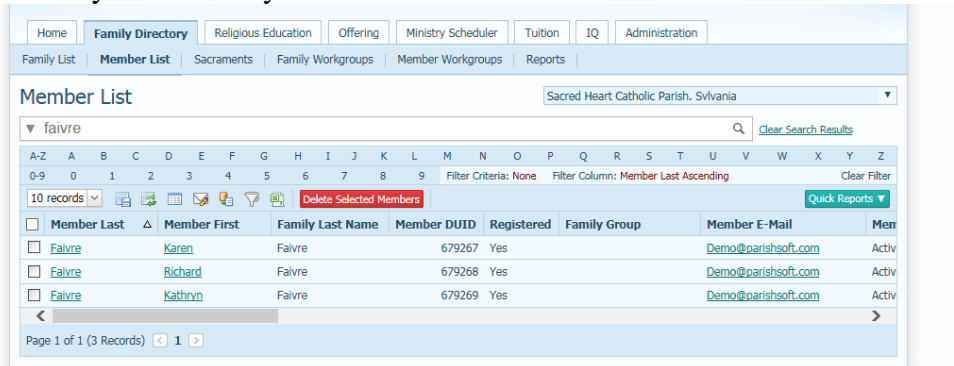


Marking Members Deceased in ParishSOFT

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](#)

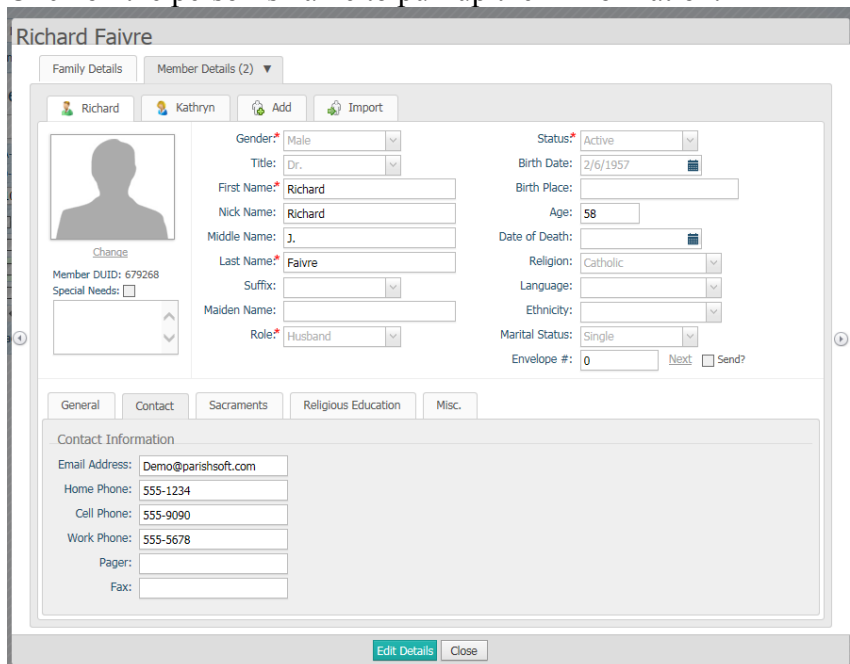
A-Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: None Filter Column: Member Last Ascending Clear Filter

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?

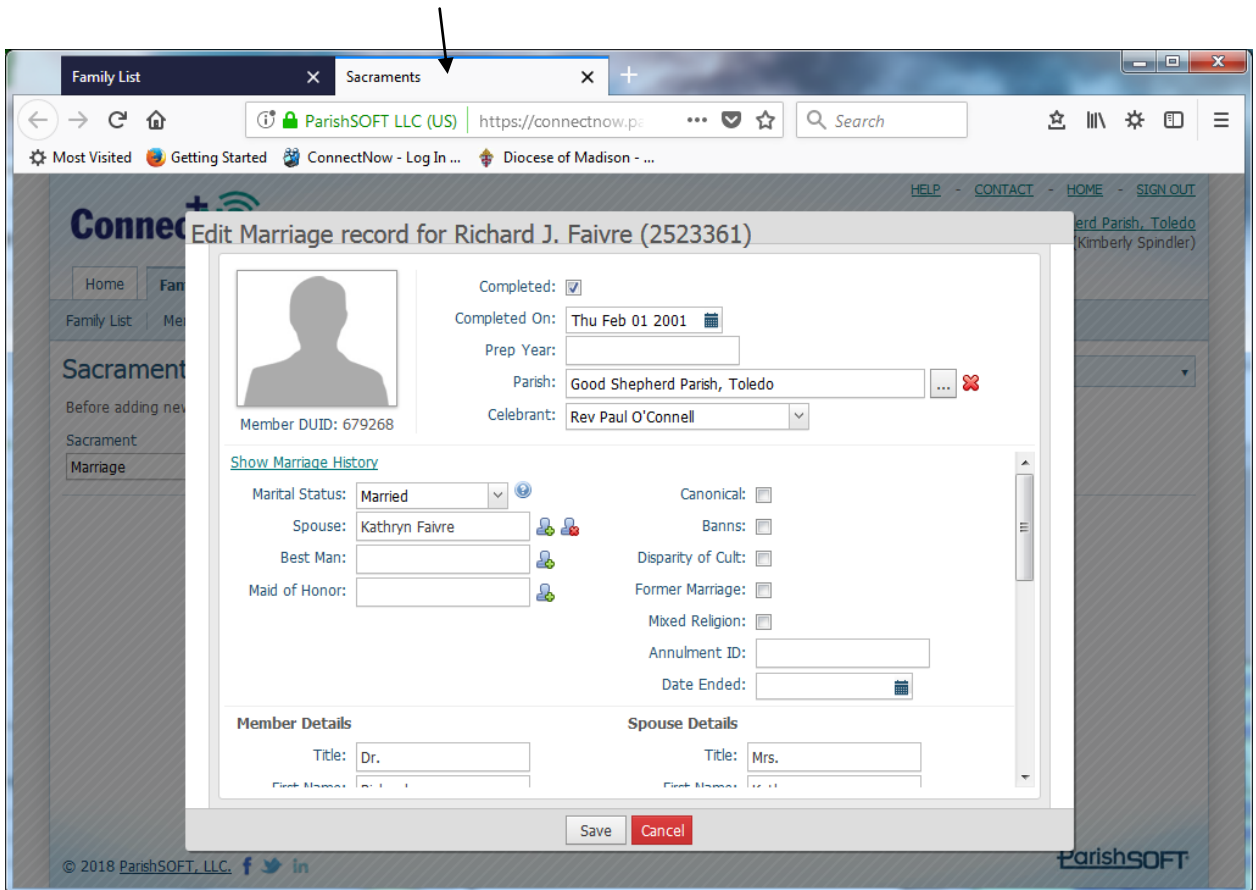
General Contact **Sacraments** Religious Education Misc.

Sacrament Entry/Summary

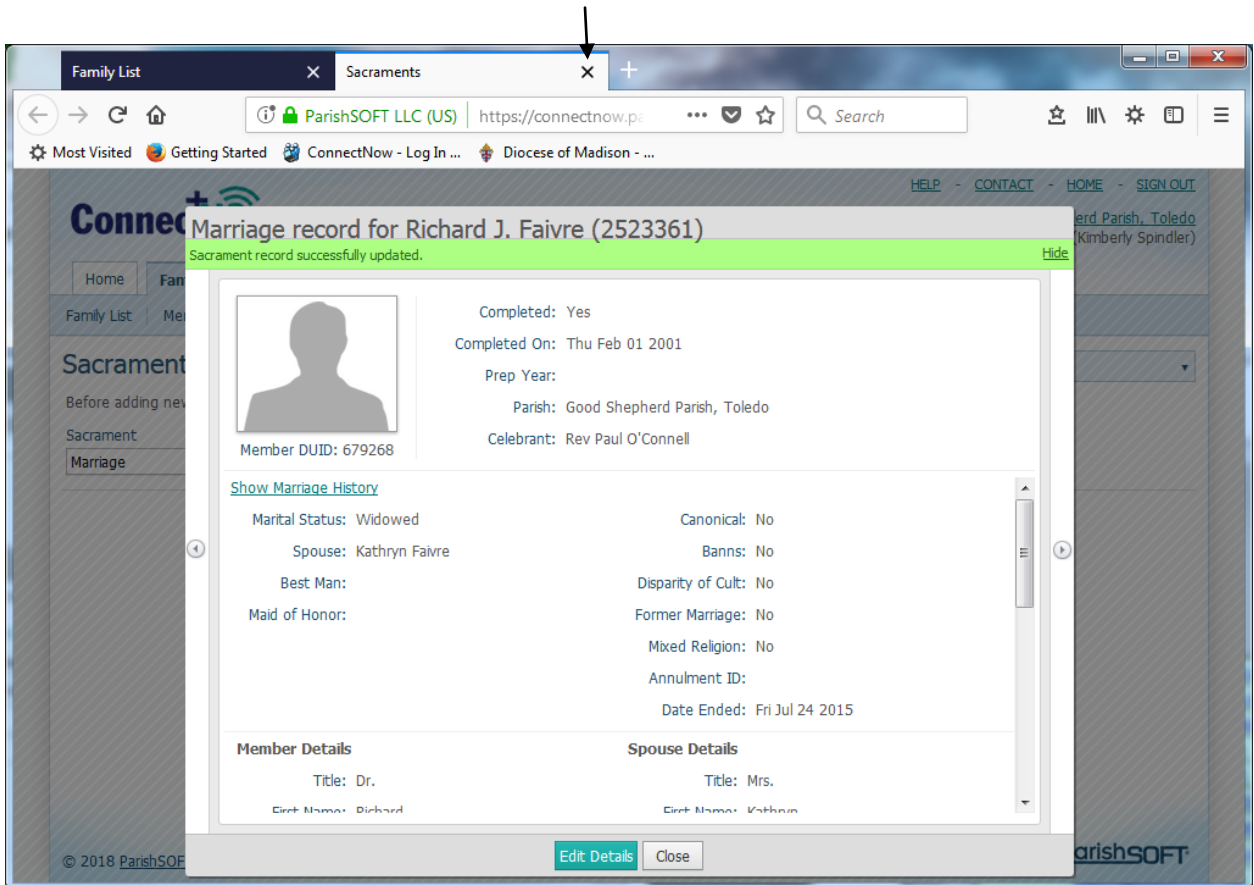
Sacrament	Completed	Date	Prep Year	Parish	Celebrant
Baptism:	<input checked="" type="checkbox"/>			Cathedral of San Demo	Details
Reconciliation Prep:	<input type="checkbox"/>				
First Eucharist:	<input type="checkbox"/>				
Confirmation:	<input type="checkbox"/>				
Marriage:	<input checked="" type="checkbox"/>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

[Edit Details](#) Close

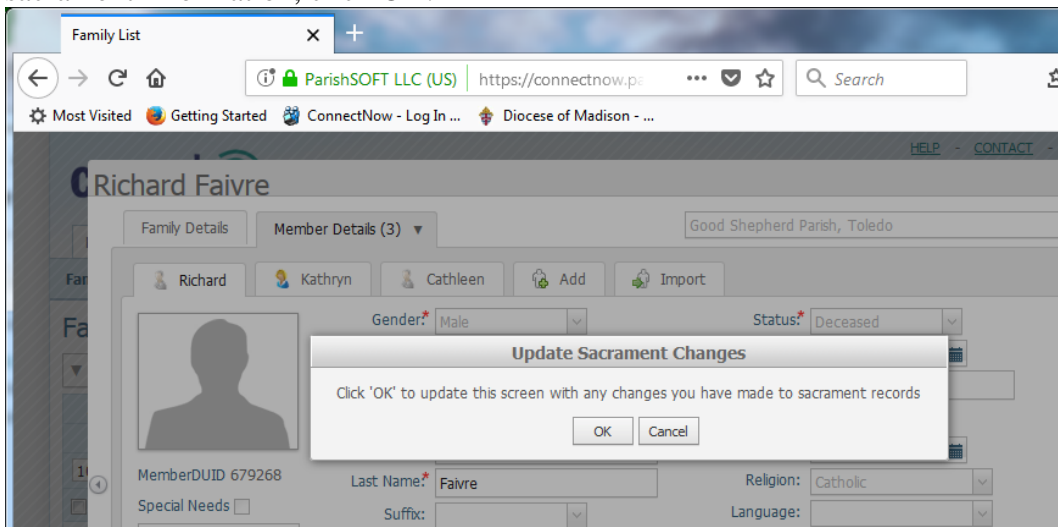
- If a sacrament is present, click on the **Details** link highlighted in yellow above, the sacrament detail screen will show, as seen below. Please note that the sacraments has opened a new tab for you to work in, with the sacrament already in edit mode.



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

10. 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 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
 Home | Mailing | Other
 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

11. Our edits appear similar to below:

Mrs. Kathryn Faivre (291331) Env#: 5825

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
 Home | Mailing | Other
 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



[Change](#)

Member GUID: 679269

Special Needs:

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