

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 8, Issue 11, November 2023

### Inside This Issue

• PHOL Update Contacts • All Souls Offerings • Status Animarum & Yearend Financials • Parish Support Webpage • Check Fraud Positive Pay • Mass Intentions • Human Resources • ACA Office • QuickBooks Update Schedule • Servant Keeper • Archives Office

### Calendar Dates to Note:

- 11/1 Curia Closed All Saints Day
- 11/5 Special Collection Retirement Fund for Religious
- 11/8 Curia Staff Recognition 11:45-1:30 pm
- 11/19 Special Collection Campaign for Human Development
- 11/23-24/23 Curia Closed Thanksgiving Holiday

### To Do List

- Verify contact information for secretary, bookkeeper and business manager in PHOL
- Christmas bonus entered into payroll 11/27 at 8 am until end of day 11/28. Late entries not accepted.
- ACA parish list 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](#)

### Parish Help OnLine—Update Contacts

Parish Support is updating all contacts for our Blasts and Pact newsletter and we need your assistance. All parishes should ensure that a Business Manager, Bookkeeper or Secretary is listed in Parish Helper OnLine along with one cell phone number for emergencies. All subsumed parishes should remove all contacts for the parish in PHOL. If you are the subsuming parish, please double-check you have listed all contacts for Business Manager, Bookkeeper and Secretary. You may have more than one for a position, but must have at least one. If an individual at the former parish is still working in the office, they should be listed in their appropriate position for the current parish. If a subsumed or merging parish **still has their Sacramental Registers, and they have been suppressed**, one individual responsible for Sacramental Record keeping in the subsuming parish needs to have PHOL access for sacramental verification and Sacramental Certificates. When the registers are picked up, access in PHOL should cease. Please contact Parish Support to get the form for this access or to have access removed.

# All Souls Offerings

A reminder that funds received for All Souls' Day are NOT Mass Intentions and should not be handled as such. The funds received in the All Souls envelopes (with or without names listed) are considered remembrances and not Intentions for Masses. These funds are considered gifts to the parish and should be entered in Servant Keeper. The priest who celebrates the Mass or Masses at which multiple intentions are remembered may take only one offering for each Mass. Details can be found in the Financial Management and Control Manual for Parishes. [Click here](#) for immediate access to section 5.8 of the manual, which addresses the issue. The memo from Archbishop Burke is dated June 16, 2008, and items 6 and 12 pertain to the question.



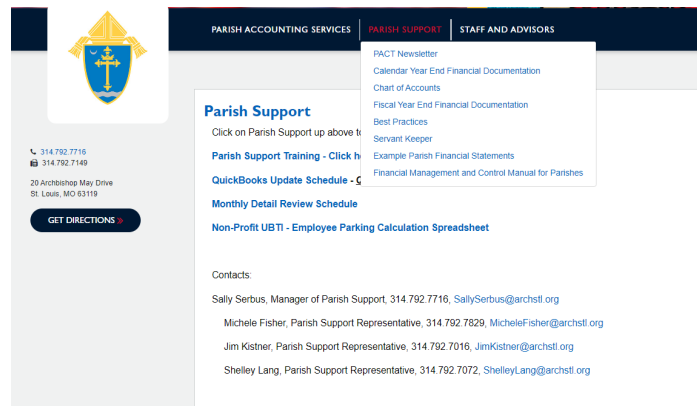
# Status Animarum & Yearend Financials

Thank you for your support in completing the Status Animarum. We are close to completing the Fiscal Year End reviews. Please remember to reply within 7 days. Thank you for helping get the work complete along with all the changes with All Things New. Soon we will begin the FY24 QuickBooks Detail Reviews.



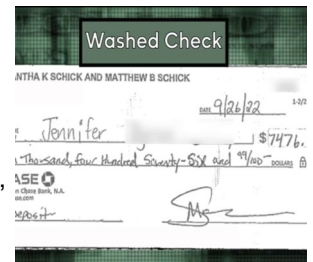
# Parish Support Webpage

Are you looking for answers and not sure where to go? Check out the Parish Support Webpage. [Click here](#) for a link to the page on the Archdiocese of St. Louis website. Here you will find a links to sign up for training, a QuickBooks update schedule, your monthly review schedule, PACT Newsletter and Index, report instructions, and the Financial Management and Control Manual for Parishes. These links are all found by clicking Parish Support tab and clicking the desired page. See the below picture for some great information that may be found on our page. This information is available 24/7 for your convenience.



# Fight Check Fraud With Positive Pay

Check fraud and check washing is on the rise. An effective means of fighting the problem is through Positive Pay. Simply put, Positive Pay is a procedure whereby banks will only clear checks you authorize for payment checks in a Positive Pay report/file. Most Positive Pay reports are Excel reports with a very specific format. Because each bank uses a different format, Parish Support is unable to provide instructions on creating the Excel report. However, we are happy to help create a QB report that can be used in completing the required report. Just contact your bank for a sample report and we'll work with you to create a QB report that will enable completion of the bank's Positive Pay Report.



# Mass Intentions

The offering to be given for the celebration of the Mass for a particular intention remains at ten dollars (\$10.00). If a member of the faithful gives a larger or smaller offering, it may be accepted. When more offerings are received than can be offered within a year, the offerings and intentions should be sent to Kenrick Glennon Seminary. Per Canon Law, it is not permitted to apply one Mass for several intentions for which individual offerings have been given and accepted. It is permitted to take only one offering a day for Masses celebrated, except on Christmas. The offerings for Masses are to be kept in a distinct account and are not to be commingled with parish funds. When an obligation for the celebration of the Mass has been fulfilled, the offering is to be given promptly to the priest who celebrated the Mass or, in the case of bination, it is to be forwarded to Kenrick Glennon Seminary. It is not permitted to keep offerings for Masses which have already been celebrated in the Mass Offering (Stipend) account.

# Human Resources



Last month, we were excited to introduce a new HR system for our Archdiocese that we will begin using in January called “ArchHR.” As a reminder, ArchHR is a new online HR system with enhanced employee access. Our employees will use ArchHR to update their own personal information such as email address, phone number, and emergency contact. Employees may also initiate address changes

and life events (such as a marriage or adding a dependent). Employees will log into ArchHR to view pay statements, vacation balances, and current benefits information. This is a major step forward in enhancing our employee experience and important investment in the future of our service to the community.

On October 11, 2023, the ArchHR project met with some of the Parish Business Managers to provide an update of the new system and show a few more screenshots of the look and feel of ArchHR. In the meeting, we:

- Reviewed the benefits of ArchHR
- Discussed the activities Parish Business Managers (or designated rep) will perform in ArchHR
- Previewed the system by demonstrating the steps to change job and compensation information in ArchHR
- Examined the important relationship between the Priests, Parish Business Managers (or designated rep) and HR in communicating, initiating, and approving transactions in ArchHR

Please [click here](#) for the presentation from the meeting. [Click here](#) for the Life Cycle Poster.

The ArchHR project will continue to send communications and offer training as we get closer to January. In the meantime, please make sure and read any communications from the ArchHR project team. If you have questions, you may reach out to the project mailbox at [ArchHR@archstl.org](mailto:ArchHR@archstl.org).

ArchHR has the full support of the Archbishop and our leadership team. We thank you in advance for your support as well. We are looking forward to ArchHR!



# ACA List Submission

The 2024 Annual Catholic Appeal Parish Prep packets will be mailed to all Pastors and Parish Life Coordinators in early November. The packet will include instructions for preparing your parish list and completing your online questionnaire. The instructions will also be available on the [ACA website](#).



The deadline for submitting both your parish list and the online questionnaire is **Friday, December 8, 2023**. Again this year, one parish incentive ticket will be awarded to parishes that return their parish list **and** complete the online questionnaire by the due date.

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.

## QuickBooks Update Schedule

Planning Ahead — QB Access: The IT Office schedules routine QuickBooks updates every three weeks on Sunday beginning at 5pm and finishing by 12am. In many instances this process may be complete in the early evening hours. The process takes approximately 1 to 1 1/2 hours to complete and is scheduled to begin at 5pm. Users will not have access to QB during the update. The complete schedule with dates and times is on the Parish Support page on the website. Please plan your accordingly. The next update is Sunday, November 5<sup>th</sup>.



[Click here](#) for the link for QuickBooks Update Schedule on the Parish Support Website


## Servant Keeper Tip

Servant Keeper is a tool used in the parish to keep the parishioner contact information and to record the contributions. It is a great tool where you can streamline the number of applications you need to use for your parishioners. Servant Keeper has a built-in text and email solution (soon to include voice), allows your parish team to send messages to individuals, groups or your entire ministry. The voice application will allow you to send a voice recorded message to landlines and cell phones. There are also many other applications Servant Keeper offers.



## From the Archives Office

The Archives updated the “closed parish” list on their website, which includes subsumed, merged, and transitioned parishes: <https://www.archstl.org/archdiocesan-archives/closed-parishes>. It will be updated as new information becomes available, and as Archives receives sacramental records from parishes.



**ALL THINGS NEW**  
STEADFAST IN FAITH • FORWARD IN HOPE

**PARISH SUPPORT**  
[archstl.org/parish-accounting-services/parish-support](https://www.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.*

<b>Sally Serbus, Parish Support Manager:</b>	Phone: <a href="tel:314.792.7716">314.792.7716</a>	Email: <a href="mailto:SallySerbus@archstl.org">SallySerbus@archstl.org</a>
<b>Michele Fisher, Parish Support Representative:</b>	Phone: <a href="tel:636.579.1674">636.579.1674</a>	Email: <a href="mailto:MicheleFisher@archstl.org">MicheleFisher@archstl.org</a>
<b>Shelley Lang, Parish Support Representative:</b>	Phone: <a href="tel:314.792.7072">314.792.7072</a>	Email: <a href="mailto:ShelleyLang@archstl.org">ShelleyLang@archstl.org</a>
<b>Jim Kistner, Parish Support Representative:</b>	Phone: <a href="tel:314.792.7016">314.792.7016</a>	Email: <a href="mailto:JimKistner@archstl.org">JimKistner@archstl.org</a>
<b>Jeff Martin, Director of Parish Accounting Services:</b>	Phone: <a href="tel:314.792.7111">314.792.7111</a>	Email: <a href="mailto:JeffMartin@archstl.org">JeffMartin@archstl.org</a>