

Gabriel Updates

*News and updates for all those who use
Gabriel Software in their ministry*



September 15, 2020

Good Morning!

It is the goal of the Chancery to retrieve the required counts for the Parish Report from Gabriel Software on July 1st, 2021, with the Parishes being able to verify the accuracy of these counts. Today, we are concluding the series on the Parish Report. All previous Gabriel Updates are available to all Parishes on the support site. Here is the link...

[Gabriel Updates](#)

God Bless you,
Roy Verstegen

Catholic Marriages - Definition

Both persons are Catholic.
Marriage took place in a Catholic Church
Marriage was celebrated by a Priest or Deacon

Catholic Marriages - Requirements

5 Data Requirements

1. The parish that will record the Sacrament in their Sacramental Registry book in the office, must also record the Sacrament in Gabriel Software.
2. The Name of the Sacrament must be recorded in Gabriel for both members. In this case – Matrimony.
3. The Date the Sacrament was received is required for both spouses to count the Matrimony in the correct fiscal year. This also establishes the wedding anniversary date.
4. The Marital Status for both members must be set to "Married by Priest/Deacon"
5. Both Spouses Non-Catholic Check Box must be unchecked

The "Marriages By Date" report in the Report Library will help to match up Marriages recorded in Gabriel with the Sacramental registry and the difference between Catholic Marriages and Inter-Faith Marriages.

Sacraments RE History **Miscellaneous** PRM

Maiden Name

Married by Priest/Deacon

Sacraments RE History **Miscellaneous** PRM

Sippel

Married by Priest/Deacon

☐ Non-Catholic

☐ Non-Member

Interfaith Marriages - Definition

One person is not Catholic.

Marriage took place in a Catholic Church

Marriage was celebrated by a Priest or Deacon

Interfaith Marriages - Requirements

5 Data Requirements

1. The parish that will record the Sacrament in their Sacramental Registry book in the office, must also record the Sacrament in Gabriel Software.
2. The Name of the Sacrament must be recorded in Gabriel for both members. In this case – Matrimony.
3. The Date the Sacrament was received is required for both spouses to count the Matrimony in the correct fiscal year. This also establishes the wedding anniversary date.
4. The Marital Status for both members must be set to “Married by Priest/Deacon”
5. One Spouse’s Non-Catholic Check Box must be checked

The “Marriages By Date” report in the Report Library will help to match up Marriages recorded in Gabriel with the Sacramental registry and the difference between Catholic Marriages and Inter-Faith Marriages.

Sacraments RE History **Miscellaneous** PRM

Maiden Name

Married by Priest/Deacon

Sacraments RE History **Miscellaneous** PRM

Maiden Name

Married by Priest/Deacon

☒ Non-Catholic

☐ Non-Member

Deaths - Definition

· If a registered parishioner dies, record his/her death in Gabriel and in the Death registry.

Note: It is possible to have a death recorded without a funeral. For example: A snowbird parishioner dies in Florida and their Florida church takes care of the Funeral and other details. This death should be recorded in Gabriel and Death Registry because they are registered members of your Parish, but no funeral will take place.

Deaths – Requirements

3 to 4 Data Elements Required

1. The parish that will record the death in their Death Registry book in the office, must also record the death in Gabriel Software.
2. Change the Member status to Deceased
3. Record the Date of Death in the Miscellaneous tab of the member record.
4. If the last person in this family has passed, marked the Family Status to Deceased and unregister the Family.

Mr. Deceased ☒ R

Addresses Busy Weeks Committees Sacraments

(*note: leave blank if same as family address)

Addresses Busy Weeks Committees Sacraments RE History **Miscellaneous**

11/4/1960 Maiden Name

Deceased Date Married by Priest/Deacon

The “Deceased Members By Date” report in the Report Library will help to match up members who passed in Gabriel with the death registry in the Parish office.

Deceased

WI

Members

Mailing Address

Pledges

Contributions

Birthdate

11/28/1938

6/7/1938

Funerals - Definition

- 1. Rule of thumb: Record the funeral where the funeral takes place:** If the funeral occurs in your Parish record it in the Registry Book.
- If there is not a funeral, but there is a burial or prayer service at a funeral home or in a cemetery and your priest/clergy participates as the main celebrant, record it in your parish as a funeral with notations. This applies to registered and non-registered parishioners, Catholics or non-Catholics.
- If your priest/clergy celebrates or concelebrates a funeral outside your parish in another parish, *do not* record in your parish. The funeral is recorded at the parish where it takes place.

Note: It is possible to have a funeral for a person that is not a member of your Parish. This funeral will be recorded in the Registry Book, but the Death does not need to be recorded in Gabriel Software.

Funerals - Requirements

- Gabriel Software does not provide a place in the software to record funerals at this time. There are plans to include funeral services in the software in 2021.
- Funerals will be recorded in the Funeral Registry book only.
- If we record deaths and funerals, we will get duplicates. i.e.) Joe Smith, a member of the parish dies (recorded as a death) and has a funeral at the parish (recorded as a funeral). However, these are two separate categories, used for different purposes.
- It is possible to have a funeral without a death being recorded in Gabriel. Example: A non-parishioner dies and the family wishes to have a funeral service for the person. There is no need to record the death in Gabriel, but the funeral service should be recorded in the funeral registry book.

Office of Information Technology

The Office of Information Technology provides support and development for technology infrastructure needs within the diocese.

IT Help Desk

If you are experiencing difficulties, please call or send an email to the IT Help Desk or Gabriel Software Support. We will support during normal business hours.

- IT Help Desk Email: IThelpdesk@gbdioc.org
- IT Help Desk Phone: (920) 272-8111
- Gabriel Support Email: support@gabrielsoft.com
- Gabriel Support Phone: (774) 203-9480



