2019 Fall Parish Round Table Meetings

The Office for Communications is hosting Roundtable discussions again this fall. 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 4.5 hours. The longer format includes a lunch and a hands-on session working with various online software and social media. Please bring your laptop, tablet or smartphone to participate. Register online at <http://diolc.org/pims/>.

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| **Date** | **Time** | **Parish** | **City** | **Details** |
| Tues, Sept. 17 | 10:00am- 2:30pm | Holy Cross Diocesan Center | La Crosse, WI | Use the main entrance, meet in the refectory |
| Wed, Sept. 18 | 10:00am- 2:30pm | SS Peter & Paul Parish | Wisconsin Rapids, WI | Use church parking lot, enter west door of the school. |
| Tues, Sept. 24 | 10:00am- 2:30pm | St. Michael Parish  | Wausau, WI | Meet in the cafeteria.  |
| Wed, Sept. 25 | 10:00am- 2:30pm | Immaculate Conception Parish | Eau Claire, WI | Park across from the church, meet in the hall off the Highland entrance. Handicap parking and entrance at back of church off Sherwin St Circle. |

2019 Fall Parish Round Table Meeting Agenda

1. Review of parish census software, [Standard Operating Procedures](https://diolc.org/wp-content/uploads/2018/11/SOP_ParishSoft_11_16_2018_njl.pdf) and best practice.
	1. Raiser’s Edge moving to Member-based IDs – Nick
	2. Parish Administrative Staff Listings – The “Staff only” standard, a review of recent updates – Nick
	3. New and unassigned Staff positions – Nick
		1. Synodal references for Staff Positions
		2. Parish Board of Directors (BOD) Secretary, Treasurer
		3. Ministry positions (Lay Formation Graduate, Leader of Prayer Graduate, etc)
		4. Unassigned Position placeholder
	4. Autofill field values – how Family, Member and Staff field values are automatically filled in by your browser. How to turn Autofill off. – Nick
	5. None@fake.email – setting up Staff who have no email address. - Nick
	6. All in the Family - Margot
		1. Delete Selected Family (Do not use this button)
		2. Forget Selected Family (Don’t use this one either)
		3. Export to New Family (Please use this button!)
	7. Training videos - Nick
	8. Parish data cleanup – Sister Donna
		1. Mailing address cleanup – LCAS vs NCOA
		2. Phone number cleanup – 200 verified
		3. Email cleanup – 33 verified
		4. Birthdates
2. Social Media for your parish - Jack
	1. my Parish app
		1. Evangelus
		2. Pilot parishes, licensing
	2. [Facebook Social Media Group](https://www.facebook.com/groups/363387170779492/)
		1. 20% FB growth in 6 months
		2. Crossposts and Event Co-hosting
	3. [Parish media resources](http://diolc.org/media-resources/)
	4. Google Search and “Own this business”
3. Safe Environment information (posters, new forms, etc.) – Teresa
4. Conference for Cemetery Personnel, upcoming Wed. Oct. 23rd – contact Jeff Reinhart, jreinhart1@yahoo.com, (608) 782-0238

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