

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



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**Volume 6, Issue 5, May 2021**

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### May To Do List

- Register for Yearend Meeting
- Continue work on FY22 budgets
- 2nd Draw PPP Loan Deadline May 31, 2021
- Ensure sacrament recording is current



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### Yearend Meeting Registration

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 will host in-person meetings in the Fleur De Lis room at the Rigali Center on the dates and times listed below. We will maintain social distancing guidelines and follow safety protocols to keep everyone safe. We encourage all bookkeepers, secretaries, and business managers to 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. You may register online by clicking on the link below, or by going to the Parish Support webpage - Fiscal Yearend Meeting Registration <https://www.archstl.org/parish-accounting-services/registration-for-fiscal-yearend-meeting>

**Date of Meeting**

Wednesday, June 9, 9am-12pm  
Thursday, June 10, 9am-12pm  
Tuesday, June 15, 1pm-4pm  
Thursday June 17, 9am-12pm

**Location**

Rigali Center  
Rigali Center  
Rigali Center  
Rigali Center

[CLICK HERE TO REGISTER](#)

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## 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](mailto:sallyserbus@archstl.org) or 314.792.7716 or Michele Fisher at [michelefisher@archstl.org](mailto: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.



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## From the Office of Sacred Worship

After working with OneLicense the last couple of weeks, we have discovered that if we **add 2 more new parishes** to our OneLicense account then **all** parishes/agencies included in the Group License will receive a 20% discount each year on their annual license. If you are a parish that does not currently have a OneLicense account and would be interested please send Amy Buehrle the following information by **Friday, May 7:**



1. Parish/Organization/School Name:
2. License Type you want, here is a link to the full options: <https://www.onelicense.net/options-and-prices> or here are a few of the most popular:
  - a. Annual Reprint License
  - b. Annual Reprint + Podcast/Streaming License bundle

- c. Limited Podcast/Streaming License
3. Congregation/School/Organization Size (based on numbers on onelicense website:
4. Mailing Address:
5. Contact with phone and e-mail for your account:

If you have any questions please feel free to contact **Amy Buehrle, Office Coordinator, Office of Sacred Worship** at 314.792.7231 or [amybuehrle@archstl.org](mailto:amybuehrle@archstl.org).

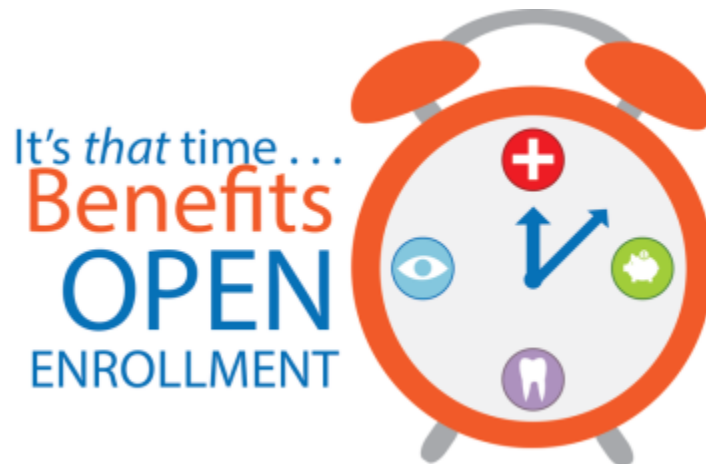
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## Emergency Assistance for Nonpublic Schools (EANS) Program

Parishes/Schools applying for Emergency Assistance for Nonpublic Schools (EANS) Program please click on the link below for the memo to parishes regarding the management of cash flow for allowable EANS expenses.

[CLICK HERE FOR EANS CASH FLOW MEMO](#)

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### **2021 Open Enrollment Reminders from the Archdiocese of St. Louis Office of Human Resources:**

- *The Open Enrollment Period begins May 3rd and ends at midnight on May 17<sup>th</sup>. Employees will receive Open Enrollment communications **via email** no later than Wednesday, April 21st, **from their employer's business manager/or local benefits contact**. Your 2021 Open Enrollment Employers Administrator Guide was sent to you via email mid-April from the Office of Human Resources; which included July 1 plan/rate changes, instructions regarding distribution of employee open enrollment communications, and other pertinent information. Employees may access the open enrollment guide and materials at <https://www.archstl.org/human-resources/open-enrollment-2021>*

- *Reminder: Employees should print their election choices before logging out of the system; Confirmation Statements will not be mailed out this year.*
- *Be familiar on where to access/find Employee Numbers for your employee population in case you get a request.*
- ***NEW** Open Enrollment, Employee Self-Service, & Flexible Spending Account (FSA) Brainshark video resources available now! These are located on the Archdiocese Benefits webpage in the Open Enrollment icon to view at your convenience.*
- *For any employee new hires, benefit changes, and terminations after July 1st, please visit our website at <http://www.archstl.org/human-resources/benefits-and-forms> for the most current benefit plan information.*

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## Catch-Up Employee Benefit Premium Payments

Regarding employees who are enrolled in health insurance and are within a time period of zero payroll remittance (ex: FMLA/medical leave, furlough, school year summer time off, or as a new hire without a first payroll deposit/deduction), please see the recommended process below for an employer to collect the employee's contribution for benefits.

1. FMLA/medical leave, furlough, school year employees off in the summer – recommended option: The employer requests the employee pay the employee's contribution for health insurance by check at least monthly by the first of the month of coverage. The employer is recommended to terminate the employee's health insurance should the employee not pay the premiums in a timely manner.

2. New hire employee with a delay in first employee payroll contribution for benefits: For a new hire enrolling in the health insurance between the 1st and the 15th of their first month at work, he or she is responsible to pay for the whole month benefit coverage. The employer is recommended to have the employee sign the Promissory Note ([see Appendix P in the Employee Benefit Plan – Archdiocesan Benefits Administrative Manual](#)) to have the employee promise to pay any past due health insurance premium, in the case their first payroll does not cover the premiums.

The life insurance premium, if applicable, will be collected automatically through the payroll deduction arrears process, upon the employee's return to paid status.

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## How to Access Parish, Priest and Agency Directories

You can view, print or save various Archdiocesan Directories by logging into Citrix, clicking on the Intranet or "Louie" icon and then select the "Directory" tab. From the directory tab you are able to view, download and print the directory of your choice. Directories are available for Administration, Affiliated Ministries, Agencies, Deacons, Parishes, Priests, The Rigali Center, Men Religious and Women Religious. You may bookmark, add to your favorites or save the directories to your desktop for easy retrieval. Keep in mind



these directories are living documents, meaning they are frequently updated. The date last edited will appear on the lower right side of the page.

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## What Would You Like To See In PACT?

The **PACT** (Parishes And Curia Together) newsletter was created to keep parishes informed and contains helpful financial, sacramental, best practices, PHOL, Servant Keeper and Curia information. We include information that we think parishes need. Our goal is to provide information that is valuable to you and we welcome your suggestions, questions or comments on how the PACT newsletter can better serve your needs. Please feel free to send your suggestions to [sallyserbus@archstl.org](mailto:sallyserbus@archstl.org) or [michelefisher@archstl.org](mailto:michelefisher@archstl.org).



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## Special Collections - Made payable to Organization

If a parishioner writes a check payable to a special collection directly and not the parish, (Cardinal Glennon, Rice Bowl Catholic Relief Services etc.) please send the check to the Finance Office/SLAF, 20 Archbishop May Dr, St. Louis MO 63119 for processing. This will ensure that the parish receives credit for the collection.

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## Required Minimun Distribution

Parishes and schools may receive checks directly from an individual's retirement plan (not a check written from a personal checking account), donor advised fund, or charitable fund. For such distributions, the parish or school is required to send a letter of acknowledgement (thank you) to the donor. If the parish chooses to enter these amounts in Servant Keeper they **MUST** be tagged **NOT TAX DEDUCTIBLE** as a contribution since the funds are sent directly from the retirement or charitable account. To download the RMD Thank You (Acknowledgement) letter template [click here](#)



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## From Central Purchasing

The Purchasing Department would like to make everyone aware of coming supply issues that will be affecting the availability of products that are commonly used throughout the Archdiocese.

The historic Arctic freeze that occurred in Texas in February forced the shutdown of numerous

refineries that supply raw materials that are used to produce floor stripper, floor coatings, paint and other cleaning products. Other byproducts such as resins will be in short supply, which will affect the availability of trash bags and other plastics. The shortages are predicted to last through most of 2021.

In addition, there are severe backups in many ports of the U.S., where ships have been waiting almost three times longer to be unloaded. Shortages of drivers and longshoremen due to COVID 19 have made the situation worse, greatly extending lead times on many imported items.

The Purchasing Department recommends that facilities evaluate all of their needs in a longer time frame, especially for the summer months, and order as soon as possible,

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## Servant Keeper Tips for Those Parishes Not on the Cloud

We recommend that parishes update to Servant Keeper 8 Cloud version. Moving the file to the Servant Keeper Cloud eliminates the need for routine backups and optimization. If your parish chooses to remain locally hosted on a parish workstation or network it is imperative that the file be backed up and optimized on a regular basis. **For backup and optimization instructions click on the link below.**



[CLICK HERE FOR SERVANT KEEPER INSTRUCTIONS](#)



### PARISH SUPPORT

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