

Pillar 2: Standard Operating Policy for Parish GabrielSoft Usage for the Diocese of Green Bay (The Six Pillars)

For official sacrament guidelines please reference the Sacramental Register Handbook found on the Diocesan website under the Mission Team of Canonical Services, Diocesan Policies. The Chancery and Archives are the primary contacts for the sacramental register. https://www.gbdioc.org/images/stories/Resource_Site/Canonical-Services/Documents/Sacramental-Register-Handbook_August-2010.pdf

2. Enter sacraments into Gabriel to reflect entries in Sacramental Registry.

▪ **Enter Baptisms** celebrated at your church.

- Baptisms are entered for sacraments celebrated at your church, and generally come from a “Sacristy Record” or whatever your parish uses for Baptism prep, with info approved by the parents and the minister before entering to the official Baptism Register (Sacrament Register).
- If the family record is not currently associated with your parish, search for them across all parishes, Add to My Church and set with Sacrament Only family status.
- DO NOT CREATE A NEW FAMILY *without first doing an extensive Family/Member Search* using names or addresses to avoid duplicate family records.
- The sacrament should be recorded first in the book and then into Gabriel in the week following the ceremony, preferably by Wednesday, end of business day.
- Enter the Register Book Volume/Page/Line [1]
- For handling extraordinary circumstances, refer to the Handbook and/or contact Chancery/Archives
- For Received in Full Communion where the Baptism was received in another faith tradition, enter the original baptism into the baptism register This will be considered their official baptismal record and confirmation and marriage will be notated in this record.

Baptism	4/5/2020	
St Peregrine, 1825 Riverside Dr, Green E	Rev John J Becker	
Ms Jane Voss	Holy Martyrs, Sugar Bush, WI	
Kristin Panske	Holy Trinity, Casco, WI	
Christian Witness 1	Christian Witness 2	
Saint Name		
Book Information		
1984-	86	120
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

▪ **Enter First Communion** sacraments celebrated at your church.

- First Communion are recorded for sacraments celebrated at your church.
- If the family record is not currently associated with your parish, search for them across all parishes, Add to My Church and set with Sacrament Only family status.

- DO NOT CREATE A NEW FAMILY *without first doing an extensive Family/Member Search* using names or addresses to avoid duplicate family records.
- The sacrament should be recorded in the Sacrament Register for First Communion.
- The sacrament should be recorded into Gabriel in the week following the ceremony, preferably by of the business week (understanding more time may be needed for larger group sacraments).
- Enter the Register Book Volume/Page/Line [1]
- When First Communion is celebrated in a larger group where one parish is the host for additional church(es), the parish of registration (where the student prepared for the sacrament) enters the sacrament (*See note [2] for “host parish” responsibilities*)
- For handling extraordinary circumstances, refer to the Handbook and/or contact Chancery/Archives.

First Communion		5/9/1987
St Peregrine, 1825 Riverside Dr, Green		Bishop Robert Morneau
Book Information		
1979-20__	228	16
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

- **Enter Confirmations** for all of your parishioners, even if held at another parish.
 - When Confirmation is done in a mixed church setting where one parish is the host for additional church(es), the parish of registration enters the sacrament. (see the Churches Tab to determine the registered church). (*See note [3] for “host parish” responsibilities*)
 - The sacrament should be recorded in the confirmation register following the instructions in the Sacramental Register Handbook as soon as possible following the ceremony.
 - The parish who provides *Religious Education for the confirmand* has **NO bearing on which parish records the Confirmation Sacrament in the Confirmation book**. The parish of registration takes responsibility for their Confirmands and should send a representative to their confirmand’s ceremony.
 - The sacrament should be recorded into Gabriel in the week following the ceremony, preferably by end of the business week (understanding more time may be needed for larger group sacraments).
 - Enter the Register Book Volume/Page/Line [1]
 - The location should state the actual location of the sacrament.
 - The *parish of registration* should send the *Certificate of Confirmation* to the *Baptismal parish* including your parish name and the parish name where the sacrament was held.
 - Annotate the Confirmation in the parishioner’s Baptismal record (if they were baptized in your church).
 - If you receive confirmation Certificates from other parishes, this is because your parish is the Baptismal parish; annotate the confirmation in the Baptismal Register.
 - If you are just the Baptismal parish and not the current Parish of Registration, you do not enter the sacrament in Gabriel, the Parish of Registration will do that.

Add Sacrament

Confirmation	05/18/1996
St Francis Xavier Cathedral, 139 S Mar	Bishop Robert Banks
Endora Salem	Holy Spirit Church, 3970 92nd St, Milw
Proxy Sponsor	Proxy Sponsor Parish
Margaret Mary	

Book Information

1989-	50	60
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Save Cancel

Enter Adult Baptisms (Baptism, Confirmation & First Eucharist) or Received in Full Communion (Confirmation & First Eucharist) sacraments into Gabriel to reflect entries in Sacramental Registries.

- **Enter Each Sacrament same as you would any Sacrament** for those celebrated at your church.
 - Adult Baptisms would be entered in the Baptismal Registry (notation can be made that it is Adult Baptism).
 - Received into Full Communion – *Baptism would be entered in the Baptismal Register* with the Baptism location and date of their Baptism from their previous faith. (A notation can be added for “Received in Full Communion”).
 - The Confirmation is entered in the Baptismal Registry in the appropriate columns in their Baptism Record AND into the Confirmation Register
 - The sacrament should be recorded in the Sacrament Register for First Communion.
 - If the family record is not currently associated with your parish, search for them across all parishes, Add to My Church and set with Sacrament Only family status.
 - DO NOT CREATE A NEW FAMILY *without first doing an extensive Family/Member Search* using names or addresses to avoid duplicate family records.
 - The sacraments should be recorded first in the book(s) and then into Gabriel in the week following the ceremony, preferably by Wednesday, end of business day, recording the Book Volume/Page/Line [1]
 - For handling extraordinary circumstances or questions, refer to the Handbook and/or contact the Chancery/Archives

- **Enter Marriages celebrated at your church.**
 - The sacrament of marriage is counted as 1 sacrament for two people.
 - A family, for the purpose of recording a marriage, must include member records for both a bride and a groom.
 - The matrimony sacrament is entered into both spouse’s member sacrament record.
 - The sacrament dates must match for each spouse.
 - The sacrament should be recorded first in the Marriage Register and then in Gabriel in the week following the ceremony, preferably by Wednesday end of business day.
 - Make a note of the Register Book Volume/Page/Line [1]

- DO NOT CREATE A NEW FAMILY *without first doing an extensive Member Search* (can narrow down with a birthdate) for each spouse. (*The marriage paperwork should indicate Parents, previous parish, birthdate, address, etc.*)
- See the Decision Tree (Addendum A) for a decision tree on when to create a new record or pull the member from his parents to create a new family.
- Once the new family with both spouses has been established the Matrimony Sacrament can be entered. The wedding date must match for both the bride and groom's sacraments.
 - Add the Matrimony Sacrament for the Groom, insert the bride's name for "Spouse Name."
 - Add the Matrimony Sacrament for the Groom, Insert the groom's name for "Spouse Name."
- Update the miscellaneous tab for each spouse for Marital Status "Married by a Priest/Deacon."
- Add the maiden name for the female (even if she chooses to keep her Maiden name after marriage) and update her last name if she's taking the grooms surname.
- Update the family name, status, envelopes and Church of registry.

The image displays two screenshots of the 'Edit Sacrament' form for Matrimony, with annotations explaining key fields and requirements.

Top Screenshot: Matrimony for Johnny Hofstadter

- Matrimony** (dropdown menu)
- 7/3/2021** (Wedding Date)
- aa-DEMO-St Peregrine, 1825 Riverside** (Church Name)
- Fr Dennis Ryan** (Priest/Deacon)
- Mayim Cooper** (Bride's Name)
- aa-DEMO-St Peregrine Parish, Green B** (Church Name)
- Michelle Rauch** (Witness)
- Simon Helberg** (Witness)
- Book Information** (Section Header)
- 15** (Book Number)
- 2** (Book Number)
- 5** (Book Number)
- Save** (Button)
- Cancel** (Button)

Annotations for Top Screenshot:

- Bride's name** (points to Mayim Cooper)
- Witnesses should be the same in both records.** (points to Michelle Rauch and Simon Helberg)
- Wedding Dates must match.** (points to 7/3/2021)

Bottom Screenshot: Matrimony for Mayim (Cooper) Hofstadter

- Matrimony** (dropdown menu)
- 7/3/2021** (Wedding Date)
- aa-DEMO-St Peregrine, 1825 Riverside C** (Church Name)
- Fr Dennis Ryan** (Priest/Deacon)
- Johnny Hofstadter** (Groom's Name)
- aa-DEMO-St Peregrine Parish, Green Ba** (Church Name)
- Michelle Rauch** (Witness)
- Simon Helberg** (Witness)
- Book Information** (Section Header)
- 15** (Book Number)
- 2** (Book Number)
- 5** (Book Number)
- Save** (Button)
- Cancel** (Button)

Annotations for Bottom Screenshot:

- Groom's name** (points to Johnny Hofstadter)
- Wedding Dates must match.** (points to 7/3/2021)

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- [1] Gabriel is working on an enhancement for all sacraments to record the Book Church as a 3-digit number - matching the parish's Church ID.
 - [2] Communion - Host parish would put cross reference entries in their First Communion register with "guest parish" name & list the communicants. This is solely for determining which parish "counts" the First Communion sacrament for OCD & Parish Annual Report.
 - [3] Confirmations in a group setting - the Host parish can make cross reference entries in their Confirmation Register with "guest parish" name & confirmands, or just name the guest parishes who they hosted and "cross reference only."

May 15, 2023

Decision Tree for Determining when to Create a New Family for Marriage Sacraments

BEFORE CREATING A NEW FAMILY *first do an extensive Member Search and Family Search* (can narrow down search with a birthdate or address) for each spouse. (*The marriage paperwork should indicate Parents, previous parish, birthdate, address, etc.*)

Methods to search for a member include:

- Family Explorer (by parent's name, parents address, all statuses, Registered Y/N, Church ID clear filter to see all churches)
- Member Search (by first name, birthdate, first and last name, all statuses, all parishioners)
- Family Search in Classic View (by parent's name, parents address, all statuses, all parishioners, all churches)

Pull each spouse out of their parent's family into a new family before recording Matrimony.
Only when it is determined neither spouse has a member record, is a new record created.

Groom found in Gabriel under Parent's record	Pull Groom into his own adult record. <ul style="list-style-type: none"> • Select the Groom's member record. • Click the arrow next to Save and select "Create a New Family." • In this new family change Family status to "Sacrament Only" and uncheck Envelopes. Save.
Groom found in his own adult record	You will use this Groom's family record to create a family for the Bride & Groom.
Groom not found in Gabriel	Add new family record for the Groom. Add the Groom as a member
Bride found under Parent's record	Add the Bride to the Groom's new family record. <ul style="list-style-type: none"> • Select the Bride's member record. • Click the arrow next to Save and select "Add to Existing Family." • Select your parish. • Scroll to the top, search for the Groom's family and Select the Groom's family.
Bride found in her own adult record	Follow the same instructions for Bride Found under Parents to pull Bride into Groom's family.
Bride not found	Add the Bride as a New Member in the Groom's family.