

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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## September To Do List

- **Internal Questionnaire - due September 30**
- **Prepare you 941 - due October 31.**
- **Reply within 7 days to Balance Review**
- **Submit Status Animarum (if not completed)**
- **Mail sacramental registers and verification form to Parish Support (if not completed)**



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## "Find My Parish" Search Tool

The "Find My Parish" search tool on the Archdiocese of St. Louis website ([archstl.org](http://archstl.org)) it has been repaired.

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## Special Collections

All parishes should be remitting the full amount of special collections received each month via NetTeller.

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### 3rd Quarter 941s

Parishes using QuickBooks to process payroll are reminded that the third quarter 941s for 2019 are due on October 31, 2019. Please consider submitting the Payroll Summary and 941 for review immediately after running your final September payroll. The sooner you submit, the faster you can cross it off your 'to-do' list.



### PHOL Parish Assignment Updates

It is important that parishes regularly update their staff assignments in Parish Helper On-line. Parish Support is most concerned with business manager, bookkeeper and parish secretary, but many other offices here at the Curia communicate with other parish staff members. Please make sure all your parish assignments are up-to-date, including DRE, Youth Minister, Communications Coordinator, Respect Life Coordinator, CRE, Bulletin Editor and any others that may be helpful. Updates can be made in PHOL by going to the procedures tab, selecting location information, then the administrative tab. From there you may add the staff members assignment and contact information.

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### Windows 7 - End of Life Announced by Microsoft

The Windows 7 end of life is January 31, 2020. All computers that wish to continue to receive security updates from Microsoft must be upgraded to Windows 10. Please contact your local IT company or resource to determine if your PCs are upgradeable or if you will need to purchase a new PC. If you have purchased a PC in the last 2 years and are running Windows 7, you probably purchased a Windows 10 license and will only need to upgrade the PC. Again check with your IT support. If you do not have an IT company, you can call the Helpdesk for help. (314.792.7593 ) That being said, the Helpdesk staff is working to convert over 700 machines on the Archdiocese Network before EOM January. They will try to work you in, so the sooner you notify them the better.



## Balance Reviews

Year-end Quickbooks balance reviews have started. The reviews are going slower than expected but, closing and completing them has been happening quicker than expected. We appreciate your cooperation and patience with our new procedure.

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## The Annual Benefits Communication from the Archdioceses of St. Louis Office of Human Resources

**The annual Benefits Communication** from the Archdiocese of St. Louis Office of Human Resources:

At the end of August, your health insurance plan participants will have received our annual benefit packet with benefit plan and wellness information. This mailing is for *all employee participants in the health insurance plan* to fulfill the required Medicare D Notice communication.



- If you are asked, the Medicare D Notice has to be distributed to all health plan participants regardless of age or Medicare eligibility. Understandably some employees ask why they got the Medicare D Notice since they are not close to age 65.

The September H&H Wellness screening and the October Archdiocesan Flu Program schedules are in the packet too.

### September 2019 H&H Wellness Screening Schedule and Information:

- Please note each year in September and March the Employee Benefit Plan provides Archdiocesan-paid H&H Health Associates Wellness Screenings for all benefit eligible employees. Please visit [www.archstl.org/benefits-and-forms](http://www.archstl.org/benefits-and-forms) and scroll down to Employee Wellness for the 2019 H&H Screening Schedule, forms, and additional wellness information.

### October 2019 Employee Flu Vaccine Schedule:

- Archdiocesan paid flu vaccinations are provided in October each year to all *active Archdiocesan employees, spouses, and their dependent children*. We offer the flu vaccine to your dependent children 9-25 years old, however, ages 9-17 need to have their parent/guardian attend with them.
- Our Employee Flu Vaccine program is scheduled in October and November. Please see the schedule at [www.archstl.org/benefits-and-forms](http://www.archstl.org/benefits-and-forms) and scroll down to Employee Wellness for the 2019 flu vaccine hosting locations at a parish/agency/school close by your home or workplace.

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## SLAF Loan Rates

In an effort to offer loan rates that are comparable with the market, the Board of Trustees of the St. Louis Archdiocesan Fund approved adjusting loan rates as the Prime rate changes. Rates offered on construction loans will be adjusted to 50 basis points (bps) below Prime, in the month following the announced adjustment in the Wall Street Journal.

The Prime rate was lowered from 5.50% to 5.25% earlier this month. Thus, loan rates on existing and new loans will decrease to 4.75% beginning September 1. Rates are further reduced by an additional 25 bps when enrolled in auto payment. Please contact LaWanda Barnes, Finance Manager, at lawandabarnes@archstl.org or 314-792-7129 with any questions.

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## Logging Out of PHOL & QuickBooks

Please make sure to log out of Parish Helper On-Line and QuickBooks each day. This allows our IT Department the ability to make updates to these systems as necessary. We remind you to turn off your computer nightly or at least occasionally to clear cache and reboot your machine for optimal performance.



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## From the Mission Office

- In recognition of the 100<sup>th</sup> year anniversary of Pope Benedict XV's Apostolic Letter *Maximum Illud*, Pope Francis has convoked an **Extraordinary Missionary Month** for this coming **October** dedicated to the Church's mission. Learn more and access resources for the upcoming month by visiting [www.archstl.org/october2019](http://www.archstl.org/october2019).
- Please remit Latin America Apostolate Appeal funds if you have not already done so.
- Please update your mission moderator for PSR for the Missionary Childhood Association if you have not already done so <https://bit.ly/2zAl6gR>

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## 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](http://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.*

#### **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)

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