

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



Volume 9, Issue 2, February 2024

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Calendar Dates to Note:

- 2/19 Curia Closed Presidents Day Holiday.
- 2/14 Special Collection Church in Central and Eastern Europe.
- 2/18 Special Collection Black and Indian Missions.

To Do List

- Start on FY 25 Budgets
- Return Endowment Elections by March
- St Louis Review Servant Keeper export due by March
- Update all parish contacts in Parish Helper OnLine, double check all emails are correct for contacts

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](#)

Reminder of Signatory

The Financial Management And Control Manual For Parishes, section 5.2 Archdiocesan Temporalities Policies, states: All parish accounts should have at least two signatories. These should be the Pastor and the associate Pastor. In parishes that have no associate Pastor, the Pastor may have the permanent deacon assigned to the parish as a second signatory. In parishes that have no associate Pastor or retired priest in residence or permanent deacon, the Dean should be the second signatory. Please note that only clergy are to be signatories on parish accounts. (If other procedures are operative in parishes staffed by religious communities, please advise the Dean.)

Other Nonprofit 501(c)3 Collections

Reminder that account 244950 Other Non-Profit Collections is used only for funds collected and sent to non-profit 501(c)3 entities that are listed in the Official Catholic Directory (OCD). Funds for all other entities post to 435100 Gifts-Restricted (when received) and 532100 Contributions (when disbursed).



Endowment Elections

- Parishes and agencies with endowments and non-endowments that have funds available for distribution will receive their election statements for FY2024 this month.
- Election Statements are due Friday, March 15, 2024. If election statements are not received by the due date, the elected withdrawals not be available on the disbursement date of July 1, 2024.
- To request disbursement, please take the following steps.
 1. Receive approval for the disbursement from the appropriate body according to the terms of the endowment operating policy.
 2. Complete the election form.
 3. Scan the completed form and email it to investfund@archstl.org by Friday, March 15, 2024.
- More information will be included with the election form. Thank you for your stewardship of these funds.

Teacher Contract Prep Begins

Emails are being sent in early to mid-February for teacher contracts. If you do not receive the email by mid-February, please contact Sharon Giesecking at 314.792.7308 or sharongiesecking@archstl.org.



Today & Tomorrow Scholarships

Tomorrow Educational Foundation administers scholarships to all the Archdiocese's elementary schools. The application process opens on January 22, 2024. Apply online to TTEF-STL.ORG. If you have questions or need more information, please contact Laura George at 314.792.7623.



ST. Louis Review Subscription Support

Parish subscription updates are due by Friday, March 8, to allow ample time for Fiscal Year 2025 consolidated billing assessments and budget preparations. Subscriber list updates are to be emailed to subscriptions@stlouisreview.com; directions for Servant Keeper parish subscription changes and updates can be found on the [parish support webpage](#).



Please remember that all parishioners who contributed at least \$100 are to be included in the parish subscriber lists unless the parishioner specifically requests to be omitted.

Questions about St. Louis Review subscriptions should be directed to subscriptions@stlouisreview.com or (314) 792-7507. Questions about Servant Keeper should be directed to the Parish Support team.

Servant Keeper Files of Merged and Subsumed Parishes

Parishes are asked to contact Parish Support after the final contribution statements have been published from merged and subsumed parish Servant Keeper files. What is needed for the final records to be pulled and sent to Archives, depends on the SK version used.



- Version 8 Cloud—please provide log in credentials—do not cancel your Cloud subscription until advised to do so
- Versions 7 & 8 local—please send a back up file (preferably emailed)
- Versions 6 and earlier— please contact Parish Support immediately for processing

Please contact Parish Support if you need assistance or have questions.

Parish Helper OnLine Assignments

All parishes are reminded to verify and update ALL assignments listed in PHOL. There have been many changes in the past 12 months in parish assignments. It is necessary for all assignments to have a current contact person listed. It is acceptable to have one person listed for multiple assignments. If your parish does not have a school, that contact may be left blank. Please log into PHOL today and check your parish assignments. Thank you in advance for your attention to this important update.



Curia Connections

As mentioned in the opening comments of the January Curia Connections gathering, future Curia Connections agendas will be developed according to the needs and interests as suggested by YOU - our valued parish office staff and ministries. We are working on the next Curia Connections gathering in April, which all parish staff and ministries are invited.

As you consider the format of and topics presented at the January gathering, tell us:

- What did you like?
- What could have been done better?
- Is there a topic you'd like presented?
- Is there a Curia Office you would like more information about or a presentation on what they offer.
- ***If you did not attend our January meeting, tell us why and what we can do to get you to the April meeting.***

Please feel free to contact anyone in the Vicariate or Parish Support directly with any feedback that you may have for how we can make these meetings the most useful to you as parish leaders and staff!

Northern Vicariate Coordinator	Kara Koen	314-792-6510	carakoen@archstl.org
Southern Vicariate Coordinator	Joyce Mard	314-566-3818	joycemard@archstl.org
Western Vicariate Coordinator	Laura Voegelie	314-792-6451	lvoegelie@archstl.org
Parish Support Manager	Sally Serbus	314-792-7716	sallyserbus@archstl.org

Servant Keeper Online Office and Servant Keeper Cloud

Parish Support encourages parishes to have Servant Keeper 8 cloud. The cloud version gives you unlimited users, unlimited number of devices, and back ups are automatic. You can access the file from a remote computer, unlimited members tracked, management involvement, unlimited mass email capability and free unlimited help desk assistance from Servant Keeper. The current price of the cloud bundle is \$64.99.



Servant Keeper Online Office is free with Servant Keeper 8 cloud. Features of Servant Keeper Online Office are:

1. Allows parishioners to update selected family and individual profile fields.
2. Parishes can invite parishioners to set up a username and password, enabling parishioners to review their contributions and retrieve their own contribution statements.
3. The dashboard feature allows parish staff and the Pastor the ability to access valuable membership and contribution data information from a mobile device.
4. Parishes can grant parishioners access to online directories.
5. The parish can choose to give parishioners access to view selected parish calendars.



ALL THINGS NEW
STEADFAST IN FAITH • FORWARD IN HOPE

PARISH SUPPORT
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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