Parishes And Curia Together
PARISH SUPPORT NEWSLETTER

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Calendar Dates to Note:

- 4/7 Good Friday, Curia Closed, SLAF deposits must be in by 4/6 by 1pm or the transaction will not post until 4/10
- 4/11 Tuesday, Curia Staff Enrichment. Curia staff in Enrichment 9:30-11:30am.
- 4/7 Special Collection for Holy Land submit donations by end of the month
- 4/9 Special Collection for Retired Priest submit donations by end of the month

To Do List

- Work on FY24 Budgets
- Update Mass and Reconciliation times in PHOL
- Update Servant Keeper
- Update Sacraments into the Registers and PHOL

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

Save the Date– Yearend Meetings

This year all parish secretaries, bookkeepers, and business mangers are asked to attend a Yearend Meeting. The meetings will cover important new content and procedures pertaining to All Things New. These meetings will not be a repeat of previous yearend meetings. Some meetings are on the road this year. Please sign up by clicking the registration button below.

Date of Meeting	Location
Thursday, June 1, 9am-12pm	Rigali Center
Tuesday, June 6, 1pm-4pm	Our Lady of Lourdes - Washington
Thursday, June 8, 9am-12pm	Rigali Center
Wednesday, June 14, 9am-12pm	St. Agnes - Bloomsdale
Thursday, June 15, 9am-12pm	All Saints - St Peters
Wednesday, June 21, 9am-12pm	Rigali Center

Yearend Registration Click Here

Consolidated Estimated Billing Document

The Parish Estimated Billing Document and memo for FY 24 were emailed to pastors on February 27, 2023. If you need a copy, please contact Parish Support. If you have any questions on the assessment calculations or allocations, please contact Marilisa Heiderscheid at 314.792.7127 or mheiders@archstl.org.

Parish Rosters– Sharing with Archdiocesan Agencies, Offices and Others

It has come to our attention that Archdiocesan agencies are requesting parishes to turn over their donor lists and/or directories of their parishioners. In some cases, the agencies have been very persistent with the parish staff. Parishioner lists are the property of the parish, not property of the Archdiocese and/or it's agencies. Parishioners expect the parish to protect their privacy, so the lists should never be shared, even for well-meaning intentions. So, under no circumstances, should the parish roster (especially containing contact information) be given to anyone. The parish doesn't want to experience the fall-out from parishioners being solicited for any purpose.

Flocknote and Servant Keeper

There has been much advertisement for new applications from vendors that parishes are currently using for other applications. Parish Support is only able to help you with the applications that the Archdiocese has vetted for that use. Flocknotes is only vetted to be used as a communication tool with your parish. Servant Keeper is vetted with the Archdiocese to maintain your parishioner database, document contributions, and operate the needed reports of your parishioners for the Archdiocese. Please contact Parish Support if you have any questions.

Preparation for Fiscal Yearend.

The deadline for the Status Animarum and start date for Financial Reviews is **July 31, 2023**. Please start now to complete the following tasks:

- Enter all sacraments in both the parish registers and in Parish Helper OnLine at least on a monthly (preferably weekly) basis.
- Keep Servant Keeper records up-to-date to facilitate pulling Status Animarum numbers. **Make sure you have added the new children that have been baptized to existing parishioners families.**
- Reconcile all bank, SLAF, and Investment accounts monthly.

Verify you have completed all tasks needed by following the Monthly Administrative & Financial Checklist for Parishes on the Parish Support website or by clicking here.

Please notify Parish Support if we can start your QuickBooks review prior to July 31.
The Status Animarum is 'turned on' on July 1. So if your records are up-to-date and verified, you can submit on July 1.

Special Collections

The Special Collections for the month are a new feature in the **Calendar** section of the *PACT*. We have entered the collections as a friendly reminder. Please remember to collect the funds for that month's Special Collection(s). All funds collected should be submitted regardless of the account balance at the end of the month of receipt via Net Teller to the Archdiocese.

Servant Keeper Tips

As we have gone through the process and requested reports for *All Things New*, we have seen areas where we all can improve. The data we request is only as good as the information that is put into the system. When registering new families, and they have not answered all the questions, this is a great opportunity to contact them and welcome them into the parish family and identify different offerings of the parish. This helps the family feel a part of the community and the parish has more up-to-date parishioner information. Servant Keeper is an awesome tool, but it is only able to extract the information that is put into the system.

Fields needed (in addition to basic name, address, etc.):

- Religion field is marked Catholic or Non-Catholic for each family member
- Each family profile is marked Catholic or mixed
- Birthdate of each individual
- Member status for family and individual: recommend: Active Member, Active Not Using Envelopes, Online Giver, Deceased, Moved, or Visitor.
- When a child of a parishioner is baptized at the parish after recording the baptismal information, please add the child to the family profile.
- Fill in the ACA and St. Louis Review on each family

With your member status, we recommend that you keep the choices basic. It is very difficult to maintain if school family or PSR family is used as a member status. You may have another field where you may add one of those options, and even if they are a nursing home family or homeschool. We have found several families marked school families and their youngest child is in their 20s. These are just some tips to make your records more accurate and easier to pull reports in Servant Keeper.

Help with Servant Keeper 8 Cloud Version

Do you get frustrated trying to pull some of the extra reports the Archdiocese requests? Are you swamped and don't have time to set up the report? Did you think we have access to the Servant Keeper files? We do not have access to your Servant Keeper files, unless the parish uses Servant Keeper 8 with the Cloud and has given us access to the files. To allow Parish Support to assist you in creating groups and reports as a Servant Keeper 8 Cloud parish contact Parish Support with:

- your parish number
- your Parish/ Customer name you enrolled with Servant Keeper
- your cloud account email,
- your cloud license key (found on the Cloud account login)
- email/user ID used for Servant Keeper Cloud account
- password
- your Servant Keeper "5 digit" ID.

Then with your permission, we are able to go in create groups and even pull the needed information.