Order of Christian Initiation for Adults

Instructions for ParishSOFT

BEFORE adding the sacrament:

1. find the candidate in Family Directory
   See Best Practices – *Search for a Family Record* and *Add a New Family*
2. Review the registration form and update all their information in the member's record. If they are an adult, export them from their parent's record into a new family. Add family members to their record.
   a. Be sure to update Salutations, mailing address, etc…
3. Note the candidates Family DUID and Member DUID. This will help when entering the sacramental record.

Add ALL Sacraments Received:

Family Directory, Sacraments, Add/Edit Sacrament

o **Baptism:** Mark the *Faith of Baptism* on the record. Do on add sposors if baptism is outside of Catholic faith. *See note about adding an organization.
o **First Eucharist:** complete all fields
o **Confirmation:** complete all fields.
o **Profession of Faith (Rite of Reception in ParishSOFT):** complete all fields
   The *Profession of Faith certificate* will be printed when the candidate requests a full detail baptism certificate to become a Confirmation sponsor or married in the Church.

   *Adding an Organization: Organizations are linked on ALL sacramental records. The complete listing of Organizations can be found on the Home tab by clicking Organization Directory. A NEW custom organization can be added if the church is not listed.

Print the Profession of Faith Certificate: add/edit sacrament, Rite of Reception, search name, select and merge – Template found under "My Templates" tab, Profession of Faith for adults.