

100 - DIOCESE DATABASE CONCEPTS

The Covington Diocese Database is set up with Households in place of Families. Although the Diocese will be on one database, each parish will only have access to its own parishioners and won't be able to see all parishioners in the Diocese.

If a household is registered at more than 1 parish, then its household record will be visible to all parishes where that household is registered. However, that household's contributions will only be visible to the parish where the contribution was made.

Households have:

- Household Members
- Pledges (Diocese has no access to parish pledges)
- Contributions (Diocese has no access to parish contributions)
- Tags (tags are like keywords and will be explained more fully later)

Household Members have:

- Sacraments (Baptism, First Reconciliation, First Communion, Confirmation, OCIA (formerly RCIA), Marriage, Anointing of the Sick, Funeral)
- Talents (tracks what skills and talents a member has that could be useful to the parish)
- Ministries (tracks which parish ministries the member participates in) – some ministries are also tracked at the Diocese level as well and display the Cathedral icon next to them
- Tags (tags are like keywords and will be explained more fully later)

HOUSEHOLD STATUS – The Covington Diocese Database supports 4 types of Household status:

- Active – Households actively participating in the parish
- Inactive – Households that are considered lapsed in the parish
- Archived – Households that have officially left the parish (tells parish they are leaving)
- Deceased – The last living member of a household becomes deceased

When a parish creates a new household in the database, it will be given the status of Active.

A parish can change the status of a household at any time and those changes will be logged into the system. Each parish sets the status for a Household independently. This means a

household could be marked Active at one parish and be marked Archived at another parish within the database. The status reflects the relationship each parish has with that household.

- An Active household can be changed to an Inactive, Archived, or Deceased status. An Inactive household can be changed to an Archived or Deceased status.
- The status can also be reversed by the parish, if need be. For example, if a household is changed to Inactive and then becomes active again, the parish can change that household's status back to Active by Clicking RESTORE.
- The same is true with the Archived status (if a household officially re-registers at the parish).

The Archived status was added in order to differentiate between households who are considered lapsed and those who have officially left the parish. An Inactive status will allow the parish to track participation of households separately from those households who have officially left the parish.

The Deceased status was added in order to differentiate itself from Archived households who have left the parish. Once the last member of a household is marked as deceased, that household will be marked as Deceased. Presumably, these households won't be joining another parish, so the parish where the household is marked as deceased is the last parish of record.

Unlike the other status values, if a household shows as Deceased for one parish, it will show that status with all parishes.

The parish will have access to their households no matter which status they hold.

MEMBER STATUS – The 4 types of status listed above for households also applies to Members and can be changed by a parish on the Member Screen.

Special Note:

If a Member is marked deceased by entering in a date of death and/or recording a funeral, this can only be reversed by using the RESURRECT feature on the Member screen. Deleting the date of death and the funeral information won't change the member's status.

If that member happens to be the last living member of the Household, once the member is resurrected, the Household will no longer be considered Deceased either.

WHAT PARTS OF A HOUSEHOLD'S RECORD ARE SHARED WITH OTHER PARISHES?

The parts of a Household record that are shared with other parishes are the fields whose information won't vary from parish to parish. This information is unique to the household and not relational with the parish (meaning it won't vary from parish to parish).

- Names (First and Last), Titles (Mr., Ms., etc), suffixes (Sr, Jr, MD)
- Addresses – Physical, and Mailing and Seasonal if they exist
- Phone Numbers, Email addresses
- Member information including Sacraments, Occupation, Employer, Grade, School, and more

WHAT PARTS OF A HOUSEHOLD'S RECORD ARE NOT SHARED WITH OTHER PARISHES?

The parts of a Household record that aren't shared with other parishes are the fields whose information will vary from parish to parish. This information is unique for that parish and its relationship with the household. Each connected parish to that household may have different information. Examples are listed below:

- Household Type (whether it is a parish household or not)
- Household Sub-Type (School or Formation)
- Status (Active, Inactive, or Archived)
- Talents
- Ministries
- Parish Notes

WHAT ABOUT A HOUSEHOLD'S CONTRIBUTIONS TO A PARISH?

The contributions given by a household to a Parish ARE NOT shared with any of the other Parishes or the Diocese Offices. These are partitioned off and are only viewable by the Parish which recorded the contributions in the database.

The Data Structure depicted on the next page may help you visualize this concept.

DATA STRUCTURE DEPICTION – A high level depiction of the Covington Diocese Database structure is shown below:

