



ARCHDIOCESE OF SEATTLE


PARISHIONER
ENGAGEMENT

Monthly Support & Check-in

April 11, 2024

Agenda

- ❖ Reflection/Prayer
- ❖ Topics:
 - ❖ Groups 101
 - ❖ Groups and ParishStaq and Partners in the Gospel
 - ❖ Groups 103 – LEAD app
 - Please put any questions into the chat and we will address them.
- ❖ Open Q&A



Loving Father, we ask for Your guidance and provision of healthy and meaningful relationships as we step into this new journey for our Church.

Surround us with people who will support, encourage, and inspire us. Bring individuals into our life who share our values, dreams, and aspirations.

Help us to build relationships based on trust, respect, and mutual growth. May these connections be a source of strength and encouragement, and may we spur one another on toward love and good works.

Thank You for the gift of community and the blessings that come through genuine relationships.

We ask all this through Christ our Lord. Amen.

Groups 101



What do we do with Groups in ParishStaq?

- Communication
- Needs
- Files
- Attendance



Description	Define	Delete
2 Adult Choir 10:30 AM Mass		
3 Adult Choir 8:30 AM Mass		
4 Adult Education		
5 Annulment Advocate		
5 Auction Procurement		
7 Auction Volunteer		
8 Baby Corner		
9 Baptism Preparation Couple		
0 Bible Study Group		
1 Blood Drive		
2 Boy Scouts		
3 Building Committee		
4 Building Committee, Finance		
5 Cabrini Minister		
6 Pastoral Council		
7 St Vincent de Paul Society		
8 Sunday Coffee & Donuts		
9 Women's Shelter		
0 Worship Environment		
1 Youth Adult Volunteer		
2 Youth Group Team		



PARISH GROUPS

Our Parish Groups



Community Ministries



Faith Formation & Sacramental Preparation Ministries



Faith Sharing Ministries

Where can you find a listing of “groups”?

- Your website
- Ministry directory
- Excel downloads from PDS or other parish database



What are the group types in ParishStaq?

- Members Interact
- Announce Only
- Administrative



What other information should be considered?

Consider:

- Active (Member Interact, Announce, etc.)
- Public vs. Private
- Who is the leader? Who is the leader accountable to?

STEPS

	A	B	C
1	Description	Type	Leader
2	Adult Choir 10:30 AM Mass	Announce Only	Sharon Fry
3	Adult Choir 8:30 AM Mass		
4	Adult Education	Member Interact	Joan Toth
5	Annulment Advocate		
6	Auction Procurement		
7	Auction Volunteer		
8	Baby Corner		
9	Baptism Preparation Couple	Member Interact	Jacob and Christine Bennedict
10	Bible Study Group		
11	Blood Drive		
12	Boy Scouts		
13	Building Committee		
14	Building Committee, Finance		
15	No Mail	Administrative	PAA
16	Pastoral Council		
17	St Vincent de Paul Society		
18	Sunday Coffee & Donuts		
19	Women's Shelter		
20	Worship Environment		
21	Youth Adult Volunteer	Member Interact	Joseph Bryan
22	Youth Core Team	Member Interact	Joseph Bryan
23	Youth Group	Announce Only	Bryan Joseph

- ❖ Once you get your Ministry List and determine what type of groups they are.
- ❖ Ensure that you know who the leader of the group is.
- ❖ Think about the name of the group, as a parishioner or visitor coming to your church would you look for that name?

Create Group: General Tab

General When & Where Options Admin

Name your group

General


Photo No file chosen
NOTE: Your image will be adjusted to a 16:9 aspect ratio.


Description


Classifications

Type

Childcare Available

Catholic Community Services Categories 

Archdiocesan Sub Categories 

Archdiocesan Master Categories 

[Cancel](#) or

Create Group: When & Where Tab

General **When & Where** Options Admin

Name your group

When this group meets

Meeting Day

Meeting Time

Where this group meets

Area of Town

Street

City

State

Postal Code

Country

[Cancel](#) or

Create Group: Options Tab

General When & Where **Options** Admin

Name your group

Settings

Email Notification Email group leaders when participants change status

Interaction Type

Membership Type

Listed Let logged in users see this group

Public Search Include this group in the public group search

Public Form

Attach a form to join this group on the public group page

Group Member Privileges

Messages Group members can send messages

Needs Group members can create new needs

Files Group members can upload files

Group Participant Communication Defaults

About Communication Defaults

Group participants have the option of receiving messages, comments and notifications from a group via email. The settings here will be the defaults for group participants who have not changed their communication settings.

Default people's communication settings for this group to:

Receive emails sent from the groups

Receive comments from group participants immediately

Receive a weekly summary of the group's activity

Receive texts sent from the groups

Email Notification Email group leaders when participants join or leave the Group on their own

Interaction Type

Membership Type

Listed

Public Search Include this group in the public group search

Public Form

Create Group: Admin Tab

General When & Where Options **Admin**

Name your group

Other

Department

Inactive

Group Participant Limit Blank = 'Unlimited'
Group leaders can override this limit by inviting people, adding people directly, or accepting requests to join the group.

Months Old Range - Check-in system uses to suggest a fit

Group Makeup (including children)
Cross Reference Saved Search

Approval Group Allow this group to be assigned to manage rooms and resources

Group Leader Privileges

Allow Group Leaders to:

Group Settings Edit group settings

Participants Add/remove group participants (*Group Leaders can always accept requests to join*)

Contact Details Update contact information for group participants

Logins Auto generate usernames and activation links for group participants

Family Reports Access group members' family information in this group's reports

Campus-wide Events Publish this group's events to the campus-wide event calendar

Event Resources Request Rooms & Resources for this group's events

Files Upload files to this group

Attendance

Attendance

About Attendance Groupings

Attendance is recorded and reported by 'attendance groupings'. The attendance groupings allow you to take attendance across multiple groups and then view the results for example, all 'Sunday School' groups or all 'Adult Care' groups.

Councils/Commissions

CYO Sports

Faith Formation: Adult

Faith Formation: Child

Faith Formation: Sac Prep

Faith Formation: Youth

Liturgy

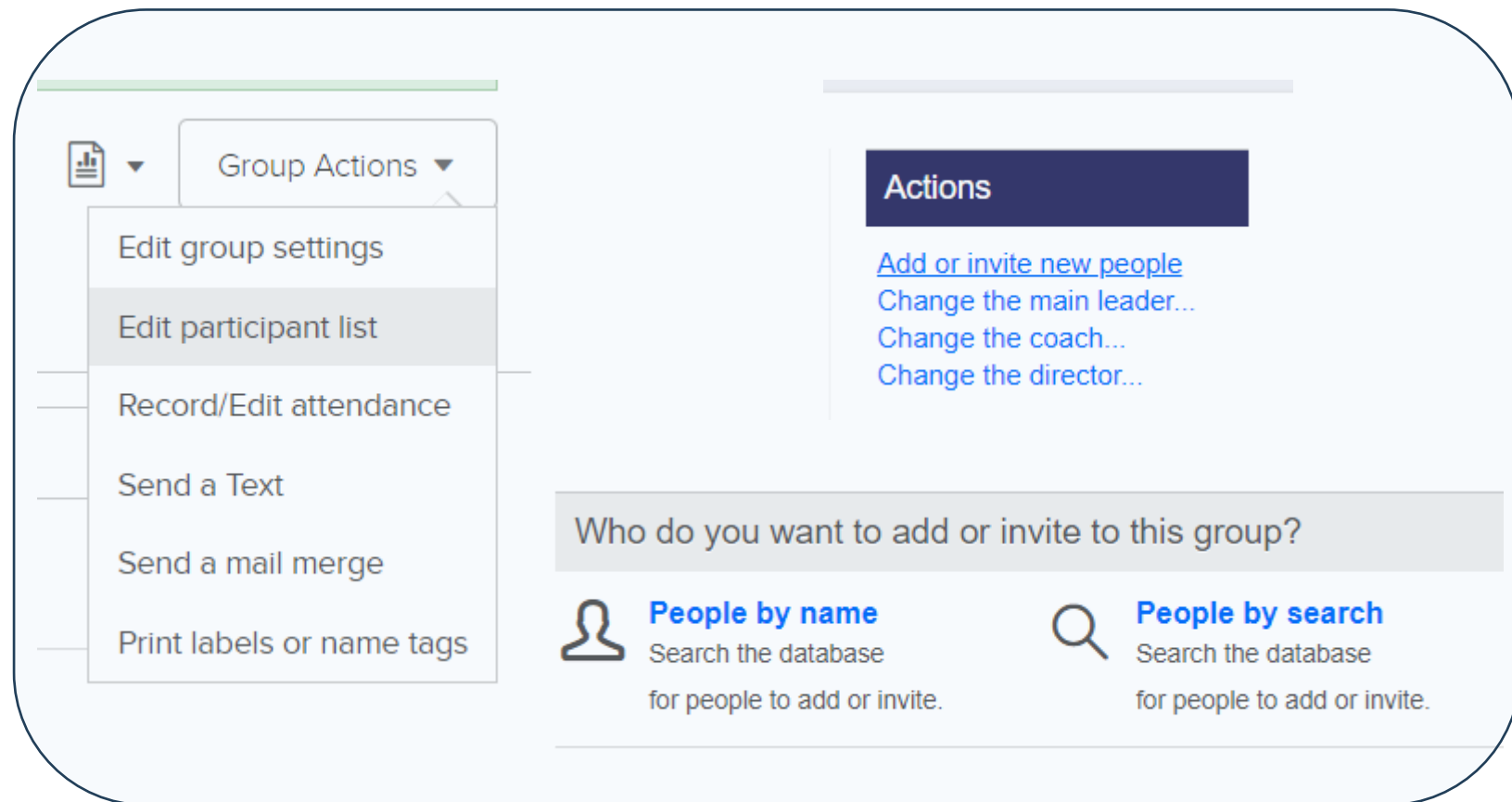
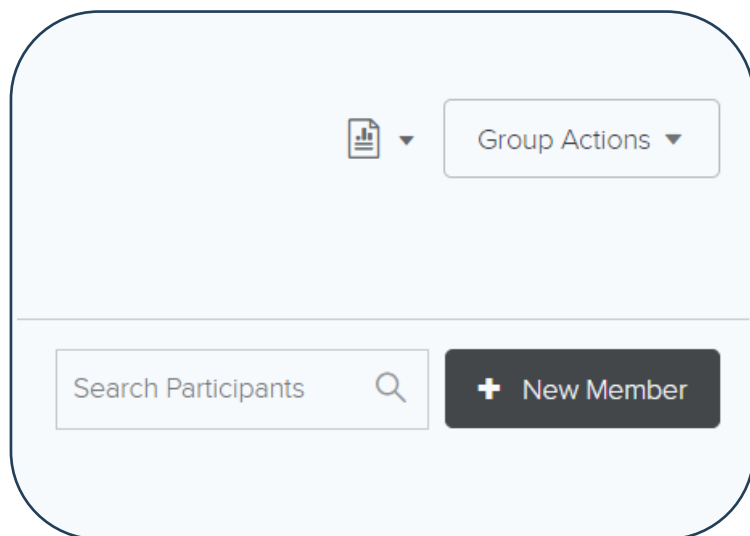
Regular Events

Special Events

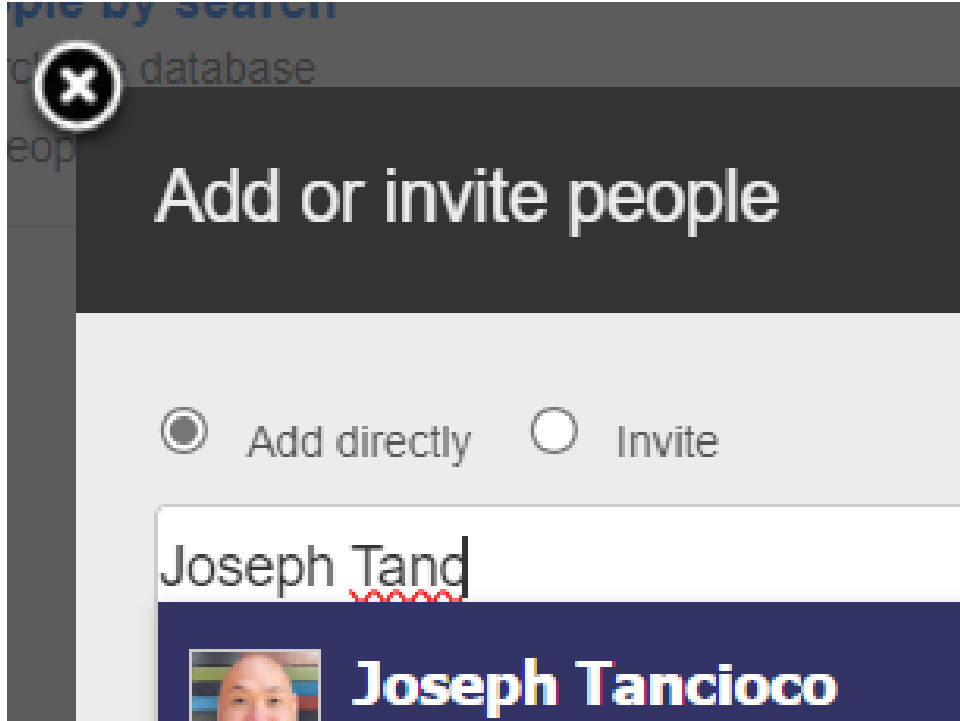
Cancel or

Add Participants 5 ways

1 From “+New Member” button
OR
From Group Actions: Edit Participant List



People by Name vs. People Search



When using the People Search, think about the purpose of the group.

General More About Groups Process Queues Church Defined Admin

Main

First Name

Last Name

Family Position

Birthday -

Age -

Gender

Marital Status

Anniversary

Contact Info

Phone

Email

No Email

Area of Town

Mailing Street

City

State

Postal Code

Country

Participants are added to the Group

Form Automation

Add respondent to:

Group

Test Group for Interparish Collaboration Campus

Add another automation

Cancel Save

2 via Form

3
via Process
Queue

General Details Automation

Automation Settings

When an individual in this queue is marked as 'done', automation will take place behind the scenes to automatically place that individual into the selected Group or Event. Their Membership Type and/or Baptized status will also be set.

Type	Selection	Automated checked automatically	Optional checked by default	Optional unchecked by default
Group	None	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Participants are added to the Group

The screenshot shows a user profile page with a blue header. The 'INVOLVEMENT' tab is selected. Below the header, there are several sections: 'Serving' with a calendar and 'Positions Currently Filling' (0); 'Attendance' with a calendar and 'Upcoming Events Organized' (2); and 'Groups' with a bar chart and a dropdown menu. The dropdown menu is open, showing 'Add to Group' and 'Remove from Group' options, which are circled in red. The 'Groups' section also includes a 'VIEW MORE' link.

Header: ACTIONS, EDIT PROFILE

Tabs: ABOUT, INVOLVEMENT, NOTES & MESSAGES

Checkmarks: Serving, Attendance, Groups, Financial, Processes, Forms

Serving: May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr

Attendance: May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr

Groups: Add to Group, Remove from Group

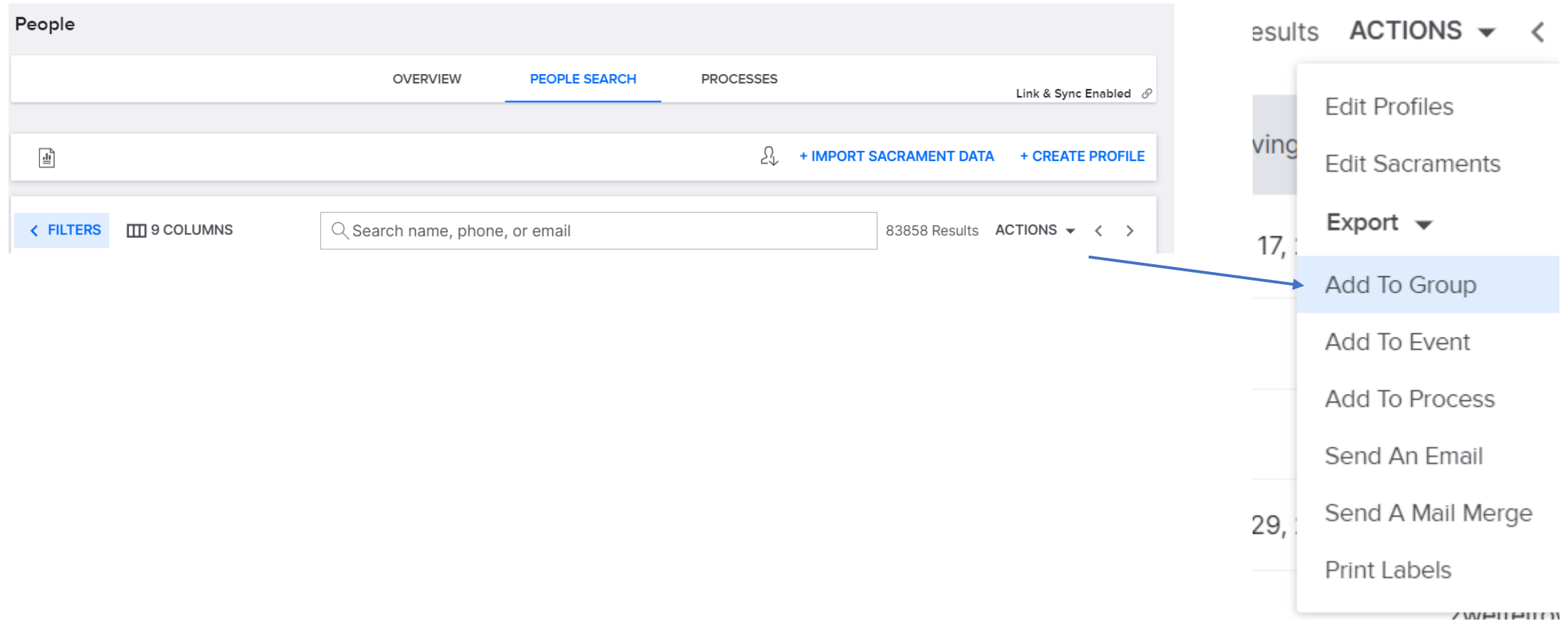
Activity Log:

- Yesterday
 - Contact Interest - Test (Set as Form Manager by Jennifer Wong)
 - Test Group from Admin Support Campus (Set as member by Jennifer Wong)
- Apr 9th, 2024
 - Christifideles Events (11-0111-441001-44121)
- Apr 5th, 2024
 - Christifideles Event Registration Test
- Apr 2nd, 2024
 - Partners Community Sensus Survey

4

Through the Profile
Involvement tab

Participants are added to the Group



5

People Search | Actions | Add to Group

Groups 102



Groups & Partners in the Gospel



Groups and Process Queues



April 1, 2024 – new Phase: Stabilization and Optimization

Some suggestions:

Become more proficient in Groups and Processes

Focus on engaging Parishioners in Groups

Consider using the My Catholic Community App to push engagement through groups

Consider using the Lead App to communicate to or manage groups from any location

July 2024

Groups and Processes can be set up on a host campus and then shared.

For Shared groups that are cross-campus please ensure parish-family-staff members are set as leaders or assistant leaders of your shared groups.

For Shared Processes that are cross-campus please ensure parish-family-staff or leaders are queue managers or every process managers

...2027

Looking ahead:

New canonical parish formed within the system

We will work with Parish Families to coordinate migrating groups, as necessary, from host campuses to New Parish Campus



ParishStaq™

Host Campus:

After July 2024, in coordination with new parish leadership, and depending on Parish Family composition, a parish family will have the ability to host events and groups cross-campus within ParishStaq. The parish that is the location of the event is considered the “Host Campus” and the group.

Whenever possible, events should be coordinated out of groups and shared from the calendar from the Host Campus.



ParishStaq™

Interparish Collaboration Campus:

For Deanery Groups (i.e., “North Seattle Deanery PAAs”, “Eastside Youth Ministers”), it is possible to have these groups hosted on the Interparish Collaboration Campus. These are not specific to a parish family. They are cross-parish families.

Steps:

1. Complete form
2. PES team will work to set up the Group and then turn over leadership to designated contacts

Edit Group: Participants

INFO MESSAGES CALENDAR FILES NEEDS PARTICIPANTS



Crystal Casas
Email: [Send Email](#)



Ed Clark
Email: [Send Email](#)



Bryan Gummersall
Phone: (206) 255-5075 | Email: [Send Email](#)



Ruth Reiser
Email: [Send Email](#)



Joseph Tancioco
Phone: (206) 669-0544 | Email: [Send Email](#)



Jennifer Wong Leader
Phone: (206) 274-7696 | Email: [Send Email](#)



Jennifer Wong Unlisted Profile



Group Actions

Edit group settings

Edit participant list

Record/Edit attendance

Send a Text

Send a mail merge

Print labels or name tags

Edit Group: If checked, set group status to...

If checked, set group status to... OK *NOTE: Limited*

<input type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	Crystal Casas	Group Member
<input type="checkbox"/>	Ed Clark	Group Member

Group Member, Assistant Leader..
Remove from Group

If checked, set group status to... OK *N*

- If checked, set group status to...
- Group Member S
- Assistant Leader G
-
- Remove from group G

*Note that Limited Access Users cannot be set to group leaders



ParishStaq™

For Shared groups that are cross-campus please ensure parish-family-staff members are set as leaders or assistant leaders of your shared groups.





Groups 103: LEAD App ideas

Groups can be managed from the ChMS and from the LEAD app

- Attendance 3 >
- Calendar >
- Messages >
- Members (31) >
- Send Group Text >
- Needs >
- Special Days >

Groups People Queues Calendar More

Group Calendar

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Cancel **Create Need** Save

Need Info

Title


Banana

Description


Add a description...

B I [List Icons]

Coordinator

 Jennifer Wong

Requested Items

Item Name 

April 9, 2024

ADD ANOTHER ITEM