

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 7, Issue 3, March 2022

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Calendar Dates to Note:

- 3/29/22 Curia Staff Enrichment Curia Staff in Enrichment starting at 11:30

To Do List

- Continue on FY23 budgets
- Return endowment elections—due by March 18th
- St. Louis Review Servant Keeper export due March 15
- Update all contacts and Easter Mass times in PHOL
- Communicate the 2022 Spring Wellness Event Schedule

Update PHOL with Holy Week and Easter Masses

Parishes need to routinely update their Mass times in Parish Helper Online. 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 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.



New Accounting Services Director

We are excited to announce that Jeffrey Martin will be joining us on or around March 1, 2022 as our new Director of Parish Accounting Services. Jeffrey most recently served in Chief Operating Officer and Executive Director roles for private family offices, overseeing accounting, finance, tax planning, forecasting, payroll, technology, strategic planning, investment accounting and human resources needs for \$300M to \$500M enterprises, with up to 100 legal entities. Prior to these roles, Jeffrey served as Director of Financial Planning and Analysis at Midwest Bankcentre, and in financial analytic capacities at World Wide Technology. Jeffrey holds Bachelor of Science in Accounting and a Master of Science in Accounting from the University of Missouri, St. Louis, and he and his family are in the process of relocating from Florida back home to our area.



ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

All Things New, the strategic pastoral planning initiative officially launched January 25th. This initiative will evaluate the effectiveness of the Church in St. Louis in proclaiming the Gospel and identifying opportunities for improvement and renewal within all parishes, schools, archdiocesan offices and agencies, and other ministry efforts.

On Ash Wednesday, March 2nd, parishioners in the Archdiocese of St. Louis will be invited to share their thoughts and reflect on their spiritual growth as well as provide parish leadership with invaluable insight regarding their parish's strengths and opportunities through a survey, the Disciple Maker Index (DMI).

The Disciple Maker Index will be conducted by Catholic Leadership Institute and accessible through an online link March 2 through April 4, 2022. The results will be shared this summer and will look at opportunities to support parishioner growth in discipleship and create both goals and action plans to achieve that growth.

Please help by participating and encouraging your family, friends and fellow parishioners to share their invaluable feedback in the 10-15 minute online survey. Printable versions of the survey will be available to download and paper copies can be arranged through your parish. The Disciple Maker Index is offered in eighteen languages.

Find more information about the Disciple Maker Index on the All Things New website under Ways to Engage.

<https://allthingsnew.archstl.org/>

Consolidated Billing Estimates FY23

The Parish Estimated Billing Document and memo for FY 23 were emailed to pastors on February 10, 2022. These estimates are needed for your FY 2022-2023 budget. If you have any questions on the assessment calculations or allocations, please contact Marilisa Heiderscheid at 314.792.7127 or mheiders@archstl.org.

Update Parish Mission Statement

Please check your Parish Mission statement in PHOL and on the Archdiocesan website. If your mission statement is different than what is posted, please send the correct mission statement to Sally Serbus by email at sallyserbus@archstl.org.



Bitdefender Anti-Virus

You can still get Bitdefender Anti-Virus protection from the Archdiocese. The Archdiocese installs, maintains, and completes all the updates for you. Contact Shana Hollingsworth at 314-792-7651 or shanahollingsworth@archstl.org for more information or to purchase.

New Citrix Access Form and Procedure.

There is a new Citrix access form and procedure to add, change, and remove user access to Citrix, QuickBooks, Payroll, and Parish Helper Online. To obtain the new form when needed, contact Sally Serbus at 314-792-7716 or sallyserbus@archstl.org, Paul Buening at Paulbuening@archstl.org, Barb Sandell at barbarasandell@archstl.org or the Help Desk at helpdeskrequest@archstl.org.

Maintaining Contact Information in PHOL

Please take a few moments to verify that all contact information in Parish Helper Online is correct for all positions – especially parish secretary, bookkeeper, and business manager. To maintain contacts, log into PHOL, click on Procedures, Location Information and Administrative tab. Please be sure that each position has contact information including an email address. Curia Offices strive to keep you up to date and depend on the information you provide.



Scam/Phishing Index

Parish Support receives scam reports from parishes every day so, in an effort to help parishes determine scams and phishing, emails, Parish Support has created a PDF index that lists reported scams. [Click here](#) to view the searchable (Ctrl F) Blast Scam Alert Index that is published on the Best Practices tab of the Parish Support Website. This is a 'living' document and is updated as parishes report new scams



You may check if the email you received is a previous scam or similar to a previous scam. If the email is from a known vendor, please contact the vendor directly to verify validity before reporting it as a scam. If we are all diligent, we lower the risk of becoming a victim.

SK Office

Are you aware that if you have Servant Keeper with the Cloud, you also have SK Office? Parish Support recommends that you have Servant Keeper Version 8 with the Cloud. With SK Office, you have the ability to give parishioners an online directory and the chance to download their own contribution statements. There is some prep work to do in advance such as getting parishioners signed on and loading their email. You also need to set up permissions for access to: what fields can they update and change, and can they download their contribution statements. If you need more information about SK Office and you would like your parishioners to download their own contribution statements, now is the time to prepare SK Office to allow 2022 Contribution Statements to be downloaded. If you have questions about SK Office contact Shelley Lang in Parish Support at 314-792-7072 or Shelleylang@archstl.org or contact Servant Keeper.

Endowment Elections

Endowment Election Forms were mailed out to parishes the weeks of January 17th and January 24th. Parishes wishing to receive funds from their endowment(s), must fill out and scan the completed form and email it to investfund@archstl.org by Friday, March 18, 2022. By the terms of SLAF, if you do not return your election form(s) by the due date, they will not be able to make any disbursement. Any undistributed income will remain in the endowment and no distributions will be made in FY 2023.

Spring Wellness Event

The Archdiocesan 2022 Spring Wellness Event will take place March 1st through the 30th this year!

Announcement emails were sent out 2/8/22 and 2/23/22 to all Archdiocesan employer benefit contacts with event and wellness information for distribution to benefit eligible employees; (click [here](#) for the flyer and click [here](#) to view the video).

Please email and/or print and post the 2022 Spring Wellness Event information to ensure all benefit eligible employees are aware of the upcoming wellness event and how to participate. To view the prior emails sent, you may access the Communication Corner icon information at archstl.org/hrbenefits | [Communication Corner](#).

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

For any benefits information or forms, please visit our Benefits/Human Resources webpage on the Archdiocese website at archstl.org/human-resources/benefits-and-forms. Employee Wellness Program information may be accessed at [Employee Wellness Programs](#) | [Benefits and Forms](#) | [Human Resources](#) | [Archdiocese of 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 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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