

How to Separate a Family

Create a New Family from an Existing Member or Move a Member to an Existing Family

This brief tutorial will show the user how to add a new family from an existing member record and how to associate a member with another family without breaking the link to the original family.

This is used when a child gets married, moves to their own address, or a couple separates/divorces. You create a new family from their member record and all their sacraments and history stays with them and **no data is duplicated**. The member record will still appear in their original family with a highlight indicating they have another primary family.

Note: You may not be able to create a new family from a member if they are not in a parish that you have administrative rights to. In this case, you should contact the Parish the member is registered with, and ask them to create a new family from the member. Then you can add your church to their family record, and update their member status as appropriate to their relationship with your parish.

Note: You can pull the family into your parish and separate the member to a new family. Just know that it will make an association with your church, not the original church you pulled the family from. And only your church will be able to see the member as part of their original family.

Many parishes follow the rule that at age 27, every member should become their own family, regardless of address. In the report library is a report to identify families with young adults age 27+ called Families with 2 or More Members over Age 26.

- Locate the Family Record that contains the member you wish to **Create New Family** or **Move To an Existing Family** by searching for the Family Record.
- Click on the name of the Member which opens their member record that you want to **Create New Family** or **Move To Existing Family** with.

<input type="checkbox"/>	Active	2071	Younger, Patricia & Lee	123 Circle Dr	Green Bay	6/6/2015	9205551212	Members
		<	>	Show: 10	Page 1 of 1			1 record(s) fo
Younger's Members								
+ New Member								
Full Name	Birthdate	Cell Phone	Email	Status				
Younger, Donald				Active				
Younger, Lee S.	7/2/1961			Inactive				
Younger, Margaret Sharon	6/6/1995	920-555-2121	myounger@fakegmail.com	Active				
Younger, Patricia	10/19/1961		youngerpj@fake.com	Active				
Younger, Robert	2/1/2021			Active				

- Scroll to the bottom right of the page and click on the **arrow next to Save** to get the drop-down menu and make your selection. Select whichever is appropriate **Create new Family** (for a Groom or an independent child) or **Move to Existing Family** (add a bride to the grooms family, add a child to a new family).

Addresses ▾ Busy Weeks Committees Sacraments RE History Miscellaneous PRM

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

Home Address Line 1

Home Address Line 2

Home City

Home State Home Zip Code

Delete

Add New Member
Create New Family
Move to Existing Family

Save Reset

- If you choose to **Create New Family** (if unable, see Note above) you will be brought to the member's new Family Record page where you can update their new address and other contact information. Once you create and **Save** the new record you can add any new members to the family.
- If you choose to **Move To Existing Family** this option allows you to move someone to an existing family in either your church or any other church within your search capabilities. Once you select **Move To Existing Family** the Church list will pop up and you can **search for the church**. Then the **family list will pop up**. **Scroll to the top of the list and enter the family last name in the search box** and select the family to which you would like to add the member.

Church List			
Church Name	Address	Website	Phone Number
All Saints Parish	145 St Claude St Denmark, WI 54208	http://www.circle-of-faith.org	920-863-5256
All Saints School	419 6th Ave Antigo, WI 54409	http://ascscrusaders.org/	7156234835
Annunciation/Blessed Virgin Mary Parish	401 Gray Street 1087 Kellogg St Green Bay, WI 54303-3058	http://www.quad-parish.org	9204962160
Assumption BVM Parish	124 E Pulaski St PO Box 379 Pulaski, WI 54162-0379	http://www.abvmcast.org	920-822-3279
Corpus Christi Parish	25 N Elgin Ave	http://ccparish.net	9207434716

Families ▾ Committees ▾ Fund Raising ▾ Religious Ed ▾ Scheduling ▾ Administrative ▾ Reports ▾

Family List

Family Name	Address	City	Telephone
Filter by name			
Brandt, Carlene	622-4859 Luctus, Ave	N. Attleboro	(508) 695-2034
Reeves, Peter & Julie	978-6170 Dui Avenue	Attleboro	(508) 226-6290
Gleason, Peter & Dorian	275-1681 Donec Ave	N. Attleboro	(508) 699-0387

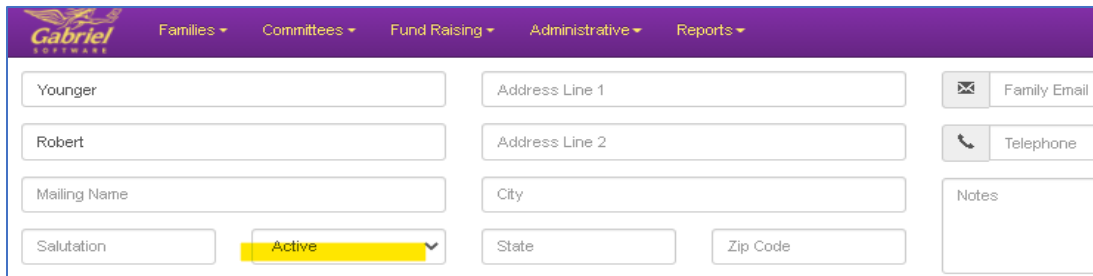
- Once you select the family to which you are moving the member, the member will be added to the new family.
- Click **Save** to save the changes.
- Click the **Administrative Tab** for the member and **uncheck Envelopes**, if appropriate.

Budget

☒ Has Envelopes

Delete

- Verify that the Member's status is correct in their new record.



The screenshot shows the Gabriel Software interface with a purple header bar containing navigation tabs: Families, Committees, Fund Raising, Administrative, and Reports. Below the header is a form for a member record. The form has several input fields: 'Younger' (containing 'Younger'), 'Robert' (containing 'Robert'), 'Mailing Name', 'Salutation', 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip Code'. There is a dropdown menu for 'Active' which is highlighted in yellow. To the right of the form are two buttons: 'Family Email' and 'Telephone'. Below these buttons is a 'Notes' section.

Note: By choosing to move the member you maintain his/her connection with their original family as well as keeping all member information with his/her current member record. This prevents duplicate family records from being created.

Note: If a member has been moved you will see that their member record has been shaded in the member's original family record. If you click on the shaded member name it will take you to the member's current family.

Notes on items to update in the newly separated family record.

- Update their family status as appropriate to your parish.
- Update their member status as appropriate.
- Uncheck envelopes in the Administrative Tab.
- Update their Church of Registration in the Churches Tab
- Update their marital status as appropriate (many children in families have no marital status).
- *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