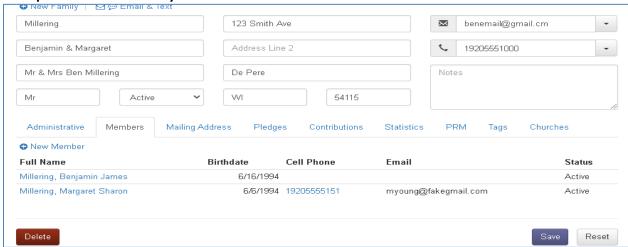
Enter Member Sacrament Records Baptism, First Communion, Confirmation and Anointing of the Sick



Most Sacraments must be recorded in the Sacramental Registry (the exceptions are Anointing of the Sick and Reconciliation). It is recommended you enter the information into the Sacramentary Registry first. Make a note of the Registry Volume, Page and Line of the record as you will need this for your Gabriel record.

Sacraments are recorded by the Parish where the sacrament takes place regardless of where the member is registered, with one exception. Diocese of Green Bay policy is that Confirmation is recorded at the parish of registry, even if it if it celebrated at another site (the Cathedral for example). The Parish where the ceremony takes place will provide a notice of Confirmation to the member's Parish of Registry and the Parish of Baptism (if not the parish of registry).

Pull up the member's Family record

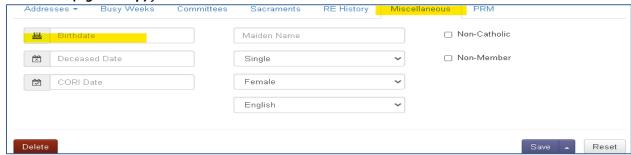


Select the Member who received the Sacrament



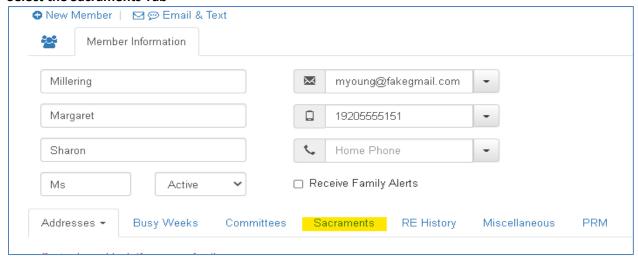
Click the Miscellaneous Tab

Insert their birthdate, or confirm there is a birthdate. This is important for Baptism and Confirmation to identify if a Sacrament is considered an **Infant sacrament (Age 7 or under)**, or an **Adult sacrament (Age 8 & up)** for RCIA and Entered into Full Communion.



Save when done

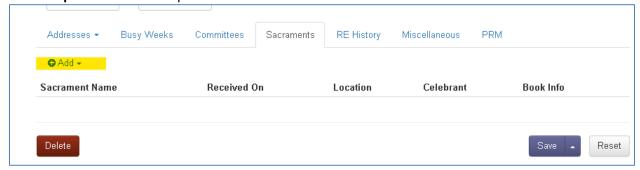
Select the Sacraments Tab



Baptism:

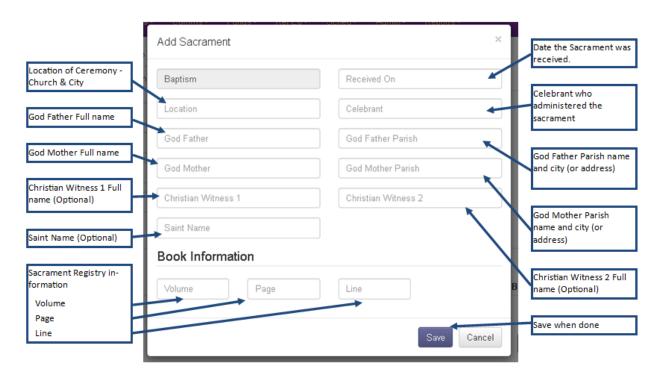
Click +Add at the left and

Select Baptism from the drop down list.





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

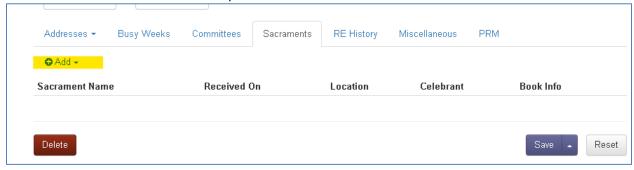


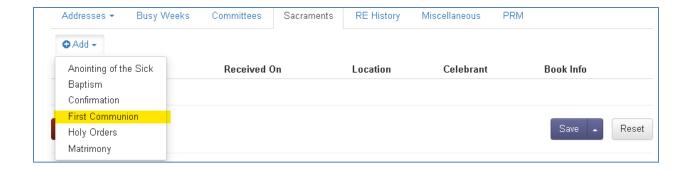
Save when done.

First Communion:

Click +Add at the left and

Select **First Communion** from the drop down list.







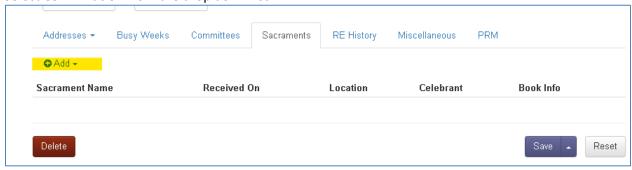
Save when done.

Confirmation:

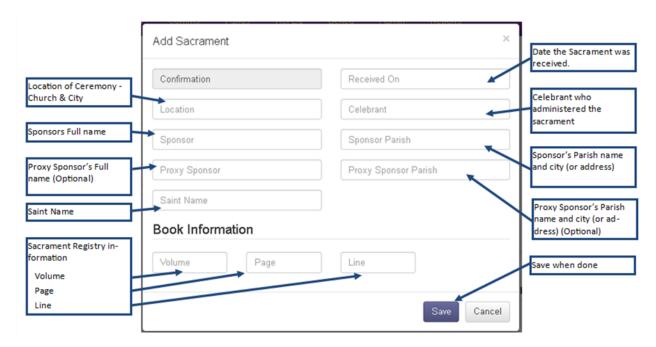
The Parish where the ceremony takes place will provide a **Notice of Confirmation to the member's Parish of Registry and the Parish of Baptism (if not the parish of registry).**

Click +Add at the left and

Select **Confirmation** from the drop down list.







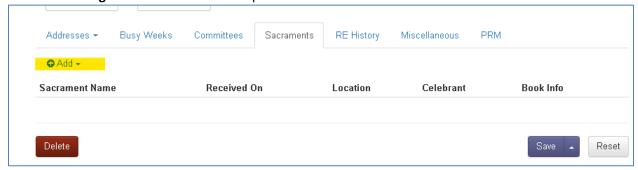
Save when done.

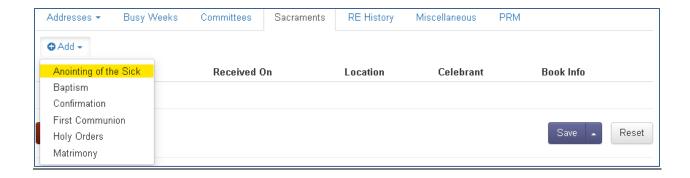
Anointing of the Sick:

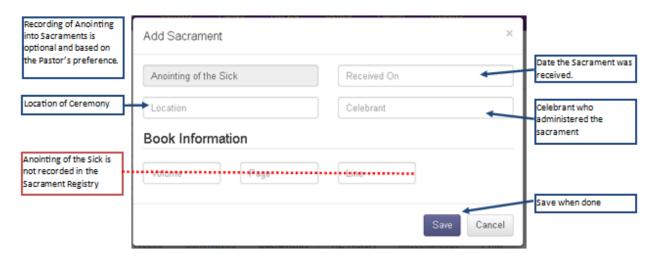
Recording of Anointing of the Sick is optional based on the Pastor's preference and is not recorded in the Sacramental Registry book.

Click +Add at the left and

Select **Anointing of the Sick** from the drop down list.







Save when done.

Matrimony

The recording of a Marriage takes extra steps in creating or moving members into a new family, updating statuses and updating names. This process will be in a separate instruction guide.

How to Enter Matrimony Sacrament Records: Parish Support (freshdesk.com)

Created by: Apr 8, 2021 Pyoung for Diocese of Green Bay