

Fall 2018 Parish Round Table Meeting Agenda

1. Review of the census software transition project and outcome
 - a. Parish Administrative Staff Listings – Chancery Bulletin
 - b. Connection to DAA roster and updates
 - c. Catholic Life Subscriptions / Registered Families with Send Magazine checked
 - d. Parish Level Family Merge permissions
 - e. Uninstall the desktop – contact ParishSOFT
2. IQ queries
 - a. Global vs individual
 - i. Bloc of Global data quality queries
 - b. Tags
 - c. IQ charge will appear on 2019 billing
3. Diocesan Standard Operating Procedures (SOP) for recording census data
 - a. Batch process, Loose Change family (63626)
 - b. Sacraments
 - i. Handbook for Sacramental Records (to be released at Fall Clergy Conference)
 - ii. SOP for entering into ParishSOFT
 - c. Administration (Staff records)
 - i. Passwords
 - ii. Permissions
4. Getting the name and address of everyone in your congregation
 - a. In-pew signup
 - b. Ministry and Event registration
5. DAA theme, questions about the DAA portal
6. Safe Environment forms and procedures
7. Social Media for your parish
 - a. MyOwnChurch button on MyParish app
 - b. Getting to your roster on the phone
8. Chancery Bulletin – events and parish bulletins
9. Summer 2019 In-depth SOP training?
10. Questions.

Diocese of La Crosse Parish Information Management System (PIMS) website <http://www.dioc.org/pims>