099 NEC Processing

Beginning in January 2024, the IRS lowered the e-filing threshold from 250 returns to 10 returns per calendar year. This means any payer issuing 10 or more 1099-NEC forms must file electronically. Intuit (QuickBooks) partners with Tax1099.com to support e-filing. Tax1099.com also offers optional services such as state e-filing, emailing payees, USPS mailings, and more. Pricing varies based on the number of forms and selected services. Last year, several parishes used Tax1099.com and found that e-filing and mailing services offset the costs of purchasing forms, envelopes, labor, and postage. Watch for detailed instructions in your December vicariate FlockNote. If you have questions or need assistance, contact your Vicariate Finance Liaison.

## From Risk Management - Boiler Inspections

The Bishops' Plan Trust's Boiler & Machinery carrier is Liberty Mutual Insurance Company.

To request a Inspection please call 877-526-0020 or email:[LMEBInspections@libertymutual.com](mailto:LMEBInspections@libertymutual.com)

At the time of your call, please identify your organization as a member of the Bishops Plan Trust and give the operator the following information:

- Policy #: YB2-L9L-480466-015
- Address, City, State and ZIP Code of Location(s) to be inspected
- Person to contact for scheduling inspection(s)
- Contact phone and/or email

If you receive a bill for a boiler inspection, please forward to:

Benjamin Calderon  
630-791-6211  
[BENJAMIN.CALDERON@LibertyMutual.com](mailto:BENJAMIN.CALDERON@LibertyMutual.com)

NOTE: DO NOT pay Liberty Mutual Insurance Company for the boiler inspection. However, you will be responsible for paying the certificate fees. If you have any questions, please contact Ben Calderon.

## Monthly Update List Reminder

Please send all Monthly Update lists to the [monthlyupdatelist@archstl.org](mailto: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.

## PCI Servant Keeper and Sacrament Training

In January Parish and Curia Integration will resume their monthly Servant Keeper and PHOL/Sacrament Training held at the Cardinal Rigali Center. These training classes are currently available for new staff members or current staff who would like to reinforce their existing knowledge and skills, gain some helpful hints and keep current with new procedures. We highly recommend all new Secretaries and Business managers attend. The next Servant Keeper training is **January 14** and the PHOL/Sacrament training is **January 28**. Please click [here](#) to register, For more information contact [ParishCuriaIntegration@archstl.org](mailto:ParishCuriaIntegration@archstl.org)

# Clover Go Machine Lending Change

With the significant increase in fundraisers being hosted by parishes and other Archdiocesan ministries, SLAF can no longer sustain the scheduling and backend reporting associated with lending its twelve Clover Go machines. Beginning in January, you will receive information with your monthly SLAF statements on how to purchase your own machines. Please contact Pat Griffaw at 314-792-7123 or [patriciagriffaw@archstl.org](mailto:patriciagriffaw@archstl.org) with any questions.

## The Roundtable

There will not be a Roundtable discussion in January due to the quarterly Curia Connections meeting taking place on January 13, 14 and 15. The next Roundtable is scheduled for **February 19, 2026**. We encourage you to continue to submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or Parish and Curia Integration.

## 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).

The calendar highlights the following events:

- HOLIDAY** (January 1)
- Bonne Terre** (January 5, 6, 7, 8, 9, 10)
- Cedar Hill** (January 8)
- Bonne Terre** (January 11, 12, 13, 14, 15, 16, 17)
- Cadet** (January 11, 12)
- Union** (January 13, 14, 15, 16, 17, 20, 21, 22, 23)
- Potosi** (January 18, 19)
- St Clair** (January 22, 23)
- Cadet** (January 25, 26)

## **Parish and Curia Integration Steering Committee Members**

### **Northern Vicariate**

**Frances Schmitz - St. Mary Magdalen** [fschmitz@stmmchurch.com](mailto:fschmitz@stmmchurch.com) 314.961.8400 x104

**Sue Spaeth - St. Catherine Laboure** [sspaeth@sclparish.org](mailto:sspaeth@sclparish.org) 314.843.3245 x214

### **Southern Vicariate**

**Daniel Denton - St. Francis of Assisi - Oakville** [businessmanager@sfastl.org](mailto:businessmanager@sfastl.org)  
314.487.5736

**Margot Huber - Our Lady - Festus** [mhuber@olparish.org](mailto:mhuber@olparish.org) 636.937.0513

### **Western Vicariate**

**Denise Brickler - St. Bridget of Kildare** [dbrickler@sbkschool.org](mailto:dbrickler@sbkschool.org) 636.780.8898  
**Maggi Rimel - St. Cletus** [mrimel@saintcletus.org](mailto:mrimel@saintcletus.org) 636.946.6327 x 1715

## **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)**