

### Assigning Registration Status to Family and Member

There are several ways to categorize a family and its members in ParishSOFT. The primary method is through recording whether a family is registered or not. Secondly, there is also a “Family Group” designation and a “Member Status.” A proper labeling of all three will combine to describe both a family and its members’ standing within the parish. Please make sure these areas are in agreement with one another. For example: A member status should not be active when the family record is designated as deceased. **In order for census report to produce accurate results, it is imperative that the family group and member status are in agreement.** For Example, a family group should not be active when all the members have the status of inactive or a family is coded as deceased but there are still living members on the record.

#### A. Defining a Family

Families are labeled first according to their registration status and then designated by a Family Group. If a family is registered, then they will show up on your parish Census reports. A family may ONLY have one parish of registration – they can only be registered at one parish but may be associated with multiple parishes. The Family Group status is a sub-group or additional way to classify a family. The Family Group status assists in tracking large groups of families where their status is mutually exclusive of another group in the parish. Please refer to the following definitions for the labels used:

**Registered** – completed the parish registration form and/or shared their personal information; they wish to be an active part of the parish community.

**Unregistered** – indicated in a specific manner that they are not members of the parish (ie: through registration at another parish) and/or chose not to complete a registration form.

#### Family Group definitions:

- **Active** – a family who has at least one Active member and they are being tracked with any of the following activities: donations, volunteer activities, involvement in religious education, etc. They have some involvement in the parish in some visible way.
- **Contributor Only** – a family who does not wish to or may have not been asked to register with the parish but contributes. These families can receive offertory envelopes if they request them.
- **Inactive** – a family who has no visible involvement or activity in the way of

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donations, volunteer activity, education, etc.

- **Moved** – a family who has moved away from your parish and is no longer active and registered at your parish.
- **Religious Ed Only** – a family who has members that are participating in Religious Ed classes only and the family is not registered at the parish.
- **Sacrament Only** – a family who has members that are receiving a Sacrament Only at the parish and the family is not registered at the parish. (This is infrequently used)
- **School Only** – a family who has members that are participating in the parish School only and the family is not registered at the parish.
- **Staff** – a family/member entered who is not registered at the parish and is only entered into the system because they are staff members.
- **Visitor** – a family who may attend events but does not contribute and is not registered. If a person visits and contributes, use the term Contributor.
- **Switched Parish-** a family that has transferred their registration to another parish within your area.
- **Deceased-** a family in which all members are deceased.
- **Shut in-** a family in which all members are confined to their home or facility typically due to illness or incapacity.

### B. Defining a member

Defining the member helps to indicate additional information which has been gathered on the member. The following definitions apply to the Member:

- **Active** – Member who is part of the parish, who is Catholic and has some involvement in a visible way.
- **ActOther** – A Non-Catholic Member of a Registered Family. These people will be included in some census reports and should be members who are open to being contacted by the parish. (Ex: Birthday reports, etc....but NOT on the Parish Statistics report)
- **Inactive** – One who is not active in the parish.
- **Deceased** – Members who have died. They need to have both this status and a 'Date of Death' for the ParishSOFT reports to function properly. If there are still family members on this record who are living, please do not code the family as deceased.
- **Unknown** – Members who have an unknown status. Typically, this is a

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temporary group for which research is done and then members are moved into the correct status.

\*\*\*\* Please note: We never delete or remove any parishioner census information or giving history from the ParishSOFT system. These records have a permanent retention based on diocesan records retention policy.

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### C. Classifying a Family and the Members

Please use the following guide to classify your parish Families and Members, depending on the differing scenarios encountered in your parish.

Scenario	Family Group	Currently Registered	Member Status
Active, Registered family	Active	Yes	Active
Non-Catholic, Member of a Registered Family	Active	Yes	ActOther
Non-registered Contributor	Contributor	No	Inactive
Inactive Registered Family (still parishioners)	Inactive	Yes	Inactive
Family which HAD been registered but has moved	Moved	No	Inactive
Staff, registered parishioner	Active	Yes	Active
Staff, not a registered parishioner	Staff	No	Active or ActOther depending on member status
Clergy, Registered at parish	Clergy	Yes	Active
Deceased (When Single Head of the Household dies)	Deceased	No	Deceased–fill in Death Date
Deceased (When a member of a Household dies but there are still other members in the household who are living)	Stays what it had been listed as	Yes	Deceased
Deceased (When the remaining members of a household are Non-Catholic)	Inactive	No	Deceased
School only student within a family	School Only	No	Child in School: Active Rest of family: Inactive
Religious Ed Family	RelEd Only	No	Religious Ed member: Active Rest of family: Inactive
Sacrament Only Family	Sacrament Only	No	Member receiving sacrament: Active Rest of family: Inactive