



Parishes And Curia Together

Parish Support Newsletter

VOLUME 2, ISSUE 11

December 2017

December To-Do List

- Non-Lawson parishes remit November retirement to Prudential before 12/21.
- Work on ADA list due on December 15th.

Schedules:

Updates, Training and Meetings

- 12/03 & 12/24: QB updates—no access to files from 7pm-8pm
- No training or meetings scheduled

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A New Liturgical Year Has Begun!

Advent marks the beginning of a new liturgical year. A time of reflection and preparation.

May you have a prayerful and blessed Advent.



Parish Administrative Services

Parish Administrative Services (PAS) consists of five entities focused on serving parishes. Below is an update of the services provided by PAS. Parishes interested in our services may contact Jerry Amsler at 314.792.7111.

Shared Accounting (SAS): One-hundred eight parishes are utilizing the accounting expertise of Shared Accounting and have begun the FY19 budget process. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

Parish Support: Current activities include: finalizing Servant Keeper 8 recommendations; preparing for calendar yearend processing instructions and video, continuing work on PHOL updates. Contact Sally Serbus for all Parish Support needs: 314.792.7716 or [email Sally](#).

Strategic Planning: Eight Parishes have begun the process of planning for the future. Six additional parishes have utilized services to support specific initiatives such as leading Focus Groups, developing outreach plans, and grant-writing support. Contact Amie Koenen for more information: 314.792.7072 or [email Amie](#).

Education: Twelve priests have accepted the invitation to participate in the Finance module of the Pastoral Institute of Leadership School. Work continues on the HR, Stewardship and Catholic Education modules of the program. When completed, our priests will have six modules to choose from as part of their on-going development. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

Project Management: A few examples of how this group is making a difference: we have approved our first loan of \$50K to a parish as part of the new Small Business Loan Initiative to support their facility/equipment improvements. As part of the waste hauling program, we just saved a parish **\$2,496 (easiest 15 minutes of work to drop \$2.5K to the bottom line!)**. Currently, we are helping two parishes with short-term staffing challenges. Three additional parishes have reached out for help with managing the Energy Efficiency Project with local contractors/rebate with Ameren - many of the rebates are covering 100% of the new bulbs not to mention a reduction in the overall electric bill. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

“Every year we celebrate the holy season of Advent, O God. Every year we pray those beautiful prayers of longing and waiting, and sing those lovely songs of hope and promise.”

- Karl Rahner



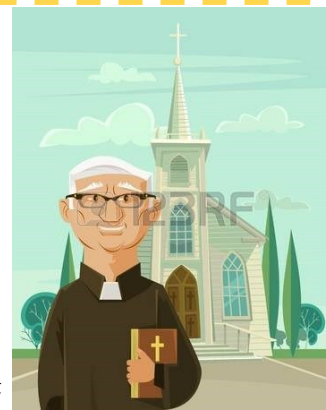
Visiting Priest Remuneration

The following updated guidelines have been established concerning the proper remuneration for visiting priests.

Sunday Mass	\$60
Weekday Mass	\$40
Confessions	\$25

The recommendations also indicate that travel expenses, when appropriate, should be added to these amounts at the current rate established by the Internal Revenue Service. Consideration for travel reimbursement should be given when a visiting priest travels a significant distance. Mass offerings should also be given directly to the officiating priest.

Click here for the [Visiting Priest Remuneration Sheet](#).



2018 Minimum Wage & Mileage Rates

The State of Missouri has announced an increase in the Minimum Wage from \$7.70 to **\$7.85** an hour. The increase begins on January 1, 2018. Non-Lawson parishes: be sure to make this change for all employees in your parish and/or school who are paid at the minimum wage rate. For parishes on Lawson Pay-

roll, HR will make the changes for you and send a report telling you which employees are affected.

The Federal government has yet to release the mileage reimbursement rate for 2018. The 2018 rate will be published in January's issue of PACT.

ACA Lists Due December 15th!

Annual Catholic Appeal (ACA) lists are due on December 15th. We've received lots of questions concerning 'how' to pull the list from Servant Keeper. If you need assistance, please contact Parish Support. We can log in remotely and walk you through the process.

Christmas Bonuses

An email blast was sent out on November 25th to all parish business managers and bookkeepers. The email included detailed instructions on processing Christmas bonuses for parishes NOT on Lawson payroll. The instructions include changes to the process to insure employee bonuses are compliant with Federal and State laws, and Retirement Plan requirements.

The instructions, along with the memo, are posted on the website for your convenience. [Click here](#) to access the webpage.

Running Payroll in QuickBooks



As you know, Parish Support reviews the quarterly 941 reports for all non-Lawson parishes. More and more often we are finding problems with the reports that link back to payroll items set-up incorrectly. It can be very tricky and time consuming to determine how a payroll item should be set up.

Is it considered wages, an addition, a deduction, or a benefit? What are the tax handling implications? What GL account should it be tied to? Are there monthly or annual limits? And the list goes on.....

The answers can be very complex and, if not answered correctly, can result in late tax payments and penalties for the parish and inaccurate financial reports. Most often the problem is not found until the 941 is reviewed and paychecks must be corrected for the entire quarter—a very time consuming project.

To avoid these problems, PLEASE contact Parish Support when a new payroll item is needed. We're happy to assist and thereby eliminate the errors and time consuming corrections.

Office of Laity and Family Life



Parish Missionary Disciples
A MINISTRY OF CATHOLIC LEADERSHIP INSTITUTE

The Office of Laity and Family Life is hosting Parish Missionary Discipleship Training. This is a great and practical evangelization training for parishes. The overall goal of this training is to equip people to evangelize in the parish and effectively improve the ministries already in place. Growth in the spiritual life, sharing one's personal witness, sharing the Gospel, and accompanying others in their discipleship

journey are the four pillars. The group would meet one Saturday a month from 9:30 a.m. until 2:30 p.m. for the training, from March 2018 until December 2018. Each parish needs a pastor (or person delegated by the pastor if the pastor cannot attend) and 7-8 parishioners. Go to <http://archstl.org/files/field-file/Parish%20Missionary%20Disciples%20Overview.pdf>

for an overview of the Parish Missionary Discipleship Training Program. Training sessions will be held at the Rigali Center or a parish in a more distant deanery if that deanery has parishes interested. Please reach out to the Michael Horn, Evangelization Coordinator, Office of Laity and Family Life, who coordinates the training courses at 314.792.7178, or michaelhorn@archstl.org

Servant Keeper Update

The work on reviewing Servant Keeper 8 continues. Items under review include:



New reports
Upgrade procedures
Special pricing

Cloud usage and security
Upgrade timing
Upgrading from Version 5

We hope to have a final decision in early December. Keep an eye out for an email 'blast' with our recommendations.

From the Curia — Central Purchasing



Did you know:
There are more than 50 different hand towels available to purchase for

your restrooms and kitchens?
There are over 40 different toilet papers?

There are at least 6 different weights and ratings for each size

trash can liner?
There can be a 50% or more difference in the price of the same product at different suppliers?

Chances are you are paying more for these and other janitorial supplies that you use every day. In most cases there are products available at significant savings without a loss in quality.

Let Central Purchasing show you the best values available.

These are top quality products from major manufacturers. We've taken the marketing hype out and reviewed each for quality and value. Please contact us to see if we can save you \$

For more information, please contact Edith Tierney at 314.792.7066 or email us at centralpurchasing@archstl.org.

Retirement Remittance Emails

As part of the transition from Transamerica to Prudential, we are now able to determine when non-Lawson parishes are remitting retirement reports and funding. In November, we began sending out monthly emails to those parishes that did not remit and fund by the due date. Please remember that, once payroll is run, the retirement funds (benefit and contribution) belong to the employee (just as their net paycheck) and it is your responsibility to submit those funds in a timely manner according to Federal regulations. Late remittances are subject to self-corrects which result in increased cost to the parish.

Lawson Payroll Update

A warm welcome to St. Augustine who joined Lawson payroll in November. This brings the total to 90 parishes/schools with three more joining in January.

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

Parish Support Contact Information

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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 archdiocese. 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 help.

We are here to serve.

[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](#)