

Check out this issue for St. Louis Review Instructions



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Volume 4, Issue 2, February 2019

February To Do List

- Begin work on the St. Louis Review Subscription List
- Start work on FY19 budgets
- Return endowment election forms by 2/28, if applicable



2019 Mileage Rate

According to the Internal Revenue Service, the standard mileage rate for business use of a personal automobile will increase by 3.5 cents from 54.5 to 58.0 cents per mile beginning January 1, 2019. The IRS standard mileage rate is the maximum per mile reimbursement employers can offer their employees without reporting the amount as income.

Endowment Election Forms

Endowment Election forms were mailed to parishes on January 23rd. Parishes wishing to receive funds from their endowment(s) must return completed forms by February 28, 2019.

Minimum Wage Increase

Effective January 1, 2019, the minimum wage in Missouri has increased to \$8.60 per hour. All those who are running payroll from QuickBooks need to adjust the pay rate for their minimum wage employees effective January 1, 2019. For those on Lawson payroll, the change is completed for you. You will **not** have to submit a PAF for your minimum wage employees.



Update Mass Times in PHOL

Parishes need to update their mass times in PHOL, for Holy Days - including Christmas and Easter. It is especially important to have Holy Day Mass times listed in PHOL as many area Catholics use the search tool provided by Archstl.org to find Holy Day Mass times. Follow the instructions found in the PHOL user manual, Mass, Reconciliation, and Eucharistic Adoration Time section on pages 6-9.

Trending in Security: Dangerous Netflix Scam is Back

The bad guys are back to their old tricks with Netflix again. They are sending out email messages asking users to update their billing information but don't click that link! If you do, the bad guys could steal your login details, your credit card data, your picture, your ID, and even more if they gain access to your computer or network.



Here are some tips on how to stay safe:

- › Never click on a login link or an account verification link in an email.
- › Check for the green HTTPS padlock in your browser's address bar. If there isn't one, it means the site is not secure.
- › If there is a green HTTPS padlock in your browser's address bar, check the web address of the site. If it's not exactly what you expect, don't click!
- › Don't ignore telltale signs that it's a scam such as spelling and grammar errors.
- › Guard your ID closely. Never give away a picture of yourself or your ID when it isn't absolutely necessary.

Let's stay safe out there!

St. Louis Review Deadline March 31, 2019



The deadline for submitting The St. Louis Review Subscription list is March 31, 2019. This month you will continue to receive subscription contributions, please remember to record those contributions in Servant Keeper. This year the Review subscription list preparation will require a one-time Servant Keeper process which will streamline future list generation. Detailed information on how to prepare your St. Louis Review subscription list is available on the Parish Support website or by [clicking here](#). This one-time process will be followed up with submission of monthly subscription change reports generated from Servant Keeper. Look for instructions on how to generate these reports in May.

A Preservation Tip from the Archives

The only tool you ever need use in your sacramental registers is a pen! Sticky notes, white-out, and tape aren't permanent. Staples and paper clips can rust over time. The sacramental register is a canonically-binding and legally-admissible document. Anything other than pen compromises the registers integrity. Wondering how to correct mistakes without using white-out? Directions can be found in the Sacramental Records Handbook, located under the Help menu in Parish Helper OnLine (PHOL). For more information contact the Office of Archives and Records at 314-792-7020 or archives@archstl.org.

FACTS Tuition Management

Save the Date! FACTS Tuition Management will be offering a conference on all things FACTS for our Archdiocese on Thursday, March 21st from 10:00 am to 2:00 pm. This conference will include morning breakout sessions for those new or interested in learning more about FACTS as well as a separate breakout for current, more experienced users. Expect to learn what FACTS has to offer in regards to tuition collection, as well as other financial products such as Pay-It, Incidental Billing, On line Enrollment and more. After a lunch provided by FACTS, learn about FACTS SIS (Student Information System, formerly Ren Web). This conference will be open to school administrators, principals, business managers, accountants and parish staff. Registration information to follow.

Extortion Scam Alert

Extortion scams are back and they are getting more and more dangerous. This time, the bad guys are sending out emails, claiming they have a video of you watching an inappropriate website and then prompting you to download that video and see it for yourself. But if you do, your computer gets infected with ransomware!



Here are some things you can do to avoid becoming a victim of extortion.

- Don't open attachments from people you don't know, and be wary of opening attachments even from those you do know.
- Turn off and/or cover any web cameras when you are not using them.

Remember, if you receive an email that claims to have a compromising video of you viewing sensitive material, do not answer or send money. Instead, delete the email.

Sacrament Notification

While you're still required to mail sacrament notifications to churches of baptism, did you know you don't have to create the notifications manually? Parish Helper OnLine (PHOL) will print a notification for you with just a mouse click.



All sacrament windows (except for baptisms) include a "print notification button". Just enter the sacrament, click the button and save the sacrament. Using the "Print Notification" button has three benefits:

- 1) Saves time and no need to manually create the notification. Just print it, add an address (if needed), place it in an envelope and mail.
- 2) Eliminates duplicate entries in PHOL. Some secretaries mail manual notifications before entering the information in PHOL. At times, this practice results in the church of baptism erroneously entering the sacrament when the mailed notification is received. By first entering the sacrament in PHOL and then sending the notification PHOL creates, duplicate entries are eliminated.
- 3) Ensures accuracy and consistency - what is entered appears on the notification.

Certificate of No Tax Due

When renewing/purchasing a liquor license, parishes are often required to furnish a "Certificate of No Tax Due." In the past, the Archdiocese was able to obtain able to obtain the Certificate for parishes. The Missouri Dept. of Revenue now requires that each parish request the Certificate for their specific location.

To obtain your "Certificate of No Tax Due", please call the Missouri Dept. of Revenue at the following phone number: **1-573-751-2836, Option 5, Option 3**

They may ask you these questions:

What is the MO Tax I.D. Number?: Answer: 14878046

What is the address of your parish?

What is the event? What is the date of the event? Where will the event be located?

Will the event be opened to the public?

Where will the proceeds go?

What kind of liquor will your parish be selling? They may even ask you what beer distributor you will be using.

Bluetooth CLOVER Devices for Credit Card Payments

An important new update is now available for CLOVER, the Archdiocesan preferred device/system for processing credit card payments. We now are able to obtain Bluetooth Clover devices. They support Apple Pay, Android Pay as well as Samsung Pay as well as major types

of payments - MC, Visa, Discover and AMEX.

Devices are \$99 each and if you need a stand for the device, it is an extra \$24.00. Just contact a SLAF team member for assistance: Sarah Thompson at sarahthompson@archstl.org 314.792.7144, Debra Storr at debrastorr@archstl.org 314.792.7142 or Pat Griffaw at patriciagriffaw@archstl.org 314.792.7123.

Changes to the Annual Year End Review Process

In an effort to provide better service to both individual parishes and all parishes as a whole, Parish Support is launching a more efficient and timely Year End Review process. Please keep an 'eye out' for a separate email in mid-February containing details of the new process/procedure.

From the Curia - Mission Office

MPC Materials

The materials for the Missionary Plan of Cooperation (MPC) were mailed out to all the pastors this week. If you have any questions, please contact the office, at 314-792-7655.

Seeking: Experienced Rosary Makers

The Mission Office is in need of volunteers experienced in making corded World Mission Rosaries for our archdiocesan children. The office provides the materials in packs of 50 rosaries, and the volunteers work on their own, at their own pace. If you are able to help, or have questions about the project, please contact Kim Becvar at 314-792-7664 or kimbecvar@archstl.org.

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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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