

Guidelines on When to Enter Sacraments In Parish Helper Online

If you are the church of baptism:

- A. Sacraments administered in the current fiscal year (July 1 – June 30):
 - a. Enter all sacraments administered at your parish in the current fiscal year. This includes baptisms/profession of faith, first communions, confirmations, marriages, ordinations, vows and funerals. PHOL tallies these entries for the Status Animarum.
 - b. Enter all sacrament notifications received from outside the Archdiocese. Be sure to click on the “Sacrament occurred outside of the Archdiocese of St. Louis” box. If this box is not checked the sacrament will be included in your Status Animarum and will have to be corrected.
 - c. Do not enter sacraments administered at another Archdiocesan parish.
- B. Sacraments administered in prior years:
 - a. As you receive sacramental notifications, you may enter all prior year sacraments that appear in your ledger. Be sure to enter the correct date and location of the sacrament.
 - b. If you find a duplicate record please email Sally Serbus (sallyserbus@archstl.org) and include the Sacrament ID#'s in question.

If you are NOT the church of baptism:

- A. Sacraments administered in the current fiscal year (July1 – June 30):
 - a. Enter all sacraments administered at your parish in the current fiscal year. This includes baptisms, first communions, confirmations, marriages, ordinations, vows and funerals. PHOL tallies these entries for the Status Animarum.
 - b. Click on the Notification button to print a notification for mailing. At this time, please continue to mail notifications printed from PHOL to ALL parishes even though an email is being sent.
 - c. Do not enter sacraments (first communions, confirmations, marriages, ordinations, vows and funerals) administered at another Archdiocesan parish.
 - d. **Do NOT enter baptisms that were not administered at your parish – NO EXCEPTIONS.** For baptisms outside of the Archdiocese, you may enter the date and location of baptism in the comments/notes field of the sacrament administered at your parish.
- B. Sacraments administered in prior years:
 - a. You may choose to enter prior year sacraments administered at your parish.
 - b. NEVER enter sacraments that were not administered at your parish.