

CAMINO CONNECTION...

Audience: Produced for parishes in the Diocese of Covington

Issue: October 2024

Topic: Recording Sacraments (Best Practices)

Best Practices when Recording Sacraments in Camino

All sacraments for members are kept in Camino. The screens are pretty straightforward on what information to enter, but there can be some fields which may lead to questions by the user. Here are best practices when entering sacraments into Camino.

➤ [First – How to add sacraments in Camino](#)

When viewing a Member's record, there is a Sacraments tab. Click the Sacraments tab. Then Click the tab for the sacrament you want to enter.

There may be times when you need to update a sacrament which was previously entered. This should show up on the Sacraments tab in the Sacraments Summary. You can either Click on the sacrament in the summary list or Click the tab for the sacrament you want to update as mentioned earlier.

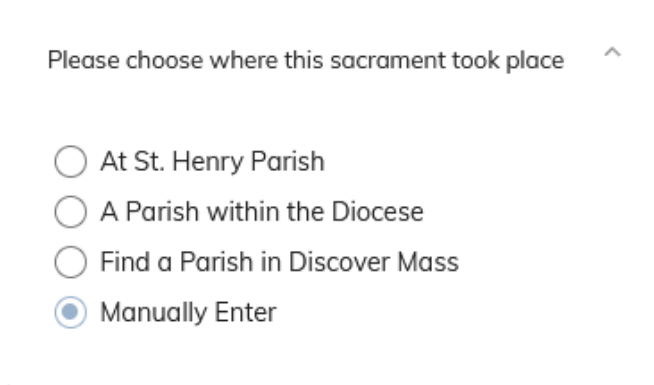
➤ [Second – When to add sacraments to Camino](#)

Any sacrament you record in your physical sacramental books should be entered by your parish in Camino. These will essentially be any sacrament received at your parish or performed by your parish. There may be additional ones which you enter in your physical sacramental books which did not take place at your parish (like sacraments received at hospitals or funeral services held at a funeral home or grave side service). More specifics on these sacraments are detailed below.

When adding a new parishioner to Camino (a new individual or family who is joining your parish), that person may supply you with their previous sacramental information. If you don't find that person already in Camino and instead need to add that person(s) as a new household, best practice is to also record the sacraments they told you about on their Member record even though you don't log these into your physical sacramental books at the parish.

➤ [Third](#) – *Where to say the sacrament took place*

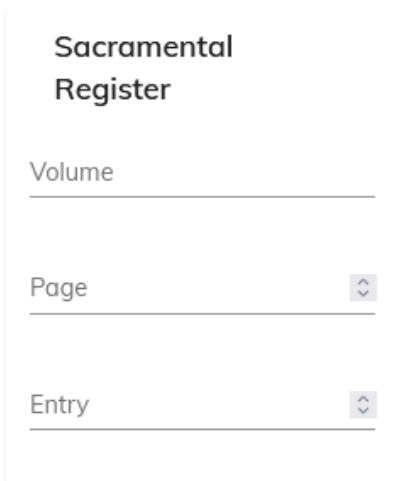
When any sacrament is added in Camino, you can specify where (which parish) the sacrament took place. If it is listed in your physical sacramental books, then it is considered taking place (and recorded by) your parish. This can be easily done by choosing your parish's name which will be listed first in the list of options when trying to choose/find a parish. This will also allow the sacrament to show up on your Sacramental Registers report which you will run out of Camino and send in with your Annual Statistical Report each January for the previous year.



Please choose where this sacrament took place ^

- At St. Henry Parish
- A Parish within the Diocese
- Find a Parish in Discover Mass
- Manually Enter

Once you select your parish, you will then be able to enter where that sacrament is recorded in your physical sacramental books by recording the Volume, Page, and Entry.



Sacramental Register

Volume _____

Page _____ ▾

Entry _____ ▾

When adding new parishioners to your parish who have sacraments from other parishes, you can specify the other parish when adding the sacrament in Camino with the choose/find a parish either in our diocese or in the USA as shown above.

Please note: If you are adding a household which already exists in another parish in our diocese (which means you found them when performing the search for households in the database), any sacraments already recorded for that member by the other parish will also be pulled over when you add that existing household to your parish. This allows the data in Camino to be more accurate and eliminates you from entering in the same information which another parish has already recorded.

Sacrament – Special Notes

The sacraments which can be recorded in Camino are listed below. You will notice that members going through OCIA are also recorded in Camino since that process will lead to the person receiving sacraments. For those going through OCIA, their separate sacraments need to be recorded as well under the Sacramental Tabs.

- Baptism
- First Reconciliation
- First Communion
- Confirmation
- OCIA (RCIA)
- Marriage
- Anointing of the Sick
- Funeral

For each sacrament, there is now a “Sacrament Verified” box that can be checked. This box would only be checked if a parish has a new person or family register and the parish checks up to see if those sacraments were really received by that person at other parishes (either in our outside of our diocese). If this verification is done when that person receives a new sacrament at your parish (like makes their confirmation or gets married), then the box could be checked at that time once your parish verifies the information. This box was requested by another diocese who uses Camino.

 Sacrament Verified

Sponsors

Godfather

Godfather Proxy

Godmother

Godmother Proxy

Baptism

Baptismal Name – Enter the member’s full name – first, middle, and last

Place of Baptism - If you are recording a baptism that was performed at a hospital that your parish records for, please note the hospital in the Baptismal notes and your parish name as the Place of Baptism.

Be sure to also record Baptisms for those going through the OCIA process (if not previously baptized).

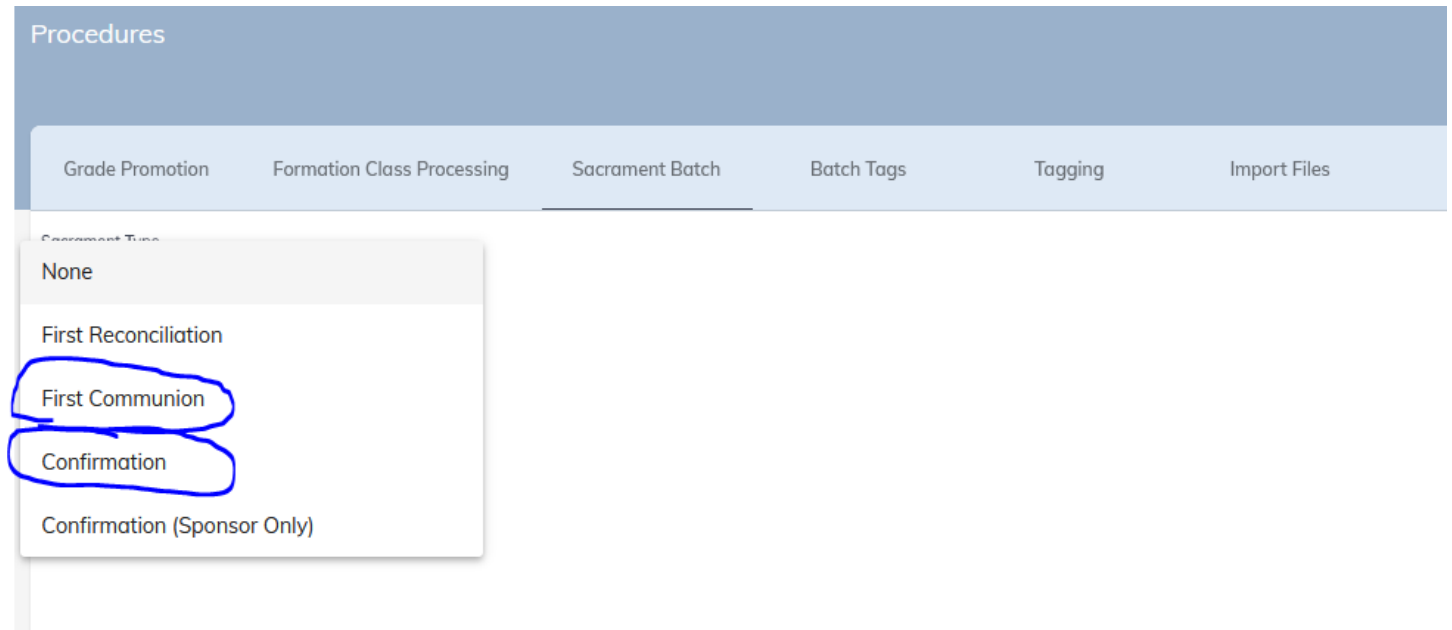
First Reconciliation

First Reconciliation - Not all parishes in our Diocese record the First Reconciliation date.

Reconciliation is considered very private and therefore the celebrant is not recorded.

First Communion

Although a First Communion can be recorded directly on a Member's record, one at a time, there is also a batch process to enter First Communion since these are usually received by a class of students, not individually. This batch process is under the Administration Option (on the left panel) and can be found by Clicking Procedures, then Clicking Sacrament Batch and selecting which Sacrament you want to enter.



Be sure to also record First Communions for those going through the OCIA process.

Confirmation

Confirmation Name – record the name as you have recorded it in your physical Sacramental books in the parish office.

There is also a batch process to enter Confirmations so you don't have to pull up each member's record one at a time. This process is under the Administration Option (on the left panel) and can be found by Clicking Procedures, then Clicking Sacrament Batch and selecting which Sacrament you want to enter.

Be sure to also record Confirmations for those going through the OCIA process.

OCIA (RCIA)

You will notice that members going through OCIA are also recorded in Camino since that process will lead to the person receiving sacraments. The separate sacraments need to be recorded as well under each Sacramental Tab such as Baptism, First Communion, Confirmation.

Please note that a person going through OCIA who has already been baptized in another Christian church or previously in the Catholic church should have their baptism recorded in Camino when they begin the OCIA process. And therefore, their baptism date will not be the same as their OCIA date.

Household Member Sacraments Talents Ministries Tags Letters

Summary **Baptism** First Reconciliation First Communion Confirmation OCIA (RCIA)

Father's Name Mother's Name Mother's Maiden Name Baptismal Name

Date of Baptism
2/28/2000

Celebrant Baptism Class Attended

Birth Place
Edgewood, Ky

Sacrament Verified

Sponsors

Godfather Godfather Proxy Godmother Godmother Proxy

Add Christian Witness

Baptism Notes

Please choose where this sacrament took place

Baptism Place
Lakeside Christian Church

Street Address

City State Zip

This will become important later for persons who are considered Baptized Christians Received into Full Communion (those persons previously baptized in a non-Catholic but Christian Church who then later become Catholic through the OCIA process). Since their non-Catholic baptism date differs from their OCIA date, a Profession of Faith date needs to be recorded for them after OCIA is completed.

The Profession of Faith field will appear on the Baptism screen once the OCIA information is recorded (the OCIA date). The populated Profession of Faith date will also allow these individuals to

show up on your Baptized Christians Received into Full Communion Sacramental Register report which you will run out of Camino and send in with your Annual Statistical Report each January for the previous year.

Household Member Sacraments Talents Ministries Tags Letters

Summary Baptism First Reconciliation First Communion Confirmation **OCIA (RCIA)**

Date of OCIA
4/5/2024

Celebrant

Sponsors

Household Member Sacraments Talents Ministries Tags Letters

Summary **Baptism** First Reconciliation First Communion Confirmation OCIA (RCIA)

Father's Name Mother's Name Mother's Maiden Name Baptismal Name **Profession of Faith**

Date of Baptism
2/28/2000

Celebrant Baptism Class Attended

Birth Place
Edgewood, Ky

Sacrament Verified

However, a person who was baptized Catholic but did not receive other sacraments may also go through your OCIA process in order to receive First Communion and/or Confirmation. Since this person is already Catholic, you do not record a Profession of Faith date for them once they complete OCIA because their Catholic baptism is when they made their profession of faith to the Catholic church through their godparents.

These baptized Catholics (either as infants or later in life) who go through OCIA should not be listed on your Baptized Christians Received into Full Communion Sacramental Register report.

Therefore, do not record a Profession of Faith date for these individuals.

Marriage

Once you have entered the marriage information for one spouse, you can use the copy option to copy that information to the other spouse. This will only work if one is marked as Head of Household and the other is Co Head. This will save you time by not entering the same information twice.

< Household Member Sacraments Talents Ministries Tags Letters >

< baptism First Reconciliation First Communion Confirmation OCIA (RCIA) Marriage An >

Save and Copy to Spouse

Spouse Name Date of Marriage Celebrant
Linda Dietz 12/8/2024 Fr. Thomas P. Robbins

Dispensation Type Additional Dispensation T...

Sacrament Verified

Sponsors

If a parishioner is getting married for a second time (either due to a previous spouse's death or a previous marriage's annulment), and the first marriage is already recorded in Camino, you can mark that marriage as ending in Annulment or Death. Camino will retain a history of that marriage. Now you will be able to enter in the new marriage information.

Sacrament Verified

Sponsors

Witness 1 Witness 1 Proxy Witness 2 Witness 2 Proxy

Marriage Proxy Spouse Proxy

Marriage Notes

Marriage Ended By

Marriage Notes



Please choose where this sacrament took place



Marriage Place

Marriage Ended By

None

Annulment

Death

Anointing of the Sick

This sacrament was added to Camino at the request of another diocese. However, your pastor may want to record this information in Camino as well. Camino will keep a history of previous anointings for reference.

Funeral

If a funeral only consists of a service at the funeral home or a grave side service, you will still record your parish as being the Funeral Place if your parish is involved with the funeral. Please note in Funeral Notes the special circumstances if a mass was not held.

Be sure to specify where the burial took place by selecting from the list of area cemeteries or by manually entering the cemetery if it doesn't appear on the dropdown menu.

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.