



Entering Sacraments for an individual



Important note: Entering Sacramental information into MinistryPlatform is not a substitute for recording information in the physical Sacramental Registry.

Familiarize yourself with the new Sacraments menu. Click **Sacraments** on the left menu and you will see these additional menu options along with the 7 sacraments.

- All Sacraments – All sacraments entered into MP for all members.
- All Sponsors – listing of all sponsors used in sacraments.
- Reconciliation Prep: Note: You should be recording the date a child completed training and NOT the date they received First Reconciliation.
- Death/Funeral Registry – Allows you to record a parishioners funeral details
- Dioceses – Dioceses loaded into MP for you to select when entering information
- Sacramental Places

Some of the fields available to you when recording a sacrament will be unique to that specific sacrament. For example

- Baptism (Parents, God Parents, Profession of Faith,)
- Confirmation (Confirmation Saint)
- Marriage (a link to the spouse's contact)
- Death/Funeral (Date of Burial)

Recording Sponsor & Celebrant Information: If parents, sponsors, or celebrants are NOT IN MP as contacts, you can enter them manually on the Sacrament record after you have finished using the tool. You do not have to add them as new contacts.

Sacramental Research – two ways to search for sacramental information:

From the Member record:

1. Click **Members**.
2. Search for a specific person and click their name to open their member record.
3. Click the **Sacraments** tab to see all of the sacraments listed for that individual.

From the sacrament:

1. Click **Sacraments**.
2. Click **All Sacraments** OR click the specific sacrament.
3. Search for the person.
4. Click to open their sacramental record.

Editing sacramental information to add further detail later:

1. Click **Members**.
2. Search for a specific person and click their name to open their member record.
3. Click the **Sacraments** tab to see all of the sacraments listed for that individual.
4. Click the blue jump link for the sacrament you wish to update.

Entering Sacramental Information for an Individuals.

Launched from the member page or any sacrament, this tool was specifically designed to facilitate easy sacrament data entry. Below you will find the two methods for entering sacramental information.

TO MAKE YOUR LIFE EASIER: Use the **Add/Edit Family** tool to ensure you have all the correct family information including middle names, maiden names, dates of birth before entering Sacramental information.

Option 1: Launch the Add/Edit Sacrament Tool from the Sacrament.

1. Click **Sacraments** and choose a sacrament from the menu.
2. Click **Tools** and select **Add/Edit Sacrament**. Because you started from inside a sacrament, the sacrament field will be populated with the name of the sacrament.
3. Click in the **Select Members** field.
4. Enter the **last name** of a contact followed by a **comma** and their **first name**
5. Click on the name to select the appropriate contact.
6. Enter pertinent information: Fields needing further instruction are listed below

Date of Sacrament: The date a sacrament was received.

Date Accuracy: If you don't know the full date of sacrament, choose the segment you are sure of and then enter the Date of Sacrament as shown below.

Full Date known: Enter the full date. Select **Full Date** for **Date Accuracy**.

Day unknown: Enter 01 for the day and enter the Month and Year you know. Choose **Month and Year** for **Date Accuracy**.

Full date unknown: Enter 01/01/1900. Choose **Unknown** for **Date Accuracy**.

Day and Month unknown: Enter 01/01/ and enter the year you know. Choose **Year** for **Date Accuracy**

Name of Celebrant: If the Celebrant is in MP, you can search for them.

Name of Parish where sacrament occurred: If the Place is in MP, you can select it. If not, you can add it.

Date of Birth: this will populate from the contact's record.

Place of Birth: Enter the City and State in this format: City, State

Mother's Name: If the mother is in MP, you can select her.

Father's Name: If the father is in MP, you can select him.

Mother's Maiden Name: If the mother's maiden name is in MP, it will populate

7. Scroll down to **Sponsor** information. (See specific notes on page ____ regarding entering sponsor information)
8. Click **Save**. The tool will remain populated allowing you to add another Sacrament for this individual.
9. If you are done, click **Close**.
Or, choose another person to enter their sacramental information.
Or, choose a different sacrament from the drop down to enter information for a different sacrament.

Option 2: Launch the Add/Edit Sacrament Tool from the Member record.

1. Click **Members**
2. Search for a specific person and click their name to open their member record.
3. Click **Tools** and select **Add/Edit Sacrament**. Because you started from a member record, the Select Member field will be populated with person's name.
4. Click the downward pointing triangle to select a sacrament from the **Select Sacrament Type** drop down menu.
5. Enter pertinent information: Fields needing further instruction are listed below

Date of Sacrament: The data a sacrament was received

Date Accuracy: If you don't know the full date of sacrament, choose the segment you are sure of and then enter the Date of Sacrament as shown below.

Full Date known: Enter the full date. Select **Full Date** for **Date Accuracy**.

Day unknown: Enter 01 for the day and enter the Month and Year you know. Choose **Month and Year** for **Date Accuracy**.

Full date unknown: Enter 01/01/1900. Choose **Unknown** for **Date Accuracy**.

Day and Month unknown: Enter 01/01/ and enter the year you know. Choose **Year** for **Date Accuracy**

Name of Celebrant: If the Celebrant is in MP, you can search for them.

Name of Parish where sacrament occurred: If the Place is in MP, you can select it. If not, you can add it.

Date of Birth: this will populate from the contact's record.

Place of Birth: Enter the City and State in this format: City, State

Mother's Name: If the mother is in MP, you can select her.

Father's Name: If the father is in MP, you can select him.

Mother's Maiden Name: If the mother's maiden name is in MP, it will populate

6. If you are done, click **Close** or repeat if needed.