



## Parish Contributions and Envelopes

Although we have been a unified parish since July 1, 2019, there are certain aspects of the unification that have taken a little more thought and planning to execute. During fiscal year 2020-2021, while managing COVID-19 compliance and reopening the churches, several of these processes were postponed, including combining the local parishioner databases, the Give Central accounts and redesigning the parish contribution envelopes.

Each of the former parishes was utilizing a different parishioner database to record contributions and the parish was incurring a duplicate expense for software licensing. During this fiscal year, each database (PDS and ParishSoft) was evaluated for cost, flexibility and data input. The PDS database was selected as the successor database for Holy Guardian Angels Parish. Once the selection was made, arrangements were made to transfer the data history in ParishSoft into the PDS database. All of the data records were successfully transferred in early September 2021. Several accommodations were required, including the handling of envelope numbers from ParishSoft. In order to ensure a successful data transfer, all duplicate ParishSoft envelope numbers were incorporated into PDS with a 20000 numerical series (i.e. envelope number 601 would become 20601). If the ParishSoft envelope number did not have a duplicate counterpart in PDS, it was incorporated into PDS with the original ParishSoft envelope number. Any envelope assigned a 20000 series envelope number may be changed by calling the parish business office.

As all of the data from the ParishSoft database was successfully transferred, this will not affect the processing of fiscal 2021 tax statements for parishioners. As in prior years, the tax statements for Holy Guardian Angels parishioners will be processed and delivered in January 2022. The deadline for processing 2021 contributions is January 15, 2022. After that date, all contributions received will be recorded as contributions for 2022.

Each of the former parishes was also utilizing a different envelope design and printer. The printing costs were evaluated this year, as well, and the low-cost printer was selected. The next step was to design a new envelope for the parish, which includes features of the envelopes from both former parishes and the HGA parish logo. The most significant change will be incorporation of the former First Fruits monthly envelope into a common Capital Fund for Holy Guardian Angels, in which capital contributions may be made weekly instead of monthly. There is also a line to record a check number, which will enable the office staff to include this information in the parishioner database once the weekly collection has been counted. The printing and delivery of envelopes, bi-monthly, will follow the same format that parishioners are generally familiar with.

The parish is very blessed with the generosity of our parishioners and many continue to make their contributions payable to either St. Barbara or St. Louise. Counting the weekly contributions would take much less time without having to manually endorse all of these checks before they are stamped for deposit to the Holy Guardian Angels main operating bank account. *All parish contributions should be made payable to Holy Guardian Angels Parish.*

Once the collection is processed and deposited, the contribution envelopes are then remitted to the business office. All of the contributions are then manually entered into the parishioner data base, to record each parishioner's weekly contributions. In order for all of this information to be entered into the data base accurately, contributions must be accurately recorded on the face of the envelope, including a check number, if applicable. Many parishioners do not complete this step and this information must then be recorded for each incomplete envelope while processing the weekly collection for deposit. Counting the weekly contributions would be less time consuming without having to complete the donation information on incomplete envelopes.

The final process will be to combine online giving into one parish account. Although both former parishes have been using Give Central, each of those separate accounts will need to be combined into a new Holy Guardian Angels account at Give Central. We are currently working with Give Central to transition parishioner online giving accounts and we will have more information regarding this process in the near future. The transition is expected to be transparent to our parishioners however we will keep you informed as to the nature and timing of the transition.

We encourage our parishioners who currently give online to continue with online giving and to encourage registration for online giving to all of our parishioners.

Any issues with envelope numbers may be resolved by contacting Lynn Waterloo at the parish business office at 708.352.1898 or via email at [lwaterloo@hgaparish.org](mailto:lwaterloo@hgaparish.org). Thank you, again, for your generosity and wishing everyone a blessed Advent and Christmas.