

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 7, Issue 12, December 2022

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### Calendar Dates to Note:

- 12/8 Feast of the Immaculate Conception Curia Closed.
- 12/23 Curia closing at noon with normal office hours returning on Tuesday, January 3, 2023, essential services will be available during this period.

### To Do List

- Update Christmas Mass times in PHOL and parish website.
- ACA parish list and online questionnaire due to ACA office by December 9

### Training with Parish Support:

Parish Support offers classes for Parish Helper Online, Servant Keeper, Sacraments, and QuickBooks. Classes are held monthly at the Rigali Center. Click the link below to see class offerings, dates and registration.

[Click here for Parish Support Training Class offerings, dates, and registration](#)

### Christmas Mass Times



To ensure the faithful have the most up-to-date information, please update your parish's Christmas Mass and Reconciliation times in Parish Helper OnLine (PHOL). This enables the Archdiocesan website to display these schedules for each parish. Detailed instructions begin on page 6 of the User Manual, which is located under the Help Menu in PHOL. The Start Date drop down menu lists the various Masses.—ie: Christmas, Christmas Eve, etc.

# Parish Support and the Holidays



Parish Support is working remotely from noon, December 23rd, through January 2nd. Please leave a voicemail message or send an email for Sally (314-792-7716, [SallySerbus@archstl.org](mailto:SallySerbus@archstl.org)), Michele (314-792-7829, [MicheleFisher@archstl.org](mailto:MicheleFisher@archstl.org)), or Shelley (314-792-7072, [ShelleyLang@archstl.org](mailto:ShelleyLang@archstl.org)). Don't forget to leave your name, parish name, and number along with a detailed message. Sally, Michele, or Shelley will contact you as soon as possible.

## SLAF Holiday Hours

SLAF is closing at noon on December 23rd. Hours for December 27th through December 30<sup>th</sup> are 10am until 2pm, Tuesday through Friday. SLAF is closed Monday, December 26<sup>th</sup> and Monday, January 2<sup>nd</sup>.



## SK: Servant Keeper only approved software

Servant Keeper is the only software supported and approved by the Archdiocese for contribution and membership management. If you have not done so already, we highly recommend an upgrade to Servant Keeper 8 with the cloud. We are offering classes at the Rigali Center for Servant Keeper beginning in February. Check out the link on the front page of PACT.



**THANK YOU** to all of you who helped make our hundreds of recent *All Things New* Parish Listening Sessions happen! We are so grateful for the leadership of our priests and deacons, Parish Life Coordinators, Key Parish Leaders, Primary Points of Contacts, and inspired by many of our employees who served in so many ways at your own parishes by hosting, setting up, facilitating, serving as Key Parish Leaders, Facilitators

and Scribes, and participating in the Listening Sessions themselves. Please continue to complete the post-session surveys and encourage others to do so. The fruits of these sessions will help craft the future conversations and shape of the Archdiocese of St. Louis for generations to come.

We completed the last Listening Sessions this past weekend. Because of your hard work, more than 30,000 people participated in 329 Listening Sessions across 10 counties and the City of St. Louis. We have already received 4,500 completed follow up surveys.

Every draft model option in every planning area is now posted and public. All are invited to take a closer look and share feedback through the online survey by visiting <https://allthingsnew.archstl.org/Planning-Process/Planning-Areas>

The follow up online survey remains open through December 31. Please encourage people to share their feedback on the draft model options, ministry opportunities, and opinion on what "new" thing that could be developed or expanded in your planning area that would help us in our evangelization or social outreach efforts.

All of the survey feedback is being individually reviewed as it is received by a team comprised of individuals from the *All Things New* team, the Archdiocesan Pastoral Council, and Catholic Leadership Institute. This compilation will occur through early January 2023 and will be used to add to and modify existing model options. These revised model options will be shared with priests, deacons, parish life coordinator, and key parish leaders in the winter of 2023 for further feedback.

### **Questions:**

For any questions pertaining to *All Things New*, contact [allthingsnew@archstl.org](mailto:allthingsnew@archstl.org).  
For any questions pertaining to accessing or completing the online survey, contact [onlinesupport@catholicleaders.org](mailto:onlinesupport@catholicleaders.org).

Thank you for your participation in the *All Things New* initiative, and your desire to bring the Good News of Salvation into the lives of all those we touch, so that individual hearts and all of society may be converted to God and all things might be made new.

## ACA Parish Lists

Just a reminder that the deadline for submitting both your parish list and the online questionnaire is **Friday, December 9, 2022**. One parish incentive ticket will be awarded to parishes that return both their parish list **and** complete the online questionnaire by the due date.



Instructions for preparing your list are detailed in the prep packet that was mailed to the attention of your Pastor/Parish Life Coordinator on November 4. The instructions are also available on the [ACA website](#).

Thank you for your work on behalf of the Appeal. We are blessed to have so many dedicated professionals working in our parishes. Please contact the ACA Office at 314.792.7680 with any questions.

## Yearend Contribution

Please remember the following as we approach the end of the calendar year:

- Donor contributions mailed are deemed delivered to the parish by the Internal Revenue Service (IRS) when the check is delivered to the U.S. Postal Service. Thus, checks postmarked on or before December 31, 2022 should be included in the donor's 2022 contribution statement (regardless of when it was deposited by the parish).
- Donor contribution statements must be mailed to donors by January 31, 2023 per IRS guidelines. We recommend these year-end statements include each individual contribution because the IRS requires contemporaneous written acknowledgement for each charitable contribution of \$250 or more. The consistent practice of acknowledging individual monetary gifts minimizes the possibility of failing to issue necessary acknowledgements and assists in maintaining good relationships with donors.

## 1099-NEC Forms



In 2020 the IRS changed guidelines for reporting non-employee compensation on Form 1099 MISC to Form 1099-NEC. Given the changes, Form 1099 MISC is no longer used by parishes. For tax year 2022, non-employee compensation should continue to be reported on form 1099-NEC. Parishes will need to order 1099-NEC forms and not 1099-MISC to create the forms in QuickBooks. For more information click on the links below:

<https://www.irs.gov/instructions/i1099misc>

Below is an article that explains the form 1099– NEC <https://www.thebalancesmb.com/what-is-form-1099-nec-for-nonemployee-payments-4781974>

Form W2-G is used for prizes, etc. This requirement has not changed.

## Contribution Statement Policy

The Archdiocesan policy regarding the distribution of annual donor statements is as follows: Parishes using ServantPC Cloud may place an announcement in their bulletin or mail postcards when the statements are ready for donors to download. Donors may also contact the parish office and request that a statement be mailed.



If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All statements should be mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be received by the donor or made available by January 31, 2023.

## Stock Donation

When you have a donor who wishes to donate stock, **please** have them email [SLAF@archstl.org](mailto:SLAF@archstl.org) or call Rachel Mooney at 314.792.7144 or Pat Griffaw at 314.792.7123.

## Official Catholic Directory

On November 10, P.J. Kennedy and Sons, publisher of The Official Catholic Directory, sent out emails to all parishes requesting that the parish listing information be reviewed and edited if necessary for the 2023 Directory, this needs to be completed by December 7, 2022. Please remember that the listing in the Catholic Directory verifies your tax exempt status. It is this listing that must accompany the 501(c)3 letter given to vendors. Please make sure to update your listing if necessary. If you did not receive an email, check your spam folder or contact Jan Haberberger at [janhaberberger@archstl.org](mailto:janhaberberger@archstl.org).



## Clover Update



Parishes that use Clover devices need to go to their Google Play Store or Apple App Store to update to the new Clover Go Application. The old app will be discontinued at the end of April. Please click the below link for more information. [Clover click here](#)

## Archdiocese Offerings for Advent

The Archdiocese is hosting several free and open-to-all events during Advent and **appreciates your help spreading the word to parishioners!** Visit the [Parish Bulletin Gateway](#) for complete bulletin copy and images for:

- Eucharistic Revival Healing Services at Cathedral, Nov. 29-Dec. 13
- All Things New Mass at Cathedral, Dec. 3
- Advent Afternoon of Reflection at the New Cathedral, Dec. 10
- Lessons & Carols, Dec. 18 at Old Cathedral



### PARISH SUPPORT

[archstl.org/parish-accounting-services/parish-support](http://archstl.org/parish-accounting-services/parish-support)

*Parish Support serves both parishes and Curia. We serve St. Louis pastors, parish staff, Curia members, volunteers, USCCB and parishes outside 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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