

Sacramental Records – Hold Organization, Schriever

Sacramental Registries are entered into ParishSOFT on a regular basis. It is the Parishes responsibility to keep ParishSOFT up to date with the registry. If you find a sacramental record in ParishSOFT listing “Hold Organization, Schriever” as the Parish of the sacrament, but it should be your church record, send an update notice to the diocese.

Email: support@htdiocese.org

Subject Line: Hold Org Update

Message:

Sacrament (Baptism, 1st Eucharist, Confirmation, Marriage, Funeral)

NAME on sacramental record and Sacramental Record Number, Completed (date completed)

Parish: (name & city of Church Parish)

Message Example:

Baptism 63821

Lori Louise Adams, Completed on 9/26/1964

Sacred Heart, Cut Off

You can also create a table to send multiple entries:

Sacrament	Name	Completed on	Church
Baptism 63821	Lori Louise Adams	9/26/1964	Sacred Heart, Cut Off

There is no limit to the number of Hold Org Update requests.