



Memo

Date: September 22, 2025
To: Pastors and business managers (parishes)
From: Sue Stanton, parish systems administrator, Office of Finance
Re: ParishSOFT Family Suite – Review and update user permissions

Who has access to ParishSOFT Family Suite at your parish? In your busy workday it can be hard to remember to remove staff members who have left the parish and no longer need access, but it is so important. Parish members expect that their family's data, including contributions, will remain private.

Please take some time to ensure your PSFS staff permissions are up to date.

[This link opens a document](#) that provides step-by-step instructions to update and manage staff member permissions at your parish. As this memo is addressed to pastors and business managers, please forward this information to the staff member responsible for managing user permissions.

If you have questions about updating staff permissions in PSFS, please contact me or ParishSOFT Support (866-930-4774, support@parishsoft.zendesk.com).

Thank you!

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