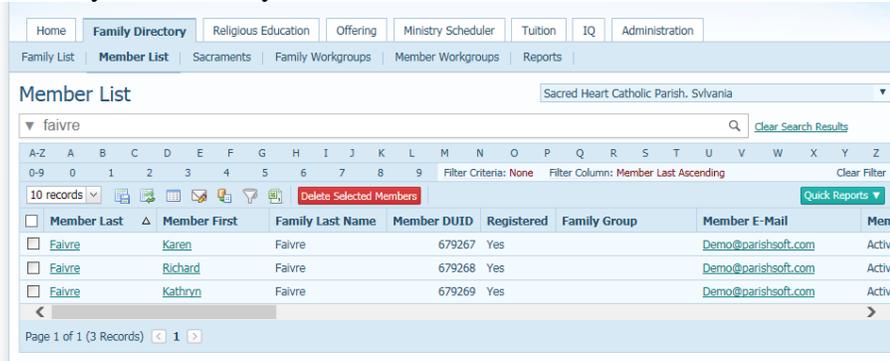


Marking Members Deceased in ParishSOFT

1. After logging into your ParishSOFT site. Click on **Family Directory** and search for the family or member you wish to mark as deceased:



Member List

Sacred Heart Catholic Parish, Sylvania

▼ faivre [Clear Search Results](#)

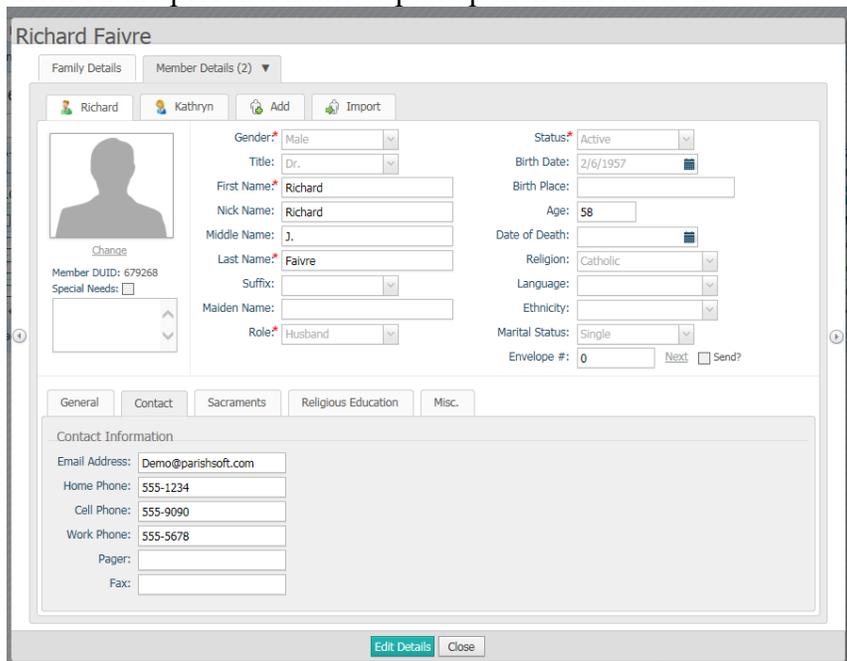
A-Z 0-9 Filter Criteria: None Filter Column: Member Last Ascending Clear Filter

10 records [Delete Selected Members](#) [Quick Reports](#)

<input type="checkbox"/>	Member Last	Member First	Family Last Name	Member DUID	Registered	Family Group	Member E-Mail	Men
<input type="checkbox"/>	Faivre	Karen	Faivre	679267	Yes		Demo@parishsoft.com	Activ
<input type="checkbox"/>	Faivre	Richard	Faivre	679268	Yes		Demo@parishsoft.com	Activ
<input type="checkbox"/>	Faivre	Kathryn	Faivre	679269	Yes		Demo@parishsoft.com	Activ

Page 1 of 1 (3 Records) < 1 >

2. Click on the person's name to pull up their information.



Richard Faivre

Family Details Member Details (2)

Richard Kathryn Add Import

Change
Member DUID: 679268
Special Needs:

Gender: Male
Title: Dr.
First Name: Richard
Nick Name: Richard
Middle Name: J.
Last Name: Faivre
Suffix:
Maiden Name:
Role: Husband

Status: Active
Birth Date: 2/6/1957
Birth Place:
Age: 58
Date of Death:
Religion: Catholic
Language:
Ethnicity:
Marital Status: Single
Envelope #: 0 [Next](#) Send?

General Contact Sacraments Religious Education Misc.

Contact Information

Email Address: Demo@parishsoft.com
Home Phone: 555-1234
Cell Phone: 555-9090
Work Phone: 555-5678
Pager:
Fax:

[Edit Details](#) [Close](#)

3. Click **Edit Details** and then change their **Status** to Deceased, enter in their **Date of Death**. Please note that entering in the Date of Death field will update the person's marital status to "Single"

Richard Faivre

Family Details Member Details (2)

Richard Kathryn Add Import

Change
 Member DUID: 679268
 Special Needs

Gender: Male
 Title: Dr.
 First Name: Richard
 Nick Name: Richard
 Middle Name: J.
 Last Name: Faivre
 Suffix:
 Maiden Name:
 Role: Husband

Status: Deceased
 Birth Date: 2/6/1957
 Birth Place:
 Age: 58
 Date of Death: 7/24/2015
 Religion: Catholic
 Language:
 Ethnicity:
 Marital Status: Single
 Envelope #: 0 [Next](#) Send?

General Contact Sacraments Religious Education Misc.

Contact Information

Email Address: Demo@parishsoft.com
 Home Phone: 555-1234
 Cell Phone: 555-9090
 Work Phone: 555-5678
 Pager:
 Fax:

Save Save & Close Cancel Close

- Next, click **Save**.
- Click on the **Sacraments** tab for the member, then check if they have a marriage sacrament.

Richard Faivre

Family Details Member Details (3) Good Shepherd Parish, Toledo

Richard Kathryn Cathleen Add Import

Change
 Member DUID 679268
 Special Needs

Gender: Male
 Title: Dr.
 First Name: Richard
 Nick Name: Richard
 Middle Name: J.
 Last Name: Faivre
 Suffix:
 Maiden Name:
 Role: Husband

Status: Deceased
 Birth Date: 2/6/1957
 Birth Place:
 Age: 58
 Date of Death: 7/24/2015
 Religion: Catholic
 Language:
 Ethnicity:
 Marital Status: Married
 Envelope #: 0 [Next](#) Send?

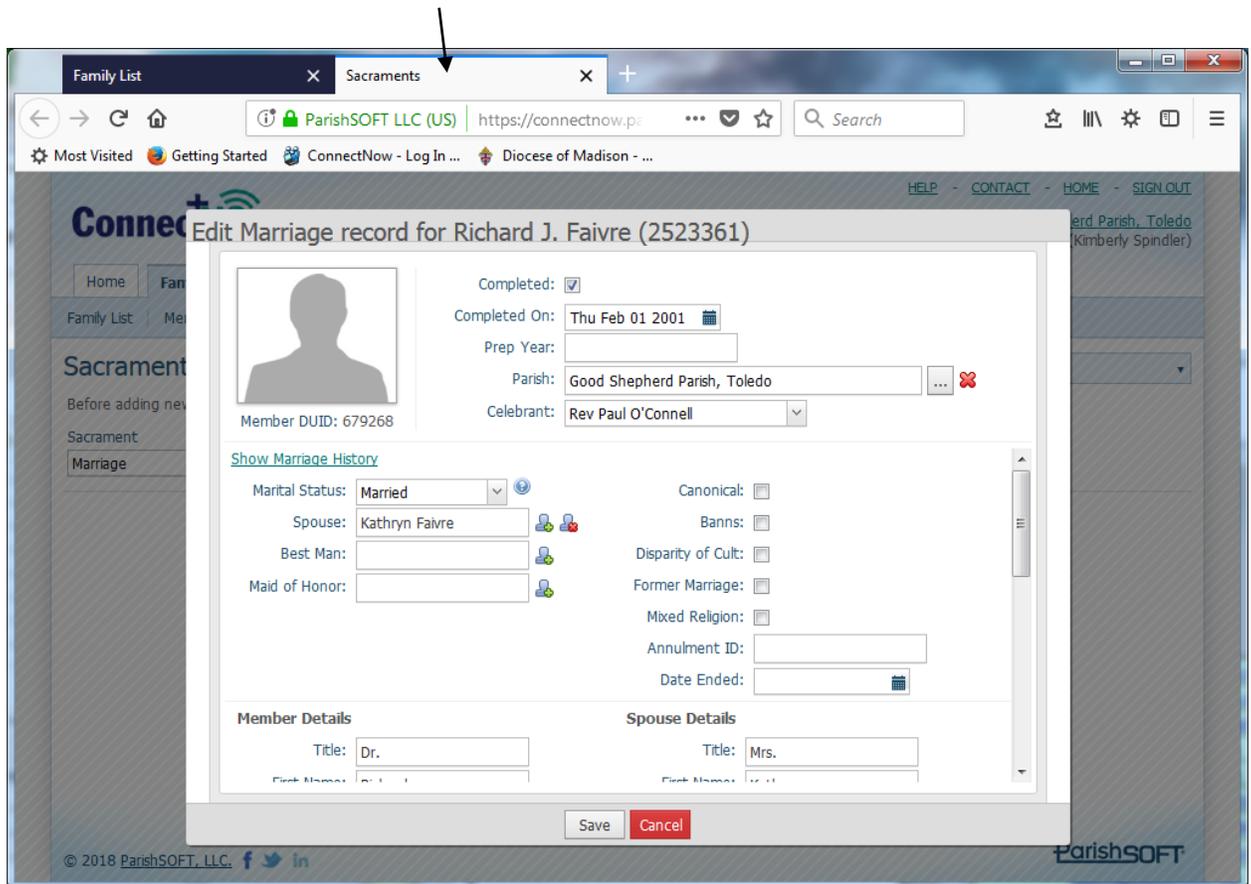
General Contact **Sacraments** Religious Education Misc.

Sacrament Entry/Summary

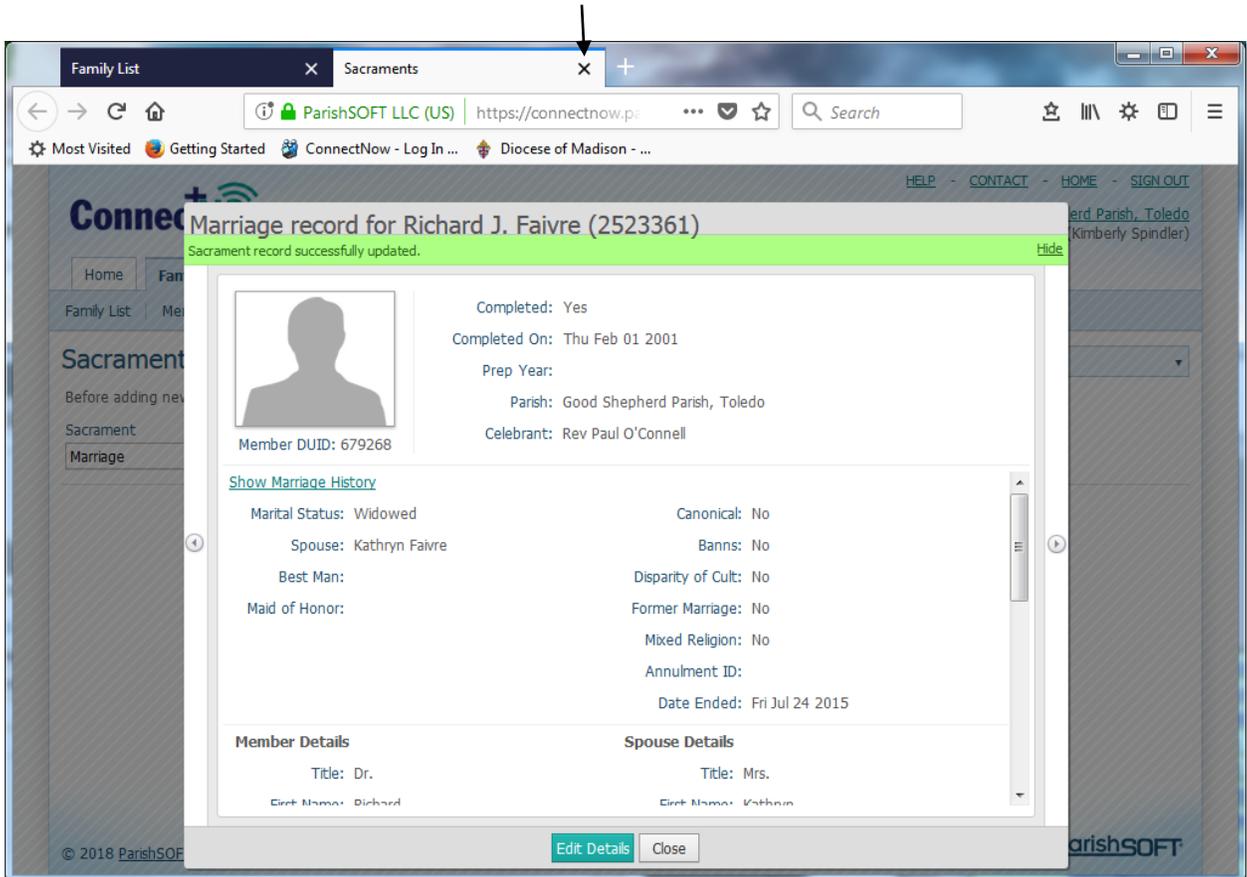
Sacrament	Completed	Date	Prep Year	Parish	Celebrant
Baptism:	<input checked="" type="checkbox"/>			Cathedral of San Demo	
Reconciliation Prep:	<input type="checkbox"/>				
First Eucharist:	<input type="checkbox"/>				
Confirmation:	<input type="checkbox"/>				
Marriage:	<input checked="" type="checkbox"/>	2/1/2001		Good Shepherd Parish, T	Rev Paul O'Connell
Anointing of the Sick:	<input type="checkbox"/>				
Holy Orders:	<input type="checkbox"/>				

[Edit Details](#) [Close](#)

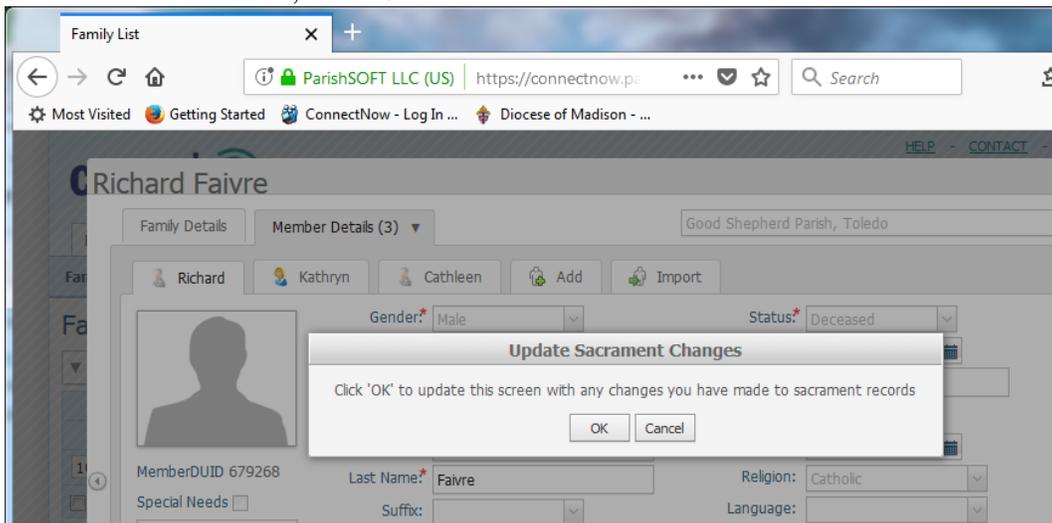
- If a sacrament is present, click on the **Details** link highlighted in yellow above, the sacrament detail screen will show, as seen below. Please note that the sacraments has opened a new tab for you to work in, with the sacrament already in edit mode.



7. Fill in the **Date Ended** with the date of the member's death. Change the **Marital Status** to Widowed, to correctly reflect the Non-deceased member's marital status, then click **Save**.



8. After clicking **Save**, close the sacrament editing tab, by closing the tab at the top, which will take you back you to Family List screen.
9. The **Family List** will ask you if you wish to update the family with the new sacrament information, click OK.



Verify the Spouse and overall Family Information

- Click on **Family Details**: then look at the main family detail screen. In the example above, we'll update the family First Name field, so it doesn't include Richard and then click the **Auto Update** to have the rest of the names adjusted automatically.

Dr. Richard Faivre (291331) Env#: 5825

Family Details Member Details (2)

Family Information Notes

Church of Registration: Sacred Heart Catholic Parish, Lima
Details Modified On: Wednesday, November 18, 2009 12:00 AM
Family Group: Active
Registration Status:
Registration Date: 11/1/1991
Unregistered Date:

Last Name: Faivre
First Name(s): Richard and Kathryn
Formal Mailing Name: Dr. Richard Faivre
Informal Name: Dr. Faivre
Formal Salutation: Dr. Richard J. Faivre
Informal Salutation: Richard Faivre
Email Address: demo@parishsoft.com
Primary Phone: 555-2222
Emergency Phone: 555-3333
Emer. Ph. Desc.:

Primary Address: Home Address
Country: United States
Postal Code: 48108
Address Line 1: 4524 Sulgrave Dr
Address Line 2:
City: Ann Arbor
State/Region: Michigan
Phone Number: 555-2222

Envelope #: 5825 Next
Diocesan ID: 15683800
Annual Gift \$: 0 Giving History
Map Code:

Send Mail: Publish Address:
Send Contrib. Env.: Publish Photo:
Publish Phone: Send Magazine:
Publish Email:

Edit Details Close

- Our edits appear similar to below:

Mrs. Kathryn Faivre (291331) Env#: 5825

Family Details Member Details (2)

Family Information Notes

Church of Registration: Sacred Heart Catholic Parish, Sylvania
Details Modified On: Friday, July 24, 2015 12:06 PM
Family Group: Active
Registration Status:
Registration Date: 11/1/1991
Unregistered Date:

Last Name: Faivre
First Name(s): Kathryn
Formal Mailing Name: Mrs. Kathryn Faivre
Informal Name: Kathryn Faivre
Formal Salutation: Mrs. Faivre
Informal Salutation: Kathryn
Email Address: demo@parishsoft.com
Primary Phone: 555-2222
Emergency Phone: 555-3333
Emer. Ph. Desc.:

Primary Address: Home Address
Country: United States
Postal Code: 48108
Address Line 1: 4524 Sulgrave Dr
Address Line 2:
City: Ann Arbor
State/Region: Michigan
Phone Number: 555-2222

Envelope #: 5825 Next
Diocesan ID: 15683800
Annual Gift \$: 0 Giving History
Map Code:

Send Mail: Publish Address:
Send Contrib. Env.: Publish Photo:
Publish Phone: Send Magazine:
Publish Email:

Edit Details Close

12. Lastly, go to the spouse's record and check their marital status. (if you already adjusted the Sacrament, the marital status will be listed correctly on the spouse) If needed, change the spouse's **Marital Status** to Widowed. Then **Save & Close**.

Kathryn Faivre

Family Details Member Details (2)

Richard Kathryn Add Import

Personal Information:

- Gender: Female
- Title: Mrs.
- First Name: Kathryn
- Nick Name: Kathryn
- Middle Name: M.
- Last Name: Faivre
- Suffix:
- Maiden Name:
- Role: Wife
- Status: Active
- Birth Date: 10/10/1954
- Birth Place:
- Age: 60
- Date of Death:
- Religion: Catholic
- Language:
- Ethnicity:
- Marital Status: Widowed
- Envelope #: 0

Member DUID: 679269
Special Needs:

Contact Information:

- Email Address: Demo@parishsoft.com
- Home Phone: 555-1234
- Cell Phone: 555-9090
- Work Phone: 555-5678
- Pager:
- Fax:

Save Save & Close Cancel Close