

Parishes And Curia Together

PARISH SUPPORT NEWSLETTER



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Calendar Dates to Note:

- 5/12 Special Collection Catholic Communication Campaign
- 5/26 Special Collection Catholic Home Missions Appeal.
- 5/27 Curia Closed Memorial Day.

To Do List

- Ensure Sacrament Recording is current
- Continue working on FY25 Budgets
- Remind employees that all benefit eligible employees must take action this year by May 15th.
- Sign up for training classes offered by Parish Support.

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](#)

Status Animarum

The Status Animarum is available on **July 1** with a deadline of **July 31**. Please start now to complete the following tasks:

- Enter all sacraments in both the parish registers and in Parish Helper OnLine..
- Keep Servant Keeper records up-to-date. Verify that newborn and adopted children are included in families and the status of adult children is correct.

Verify you have completed all tasks needed by following the Monthly Administrative and Financial Checklist for Parishes on the Parish Support website or by [clicking here](#) . The instructions for the Status Animarum are posted on the Parish Support Webpage. Click [Statistical Report Instructions](#) and [Status Animarum](#) to have the most up-to-date instructions. The only change this year is to the Household report. The report now includes information for the scatter map and sending a copy to John Schwob.

Servant Keeper Tip: Adult Children

Did you know many parish Servant Keeper files have children in their 40's and 50's still living with mom and dad? Did you know this is a simple item to fix and should be corrected? All children over the age of 25, unless living with parents due to extraordinary circumstances, should have their own household or have their member status updated to moved. Set up and run a report in Groups Keeper pulling all children over 25 and marking the adult children as moved, a new household, or as an adult child. Disable their profile if they are marked as an adult child. Clean data helps with more accurate record-keeping. Please clean up adult children before updating your Status Animarum. Contact Parish Support if you need assistance or have questions.



Assessments and Consolidated Billing

To help in budget planning and to prepare for FY 25, please see the attached information on your consolidated billing instructions by [clicking here](#). On the Parish Support Website, there is a worksheet on calculation formulas for the figures used. This worksheet is on the website or may be accessed by [clicking here](#).

24-25 Substitute Teacher Rates.

Substitute Teacher Pay rates for the 2024-2025 school year are \$100-\$140 per day for a regular substitute. Those teaching a semester or more (long term) typically, sign an agreement and are paid according to the appropriate step and lane on the scale.



Open Enrollment

Open Enrollment begins May 1st and ends May 15th, 2024, with an effective date of July 1, 2024.



- To view the **2024 Open Enrollment video and other pertinent Open Enrollment information**, all benefit eligible employees should be directed to the Open Enrollment icon on the Archdiocesan Benefits homepage. For your convenience, the **2024 Open Enrollment Video** is linked [HERE](#).
- The Open Enrollment process must be done through **ArchHR – the Archdiocese NEW HRIS online platform**.
- **This is an ACTIVE open enrollment**, meaning **ALL** benefit eligible employees **MUST** take action online and either enroll in or waive health insurance coverage, flexible spending accounts (FSA) and/or supplemental life insurance. If no action is taken, then the employee will NOT be enrolled in any employee paid benefits for the 2024 – 2025 plan year, regardless of any previous elections.
- **New this Open Enrollment:**
- High Deductible Health Plan (HDHP) with Health Savings Account (HSA) medical plan option will be available to elect, granted the employee meets the eligibility requirements to enroll in an HSA. To view the **HDHP with HSA Educational Video**, please click [HERE](#).
- Supplemental Life Insurance enrollment will be included in this year's Open Enrollment process (this is different than previous years when it wasn't included). **Prior Supplemental Life insurance elections will not carry over. Employees that want Supplemental Life insurance MUST take action.** For more details, please view the 2024 Open Enrollment Video linked above.

Again, this year, employee Confirmation Statements will **not** be mailed out; employee's will, however, have the option to download and save, print, or email themselves a copy for their records at the end of their online enrollment.

For any employee benefits information or forms, please visit our Benefits/Human Resources webpage on the Archdiocese website at <https://www.archstl.org/human-resources/employee-benefits-and-forms> . Employee Wellness Program information may be accessed at <https://www.archstl.org/human-resources/employee-benefits-and-forms/employee-wellness-programs>

Deacon and Priest Compensation

Barb Sandell from the Finance Office and Payroll Department distributed the Compensation for Deacons and Priests. This information pertains to the pay schedule for Theology III seminarians to be ordained as transitional deacons and Theology IV transitional deacons to be ordained as priests. [Click here](#) for a copy of the correspondence.

Vocations Consecrated Life


The Office of Consecrated Life Needs Your Help. This fall, we will be publishing our biennial Consecrated Religious poster of men and women who have entered religious communities (those not yet in perpetual vows) who are from the Archdiocese of St. Louis, or who lived here prior to entering religious life. This 2022 poster shown here was distributed widely across the archdiocese. In preparation for the 2024 poster, if you know of any men or women from your parish or school who are in basic formation with a religious congregation that is located either inside or outside our archdiocese, we invite you to send contact information to consecratedlife@archstl.org. Submissions by July 14, 2024, are appreciated. We are confident that having these posters displayed throughout the archdiocese helps to encourage others to consider a vocation to consecrated life by seeing that many have responded to God's call and have dedicated their lives to a life of holiness and service to others, as consecrated religious. Your prayers for those discerning a religious vocation are greatly appreciated!



Reminder Servant Keeper Office

Remember, this is the time of year to make sure you have Servant Keeper Office updated and verified with your parishioners if your parish plans to have parishioners download their contribution statements next January. This is the time of year to get your parishioners set up and verify their email addresses. There are log-ins for the parishioner and the parish. This takes time to get everyone set up. Now is the time to start. Servant Keeper office is only available if your parish has Servant Keeper 8 cloud. If you have any questions, please contact Parish Support.





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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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