



Parishes And Curia Together

Parish Support Newsletter

VOLUME 3, ISSUE 1

January 2018

January To-Do List

- 4th Quarter 941 and W3s due for review
- W-2s due to employees by 1/31/18
- 1099s due to vendors by 1/31/18
- 2017 Annual Contribution statements due to donors by 1/31/18
- Begin work on STL Review list
- Update Official Catholic Directory online by December 31st

Schedules:

Updates, Training and Meetings

- 12/24/17, 01/14/18 & 02/04/18: QB updates—no access to files from 7pm-8pm
- No training or meetings scheduled

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Here's to a Blessed and Happy New Year!

“Resolution One: I will live for God.
Resolution Two: If no one else does, I still will.”
—Jonathan Edwards



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): We welcomed another parish into Shared Accounting in December bringing the total to 109 parishes. Budget season is in full swing to help determine tuition rates for FY19. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

Parish Support: Current activities include: assisting parishes with 941, W-3 and 1099 processing; and 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: Twenty plus parishes are utilizing some element of the project management team in areas ranging from Energy Efficiency Initiative, re-negotiating waste hauling contracts, providing temporary staffing needs at parishes, bidding out security systems, and researching snow removal companies to name a few. Contact Jerry Amsler for more information: 314.792.7111 or [email Jerry](#).

Official Catholic Directory Update

P. J. Kenedy & Sons, the publisher of the Official Catholic Directory, recently mailed a letter to all parishes asking them to update the parish listing information online. The letter gives detailed instructions on how to complete the update. Please complete the update by December 31, 2017, for the 2018 Directory. Updating your information ensures your tax exempt status.

We've learned that many parishes may have discarded the letter thinking it was a 'bogus' request or a 'sales pitch' and yet, still need to update their information. Please contact *The Official Catholic Directory* directly at 844.592.4197 option 3 or ocdedits@nrpdirect.com with any questions or concerns.

“St. Francis de Sales Oratory recently updated to Servant Keeper 8 and one of the things that I noticed right away was how fast I was able to do the data entry—hardly any lag time at all between entries! Made my job easier—great program!”

- Mary Hayworth

Servant Keeper 8 Upgrade



In case you missed the email blast that went out on December 7th, we are officially recommending that all parishes upgrade to Servant Keeper 8 and include the Servant PC Cloud with the upgrade. Using the cloud provides many benefits including (but not limited to): no need to backup, optimize or update your file; no need to print/mail or email annual contribution statements (parishioners can access their statement/contribution history at any time via the cloud); and high level of security for both the parish and donors.

Servant Keeper is offering great discounts for upgrading to Version 8. The discounts are offered for a **limited time and you MUST state that you are a parish in the St. Louis Archdiocese.**

If you upgrade and DO NOT add the cloud you will receive a 10% discount off the upgrade price.

If you upgrade BEFORE December 31, 2017 and add the cloud when you upgrade, SK will take \$100 off the price of the upgrade. They will also take 50% off their Helpdesk renewal (normally \$299 reduced to \$149.50) IF you ALSO include the Helpdesk WITH your upgrade. (You might want to consider the Helpdesk especially when using the cloud as our experience is very limited at this time.)

Those parishes on versions 6 and 7 should have no problems upgrading their files. Parishes on version 5 (or earlier) will need assistance from SK and there is no extra charge for this assistance.

For the very few parishes NOT currently using SK, SK will waive the \$400 conversion fee to convert your files to SK 8—a win/win situation.

4th Quarter 941/SchB and W-3

It's time to complete the 2017 941/SchB, W-2 and W-3. Please remember to submit a PDF copy of the W-3 along with the 4th quarter 941 and 2017 Payroll Summary (formatted to include quarterly totals for the entire year).

The 941/SchB cannot be reviewed or approved without the W-3. Please attach QB created PDF copies of the 941/SchB, Payroll Summary and W-3 to **one email**. It is quite difficult working with multiple documents in multiple emails, and we truly appreciate receiving all needed files in the same email. Send your email to parish_support@archstl.org for review.

Remember the Federal deadline is January 31, 2018.

2018 Minimum Wage & Mileage

The Federal government mileage reimbursement rate for 2018 is 54.5 cents per mile. The rate takes effect on January 1, 2018.

The State of Missouri is increasing 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 Payroll, HR will make the changes for you and send a report telling you which employees are affected.



Calendar Yearend Tasks



The end of the calendar year brings many 'once-a-year' tasks to be completed in a short period of time. These tasks include printing and mailing Annual Contribution Statements to donors by January 31, 2018. The statements are created in Servant

Keeper.

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 contact the parish office and request that a statement be mailed. If the parish is not us-

ing Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All statements should be **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.

As mentioned above, January 31st is also the Federal deadline for mailing 1099s, W-2s and 941s. Both video and printed instructions for completing these forms can be found on the Parish Support webpage or by [clicking here](#).

It's a busy time of year for everyone, so we ask that you review the instructions and then contact us if you still have problems or questions.

Contact Information in PHOL

Recently when sending out PACT and email 'blasts', we receive a large number of 'undeliverable' items due to invalid email addresses. One of the great features that PHOL provides is a tool that any department in the Curia can use to send out email blasts to a particular

group. For this feature to be successful, it is dependent on each parish keeping the contact information for parish staff up-to-date.

Please take a few moments to verify that all contact information is correct for all positions. Log into PHOL, click on Procedures, Loca-

tion Information and Administrative tab. Your listing will come up and from this screen you can edit, add a person or end a position. Please be sure that each position has contact information including an email address.

"We're all working together; that's the secret." - Sam Walton

Retirement Remittances for QB Payroll

As a follow-up to last month's article, we have received clarification as to when retirement funds are due to Prudential. Retirement funds (both benefit and contribution) belong to the employee (just as their net paycheck) as of the check date and it is your responsibility to submit those funds effective with payroll. Parishes running QB payroll are asked to submit retirement funds with EACH payroll run. The prior practice of remitting once a month by the 15th business day of the following month no longer applies. The due date for remittance is the same as the paycheck date. Late remittances are subject to self-corrects which result in increased cost to the parish.

QB Payroll Reminders

Three small housekeeping items for parishes using QB payroll.

1. Enter a Released Date and check Inactive on employee files immediately after processing their final paycheck.
2. Update the required custom fields in the QB employee file when an employee returns or is changed from 'inactive' status to 'active' status. The fields are located on the Additional Info tab in the Employee Information window. The fields include; Marital Status, Employee Status and Title. Remember that the Social Security Number, Date of Birth and Date of Hire fields must also be completed.
3. Verify that all religious (sisters, order priests, etc.) employees working 19+ hours a week are eligible for and are receiving Long Term Disability through UNUM. Many parishes are unaware these employees are eligible for the benefit.



From the Curia — Office of Laity & 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, shar-

ing 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 Michael Horn, Evangelization Coordinator, Office of Laity and Family Life, who coordinates the training courses at 314.792.7178, or michaelhorn@archstl.org

Free Marriage Register

Archives has a new marriage register to give away to a parish. It measures 8.25"x14" and contains 51 full spreads, empty and waiting to be filled! While we know everyone loves freebies, we ask that you respectfully decline if you know that your parish does not readily need one, or can easily afford one. The first person to contact Rena Schergen at renaschergen@archstl.org will get the register!

Lawson Payroll Update

Currently 90 parishes/schools are enjoying the benefits of using Lawson Payroll. With the total cost to parishes only \$1.25 per paycheck, What's not to like? No more worries about missing tax and remittance deadlines are just two benefits.

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](#)