

Week 4 Data Check

Sacraments & Reports

Work through this worksheet in MinistryPlatform at your own pace, then return to your Week 4 page and enter your answers in the online form. You can type directly into this PDF and save it, or print it and write by hand.

This worksheet is for your preparation only — nothing here is submitted to us. Your answers count once they are entered in the online Week 4 form. Fields marked * are required there.

STEP 1 · YOUR DETAILS

Contact Information

First Name *

Last Name *

Email Address *

Mobile Phone *

Which parish are you with? *

STEP 2 · SACRAMENTS

Compare Sacramental Records

Select 5 parishioners with multiple Sacraments and compare their Sacraments tab to your legacy system. Also confirm their sponsors and types. Check each box that matches.

Which 5 parishioners did you check? *

#	Parishioner name	Sacraments	Sponsors	Types
1		☐	☐	☐
2		☐	☐	☐
3		☐	☐	☐
4		☐	☐	☐
5		☐	☐	☐

Are there any issues with the sacramental records you checked? *

☐ Yes ☐ No

If Yes — describe the issues:

Tip: save screenshots of any issues — the online form lets you upload up to 3 files (.pdf, .png, .jpg, .gif).

STEP 3 · PRACTICE

Add Sacraments

Add Sacraments for the family you entered in Week 1.

Which Sacraments did you enter? *

#	Family member	Sacrament entered
1		
2		
3		
4		

Did you encounter any issues entering sacraments? *

☐ Yes ☐ No ☐ N/A

If Yes — describe the issues you encountered:

STEP 4 · EXPLORE

Views, Actions, Tools & Reports

Explore the Views, Actions, Tools and Reports on the Contacts, Households, Donors, and Sacrament pages. Run at least three reports.

Which reports did you run?

#	Report name	Page it was run from
1		
2		
3		

STEP 5 · ANYTHING ELSE

Additional Notes

Any other notes about your data check this week that you'd like to share?

Next step: enter these answers in your online Week 4 form and attach any screenshots.