

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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March To Do List

- Start working on FY 22 budgets
- Return endowment election forms by March 12, if applicable
- St. Louis Review Servant Keeper export due March 15
- PPP Loan Deadline March 31, 2021, if applicable
- Update contact info in PHOL



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.



Consolidated Billing Estimates FY 22

Consolidated Archdiocesan Billing Estimates were emailed to pastors on February, 4,2021. These estimates are needed for your FY2021-2022 budget. If you have any questions on the assessment calculations or allocations, please contact Marilisa Heiderscheid at 314.792.7127 or mheiders@archstl.org.

Servant Keeper Envelope Numbers

We are aware that some parishes have decided to stop sending envelopes to those parishioners who are not contributing, in order to save money. If you choose to stop sending envelopes to a parishioner DO NOT DELETE their envelope number in Servant Keeper. Envelope numbers are important and should be considered an account number for the family. Envelope numbers should not be deleted when a member is no longer contributing, and reassigned, or a new number assigned when or if they begin contributing again.



We suggest that you create a field, check box, or a new member status in Servant Keeper to track those who should not be receiving envelopes. This will enable you to easily generate your list for your envelope provider.

The envelope number is necessary to import online giving directly into Servant Keeper Contribution Manager. If you are not importing your online giving into Servant Keeper, you should consider doing so. Importing online giving will save you time and is more accurate than manual entry.

If have any questions or need any assistance creating a field, check box, new member status or importing contributions in Servant Keeper, please contact Michele Fisher in Parish Support at 314.792.7072 or michelefisher@archstl.org.

Advertising Parish Facilities and Tax Exempt Status

Parishes should not advertise that their halls and facilities are available for rent to the general public. Doing so has the potential to transform the status of the building into a place of public accommodation which triggers some problematic anti-discrimination laws.

Collection Counting Reminders

The parish should utilize tamper proof bags to secure the collection with each Mass collection kept in a separate bag. Each bag should be pre-labeled with the date and Mass time. At least two ushers should place the offerings in the labeled bag and then secure the bag, placing it in a safe or locked location as soon as practical after Mass. Access to the safe should be limited to a select few with the combination changed with the departure of any of these individuals. At least two individuals should participate in the transfer of these funds to the safe and from the safe to the count team. When the count team opens the tamper evident bags they should take extra care to make sure all items are removed. Some parishes have reported that static electricity can cause loose checks and loose bills to remain in the bag. Count teams should consist of at least two unrelated members who are not staff members, and parishes should have multiple count teams.



From the Finance Office

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, it must be completed prior to **March 31, 2021**.



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

Special Collections

After all the deposits of the month have been entered in QuickBooks, it is important to review the special collection liability accounts to determine those needing to be remitted. Generally, special collections should be paid within 30 days of collection. Most special collections should be remitted via NetTeller. Parishes with cash flow issues should make sure that special collection funds are not used to pay operating expenses. Paying in a timely manner is the best way to avoid this.

If a parishioner writes a check payable to a special collection and not the parish, please send the check to the Finance Office/SLAF 20 Archbishop May Dr, St. Louis MO 63119 for processing. This will insure that the parish receives credit for the collection.

Scam Invoices and Annual Subscriptions

Fake invoice emails are one of the most frequent type of phishing emails. Scammers send invoice emails to get the recipients to share personal information later used for fraud or identity theft. They pretend to be reputable companies you may be familiar with and send an invoice for services or products you never ordered. Recently, we have been made aware of scammers targeting parishes, posing as antivirus software providers trying to get you to renew subscriptions. When in doubt always contact the legitimate business directly with the contact number you have, NOT the one listed in the questionable email.



When receiving external emails always check to see where it is coming from and do not click on links within emails, or respond in any way if there are any unusual requests.

Restoring Deleted Profiles in Servant Keeper

Recently several parishes have had problems finding a member's profile in Servant Keeper and have called Parish Support for help. Usually the records have been deleted by mistake. In all instances, we were able to locate the missing profiles by clicking on the individual or family tab located on the top tool bar in Membership Manager and selecting "View/Restore deleted records". The View/Restore deleted records application gives users the ability to search all deleted records in a date range. The application will provide a list of all the records deleted, the date of deletion and will show who deleted the record.



All Parishes Now on Lawson Payroll

As of March 1, 2021 all parishes, Archdiocesan offices and Archdiocesan agencies are now on Lawson Payroll. Special thanks to Barb Sandell, Melinda Rhodes, Sally Serbus, Matt Christ and supporting staff for bringing this four and a half year process to a conclusion. Moving forward all parish payroll questions should be directed to ParishPR1@archstl.org. For human resources questions, please contact your dedicated HR Coordinator. If you do not know who your dedicated HR Coordinator is, please contact Laura Stobbs at laurastobbs@archstl.org for assistance. Employees who have benefit questions should email benefits@archstl.org.



From Human Resources

Open Enrollment 2021 is around the corner! The Benefits Team would like to thank business managers in advance for their assistance in distributing upcoming important Open Enrollment information to their employees. A couple friendly reminders, the Employee Self-Service Log-In Help document is posted on the Archdiocese website in the Benefits webpages under “Onboarding” for employee reference. It will also be posted on the Open Enrollment webpage (currently under construction) closer to the May time frame. **IMPORTANT:** In order for employees to log into Employee Self-Service, they need their Employee Number to enter into the Username field. Employee Numbers can be found in the top right hand corner of the employee’s paystubs or on the Payroll and Finance reports (such as the employee roster, health deduction data report, enrolled benefits report, etc.) that are posted monthly for your reference and use. Lastly, it is kindly requested that business managers check their PARPR email address daily going forward as that is where time sensitive open enrollment information will be sent for distribution to distribute to employees, along with other pertinent benefit information throughout the year.

March 2021 H&H Wellness Screening Schedule and Information:

- The March 2021 H&H screening schedule, forms and additional wellness information is available on our website at www.archstl.org/benefits-and-forms under the Employee Wellness icon.

As always, thank you for your service to the Archdiocese of St. Louis, your work is appreciated!

For any benefits information or forms, please visit our Benefits/Human Resources webpage on the Archdiocese website at <https://www.archstl.org/human-resources/benefits-and-forms>.

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.

Building and Real Estate Office: Change of Director

The Archdiocesan Building and Real Estate Office congratulates Randy Rathert on his retirement and welcomes Thomas Du Bois as Director. Tom will be the point person for building and real estate transactions and will also oversee special building and real estate projects throughout the archdiocese. Randy will continue to serve the office as a part time consultant to Tom until Randy transitions into full retirement. We thank Randy on his many years of service to the archdiocese and welcome Tom to the archdiocesan staff. Tom can be contacted at 314.792.7004 or tomdubois@archstl.org.



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.

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