

## 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

- Ensure parishes comply with IRS, Department of Labor, and Wage and Hour rules
- Facilitate accurate and timely financial statements
- Review internal controls regarding monies received, offertory collections and approval for disbursements
- Conduct parish 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

- Assist parishes with liturgical resources
- Coordinate Archdiocesan liturgies
- Manage the Reclamation Center for donated items and items from closed parishes

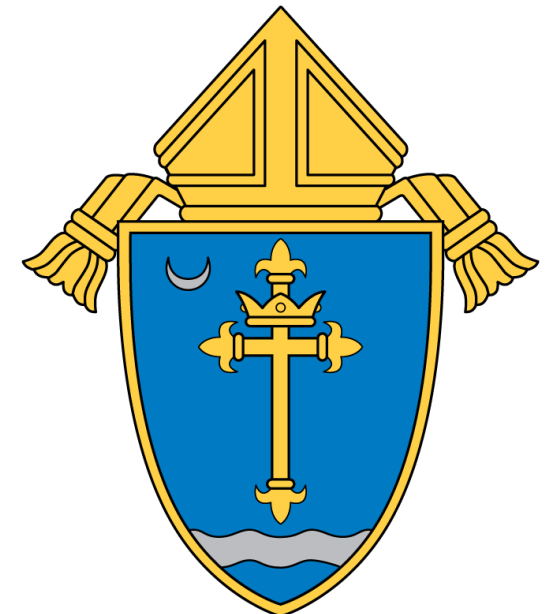
## Additionally...

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")

## Parishes

# Archdiocesan Administrative Offices guide to services



# Your Assessment Dollars at Work

The Archdiocesan Support Services Assessment that is charged to all parishes is used to fund the services described within the pamphlet and much more. These services are available to all parishes.

## Archives

314.792.7020 | [archives@archstl.org](mailto:archives@archstl.org)

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

## Buildings and Real Estate

314.792.7087 | [cherylharness@archstl.org](mailto:cherylharness@archstl.org)

- Assist with purchases, sales and leases of property
- Assist with and oversee planning, design and construction of parish 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
- Assist in the selection of sites for new parishes
- 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](mailto: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](mailto:communications@archstl.org)

- Assist with website design and video projects
- 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](mailto:mheiders@archstl.org)

- Manage loan and deposit systems for 300+ customers
- Process all stock donations

- Process payroll and remit all employer and employee withholdings for those parishes requesting this service
- Prepare and distribute annual compensation letters to priests

## Parish Support Office

314.792.7716 | [sallyserbus@archstl.org](mailto:sallyserbus@archstl.org)

- Provide telephone support to all parishes
- Review quarterly payroll tax reports prior to payment and filing
- Maintain Financial Management and Control Manual for Parishes
- Review the fiscal year-end financial statements of all parishes
- Provide analytical reports to parishes annually
- Calculate the assessments and distribute the annual statement to all parishes

## Human Resources

314.792.7540 | [humanresources@archstl.org](mailto:humanresources@archstl.org)

314.792.7546 | [benefits@archstl.org](mailto: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 employee wellness activities
- Develop and maintain salary ranges
- Administer Safe Environment Program
- Negotiate union contracts where applicable