

CAMINO CONNECTION...

Audience: Produced for parishes in the Diocese of Covington

Issue: August 2024

Topic: Moving Household Members

Moving Household Members

Parishes have the power to Move members out of Households and into new or existing households in their parish. Why would a parish want to move a member out of a Household?

There are several reasons why...

- The member is getting married at your parish and needs to establish their own household at your parish.
- The member has moved out of their childhood household and has own home.
- The member has given a donation to your parish and you need to record that in Camino.
- The member is an adult in their 30's, 40's or beyond and is still listed with their parents. Established adults (even if living at the same address) should have their own household.

How do you move a member out of a household? It's a fairly simple process:

1. Go to the member screen for the member you want to move.
2. Click the Move button listed on the top corner of your screen.
3. Indicate that you want to move the member to a new household.
4. Give the reason you are moving that member. If other parishes also have this Household in their parish, they will be notified of the move. Make the reason as specific as possible, such as "Joe is getting married here at our parish next month" or "Sally is moving to own home and has different address than her parents."
5. The current relationship between the Head of Household and the member you are moving will show on the screen. If the relationship information is incorrect, you can update it before you complete the move. This information will be stored in the Member Move History and could be useful in the future.
6. Click the Move Member button at the bottom of the screen.

Here's the Move screen:

← Move Tara Smeltzer

Move Member

Move member to a **new** household Move member to an **existing** household

Head of Current Household Relation to Current Head *

Keith Smeltzer Daughter

Reason for change

Has moved to own home

MOVE MEMBER

When would you ever need to move a member into an existing household?

There could be several reasons why:

- You have a future bride and groom in your parish, still in their childhood households, and now it's time to unite them under the same household in Camino.
- You create a new household for someone and then discover that person exists in their childhood household in your parish. We will deal with this situation in a later issue.

For the first example above, let's say you have already moved the groom into his own household as described in the previous steps above. Now for the bride (or bride to be).

1. Go to the member screen for the member you want to move (the bride in this case).
2. Click the Move button shown on the top corner of your screen.
3. Indicate that you want to move the member to an existing household.
4. You can now search for that existing household in your parish by putting the household's name in the search function. If it is an Active Household, that household will show up and you can select the household by checking the box.
5. If it doesn't show up, you may have to change the Active to All to search all households.
6. Don't forget to give a somewhat detailed reason for the move to benefit other parishes who also have this household in their parish. (Remember parishes share the same household in the database in order to share contact and sacrament information.) Double check the relationship to Head of Household especially if it is blank.
7. Then Click the Move Member button to unite the bride and groom into the same Household.

8. You may need to update information in this newlywed household such as her last name, her maiden name, and make her Co Head of Household. And, of course, record their sacrament of marriage once they are announced as bride and groom.

Here's the Move screens when moving a member to an existing household:

← Move Tara Smeltzer

Move Member

Move member to a **new** household Move member to an **existing** household

Head of Current Household: Keith Smeltzer Relation to Current Head *: **Other** ▼

Reason for change

Choose a household that you want to move this member to.

Q **smith daniel** Active ▼

Choose a household that you want to move this member to.

Q **smith daniel** Active ▼

ID	Last Name	Home Contact	Name	Contact	Co-Head Name	CoHead Contact
<input type="checkbox"/> 39253	Smith	[REDACTED]	Daniel	[REDACTED]		

Thank you for reading the Camino Connection...

Call or email Linda Dietz at 859-392-1563 ldietz@covdio.org if you need help exploring this feature.