



Parishes And Curia Together

PARISH SUPPORT NEWSLETTER

Volume 11, Issue 5, May 2026

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Calendar Dates and Special Collections to Note:

- May 24 Special Collection - Catholic Communications
- May 25 - Memorial Day Curia closed

Join The Roundtable May 21, 1-3pm

Please submit your discussion topics by May 7, so presenters can be determined and given time to prepare.

To Do List

- Submit Roundtable topics to PCI Steering Committee, Vicariate Directors, or PCI
- Send Monthly Update Report created in Servant Keeper to monthlyupdatelist@archstl.org
- Submit Servant Keeper Access Forms
- Register for Status Animarum Training

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](#)

Roundtable Thursday, May 21

Thank you to all those who joined the March, 19th Roundtable. The link to the recording and transcript was sent to your parish###@archstl.org email on March 20th. If you have any issues opening the recording please contact the PCI team.

We invite you to join us for the next Roundtable session on **May 21st** from 1-3pm. Topics to discuss include wages increases for non-contract employees and calculating sick pay. The Roundtable is your opportunity to have your voices heard and concerns addressed.

Please submit any questions or topics you would like addressed at the next Roundtable to your Curia Steering Committee member, Vicariate Director, or to ParishCuriaIntegration@archstl.org by May 7th. Look for your invitation including a more detailed agenda in your email the week before the May 21st Roundtable gathering. We look forward to our next opportunity to gather around the table with you!

New Special Collection - Church in Africa

A special collection will be taken up in all parishes on July 19, 2026, for the Pastoral Solidarity Fund for the Church in Africa. Parishes are asked to have their Vicariate Finance Liaison (listed below) open account number 244340 to accommodate receipt of these funds. All proceeds should be remitted to SLAF using Net Teller code #18.

Mary Weiskopf (mweiskopf@archstl.org) - Finance Liaison Northern Vicariate
Mike Manna (mikemanna@archstl.org) - Finance Liaison Western Vicariate
Kathy Smith (kathysmith@archstl.org) - Finance Liaison Southern Vicariate

Parish and Curia Integration New Office Suite

Parish and Curia Integration is excited to be in our new office suite on the first floor of the Cardinal Rigali Center. Our new space has a dedicated training area ideal for small group meetings, team development sessions and training classes. Our new home reflects our commitment to serve parish personnel and allows our team the ability to provide an environment to foster learning and engagement with them. We look forward to adding more training classes in the coming months. Please click on the link below to register for upcoming training.

REGISTER NOW

Reminder Submit Servant Keeper Access Forms

Support and security are essential for good stewardship, and the Parish & Curia Integration team strives to serve you with both in mind. The Servant Keeper contract helps strengthen these commitments, especially as parish data is now securely housed in the Cloud.

On January 12, all parish pastors received an email from Sally Serbus, Director of PCI, introducing the new 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.

If you have not yet completed these forms and submitted them to PCI, we ask you to do so as soon as possible. We will be reaching out to those who have not yet submitted the forms. This process will provide added security for your parish Servant Keeper data. Please contact PCI for more information at parishcuriaintegration@archstl.org.

Servant Keeper Status Multi Parish Access

Parish employees who work for more than one parish and need access to multiple Servant Keeper files can have Servant Keeper install a drop down menu that will allow them to toggle between parishes without having to log out of the Servant Keeper application. Please contact the Parish and Curia Integration office to have this feature added to your access page at 314.792.7660 or ParishCuriaIntegration@archstl.org.

Special Collection Promotional Materials

As discussed at our April 2026 Curia Connection meetings, your opportunity to control the amount of promotional materials your parish will receive for the 2027 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 2027 (i.e., extra envelopes, bulletin flyers, posters, etc.), please complete the form by [clicking here](#) and emailing to your vicariate. To complete the Online Survey Monkey Special Collections Materials Ordering Form click on the link below. **Please complete the form on or by May 15, 2026. Your response by May 15 will ensure** to ensure that we can update the USCCB database before the final deadline. This form can also be completed at surveymonkey.com/r/spe or by clicking below.

[Special Collections Materials Order Form](#)

2026 Benefits Open Enrollment

Open Enrollment begins in one week! Are you ready?

The **Open Enrollment period, May 1 – May 15**, is your annual opportunity to review, adjust, and enroll in health insurance plans, as well as other Archdiocese of St. Louis employee benefits.

Do I Need to Participate in Open Enrollment?

2026 Open Enrollment is Passive, meaning that if you take no action, your current benefit elections, **EXCEPT FSA and HSA plans, will simply carry over into the new plan year. **details below in italics***

However, we encourage everyone to review the Open Enrollment Resources to help make informed benefits elections. This is also a good time to review your life insurance beneficiary designation to ensure it is up to date.

How do I Prepare?

ArchHR is your go-to destination for Quick Reference Guides, 2026 Open Enrollment, FSA, and HSA educational videos, and 2026 health insurance rates, coverage details, and more.

To access these resources, simply log into your **ArchHR** homepage/dashboard and click on the Benefit Information banner in the Organizational Updates section. Once on the Benefits Resource webpage, click on the 2026 Open Enrollment link.

How do I Complete Open Enrollment?

To newly enroll, make changes, or re-elect FSA or HSA participation, simply log into your **ArchHR** homepage/dashboard and click on either of the Open Enrollment banners OR the My Benefits button. (You can also review your current benefits here.)

Watch for More Information

Now through May 15, continue to watch your inbox for other helpful reminders. Note that some reminder emails may come from our trusted Benefits partners, **PlanSource** (no-reply@plansource.com) **and for FSA participants, TriStar** (tristargroup.net). **These emails are not spam.**

We're Here to Help!

How do I log into ArchHR? [Instructions Here](#)

Forgot your ArchHR password? Open Enrollment or other Benefits questions? Please contact AskHR@archstl.org for assistance.

**ABOUT PASSIVE ENROLLMENT: If you do NOT participate in the FSA or HSA (or do not wish to re-elect FSA/HSA participation in the new plan year) and wish to continue your other current benefits elections unchanged through June 30, 2027, you DO NOT need to take action online to complete Open Enrollment.*

[2026 Open Enrollment Info and Resources](#)

Status Animarum Training

This 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.

This session also explains the verification of sacramental register records with entries in Parish Helper Online and reviews common mistakes. The class will help make the submission process easier for first time preparers of the Status Animarum, and is a beneficial refresher for those who are not comfortable gathering the needed information.

Class Dates

Tuesday, May 19 9am-11am
Wednesday, June 3 9am-11am
Thursday, June 25 9am-11am
Wednesday, July 8 9am-11am

All classes will be held at the Cardinal Rigali Center

[REGISTER NOW](#)

Caution Misleading Advertising Targeting Parishes

We want to make you aware of reports concerning misleading advertising directed at parishes within the Archdiocese. Organizations and vendors have recently circulated promotional materials that may appear to be officially endorsed or affiliated with the Archdiocese of St. Louis when, in fact, they are not. These advertisements may use familiar language or, references to special pricing that could reasonably be interpreted as approval or partnership. In other cases, offers may include unclear pricing, vague deliverables, or pressure to act quickly.

We strongly encourage all parishes to exercise caution when evaluating such communications. Before placing orders, entering into any agreement or making financial commitments, please consider the following:

- Verify the identity and credentials of the organization or vendor
- Confirm whether any claimed affiliation with the Archdiocese is legitimate
- Consult with Central Purchasing. Their role is to assist you in making informed purchasing decisions, while managing the vendor relationships, and maintaining Coupa (our e-procurement system) for quick and easy access to vendors, products, and services through a variety of catalogues and on-line stores.

Thank you for responsibly safeguarding parish resources.

Compensation for Newly Ordained Deacons and Priests

This information pertains to the pay and benefit schedules for Configuration III (Theology III) seminarians to be ordained as transitional deacons and transitional deacons in the Vocational Synthesis Stage (Theology IV) to be ordained as priests.

Configuration III and Vocational Synthesis St. Louis Seminarian Stipend/Salary:

Time Period	Amount	Paid By
Before Ordination	\$350 ¹ Stipend per month	Vocation Office
Diaconate Ordination		
June-July (2 months)	2/3rds of Priest Salary	Parish of Assignment
August – January 14 th (5.5 months)	\$750 ² Stipend per month	Vocation Office
January 15 th – May (4.5 months)	2/3rds of Priest Salary	Parish of Assignment
Priesthood Ordination		
June	Priest salary	PMBS
July and Onwards	Priest Salary	Parish of Assignment

- Notes:
 - Compensation for Transitional Deacons will transfer from the Vocation Office to the Parish of Assignment on January 15th (after Deacons finish the J-term).
 - Beginning July 1, newly ordained priests will receive a priest salary from their parish of assignment, with the applicable fiscal year increase.
 - A parish should not be excluded from being assigned a Transitional Deacon because of financial need. If salary and benefit costs for a Transitional Deacon would be too burdensome on a parish, a grant will be issued from the Vocation Office to the parish of assignment. Grant amounts should be determined before the beginning of the assignment proportionate to the parish's financial need.

Transitional Deacons from Sending Dioceses (Non-St. Louis Deacons)

1. If a deacon is assigned to a parish in the Archdiocese of St. Louis, he will receive a stipend of \$750² per month from the assigned parish September through November.³

¹ Increased from \$250 in 2024

² Increased from \$500 in 2025

³ Non-St. Louis Deacons are assigned to a parish for the entire semester; however, since deacons graduate in early December, they will only be at their parish assignment for one or two weekends. These weekends make up for the one or two weekends that Deacons will not be at their parish during the semester for breaks and seminary events. For this reason, non-St. Louis Deacons are paid for the months of September through November, but not December.

2026-2027 Substitute Teacher Rate

The minimum pay rate for the 2026-2027 school year for regular substitute teachers is \$15 per hour (\$120 for an 8 hour day). Please note the HRIS new system requires hours worked and a hourly rate to achieve the desired total for the “daily rate”. To calculate the hourly rate from a daily pay rate, simply divide the daily rate by the number of hours worked per day. Those teaching a semester or more (long term) typically, sign an agreement and are paid according to the appropriate step and lane on the scale.

Consecrated Religious Poster

The Office of Consecrated Life Needs Your Help. This fall we will be publishing our biennial Consecrated Religious poster of men and women who have entered religious communities (those not yet in perpetual vows) who are from the Archdiocese of St. Louis, or who lived here prior to entering religious life. The 2024 poster shown here was distributed widely across the Archdiocese.

In preparation for the 2026 poster, if you know of any men or women from your parish or school who are in basic formation with a religious congregation that is located either inside or outside our archdiocese, we invite you to send contact information to consecratedlife@archstl.org. Submissions by July 1, 2026 are appreciated.

We are confident that having these posters displayed throughout the Archdiocese helps to encourage others to consider a vocation to consecrated life by seeing that many have responded to God’s call and have dedicated their lives to a life of holiness and service to others, as consecrated religious. Your prayers for those discerning a religious vocation are greatly appreciated!



Parish Technical Support Provider Survey

If someone from your parish has not completed the very brief survey regarding the technical support provider used by your parish, we ask that you please complete the survey. We are simply collecting information to determine who provides technical support for parishes and what services they provide. Thank you for your participation.

CLICK 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.

May				2026		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 ⊗ Bonne Terre	5 🏠 Bloomsdale	6 🏠 Bloomsdale	7 ⊗ Cedar Hill 🏠 Bloomsdale	8 🏠 Bloomsdale	9
10	11 ⊗ Cadet 🏠 Bloomsdale	12 🏠 Bloomsdale	13	14 ⊗ St Clair 🏠 Troy	15 🏠 Troy	16 🏠 Troy
17	18 ⊗ Potosi 🏠 Troy	19 🏠 Troy	20	21 ⊗ Union	22 ⊗ Warrenton	23
24	25 Memorial Day- no clinic	26	27 🏠 Cadet	28 ⊗ Farmington 🏠 Cadet	29 🏠 Cadet	30 🏠 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@holynosarywm.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

