

## Guide for Recording Divorced/Separated Families or Spouses Attending Different Parishes

When the parish has been notified that a couple is separating or divorcing and are living apart, their original family record must be separated into two family records to correctly represent the separated family. This process is done in the Family Directory by 'Importing' one spouse into a newly created family record.

### Reminders

- This process allows the family record to be captured should either spouse join a new parish.
- A member should not be deleted from the original record or all associated sacramental information will be lost.
- The donations will remain with the original family record and a tax statement would be generated for that individual.
- Children should be listed with the custodial parent.

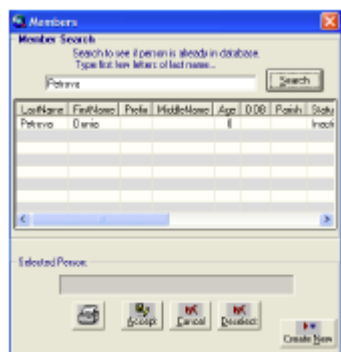
### Import Family Member

Complete the following steps to Import a member record to another existing family's record from within your ParishSOFT database. If the correct family record does not exist within your database, a new family record will need to be created. Click yes when ParishSOFT asks if you want to accept this new member. This will be the record you will have open when completing the following steps.

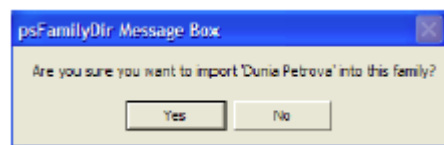
1. Open the family record for the family that will receive the new member record.
2. Click the **Members** tab.
3. Click the **Import** button to open the *Members* screen.



4. Type the last name of the member you wish to import in the **Search** field. Click the **Search** button.



5. Select the member's name and click the **Accept** button.
6. Click **Yes** on the popup screen if you are sure you want to import the selected member into the family.



When you click **Yes** on the popup screen shown above, the complete member record will be imported into the family. Click the tab containing the imported member's first name and edit any information if necessary (e.g., home phone, last name, etc.) Delete the 'empty' member record.

If both individuals remain with the parish and wish to receive correspondence relating to their child/children, such as CCD information, then the Admin or DRE will need to make a note to send duplicate correspondence to the second parent. Should the parish choose to list the children with both parents, then all census count reports will be inaccurate.

Use these guidelines tagging membership status:

### *Divorcing*

<b>Situation</b>	<b>Procedure</b>	<b>Family Registration</b>	<b>Family Group</b>	<b>Member Status</b>
Divorcing - Both spouses remain active at parish	Should there be children, create a separate family record by importing the non-custodial member to their own family record. If there are no children, decide which member to import.	Both family records are Registered	Both family records are Active	All member records are active, including the children's records
Divorcing - One spouse remains at the parish while the other spouse is no longer active	Create a separate family record by importing the inactive member to their own record.	Spouse remaining with parish is Registered; other spouse's record is Not Registered	Spouse remaining with parish is Active; other record is Inactive	Spouse remaining with parish is Active, including any children; other spouse member status is Inactive
Divorcing - Neither spouse remains active at parish	Should there be children, create a separate family record by importing the non-custodial member to their own family record. If there are no children, decide which member to import.	Both family records are Not Registered	Both family records are either Inactive or Moved	All member records are inactive, including the children's records.

### Reminder

- When a family record is un-registered, the ParishSOFT system will ask you if you wish to make all members inactive. If this is your choice, make sure to click the **Update** button before exiting the record.

*Married – two options*

<b>Situation</b>	<b>Procedure</b>	<b>Family Registration</b>	<b>Family Group</b>	<b>Member Status</b>
Married - A couple where one spouse is a member at another parish.	Both spouses may be listed within the family record	Family record is Registered	Family record is Active	Spouse attending parish is Active; other spouse member status is Inactive
Married - A couple where one spouse is a member at another parish.	List only spouse attending parish as a member and make note that the other spouse attends parish XXX	Family record is Registered	Family record is Active	Spouse attending parish is Active

Reminder

- To run a member report so that members other than Active will not appear.
  - Reports
  - ParishSOFT Reports
  - Census Menu
  - Member Filtering and Sorting
    - Family Status as Registered
    - Member Status as Active
- The member status field is also where deceased or ActOther is indicated.
  - ActOther may be an individual that is not Catholic. Finish by completing the Religion field.
  - An ActOther may also be an unregistered individual available for ministries and education programs. An ActOther individual would be included in the reports for those modules.
- Having the spouses name in the mailing fields will not affect reports and may be added if requested.