

Simple Way to Move Committee members from a Church Committee to a Standard Committee



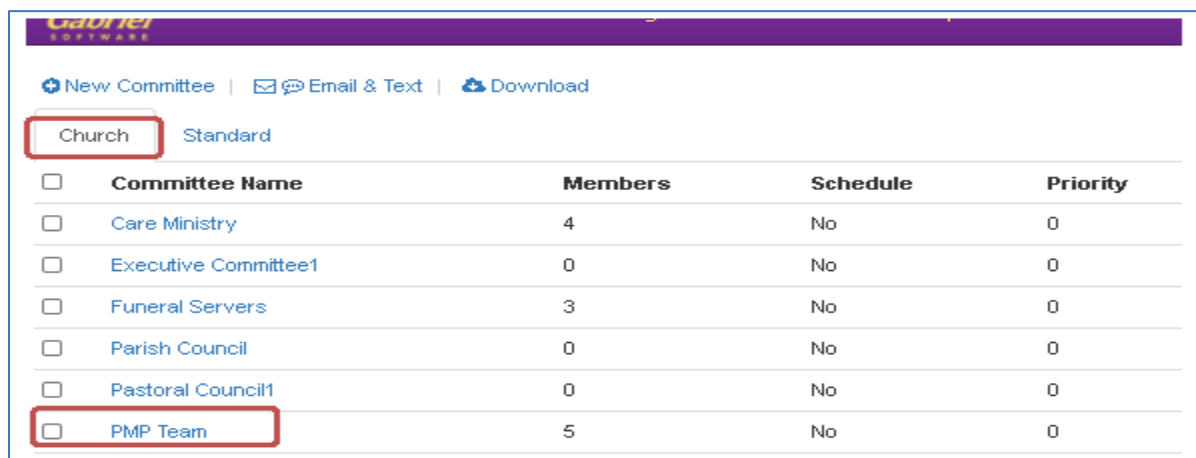
This article is also available via a short video demonstration on the Diocesan Freshdesk,

If you already have your Committee set up in the church Committees – you can simply view the member in the Church Committee, pick a different committee name from the Standard Committee list, pick their position, add a start/end date if appropriate and save. Then repeat for each member.

****Tip:** To avoid confusion between Church Committees and Standard Committees with the same Committee Name, you will want to update the Church Committee Name (like Finance Council to Finance Council2) so you can distinguish them from Church vs. Standard Committees – especially when assigning committees using Member Maintenance.

Adding a Member to a Standard Committee via Committee Maintenance

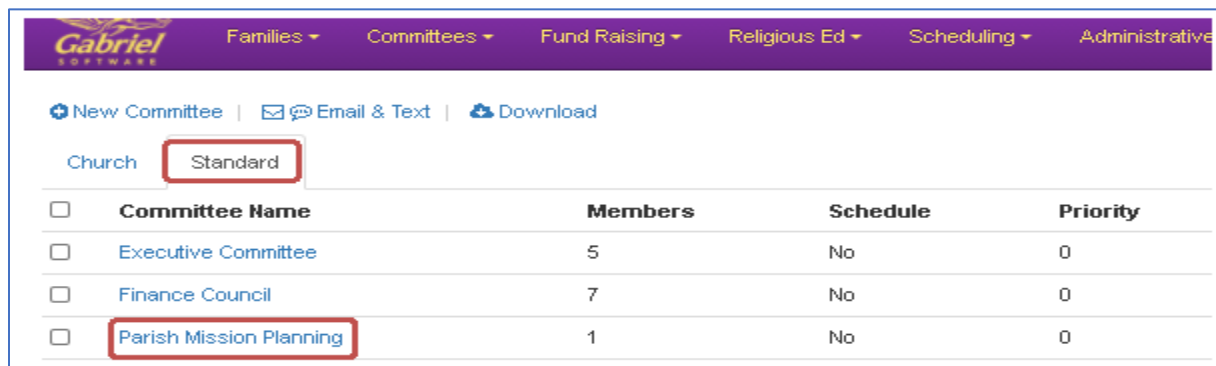
1. From the menu, Click **Committees > Committee Maintenance** and Select the Committee by clicking on the Committee Name to see the list of the members on the committee.



The screenshot shows the Gabriel Software interface for Committee Maintenance. The 'Church' tab is selected. A table lists various committees with columns for Committee Name, Members, Schedule, and Priority. The 'PMP Team' row is highlighted with a red box.

☐	Committee Name	Members	Schedule	Priority
☐	Care Ministry	4	No	0
☐	Executive Committee1	0	No	0
☐	Funeral Servers	3	No	0
☐	Parish Council	0	No	0
☐	Pastoral Council1	0	No	0
☐	PMP Team	5	No	0

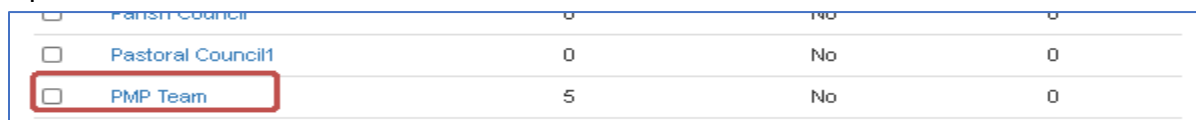
2. You want to move this group to your Standard Committee Parish Mission Planning



The screenshot shows the Gabriel Software interface for Committee Maintenance. The 'Standard' tab is selected. A table lists various committees with columns for Committee Name, Members, Schedule, and Priority. The 'Parish Mission Planning' row is highlighted with a red box.

☐	Committee Name	Members	Schedule	Priority
☐	Executive Committee	5	No	0
☐	Finance Council	7	No	0
☐	Parish Mission Planning	1	No	0

3. Open the Committee from the Church Tab



The screenshot shows the Gabriel Software interface for Committee Maintenance. The 'Church' tab is selected. A table lists various committees with columns for Committee Name, Members, Schedule, and Priority. The 'PMP Team' row is highlighted with a red box.

☐	Committee Name	Members	Schedule	Priority
☐	Parish Council	0	No	0
☐	Pastoral Council1	0	No	0
☐	PMP Team	5	No	0

4. Select the Member from View at the right to Edit the member assignment

The screenshot shows the 'Committee Information' tab with a 'Members' sub-tab. At the top, there are input fields for 'Full Name', 'Position', 'Start Date', and 'End Date', along with a 'Save' button. Below these is a table of members. The first row, for George Costanza, has a red box around the 'View' link in the 'Action' column.

☐ Full Name	Committee Position	Start Date	End Date	Cell Phone	Email	
☐ Costanza, George	Member	8/15/2019				View Delete
☐ Fixteig, Rebecca A	Team Facil	8/15/2019		715-555-4141	FixerUpper@demo.com	View Delete
☐ Ichette, Jed K	Pastoral Leader	8/15/2019		920-554-1212	ichette@demo.com	View Delete
☐ Younger, Patricia A	Communic	8/15/2019		920-915-8955	pjy54914@gmail.com	View Delete
☐ Zocunerre, Jonathon	Tech Rep	8/15/2019				View Delete

5. Click the arrow next to the Committee name and choose the new Committee name (in this case Parish Mission Planning), choose the Position from the list, and keep or add a start date if appropriate to this committee. Click Save.

The screenshot shows the 'Edit Committee Assignment' dialog for George Costanza. The 'Committee' dropdown is open, showing a list of committees. 'Parish Mission Planning' is highlighted with a red box. The 'Committee Position' is set to 'Member'. The 'Preferred Service' is set to '(Preferred Service)'. The 'Max Per Month' is set to '(Max Per 1)' and the 'Year' is set to 'Year'. The 'Save' button is highlighted with a red box.

The screenshot shows the 'Edit Committee Assignment' dialog for George Costanza. The 'Committee' is set to 'Parish Mission Planning'. The 'Committee Position' is set to 'Member'. The 'Start Date' is set to '8/15/2019' and the 'End Date' is set to 'End Date'. The 'Preferred Service' is set to '(Preferred Service)'. The 'Family Schedule' is set to 'No' and the 'Month Week' is set to '(Month We)'. The 'Max Per Month' is set to '(Max Per 1)' and the 'Year' is set to 'Year'. The 'Save' button is highlighted with a red box.

6. Pick the next person from the list, repeating until all the members have been moved.

7. The church Committee list should now show 0 for members.

Church	Standard			
☐	Committee Name	Members	Schedule	Priori
☐	Care Ministry	4	No	0
☐	Executive Committee1	0	No	0
☐	Funeral Servers	3	No	0
☐	Parish Council	0	No	0
☐	Pastoral Council1	0	No	0
☐	PMP Team	0	No	0

8. You can delete this Committee from the Church Committees by selecting the committee and clicking Church Information, then click Delete, and Delete when asked if you want to do this action.

[New Committee](#) | [Email & Text](#)

[Committee Information](#) [Members](#) [Attributes](#)

PMP Team

Parish Mission Planning

No

Delete Record?

Click the "Delete" button if you want to remove this committee from the Church.

9. Your Committee is now removed from the Church Committee and your members have been transferred to the Standard Committee.