

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 8, Issue 5, May 2023

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### Calendar Dates to Note:

- 5/29 Monday, Memorial Day Curia Closed
- 5/21 Special Collection for Catholic Communications Campaign submit donations by end of the month
- 5/28 Special Collection for Catholic Home Missions Appeal submit donations by end of the month

### To Do List

- Register for Yearend Meetings
- Ensure Sacrament Recording is current.

### 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](#)

## Register for Yearend Meetings

This year all parish secretaries, bookkeepers, and business managers 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

Thursday, June 1, 9am-12pm  
Tuesday, June 6, 1pm-4pm  
Thursday, June 8, 9am-12pm  
Wednesday, June 14, 9am-12pm  
Thursday, June 15, 9am-12pm  
Wednesday, June 21, 9am-12pm

#### Location

Rigali Center  
Our Lady of Lourdes - Washington  
Rigali Center  
St. Agnes - Bloomsdale  
All Saints - St Peters  
Rigali Center



[Yearend Registration Click Here](#)

# Current Access Form for Citrix Applications

The current Citrix access form and procedure to add, change, and remove user access to Citrix, QuickBooks, Payroll, and Parish Helper Online was created February 2022. Please destroy all older forms. For security purposes, we ask that you request a form only when needed. To obtain the current form, contact Sally Serbus at 314-792-7716 or [sallyserbus@archstl.org](mailto:sallyserbus@archstl.org), Paul Buening at [Paulbuening@archstl.org](mailto:Paulbuening@archstl.org), or the Help Desk at [helpdeskrequest@archstl.org](mailto:helpdeskrequest@archstl.org).

## MoScholars & MOST 529

MO Scholars and Most 529 are not scholarships or grants. They are both government programs, but the parish is not required to do a special report of receipt for either fund. When funds are received from either source the monies should be recorded as a normal tuition payment. You do not have to give families or agencies any report for payments received. With the Most 529 the parish does need to furnish tuition numbers to the families. The parish/school staff instructions and worksheet are found on the Best Practices page of the Parish Support website or by [clicking here](#) for the instructions and [clicking here](#) for the worksheet.

## E-Giving

Are you wanting to offer online giving to your parishioners, but don't know where to start? Do you have visitors who give online in their parish and want to contribute to your parish online? Online or E-giving is an easy way to have parishioners contribute to the parish. [Click here](#) to find more information including benefits, risks, recommended suppliers, and how to start online giving in your parish.



## Open Enrollment.

2023 Open Enrollment Reminders from the Archdiocese of St. Louis Office of Human Resources:



- The Open Enrollment Period begins May 1st and ends at midnight on May 16th. Employees should have received Open Enrollment communications **via email** no later than Wednesday, April 19th **from their employer's business manager/or local benefits contact**. Your 2023 Open Enrollment Employers Administrator Guide was sent to you via email mid-April from the Office of Human Resources; which included July 1 benefit plan/rate changes, instructions regarding distribution of employee open enrollment communications, and other pertinent information. Employees have access to the 2023 Open Enrollment Brainshark Video, Open Enrollment FAQ Document, and other materials at <https://www.archstl.org/human-resources/employee-benefits-and-forms/open-enrollment> that they can reference at their convenience.
- ALL employees wanting to newly waive or continue waiving coverage for the new plan year must take action online through Employee Self-Service (ESS). **Federal law requires employers to obtain documentation of any decision to waive coverage.**
- No action is needed if you do not need to make any changes to your health insurance or spousal surcharge status AND do not want to participate in either FSA plan for the 2023 -2024 plan year.
- Reminder: Employees should print their election choices before logging out of the system; Confirmation Statements will not be mailed out this year. This is the same as last year.
- Be familiar on where to access/find Employee Numbers for your employee population in case you get a request. We encourage you to be their point of contact for Open Enrollment questions and ESS login information.
- 2023 Open Enrollment, Employee Self-Service, & Flexible Spending Account (FSA) Brainshark videos have been updated and are located on the Archdiocese Benefits webpage in the Open Enrollment icon for viewing.
- For any employee new hires, benefit changes, and terminations after July 1st, please visit our website at <http://www.archstl.org/human-resources/benefits-and-forms> for the most current benefit plan information.


# Pulling Reports and Servant Keeper 8 Cloud

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.



**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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