



Parishes And Curia Together

Parish Support Newsletter

VOLUME 3, ISSUE 10

October 2018

October To-Do List

- Complete QB Financial Yearend
- Internal Questionnaire due Oct. 1st
- 3rd quarter 941 due for review after September's last payroll run

Schedules: Updates, Training & Meetings

- [QB updates](#)—no access to files

Inside This Issue

Respect Life Apostolate	2
Employee Rosters	2
PACT format	2
941 Due	2
SK Cloud	3
Citrix Updates	3
Retirement Benefits	3
Catholic Directory	3
Mission Office	4
HRIS & Lawson	4
HR Open Enrollment	4
Contact Info	4

Meet Our New Director

Please join us in welcoming our new Director, Scott Welz, to the Parish Services family. Scott has had a very successful business career where he held various senior executive roles. He joined the team on October 1st and brings significant experience in customer service, strategy and innovation, and finance and operational functions.



Help Us Help You

The Parish Support Staff tries to answer all phone calls and emails within 24 hours of receipt. It greatly improves our response time when you include the parish name, **parish number**, your phone extension and a description of the assistance you need.

It's not unusual to receive an email from doe123@gmail.com simply stating that the program/computer is not working. No name, phone number, parish name, parish ID or clear description of the problem is given.

PLEASE include your phone number (with extension) parish name and parish ID in **ALL** communications.

Hurricane Relief Collection

Archbishop Carlson has asked parishes to participate in a second collection at all Masses to help provide immediate and long-term aid to those recovering from Hurricane Florence. He asked that the collection be taken on the weekends of Sep. 29-30 and Oct. 6-7.

Parishes may submit funds via NetTeller, by emailing an ACH request to ach@archstl.org, or mailing in a check. When using NetTeller, please use collection #22 for Hurricane Florence.

Status Animarum & Yearend Financials

Thank you for patience and understanding with completing the yearend reviews and submissions. Please remember to check the 'End of Year' check list in Parish Helper OnLine for up-to-date information on your submissions.

There are quite a few parishes that submitted the Status Animarum in July but, as yet, we have not received their signed sacramental registers. Nine parishes have yet to submit the Status Animarum and nineteen parishes have not submitted the yearend financials.

Please note that a letter from the Vicar will be sent to all pastors of parishes with unsubmitted items informing them of the delinquent submissions. The letters will be mailed out the week of October 8, 2018. That's not a letter pastor's like to receive. If there are problems with submissions, please contact Parish Support.

Reminders from Respect Life Apostolate



The Respect Life Apostolate is hosting the **42nd Annual Respect Life Convention** on Sunday, October 28 at the St. Charles Convention Center. The event includes **Mass with Archbishop Robert Carlson**, inspiring workshops, exhibits, a free give-a-way, and a keynote address by **Ryan Bomberger**. Cost for the keynote presentation and luncheon is \$45 per seat, \$450 per table of 10, and \$25 for students, seminarians, and religious in for-

mation. Online pre-registration for the keynote luncheon is required by October 15 at bit.ly/RLAconvention2018. For online registration help or other questions, contact the RLA at prolife@archstl.org or 314-792-5555.

Annual Adoption Mass—Love Twice Given is at 10:00am on Sunday, November 18, 2018, at the Cathedral Basilica of St. Louis. For more information, please contact the Respect Life Apostolate at 314-792-7555 or prolife@archstl.org.

“The first step toward change is awareness. The second step is acceptance.”
- Nathaniel Branden

Employee Roster for SEP Audit

The Office of Child and Youth Protection (formerly Safe Environment Program—SEP) conducts annual compliance audits. To complete the audit, the parish/school provides an employee roster.

For parishes running payroll through QuickBooks, the process has not changed from prior years. A simple employee list that includes employee names and the corresponding class is all that is needed.

Parishes that are on Lawson payroll can create the required roster by following the instructions found on the Parish Support webpage ([click here](#)) or by contacting the Office of Child and Youth Protection at 314.792.7273 or angievorholt@archstl.org.

Bookkeepers and accountants are also reminded that Safe Touch/Lead Teacher grants are received after the report is submitted and should be posted to 461500 Grants from Cath. Ed. Office in QB.

Ch...Ch...Ch...Changes

PACT is experiencing ‘growing pains’ and, in the coming months, is updating to a new format. As usual, PACT will be emailed to all secretaries, bookkeepers and business managers who have a valid email address in Parish Helper.

The new format allows access across many devices: workstations, laptops, pads, smart phones, etc. It

also will provide analytics so we can determine the most read articles. This will allow us to focus on providing the type of information you need most.

We look forward to improving our communications and support we provide.

3rd Quarter 941 Due

The third quarter 941 is due on October 31, 2018. Parishes that moved to Lawson payroll BEFORE July 1, 2018 do not have to file this form. Parishes that are currently using QuickBooks to run payroll or converted to Lawson payroll AFTER June 30, 2018 are required to file this 941.

Please submit the completed 941 and 2018 Payroll Summary (with calendar quarter columns) to parish_support@archstl.org for review and approval.





SK Cloud & Contribution Statements

Planning ahead.....As mentioned in prior issues, parishes using Servant Keeper Cloud no longer have to mail annual Contribution Statements to parishioners/donors. They can simply let the donors know that their statement is available for viewing/printing online. Many parishes find that the cost savings of time, paper, envelopes and stamps more than offset the monthly cloud fee.

In addition, to giving online access to contribution records, you may also choose to allow parishioners to update their contact information. Many younger families enjoy the freedom and ease of handling matters 'online'. It's important parishes recognize that and make it available when possible.

"Change can be frightening, and the temptation is often to resist it. But change almost always provides opportunities - to learn new things, to rethink tired processes, and to improve the way we work."

- Klaus Schwab

Citrix Updates

To improve reliability and access for Citrix users, IT is instituting an auto-reboot of all Citrix servers at approximately 3:00am each Thursday (Wednesday night/Thursday morning). Please note, that if you have not logged off prior to the reboot, you will be 'thrown out' and will be prompted to log in upon your return.

Retirement Benefits

IMPORTANT REMINDER: All parishes should be contacting Sharon Gogel (314.792.7261 or sharon.gogel@ajg.com) whenever an employee is hired. Too often, Sharon is not contacted and employees do not receive the retirement benefit they've earned—which results in self-corrects and added costs to parishes/schools.

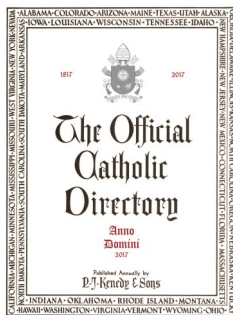
ALL parishes/schools (even those on Lawson payroll) should contact Sharon each time someone is hired. Sharon needs the employee's name and last four digits of their social security number to determine their benefit standing. A simply phone call or email is all it takes to protect your employee and parish/school.

2018 Catholic Directory & 501(c)3 Letter

We're receiving quite a few emails and phone calls asking about the 2018 Catholic Directory and 501(c)3 letter. The USCCB will request a 2018 determination letter {501(c)3} to coincide with the publication of the new directory. The new directory is yet to be released so the

2017 edition and 2017 letter are the most current.

Please continue sending vendors the 2017 letter and listing from the directory. We will have an article in PACT when the new letter and directory are available.



From the Curia— Mission Office

Packets for World Mission Sunday will be mailed to the parishes soon. World Mission Sunday is on October 21st, and the materials in the packet include pew envelopes, a poster, bulletin announcements, homily notes, and intercessions.

Please remit your parish's collections for the Latin America Apostolate and Missionary Plan of Cooperation to the Finance Office.

Should you have questions, please contact Kim Becvar at 314.792.7664 or kimbecvar@archstl.org.



Lawson Update & HRIS

We welcome 3 more parishes to Lawson payroll this month: St. Alban Roe, St. Bernadette and St. John the Baptist — Gildehaus. We are now processing the payroll of 112 parishes/schools in our office using Lawson software. In the wake of the announcement that a new HRIS platform for HR and Payroll has been selected, please note that we are still actively working on conversions from QB to Lawson. Parish QB data is formatted with specific coding which Lawson and the new software require. Therefore, there are still advantages to converting early rather than waiting.

There is much work and preparation to be done before the implementation of the new HRIS software. That work is ongoing and continues for the next several months.

To discuss Archdiocesan payroll and specific information regarding the conversion process for your parish or school, please contact Darlene Doerr at 314.792.7117 or Barb Sandell at 314.792.7082.

Health Insurance Plan Action Request

Benefit eligible employees must enroll or waive in the health insurance plan. As a reminder, the Office of Human Resources asks that you send all of your benefit eligible employees' waiver forms, completed during Open Enrollment and even recent new hires, via fax to 314.792.7548 or to Benefits@archstl.org. The waiver forms help the Archdiocese complete the required federal employee reporting.

Parish Support Contact Information

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St. Louis, MO 63119

Fax: 314.792.7149

Parish Support exists to serve 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.

[Click here](#) for immediate access to back issues of PACT—including a comprehensive Index for all issues.

[Click Here to Visit Parish Support Web Page](#)