

## Funerals Entry

Funerals and Prayer Services can now be documented in Gabriel in the Funeral Tab within the member record. All Funerals *held in your parish, and prayer services* provided off-site (i.e Funeral Home) by your clergy, or a Pastoral Associate are recorded in your Death Register, and recorded in Gabriel, including those for non-parishioners.

Gabriel has added a tab in the Member record for recording these Funerals and Prayer Services. All funerals recorded in your parish Death Register will now be recorded in this Funeral Tab. PRM notes for Death Registry will no longer be necessary. Instructions are included below for how to easily transfer the PRM note into a Funeral Rite in the Funeral tab.

**Note: REQUIRED - the Location in the Book Information is your Gabriel Church ID in 3 digits (see inset and sample below). You are required to enter your Church ID in this Location field.**

**Only enter Funerals for your Parish, same as those entered in your parish Death Register.**

Open the family record, select the member record > select **Funeral** > **New Funeral** > then fill out the relevant information and click **Save**.

Deceased Date	Date of Funeral	Location of Funeral	Celebrant
5/15/2023	1/5/2023	St Peregrine, 1825 Riverside, Green Bay	Fr. Gregory Clooney

**Add Funeral**

01/02/2023 Age at Death

Location of Funeral Date of Funeral \*

Location of Burial Date of Burial

Celebrant Next of Kin

Comments

**Book Information**

Volume Page Line **Location**

Save Cancel

Location of Funeral should include the site name, address and city.

The Location of Burial should include the cemetery, and city (address is optional).

**This field is REQUIRED!** Under Book Information, "Location" - enter your parish's Church ID number as 3 digits. (For example, All Saints Parish in Denmark has Church ID of 2, so enter 002). This will assist in counting funerals that apply to your parish for reports.

## Sample of a completed Funeral Rite entry

02/10/2023

Age at Death

St Peregrine, 1825 Riverside, Green B:

2/14/2023

Allouez Cemetery, 1805 Riverside Dr, C

2/14/2023

Fr. Gregory Clooney

Elaine Costanza

Born 4/26/1971. Funeral home was Cotter, Green Bay

Book Information

1984-

18

36

159

Save

Cancel

Note: The Church ID is entered as 159 for St-Peregrine.¶  
This field is REQUIRED.¶

Note, if the deceased date is recorded in the member's Date of Death in the miscellaneous tab, it will automatically populate to the Funeral Rite. If the Date of Death is changed in the Funeral Rite – it will automatically change it in the member's miscellaneous info as well. The Date of Death in both the Miscellaneous Tab and the Funeral Rite are tied together, therefore if you change it in one place, it updates it in the other.

Once the Date of Death has been recorded, change the member status to Deceased.

If all the members of the family are deceased, make the Family Status deceased, and Unregister the family from the Churches Tab. If there are living members, set the family status as it applies to the living.

New Family | Send Message

Mountbatten

10 Buckingham Palace Way

QE-II@RoyalFamily.demo

Elizabeth & Philip

Address Line 2

Telephone

HM Elizabeth Mountbatten-Windsor

London

Notes

Her Majesty the Queen

Deceased

WI

54151

Administrative

Members

Mailing Address

Pledges

Contributions

Statistics

PRM

Tags

Churches

New Member

Full Name	Birthdate	Cell Phone	Email	Status
Mountbatten, Philip	6/10/1921			Deceased
Mountbatten-Windsor, Elizabeth A	4/21/1926			Deceased

Delete

Save

Church Name	City	Status	
aa-DEMO-St Peregrine	Green Bay	Deceased	<a href="#">View</a>
Unregistered			

## Transfer of PRM Death Register Note

(Note: (5/25/23) We have asked Gabriel to automatically create a Funeral note following the example here. You will still have to complete the fields in the Funeral Note manually as noted below. You may want to pull the Funeral Report or PRM report for Death Registry Notes to determine the families requiring manual updates.)

To transfer the PRM Death Register note into a Funeral rite, simply note the funeral date (the date of the PRM note, and then copy the text from the PRM note into the Funeral Comment. Use the text of the comment to complete the fields in the Funeral Rite. Once the fields are completed, anything duplicated in the comment can be deleted. Retain comments that do not apply to a particular field (like funeral home info, or notation of cremation, etc).

Edit
AAAnglers, Scott & Jenny-Jenny

Death Registry
1/5/2023

Anistoni, Davis

DOD 1/2/2023, Funeral 1/5/2023 at St Peregrine, 1825 Riverside Dr, Green Bay, with Fr. Gregory Clooney, Burial in Allouez Cemetery. Funeral home is Wichmann. Book is vol 1885-pg 21, Line 14.

To generate a report of funeral entries, select **Reports > Report Library**. Scroll to the **Members** section and open up the "Funerals" report. This report shows funeral information for a specified date range and selected locations. It includes the Member's name as well as all information related to the funeral entry. *Use this report to check that the info has been entered correctly and that the Book Information includes the Location with your Church ID.*

Funeral Report													
aa-DEMO-St Peregrine Green Bay													
From: 10/1/2022 Through: 5/18/2023													
Last First	Deceased Date	Age at Death	Next of Kin	Location of Funeral	Date of Funeral	Celebrant	Place of Burial	Date of Burial	Comments	Book Volume	Book Page	Book Line	Book Locat
Anistoni, Davis	2023-05-15	62		St Peregrine, 1825 Riverside, Green Bay	2023-01-05	Fr. Gregory Clooney	Holy Trinity Cemetery, 1400 Collins St, Green Bay, WI	2023-01-07	Birth 07/08/1960, Funeral home is Wohmann	1984-	18	7	159
Costanza, George	2023-02-10			St Peregrine, 1825 Riverside, Green Bay	2023-02-14	Fr. Gregory Clooney	Allouez Cemetery, 1805 Riverside Dr, Green Bay, WI	2023-02-14	Born 4/28/1971, Funeral home was Cotter, Green Bay	1984-	18	38	159
VanZygers, Andrew James	2023-02-18	88		St Peregrine, 1825 Riverside, Green Bay	2023-02-22	Deacon Jed Eckert	Allouez Cemetery, Green Bay, WI	2023-04-30	Born 7/7/58, Funeral arrangements handled by Cotter Family Funeral Home(pp)	1984-	19	30	159
Youngest, Robert	2023-03-23	87	Jean Youngest	St Peregrine, 1825 Riverside, Green Bay	2023-04-01	Fr. Gregory Clooney	Holy Martyrs Cemetery, Green Bay, WI	2023-04-05	Born 1957, cremated, ashes interred at Holy Martyrs in columbarium	1984-	22	33	159

#### Funeral Checklist:

- ☐ Open Family Record. (If family is with another parish pull them into your church or does not exist in Gabriel, add them)
- ☐ Select the member record.
- ☐ In Miscellaneous tab, enter Date of Death.
- ☐ Change Member Status to Deceased.
- ☐ Select Funeral tab.
- ☐ Complete the Funeral information.
- ☐ Check if other members of the family are living.
  - If no other family members are living,
    - ☐ change Family Status to Deceased
    - ☐ Select Churches tab and make family Unregistered
    - ☐ In Administrative tab, update Envelope information
  - If there are other living family members,
    - ☐ Update Family Status to whatever is appropriate
    - ☐ Update Churches in the Churches tab as appropriate for your parish

May 18, 2023