Best Practice: Adult Children in Families.

Problem: How in ParishSOFT do we handle children as they become adults?

ParishSOFT does not have a formal process to handle children as they become adults in the software. This is generally noticed as the child ages and turns 18 they start to register as their own families. The problem lies in the fact that the software does not allow a member to be part of two families at the same time. The software has two ways of doing this:

- New Family: A new family can be created with a new member in that family. This new member now becomes what would best be described as "duplicate members" in the system since original family with that member would still be there and there is not a connection between the two members.
- Import Member: The software does allow one to import a member from one family to another. This results in that member being removed from the family it is being imported from. This works well if that is the desired result. However in the case of children becoming adults it's typically thought of that the member needs to be in the original family as well as in their own family so that it's shown that the parents did have children.

If the child is 18 years or older and is not registering as their own family then the member status should be set to inactive.

Using the New Family or Import Member from above one of the follow methods can be followed if that member then does want to register as their own family. It is recommended that once a parish has chosen one of the methods below that method is used from that point forward to keep the data consistent.

Method 1: A new family is created with a new member for that member and the pertinent information (sacramental info and other info) manually copied from the original member to this new member. The old member status is set to inactive and the new member status set to active. A note can be placed in both members to indicate what was done.

Method 2: A new family is created with a new member for that member only basic information is put in for this new member. The import feature is used to then:

- move the original member from the original family to the new family
- move the new member record from the new family to the original family
- A note is placed in the "new" member record to indicate that all the members information is now with the "original" member record that is now in the "new" family.

Method 3: A new family is created with a new member for that member with just the default information. Then the import feature is used to move the original member from the original family to the new family after which the new member is deleted. A note can be placed in the original family to indicate that this has been done.

While this document gives general direction there may be situations that need to be handled in different ways. Please be pastoral in your approach.

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