

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 2, February 2022

Inside This Issue

- PHOL & ATN Contacts • PACT Index Reminder • Endowment Elections • SLAF Investments • Paying Substitute Priests • Focknote Test Text • 2023 Special Collections • Teacher Contract Prep • Consolidated Billing • New PHOL Manual • Today and Tomorrow Scholarships • Mission Office • St. Louis Review

Calendar Dates to Note:

- **2/21/22 Curia Closed for President's Day—SLAF deposits must all be in by Thursday 2/17 at NOON or the transaction will not post until Tuesday, 2/22**

To Do List

- Start on FY23 budgets
- Return endowment elections—due by March 18th
- St. Louis Review Servant Keeper export due March 15
- Update all contacts in PHOL

PHOL & All Things New (ATN) Contacts

Please keep all contacts in PHOL up to date. Communications will be increased with All Things New (ATN). Please make sure to keep the names, emails, and phone numbers up to date, so that everyone receives the needed information. If you have any questions on updating your list please check page 11 in the PHOL manual or contact Parish Support. We will gladly walk you through the steps.

Pact Index Reminder

The PACT index is a comprehensive searchable PDF file. The index is available on the Parish Support webpage, [Click Here](#) for instant access to the index. The easiest way to find the page is to type " PACT Index" in the search bar on the Archdiocese homepage. On the PACT page you can access back issues of PACT and the PACT Index. Simply open the index, type Ctrl F and a Find box appears in the upper right-hand corner. Type in what you need and enter. Entries are linked to the issues where the topic was found. Double click on the desired entry to go to the selected issue. Finding specific information on a specific issue is just a few clicks away!



Endowment Elections

- Parishes and agencies with endowments that have funds available for distribution will receive their election statements for FY2023 this month.
- Election Statements are due by Friday, March 18, 2022. If election statements are not received by the due date, SLAF will not be able to make any disbursements until the 2023 disbursement period for FY2024.
- To request disbursement, please take the following steps.
 1. Receive approval for the disbursement from the appropriate body according to the terms of the endowment operating policy.
 2. Complete the election form.
 3. Scan the completed form and email it to investfund@archstl.org by Friday, March 18, 2022.
- More information will be included with the election form. Thank you for your stewardship of these funds.

SLAF Investments and Loans

For frequently asked questions and their answers on SLAF Investments and Loans please [click here](#) .

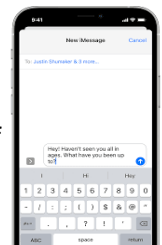
Paying Substitute Priests

Substitute priests saying Masses at your parish should receive two checks. One check is from the Mass Stipend Account for the intention of the Mass the priest has said. A second check from the parish checking account is for Professional Fees and Mileage.



Flocknote Text Test

Our test for the emergency text came earlier than originally planned. An emergency text was sent out on Thursday, December 23, 2021. Two notifications were sent. One text of the notification and one asking if you received the notification. According to our records 33 individuals did not reply, but our records show the messages sent. If you did not receive the messages and your cell phone is listed in PHOL please let us know. This is a great time to update PHOL and include a cell phone number, so you are informed during these emergency situations. Thank you so much for helping us keep you up to date .



2023 Special Collections

The 2023 Special Collection list was sent to all parishes on January 18th. It was emailed to your parishxxx@archstl.org account from Jennifer Stanard.

Teacher Contract Prep

Emails are being sent in early to mid-February for teacher contracts. If you do not receive the email by mid-February, please contact Sharon Giesecking at 314.792.7308 or sharongiesecking@archstl.org



Consolidated Billing Estimates

The information for the Consolidated Billing Estimates is currently being reviewed and compiled. We will notify you as soon as they are completed. Thank you for your patience.

New Parish Helper Online Manual

Check out the new Parish Helper Online Manual now available on the Help Tab in PHOL. Look for information about upcoming PHOL training to be held at the Cardinal Rigali Center (CRC). The manual can be downloaded, printed, saved, or just accessed when needed.



Today and Tomorrow Scholarships

Today and Tomorrow Educational Foundation administers scholarships to all the Archdiocese's elementary schools. The application process opened as of January 18, 2022 and the deadline is February 28, 2022. Apply online to TTEF-STL.ORG. If you have questions or need more information please contact Laura George at 314.792.7777.



Mission Office

Recently, the Mission Office mailed the 2022 Missionary Plan of Cooperation assignments to all parishes. Please make sure your pastor has received these important materials. If you have any questions, please reach out to the Mission Office at missions@archstl.org or 314-792-7655.

St. Louis Review

Please submit your parish subscription export/list by March 15, 2022. All lists submitted by this date will be used for the 2023 parish assessment. More information regarding the parish subscription can be found here www.archstl.org/st-louis-review/parish-subscriptions. [CLICK HERE](#) for Servant Keeper instructions to generate the Annual St Louis Review export.





PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119
archstl.org/parish-accounting-services/parish-support

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.

Sally Serbus, Parish Support Manager

Phone: [314.792.7716](tel:314.792.7716) | Email: SallySerbus@archstl.org

Shelley Lang, Parish Support Representative

Phone: [314.792.7072](tel:314.792.7072) | Email: ShelleyLang@archstl.org

Steve Hunk, Director of Parish Accounting Services

Phone: [314.792.7111](tel:314.792.7111) | Email: SteveHunk@archstl.org