

Spring Parish Round Table Meetings

The Office for Communications is hosting Roundtable discussions this spring. Parish Administrative Assistants and Secretaries, School Administrative Assistants and Secretaries, ParishSOFT users, those involved in parish social media and other parish staff are welcome. Pre-registration is required: all meetings are 2 hours. Register online at <http://diolc.org/spring-parish-roundtable-meetings/>.

Date	Time	Parish	City	Details
Wed, April 10	9:30am	Sacred Heart of Jesus	Spring Valley, WI	Brother Michael Center
	1:30pm	Sacred Heart of Jesus-St Patrick	Eau Claire, WI	
Thurs, April 11	9:30am	St. Bridget	Ettrick, WI	
	1:30pm	Mary Mother of the Church	La Crosse, WI	MMOC Parish Hall, main entrance & parking lot on west side of campus
Tues, April 30	9:30am	Christ the King	Spencer, WI	In the Seton Center, 107 E Wendell St. North side entrance
	1:30pm	St. Agnes	Weston, WI	Park in east side, entry on the far side, new addition
Wed, May 1	9:30am	St Adalbert	Rosholt, WI	Mass available at 8:15am
	1:30pm	St Phillip the Apostle	Rudolph, WI	
Wed May 29	9:30am	St Patrick Parishi	Onalaska, WI	

Spring 2019 Parish Round Table Meeting Agenda

1. Review of census software [Standard Operating Procedures](#) and best practice.
 - a. Parish Administrative Staff Listings – Chancery Bulletin
 - b. Catholic Life Subscriptions/Registered Families with Send Magazine checked
 - c. Close Batch, tax deductible Funds and tax statements
 - d. Merge to purge. Never, ever, Delete
 - e. Training webinar discussion
 - f. Parish data cleanup.
 - i. Mailing address cleanup
 - ii. Phone number cleanup
 - iii. Email cleanup
 - iv. Birthdates
 - g. ParishSOFT Data Quality Initiative
2. [Handbook for Sacramental Records](#) rev 11-16-2018, a walkthrough.
3. Social Media for your parish
 - a. My Own Church for you and your pastor.
 - b. my Parish app
 - i. New button: Prayer Request
 - ii. Driving usage at your parish
 - c. [Facebook Social Media Group](#)
 - i. Share diocesan posted content
 - ii. Share content from neighboring parishes
 - d. [Parish media resources](#)
 - e. Email, MailChimp and diocesan events
4. Safe Environment information (posters, new forms, etc.)

Please contact Nick Lichter at nlichter@diolc.org, or (608) 791-2681 with questions.