

Pastoral Notes

- Documentation of sensitive information regarding spiritual/emotional status of congregant. Visible only to ministers.
 - **Example of pastoral note:** Jane Doe disclosed that she suspects her spouse has dementia. I was the first person she mentioned this to — she doesn't plan on sharing with anyone else at this time.
 - **Process:**
 - Open PCO People profile of the person about whom you wish to write the note
 - Click "Notes" > New Note >
 - Category = Pastoral Notes
 - Type text into field of pastoral note.
 - Click "Create"
 - **Very Sensitive Information:** If you have a concern about putting very sensitive information in PCO, share it with the other ministers in a Signal chat instead.
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