

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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## March To Do List

- **St. Louis Review Servant Keeper Training**
- **Submit St. Louis Review Report by March 23**
- **Verify employee data in QuickBooks if converting to Lawson HR/Payroll in coming months**
- **Prepare 941/SchB after release of new forms**



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## St. Louis Review Report Due March 23

All *St. Louis Review* subscription reports should be generated from the parish Servant Keeper database. The instructions to generate your 2020 *St. Louis Review* Report are now available on the Parish Support Website. You can find the instructions on the Parish Support Tab by selecting Servant Keeper or by clicking on the blue button below. We made a few small edits to earlier instructions at the request of our first training attendees. You may want to reprint your instructions if you were part of that group. Your parish *St. Louis Review* reports are due to Teresa Orozco by March 23. If you have not signed up for the *St. Louis Review* Servant Keeper Training yet, we encourage you to do so. For more information on *St. Louis Review* Servant Keeper Training please see the article below.



[CLICK HERE FOR REVIEW INSTRUCTIONS](#)

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## St. Louis Review Servant Keeper Training Still Available

Parish Support is offering *St. Louis Review* Servant Keeper Training at the Cardinal Rigali Center to assist parishes with their *St. Louis Review* list and Update Report process. **Although the training will be conducted using Servant Keeper version 8, all parishes are invited and encouraged to attend. Please remember, for proper handling all lists need to be in the specified format. The format and remittance will be covered in the training.** If you have registered for the training you will receive a reminder email one week prior to your session. If you have not yet registered, we still have spaces available. Click on the link below to register.

If you are using any version of Servant Keeper and are **not on the cloud**, please plan on attending the training session to familiarize yourself with the new process.

If you are using **Servant Keeper 7 or 8 Cloud version** on a laptop, you are invited to bring the laptop so you can work on your parish file during the training.

If you are on **Servant Keeper 8 Cloud** version and do not have a laptop we will do our best to provide one for you that will enable you to work on your parish file. (Please check "Provide laptop" box on registration form)

All *St. Louis Review* subscription reports/lists should be created from the parish Servant Keeper database. Last year was the first phase of the *St. Louis Review* list process being generated from Servant Keeper and we stabilized parish data. This year we are moving to the second phase which involves setting up groups to allow us to progress to a "*St. Louis Review* Monthly Change/Update Report". Your parish *St. Louis Review* report is due March 23, 2020.

**The remaining training session dates and times are listed below.**

Tuesday, March 3<sup>rd</sup> 9am – 12pm (very limited - call/email Michele Fisher for availability)

Wednesday, March 4<sup>th</sup> 1-4pm (very limited call/email Michele Fisher for availability)

Tuesday, March 10<sup>th</sup> 9am - 12pm

Sessions are limited to 25 participants.

[CLICK HERE TO REGISTER](#)

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## 1st Quarter 941/SchB

Reminder for parishes still running payroll in QuickBooks, the first quarter 941's for 2020 are due on April 30, 2020. Please consider submitting the Payroll Summary and 941/SchB for review immediately after running your final March payroll. As of now the 2020 forms have not been published by QuickBooks, however we expect them to be published around the third week of March. The sooner you submit the faster you can cross it off your 'to-do' list



# Discipleship Leadership & FORMATION DAY

WHEN: Saturday, March 28, 2020

WHERE: The Cardinal Rigali Center from 9:00 am – Noon in the Fleur de Lis Room

WHO: Everyone is invited to attend this free event! Highly recommended for all priests, parish and archdiocesan leaders

TOPICS TO BE DISCUSSED:

- “Everyday Discipleship” – Tracy Welliver, Nationally-known Catholic Author and Speaker
  - “Servant Leadership” – Fr. Richard Bockskopf, Sr. Associate Pastor Ascension Parish
  - “‘The Amazing Parish’ Leadership Overview” – Dave Baranowski, Director of Parish Stewardship and Leadership
- “Mary Queen of Peace’s ‘Amazing Parish’ Leadership Journey” – Fr. John Vien, Pastor, and Parish Leadership Team
- “St. Peter’s ‘Amazing Parish’ Leadership Journey” – Msgr. Jack Costello, Pastor, and Parish Leadership Team

Please join us for an inspirational day of prayer, fellowship, table discussion and formation! Reservations are preferred. Please contact Dave Baranowski at 314-792-7215 or [davidbaranowski@archstl.org](mailto:davidbaranowski@archstl.org) to reserve your seats or for more information.

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## New Jumbo Certificates of Deposit

The SLAF Board of Trustees approved the addition of new Jumbo CDs with shorter maturities of 6 months, 1 year, and 2 years. The Trustees also reduced rates on several Depositors Fund products, effective March 1. See adjusted rates and new products on the SLAF webpage at <https://www.archstl.org/finance-office-archdiocesan/st-louis-archdiocesan-fund-slaf>. Please contact LaWanda Barnes, Finance Manager, at 314-792-7129 or [lawandabarnes@archstl.org](mailto:lawandabarnes@archstl.org) with any questions.



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## Credit Card Fees

It is not recommended to ask or suggest parishioners to pay the credit card fees accrued by the parish in accepting their donation or tuition payments. Although parishes can legally pass along fees in the form of a surcharge equal to a percentage of what they pay to accept the card, it is preferred that credit card fees remain as a cost of doing business. The benefits of accepting credit cards almost always outweigh the alternative.



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## Parish Helper On-Line Assignments

The office of Communications would like to remind all parishes to make certain **ALL** assignments listed in PHOL have a person appointed as a contact with their contact information entered in PHOL. In order to communicate more effectively with parishes, it is necessary for all assignments that apply to the parish have a contact person listed. It is acceptable to have one person listed for multiple assignments. Please log into PHOL today to check your parish assignments. Thank you in advance for your attention to this important update.

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## Employment Posters

As promised, The Office of Human Resources has mailed your agency, school or parish the updated Federal and State labor law posters to display in your employee lounge, break room or common area. The brown tube containing the posters and memorandum was scheduled to arrive the week of February 17th. Please contact Tavia Porter at 314.792.7547 or [taviaporter@archstl.org](mailto:taviaporter@archstl.org) if you have not received the posters.



Thank you for your attention on this compliance effort.

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## 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 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 contact the Missouri Dept. of Revenue either by phone or email. We've tested both options and many parishes prefer emailing. It eliminates being on 'hold' and possible confusion with a newly hired state employee. Regardless of how you contact the Dept. of Revenue, you need to provide answers to the following questions:

1. What is the MO Tax I.D. Number?: Answer: 14878046
2. What is the address of your parish?
3. What is the event?
4. What is the date of the event?
5. Where will the event be located?
6. Will the event be opened to the public?
7. Where will the proceeds go?
8. What kind of liquor will your parish be selling? They may even ask you what beer distributor you will be using.

Send email requests to [salestaxexemptions@dor.mo.gov](mailto:salestaxexemptions@dor.mo.gov) or call 1-573-751-2836, Option 5, Option 3. The Missouri Department of Revenue mails the Certificates back to Linda Albrecht. She then scans and e-mails the certificate to the parish.

[CLICK HERE FOR CERTIFICATE INSTRUCTIONS](#)

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## 2020 Census

As the 2020 Census is conducted, parishes are reminded they are not required to respond to any U.S. Census Bureau request for data.



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Census  
2020

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### 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.*

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