



## GABRIEL DATABASE STANDARDS FOR FAMILY AND MEMBER RECORD FIELDS

### FAMILY RECORD

Last Name *	Address Line 1	Family Email
First Name	Address Line 2	Telephone
Mailing Name	City	Notes
Salutation	State	
Active	Zip Code	

There are several options for entering data into the following fields. Gabriel allows a number of options for printing labels and envelopes (No Salutation, Salutation Only, Salutation + First Name + Last Name and Mailing Name) so when you choose one of the options you will want the fields to be consistent for each family within your database. Care should be taken in the formatting as well as you will want mailing name fields to be formatted correctly on your labels, envelopes, sacraments, statements etc. that are generated from Gabriel.

**Last Name Field:** This field should contain the families preferred last name. For married couples, we suggest that you use hyphens between names. Hyphens are typically used for married couples with different last names (Smith-Donovan). If it is an unmarried couple and they are living together then we suggest using this format (Smith and Donovan). This would tell you very quickly who is married and who is not when looking at the Family Record. If you have adult parents who are living with their children and/or adult children that are living with parents and/or grandparents, we suggest that you create their own family record. There can be multiple families with the same address.

There are families whose last name may contain spacing and we suggest that you maintain the correct format for any name that contains spacing. *The Gabriel search function will allow the user to type a portion of any field in order to find a family and or member. For example, Van Dyke or VanDyke can be typed "van" where all formats of the name will appear on your screen. The same holds true for families where multiple last names are used. For example, you could search "Smith" or "Donovan" resulting in search results that contain either one of or both of those names.*

**First Name Field:** This field can contain the head of the household name only or you can use the husband and wife's name or both names of the unmarried couple.

**Mailing Name Field:** This field was created for all churches who use the Church Budget Envelope or OSV Envelope integration. This is the default field that will be printed on the first line of your Church Budget or OSV Envelopes. For those parishioners who do not use Church Budget or OSV envelopes using the Mailing Name field can be used for alternate salutation format's that might include a married couple that use different last names, unmarried couples with different last names, if one member is in the military or even a doctor, or it can be used for informal salutation that might include nicknames.

*Johnny and Emmy Smith*

*Mr. John Smith and Ms. Mary Donovan or Ms. Mary Donovan and Mr. John Smith*

*Dr. John Smith and Dr. Mary Donovan*



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Colonel John Smith and Dr. Mary Donovan

**Salutation:** This field was created to enter the standard salutations (Mr. & Mrs., Mr., Ms., Mrs., etc.). However, this field can also be used for alternate salutations like the Mailing Name Field. Reminder that whichever option you choose it must be consistent across all family records.

- If you have entered a number of families with (2) last names (either married or not) and/or (2) first names and you were to choose the option **Salutation + First Name + Last Name** to print labels and/or envelopes some of your labels would not print in the correct format. (**Dr. & Mrs. John and Emily Smith and Donovan**)
- Given that there are many unmarried couples and many couples who use different last names and titles Gabriel recommends using the Mailing Name Field (keeping in mind this is also used for envelope integration) and the Salutation Field to enter a formal salutation (Mr. & Mrs. John and Susan Smith-Donovan) and/or an informal salutation (Johnny and Susie Smith).
- Formatting includes proper use of punctuation ( Mrs. vs Mrs ) or (punctuation after the middle initial S. vs. S ) This is strictly personal preference. The USPS does not require abbreviations.

**Address Line 1:** Enter the physical street address.

**Address Line 2:** Enter the family’s apartment number or unit number.

If a family uses a PO Box Gabriel suggests using the alternate mailing address field found under the Mailing Address tab in the Family Record. Using the main family record for both PO Boxes and the physical street address results in incorrect mailing label and envelope address formats. The USPS requires one or the other. [USPS Addressing Your Mail](#) Gabriel will grab the correct mailing address if the Mailing Address and Alternate Mailing Address boxes are checked. Within this same tab the user can also enter alternate mailing fields for specific times during the year as well as making the alternate mailing addresses recurring. See the sample record below.

Administrative   Members   **Mailing Address**   Pledges   Contributions   Statistics   PRM   Churches

<input checked="" type="checkbox"/> Mailing Address	<input checked="" type="checkbox"/> Alternate Mailing Address
PO Box 222	PO Box 222
Mailing Address Line 2	Mailing Address Line 2
Burlington	Harwich
VT      98747	MA      02645
<input type="checkbox"/> Recurring	<input checked="" type="checkbox"/> Recurring
Start Date	End Date
	04/06/2020      10/03/2020



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**Family Email:** This field should contain the email that the family wishes to be contacted on for all family correspondence. Be sure the correct notification boxes are checked. If you would like to list more than one family email be sure the formatting is ( [jsmith@test.com](mailto:jsmith@test.com); [lsmith@test.com](mailto:lsmith@test.com) ) where there is a semi-colon between emails. Any other format will result in bounced emails when sending email through Gabriel.

**Telephone:** This field should contain the number that the family wishes to be contacted on for all family correspondence. This number could be a house phone or any family members cell phone. Be sure the correct notification boxes are checked.

*Note: Gabriel does not require a specific format for telephone numbers. Gabriel does suggest choosing one simple format XXX-XXX-XXXX for all your numbers which will allow ease of reading for any reports that are generated through Gabriel.*

A screenshot of the Gabriel database form. It shows three input fields: an email field containing 'bjabba@comcast.net', a phone field containing '508-951-4148', and a 'Notes' field. A dropdown menu is open over the phone field, showing three options: 'Email Notifications' (checked), 'Unlisted Phone Number' (unchecked), and 'Text Message Notifications' (checked). 'Voice Message Notifications' is also present but unchecked.

**Note Box:** Gabriel recommends that our users use the PRM Note function for most notes. This box should be limited to notes that are general in nature and do not contain any personal information. If you have several notes in the Note Box you can pull the bottom right corner to enlarge the box.

A screenshot of the Gabriel database form, similar to the one above, but with a red circle highlighting the bottom right corner of the 'Notes' field, indicating that it can be pulled to enlarge.



## GABRIEL DATABASE STANDARDS FOR FAMILY AND MEMBER RECORD FIELDS

### FAMILY ADMINISTRATIVE TAB

[New Family](#) | [Email & Text](#)

Abba-Smith	123 Main St	bjabba@comcast.net					
BJ	Unit 202	508-951-4148					
Mr. BJ Abba and Dr. Emily Smith	Burlington	Notes					
BJ and Emily Abba-Sn	Active	VT	98747				
Administrative	Members	Mailing Address	Pledges	Contributions	Statistics	PRM	Churches
9/12/2019	Census Sent Date	English					
Budget	<input type="checkbox"/> Inactive	Census Received Date	17544				
<input type="checkbox"/> Has Envelopes	<input type="checkbox"/> Non-Member						

**Registration Date:** Is entered automatically when you register a new family with any status.

**Budget:** This field is used to enter an envelope and/or budget number for each family. We have found that some churches assign a budget and/or envelope number to each parishioner. If they have envelopes, then you can check Has Envelopes keeping in mind this field is also used for Church Budget and OSV envelope integration.

**Census Sent Date:** If your church is running a census and you would like to track who received the census then this date field can be used. *Note: If you would like to use this field and you would like us to do a mass update on this field, please contact Customer Support.*

**Census Received Date:** As you receive updated census information and update the Family and Member records you can add a date in this field. The use of both fields will allow you to run the Family download report to determine who has or has not returned their census.

**Language:** Gabriel has 20 language options. Churches who have bi-lingual RE Classes have found this very helpful so they can run a report to determine how many Spanish speaking families and students they have for the purpose of ordering bi-lingual materials and establishing bi-lingual classes for Faith Formation.

**Family ID:** This number is automatically assigned by Gabriel and is unique for each family. This field cannot be edited.



## GABRIEL DATABASE STANDARDS FOR FAMILY AND MEMBER RECORD FIELDS

### FAMILY PRM TAB

The PRM Note function has 11 note options and the ability to specify that this is a family note or if it applies to one of the family members. For private and/or sensitive information the user can check “private”.

New Note
×

Abba-Smith, BJ

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Email

📅 3/13/2020

(Family Note)

Notes

Private

---

📅 Follow-up On

Save
Cancel

A good example for using this function would be to record home visits, sacrament of the sick, parishioner’s special requests etc. Note: Anointing of the Sick can also be recorded under the members Sacrament tab.

Administrative	Members	Mailing Address	Pledges	Contributions	Statistics	PRM	Churches
<a href="#">➕ New Note</a>							
Contacted On	Contacted Via	Member Name	Notes				
7/19/2019	Email	(Family Note)	Family has requested to be removed from all mailing lists. Changed all notifications.				<a href="#">View</a>   <a href="#">Delete</a>
12/16/2019	Special Needs	Abba-Smith, Emily Arianna	Home visit - received communion and Sacrament of the Sick				<a href="#">View</a>   <a href="#">Delete</a>
1/29/2020	Phone Call	Abba-Smith, Emily Arianna	Emily is homebound and would like communion every week if possible.				<a href="#">View</a>   <a href="#">Delete</a>



## GABRIEL DATABASE STANDARDS FOR FAMILY AND MEMBER RECORD FIELDS

### MEMBER RECORD

[New Member](#) | [Email & Text](#)

Member Information

<input type="text" value="Abba-Smith"/>	<input type="text" value="earminio7@yahoo.demo"/>
<input type="text" value="Emily"/>	<input type="text" value="Cell Phone"/>
<input type="text" value="Arianna"/>	<input type="text" value="Home Phone"/>
<input type="text" value="Salutation"/>	<input type="text" value="Active"/>
<input type="checkbox"/> Receive Family Alerts	

**Last Name:** By default, Gabriel will assign the last name you entered when you created the family record. The last name can be edited if there are children with last names other than the family last name. This name should be the legal last name because this field is used to generate sacrament certificates and sacrament notifications.

**First Name:** This field should contain the formal legal name. This field is used to generate sacrament certificates and sacrament notifications. *Gabriel does not have a specific field for nicknames. Nicknames can be referenced in Family Notes. You may also establish one of the Salutation fields in the Family record to contain a member's nickname within the salutation.*



**Middle Name:** This field should contain the formal legal name. This field is used to generate sacrament certificates and sacrament notifications. An appropriate time to collect this information is when the child first registers in the Religious Education Program.

**Email:** This field should contain the email that the member wishes to be contacted on for all church correspondence. Be sure the correct notification boxes are checked. If you would like to list more than one member email be sure the formatting is ( [jsmith@test.com](mailto:jsmith@test.com); [ismith@test.com](mailto:ismith@test.com) ) where there is an semi-colon between emails. Any other format will result in bounced emails when sending email through Gabriel.

**Cell Phone:** This field should contain the mobile phone that the member wishes to be contacted on for all church correspondence. Be sure the correct notification boxes are checked.

**Home Phone:** This field was intended to record the members home phone number when the member lives at a different location than the family. e.g. Divorced parents, Dad is the Catholic, Son is in Confirmation but lives with Mom. Record Mom's address in Member Home Address and Mom's home phone.



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- Gabriel does not require a specific format for telephone numbers. Gabriel does suggest choosing one simple format XXX-XXX-XXXX for all your numbers which will allow ease of reading for any reports that are generated through Gabriel.
- Each Diocese and/or church will have to establish guidelines for collecting a minor's email/phone numbers. If the minor is a student in the Faith Formation program, then the cell number field can be used to input alternate phone numbers to contact in case of an emergency. Do not check any of the notification boxes. This number along with the family email, phone number, Last Name and First Name from the family record will show on the Class List Report as well as the students First, Middle and Last Name.

### DEMO Parish of St. Mark



Class List 9/1/2019 Thru 5/31/2020

6th Grade Mon 6 pm

Room: 4

Teacher: Bilingkoff, Pam

Student	Family Information		Home Phone	Family Email	Mobile Phone
Albertini, Chloe Elizabeth	Michael & Nicole	Albertini	508-639-5600	mnalbertini4@test.org	508-333-1111 (Grandma)

**Receive Family Alert Box:** Parents who have students enrolled in the Faith Formation program should check this box to ensure they receive correspondence. Be sure the correct notification boxes are checked for the cell number and email as well.

### MEMBER ADDRESSES TAB

Under this tab you can enter an alternate mailing address as well as a parishioner's employment information for a member. An example for using the member's mailing address might be a member who is currently in a Nursing Home or a younger member who is in college. You can add the nursing home or college address if you would like to maintain communication with the members. This information is contained in the member download and you will only be able to generate labels/envelopes from the download using the mail/merge function.

**Member Information**

Abba-Smith      Email

Emily      Cell Phone

Arianna      Home Phone

Salutation      Home Bound       Receive Family Alerts

**Addresses**      Busy Weeks      Committees      Sacraments      RE History      Miscellaneous      PRM

(\*note: leave blank if same as family address)

Berkshire Nursing Home

32 Flower Lane Room 222

Attleboro

MA      02048



## GABRIEL DATABASE STANDARDS FOR FAMILY AND MEMBER RECORD FIELDS

### **BUSY WEEKS MEMBER TAB**

If your parish is using the Ministry Scheduling module this is where you will enter a parishioner's busy weeks. Gabriel will automatically assign busy weeks for any ministry assignments which will show under this tab with the name of the ministry committee as a designator.

### **COMMITTEES MEMBER TAB**

This tab will show you all the committees a member belongs to. You can add the member through this tab or by opening the committee you wish to add the member to.

### **SACRAMENTS MEMBER TAB**

A member's sacraments are listed under this tab. There are (6) sacraments that can be entered. Anointing of The Sick, Baptism, Confirmation, First Communion, Holy Orders and Matrimony.

### **RE HISTORY MEMBER TAB**

This tab will collect all the classes completed for members who are active participants in the Faith Formation program. This information is automatically updated when a student is promoted to the next level.

### **MISCELLANEOUS MEMBER TAB**

This tab is used to record the member's birthdate, deceased date, maiden name, marital status, gender and language. Gabriel also has a field (CORI Date – Criminal Offender Record Information) where you can mark the date this background was completed for any parishioner who volunteers and/or participates in programs where there are minors or who may come into regular contact with a minor. If you are a Diocese and/or parish who requires other training programs in order to work with minors this information can be recorded in the member PRM Tab or you can make the assumption that once a parishioner completes all background checks and/or training the date entered can mean all requirements were met. If this is a member who is Non-Catholic or Non-Member you can check the appropriate boxes.

The screenshot displays the Gabriel Software interface. At the top, there is a tab labeled "Member Information" with a person icon. Below it, there are several input fields: "Abba-Smith", "Donna", "Middle Name", and "Salutation". To the right, there are dropdown menus for "Email", "Cell Phone", and "Home Phone". Below these is a checkbox for "Receive Family Alerts" which is currently unchecked. At the bottom of this section, there is a "Active" dropdown menu. Below the Member Information tab, there is a navigation bar with tabs for "Addresses", "Busy Weeks", "Committees", "Sacraments", "RE History", "Miscellaneous", and "PRM". The "Miscellaneous" tab is currently selected. Under this tab, there are input fields for "Birthdate", "Deceased Date", and "CORI Date". To the right of these are dropdown menus for "Maiden Name", "Not Specified", and "Not Specified". At the bottom right, there are two checkboxes: "Non-Catholic" and "Non-Member", both of which are currently unchecked. The "English" dropdown menu is also visible at the bottom.