

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 8, Issue 12, December 2023

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### Calendar Dates to Note:

- 12/8 Curia Closed Feast of the Immaculate Conception
- 12/19 Curia Staff Enrichment 11:30 am-1:30 pm
- 12/22 Curia Closing after normal hours with normal office hours returning on Tuesday, January 2, 2023, essential services will be available during this period.
- 12/25 Special Collection Seminary Collection

### To Do List

- Update Mass times in PHOL
- ACA parish list and online questionnaire due to ACA office by December 8th.

### 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) and on your parish website. This year with the Fourth Sunday of Advent Masses, Christmas Eve falling on a Sunday, and the merging and closing of parishes, many will be looking for a way to celebrate the Fourth Sunday of Advent and Christmas Day Mass. Please make all these adjustments. 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. We encourage you to make this information available on the front page of your parish website. This makes it easy for visitors searching your parish website to find the information for Mass celebrations.



## Parish Support and the Holidays

Parish Support is working remotely from end of business hours on December 22<sup>nd</sup> and will return to the office with normal business hours on Tuesday, January 2<sup>nd</sup>. 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 HOURS

SLAF is closed Monday, December 25 and on Tuesday, December 26<sup>th</sup>. Hours for Wednesday, December 27<sup>th</sup> – Friday, December 29<sup>th</sup> are 9 am until 1 pm.

*Holiday Hours* Plan accordingly as any ACH requests must be received into the [ACH@archstl.org](mailto:ACH@archstl.org) mailbox by 10 am to be process for delivery to/from your bank the next morning, except, 12/29 which in the end of the year, those funds will make into/from your bank on January 2, 2024.

## Human Resources



Human Resources published a poster sharing the ARCHHR System Training dates and locations for Parish Business Mangers and designated representatives that perform this role. The training will be taking place in the Vicariates. [Click here](#) to print the poster.

## ACA List Submission

Just a reminder that the deadline for submitting both your parish list and the online questionnaire is **Friday, December 8, 2023**. 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 your Pastor/Parish Life Coordinator on November 6. 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, 2023, should be included in the donor's 2023 contribution statement (regardless of when it was deposited by the parish).
- Donor contribution statements must be mailed to donors by January 31, 2024, 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.

# 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.



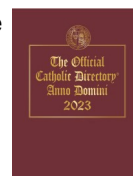
If the parish is not using Servant PC Cloud, the policy regarding emailing statements remains the same as in prior years: All statements should be mailed to donors (not emailed or placed in the back of church for pickup). If a donor notifies you that they have not received the mailed statement and requests a copy be emailed, you may do so. Annual Contribution Statements must be received by the donor or made available by January 31, 2024.

# FY24 Detailed Review Schedule

With the Annual Balance Reviews now complete, Parish Support has begun the detail review process. Parish Support will email you the month prior to your review as a reminder. The Detail Review Schedule is available on the Archdiocesan website by [clicking here](#). The Monthly Financial and Administrative Checklist for Parishes is also available on the website or by [clicking here](#).

# Official Catholic Directory (OCD) Update

The Official Catholic Directory Online update system is open for updating. The deadline to submit data for the 2024 Edition is **December 15, 2023**. Parishes should have been notified about the update per an email sent to the OCD contact at each entity. Please make sure to add the OCD domain to the “safe senders” list. We recommend that the email used for the notification is the official parish email address of parishxxx@archstl.org. The contact person’s name and telephone number along with the email address are listed on the OCD Contact Info page of the record. The OCD Online Update system is available to parishes for updating and approving entity listings. The site should be updated at [ocdedits.com/login](http://ocdedits.com/login). The site opens in the fall for updating the entity listings and personnel for the following year’s publication. The [ocdedits.com/login](http://ocdedits.com/login) site remains open for about 5-6 weeks, then is closed. The site will remain closed until the next update cycle in the fall.



# 1099's

The IRS is making changes to form 1099-NEC which is used to report non-employee compensation. Historically, QuickBooks includes IRS regulations and changes in a mid-December update. We are monitoring the updates and will provide written instructions when they are incorporated. Thank you for your patience.



## 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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