**Chat from June 22, 2022 Gabriel Webinar:   
It's On-line! Parish Annual Chancery Report**

00:36:54 Jen Buechel: Welcome folks! Good morning!

00:42:49 Barry Metzentine: God bless all of you! Peace and grace!

00:44:31 Jen Buechel: How has the "audit" or review of information been going for you?

00:44:40 Jen Buechel: Feel free to throw your comments here!

00:48:42 Jen Buechel: Have folks pulled any reports or taken steps to check their data?

00:49:06 lhollister: We have two very small parishes and normally just count in the Register books the Sacraments.

00:49:11 jillcarey: Family Status with reg.

00:50:47 Jen Buechel: Reports to pull in Gabriel to complete the parish report questionshttps://gbdioc-parish.freshdesk.com/support/solutions/articles/44002232132-how-to-complete-the-annual-parish-report-with-gabriel-reports

00:56:10 Jen Buechel: Is it fiscal year?

00:56:14 Stephanie: 7.1.21 - 6.30.22

00:56:15 JBoots: july 2021-june2022

00:56:15 jillcarey: July1 2021-June 30, 2022

00:56:16 Kim VanHandel: July 1, 2021-June 30, 2022

00:56:18 Missy: July 1, 20221 through June 30, 2022

00:56:25 Carol Gibson: July 1, 2021- June 30, 2022

00:56:41 Jeannie: July 1, 2021- June 30, 2022

00:56:44 Missy: now

00:56:46 jillcarey: June 30, 2022?

00:56:51 JBoots: Mid July

01:04:35 Tammy (St. Anthony & St. Patrick): We can hear it!

01:08:08 Jen Buechel: There are often so many questions on Sacrament Reporting in general. Here is a tool to help you understand "who"/which parish records a sacrament in the official record: Sacramental Register Handbook – for all sacrament recording.Sacramental Register Handbook (gbdioc.org)

01:08:38 Jen Buechel: Sorry... here is the link: https://www.gbdioc.org/images/stories/Resource\_Site/Canonical-Services/Documents/Sacramental-Register-Handbook\_August-2010.pdf

01:15:01 Jen Buechel: Recording of Confirmations in registry when several parishes are confirmed on one ceremonyConfirmationRecording\_July2019.pdf (gbdioc.org)

01:15:17 Jen Buechel: https://www.gbdioc.org/images/stories/Worship/ConfirmationRecording\_July2019.pdf

01:15:45 Jen Buechel: The link above will help guide you on recording the Sacrament of Confirmation

01:16:24 Jen Buechel: How to enter sacraments for Baptism, 1st Communion, Confirmation & Anointing (matrimony is explained in a separate document)https://gbdioc-parish.freshdesk.com/support/solutions/articles/44002211989-sacrament-entry-for-baptism-1st-communion-confirmation-anointing

01:16:54 Missy: yes, doing great!

01:17:13 Carol Gibson: So if we have a parishioner who is confirmed elsewhere, we still include that person in our count?

01:20:06 Kim VanHandel: baptism paish

01:20:07 Stephanie: parish of baptism

01:20:12 Carol Gibson: The parish of baptism

01:20:24 Kim VanHandel: notification of confiatmion

01:21:19 Kim VanHandel: recod in their registry

01:21:23 jillcarey: It is record

01:21:29 Carmen: record in the baptism reg

01:21:29 Agnes: It's recorded in the baptism record.

01:21:32 Kim VanHandel: in end of baptism section

01:22:23 Kim VanHandel: PAish of Baptism

01:22:28 Carol Gibson: Where you were baptized

01:22:29 Agnes: Church of baptism

01:24:53 St. Gregory: The sacrament needs to be recorded for both parties

01:25:37 Jen Buechel: How to Enter Matrimony Sacrament Recordshttps://gbdioc-parish.freshdesk.com/support/solutions/articles/44002211991-how-to-enter-matrimony-sacrament-records

01:35:59 Carol Gibson: Catholic and Interfaith

01:36:01 JBoots: catholic and mixed

01:36:01 Missy: Catholic/Catholic and interfaith

01:36:20 AB: can you do a little refresher on how to enter double last names? or if the bride keeps her maiden last name? on the main profile screen specifically

01:38:45 Jeannie: so if a couple was married outside the church and have it blessed are both to be recorded in their records or just the blessing?

01:39:40 Carol Gibson: So you are counting the Stevens even though they were not married at your church?

01:41:24 Jeannie: do we record them both in Gabriel is what I ment.

01:45:04 Jeannie: thank you

01:51:46 Jen Buechel: For PRM note entry – including brief info on Death Register and Deceased Info sampleshttps://gbdioc-parish.freshdesk.com/support/solutions/articles/44002347455-prm-notes-for-death-registry-and-deceased-information-reports

01:52:10 Jen Buechel: Entering a PRM note and pulling a reporthttps://gbdioc-parish.freshdesk.com/support/solutions/articles/44000902059-prm-notes-entry-reports-parishioner-relationship-mgmt-

01:55:11 AB: so what happens to those that are inactive and they don't have a Mass but we know they died from the obvituary? who tracks that?

02:02:08 AB: so it doesn't matter if its a hyphen or a & symbol??

02:04:55 Jeannie: If you have two people that are living together and join the parish, can you set the last name as Smith/Jones on the family section and Jim Smith in his records and Jane Jones in her's?

02:05:37 Patty Young, Parish Ops: Jeannie - can you email at pastserv@gbdioc.org? I can answer this off-line

02:06:08 Kim VanHandel: Thanks!