Diocese of Wheeling-Charleston
ParishSOFT Standard Operating Procedures

Entering Sacrament Details

Before entering any sacrament into ParishSOFT, the sacrament must first be entered in the sacramental registry. Sacramental details stored in ParishSOFT do not take the place of information kept in the sacramental registry but can assist as a "double-check" for key reports of members who have received sacraments in the parish from year to year. Entering in basic Sacramental details in ParishSOFT can assist staff with a quick reference guide to the actual location in the hard-copy sacramental books of any particular parishioner and is also required for fast and easy reporting within the parish and to the diocese. **It is recommended to record sacramental information in the registers and into ParishSOFT on a weekly basis – every Friday, record all the sacramental information for sacraments celebrated within the parish during that prior week.**

A. Basics for entering Sacraments

If it is known that the sacrament has been received, (without information as to the date or place of the sacrament) a check box may be selected to indicate the sacrament was completed even if no other information is known. The following is critical information which should be filled out if the Census reports are to reproduce accurate information:

Baptism: Check Completed, Date, Parish, Celebrant, Faith of Baptism, Register Volume, Register Page

First Eucharist: Check Completed, Date, Parish, Celebrant

Confirmation: Check Completed, Date, Parish, Celebrant

Marriage: Check Completed, Status, Annulment Field, Maiden Name, Spouse, the applicable check boxes (Canonical, Former Marriage, Mixed Religion, Disparity of Cult), Date, Parish, Celebrant, Best Man, Maid of Honor, Register Volume, Register Page . Need to be sure that all of this information is recorded in both spouse's records

A further description of these check boxes:

Canonical – The law of the Church requires for validity that every Catholic marry in the presence of a priest or deacon and two witnesses, using the Catholic form of marriage.

Disparity of Cult – Marriage between a Catholic and a non-baptized person

Mixed Religion – Marriage between a Catholic and a Baptized non-Catholic

Funeral: Check Completed, Date of Death, Funeral Place, Funeral Celebrant

If the information listed above is known, please enter the details into ParishSOFT. As a guideline, entering in more than the above basics is a good idea, with the exclusion **that anything marked "confidential" should be kept ONLY in the hard copy Sacramental Register books.**

With regard to First Reconciliation, these records, from a canonical point of view, are not kept in hard copy books and do not need to be recorded in ParishSOFT unless the parish finds this information to be useful.

Please remind staff who access Sacramental information, about the confidentiality of these records. Sacramental history should not be shared with anyone other than the person who received the sacrament, the priest, the guardian or a parish/diocesan representative.

B. Religion defaults for Sacraments

All the Sacraments collected in the system are for the Catholic members and as such reflect sacraments of the Catholic faith. Since the sacrament of Baptism by another faith (depending on the form) may be recognized by the Church, there is no pre-set default field for the religion and it must be selected in a dropdown.

C. Printing Pre-populated Certificates and Notifications

Certificates, especially the Certificate of Baptism, must be verified against the Sacramental Register and must include full and accurate notations on the reverse side. ParishSOFT does offer the ability to print these certificates with pre-populated information through the Mail Merge process.

D. Updating Celebrants in your Database

If you cannot locate the name of a celebrant in the listing provided in ParishSOFT, you may add his name to the table (Click on the Administration tab, click on LookUps, click on Celebrants (found under Family Directory Tables, click the "+" to add a new celebrant's name). Please check to be sure that you are not adding a celebrant who is already listed – the only celebrants you should need to add would be a priest/deacon who is from another diocese and is celebrating a sacrament at your parish, and/or a newly ordained member of the clergy who has not yet been added to the table by the diocese. Please note that when entering a celebrant's name, you need to enter it exactly as it is to appear on the printed certificate.

E. Adoptions

Adoptions are very complex and extremely confidential. **The parish must follow the criteria set forth by the USCCB for registering baptisms of adopted children. No notes, identification, or comments about adoption should exist in ParishSOFT, regardless of the reason.** When adoptions are involved, please follow the requirements for entering information properly into the hard copy Sacramental Register. Please contact the Judicial Vicar at the diocese if you need additional assistance.