



# Parishes And Curia Together

## Parish Support Newsletter

VOLUME 3, ISSUE 8

August 2018

### August To-Do List

- Status Animarum due Aug. 20th
- QB Financial Yearend due Aug. 20th
- Internal Questionnaire due Oct. 1

### Schedules: Updates, Training & Meetings

- [QB updates](#)

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## Help Us Help You

We are in our busiest time of the year for phone calls and emails. Many of you have questions while working on the Status Animarum and QB Yearend Financials, and we love hearing from you, but we do need your help. It's not unusual for us to spend an hour (or more) each day listening to auto-attendants telling us Mass times, directions, St. Vincent de Paul numbers, etc. Please help us serve you better by including an **extension number and parish number** on all phone messages and emails.



## Fiscal Yearend Financial Due

The due date for submitting the QuickBooks file for review is August 20th and the completion date (final closing date) is September 20th. In an effort to have ALL files closed by September 20th, we are making extra efforts to communicate. We ask that you do the same. [Click here](#) to view the submission procedure and deadlines.

All instructions and documentation for fiscal yearend is on the web-site. [Click here](#) for easy access to the web-page.

**Thank you to the twenty-two parishes who have submitted their files for review and eleven parishes that are completed and closed.**

Submissions as of 7/31	Status	QB File
Total Due	198	202
Total Received	86	22
Total Outstanding	112	180
*FY18 % Received	43%	11%
*FY17 % Received	34%	11%

## Status Animarum Due

The due date for submitting the Status Animarum is August 20th. We've been busy answering calls and emails concerning Servant Keeper questions/counts and entering sacraments.

**Kudos to the eighty-six parishes that have submitted the Status Animarum.** Once the Animarum is submitted, the Baptismal, Confirmation and Marriage Registers will print out. Please be sure that the pastor signs EACH page.

[Click here](#) for complete instructions and guidelines for Servant Keeper and Parish Helper OnLine procedures.



## Planning Ahead



The IT Office schedules routine QuickBooks updates every three weeks on Sunday in the early evening hours. The process takes approximately 1 to 1 1/2 hours to complete and is scheduled to

begin at 7:00pm on the given Sunday. Users will not have access to QB during the update. The next update is scheduled for Sunday, August 12th. Following the timeline, September 4th is 3 weeks later, then September 25, and so on.

The complete schedule with dates

and times is on the Parish Support webpage. [Click here](#) for access or click on "QB updates" under Schedules on page 1 of all issues of PACT. Please plan your time accordingly.

"He who labors, prays".  
—Saint Augustine

## EPV Grant Process Begins

The Ensuring Parish Viability Endowment (EPV) grant process has begun. A letter to Pastors from Archbishop Carlson informing of the types of grants available and the application process was sent out on July 27th.

The deadline for requesting an application is August 10th while the application deadline in September 21st.

Please contact the Office of Stewardship and the Annual Catholic Appeal at 314.792.7680 with questions.

## Farewell and Best Wishes

This announcement is to inform you that Jerry Amsler, Director – Parish Services, has accepted the role of CFO at Cardinal Ritter Senior Services effective August 20, 2018. This role will provide him the opportunity to leverage his financial, systems, strategic planning, and operational work experience in direct service to those being served. Jerry has

always been interested in working in an area that puts him close to the mission as he has been engaged for 25+ years as a volunteer at multiple charitable organizations. While we are sorry to see Jerry leave Parish Services, we are delighted that he will remain within the Archdiocesan family.

We will be working with Rob

Bouche to begin an immediate search and ask for your prayers as we work to identify Jerry's replacement.

Please join us in thanking Jerry for his leadership and transformation of the Parish Services organization. We wish him well in this new role.

## MOST 529 Savings Plan

The Office of Catholic Education needs your help advertising Missouri MOST 529 Information Sessions being held across the archdiocese during the month of August. We would like to get this information into your parish bulletin and advertised in as many places as possible. Even if your parish does not currently have a school, anyone (including grandparents) can open a 529 account to help pay for elementary and high school tuition and benefit from the tax savings.

Please share the flyer ([click here](#)) with your parish families through your contact networks, Facebook pages, websites, social media, etc. We realize this is short notice and appreciate any assistance you can provide.

Contact Julie Phelps at 314.792.7302 or [jphelps@archstl.org](mailto:jphelps@archstl.org) for further information.



MISSOURI'S 529 SAVINGS PLAN



## Reminders From the Respect Life Apostolate

The Respect Life Apostolate is reminding and asking parishes to promote the following retreat and challenge.

**Project Rachel Retreat:** The St. Louis Project Rachel Team is offering a retreat on August 17-19 for women hurting from an abortion experience and seeking hope, healing, and peace. The retreat is offered in a private, non-judgmental setting. To learn more or to sign up, contact Marisol at 314-792-7451 or [ihnpfaff@swbell.net](mailto:ihnpfaff@swbell.net), or go to <http://archstl.org/respectlife/page/project-rachel-retreats>

### Archdiocesan Pro-Life Video Chal-

**enge:** Individuals ages 13-39 are eligible to enter the 2018 Respect Life Apostolate's Pro-Life Video Challenge. Individuals or groups may submit a 1-5 minute pro-life video that relates to our 42nd Annual Respect Life Convention theme, "**Life Has Purpose**". The winning video will earn a \$500 prize, be shown at the Convention and be posted on the Respect Life Apostolate's webpage.

The 2018 contest runs through Sept. 28, 2018. More details are at [www.STLRespectLife.org](http://www.STLRespectLife.org) under "Pro-Life Video Challenge" or by emailing [pro-life@archstl.org](mailto:pro-life@archstl.org).

I am always wary of decisions made hastily. I am always wary of the first decision, that is, the first thing that comes to my mind if I have to make a decision. This is usually the wrong thing. I have to wait and assess, looking deep into myself, taking the necessary time.  
—Pope Francis

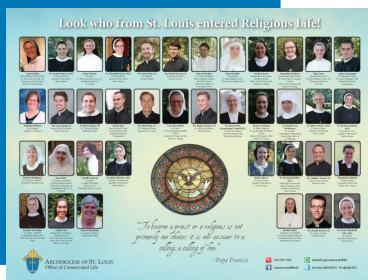
## Parish Internal Control Questionnaire

Kudos to the thirty parishes that have completed and submitted their annual Parish Internal Control Questionnaire for FY18-19. The questionnaire is submitted electronically through Parish Helper OnLine. There is no need to mail your completed questionnaire. Just answer the questions, click on the 'Submit' button and you're done! The submission due date is October 1, 2018.

## Request from the Office of Consecrated Life

The Office of Consecrated Life will be producing a 2018 Vocations poster similar to the 2016 poster on the left ([click here for a larger image](#)), with plans to print the poster in late August. We are currently aware of 37 men and women, who lived inside our archdiocese, who are currently in basic formation (not perpetual vows) in a religious institute of consecrated life. If you know of any-

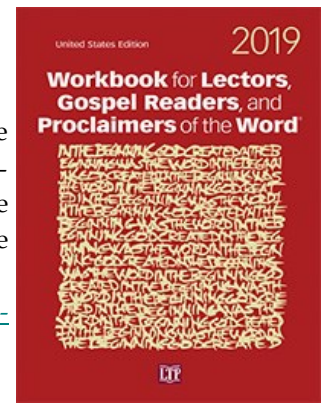
one who entered a religious order this summer, please email [consecratedlife@archstl.org](mailto:consecratedlife@archstl.org) with their name, the order they joined, and contact information. We hope and pray that the sharing of the blessings of many vocations will foster prayers for religious and enrich the faith lives of all. Thank you for your prayers for vocations!



## From the Curia—Office of Sacred Worship

This is to let you know that The Office of Sacred Worship is once again placing the large bulk order for workbooks for lectors, sourcebooks, calendars and other publications from Liturgy Training Publications. The prices will be the discounted rates as we have done in previous years with no shipping cost if you make the bulk order. We will send the form out in August for orders to be placed.

For more information, contact Amy Buehrle at 314.792.7231 or [amy-buehrle@archstl.org](mailto:amy-buehrle@archstl.org).



## Office of Catholic Education and Formation Needs Your Assistance

Sr. Nathalie Meyer, Interim Director of Catholic Education, requests your assistance updating information of religious education/formation personnel at your parish. You will receive an email from Julie Phelps from the OCEF with specific questions regarding this request. Your assistance is most appreciated.

## Lawson Update

We welcome Holy Name of Jesus and St. Margaret Mary Alacoque to Lawson payroll this month. Currently 106 parishes/schools are enjoying the benefits of using Lawson Payroll. With the total cost to parishes only \$1.25 per paycheck and no benefit remittances, what's not to like?

To discuss Lawson payroll and specific information regarding the conversion process for your parish or school, 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 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 help.

We are here to help.

[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](#)