

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 5, May 2022

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Calendar Dates to Note:

- 5/25/2022 Curia 11:30am– 2-30pm in Staff Enrichment and unavailable during this time due to Curia highly encouraged attendance
- 5/30/22 Curia Closed Memorial Day

To Do List

- Register for PHOL Training
- Register for Yearend Meeting
- Continue on FY23 budgets
- Ensure Sacrament Recording is current

PHOL Training

Our first training classes are for Parish Helper OnLine (PHOL). We highly recommend all new Secretaries or anyone who is responsible for entering sacraments and/or yearend statistical information attend. If you have been with us for several years and just want a refresher or maybe see a tip or two, come join us. The earlier July 31 deadline for the Status Animarum is just around the corner so be prepared and able to relax because you will be up-to-date on PHOL. Classes are at the Cardinal Rigali Center. Each 2-3 hour class is limited to a maximum of 20 participants. Classes are filling up and we have added more dates. To register click the link below. The updated dates and times are as follows:



Tuesday, May 3rd, 9am-Noon
Wednesday, May 4th, 9am-Noon
Tuesday, May 10th, 9am-Noon
Thursday, May 19th, 1pm-4pm.

[Click Here to Register](#)

Yearend meetings

We are hosting yearend meetings at the Rigali Center on the dates and times listed below. All bookkeepers, secretaries, and business managers are asked to attend this year to meet our many new Curia members. Representatives from several departments will be present to inform you of their services and answer your questions. You may register by clicking the link below.



Meeting Date & Time

Thursday, June 2, 9am–Noon

Tuesday, June 7, 9am–Noon

Wednesday, June 8, 1pm–4pm

Tuesday, June 14, 9am–Noon

Thursday, June 16, 9 am–Noon

[CLICK HERE TO REGISTER](#)

New Date for Status Animarum

To help facilitate All Things New planning, the deadline for the Status Animarum and start date for Financial Reviews is **July 31, 2022**.

Please start now to complete the following tasks:

- Enter all sacraments in both the parish registers and in Parish Helper OnLine on a monthly (preferably weekly) basis.
- Keep Servant Keeper records up-to-date to facilitate pulling Status Animarum numbers.
- Reconcile all bank, SLAF, and Investment accounts monthly.

Please notify Parish Support if we can start your QuickBooks review prior to July 31.

The Status Animarum is 'turned on' on July 1. So if your records are up-to-date and verified, you can submit on July 1st.

IT Team Two-Factor Authentication rollout

The Archdiocese Information Technology team is implementing Two-Factor Authentication (2FA), to coincide with the updated Citrix rollout. For those individuals that access any Archdiocese operated system, remotely, you can expect to be contacted by IT to help facilitate the set-up and configuration of this new security requirement.

What does this mean to you?

- When accessing Archdiocese operated systems, from an external network, you will now have to provide a second form of identification. This second identification method can be configured to use a smartphone app, a text message to a pre-configured cell number, or a voice call to a pre-defined phone number.
- For most users that use a smartphone, it will be as easy as installing an app that will prompt you with a 'Yes' or 'No' answer any time you try to log in. If you click yes, your remote session will connect and you'll be able to proceed with your work. If you click no, you will be notified of the attempted log in, as will IT.
- The average initial set-up time for those that use the smartphone app is approximately 2-3 minutes and for those that opt to use voice or text, the set-up time averages 3-5 minutes.

More information will be forthcoming from Shawn Markins. If you have any questions regarding the rollout, feel free to contact Shawn at ShawnMarkins@archstl.org

Citrix Access Form

There is a new Citrix access form and procedure to add, change, and remove user access to Citrix, QuickBooks, Payroll, and Parish Helper Online. For security purposes, we ask that you request a form only when needed. To obtain the new form, contact Sally Serbus at 314-792-7716 or sallyserbus@archstl.org, Paul Buening at Paulbuening@archstl.org, Barb Sandell at barbarasandell@archstl.org or the Help Desk at helpdeskrequest@archstl.org.

Pulling Lists from PHOL

Are you looking for a way to connect with other parish staff members at other parishes or get your events in other parish bulletins? Did you know that you can generate a contact list from Parish Helper OnLine? Detailed instructions are in the PHOL Manual on page 50. The manual is in PHOL under the Help menu.



ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

Please let me first say thank you for participating in the Disciple Maker Index (DMI). We have heard from nearly 70,000 Catholics in the Archdiocese and paper survey copies are still be entered. The DMI results will provide meaningful insight to beliefs, effectiveness and drivers for each parish and the whole of the Archdiocese of St. Louis. Results for each parish and the Archdiocese will be published in June, 2022. Each parish is responsible for publishing its own results while the Archdiocesan results will be available on the All Things New website and published in the St. Louis Review. Again, thank you for your participation.

What comes next? In May, Pastors, Key Parish Leaders and Primary Points of Contacts for each parish will attend a webinar hosted by the Catholic Leadership Institute. The webinar will equip the parish leadership team to analyze and publish the parish DMI results. Additionally, each parish team will review and validate the demographic, sacramental, ministerial, and financial data for the parish.

This summer the ATN Parish Leadership team will ask parishioners based on the data what they believe to be the top priorities for evangelization and social outreach in their local area. This feedback will be shared with the ATN office. During the months of October and November, each parish will host two listening sessions that will included facilitated presentations on parish and school draft models. Parishioners will be invited after the session to provide feedback on the draft models.

Since All Things New has begun, parishioners from all over the Archdiocese have shared their insights, creative ideas, and thoughts for revitalizing our parishes and schools. We appreciate hearing from everyone. However, I think it is important to clarify that All Things New seeks to reimagine our current models and methods of evangelization; not change the faith. Church teaching is not something that falls under the scope of All Things New. We remain steadfast in our faith while moving forward in hope.

If you haven't subscribed already, please visit our website and sign up for regular updates on the All Things New website at allthingsnew.archstl.org.

Please keep All Things New in your prayers.
God Bless,
Rev. Chris Martin

FMLA Questions

Do you or one of your employees have questions dealing with FMLA? If you are the contact for human resource issues in your parish or agency, please email questions to LOA@archstl.org. Someone from Human Resources (HR) will respond. Please do not give this email to the employee, the parish HR representative should be the point of contact for these issues.

Open Enrollment



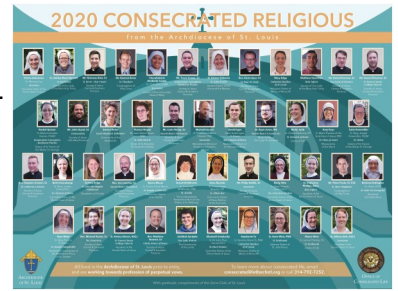
2022 Open Enrollment Reminders from the Archdiocese of St. Louis Office of Human Resources:

- The Open Enrollment Period begins May 2nd and ends at midnight on May 16th. Employees will receive Open Enrollment communications **via email** no later than Wednesday, April 20th **from their employer's business manager/or local benefits contact**. Your 2022 Open Enrollment Employers Administrator Guide was sent to you via email mid-April from the Office of Human Resources; which included July 1 benefit plan/rate changes, instructions regarding distribution of employee open enrollment communications, and other pertinent information. Employees will have access to the 2022 Open Enrollment Brainshark Video, Open Enrollment FAQ Document, and other materials at <https://www.archstl.org/human-resources/employee-benefits-and-forms/open-enrollment> in the near future.
- ALL employees wanting to newly waive or continue waiving coverage for the new plan year must take action online through Employee Self-Service (ESS). **Federal law requires employers to obtain documentation of any decision to waive coverage.**
- Reminder: Employees should print their election choices before logging out of the system; Confirmation Statements will not be mailed out this year. This is the same as last year.
- Be familiar on where to access/find Employee Numbers for your employee population in case you get a request. We encourage you to be their point of contact for Open Enrollment questions and ESS login information.
- 2022 Open Enrollment, Employee Self-Service, & Flexible Spending Account (FSA) Brainshark videos have been updated! These will be located on the Archdiocese Benefits webpage in the Open Enrollment icon towards the end of April for viewing.
- For any employee new hires, benefit changes, and terminations after July 1st, please visit our website at <http://www.archstl.org/human-resources/benefits-and-forms> for the most current benefit plan information.

For any benefits information or forms, please visit our Benefits/Human Resources webpage on the Archdiocese website at <https://www.archstl.org/human-resources/benefits-and-forms>.

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. This 2020 poster shown to the right was distributed widely across the archdiocese.



In preparation for the 2022 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 14, 2022 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 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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