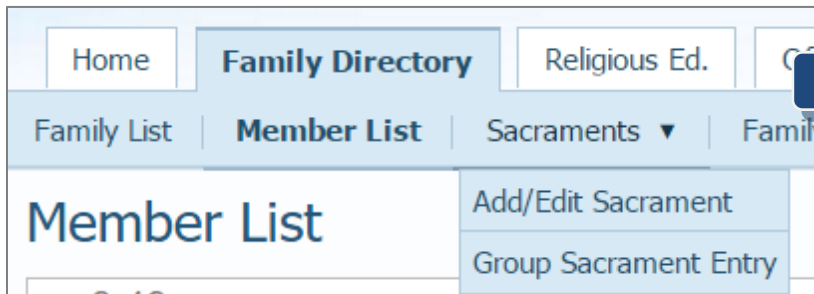


Sacraments

There are 3 ways to enter a sacrament into the system

- Through the Member Details record in the Member List
- Through the Add/Edit Sacrament menu
- Through the Group Sacrament Entry menu: Family Directory or Religious Education



The screenshot shows the 'Member Details' form for Jason Abler. The form includes fields for Gender (Male), Title (Mr.), First Name (Jason), Nick Name (Jason), Middle Name (J.), Last Name (Abler), Role (Husband), Status (Active), Birth Date (3/16/1981), Birth Place, Age (36), Date of Death, Religion (Catholic), Language, Ethnicity, Marital Status (Married), and Envelope # (0). Below the personal information is a 'Sacrament Entry/Summary' table.

Sacrament	Completed	Date	Prep Year	Parish	Celebrant
Baptism:	<input checked="" type="checkbox"/>			Cathedral of San Demo, An ...	
Reconciliation Prep:	<input type="checkbox"/>				
First Eucharist:	<input type="checkbox"/>				
Confirmation:	<input type="checkbox"/>				
Marriage:	<input checked="" type="checkbox"/>	10/22/2012		Cathedral of San Demo, An ...	Rev George Newton
Anointing of the Sick:	<input type="checkbox"/>				
Holy Orders:	<input type="checkbox"/>				

Sacramental Exercise 1

Updating and entering sacramental information on the Member Details screen

- **From the Members List Screen** find your **Name**
- Click **“your name”** to open the member details.
- Click **Sacraments** tab
 - A. Updating a Baptism record
 1. Click **Edit Details** to make changes
 2. Enter a **date** in the Date field
 3. Find the parish of **Demo Church, Ann Arbor**
 4. Find Celebrant **Reverend Wes Bozzetto**
 5. Click **Save**
 6. Click the **Sacraments** Tab again and notice you now have a details field.
 - B. Creating a Marriage record
 1. Click **Edit Details**.
 2. Check **Completed** checkbox next to Marriage:
 - Note: If the roles of husband and wife are filled out you will get a possible match and you can click on **Yes**.
 3. Enter **2-14-1962** in the “Date” field
 4. Click button w/3 dots to open Organization Directory. Enter **“Demo”** in org name, click search, select a church, and click **Accept**.
 5. Choose a celebrant from one of the celebrants in the list
 6. Click **Save**
 7. Click **Sacraments** tab, and click **Details** beside the Marriage record.
 8. In **Marital Status**, scroll to or type **“married”**
 - Note:** if the roles were not complete you will need to find the spouse and add them
 - Beside “Spouse” field, click the **icon** to search for the spouse
 1. Enter last name, change Status to **Active**, click **Search**.
 2. Click circle beside the spouse and click **Accept**
 9. Click **Save**; **close** the tab; click **OK** on the message to see updates

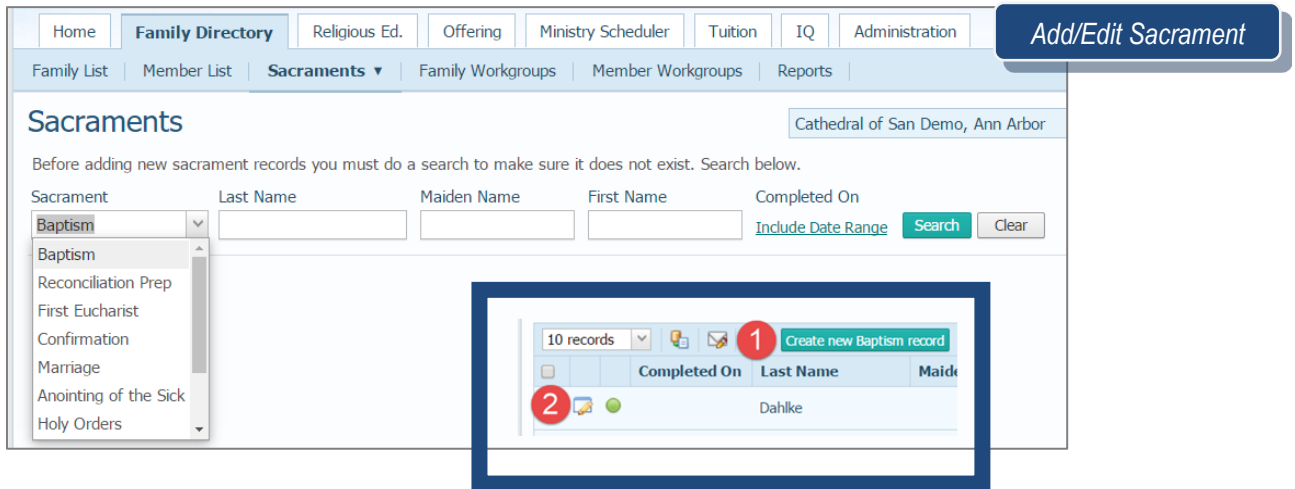
Canonical: Catholic Wedding

Banns – Did it get published?

Disparity of Culture – One is Catholic the other is not but both are baptized

Former Marriage – not current marriage

Mixed Religion – Catholic is baptized and non-Catholic is not baptized



Sacramental Exercise 2

Creating a sacrament via the Add/Edit Sacrament menu

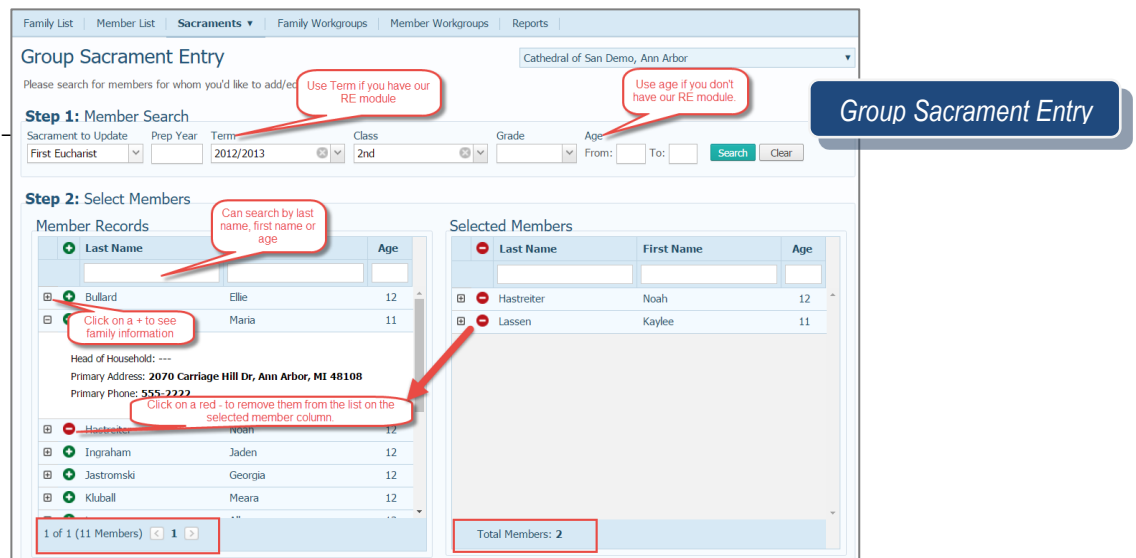
Create a Baptism record for Kim Spindler's child.

1. Hover over the Sacraments menu and click on **Add/Edit Sacrament**
2. Choose **Baptism** from the pull-down menu and type "Spindler" in the last name field
3. Click **Search**
4. When no results are found, click on **Create New Baptism Record**
5. In the pop-up screen, search for the Spindler last name and choose **Brad Spindler**
6. Mark the box for **Completed** and enter a completion date
7. Enter any additional information that applies to this sacrament, then click **Add**

Sacramental Exercise 3

1. Create a group sacrament for **First Eucharist, Term 2016/2017** and class **2nd Grade**
2. Add all members to the right side by clicking on the green plus sign at the top of the list
3. Remove Tyler Jensen by clicking on the red minus sign next to his name
4. Update items in Step 3 until completed.

NOTE: Date, Last Sunday and Place will auto-populate with your parish listed at the top



Select a template below, [create a new one](#) or [open one](#).

Template Name

Mail Merge exercise

1. Open the **Sacrament** tab and find the 1st Eucharist class we entered.
2. Select all students listed (do in one click).
3. Click on the **Mail Merge** icon
4. Click on **Merge Selected Records**
 - i. What happens if you choose Merge All records?
 - ii. Can I print one or more sacraments at time?
5. Choose the Certificate of First Eucharist
6. View Merged Data (on Mail Merge tab).

Reports

View Sacrament Registry Reports for the First Eucharist Students.

QUESTIONS FROM CLASS

1. There are two ways in which to enter sacraments. True or false?
2. We can use Group Sacrament entry even if we don't have Religious Ed. True or false?
3. What 3 sacrament fields cannot be found on the Member Details tab?
4. Where do sacrament certificate names pull from?
5. Can I create and save new certificates?
6. Can I add an image in the background?
7. If I mark the template as Global, can others change it?

TIPS & TRICKS

- The Add/Edit Sacrament page can be used to search for, edit, or create sacramental records
- Only the 7 main sacraments are listed on the Member Details tab. Things such as Funeral, Rite of Reception and Religious Profession can only be added from **the Add/Edit Sacrament** screen
- ParishSOFT templates are ready-made for you to use, save as, or get ideas to build your own!
- Pay attention to the status color bubble on the Add/Edit Sacrament screen...green means it's complete and gray means it's incomplete

ANSWER KEY

1. *False*
2. *True*
3. *Funeral, Rite of Reception and Religious Profession*
4. *Member Details tab fields*
5. *Yes, you can create new, save over existing, or save as something else*
6. *Yes, images can be added, but a full-page image may need to be split into separate images and placed around the page so as to not lay over certificate text*
7. *Yes, if the Read Only box is not also checked*