

# Enter Member Sacrament Records for Matrimony



The Sacrament of Matrimony should be recorded in the Marriage Registry first. Make a note of the Registry Volume, Page and Line of the record as you will need this for your Gabriel record.

The Sacrament of Matrimony is recorded by the Parish where the sacrament takes place regardless of where the member is registered. **The Parish will provide a Certificate of Matrimony to the Parish of Baptism.** *If you receive a Certificate of Marriage and find the bride/groom is still in their parent's family, please separate that child from their family and contact the parish of the marriage so they can merge the bride/groom into the new family they may have created. Do not input in Gabriel the matrimony sacrament if they were not married in your parish, this should only be done by the parish of marriage.*

## Establish the family:

**First search for the member record of either spouse in Gabriel.** (It will help if you know the Family name of origin if the member is under their parent's family record.). If you find the member in Gabriel, you may need to pull either the bride or groom into a new family, separating them from their family of origin. To do this – reference the guide [How to Separate a Family - Create a New Family from an Existing Member or Move a Member to an Existing Family](#).

*Note: if you search for member in member but cannot locate their family, it helps to download the member search which will provide a family address on the report, which you can use in a family search.*

If either member of the couple (or their family of origin) are not from a parish in the Diocese, then you will add a new family for them. Next you will either pull the other spouse into their family (if they have a Gabriel record) or add the spouse as a new family member in this new family.

Once you've established your new family you can enter their sacrament record. You will enter sacrament information into both the bride and the groom's sacrament record.

## Pull up the Family record

### Select the bride or groom's Member record

The screenshot shows a web application interface for adding a new family member. The form includes fields for name, address, birthdate, cell phone, and email. A table below shows existing members, with 'Younger, Margaret Sharon' highlighted in a red box.

Full Name	Birthdate	Cell Phone	Email	Status
Millering, Benjamin J	6/16/1994			Inactive
Younger, Margaret Sharon	6/6/1994	920-555-5151	myoung1@demo.com	Inactive

## Click the Miscellaneous Tab

**Insert their birthdate**, or confirm there is a birthdate.

**Change their marital status to "Married by a Priest/Deacon"**, which indicates a sacramental marriage.

**For the bride enter her Maiden Name**

If either spouse is of another faith, check **Non Catholic**. This will identify interfaith marriages when you pull your annual sacrament reports.-

Save when done.

Repeat this process for the other spouse.

### Select the Sacraments Tab

Click **Add** to add a Sacrament record

Choose **Matrimony** from the drop down list

	Received On	Location	Celebrant
Baptism	7/1/1994	St Ignatius, Hometown, WI	Fr. Marcott
Confirmation	5/11/2002	St Ignatius, Hometown, WI	Fr. Marcott
Holy Orders	5/3/2008	Cathedral, Marquette MI	Bishop Doerfler

Enter the appropriate information in each field.

Note: The Location field is limited to 80 characters including spaces and punctuation

Save when done.

**\*\*Repeat these steps for the other spouse. The date of the sacrament is key, as this is what will tie the spouses together on reports.**

**Return to the Family Record.**

**Update the Family Name and Salutation.**

**Update their Family Status.**

**Save when Done**

The screenshot shows the Gabriel Software interface for editing a family record. The top navigation bar includes: Families, Committees, Fund Raising, Religious Ed, Scheduling, Administrative, and Reports. The main form contains the following fields:

- Family Name: Millering (highlighted with a red box)
- Address Line 1: W333 Old Street
- Address Line 2: (empty)
- City: De Pere
- State: WI
- Zip: 54981
- Phone: 920-555-5151
- Email: myoung1@demo.com
- Mailing Name: Benjamin & Margaret (highlighted with a red box)
- Family Status: Ben & Maggie Millering (highlighted with a red box)
- Family Type: Sacrament Only (highlighted with a red box)
- Notes: (empty text area)

**Click the Administrative tab**

**Check or Un-check the Envelopes option based on the couple's choice.**

The screenshot shows the Gabriel Software interface with the Administrative tab selected. The form contains the following fields and options:

- Administrative tab (highlighted with a red box)
- Members, Mailing Address, Pledges, Contributions, Statistics, PRM, Tags, Churches
- Date: 12/01/2020
- Census Sent Date: 209596
- Language: English
- Census Received Date: System
- Budget: (empty)
- Inactive:
- Non-Member:
- System Family: System Family
- Has Envelopes:  (highlighted with a red box)
- Buttons: Delete, Save, Reset

**Click the Churches Tab**

**Update the Church of Registry information.** In this case the couple is Sacrament only. Once they decide to register with a church, the church will handle the registration piece.

**Save when Done.**

SOFTWARE

New Family | Email & Text

Millerling w333 Old Street myyoung1@demo.com

Benjamin & Margaret Address Line 2 920-555-5151

Mailing Name De Pere Notes

Ben & Maggie Millerling Sacrament Only WI 54981

Administrative Members Mailing Address Pledges Contributions Statistics PRM Tags Churches

Add to Church

Church Name	City	Status	
<input type="radio"/> a-DEMO-St Peregrine Parish	Green Bay	Sacrament Only	<a href="#">View</a>
<input checked="" type="radio"/> Unregistered			

Delete Save Reset

**The Parish will provide a Certificate of Matrimony to both spouse's Parish of Baptism.**

Notes on pulling the bride/groom into a new family:

- Update their family status as appropriate to your parish.
- Uncheck envelopes in the Administrative Tab.
- Update their Church of Registration in the Churches Tab
- Update their marital status
- Update the bride's maiden name
- *The PRM notes for the member will not transfer to their new family. If you want to retain PRM notes for the member, copy the note from the original family to the new family (copy & paste or retype). The note will remain in the original family record.*
- Optional but helpful, enter a PRM note for the Original Family info, parents and parent's family ID
- Optional but helpful, enter a family PRM note in the parent's record of the child's new family ID
- Optional but helpful, add a note in the Family Maintenance screen that XYZ child moved to new family

For more information on Church of Registry, please reference the [Family Maintenance Churches Tab : Gabriel Software, LLC \(freshdesk.com\)](#) video. For more information on Member and Family Status, see the [Family Status : Parish Support \(freshdesk.com\)](#) and [Member Status : Parish Support \(freshdesk.com\)](#) reference guides.

Updated: Sept 22, 2022 Pyoung for Diocese of Green Bay