

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



### Inside This Issue

November To Do List • Servant Keeper/Communications Survey • Annual Catholic Appeal List • Annual Balance Reviews • Official Catholic Directory • Required Minimum Distributions • Servant Keeper 5 • Lawson Conversion • All Souls Day • Cafeteria Bank Accounts • From the Mission Office • Labor Law Posters

Volume 4, Issue 11, November 2019

### November To Do List

- › Update Official Catholic Directory by November 4
- › Complete Servant Keeper/Communications Survey on Parish Support web page or [CLICK HERE](#)
- › ACA parish list due to ACA Office by December 13.



### Servant Keeper/Communications Survey



[Click here to complete survey](#)

---



Just a reminder that your updated parish list for the 2020 Annual Catholic Appeal is due to the ACA Office by Friday, December 13, 2019. An up-to-date parish list helps ensure that your parishioners have a good experience with the Appeal.

Instructions for preparing your list are detailed in the prep packet that was mailed to your Pastor/Parish Life Coordinator on November 4. The instructions are also available on the [ACA web page](#). To access the instructions please [click here](#).

Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

---

## Annual Balance Reviews

All Balance Reviews have been sent either to the parish bookkeeper or your shared accountant. If you have not received yours please contact Parish Support. We are working on verifying the responses we have received so far and we are waiting on responses from 20 parishes. If you have not addressed the items on the review, please do so as soon as possible and send your responses to Parish Support. Thank you to all of those who have responded and we appreciate your patience with our new process.



---

## Official Catholic Directory

On October 1st, an email was sent to parishes by the publisher of the Official Catholic Directory asking parishes to update their listing in the Official Catholic Directory. They requested that updates be completed by November 4. Please make sure to update your listing if necessary.

---

## IRA Qualified Charitable Distributions

Parishes and schools may receive checks directly from an individual's retirement plan (not a check written from a personal checking account). These are IRA qualified charitable distributions and include Required Minimum Distributions. For such distributions, the parish or school is required to send a letter of acknowledgement (thank you) to the owner of the retirement account. These amounts are not entered into Servant Keeper as a contribution from the individual since the funds are sent directly from the retirement account. To download the Thank You (Acknowledgement) letter template [click here](#) or go to the parish support web page under Best Practices.



---

## Servant Keeper 5 End of Life

With the end of life for Windows 7 approaching January 31, 2020, Servant Keeper has informed their users that Servant Keeper Version 5 will not run with Windows 10. If you are using Servant Keeper 5 we encourage you to upgrade to version 8 as soon as possible. Contact Servant Keeper at 570.748.2800.

---

## Lawson HR/Payroll Conversion

On 10/9/19, a communication was distributed regarding the conversion of the remaining 70 parishes currently running payroll in QuickBooks to Lawson HR/Payroll. This was emailed to Pastors, Business Managers and Bookkeepers as well as mailed directly to the attention of each Pastor. A copy of the parish conversion schedule was attached for your convenience.



As you prepare for this transition, the Office of Human Resources, Payroll and Parish Support would like to ask for your support in auditing and verifying employee data in QuickBooks. This task includes a review of employee personal, position and compensation data. To guide you through this task, a checklist with instructions and important notes was attached.

To provide a smooth transition, please begin the QuickBooks file audit and verification process at your earliest convenience. QuickBooks data reports will be retrieved 2 months prior to your conversion date. If you have any questions or need guidance, please contact Parish Support by phone or email (please include parish name, number and 'Lawson conversion' in the email subject line or phone message):

Sally Serbus – 314.792.7716 or [sallyserbus@archstl.org](mailto:sallyserbus@archstl.org)  
Michele Fisher – 314.792.7072 or [michelefisher@archstl.org](mailto:michelefisher@archstl.org)



A reminder that funds received for **All Souls Day** are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not the Intention for Masses on that day. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each Mass. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to section 5.8 of the manual which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question.

---

## Cafeteria Bank Accounts

All parishes that have a school cafeteria managed by the school and not by an outside food service provider must have a cafeteria bank account, preferably the account is set up as a sub account of the main parish cash account and not an independent bank account.



---

## From the Mission Office

A reminder to please remit funds for the MPC missionary appeals and LAA appeals if you have not already done so. Thank you!

---

## Labor Law Posters

Please ignore any labor law poster solicitation you may receive at your parish. The Department of Labor link below enables you to print the required Labor Law posters for the State of Missouri and the Federal Government for free.



[CLICK HERE TO PRINT POSTERS](#)



### PARISH SUPPORT

Cardinal Rigali Center | 20 Archbishop May Drive | St. Louis, MO 63119  
[archstl.org/parish-services/parish-support](http://archstl.org/parish-services/parish-support)

*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 assist. We are here to help.*

#### **Sally Serbus, Parish Support Manager**

Phone: [314.792.7716](tel:314.792.7716) | Email: [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org)

#### **Michele Fisher, Parish Support Representative**

Phone: [314.792.7072](tel:314.792.7072) | Email: [MicheleFisher@archstl.org](mailto:MicheleFisher@archstl.org)

#### **Scott Welz, Director of Finance and Parish Services**

Phone: [314.792.7111](tel:314.792.7111) | Email: [ScottWelz@archstl.org](mailto:ScottWelz@archstl.org)

#### **PACT Archives**

[Click here](#) for immediate access to back issues of PACT — including a comprehensive Index for all issues.

[Update your email preferences or unsubscribe](#)