

# Parishes And Curia Together

## PARISH SUPPORT NEWSLETTER



Volume 9, Issue 3, March 2024

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### Calendar Dates to Note:

- 3/10 Special Collection Catholic Relief Services.
- 3/21 Curia Staff Enrichment 11:30am –1:30pm.
- 3/29 Curia Closed Good Friday
- 3/29 Special Collection Holy Land.
- 3/31 Special Collection for Retired Priests.

### To Do List

- St Louis Review Servant Keeper Export due March 8
- Endowment Elections due March 15
- Work on FY25 Budgets
- Update PHOL with contacts and Holy Week and Easter schedules

### 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](#)

### Holy Week and Easter Masses

Parishes should routinely update their Mass times in Parish Helper OnLine (PHOL). It is especially important to have Holy Week and Easter Masses listed in PHOL as many Catholics use the search tool provided by the Archstl.org website to find Mass times. Follow the instructions found in the PHOL user manual—Mass Reconciliation and Eucharistic Adoration Time—section on pages 6-9. Also, make sure your own parish website is updated and notes those Masses that are live-streamed and what location the Masses will be celebrated.





# ARCHDIOCESE OF ST. LOUIS

## Curia Connections



**Preparations have begun for Curia Connections meetings in April and we need your input!** These gatherings are held to meet your needs. Please send questions and items you want addressed to your Vicariate Coordinator or Parish Support so we can invite the Curia office to respond during the meetings.

**Mark your calendar now & look for invitation and agenda on March 18.**

### Northern Vicariate

Contact: Cara Koen 314-792-6510  
carakoen@archstl.org

*Tuesday, April 16*

*Our Lady of the Pillar*  
401 S Lindbergh Blvd. St. Louis, MO 63131

### Southern Vicariate

Contact: Joyce Mard 314-566-3818  
joycemard@archstl.org

*Wednesday, April 17*

*St. Joseph Parish (Imperial)*  
6020 Antonio Rd. Imperial, MO 63052

### Western Vicariate

Contact: Laura Voegelie 314-792-6451  
LVoegelie@archstl.org

*Thursday, April 18*

*St. Ann - Clover Bottom*  
7835 State Hwy YY, Washington, MO 63090

## Confirmation Sacrament Recording.

Recording our sacraments correctly is important. The sacraments are not to be recorded until after the actual sacrament has occurred. All confirmations are to be recorded in the territorial parish in which the confirmation occurred. The one exception to this rule is confirmations at the New Cathedral for confirmandi who are not members of the New Cathedral parish:

- The parish sending the student or adult confirmandi is responsible for recording the confirmations into the parish register and in Parish Helper Online (PHOL).
- Prior to the confirmation date at the Cathedral Basilica, the parish receives blank cards, and each card must be filled out completely. Each confirmandi needs their own card on the date of their Confirmation. The confirmandi will present their card to the confirming bishop, vicar, or priest.
- Following Confirmation, the cards are given to the Office of Sacred Worship. The cards are labeled with the date and the confirming minister for each confirmandi. The Office of Worship mails one bulk mailing to the sending parish. The cards are scanned and emailed to the sending parish as well.
- With the reception of the cards, the sending parish records the Confirmations in the Confirmation Register and PHOL. Use the cards received from the Office of Worship, not a list from the DRE.
- Regional schools that send students to the Cathedral from several parishes: The parish that is on the campus of the school is responsible for recording all the confirmandi. Only one parish records the information in the register and in PHOL.
- If parishioners from multiple parishes are confirmed at the same ceremony, all confirmations are recorded at the territorial parish in which the confirmation occurs.
- In all sacrament of confirmation recordings, once the Sacrament is recorded in the register and PHOL, the parish must send the notification to the parish of baptism, including a hard copy mailed by US Postal Service. Any confirmandi baptized at a now closed or merged parish should send notification of confirmation to Archives and Records at 20 Archbishop May Drive, St. Louis, MO 63119.



## Estimated Consolidated Billing

The Parish Estimated Billing Document and memo for FY 25 were emailed to pastors on February 16, 2024. If you need a copy, please contact Parish Support. If you have any questions about the assessment calculations or allocations, please contact Bob Moore at 314.792.7243 or [bobmoore@archstl.org](mailto:bobmoore@archstl.org).

# Parish Helper OnLine Language Field



When updating Mass, Reconciliation, and Eucharistic Adoration Events in Parish Helper OnLine, you are now able to select a language when entering the event. The language is selected from the drop-down box. If a needed language is not listed, please contact Parish Support. This new feature of defined language will eventually display on the Archdiocese's website when displaying your parish Mass, Reconciliation, and Eucharistic Adoration times.

## From Internal Audit

### Do you use Positive Pay?

Positive pay is like having a bouncer for your checks - only the invited ones get past the financial velvet rope!

Speak with your bank about using positive pay to help prevent check fraud.




If you suspect fraud or financial misconduct  
REPORT IT!

Hotline: 1.866.655.2000 Website: [archstl.org/finance-wed](http://archstl.org/finance-wed) InternalAudit@archstl.org 314.792.7241

## Endowment Elections

- Parishes and agencies with endowments and non-endowments that have funds available for distribution received their election statements for FY2024 in February.
- Election Statements are due Friday, March 15, 2024. If election statements are not received by the due date, the elected withdrawals will 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](mailto:investfund@archstl.org) by Friday, March 15, 2024.
- More information is included with the election form. Thank you for your stewardship of these funds.



### 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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