

Guide for Recording Adult Children Whose Member Record is Still Part of Their Parent's Family Record

When children reach the age of 22 (adulthood), their individual member information should be imported into their own record. This process allows them to be assigned an envelope number, update their information as needed or their family record can be captured by a new parish.

Reminder

- The ParishSOFT Family Directory, through its various reports, classifies people 21 and under as children. To determine adult children listed within their parent's records follow these steps.

To identify these adult children (22 and over) run the following:

- Reports
- ParishSOFT Reports
- Census Reports
- Member Reports Menu
- Members Birthdays
 - Chose a Greater Than age of 22
 - Chose a Less Than age of, such as 30. You can expand the age until the additional adult children are all accounted for.
 - Show Results or Print Report

You can then view these adult children and import them if needed. There will be those circumstances where an adult child, such as a disabled child, may remain within the parent's record.

Below is an example of the resulting report. You may filter and/or hide the columns for the information desired.

qryMembers_BirthdayReports&Labels											
Age	Birthdate	FirstName	LastName	Address_1	City	St	Zip	MemberType	Member	Mailing Name	
22	12/15/1992	Gabriel	Fear	355 6 Mile Ct	Whitmore Lake	MI	48189	Son	Active	Ms Teresa A Fear	
22	2/18/1993	David	Francis	716 West Stree	Fowlerville	MI	48836	Son	Active	Bob and Amy Francis	
22	4/5/1992	David	Gabriel	3650 Gettysbur	Ann Arbor	MI	48105	Son	Active	Dr and Mrs William Gabriel	
22	8/5/1992	Mary	Harris	313 Strawberry	Ann Arbor	MI	48108	Daughter	Active	Mr and Mrs Ralph Harris	
22	5/29/1992	Summer	Haynes	7113 Calvin NW	Lansing	MI	48917	Daughter	Active	Jeff Haynes and Dawn Smyt	
22	2/8/1993	Charels	Ingram	5033 Boulder P	Ann Arbor	MI	48105	Son	Active	Mr and Mrs Frank Ingram	
22	11/20/1992	Chloe	Jordan	22911 N. 46th A	Bridgewater	MI	48115	Daughter	Active	Michael and Marie Jordan	
22	2/5/1993	Jeanie	Owen	1311 Oakley St	Ann Arbor	MI	48103	Daughter	Active	Mr and Mrs Robert Owen	
22	7/20/1992	Maximillian	Xavier	1031 Woodbric	Ann Arbor	MI	48103	Son	Active	Mr and Mrs Charles Xavier	
23	2/6/1992	Rachelle	Bokong	13106 Grandpo	Cement City	MI	49233	Daughter	Active	Matthew and Linda Bokong	
23	1/20/1992	David	Nowka	58394 Keech St	Ann Arbor	MI	48103	Son	Active	Mr. and Mrs. Alan Nowka	
23	6/22/1991	Allyssa	Santiago	1313 Village Dr	Allen Park	MI	48101	Foster Daughte	Active	The Joseph Lin Household	
23	2/29/1992	Hannah	Vorden	163 GaCtendak	Belleville	MI	48111	Daughter	Active	Herb and Nancy Vorden	
24	6/8/1990	Scott	Bokong	13106 Grandpo	Cement City	MI	49233	Son	Active	Matthew and Linda Bokong	
24	11/20/1990	Michele	Brinks	7313 Next Stre	Plymouth	MI	48170	Daughter	Active	Mr and Mrs Jim Brinks	
24	4/20/1990	Paige	Jordan	22911 N. 46th A	Bridgewater	MI	48115	Daughter	Active	Michael and Marie Jordan	
24	9/8/1990	Amelia	Manchester	1731 Turner Ro	Dexter	MI	48130	Daughter	Active	James Manchester	
24	5/30/1990	Jacob	Trump	Trump Towers	New York	NY	10079	Son	Active	Mr. and Mrs. Donald Trump	
25	10/15/1989	Brennan	Smith	4930 Blue Hills	Ann Arbor	MI	48109	Son	Active	Sharon Smith	
25	5/6/1989	Michael	Vanderleest	1235 Vandertra	Ann Arbor	MI	48104	Son	Active	Fred and Arlene Vanderlee	
25	10/22/1989	Joseph	Vorden	163 GaCtendak	Belleville	MI	48111	Son	Active	Herb and Nancy Vorden	
26	11/12/1988	Brent	Bokong	13106 Grandpo	Cement City	MI	49233	Son	Active	Matthew and Linda Bokong	
26	4/9/1988	Steven	Gammons	15666 Park	Ypsilanti	MI	48198	Son	Active	Steven and Sarena Gammor	
26	6/20/1988	Julie	Nowka	58394 Keech St	Ann Arbor	MI	48103	Daughter	Active	Mr. and Mrs. Alan Nowka	
26	4/5/1988	Joseph	Thomlinson	2569 Hitari Lan	Ann Arbor	MI	48109	Son	Active	Mrs. Frances Thomlinson	
27	12/31/1987	Jimmy	Brinks	7313 Next Stre	Plymouth	MI	48170	Son	Active	Mr and Mrs Jim Brinks	

A mailing to the parents asking to update the information could be created using this spreadsheet.

Reminders

- After importing an adult child to their own record, it would be helpful to include their names on the Ext. Family Tab of the parent's record. Included are fields for Full Name and Age.
- When completing a merge of duplicate records, all children listed in the secondary record are transported to the primary record. The parish receives a notice of all merges done on the Diocesan level (AIM) and should review the record to import any adult children into their own record.