00:28:13 Jen Buechel: The Parish Advisory Board is comprised of parishes all throughout the diocese and they help with GabrielSoft by giving us their perspective and advice on how operating procedures and requirements can be best implemented.

00:28:56 Jen Buechel: Recognizing Parishioner BIrthdays is one GREAT and EASY way to connect with our parishioners and continue to be in relationship with them...

00:29:36 Jen Buechel: The report Roy identified is one which can help with that... super easy. Let us know if you would like any assistance with the BIrthday Report!

00:36:28 Jen Buechel: Here is a link to FreshDesk - which holds the standard operating procedures, training videos and guides for you!

00:36:33 Jen Buechel: https://gbdioc-parish.freshdesk.com/support/home

00:38:22 Patty Young, Parish Ops: https://www.gbdioc.org/images/stories/Resource\_Site/Canonical-Services/Documents/Sacramental-Register-Handbook\_August-2010.pdf

00:39:01 Olivia Wendt, Diocesan Archives: Although reconciliation is a sacrament, there are no sacramental records kept for it.

00:51:23 Jody: If a parish has a business manager or business administrator they will ensure it is accurate

00:52:21 Cathy: Agreed

00:52:33 Jeff Koss: Sacristy slip? - is there a sample. Haven't heard of that.

00:53:22 Olivia Wendt, Diocesan Archives: It's a form the parents fill out

00:53:46 Jeff Koss: jeff.koss@snc.edu

00:57:52 Sue Kuhn: What if the Deacon is the one who is giving the Eucharist to the child? Do we list the Deacons name?

01:00:23 Wendy: What about those who received their first communion as part of RCIA at the Easter Vigil? The handbook you are referring to doesn't mention recording the first communion. Do we record it in the book AND Gabriel anyway? or record some other way?

01:05:32 Wendy: Thank you, this now makes sense. I agree that a "training" of sorts would be a good idea

01:06:01 Jen Buechel: Here is a link to the Sacramental Register Handbook that has been discussed:

01:06:06 Jen Buechel: https://www.gbdioc.org/docman/resource-and-support/office-of-canonical-services/1320-sacramental-register-handbook-august-2010-2/file

01:06:44 Sue Kuhn: Do we send a notification to the baptismal church that the child made their first communion at our church?

01:07:07 Sophie: For Baptism records there is a section in the register for REMARKS. Is there a space where we should enter it in Gabriel?

01:07:53 Olivia Wendt, Diocesan Archives: It is not required that you send out a notification about someone's first communion. The notifications ARE Required for confirmation and marriage

01:15:38 Sophie: Thank you :-)

01:16:32 Laura-SFX De Pere: Remarks can be added to the PRM notes as well!

01:19:20 TMcAllister: Wouldn't you still want to contact that parish so they could enter the FC into Gabriel? So, they have current records of all sacraments for their parishioners.

01:19:38 Mary: when recording a sacrament only, why is the status "active", if they are not the church of registration, should that be listed as inactive since they are only receiving the sacrament, or does that not matter?

01:24:16 Sue Kuhn: We have a Deacon and he has been doing the Baptisms for the last 18 months, so we were putting his name in the book as he was the one performing the Baptism. Should we have been entering the Celebrants name even though he did not do it? We switch priests weekly so to go back and try to change it would be hard to know who was on that weekend.

01:28:53 Jeannine: I was also trained to send these letters to baptizing parishes. I was also trained to ask for proof of baptism and first communion for our Confirmation students. So I don’t need to do that?

01:29:21 Olivia Wendt, Diocesan Archives: you do need to ask for proof of baptism

01:30:34 Olivia Wendt, Diocesan Archives: but you don't have to send that parish of baptism a notification about the first communion once it happens

01:32:58 Dcn. Conrad: St. Francis Xavier Cathedral may be unique in this circumstance. There are confirmation sacraments given at a diocesan Mass multiple times per year for many different parishes across the diocese. These confirmands were prepared by those individual parishes. Who is responsible for recording those confirmations?

01:33:37 Jeff Koss: But then it needs to be entered Rev. Mr. Joe Smith as the Deacon, correct?

01:35:38 Sue Kuhn: So then why can we not use the Deacon for giving them Holy Communion? They would be giving the Eucharist just like pouring the water.

01:41:01 Olivia Wendt, Diocesan Archives: Jeff, I think you can just put Deacon Joe Smith in the book.

01:44:40 Jen Buechel: Thank you everyone for joining us! Please let us know however else we can help you!

01:45:07 Jen Buechel: And we look forward to seeing you next month to revisit sacraments - focusing on the Sacrament of Marriage.

01:47:40 Olivia Wendt, Diocesan Archives: owendt@gbdioc.org

01:47:59 Tammy Basten Green Bay: tbasten@gbdioc.org