

Information Technology

314.792.7593 | adchelp@archstl.org

- Develop software applications
- Assist in selection of software, hardware and implementation
- Provide support to over 1,000 users
- Provide backups of mission-critical data
- Develop, maintain and test disaster recovery plans
- Maintain operational and secure technology infrastructure for:
 - E-mail
 - Internet
 - Intranet for archdiocese and parishes
 - Citrix servers
 - QuickBooks
 - Application systems

Internal Audit

314.792.7133 | mduffy@archstl.org

- Assist external auditors to reduce costs
- Prepare audited financial statements for selected entities
- Prepare and submit IRS Form 990s as needed to retain tax-exempt status
- Conduct audits to enhance operational efficiency

Legal Counsel

314.792.7075 | tombuckley@archstl.org

- Provide legal advice in all areas of law

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- Promote compliance with all regulatory authorities
- Supervise outside counsel in litigated matters
- Receive, review and respond to all summons, subpoenas, court orders and complaints
- Review contracts and leases
- Supervise administration of estates and trusts of which Archdiocesan entities are named as beneficiaries
- Coordinate internal investigations as needed

Office of Sacred Worship

314.792.7231 | worship@archstl.org

- Coordinate Archdiocesan liturgies
- Manage the Reclamation Center for donated items and items from closed parishes

Additionally...

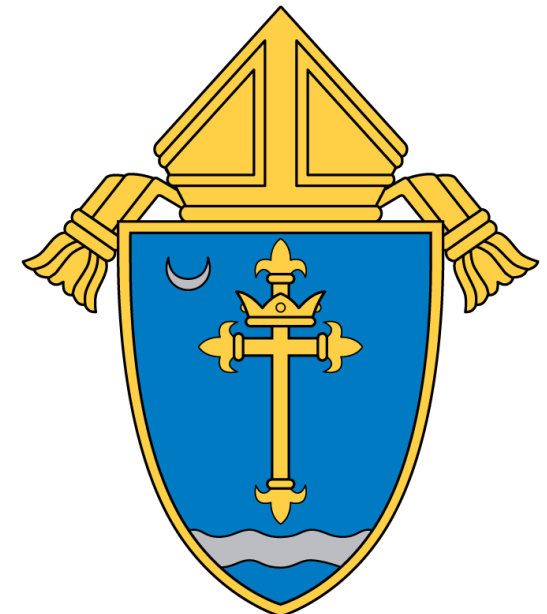
We fund necessary Archdiocesan offices:

- Office of the Archbishop
- Offices of the Vicars-General
- Office of the Chancellor
- Office of Vicar for Priests
- Office of Consecrated Life
- Tribunals
- Ecumenical and Interreligious Affairs
- Archbishop's Residence
- Cardinal Rigali Center
- 4445 Lindell Blvd. (The "Round House")

Offices

Archdiocesan Administrative Offices

guide to services



Your Assessment Dollars at Work

The agency management fee that is charged to all offices is used to fund the services described within the pamphlet and much more. These services are available to all offices and agencies.

Archives

314.792.7020 | archives@archstl.org

- Collect, maintain and preserve historical records of the Archdiocese and its parishes

Buildings and Real Estate

314.792.7087 | cherylharness@archstl.org

- Assist with purchases, sales and leases of property
- Assist with and oversee planning, design, construction and operation of facilities
- Assist with environmental remediation
- Direct new construction, renovation and repairs
- Maintain microfilm library of plans and blueprints
- Develop list of approved architects, engineers and contractors, and evaluate performance
- Inspect properties for environmental compliance and abatement programs
- Assist in resolving insurance claims
- Facilitate safety and HVAC seminars
- Negotiate property easements
- Assist with maintaining property tax exemptions

Central Purchasing

314.792.7067 | markweaver@archstl.org

- Negotiate significant discounts on goods and services
- Employ e-commerce software to maximize efficiency of the purchasing process
- Provide purchasing assistance and product sourcing
- Development and review of vendor contracts and agreements

Communications and Planning

314.792.7500 | communications@archstl.org

- Assist with website design and video
- Provide training for use of social media
- Collect and analyze demographic census data to support planning efforts

Finance Office

314.792.7281 | mheiders@archstl.org

- Maintain the financial books and records of 60+ Archdiocesan offices and agencies (excluding Catholic Charities)
- Develop budgets and financial reports for offices and agencies

- Manage loan and deposit systems for 300+ customers
- Process all stock donations
- Coordinate the annual external audit of financial records
- Process payroll for all offices and agencies:
 - Process over 30,000 payments per year (excluding Catholic Charities)
 - Process and remit all employer and employee withholdings
- Train and support high school staff on use of tuition recordkeeping systems
- Complete and file all regulatory reports and payments to government agencies
- Develop and maintain accounting policies and procedures for all offices and agencies

Human Resources

314.792.7540 | humanresources@archstl.org

314.792.7546 | benefits@archstl.org

- Assist with staff recruitment, development, retention, retirement and termination
- Coordinate on-boarding and orientation of new employees
- Develop and administer employee benefit plans
- Coordinate wellness activities for employees
- Develop and maintain salary ranges for all personnel
- Administer Safe Environment Program
- Negotiate union contracts where applicable