

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 9, Issue 4, April 2024

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Calendar Dates to Note:

- 3/29 Curia Closed Good Friday
- 3/29 Special Collection Holy Land.
- 3/31 Special Collection for Retired Priests.

To Do List

- Work on FY25 Budgets
- Sign up and attend the Curia Connections gathering
- Update Sacraments into Registers and Parish Helper OnLine
- Update Servant Keeper and ensure all family type, religion, and member status fields are complete and accurate.

Training with Parish Support:

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

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

Delaney Clement New COO



I am thrilled to join this esteemed team as the new Chief Operating Officer. I am committed to fostering a culture of open, consistent, and transparent communication between my office and the entire church community, ensuring alignment and shared purpose in our endeavors. Together, with you, I look forward to serving our mission with dedication and integrity.

Servant Keeper: Tip of the Month:

If you have Servant Keeper 8 on the cloud, Servant Keeper offers free webinars. The webinars are offered on most Thursdays from 10 a.m. to 10:30 a.m.. If you are unable to attend, they will send you a link after the session. They offer great tips on using Servant Keeper. Even better, the webinars are free.





Attention Parish Staff: It's time to connect with the Curia and other parishes in your vicariate. Register now for one of our April gatherings!

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



Northern Vicariate
Tuesday, April 16

Our Lady of the Pillar
401 S Lindbergh Blvd. St. Louis, MO 63131

7:30am Mass in Church - Parish Hall Doors Open after Mass
Meeting Begins at 9AM and ends by Noon

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

Southern Vicariate
Wednesday, April 17

St. Joseph Parish (Imperial)
6020 Antonio Rd. Imperial, MO 63052

Doors Open 8:30AM - Morning Prayer at 8:45AM
Meeting Begins at 9AM and ends by Noon

Contact: Joyce Mard 314-566-3818
joycemard@archstl.org

Western Vicariate
Thursday, April 18

St. Ann - Clover Bottom
7851 State Hwy YY, Washington, MO 63090

8:00am Mass in Church - Parish Hall Doors Open after Mass
Meeting Begins at 9AM and ends by Noon

Contact: Laura Voegelin 314-792-6451
LVoegelin@archstl.org

Curia Connections is a quarterly Vicariate gathering for ALL parish employees. We encourage every parish to send at least one attendee. Please [click here](#) to register for the gathering. Please reserve your seat by April 11th.

Summary of the Agenda:

- **Open Forum Q&A** - Special Collections, Money Counters, Servant Keeper Entry, Gambling Regulations, and [YOUR question/ issue here] Please submit via the registration form.
- **Introduction of Delaney Clement, New Chief Operating Officer** for the Archdiocese of St. Louis
- **Human Resources**- Benefits and ArchHR
- **Parish Support**-Status Animarum
- **Internal Audit**- Common problems
- **Annual Catholic Appeal**—Updates
- **Formation and Faith Sharing**—Vicariate Pastoral Ministry Coordinator

Beyond Sunday SLAF Accounts.

All the Beyond Sunday funds have been disbursed to parishes. The funds should be used as intended, and the Beyond Sunday SLAF account may be closed. To transfer remaining funds and close the account, send an email to ach@archstl.org. Be sure to include the 5-digit SLAF account number or the last 4-digits of the checking account receiving the funds.



Interest Rates on Depositors Fund

Reflective of market trends, the SLAF Board of Trustees recently voted to adjust interest rates on several deposit products effective April 1, 2024. This change only affects interest income received on all money market and demand deposit accounts opened on April 1st and later. Existing time deposits will continue to receive interest income at previously established rates. These rate updates are available on the SLAF webpage or by [clicking here](#).



Please contact LaWanda Barnes, Finance Manager, at 314-7927129 or lawandabarnes@archstl.org with any questions.

Special Collections Reminders

A memo dated March 15, 2024, was sent to parishes titled Remittance of Archdiocesan Special Collections. It is best practice to periodically issue reminders for certain processes and procedures. Special collections are a very important part of our overall mission, and we need to ensure donor funds are being remitted to their intended organizations. [Click here](#) for a copy of the memo. The guidelines in the memo are also included in the [“Financial Management and Control Manual for Parishes.”](#)

If you have any questions concerning the remittance of Archdiocesan Special collections please contact Mrs. Debra Storr at SLAF@archstl.org or 314.792.7142.

Certificate of No Tax Due

Several parishes have upcoming events requiring a liquor license and need a Certificate of No Tax Due. The Missouri Department of Revenue requires each parish to request its own letter. [Click here](#) to see the information needed to apply for your copy. The application must be dated within 90 days of the application for the Liquor License.

Consolidated Billing Estimates

The Consolidated Billing Estimates and the memo for FY25 were sent out on February 27, 2024. If you need a copy, or have any questions about the assessment calculations or allocations, please contact Sally Serbus in Parish Support.

From Internal Audit

Drop safes are required to prevent offertory theft!

Parishes without drop safes are vulnerable!

Don't be one of them!



Need a drop safe? Contact Central Purchasing for recommended options.

If you suspect fraud or financial misconduct
REPORT IT!

Hotline: 1-866-458-3960 Website: archstl.org/internal-audit Email: InternalAudit@archstl.org Phone: 314-792-7241



PARISH SUPPORT

archstl.org/parish-accounting-services/parish-support

Parish Support 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.

Sally Serbus, Parish Support Manager:

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Email: SallySerbus@archstl.org

Michele Fisher, Parish Support Representative:

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