

# 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 Sacramental 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 is 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

[New Family](#) | [Email & Text](#)

Millering

123 Smith Ave

benemail@gmail.cm

Benjamin & Margaret

Address Line 2

19205551000

Mr & Mrs Ben Millering

De Pere

Notes

Mr

Active

WI

54115

[Administrative](#) | [Members](#) | [Mailing Address](#) | [Pledges](#) | [Contributions](#) | [Statistics](#) | [PRM](#) | [Tags](#) | [Churches](#)

[New Member](#)

Full Name	Birthdate	Cell Phone	Email	Status
Millering, Benjamin James	6/16/1994			Active
Millering, Margaret Sharon	6/6/1994	1920555151	myoung@fakegmail.com	Active

Delete

Save

Reset

### Select the Member who received the Sacrament

[Administrative](#) | [Members](#) | [Mailing Address](#) | [Pledges](#) | [Contributions](#) | [Statistics](#) | [PRM](#) | [Tags](#) | [Churches](#)

[New Member](#)

Full Name	Birthdate	Cell Phone	Email	Status
Millering, Benjamin James	6/16/1994			Active
Millering, Margaret Sharon	6/6/1994	1920555151	myoung@fakegmail.com	Active

Delete

Save

Reset

### 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.*

The screenshot shows the 'Miscellaneous' tab selected in a member profile form. The tabs at the top are: Addresses, Busy Weeks, Committees, Sacraments, RE History, Miscellaneous (highlighted), and PRM. The form contains several input fields: Birthdate (highlighted), Maiden Name, Deceased Date, Single (dropdown), CORI Date, Female (dropdown), and English (dropdown). There are checkboxes for 'Non-Catholic' and 'Non-Member'. At the bottom, there are 'Delete', 'Save', and 'Reset' buttons.

**Save when done**

### Select the Sacraments Tab

The screenshot shows the 'Sacraments' tab selected in a member profile form. The tabs at the top are: Addresses, Busy Weeks, Committees, Sacraments (highlighted), RE History, Miscellaneous, and PRM. The form contains several input fields: Millering, Margaret, Sharon, Ms, Active (dropdown), myyoung@fakegmail.com, 19205555151, Home Phone, and a checkbox for 'Receive Family Alerts'. At the bottom, there are 'Delete', 'Save', and 'Reset' buttons.

### Baptism:

**Click +Add** at the left and  
**Select Baptism** from the drop down list.

The screenshot shows the 'Sacraments' tab selected in a member profile form. The tabs at the top are: Addresses, Busy Weeks, Committees, Sacraments (highlighted), RE History, Miscellaneous, and PRM. The form contains a yellow '+Add' button and a table with the following headers: Sacrament Name, Received On, Location, Celebrant, and Book Info. At the bottom, there are 'Delete', 'Save', and 'Reset' buttons.

Addresses ▾ Busy Weeks Committees **Sacraments** RE History Miscellaneous PRM

+ Add ▾

- Anointing of the Sick
- Baptism**
- Confirmation
- First Communion
- Holy Orders
- Matrimony

	Received On	Location	Celebrant	Book Info

Save ▾ Reset

Enter the appropriate information in each field.

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

**Add Sacrament** ×

Baptism

Received On

Location

Celebrant

God Father

God Father Parish

God Mother

God Mother Parish

Christian Witness 1

Christian Witness 2

Saint Name

**Book Information**

Volume

Page

Line

Save Cancel

Date the Sacrament was received.

Celebrant who administered the sacrament

God Father Parish name and city (or address)

God Mother Parish name and city (or address)

Christian Witness 2 Full name (Optional)

Save when done

Location of Ceremony - Church & City

God Father Full name

God Mother Full name

Christian Witness 1 Full name (Optional)

Saint Name (Optional)

Sacrament Registry information

Volume

Page

Line

Save when done.

### First Communion:

Click **+Add** at the left and

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

Addresses ▾ Busy Weeks Committees **Sacraments** RE History Miscellaneous PRM

+ Add ▾

Sacrament Name	Received On	Location	Celebrant	Book Info

Delete

Save ▾ Reset

Addresses ▾ Busy Weeks Committees Sacraments RE History Miscellaneous PRM

+ Add ▾

- Anointing of the Sick
- Baptism
- Confirmation
- First Communion**
- Holy Orders
- Matrimony

	Received On	Location	Celebrant	Book Info

Save ▾ Reset

Enter the appropriate information in each field.

Add Sacrament

First Communion

Received On

Location

Celebrant

Book Information

Volume

Page

Line

Save Cancel

Location of Ceremony - Church & City

Sacrament Registry information

Volume

Page

Line

Date the Sacrament was received.

Celebrant who administered the sacrament

Save when done

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.

Addresses ▾ Busy Weeks Committees Sacraments RE History Miscellaneous PRM

+ Add ▾

Sacrament Name	Received On	Location	Celebrant	Book Info

Delete

Save ▾ Reset

Addresses	Busy Weeks	Committees	Sacraments	RE History	Miscellaneous	PRM
<div> <div>+ Add</div> <div> Anointing of the Sick  Baptism  <b>Confirmation</b>  First Communion  Holy Orders  Matrimony </div> </div>						
Received On		Location		Celebrant		Book Info
						<div>Save</div> <div>Reset</div>

Enter the appropriate information in each field.

Location of Ceremony - Church & City

Sponsors Full name

Proxy Sponsor's Full name (Optional)

Saint Name

Sacrament Registry information  
Volume  
Page  
Line

Confirmation

Location

Sponsor

Proxy Sponsor

Saint Name

Book Information  
Volume  
Page  
Line

Received On

Celebrant

Sponsor Parish

Proxy Sponsor Parish

Save

Cancel

Date the Sacrament was received.

Celebrant who administered the sacrament

Sponsor's Parish name and city (or address)

Proxy Sponsor's Parish name and city (or address) (Optional)

Save when done

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.

Addresses	Busy Weeks	Committees	Sacraments	RE History	Miscellaneous	PRM
<div> <div>+ Add</div> </div>						
Sacrament Name	Received On	Location	Celebrant	Book Info		
<div>Delete</div>				<div>Save</div> <div>Reset</div>		

Addresses	Busy Weeks	Committees	Sacraments	RE History	Miscellaneous	PRM
<div> <div>+ Add</div> <div> Anointing of the Sick Baptism Confirmation First Communion Holy Orders Matrimony </div> </div>						
Received On	Location	Celebrant	Book Info			
						<div>Save</div> <div>Reset</div>

Enter the appropriate information in each field.

Recording of Anointing into Sacraments is optional and based on the Pastor's preference.

Location of Ceremony

Anointing of the Sick is not recorded in the Sacrament Registry

Add Sacrament

Anointing of the Sick

Received On

Location

Celebrant

Book Information

Volume

Page

Line

Save

Cancel

Date the Sacrament was received.

Celebrant who administered the sacrament

Save when done

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 \(freshdesk.com\)](https://freshdesk.com)