

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 10, October 2022

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Calendar Dates to Note:

- 10/19/2022 Wednesday, Curia Staff Enrichment. Curia staff in Enrichment starting at 11:30 am.
- 10/10 Columbus Day banks closed—SLAF transactions due by noon on 10/7

To Do List

- Make sure all contact information is up to date for Business Managers, Bookkeepers, and Secretaries
- Communicate the 2022 Fall Wellness Event Schedule to Employees
- Clean-up Servant Keeper data to prepare for ACA list generation due in December. If you have not done a parish census in a while, this would be a great time to conduct a census.

Training with Parish Support:

Parish Support offers classes for Parish Helper Online and QuickBooks. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish Support Training Class offerings, dates, and registration](#)

QB Upgrade to QB23



We are upgrading to QuickBooks 23. QuickBooks will not be available from 5pm on Friday, November 4th through Sunday, November 6th. QuickBooks 23 will be up and running on Monday, November 7th. If the upgrade is completed earlier than expected, a blast will be sent out. Thank you all for your patience during this time.

All Souls Day Remembrances



A reminder that funds received for All Souls Day are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not the Intention for Masses. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each mass. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to section 5.8 of the manual which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question.

Baptisms and Same-Sex Couples

If you have entered a baptism for an individual that has same sex parents into Parish Helper OnLine (PHOL), and/or the register, please contact Parish Support. When contacting us, include the Sacramental ID number for the baptism entered. We will review the entry and contact you with the needed additions and wording. Detailed instructions will be published for all in the Sacramental Handbook in the next update.

ERC

The Federal Government established the Employee Retention Credit (ERC) in March 2020. It has been determined that parishes are NOT eligible for the ERC credit.

Gambling Reminder

In the state of Missouri, gambling with few exceptions is illegal. The exceptions for charities and religious organizations in the state include bingo, raffles, and sweepstakes. Gambling includes both games of skill and games of chance. Some of these games are poker, blackjack, mouse races, Texas hold'em, and video representation of the games. Parishes may legally sponsor games of chance with two guidelines: 1-no consideration to participate, and 2-the prize awarded is not something of value. The prize may be a plaque, ribbon, trophy, or other non-monetary recognition. The prize may not be cash, gift certificates, or free services.



Detailed guidelines can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for access to section 12.6 on Raffles.

Reclamation Center Open House



Please join us for the Reclamation Center Open House. To the left is the full flyer with details. Please share with priests, deacons, religious, lay ministry leaders, your parishioners, schools, PSR programs, etc. We hope to have you join us on one of these dates. Thank you! Please contact Reclamation@archstl.org or 314.792.6461 with any questions.



Registration for Listening Sessions is Now Open

As part of the ongoing strategic process for All Things New, the Archdiocese will be hosting listening sessions for each parish in October and November, 2022. Each listening session will be facilitated by volunteer parishioners from a different parish. These trained facilitators will share pre-recorded messages from Archbishop Rozanski and Fr. Chris Martin, Vicar for Strategic Planning, with an overview of All Things New, a planning area overview, multiple DRAFT model options to consider for the respective planning area and facilitate large group feedback. If your parish has more than one Listening Session, the information presented at both is the same.

The goals of the listening sessions are to engage as many parishioners as possible in understanding the current state of our parishes and diocese and to solicit feedback from as many parishioners as possible about the DRAFT models options for their planning area.

After the final listening session in each planning area, the Archdiocese of St. Louis will make public the content presented at all the parish's Listening Sessions in that planning area and will offer an additional opportunity for parishioners to provide open-ended feedback through an online survey. The survey will remain open until December 31, 2022. Parishioner feedback to the models is critical as it will be used to help shape the future of the Archdiocese of St. Louis.

In order for parishioners to be fully prepared with accurate information before their parish listening session(s), we are providing parishioners with a supplementary resource, their Parish Workbook. The Parish Workbooks were designed to give parishioners relevant demographic, ministerial, and financial data about the Archdiocese of St. Louis, their local planning area, and their specific parish. The data contained in the Parish Workbook was created by the Pastoral Planning Committee and validated by pastors and Key Parish Leaders over the past several months. The workbooks incorporate data gathered over the past twenty years from parishes across the Archdiocese of St. Louis and highlights historical trends which inform future projections for parish life.

Parishioners are encouraged to review the Parish Workbooks prior to attending their listening sessions so they can familiarize themselves with the important data that has led to the DRAFT models which will be presented.

Listening Registration Session Link: <https://form.jotform.com/222505654425150>

Parish Workbook Link: <https://allthingsnew.archstl.org/Ways-to-Engage/Parish-Workbooks>

The Listening Session's FAQ: [Click here](#)

The Office of Strategic Planning has received several questions and we'd like to address as many as we can.

I have a parishioner who wants to change their registration (they want to go to a Listening Session on a different day than the one for which they registered). What should they do? Ask them to contact onlinesupport@catholicleaders.org.

What about the parishioner who wants to register for a Listening Session but does not have an email address? We would encourage parish staff to register the parishioner using the parish office email address.

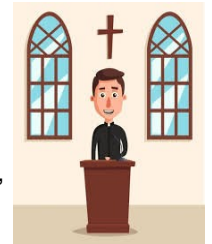
How do I engage the homebound who cannot attend a Listening Session but want to participate? This is a great opportunity for one of your Key Parish Leaders to visit with a parishioner who may not feel included in parish life, and share with them information and listen to their feedback.

Should we plan to livestream/record our Listening Session? Livestreaming Listening Sessions is not permitted for several reasons. First, one of the purposes of the listening sessions is to build community and receive feedback. Livestreaming does not allow for either. More importantly, we are also seeking honest and candid feedback from parishioners and, if people know they are being recorded, they may either not provide any feedback or try to "play for the camera" to make their point. Not everyone wants their image nor their concerns shared online. We will make public the information we are sharing at every parish at the end of the last listening session in each region.

We are aware the registration system has some latency issues when selecting the session. Please ask people to be patient and wait for the session to populate as the issues are trying to be resolved.

Office of Sacred Worship

It is that time of year again. Following are the links to the Liturgy Training Publications Order Form (LTP) and letter in word and pdf: <https://www.archstl.org/sacred-worship/publications-resources>. This is your chance to order the Workbook for Lectors, Liturgical Calendar posters, Sourcebooks, and others. This year I was able to coordinate with the Publisher LTP to have all of the materials shipped directly to each parish. Please read the linked letter with more details. ***It is important to include the FULL parish address and point of contact*** for the books to be accurately mailed. With this added bonus we are able to offer the books at a 15% discount to all of the parishes. If it all goes well this year, hopefully in the future we can offer a greater discount. All orders are ***due Friday, October 7***. Please let me know if you have any questions. Amy Buerhle: **314.792.7231** or amybuehrle@archstl.org



Human Resource Office

Employee Wellness Programs

The Archdiocesan 2022 Fall Wellness Events are October 3rd through November 3rd! An email was sent out 8/23/2022 to all Archdiocesan employer benefit contacts with the 2022 Fall Wellness Event Announcements for distribution to all employees. Please email and/or print and post the [2022 Fall Wellness Event schedule](#) and the 2022 Fall Wellness Event Announcement to ensure everyone is aware of the upcoming event details and how to participate. For full details regarding eligibility, deadlines, participation, and incentives please visit archstl.org/hrbenefits.

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>.



PARISH SUPPORT

archstl.org/parish-accounting-services/parish-support

Parish Support 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.

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