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.

Addresses ▾	Busy Weeks	Committees	Sacraments	RE History	Miscellaneous	PRM

⊕ Add ▾

Anointing of the Sick		**Received On**	**Location**	**Celebrant**	**Book Info**
Baptism					
Confirmation					
First Communion					Save ▲ Reset
Holy Orders					
Matrimony					

Enter the appropriate information in each field.
Note: The Location field is limited to 80 characters including spaces and punctuation

Add Sacrament   ×

Location of Ceremony - Church & City

Baptism	Received On
Location	Celebrant
God Father	God Father Parish
God Mother	God Mother Parish
Christian Witness 1	Christian Witness 2
Saint Name	

God Father Full name

God Mother Full name

Christian Witness 1 Full name (Optional)

Saint Name (Optional)

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)

Book Information

Volume	Page	Line

Sacrament Registry information

Volume
Page
Line

Save   Cancel

Save when done

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

Enter the appropriate information in each field.

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 ▾

	Anointing of the Sick		Received On	Location	Celebrant	Book Info
	Baptism					
	Confirmation					
	First Communion					
	Holy Orders			Save ▴	Reset
	Matrimony					

Enter the appropriate information in each field.

Add Sacrament ✕

Location of Ceremony -
Church & City

Confirmation   Received On
Date the Sacrament was
received.

Location   Celebrant
Celebrant who
administered the
sacrament

Sponsors Full name

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

Proxy Sponsor's Full
name (Optional)

Proxy Sponsor   Proxy Sponsor Parish
Proxy Sponsor's Parish
name and city (or ad-
dress) (Optional)

Saint Name

Saint Name

Book Information

Sacrament Registry in-
formation

Volume   Page   Line

Save when done

Volume
Page
Line

Save   Cancel

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 |

⊕ 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 | | Received On | Location | Celebrant | Book Info |
| Baptism |
| Confirmation |
| First Communion |
| Holy Orders |
| Matrimony |

Save ▲   Reset

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)