

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



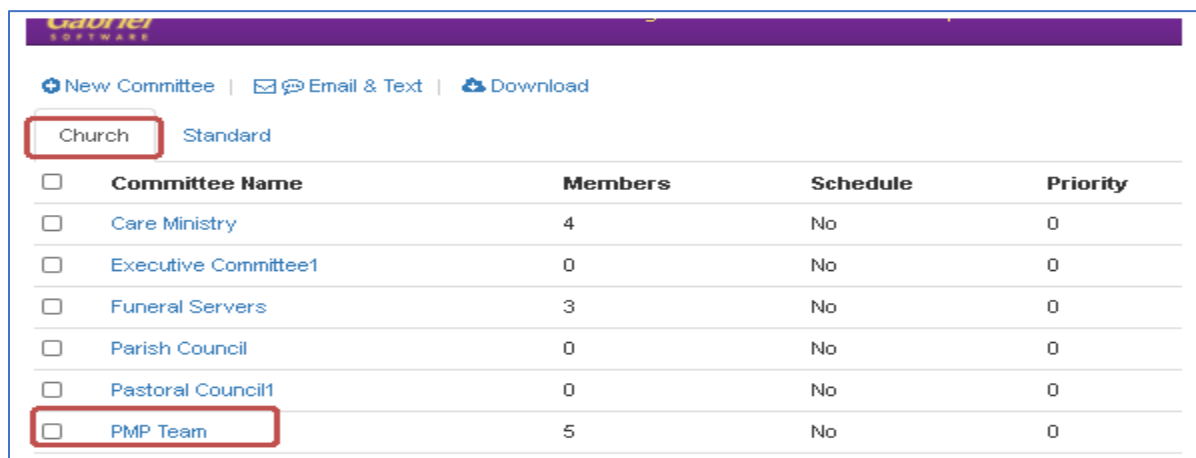
This article is also available via a short video demonstration on the Diocesan Freshdesk,

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

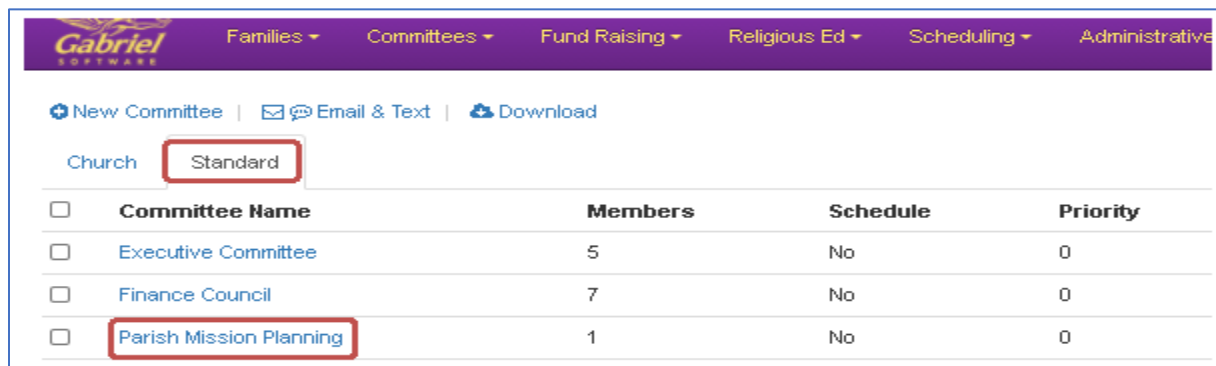
1. From the menu, Click **Committees > Committee Maintenance** and Select the Committee by clicking on the Committee Name to see the list of the members on the committee.



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.

| <input type="checkbox"/> | Committee Name       | Members | Schedule | Priority |
|--------------------------|----------------------|---------|----------|----------|
| <input type="checkbox"/> | Care Ministry        | 4       | No       | 0        |
| <input type="checkbox"/> | Executive Committee1 | 0       | No       | 0        |
| <input type="checkbox"/> | Funeral Servers      | 3       | No       | 0        |
| <input type="checkbox"/> | Parish Council       | 0       | No       | 0        |
| <input type="checkbox"/> | Pastoral Council1    | 0       | No       | 0        |
| <input type="checkbox"/> | PMP Team             | 5       | No       | 0        |

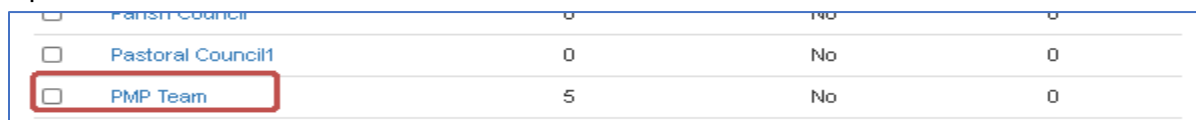
2. You want to move this group to your Standard Committee Parish Mission Planning



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.

| <input type="checkbox"/> | Committee Name          | Members | Schedule | Priority |
|--------------------------|-------------------------|---------|----------|----------|
| <input type="checkbox"/> | Executive Committee     | 5       | No       | 0        |
| <input type="checkbox"/> | Finance Council         | 7       | No       | 0        |
| <input type="checkbox"/> | 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.

| <input type="checkbox"/> | Committee Name    | Members | Schedule | Priority |
|--------------------------|-------------------|---------|----------|----------|
| <input type="checkbox"/> | Parish Council    | 0       | No       | 0        |
| <input type="checkbox"/> | Pastoral Council1 | 0       | No       | 0        |
| <input type="checkbox"/> | 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 table of members. The 'View' link for George Costanza is highlighted with a red box.

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

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 'Parish Mission Planning' selected. The 'Committee Position' is set to 'Member'.

**Committee**

- PMP Team
- Care Ministry
- Executive Committee
- Executive Committee1
- Finance Council
- Funeral Servers
- Parish Council
- Parish Mission Planning**
- Parish Staff
- Pastoral Council
- Pastoral Council1
- PMP Team
- School Board
- School Staff

**Committee Position**

Member

**Preferred Service**

(Preferred Service)

**Max Per Month** **Year**

(Max Per 1) Year

**Save** **Cancel**

The screenshot shows the 'Edit Committee Assignment' dialog for George Costanza. The 'Committee' is set to 'Parish Mission Planning', 'Committee Position' is 'Member', 'Start Date' is '8/15/2019', and 'End Date' is 'End Date'. The 'Save' button is highlighted.

**Committee**

Parish Mission Planning

**Committee Position**

Member

**Start Date** **End Date**

8/15/2019 End Date

**Preferred Service**

(Preferred Service)

**Family Schedule** **Month Week** **Max Per Month** **Year**

No (Month We (Max Per 1) Year

**Save** **Cancel**

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             |         |          |        |
|--------------------------|----------------------|---------|----------|--------|
| <input type="checkbox"/> | Committee Name       | Members | Schedule | Priori |
| <input type="checkbox"/> | Care Ministry        | 4       | No       | 0      |
| <input type="checkbox"/> | Executive Committee1 | 0       | No       | 0      |
| <input type="checkbox"/> | Funeral Servers      | 3       | No       | 0      |
| <input type="checkbox"/> | Parish Council       | 0       | No       | 0      |
| <input type="checkbox"/> | Pastoral Council1    | 0       | No       | 0      |
| <input type="checkbox"/> | 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.