

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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Volume 6, Issue 4, April 2021

April To Do List

- Continue work on FY22 budgets
- PPP Loan Deadline May 31, 2021
- Ensure sacrament recording is current



Update PHOL with Holy Week and Easter Masses

Parishes need to routinely update their Mass times in PHOL. It is especially important to have Holy Week and Easter Masses listed in PHOL, as many Catholics use the search tool provided by the Archstl.org website 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 . You should also make sure your own parish website is updated and notes those Masses that are live streamed.



2020 Annual Capital Expenditure Survey

The U.S. Census Bureau is sending notifications requesting participation in the 2020 Annual Capital Expenditures Survey. Your parish may or may not receive the notification. If you receive the request, please contact Sally Serbus at sallyserbus@archstl.org or 314.792.7116 or Michele Fisher at michelefisher@archstl.org or 314.792.7072 in Parish Support for further guidance. Parish participation is required by law. The survey is completed online by an authorized parish staff member using the User Name and Password provided in the notification. If your parish does not receive the request, consider your parish blessed as you will not be required to participate.



Latin American Apostolate Closing

The Archdiocese of St. Louis has closed the Latin America Apostolate, withdrawing ministry in Bolivia, and transferring Mary Queen Parish in La Paz to the jurisdiction of the Archdiocese of La Paz. The special collection scheduled for the weekend of August 1 is cancelled. The vice-chancellor has notified several of the national envelope suppliers about the cancellation of the August 1, 2021 special collection for the Latin America Apostolate. Our Sunday Visitor informed her that individual parishes will have to contact them about not providing the envelope for this collection since OSV has a contract with the parish, not the Archdiocese of St. Louis. You should remove that special collection from your online giving provider and you should contact your envelope provider to see if that envelope can be pulled if it hasn't already been mailed out to parishioners.

Interest Rates on Depositors Fund

Reflective of market trends, the SLAF Board of Trustees recently voted to adjust interest rates offered on select products effective April 1, 2021. Only demand deposit accounts and jumbo time deposits with maturities that range from three to five years are affected. Additionally, this change only affects those time deposits opened on April 1 and later. Existing time deposits will continue to receive interest income at previously established rates. These rate updates are available on the SLAF webpage or by [clicking here](#). Rates on loans remain unchanged at 2.75% or 2.50% (auto debit) as loan rates are correlated to Prime.



Please contact LaWanda Barnes, Finance Manager, at 314-792-7129 or lawandabarnes@archstl.org with any questions.

Save The Date - Yearend Meetings

In the past, it has been our practice to invite all secretaries, bookkeepers and business managers to attend a Fiscal Yearend Meeting, but last year due to the pandemic we did not hold any meetings. This year we plan to host in-person meetings in the Fleur De Lis room at the Rigali Center . We will maintain social distancing guidelines and following safety protocols to keep everyone safe. We encourage you attend this year to meet our many new Curia members. Representatives from Archives, Communications, Central Purchasing, HR, Internal Audit, and others will be present to inform you of their services and answer your questions. We hope to have on-line sign ups available on the Parish Support webpage in May. More information and how to register will be in next Month's PACT.

Date of Meeting	Location
Wednesday, June 9, 9am-12pm	Rigali Center
Thursday, June 10, 9am-12pm	Rigali Center
Tuesday, June 15, 1pm-4pm	Rigali Center
Thursday June 17, 9am-12pm	Rigali Center
Wednesday, June 23, 1pm-4pm	Rigali Center

Servant Keeper Tips - Important Fields

When entering new families into Servant Keeper it is imperative to complete the ACA Y/N, Review Y/E/N/O/D, and Type of Household field on the family profile. It is also necessary to have a religion field located somewhere on the individual profile. This field should contain Catholic or Non Catholic. When a family moves out of the parish, the family record should be update by making the member status moved, the ACA Y/N field should be made N and the St. Louis Review field an O. All of these fields mentioned above are essential for the parish to generate necessary reports for the St. Louis Review, ACA Campaign or the Status Animarum.



Parish Staff Emergency Backup Plan

Ideally parishes should always have a backup plan in place in case a key employee leaves or has a sudden illness. Parishes should come up with a plan to have someone else handle important tasks, like bulletin production, email management, contribution entry, bookkeeping, parish calendar management, maintenance, music and sacrament recording. An important part of this plan should include detailed documentation. The documentation should include a clear list of priorities, access to important computer systems and online services and contact information for key vendors and outside parties. Good documentation and cross training existing workers or volunteers will allow parish operations to continue with minimal disruption until the staff member returns or a permanent replacement is made.

Wellness Credit Sent to Prudential

Benefit eligible employees who received an annual wellness screening or exam with a physician of their choice and submitted the employee wellness form to H&H Health should now have their \$250 wellness credit deposited into their retirement account, The \$250 Wellness credit was sent to Prudential with a deposit date on or around March 19.



Sending Screenshots by Email

When you send a screen shot to someone in an email, it is often too small to read. It is best to paste it into a Word document. By pasting it into a word document it allows the recipient to adjust the size making them much more legible.

Second Draw PPP Loan Deadline Extended

As you are likely aware, passing of the Economic Aid Act has made additional funding available through a second round of forgivable loans via the Paycheck Protection Program. Should your individual parish or agency choose to apply for a “Second Draw” forgivable loan the deadline has been **extended until May 31, 2021**.



[Click here to read the full memorandum.](#)

Employee Self Service Reminder

The Office of Human Resources would like to share a few helpful resources regarding Employee Self-Service (ESS). As you are aware the process for employees to retrieve pay stub information, review insurance deductions and enroll during open enrollment is accessed by logging into ESS. We understand this process can sometimes be challenging and in an effort to ensure your employees have the information they need, here are some reminders.

- Upon hire, communicate to your employees that they will receive either via email (if an email was provided at hire on the PAF) or mail information regarding their employee ID# and login instructions to retrieve their pay stub, review insurance benefits, update personal address information and to enroll or change benefit elections at open enrollment.
- Please reference the Employee Roster Report, which is produced each pay period. It is an Excel spreadsheet noting all active employees, their position information as well as their employee id numbers.

- ESS is only compatible with regular computers or laptops and only with Firefox or Chrome. It does not have the capabilities to be accessed via smart phones, tablets, chrome books or iPads.

Thank you in advance for helping communicate this important information to your employees. We greatly appreciate your support. For further inquiries or questions, please contact humanresources@archstl.org.

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Lawson Payroll Charges Waived



Lawson payroll charges have been waived through the next fiscal year.

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 Department of Revenue either by phone or email. We've tested both options and we recommend the **email option**. It eliminates being on 'hold' and possible confusion with a newly hired state employee.

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

[CLICK HERE FOR DETAILED CERTIFICATE INSTRUCTIONS](#)

Celebrate the
resurrection of
our Lord!

Happy
EASTER



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IN 1720-21

A bold vision for Catholic St. Louis

PARISH SUPPORT

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

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