

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 1, January 2022

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Calendar Dates to Note:

- **1/3/2022:** Curia closed New Year's Day.
- **1/14/2022:** Curia 11:30 –2:30 pm in Staff Enrichment and will be unavailable during this time due to Curia highly encouraged attendance.
- **1/17/2022:** Curia closed Martin Luther King Day

To Do List

- Update Christmas Mass times in PHOL and on parish website
- Distribute 1099-NEC to independent contractors and non employees by January 31, 2022
- Distribute 2021 contribution statements to donors by January 31, 2022

Importance of Blasts and PACT

The PACT Newsletter and 'Blasts' are used to communicate important and timely information. Recently a parish staff member did not take the time to read a 'blast' alerting parishes to a recent scam and fell victim to that scam placing parish resources in jeopardy. We try our best to keep parishes well informed but the message only gets through if the communications are read. To be up-to-date on scams, due dates, important information, and tips on how to make your job easier; please read all Blasts and PACT Newsletters in a timely manner. If you have not received information from us in a while, please check your spam folder for the Blasts or PACT. If someone in your office is not receiving PACT newsletters or Blasts, and should be, please update their contact information in PHOL..



Update Christmas Mass Times



To ensure the faithful have the most up-to-date information please update your parish's Christmas Masses and Reconciliation times in Parish Helper OnLine (PHOL) and on your parish website. Updating PHOL enables the Archdiocesan website to display these schedules for each parish. Detailed instructions begin on page 6 of the User Manual which is located under the Help Menu in PHOL. The Start Date drop down menu lists the various Masses.—i.e. Christmas, Christmas Eve, etc.

PPP Loan Forgiveness

Parishes that have yet to receive PPP loan forgiveness are asked to contact their bank and inquire about the forgiveness deadline. While most banks are contacting their customers reminding them of the forgiveness deadline (which varies on each loan), we recommend you take the time to contact your lender and verify the deadline if you are unsure.

SLAF Holiday Hours

SLAF is closing at noon on December 23rd. Hours for December 27th through January 3rd are 10am until 2pm, Monday through Friday.

Minimum Wage

The state of Missouri is increasing the Minimum Wage from \$10.30 to \$11.15 an hour. The increase begins on January 1, 2022. Lawson will handle the update of minimum wages with the New Year. You do not need to send in PAF for those employees.



Mileage Rate

According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile **increased** by 2.5 cents from 56 to 58.5 cents per mile beginning January 1, 2022. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

1099-NEC Processing

Form 1099-NEC (not 1099-MISC) is used to report nonemployee compensation. Please review the 1099-NEC instructions to ensure compliance with the IRS regulations. Penalties for not filing correctly and providing all necessary information can be costly. As these forms help identify vendors that are 1099 eligible.



[2021 Instructions for Forms 1099-MISC and 1099-NEC \(irs.gov\)](https://www.irs.gov/irm/part25/2501011_01-001-01.pdf)

<https://www.archstl.org/internal-audit>

InternalAudit@archstl.org

[Financial Misconduct Hotline](#)

Parish Bulletin Gateway

Have you checked out the Parish Bulletin Gateway lately? The Parish Bulletin Gateway is a link on the homepage of the Archdiocese of St. Louis website that lists many bulletin announcements. You may submit items for posting or you may find an event to share in your bulletin. Submissions may be made by anyone but need to be made four weeks in advance. You must also include all contact information. You may reach the page by clicking the link for [Parish Bulletin Gateway](#).



Citrix Updates

The IT Department will be doing System Upgrades on Tuesday-Wednesday (12-28 to 12-29) next week. The work will start around 10pm on Tuesday night, and we expect to have everything done by 6am, the next morning.

Here's a few things to look for, the next day:

If you're on an old version of Receiver or Workspace, you will likely need to upgrade to a newer version. The latest versions can always be found here:

Windows: <https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html>

Mac: <https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html>

Some of the nuisance issues that many of you have experienced in the past, such as window scaling issues (Ever tried to click on something in Citrix, and the cursor and mouse don't seem to line up?), should be gone.

One big thing to note: If you're running an extremely old PC, or one that has not had any updates on it, in the last few years, your experience will likely degrade. This is due to newer technology in the system that will be leveraged, that older systems simply don't support. (newer video codes, streaming tech, etc.)

As always, if you have any questions about this, or anything else, contact the IT Help Desk at helpdeskrequest@archstl.org

Contact Lists in PHOL

It is important that parishes regularly update their staff assignments in Parish Helper Online. Make sure to include a cell phone number, for emergency text messages as we will test the system in January. Parish Support is most concerned with business manager, bookkeeper and parish secretary, but many other offices in the Curia communicate with other parish staff members. Please make sure all your parish assignments are up-to-date. Updates can be made in PHOL by going to the procedures tab, selecting location information, then the administrative tab. From there you may add the staff member's assignment and contact information.



Contribution Statements

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may also contact the parish office and request that a statement be mailed. If the parish is not using Servant PC Cloud, the policy regarding statements remains the same as in prior years: All statements are mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be mailed or made available by January 31, 2022.



Servant Keeper Clean Up

Parish Support has received several calls from parishes wanting to clean up their Servant Keeper files. While it is important to keep accurate records of who is no longer in the parish, in addition to legal requirements, it is important to remember that families labeled 'inactive' are still registered parishioners and deleting their information for the sake of 'cleaning the file' or cutting envelope costs is contrary to our mission. Please contact Parish Support, Sally (314-792-7716, SallySerbus@archstl.org) or Shelley (314-792-7072, Shelleylang@archstl.org) if you decide to clean up your files. We do not want to lose any of our flock.

St. Louis Review Kickoff

The St. Louis Review parish subscription campaign starts on January 15, 2022. The parish subscription campaign runs throughout the year. This year there will be no print items sent to your parish. However, we will have the artwork and logos available to download and use in newsletters, bulletins, social media, and website. You can find this information and talking points at www.archstl.org/st-louis-review/parish-subscriptions. Please share this information with your webmaster or content manager for your website and social media.

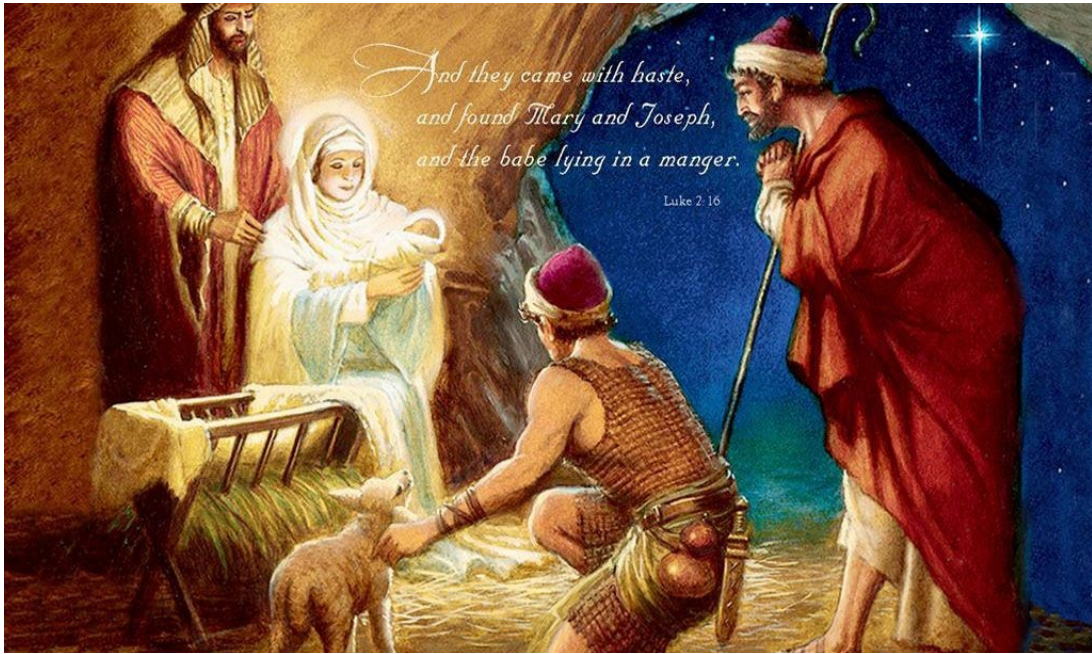


Respect Life: Roe v. Wade Memorial Mass

Join the Respect Life Apostolate for the archdiocesan Roe v. Wade Memorial Mass celebrated by Archbishop Mitchell T. Rozanski on Saturday, January 15 at 10 a.m. at the Cathedral Basilica. See the Bulletin Gateway on the Archdiocese website or click the link below for more information and information for your bulletin.



Click here for the [bulletin announcement](#)



ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

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.

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PACT Archives

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