

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Inside This Issue

Office of Sacred Worship Annual Book Order • Cell Phone Numbers Needed • EANS Allocation • Sacramental Records and Parish Helper Online Access • Funds Received for All Souls Day • Mass Offerings • From Internal Audit - Risk Alert Payroll Reports • Employee Fall Wellness Events • Servant Keeper - Keeping Profiles Current •

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To Do List

- Enter cell phone numbers for secretary, bookkeeper and business manager in PHOL
- Communicate the 2021 Fall Wellness Event Schedule to employees
- Clean-up Servant Keeper data to prepare for ACA list generation due in December



Office of Sacred Worship - Annual Book Order

Please click on the link below for information on the 2021-2022 annual book order offered through the Office of Sacred Worship. Please be sure and fill out the complete order. Once we have received your order you will receive an email confirmation . All orders are due by **Friday, October 1, 2021**.

Cell Phone Numbers Needed

It is important that parishes regularly update their staff assignments in Parish Helper Online. Parish Support will be changing platforms for the distribution of the PACT Newsletter and blasts to **Flocknotes**. Due to the change, we are asking parish secretaries, bookkeepers and business managers to include a cell phone in Parish Helper Online. Since 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. We have added a new assignment for **Rice Bowl Coordinator**, please add contact information for the Rice Bowl Coordinator. 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 member's assignment and contact information.



EANS Allocation

We recommend that parishes create a new account number 601100, labeled "EANS Allocation," in the Other Extraordinary Income section of the income statement in QuickBooks to record the receipt of funds from DESE. Along with PPP Loans, the parish's EANS allocation funding will be excluded from assessment by the Archdiocese. To avoid commingling of funds, please do not record EANS funding received in the same account as PPP loan forgiveness income (account number 601000). Expenses that are submitted for reimbursement under EANS should be recorded in their normal expense accounts as incurred.



To record reimbursement of FY21 expenses, you will create an invoice to the Department of Elementary and Secondary Education for those items only. The item should be named "EANS Reimbursement" and tracked to the account noted above, 601100. We recommend invoicing for each submission with details on the invoice to track reimbursement by category (1R, etc.) DESE / MoBuys may ask for documentation to support the payment of the expenditure. We suggest providing a vendor balance detail report for the expenditures submitted. This will provide both the invoice details as well as the payment details. This report should be modified to include columns "Memo" and "Paid." As new expenses are incurred for this program, include the memo "EANS" in the memo field on the top portion of the bill entry screen. Additional documentation on proof of payment may be requested.

Sacramental Records and Parish Helper Online Access

Sacramental records are the most valuable records of the Archdiocese of Saint Louis. They document the spiritual development of each individual member of the Catholic faith community. Their recordkeeping is required by Code of Canon Law, with procedures that vary depending on the type of record. It is the responsibility of the pastor, parochial administrator, or chaplain to ensure that sacramental records are:

- Kept confidential and only accessed by authorized personnel in compliance with Code of Canon Law and the Statutes and policies of the Archdiocese of Saint Louis
- Properly maintained and kept in accordance with Code of Canon Law and the Statutes of the Archdiocese of Saint Louis
- Accurately and promptly annotated
- Properly preserved and securely stored

Delegated Responsibility: The pastor, administrator, or chaplain may designate other individuals to make the actual register entries and to prepare certificates. These individuals should be employed by the parish, have their **own credentials** to access Parish Helper Online and not share their user names or passwords. Non-employees must sign a non-disclosure document before being granted access. The same individual should be assigned to make both handwritten and electronic (Parish Helper Online) sacramental record entries. Delegated staff must be capable of careful work and the protection of private information.

Individuals responsible for sacramental registers are legally and canonically bound to ensure that the information in the registers is accurate and reliable, and that any certificates issued reflect the record as recorded in the register. Parish personnel are also bound not to disclose confidential information or to grant access to individuals who do not have a legal or canonical right to such records.

Funds Received for All Souls Day

A reminder that funds received for **All Souls Day** are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not the Intention for Masses on that day. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each Mass. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to section 5.8 of the manual which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008 and items 6 and 12 pertain to the question.

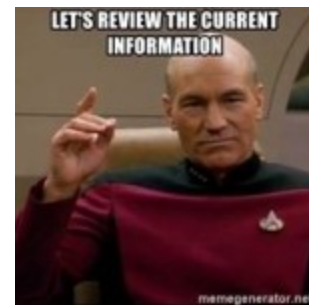


Mass Offerings

The offering to be given for the celebration of the Mass for a particular intention remains at ten dollars (\$10.00). If a member of the faithful gives a larger or smaller offering, it may be accepted. When more offerings are received than can be offered within a year, the offerings and intentions should be sent to Kenrick Glennon Seminary. It is not permitted to apply one Mass for several intentions for which individual offerings have been given and accepted. It is permitted to take only one offering a day for Masses celebrated, except on Christmas. The offerings for Masses are to be kept in a distinct account and are not to be commingled with parish funds. When an obligation for the celebration of the Mass has been fulfilled, the offering is to be given promptly to the priest who celebrated the Mass or, in the case of bination, it is to be forwarded to Kenrick Glennon Seminary. It is not permitted to keep in the Mass Offering (Stipend) account the offerings for Masses which have already been celebrated.

From Internal Audit - Risk Alert Payroll Reports

An individual at the parish should be reviewing the accuracy and completeness of the payroll reports which are published one to two days before the pay date. The Shared Accountants cannot be responsible for reviewing these reports because they may not be aware of changes in personnel or pay rates, or arrangements made after termination, i.e. severance packages. For additional information, please see our **Risk Alert** on Payroll Reports available on our website. Please share this **Risk Alert** with the appropriate individuals at your parish.



www.archstl.org/internal-audit/alerts-tips
InternalAudit@archstl.org
[Financial Misconduct Hotline](#)

Employee Fall Wellness Events

The Archdiocesan 2021 Fall Wellness Event is October 1st through November 10th!

An email was sent out 9/22/21 to all Archdiocesan employer benefit contacts with the *2021 Fall Wellness Event Announcements* for distribution to all employees; (click [here](#) for a PDF version). Please email and/or print and post the [2021 Fall Wellness Event schedule](#) and the *2021 Fall Wellness Event Announcement* to ensure everyone is aware of the upcoming event details and how to participate.



Please review the United Healthcare flyer link [here](#) regarding behavioral health support for teens and adolescents. This information is included in the 2021 Fall Wellness Announcement distribution.

For full details regarding eligibility, deadlines, participation, and incentives please visit archstl.org/hrbenefits | [Employee Wellness Programs](#).

Thank you for your support of employee wellness, stay safe and healthy!

Servant Keeper - Keeping Profiles Current

Maintaining accurate Servant Keeper files is very challenging for parishes today. Families join the parish, some move out of the parish, children are born, adult children move out of their parents homes, and some families attend another churches and often the parish office is not notified of these occurrences. Maintaining accurate records is an ongoing process and should always be a top priority. Below are some suggestion for ways to help keep your Servant Keeper files accurate.



1. Conduct a parish census by mail. Mailing allows you to receive address changes from the USPS.
2. Parishes can offer registration forms or the ability to update family information on the parish website.
3. Remind parishioners to call or email the parish office with updates in the bulletin or when space allows drop in a family update form they can fill out and drop in the collection basket.
4. Have parish offices/organizations/ groups gather and share updated information with parish office. Examples, PSR, School, Athletic Association, Men and Women's Clubs, Lectors and Ushers, etc. Often these organizations have email addresses or cell numbers that the parish may not have in Servant Keeper.
5. At parish picnics or events ask parishioners to update their contact info or family profile in order to be entered into a special raffle.



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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PACT Archives

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