Peri Meleon Procedures, Current DB

2019-05-30

## Add a family

Create a new household. No members.

Add each adult: Do “Member |Add member…”; enter their data, including household. Resident, communing. After the adult is added, open “Members | Edit member…” to add transactions for (1) their profession of faith and (2) their reception (and officer svc if applicable).

When the adults have been added, “Households | Edit household…” to de-assign the adults as mere household members, and re-assign as head and spouse.

Add each child using “Members | Add member…” Check resident, and communing or noncommuning. Assign them to the household. Noncommuning children should have their parents filled in. Then edit the child to add transactions for profession of faith, if appropriate.

## Covenant child professes faith

“Members | Edit member…” Add “profession” transaction. Change status to communing.

## Child is born to member family

“Members | Add member…” Resident, noncommuning. Fill in parents. Then “Members | Edit member…” and add “birth” transaction.

## Member family moves away (and is granted II.C.3 letter)

Change status to DISMISSAL\_PENDING and non-resident.  
Add transaction for DISMISSAL\_PENDING. For noncommuning, add “noncommuning” note

## Dismissal to another church

Change status to DISMISSED and non-resident.  
Add transaction for DISMISSED. Date and “church to”.   
For noncommuning, add “noncommuning” note

## Other removals from rolls

Change status to REMOVED and non-resident.  
Add transaction for REMOVED\_ADMIN. Date and “BCO authority”.   
For noncommuning, add “noncommuning” note