

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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August To Do List

- **Status Animarum - due August 19**
- **Prepare for QuickBooks Financial Yearend Balance Review- review begins August 19**
- **Enter budget - due August 19**
- **Internal Questionnaire - due September 30.**



Upcoming Important Deadlines

- Viability Grant application **request** deadline **August 9, 2019**
- Viability Grant application deadline is **September 20, 2019.**
- Status Animarum - Due Monday, **August 19.**
- Year-End Balance Review begins **August 19**, no need to notify Parish Support that your QuickBooks file is ready.
- Internal Questionnaire - Due Monday, **September 30.**

Ensuring Parish Viability Grants

Pastors received a letter from the Archbishop with details pertaining to the Ensuring Parish Viability Endowment Grants. The EPV Fund provides grants in two areas, High Growth Grants and Stability Grants. If you are unsure of whether or not your parish would qualify for one of these grants, or if you are unsure of which type of grant to request, please contact Brian Niebrugge, Executive Director of Stewardship and the Annual Catholic Appeal, at 314-792-7681. To ensure that you have sufficient time to complete the application, please contact the Office of Stewardship and the Annual Catholic Appeal at 314.792.7680 by August 9, 2019 to request an application. The application deadline is September 20, 2019.

Substitute Teacher Rates

The Office of Catholic Education and Formation has set the substitute teacher rate for the upcoming 2019-2020 school year at \$80-\$90 based on a sliding scale.



PHOL End of Year Submission Checklist

An End of the Year checklist is available in PHOL on the procedures tab for you to view the status of your submissions. Click on End of Year Checklist 2019 to view the status. When mailing sacramental registers and Status Animarum Verification Form, please allow Parish Support a week or so to verify and record your submissions in PHOL.

Status Animarum

The end of the fiscal year means that the parish Status Animarum is due. This year the due date is August 19th.

To complete the Status Animarum you need the following five counts from your Servant Keeper file:

1. Number of Catholics
2. Number of Contributors
3. Number of Catholic households
4. Number of Mixed household
5. Total number of households

There should be existing Status Animarum groups in your Servant Keeper that will give you the needed numbers. If not, the Statistical Report Instructions are available on the Parish Support Website or by [clicking here](#) for the detailed directions on how to create the groups.

Instructions for Preparing the Status Animarum were included in your your year-end meeting handouts. You may access a copy by [clicking here](#). Both links take you to the Parish Support—Fiscal Year End Financial Documentation webpage. As noted in the Preparing the Status Animarum instructions, the sacramental registers for Baptisms, Marriages and Confirmations along with the Verification/Reminders page will print out after submitting the Status Animarum. Only those signed documents need to be mailed in. Please verify that the pastor has signed each page of the registers—even if there are no sacraments listed.

As always, please don't hesitate to contact Parish Support for assistance.

Visiting Priests Compensation

The recommended amounts to pay a visiting priest are briefly stated in section 14.8 of the Financial Management and Control Manual which states "When clerics dedicate themselves to the ecclesiastical ministry, they deserve a remuneration which is consistent with their condition in accord with the nature of their responsibilities and with the conditions of time and place; this remuneration should enable them to provide for the needs of their own life and for the equitable payment of those whose services they need." 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 to provide assistance. Mass offerings should also be given directly to the officiating priest.



The following amounts are to be used as guidelines when remuneration is offered for visiting priests: Sunday Mass \$60, Weekday Mass \$40 and Confessions \$25. [Click here](#) for the updated "Visiting Priest Remuneration Sheet"

Prayer Chains/HIPPA

The traditional ways parishes have handled prayer lists usually do not violate privacy laws / HIPAA. It is recommended that parish staff respectfully receive oral consent from the individual or a family member before placing them on the prayer list. The church secretary or staff member should respond to prayer request by asking "Would you mind if we share this information with our parish prayer list?" Publish only general and non specific information on the prayer list, generally less is best. Do not publish health related concerns about church employees and pastors as there are separate rules that apply to employers releasing information about employees. When possible, place on-line prayer list behind a login on the church website for members only.

Email Signatures

Email signatures can provide your recipient with information about you and your parish and save you and your recipients time. Please consider creating an email signature today. Include your name, position held, parish name, parish phone number and Archdiocese parish number which can be extremely helpful to those in the Archdiocese. Generally email signatures are easy to create in your email software. You can have your signature automatically added to all emails or add with just a click.



Vendors Liability Insurance

As we enter the season of picnic and festivals, just a reminder that all hired independent contractors and vendors must carry \$1,000,000 in general liability coverage. Be sure to request a certificate of coverage from the vendor before hiring or signing contracts.

"Give Plus"

Although "Give Plus" electronic giving solutions by Vanco Payment Solutions is integrated with Servant Keeper, "Give Plus" has not been vetted by the Archdiocese of St. Louis as a provider of electronic giving software. Therefore we ask that parishes not use "Give Plus" as their electronic giving program.



Latin America Apostolate

The collection for the Latin America Apostolate is the weekend of August 3rd and 4th. Supplementary materials can be viewed by [clicking here](#).



In the beginning of July, the Missionary Childhood Association newsletter was mailed to all schools and parishes. Each school and/or parish school of religion assigns a mission moderator who will receive free resources to aid their students in missionary formation. No fees or requirements to participate. [Click here](#) for electronic version of newsletter with sign up included.

International Catholic Stewardship Council Conference



For Parish Administrators and for Catholic School Advancement Professionals...The International Catholic Stewardship Council is hosting their annual conference in Chicago this coming October 6-9 at the Sheraton Grand Hotel in Chicago, Illinois. While you may have heard of this conference before, you may not know that there are specialized tracks from conference sessions specifically designed for Parish Administrators and for Catholic School Advancement Professionals. People from across the country and around the world will be gathering to talk about how Christian Stewardship can help them to be more effective in their roles and help their organizations to more effectively share the love of Christ with those they serve. With the conference so close to home, this is a great opportunity to explore some new ideas. Parish Administrators can learn more about their sessions by [clicking here](#). Catholic School Advancement Professionals can learn more by [clicking here](#).



PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119
archstl.org/parish-services/parish-support

Parish Support exists to serve both parishes and Curia. We serve St. Louis pastors, parish staff, Cu-ria members, volunteers, USCCB and parishes out-side 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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