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

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?

Description	Type	Leader
Adult Choir 10:30 AM Mass	Announce Only	Sharon Fry
Adult Choir 8:30 AM Mass		
Adult Education	Member Interact	Joan Toth
Annulment Advocate		
Auction Procurement		
Auction Volunteer		
Baby Corner		
Baptism Preparation Couple	Member Interact	Jacob and Christine Bennedict
Bible Study Group		
Blood Drive		
Boy Scouts		
Building Committee		
Building Committee, Finance		
No Mail	Administrative	PAA
Pastoral Council		
St Vincent de Paul Society		
Sunday Coffee & Donuts		
Women's Shelter		
Worship Environment		
Youth Adult Volunteer	Member Interact	Joseph Bryan
Youth Core Team	Member Interact	Joseph Bryan
Youth Group	Announce Only	Bryan Joseph

STEPS

❖ 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   [Choose File] No file chosen
NOTE: Your image will be adjusted to a 16:9 aspect ratio.

Description   [   ]

Classifications

Type   [Choose… ▾]

Childcare Available   ☐

Catholic Community Services Categories   [Choose… ▾] 🔒

Archdiocesan Sub Categories   [Choose… ▾] 🔒

Archdiocesan Master Categories   [Choose… ▾] 🔒

Cancel or [Save]

Create Group: When & Where Tab

Create Group: Options Tab

General   When & Where   **Options**   Admin

Name your group

[   ]

Settings

Email Notification	☐ Email group leaders when participants change status
Interaction Type	Announce Only ▾
Membership Type	Invitation or Request Required ▾
Listed	☑ Let logged in users see this group
Public Search	☐ Include this group in the public group search
Public Form	Choose... ▾
	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

Cancel or [Save]

Email Notification	☐ Email group leaders when participants join or leave the Group on their own
Interaction Type	Members Interact ▾
Membership Type	**Members Interact**
	Announce Only
Listed	Administrative
Public Search	☐ Include this group in the public group search
Public Form	Choose... ▾

Create Group: Admin Tab

General   When & Where   Options   **Admin**

Name your group

[   ]

Other

Department   Choose...   ▾

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   Choose...   ▾

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

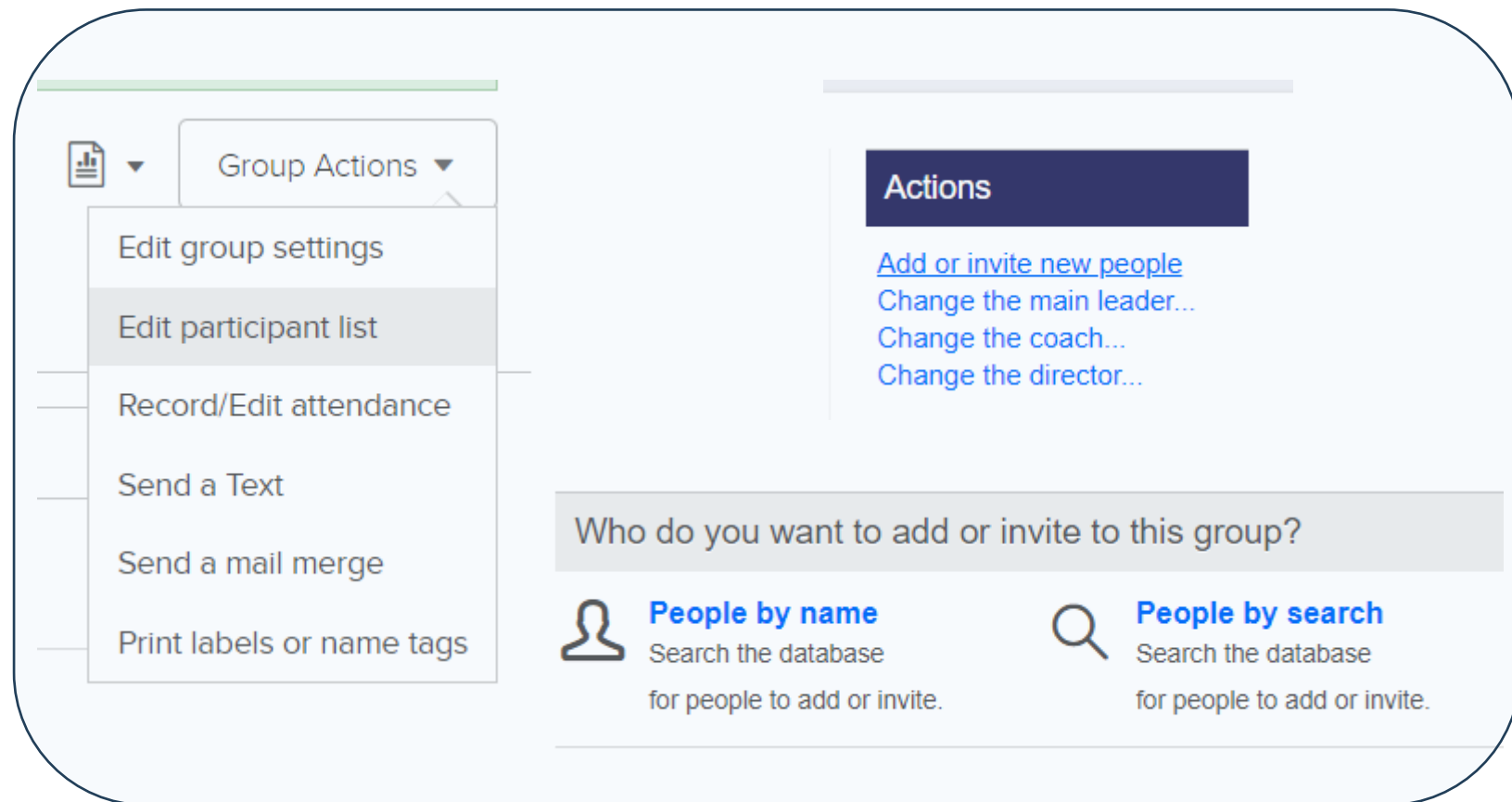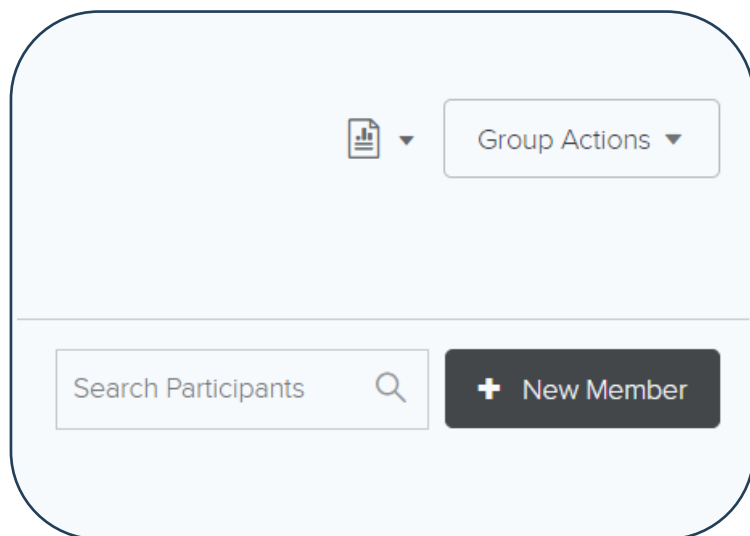☐ Faith Formation: Sac Prep

☐ Faith Formation: Youth

☐ Liturgy

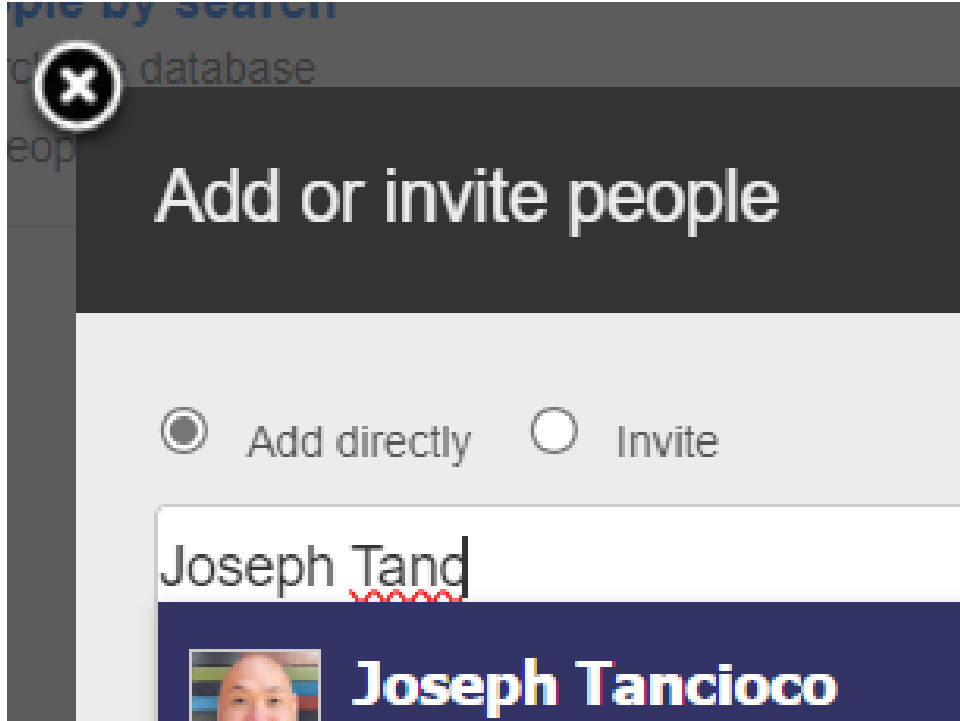☐ Regular Events

☐ Special Events

Cancel or   [Save]

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.

Participants are added to the Group

② via Form

③ via Process Queue

Participants are added to the Group

4

Through the Profile Involvement tab

Participants are added to the Group
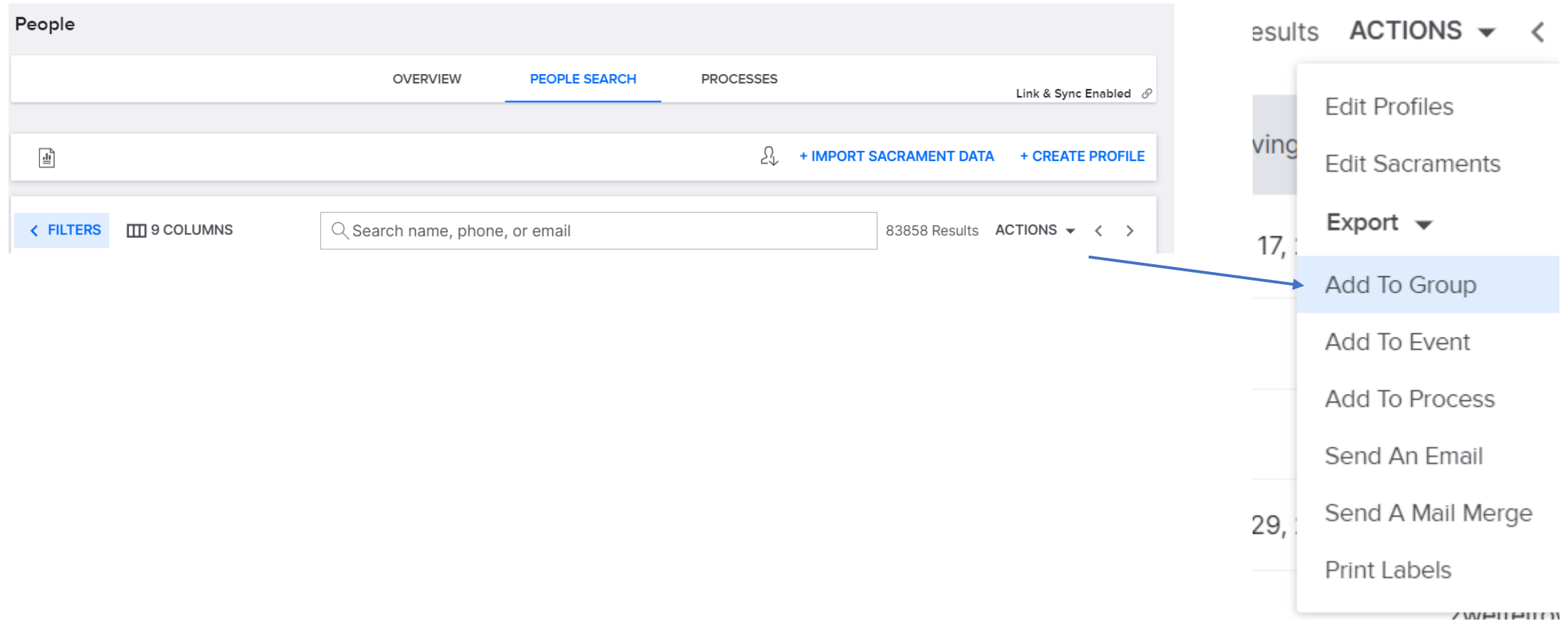
5 People Search | Actions | Add to Group

Groups 102

Groups & Partners in the Gospel

ParishStaq & Partners in the Gospel

Groups and Process Queues

ARCHDIOCESE OF SEATTLE
PARISHIONER ENGAGEMENT

PARTNERS IN THE GOSPEL

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

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-campuses 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.

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**

Group Actions ▼

Edit group settings

Edit participant list

Record/Edit attendance

Send a Text

Send a mail merge

Print labels or name tags

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

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

Group Member, Assistant Leader...
Remove from Group

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

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