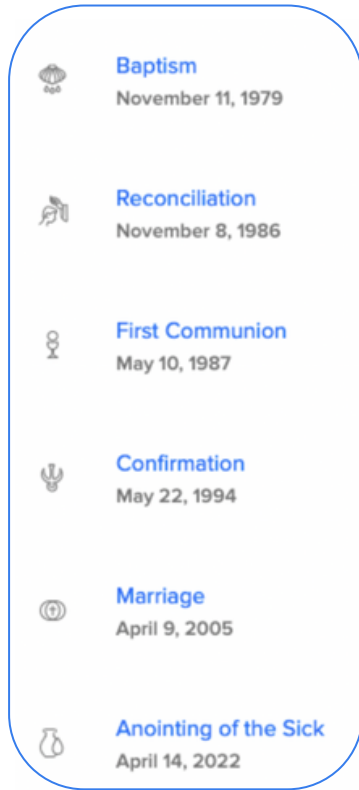


Giving Statements, Coaches, Sacraments

*Sacraments
within
ParishStaq*



Sacraments have been uploaded from PDS to your ChMS campus profiles.

Best practices for adding sacraments are to make sure that you include all pertinent details, as much as possible.

You can add sacraments that have not been received yet, such as Baptism, 1st Communion, Reconciliation Preparation, Confirmation, and Marriage by entering as much information as you can and then checking the "Completion Status" that fits.

This will allow you show the Sacraments "In Progress." Remember to return and update the sacrament once completed. You can add files to the sacrament by choosing the 3 dots and uploading a file. See [How to Add Sacraments](#) and [FAQ: Sacramental Settings](#) for more information.

January "Office Hours"

We will be continuing to have "Office Hours" support meetings on Tuesdays in January @ 1:00 PM to provide information and help with the 2023 Giving statements via the Giving portal. [Zoom link here.](#)

Use Your Coaches Wisely

Waves 8-11, we have our Pushpay coaches available to help you with all your ParishStaq related needs until March 2024. Please use these next few months to tap-in to your coach's help and best practices and guidance for your implementation projects (i.e., Forms, Reporting, Scheduling, Giving, Groups, etc.).

Sacrament Logging Training

We will be offering at our February monthly support meeting, a focus on Sacramental logging training within the ChMS on February 8th at 10:00 AM.

Please have anyone of your Staff or Trusted Volunteers who are instrumental in keeping Sacramental records up-to-date attend. [Zoom link here.](#)

*ParishStaq Giving Fee Schedule**

Transaction Type	Parish Cost
ACH	.50% + \$.25
Debit	1.55% + \$.25
Credit	2.55% + \$.25
American Express	2.55% + \$.25

*Fee schedule is based on negotiated rates as published in the February 2023 Pushpay/ParishStaq FAQs.