



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 11, Issue 8, August 2026

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Calendar Dates and Special Collections to Note:

- August 15 Assumption - Not a Holy Day of Obligation

Join The Next Roundtable August 20, 1-3pm

Topics will be Risk Management procedures, new listening sessions, and ARCHHR. Please submit questions you would like discussed to the PCI Steering committee, Vicariate Directors or PCI by August 5, to give presenters time to prepare.

To Do List

- Prepare QuickBooks file for Year-end financial reviews that begin on August 15th. If your books are ready for review prior to August 15th, please email your vicariate financial liaison to initiate the process.
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org if PCI has not been authorized to do so.

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

Status Animarum

Thank you to the 74 parishes that have submitted their 2026 Status Animarum which is due July 31. For those who have not yet submitted, we remind you to take the time to carefully check the Baptisms, Confirmations and Marriages you entered against your registers. Look for any misspelled names, duplicate entries, missing information or incorrect dates. If you discover any errors that affect your sacramental counts **after** you have submitted the Status Animarum, please contact PCI at ParishCuriaIntegration@archstl.org or 314.792.7660 to have your Status Animarum reset. There is no change to the remittance process this year. The verification form only needs to be signed by the Pastor and Business Manager and emailed to PCI.

Household Scatter Map Report

If your pastor did not grant PCI access to generate your parish households/scatter map report, please include the Household/scatter map Excel file with your email.

Status Animarum Parish Counts

Parish Count instructions can be found on the PCI webpage listed on the Servant Keeper Documents tab or by [clicking here](#). You may use the PHOL End of Year Checklist to see when PCI has received and reviewed your Status Animarum Submission.

If you need assistance, please contact the Parish and Curia Integration team at ParishCuriaIntegration@archstl.org or 314.792.7660.

The Office of Sacred Worship Discounted Bulk Orders for 2027

The Office of Sacred Worship is coordinating discounted bulk orders for 2027 Liturgical Year B materials from Liturgy Training Publications (LTP). Orders placed through the Archdiocese receive discounted pricing, and all materials will be shipped directly to parishes at no additional cost.

Order Deadline: Friday, August 28
Submit orders to: worship@archstl.org
Payment due: August 28

Available resources include:

- Liturgical calendars
- Workbook for Lectors
- OCIA materials
- Prayer resources and more
- Additional LTP publications may also be ordered at a 15% discount.

View full memo and order form [HERE](#)

Questions?? Contact the Office of Sacred Worship at worship@archstl.org.

Roundtable Thursday, August 20

We invite you to join us for the next Roundtable session on **August 20th**, from 1-3pm. The agenda includes:

- Risk Management updates by Deacon Tyler McClay which includes an overview of the new insurance claims process
- An introduction by Delaney Clement to upcoming listening sessions, which are designed to better understand parish needs and priorities and help align them with the services and support the Curia can provide.
- Updates from ArchHR

Your voice is an essential part of this process. The more we learn about your parish needs, the better we can support your mission and help you create lasting positive change in your parish and the community you serve.

Look for your Roundtable invitation, including a detailed agenda in your email the week before the August 20th Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

Priest Remuneration

The recommended amounts to pay a visiting priest are briefly stated in section 14.8 of the Financial Management and Control Manual which states "When clerics dedicate themselves to the ecclesiastical ministry, they deserve a remuneration which is consistent with their condition in accord with the nature of their responsibilities and with the conditions of time and place; this remuneration should enable them to provide for the needs of their own life and for the equitable payment of those whose services they need."

The recommendations also indicate that travel expenses, when appropriate, should be added to these amounts at the current rate established by the Internal Revenue Service. Consideration for travel reimbursement should be given when a visiting priest travels a significant distance to provide assistance. Mass offerings should also be given directly to the officiating priest.

The following amounts are to be used as guidelines when remuneration is offered for visiting priests:

Sunday Mass \$60
Weekday Mass \$40
Confessions \$25

[Click here](#) for the updated "**Visiting Priest Remuneration Sheet**"

Certificate of No Tax Due

When renewing/purchasing a liquor license, parishes are required to furnish a Certificate of No Tax Due. In the past, the Archdiocese was able to obtain the Certificate for parishes. The Missouri Dept. of Revenue now requires that each parish request the Certificate for their specific location.

To obtain your Certificate of No Tax Due, please email the Missouri Dept. of Revenue. The **body (not in a separate attachment)** of your email must contain answers to the following questions:

1. What is the MO Tax I.D. Number?: Answer: 14878046
2. What is the address of your parish?
3. What is the event?
4. What is the date of the event?
5. Where will the event be located?
6. Will the event be opened to the public?
7. Where will the proceeds go?
8. What kind of liquor will your parish be selling? Send email requests (which include your answers to the above questions) to salestaxexemptions@dor.mo.gov .

The Missouri Department of Revenue mails the Certificates back to Linda Albrecht. She then scans and e-mails the certificate to the parish.

The Certificate of No Tax Due from the Missouri Department of Revenue required for the Liquor License application must be dated within 90 days of the Liquor License application date. The parish event date does not have to be within 90 days of the Certificated of No Tax Due.

Servant Keeper Access Forms

Several months ago Sally Serbus, Director of Parish Curia Integration, introduced the new Servant Keeper (SK) PCI Access Form and SK User Form. The SK PCI Access Form identifies the level of support the PCI team provides to the parish. The SK User Form establishes appropriate access levels for individual users. To help maintain the integrity and security of parish Servant Keeper records, PCI manages user access based on pastor authorization and employee status updates.

Recently we have received requests from parishes wanting PCI to pull the Scatter Map report for their Status Animarum. If your pastor grants PSI permission on the PCI Servant Keeper Access form, PCI is able to pull Archdiocesan demographic reports for you. If you have not yet completed these forms and submitted them to PCI, we ask you to do so. This process will provide added security for your parish Servant Keeper data and save your staff time pulling Archdiocesan reports.

Please contact PCI for more information at parishcuriaintegration@archstl.org or 314.792.7660.

New Insurance Claims Process

Beginning **July 1, 2026**, the Archdiocese of St. Louis transitioned to **Sedgwick** as its third-party administrator (TPA) for insurance claims, replacing Gallagher Bassett. As a result, the process for reporting and managing insurance claims has changed.

IMPORTANT: Please discontinue use of all previous claim reporting forms. Starting August 1st claims must now be submitted through the new Sedgwick Online Claims Portal, including: Property damage, Auto, General liability, and Workers' compensation claims.

Submit claims online: intake.sedgwick.com/u/ **Portal Passcode:** ArchSTLClaims

FAQ's New Worker's Compensation Claims Process

Effective **August 1, 2026**, injured Archdiocesan employees from our parishes, schools, and agencies can speak directly with a nurse who can help direct their initial care and set up their worker's compensation claim. (See postor on following page)

1. How do Archdiocesan employees speak with the nurse?

To report a work-related injury and access a Sedgwick nurse for direction on care, please call 855-500-3696

2. What if the injury requires emergent care?

If an injured employee requires emergency care, call 911. Do not wait to speak with a nurse.

3. Should employees still report any work-related injury to a supervisor?

Yes, injured employees should immediately report (when possible) any work-related injury to their supervisor to make them aware of the situation.

4. Do I still need to file the state mandated First Report of Injury Form, or report the claim online?

No. If you speak with the Sedgwick nurse, you do not need to fill out the Missouri First Report of Injury (FROI) form or file a claim online. The nurse will assist you with completing the FROI form and with opening your claim.

5. Is there training for supervisors available in this new process?

Yes. You can listen to a training module by [clicking here: Archdiocese of St. Louis Clinical Consult Manager Training - Webex](#)

Please feel free to direct other questions to Deacon Tyler McClay, Director of Risk Management via email at tylermccclay@archstl.org, or Nichole Church at nicholechurch@archstl.org or by calling 314-792-7203 (Deacon Tyler) or 314-792-7160 (Nichole).

Sedgwick Clinical Consultation

To report a work-related injury or incident and access the Sedgwick nurse for care direction, please contact your worker's compensation hotline at:

855.500.3696

Serious medical emergency

In the event of a serious medical emergency, do not wait to speak to a nurse. **Call 911.**

24/7 nurse line for non-urgent work-related injuries only

Sedgwick's nurses are just a phone call away.

1. Immediately report a workplace injury to your supervisor
1. Call **855.500.3696** to speak with a registered nurse
1. The nurse will provide an immediate medical assessment and recommendations

Sedgwick clinical consultation nurses — ensuring that injured workers receive ***the right care at the right time.***



Archbishop Rozanski Appoints Cory Nardoni as Chief Financial Officer

Archbishop Mitchell T. Rozanski has appointed Cory Nardoni as the new Chief Financial Officer of the Archdiocese of St. Louis, effective July 6th. Nardoni holds a bachelor's degree in accounting and a master's degree in business administration (MBA) from Missouri State University and is a licensed Certified Public Accountant (CPA). This is his second appointment as CFO, as he previously served in this role from 2020 to 2024. Welcome back Cory!

Ensuring Parish Viability Grants

Ensuring Parish Viability grants, awarded on an annual basis, are grants from the Archdiocese of St. Louis to parishes that have experienced demographic change to assist with capital project, debt, or evangelization efforts.

This year, because of increasing needs, the EPV grants, normally funded only by endowments created by the Return God's Gifts campaign, will receive additional funding from the Annual Catholic Appeal.

Ensuring Parish Viability (EPV) Grants Timeline

- **Aug 10** – EPV process begins with an email from Archbishop Rozanski to Pastors. EPV grant applications become available.
- **Sep 4** – Parishes should request applications by this date to allow time to complete the application and review it with their Episcopal Vicar. Contact the Office of Stewardship and the Annual Catholic Appeal at acaoffice@archstl.org or 314.792.7680 to request an application.
- **Oct 9** – Deadline for application submission.

Helpful tip: Submit your applications early. Applications received after the deadline may be denied, as applications submitted on time will have priority.

To give your parish the best chance of success, and to avoid having your application returned for correction, please be sure discuss your project with your Episcopal Vicar well in advance and use the helpful checklists provided with the application. Incomplete or incorrectly formatted applications cannot be accepted.

If you have questions about EPV eligibility, the type of project that might be most successful, or building the best proposal for your parish, please contact Brian Niebrugge at NiebruggeB@archstl.org or 314.792.7681.



SAVE THE DATE!

#iGiveCatholic – December 1, 2026

For the **sixth straight year**, the Archdiocese of St. Louis will celebrate the *#iGiveCatholic* Giving Day on **Tuesday, December 1, 2026** - we hope that every parish, school, and ministry will consider joining us and *#iGiveCatholic* Board Member, Archbishop Mitchell T. Rozanski in this effort.

This will be a great opportunity to raise funds to help with special projects or for non-restricted purposes. Last year, **73** parishes, schools, and ministries raised **\$2,257,321** for their missions - more than any other archdiocese or diocese in the USA. The **top 10 organizations** in the archdiocese, both large and small, raised an average of **\$199,280** during the 2025 campaign!

Last year was our first year with the new MightyCause platform. With the first year under our belt, we expect this year to be **even better than last year**.

To sign up for email alerts on updates, announcements, and important info, please complete the short form at www.surveymonkey.com/r/archstligc.

Gratefully,

Brian Niebrugge

Executive Director, Stewardship and the Annual Catholic Appeal

Archdiocese of St. Louis

Internal Audit New Resources

Internal Audit has added two new resources to our website:

Segregation of Duties Guide for Small Offices – A helpful chart designed specifically for locations with limited staffing.

Bank Statement Review Guide – A straightforward resource outlining key items leaders should review each month and potential red flags to watch for.

We hope these tools make it easier to strengthen internal controls. Visit the Internal Audit website to access these new resources – just select the link for “Flow Charts and Other Resources”.
<https://www.archstl.org/about/offices-and-agencies/internal-audit/>

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.

August						
2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	Bonne Terre	Bloomsdale	Bloomsdale	Cedar Hill Bloomsdale	Bloomsdale	8
9	Cadet	Troy	Troy	St Clair Troy	Troy	15
16	Potosi			Union Cadet	Warrenton Cadet	22
23	Cadet Cadet	Cadet	Cadet	Farmington Cadet	Cadet	29
30	Cadet Cadet					
	31					

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

Denise Brickler - St. Bridget of Kildare dbrickler@sbkschool.org 314.780.8898

Cathy Reash - Holy Rosary reashc@holyroarywm.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



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