

# FAMILY HISTORY CONSULTANT'S GUIDE

## to Temple and Family History Work



# FAMILY HISTORY CONSULTANT'S GUIDE TO TEMPLE AND FAMILY HISTORY WORK

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“Behold, I will reveal unto you the Priesthood, by the hand of Elijah the prophet, before the coming of the great and dreadful day of the Lord. And he shall plant in the hearts of the children the promises made to the fathers, and the hearts of the children shall turn to their fathers. If it were not so, the whole earth would be utterly wasted at his coming” (D&C 2:1-3).

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## INTRODUCTION

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Your service as a family history consultant can be a wonderful blessing in your life and in the lives of those you help.

You will help members of The Church of Jesus Christ of Latter-day Saints identify their ancestors, link those ancestors into families, and provide temple ordinances for them. You are their principal source for family history help.

### Help Members Redeem Their Dead

Through revelation the Prophet Joseph Smith taught that we have a great responsibility to identify our ancestors and help provide sacred ordinances for them in the temple:



“Let me assure you that these are principles in relation to the dead and the living that cannot be lightly passed over, as pertaining to our salvation. For their salvation is necessary and essential to our salvation, as . . . they without us cannot be made perfect—neither can we without our dead be made perfect” (D&C 128:15).

President Thomas S. Monson has testified of the worth of souls in the sight of God and the importance of our service in their behalf:



“Brothers and sisters, do not be weary in well doing. If you feel your contribution is small or insignificant, remember that the worth of souls is precious in the sight of God. Our opportunity is to prepare the way, and accomplish the ordinance work, after faithful research, that these souls may prepare for the glory which is their divine opportunity” (“The Key of Faith,” *Ensign*, Feb. 1994, 7).

Through your efforts in helping members do temple and family history work, families can be together forever. President Dieter F. Uchtdorf has taught:



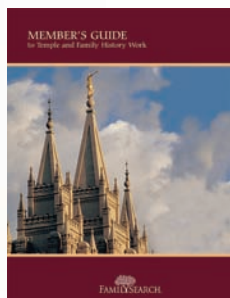
“As you help Church members do their family history for their kindred dead, you are quite literally helping them build eternal family units” (in *Training for Family History Leaders* [DVD of satellite broadcast, May 4, 2000]).



## Use This Guide and Other Family History Publications

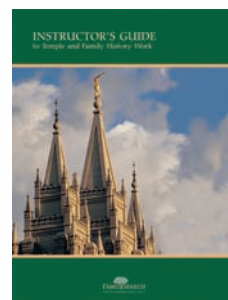
This guide will help you fulfill your responsibilities as a family history consultant. You will learn how to help ward members with their family history work so they can provide temple ordinances for their ancestors. (Note that when the terms *ward* and *bishop* are used in this guide, the information also applies to branches and branch presidents.)

The following publications also will help you in your calling:

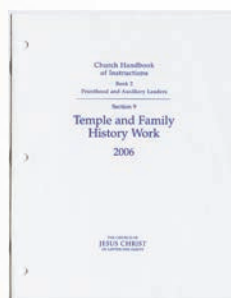


***Member's Guide to Temple and Family History Work*** (36795). This guide introduces members to temple and family history work. It discusses how members can gather information about their ancestors, record the information, and perform temple ordinances for them.

will help you teach a beginning family history class to members of your ward. The lessons and recommendations included in this guide will help class members understand and apply the principles taught in the *Member's Guide to Temple and Family History Work*.



***Instructor's Guide to Temple and Family History Work*** (35804). This guide



**“Temple and Family History Work,” section 9 of the *Church Handbook of Instructions, Book 2*** (35709). Updated in 2006, this section of the handbook explains the doctrines and principles of temple and family history work. It discusses the duties and responsibilities of family history consultants and other members who serve in family history callings.

For information on these and other resources that can help you, see “Resources” beginning on page 37 in this guide.

### HOW TO ORDER

You may order the publications mentioned in this guide from Distribution Services. The item numbers are included in parentheses following the title (for example, 35709). To order, do any of the following:

- Ask your ward clerk to order a copy for you.
- Order online at [ldscatalog.com](http://ldscatalog.com).
- Go to a local Church distribution center.

## Overview of Temple and Family History Work

### Responsibilities of Members

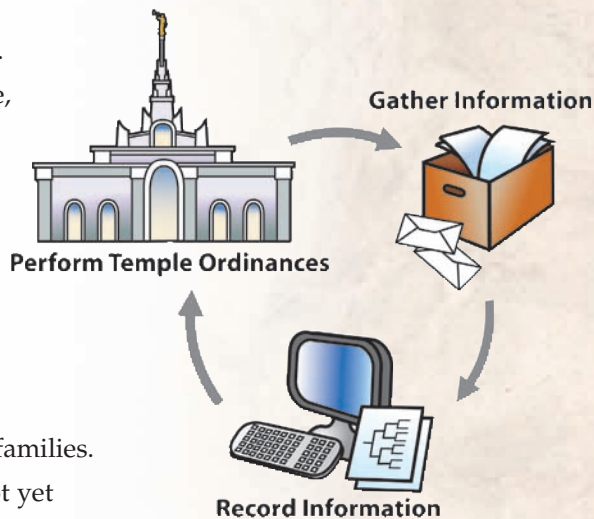
Members have three basic temple and family history responsibilities:

1. Receive their own temple ordinances and teach and encourage immediate family members to receive them.
2. Hold a current temple recommend and, where possible, attend the temple regularly.
3. Participate in family history work and provide temple ordinances for their ancestors.

### Basic Steps

The three basic steps members follow in finding their ancestors and providing ordinances for them are:

- **Gather information** to identify ancestors.
- **Record information** about ancestors to link them into families.
- **Perform temple ordinances** for ancestors who have not yet received them.



As members follow these steps, they will often find new information about additional ancestors—the parents, children, and siblings of those they have found—and the process begins again. President Henry B. Eyring has counseled Church members:



“You can start searching in the first few generations going back in time. From that you will identify many of your ancestors who need your help. Someone in your own ward . . . has been called to help you prepare those names for the temple. There they can be offered the covenants which will free them from their spirit prisons and bind them in families—your family—forever” (in Conference Report, Apr. 2005, 82; or *Ensign*, May 2005, 79).

As you help ward members who are just starting their family history work, encourage them in their efforts. President Dieter F. Uchtdorf has counseled family history consultants:



“Your job is to help members, whatever their . . . circumstance, to learn the basics. Help them feel the Spirit participating successfully in temple and family history work. Help them reap the blessings of that participation in their families” (in *Training for Family History Leaders*).

## Encourage Members to Participate

Encourage all adults and youth in the ward to engage in some aspect of temple and family history work. Here are some additional ways members can participate in family history work:

- Do research to identify ancestors beyond the first few generations.
- Contribute computerized family history information to the Church's family history files.
- Participate in family organizations.
- Serve as missionaries in temple or family history work.
- Keep personal journals and prepare personal and family histories.
- Encourage others to learn more about family history.
- Volunteer to serve in family record extraction or FamilySearch indexing or in a family history center.

(See "Temple and Family History Work," section 9 of the *Church Handbook of Instructions, Book 2* [2006], 263.)

Encourage members to follow the Spirit and the guidance of priesthood leaders in determining ways they can participate. Elder Dallin H. Oaks has counseled:



"Our efforts to promote temple and family history work should be such as to accomplish the work of the Lord, not to impose guilt on his children. . . .

". . . In the work of redeeming the dead there are many tasks to be performed, and . . . all members should participate by prayerfully selecting those ways that fit their personal circumstances at a particular time. This should be done under the influence of the Spirit of the Lord and with the guidance of priesthood leaders who issue calls and direct the Church-administered portions of this work. Our effort is not to compel everyone to do everything, but to encourage everyone to do something" ("Family History: 'In Wisdom and Order,'" *Ensign*, June 1989, 6).

## The Lord Will Guide You

The Lord is directing this work and will lead you as you serve in this important calling.

Seek for the Spirit to guide you. Pray for inspiration to know which individuals and families in your ward to help and how best to help them.



"Remember that this work is not yours and mine alone. It is the Lord's work, and when we are on the Lord's errand, we are entitled to the Lord's help. Remember that whom the Lord calls, the Lord qualifies" (Thomas S. Monson, in Conference Report, Apr. 1996, 62; or *Ensign*, May 1996, 44).





Notes

Horizontal lines for taking notes.

the opportunity to receive help with their family history. Even if some members are not ready at that moment to begin, you can help create positive feelings about family history.

In addition to contacting members individually, you can:

- Respond to invitations from quorum and auxiliary leaders to teach lessons on temple and family history work.
- Speak in sacrament meeting, teach at ward firesides, or give fifth Sunday presentations in Relief Society and Melchizedek Priesthood meetings, as the bishopric directs.
- Give presentations at other Relief Society meetings when invited.
- Include your contact information in the sacrament meeting program, on the ward bulletin board, and in the ward newsletter.

### Involve the Youth

The youth of your ward can do family history work to fill award requirements for Scouting, Duty to God, and Personal Progress. You could introduce them to FamilySearch indexing. You could also encourage them to work with their families to identify ancestors who need temple ordinances and then to perform the baptismal ordinances.

As you involve youth, their lives will be blessed. Their enthusiasm and skills will bless others. They typically have the computer skills needed to help their own family do family history work and to help other members of the ward.

President Ezra Taft Benson taught the value of involving youth in family history work when he said:



“I believe the youth are not only willing and able to do genealogical research, but they are a good means of giving life to the whole program” (*The Teachings of Ezra Taft Benson* [1988], 163).

### Other Ways to Serve

#### Teach a Family History Class

The bishopric may assign you to teach a family history class to ward members. You will use the following materials to teach the class:

- *Member’s Guide to Temple and Family History Work* (36795)



## Notes

- *Instructor's Guide to Temple and Family History Work* (35804)
- *Temple and Family History Course DVD* (54102)

### Serve in a Family History Center

Your high priests group leader may assign you to serve in a family history center. These centers allow patrons (Church members and the general public) to use family history resources, including computers, the Internet, and the Church's circulating collection of microfilmed genealogical records.

Family history consultants help patrons learn about and use the center's resources to find their ancestors. The center director provides for your training. Other consultants who serve in the center may be able to help you answer family history questions.

### Train Other Family History Consultants

You may be assigned to provide training to other family history consultants. The high councilor responsible for family history in the stake may coordinate with high priests group leaders and bishoprics to identify skilled family history consultants who can train other consultants and members with family history callings.

### Assist the Full-Time Missionaries

The bishopric may assign you to help the full-time missionaries use family history as a way to interest their contacts in learning more about the gospel. The missionary handbook *Preach My Gospel* (36617) teaches missionaries how they can do this with the help of local members:

"Determine what types of family history resources are available in your area. For example, you might invite people to the local family history center or introduce them to members who can help them do an initial search of their ancestral lines. You do not need to know very much about family history to offer this service if you have the help of Church members" (*Preach My Gospel* [2004], 164).

Before beginning these efforts, missionaries are asked to discuss this idea with the bishopric and the ward council. If the bishop approves, ward leaders may then assign members to help. These are usually members who serve in a family history center or who have experience in family history work.











## Notes

**Listen to Members**

Begin your first visit by asking members to tell you about their family. Listen patiently to the stories they tell, and share in their enthusiasm. Let them show you family photographs or family history papers and talk about their ancestors. This will build trust and confidence. Let members know that you want to help them to learn more about their ancestors and to provide the saving ordinances of the temple for those who have not yet received them.

**Do Not Overwhelm**

In your first visit, try not to overwhelm or discourage members. For example, some members are intimidated by blank family history forms. They may feel pressure to provide information that they do not yet know. Your first visit will be successful if you help them turn their hearts to their fathers (see Malachi 4:6; D&C 2).

**Maintain Confidences**

While meeting with you, members may share sensitive information about their immediate family or their ancestors. Keep this information confidential to maintain the trust of those you help.

**Use Wisdom and Caution**

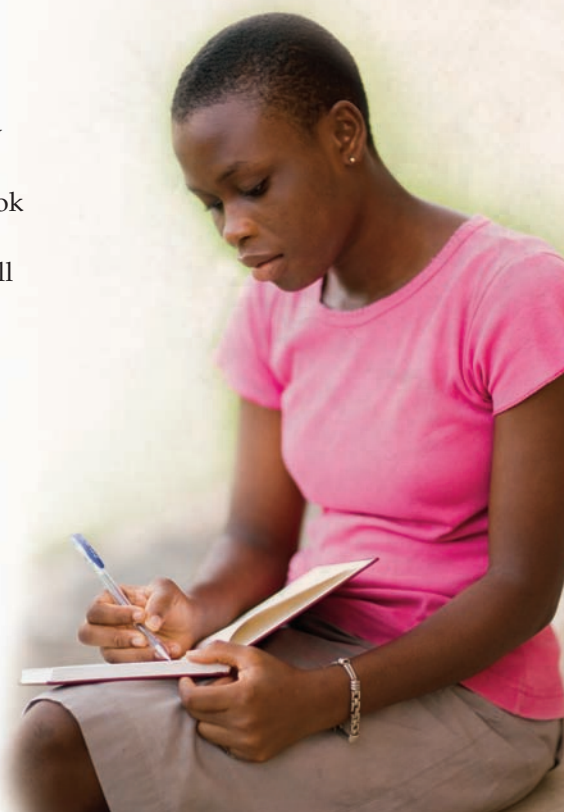
Do not make a visit where you do not feel comfortable. If needed, take a companion, such as another family history consultant or ward member. Do not go alone if doing so would be inappropriate, such as meeting alone with a member of the opposite sex. If you have any concerns about a visit, counsel with your high priests group leader before you go.

**Start a Family History Progress Record**

As you begin helping an individual or family, make a copy of the Family History Progress Record on pages 23–24 to record the help you provide and what needs the individual or family has. Or you could use a notebook to do this. Refer to the progress records or notes when you consult with your high priests group leader. Keep them in a binder or folder. They will help future consultants know what progress the members have made so the consultants do not waste time duplicating your efforts.

**Teach and Encourage**

The following charts contain suggestions on ways you can teach and encourage members to do family history work.



Notes

## BASIC STEPS TO HELP ALL MEMBERS DO FAMILY HISTORY WORK

### Teach the basic doctrines of temple and family history work.

- Use the *Member's Guide to Temple and Family History Work* as a resource.
- Help members understand their family history responsibilities.
- Bear testimony of the principles of temple and family history work.

### Show what information the Church already has in the new FamilySearch about members and their ancestors.

- If members have Internet access, search for their family in the new FamilySearch to see if family information is already recorded. Where possible, help members register to use it themselves.
- If members do not have Internet access, print their information from the new FamilySearch and show it to them. The new FamilySearch includes an option for you to sign in and help someone else. To do this, you will need the member's birth date and helper access number (last five digits of the membership record number).
- In areas where Internet access is limited, help members record their information on paper. Follow the instructions from priesthood leaders in your area so that members' information can be sent to the nearest location where it can be entered into the new FamilySearch.

### Teach what information about an ancestor is needed for temple work.

- See "Guidelines for Temple Ordinances" on page 34.

### Teach how to gather family information from personal knowledge, relatives' knowledge, and personal documents.

- See "Gathering Family History Information" on page 25.
- See chapters 3 and 5 in the *Member's Guide to Temple and Family History Work*.

### Help members add additional family information to the new FamilySearch.

- Add ancestors who are not listed.
- Combine multiple records for the same individual.
- Correct or add a different opinion about information in the new FamilySearch.







## Notes

### Those who are already doing temple and family history work

- Accompany them on a visit to a family history center to help them with a specific research problem or to help them learn about new research tools.
- Use the Help Center in the new FamilySearch to find the answers to their family history questions.
- Offer to help them use the FamilySearch Research Wiki located at [wiki.familysearch.org](http://wiki.familysearch.org). Through the wiki they can find information about specific family history research topics and receive guidance in their research efforts. See “Resources” on page 37.

## TEACHING USEFUL SKILLS

### Using a research log

Encourage members to keep a research log as they do family history work. See *Member’s Guide to Temple and Family History Work*.

### Organizing materials

Help members organize their family history materials. For a simple, basic way to do this, see “Organizing Materials” on page 26.

### Recording sources

Encourage members to record their source information. See “Recording Sources” on page 28.

### Analyzing information for accuracy

Help members review and analyze the information they gather to determine its accuracy. See “Analyzing Information for Accuracy” on page 30.

### Preserving materials

Help members preserve their family history materials. See “Preserving Family History Materials” on page 32.

## Notes

## The Lord Is Guiding the Work

This is an exciting time to be involved in temple and family history work. The number of temples is steadily increasing throughout the world. Members now have greater access to resources that can help them identify their ancestors, link them into families, and provide ordinances for them.

President Henry B. Eyring has taught that as members gain greater access to family history resources, they have an increased responsibility to do this work:



“Your opportunities and the obligations they create are remarkable in the whole history of the world. There are more temples across the earth than there have ever been. More people in all the world have felt the Spirit of Elijah move them to record the identities of their ancestors and facts of their ancestors’ lives. There are more resources to search out your ancestors than there have ever been in the history of the world. The Lord has poured out knowledge about how to make that information available worldwide through technology that a few years ago would have seemed a miracle” (in Conference Report, Apr. 2005, 82; or *Ensign*, May 2005, 79).

President James E. Faust testified that this is a spiritual work and that as we do our part, we will receive divine guidance:



“Because this is a very spiritual work, we can expect help from the other side of the veil. We feel a pull from our relatives who are waiting for us to find them so their ordinance work can be done. This is a Christlike service because we are doing something for them that they cannot do for themselves” (in Conference Report, Oct. 2003, 59; or *Ensign*, Nov. 2003, 55–56).

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# APPENDIX A

## PERSONAL TRAINING PLAN

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### Priesthood Guidance

Meet with your high priests group leader (or assigned member of the elders quorum presidency) as you develop your training plan.

Name and contact information of priesthood leader: \_\_\_\_\_  
\_\_\_\_\_

How he will help:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How, when, and where you will meet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What your priesthood leader would like you to report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What your priesthood leader would like you to accomplish:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Checklist

Check each item as you complete it:

- Read "Temple and Family History Work," section 9 of the *Church Handbook of Instructions, Book 2* (2006).
- Read *Member's Guide to Temple and Family History Work*.
- Read *Family History Consultant's Guide to Temple and Family History Work*.

If you have Internet access:

- Register as a consultant at [consultant.familysearch.org](http://consultant.familysearch.org).
- Register to use the new FamilySearch at [new.familysearch.org](http://new.familysearch.org).
- Complete the following courses, which you can access through a link in the Training and Resources section of the new FamilySearch:
  - Family History Consultant Training
  - The New FamilySearch Training
  - Personal Ancestral File (optional)

Will you receive additional training?  Yes  No

If yes, trainer's name and contact information: \_\_\_\_\_  
\_\_\_\_\_

## Family History Center

Will you be assigned to work in a family history center?  Yes  No

If yes, center director's name and contact information: \_\_\_\_\_  
\_\_\_\_\_

Trainer's name and contact information: \_\_\_\_\_  
\_\_\_\_\_

Your schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX B

# FAMILY HISTORY PROGRESS RECORD

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Keep a record like this for each ward member or family you have contacted. Record what assistance you have given and what plans you have made for follow-up. Save these records in a binder or folder so that you can refer to them and pass them on to future family history consultants.

Full name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Sign-in information for you to use the new FamilySearch on behalf of the member (if needed):

Member's birth date \_\_\_\_\_

Member's helper access number (last 5 digits of membership record number) \_\_\_\_\_

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Background notes:

(Information could include answers to the following: Is there access to a home computer and Internet connection? Is Personal Ancestral File or a similar program used to keep track of family history? Does the individual prefer to use paper forms?)

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A brief summary of what family history work has already been accomplished:

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## APPENDIX C

# GATHERING FAMILY HISTORY INFORMATION

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Many documents and items can be sources for personal and family history information. Members may be able to gather these materials from their homes or obtain them from relatives or others. The following are examples of documents or items they might gather.

### Birth

- Birth certificates
- Adoption records
- Guardian papers
- Baby books

### Marriage

- Marriage certificates
- Wedding announcements
- Wedding books
- Anniversary announcements

### Separation/Divorce

- Divorce papers
- Separation papers

### Death

- Death certificates
- Obituaries
- Funeral books
- Memorial cards

### Religious Activity

- Blessing records
- Christening records
- Baptismal records
- Confirmation records
- Priesthood ordinations
- Ministerial records
- Other religious records

### Family

- Bibles
- Photographs
- Journals or diaries
- Letters
- Autograph albums
- Newspaper clippings
- Scrapbooks
- Awards

### Family History

- Pedigree charts
- Family group records
- Personal histories
- Life sketches
- Biographies
- Family histories

### Household Items

- Engraved items
- Stitching samplers
- Tapestries
- Quilts
- Needlework

### School

- Report cards
- Honor rolls
- Awards
- Diplomas
- Transcripts
- Yearbooks
- Alumni lists
- Fraternities or sororities

### Health

- Hospital records
- Medical records
- Immunization records
- Insurance records

### Citizenship Papers

- Emigration records
- Naturalization papers
- Alien registrations
- Deportation papers
- Passports
- Visas

### Military Service

- Draft records
- Service records
- Discharge records
- Pension records
- Disability records
- Citations
- Medals/ribbons
- Insignias
- Uniforms

### Civil and Legal Activity

- Bonds
- Summons
- Subpoenas
- Guardian papers
- Contracts

### Licenses

- Driver
- Business
- Occupational
- Professional

### Employment

- Work records
- Apprenticeship records
- Awards
- Disability records
- Pension records
- Membership records
- Income tax returns
- Union records
- Retirement records

## APPENDIX D

# ORGANIZING MATERIALS

As members gather information about their family, they will likely collect such items as letters, certificates, diplomas, photographs, and other materials. Encourage them to organize these materials so they can refer to them easily. This

chart shows a basic way that members who are just starting can organize their family history materials using standard file folders or envelopes and a box or file cabinet.

HOW TO ORGANIZE FAMILY HISTORY MATERIALS	
Steps	Hints
<p><b>Sort the materials by family.</b> Have members organize their items by family. A family could be any of the following:</p> <ul style="list-style-type: none"> <li>• A married couple (with or without children)</li> <li>• A single parent and his or her children</li> <li>• A single adult</li> </ul>	<ul style="list-style-type: none"> <li>• Members should use maiden names for women.</li> <li>• If members are unsure which family a document relates to, have them create an “Unknown” folder and set these documents aside for later.</li> <li>• Some items may include more than one family—for example, a picture of a mother and child. One way to handle this is to have members put the photo with the mother’s materials. In the materials for the child as an adult, include a note that a photo of that individual and his mother is included in the mother’s materials.</li> </ul>
<p><b>Label family folders.</b> Have members label a file folder or envelope for each family.</p> <p>Examples of file labels:</p> <ul style="list-style-type: none"> <li>• A married couple and their children: HUGHES, Thomas, Sarah Marie West Family</li> <li>• A single parent: DAVIS, Joan Family</li> <li>• A single adult: CARPMAN, Robert</li> </ul>	<ul style="list-style-type: none"> <li>• Where possible, use acid-free folders or envelopes.</li> </ul>
<p><b>Put items in folders.</b> Have members place the following items in each folder:</p> <ul style="list-style-type: none"> <li>• A family group record listing the names of each family member (or a family group record printed from the new FamilySearch). This will help members keep track of who is in the family.</li> <li>• A page for notes about the family.</li> <li>• All documents and other materials about the family.</li> </ul>	

<p><b>Sort the materials by individual.</b> Members may have information about more than one individual in a family. If so, have them group the materials about each individual together.</p>	<ul style="list-style-type: none"> <li>• Members can file these folders or envelopes in the same box they used to gather the family information. Or they could obtain an inexpensive file box from an office supply store.</li> </ul>
<p><b>File the folders in alphabetical order.</b> Have members file the folders or envelopes in alphabetical order, using the last name (or family name), then the first name of the head of household. Include the maiden name of the spouse.</p> <p>Here is a list of folders filed alphabetically:</p> <ul style="list-style-type: none"> <li>• HUGHES, Fred, Sally Ann Smith Family</li> <li>• HUGHES, Howard Sterling, Mary Helen Farmer Family</li> <li>• RUSSELL, Adam, Karen Lee Sanders Family</li> <li>• RUSSELL, Marie Family</li> <li>• RUSSELL, Steward T., Deborah Jones Family</li> </ul>	<ul style="list-style-type: none"> <li>• Members can file these folders or envelopes in the same box they used to gather the family information. Or they could obtain an inexpensive file box from an office supply store.</li> </ul>

## APPENDIX E

# RECORDING SOURCES

When documenting a source, members should include enough information that they or someone else could easily find it again. They should note where the material or document came from and what family history information it contains. A complete source should include:

- **Author.** This is the person or institution that wrote or compiled the material. When you are recording a source of information that comes from personal knowledge, this would be the person who was interviewed, who witnessed the event, or who recalls the information.
- **Title.** This is the name of the document, such as a book, newspaper article, or set of records. The title could also describe the type of source, such as “oral interview” or “photograph.”
- **Publisher.** This is the company or organization that published or produced the source.
- **Location of the information in the source.** For printed documents, this is usually the page number. Members should include any additional information that would help someone find the information in the source, such as the record or certificate number.
- **Location of the source.** This is where to look for the source. It may be the name of a library, an archive, or a person who has the source. It should include the call number or microfilm number.
- **Notes.** This is any additional information that would help someone find the source.

### EXAMPLES OF HOW TO RECORD SOURCES

Type of Source	Source Citation
<i>Living memory</i>	Mary Ann Sutherland, baptismal date information given to James Howard on April 21, 1995, in Mary Ann’s home, Danvers, Massachusetts.
<i>Book</i>	Courtland F. Smithers, <i>History of Heuvelton and Vicinity</i> (Heuvelton: Heuvelton Free Library, 1971), 46–47.
<i>Obituary</i>	Charles Gleason obituary, Whittier, California, <i>Whittier Daily News</i> , October 18, 1902, page 5, column 2.
<i>Photograph</i>	Photograph of the George W. Donaldson family taken June 1904 at the Donaldson home in West Tisbury, Martha’s Vineyard, Massachusetts. Copy in possession of Howard Donaldson, Fallon, Nevada.

<i>Interview</i>	Christopher Layton, oral interview, February 3, 2003, by John G. Smith at Christopher's home in Springfield, Missouri. Audiocassette and transcription in the possession of John G. Smith, Kansas City, Missouri.
<i>Census record</i>	1900 U.S. Federal Census, Salt Lake City, Salt Lake County, Utah; district 5; sheet 3; entry 62; Genealogical Society of Utah film 1,241,684.
<i>Vital record</i>	Birth certificate for Samuel Taylor, June 15, 1932, Livingston County birth records, volume 25, page 85, entry 158. Copy of certificate in possession of Janice Taylor, Berkeley, California.
<i>Church record</i>	Marriage record for James G. Graham and Mary Beatty, March 31, 1848, marriage records of First Presbyterian Church, Parish of Ballyeaston, volume 1, page 105, entry 36, in the General Registry Office of Ireland.
<i>Web site</i>	U.S. Social Security Death Index online database, FamilySearch (familysearch.org) accessed October 3, 2006, entry for Harold R. Stephens.

## APPENDIX F

# ANALYZING INFORMATION FOR ACCURACY

Members should strive for accuracy in their family history work. The family history information members gather may include some inconsistencies.

This chart shows how members can analyze their information to determine its accuracy.

HOW TO ANALYZE INFORMATION FOR ACCURACY	
Principles	What to Do
<i>Question the information</i>	<p>Ask yourself:</p> <ul style="list-style-type: none"> <li>• Is the correct gender assigned to each individual?</li> <li>• Does the information make sense? Have members look closely at the dates to find anything that is obviously incorrect, such as a birth date that indicates a child was born when the mother or father was likely too young or old to have children.</li> <li>• Do all of the names appear to be correct?</li> <li>• Is the birth order correct? Did enough time pass between each birth? Is the birth date prior to the death date?</li> <li>• Are the sources of information reliable?</li> <li>• Do any family members seem to be missing? Have members look at the children's birth dates. A lengthy gap between dates may indicate that members are missing.</li> </ul>
<i>Verify the accuracy</i>	<ul style="list-style-type: none"> <li>• Members should refer to any documents or family history charts they may have in their possession.</li> <li>• Members should ask relatives or other people about the accuracy of the information. This includes asking for records or sources that could verify the information.</li> </ul>

<i>Resolve inconsistencies</i>	<ul style="list-style-type: none"><li>• If there are discrepancies in the information, members should determine which record was created at or near the time of the event. That record is probably more valid than someone's memory, for example.</li><li>• Determine who provided the information in the record. Is it secondhand information? Are witnesses to the event listed in the record? Eyewitness testimony is more reliable than hearsay.</li><li>• Is the source reliable?</li><li>• Was the record created while the ancestor was alive?</li></ul>
<i>Contact contributors</i>	<ul style="list-style-type: none"><li>• In the new FamilySearch, members can click on the contributor link to see what contact information is available.</li><li>• Members can contact the contributor to discuss any discrepancies in the information. Where did the contributor get his or her information? If there is a document, was it recorded at the time of the event or created later from memory?</li></ul>

## APPENDIX G

# PRESERVING FAMILY HISTORY MATERIALS

As members gather their family information, they may find documents, photographs, newspaper clippings, and other items they want to preserve.

In some cases, these may be the only copies of the item the family has. By preserving these documents and photographs, members will make the items available to future generations.

Have members make multiple copies of important documents, negatives, photographs, and other

materials and store those copies in a different location. Encourage members to scan images of documents into a computer so they can be preserved and shared electronically with other family members.

A general principle of preserving materials is never to do anything to the materials that cannot be reversed. For example, do not laminate documents.

### HOW TO PRESERVE FAMILY HISTORY MATERIALS

Principles	What to Do
<i>Store materials</i>	<ul style="list-style-type: none"> <li>• If possible, store materials in archival-quality, acid-free boxes, folders, and plastic sleeves. Plastic sleeves should be made of polyester, polyethylene, or polypropylene, never vinyl or acetate. Office supply stores usually sell archival-quality storage containers.</li> <li>• Keep materials in dark, cool, dry areas. Sunlight or fluorescent lighting as well as high or fluctuating temperatures and humidity can damage materials.</li> <li>• Avoid storing materials in areas where water may be a concern, such as near plumbing lines or water heaters.</li> </ul>
<i>Organize</i>	<ul style="list-style-type: none"> <li>• Remove any newspaper clippings, pressed leaves or flowers, staples, paper clips, and rubber bands. All of these can damage materials.</li> <li>• Newspaper clippings are acidic. Clippings should be separated from other items by using an acid-free plastic sheet or other similar barrier.</li> <li>• Place only copies of photographs or documents in albums. Store originals in a safe place so they will not be lost or damaged.</li> </ul>
<i>Photocopy</i>	<ul style="list-style-type: none"> <li>• Photocopy documents, newspaper clippings, or other materials onto acid-free paper, such as bond paper.</li> </ul>
<i>Use proper adhesives</i>	<ul style="list-style-type: none"> <li>• Use archival-quality adhesives such as glue sticks or starch paste.</li> <li>• Avoid using white glue, rubber cement, and cellophane or other tapes, as they can damage or permanently stain materials.</li> </ul>

<i>Label items</i>	<ul style="list-style-type: none"> <li>• Label photographs so others will know who the people are. Use a pencil to write the names on an acid-free label, and place the label on the back of the photograph. The pencil should be a number 2 soft-lead pencil or a pen that does not require pressure. Ballpoint pens should not be used since the pen may leave pressure marks or even puncture the materials.</li> <li>• Place labels in an inconspicuous area, such as on the back or in the lower-right margin.</li> <li>• Avoid writing on paper that rests on top of precious books, photographs, or documents. Doing so could leave pressure marks on these materials.</li> </ul>
<i>Store photographs</i>	<ul style="list-style-type: none"> <li>• The image side of a photograph or the emulsion (dull) side of a negative should never be touched.</li> <li>• Use archival-quality albums and pages.</li> <li>• Many photo shops can create restored copies of old or damaged photographs.</li> <li>• Keep an uncropped copy of the original photograph.</li> <li>• Glue should never be used on original photographs, since it will permanently damage them. Instead, use photo corners to place photographs on an acid-free page. Glue copies of photographs in a scrapbook, but not original photographs.</li> <li>• Negatives and prints should not be stored in the same place. Share copies with other family members; doing this will prevent a total loss if a disaster were to occur at one location.</li> <li>• Albums with adhesive pages should not be used, since these can discolor photographs.</li> </ul>
<i>Store digital items</i>	<ul style="list-style-type: none"> <li>• Documents, photographs, audio, or video stored on computer hard disks, floppy disks, or compact discs and other digital media will not last more than 5 to 10 years. Moreover, the programs used to read the files will likely become obsolete. For this reason, plan to move information to new storage media and file formats as technology changes.</li> <li>• Transfer information stored on cassette or VHS tapes to digital format.</li> <li>• Print photographs, documents, and the like on acid-free paper using a laser printer or an ink-jet printer with pigmented inks.</li> </ul>

## APPENDIX H GUIDELINES FOR TEMPLE ORDINANCES

Refer to the guidelines below as you help members prepare their family names for temple ordinances. If you need further help, first consult with your bishop. If you still need help, write to this address:

Temple Department, Special Services  
50 East North Temple Street, Room 400  
Salt Lake City, UT 84150-6400

### INFORMATION NEEDED TO DO TEMPLE ORDINANCES

- **Name.** The maiden name should be entered for females. Complete names are preferred: “Horace Mason Phillips”; “Janice Marie Carpenter” Partial names are acceptable if that is all you can find: “Ed Lewis”; “Mary”
- **Gender.** Indicate whether the ancestor is male or female.
- **Names of other family members.** When possible, enter the names of the ancestor’s father, mother, spouse, children, or grandparents.
- **Dates and places.** Enter dates and places of important events in the ancestor’s life, including birth, christening, marriage, death, and burial.

Refer to the *Member’s Guide to Temple and Family History Work* for examples of how to enter names, places, and dates.

**Members provide ordinances for their family and ancestors.** Members are generally able to perform temple ordinances for the following individuals one year from the date of death, without regard to the person’s worthiness or cause of death (for persons born within the last 95 years, see “The 95-year rule” below):

- Immediate family members.
- Direct-line ancestors (parents, grandparents, great-grandparents, and so on).
- Biological, adoptive, and foster family lines connected to their family.
- Collateral family lines (uncles, aunts, cousins, and their families).
- Descendants (children, grandchildren, and so on).
- Descendants of direct-line ancestors and their families.

- Possible ancestors. These are individuals who have a probable family relationship, but that relationship cannot be verified because the records are inadequate. This may include individuals who had the same last name and resided in the same areas as known ancestors.
- Close friends. This is an exception to the rule that members should submit only the names of their own family and ancestors. Before performing ordinances for a friend, a member should obtain permission from the individual’s closest living relative.

With the exception of friends (explained above), members should not submit the names of individuals they are not related to, including famous people or those gathered from unapproved extraction projects, such as Jewish Holocaust victims.

**The 95-year rule.** Before you provide ordinances for someone who was born within the last 95 years, please get permission from the closest living relative. The closest living relatives are, in this order: a spouse, then children, then parents, then siblings.

When Was the Individual Born or Married?	Do You Know an Exact or Approximate Death Date?	Can You Do the Ordinances?
The individual was born within the last 95 years	Yes	Yes. First obtain permission from the closest living relative.
The individual was born less than 110 years ago or married less than 100 years ago	No	No, do not assume the person is deceased. Do not do the ordinances until you know the individual is deceased and you can enter at least an approximate death date.
The individual was born 110 or more years ago or married 100 or more years ago	No	Yes. You can assume the person is deceased, and you can do the temple ordinances without obtaining permission from the closest living relative.

**Sequence of ordinances.** Members should perform temple ordinances in the correct order:

- Baptism
- Confirmation
- Ordination to the Melchizedek Priesthood (males only)
- Initiatory
- Endowment
- Sealing of a husband and wife and sealing of children to parents (if possible). Whenever possible, parents should be sealed to each other before their children are sealed to them.

Vicarious ordinances that have been performed out of sequence are still valid, but they do not become effective until the prerequisite ordinances have been completed.

**Some ordinances may not be needed.** Some deceased persons may not need all the temple ordinances performed for them. For example:

- Children who were born after their parents were sealed in a temple do not need to be

sealed to their parents, since the children were born in the covenant.

- Children who were stillborn do not need temple ordinances performed for them. However, children who live after birth, even briefly, should be sealed to their parents unless born in the covenant.

Members should record all births and indicate any that are stillborn. In some countries, particularly in Europe, children who died shortly after birth were often recorded as stillborn. Children listed as stillborn on records from these countries may be sealed to their parents. The new FamilySearch will show if a sealing ordinance needs to be performed for a child listed as stillborn.

- No baptisms or endowments are performed for children who died before age eight. Only sealings to parents are performed for such children. If these children were sealed to their parents while living or if they were born in the covenant, no vicarious ordinances are performed.

**Sealing couples with undocumented marriages.**

A deceased couple who lived together as husband and wife may be sealed even if the marriage cannot be documented. Members may use the new FamilySearch to prepare these names for temple ordinances.

**Women married more than once.** A deceased woman may be sealed to all men to whom she was legally married during her life. However, if she was sealed to a husband during her life, all her husbands must be deceased before she may be sealed to a husband to whom she was not sealed during life.

**Persons who had mental disabilities.** Temple ordinances for deceased persons who had mental disabilities are performed the same as for other deceased persons.

**Persons presumed dead.** Temple ordinances may be performed for a person who is presumed

dead after 10 years have passed since the time of the presumed death. This policy applies to persons who:

- Are missing in action or are lost at sea and have been declared legally dead.
- Disappeared under circumstances where death is apparent but no body has been recovered.

In all other cases of missing persons, temple ordinances may not be performed until 110 years have passed from the time of the person's birth.

**Other policies.** Please see your bishop for information about the following:

- Temple ordinances involving living people.
- Temple ordinances to seal the living to the dead.
- Any policies not covered above.

## APPENDIX I

# RESOURCES

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The following Church resources are available to help you fulfill your calling and find answers to family history questions.

### Online Resources

**LDS.org.** The Church's main Web site includes information about family history callings and programs. To access these pages, go to **LDS.org**, select **Serving in the Church**, and then select **Family History**.

**The New FamilySearch.** [New.familysearch.org](http://New.familysearch.org) is the Church's Web site for family history work. It includes features that can help members research their family lines and prepare names for temple ordinances. For help using the new FamilySearch, view or print the *User's Guide to the New FamilySearch*, which is available on the Web site.

**FamilySearch Research Wiki.** This Web site ([wiki.familysearch.org](http://wiki.familysearch.org)) is the principal resource where members can find help with family history research questions. The wiki is an online community of participants who provide research guidance. By accessing the FamilySearch wiki, you can:

- Search for research information.
- Post a research question.
- Contribute information.

**Training and Resources.** This feature in the new FamilySearch is available to priesthood leaders, family history consultants, and other members with family history callings who have registered at [consultant.familysearch.org](http://consultant.familysearch.org). Training and Resources displays links to family history training and other helpful resources for these members.

**FamilySearch Labs.** On this Web site ([labs.familysearch.org](http://labs.familysearch.org)), new FamilySearch features that are in development are presented and tested. You can view and use new features, access a blog about them, and provide feedback.

**FamilySearch Indexing.** The FamilySearch Indexing Web site ([familysearchindexing.org](http://familysearchindexing.org)) explains how members can volunteer to serve as indexers and includes training lessons that members can use to learn how to do indexing. To learn how family record extraction and FamilySearch indexing are administered, view or print the *Family Record Extraction Administrative Handbook*, which is available on the Web site.

### General Resources

**Scriptures and Topical Guide.** The Bible, Book of Mormon, Doctrine and Covenants, and Pearl of Great Price explain the plan of salvation and redemption of the dead. The Topical Guide (included in the English Latter-day Saint edition of the Bible) can help you find scriptures that deal with specific topics, including "Genealogy and Temple Work."

**"Temple and Family History Work," section 9 of the Church Handbook of Instructions, Book 2: Priesthood and Auxiliary Leaders (35709).** Updated in 2006, this section of the handbook discusses the duties and responsibilities of family history consultants and the priesthood leaders who oversee them.

**Administrative Guide for Family History (04397).** This guide helps priesthood leaders, family history consultants, and other members with family history callings to implement family history programs and apply the principles discussed in section 9 of the *Church Handbook of Instructions, Book 2*. To access this guide online as a PDF download, go to **LDS.org** and select **Serving in the Church**, then **Family History**, and then **Priesthood Leadership of Family History**. Under **Learn More**, click the link for *Administrative Guide for Family History*.

**Training for Family History Leaders DVD (00410090).** This DVD provides family history

training for priesthood leaders and members with family history callings. You can use this DVD to learn the best ways for family history consultants to help members.

***Family History Materials List (34083)***. This publication lists all available Family History Department resources, including publications that discuss specific types of family history research.

***Preach My Gospel (36617)***. This publication explains how full-time missionaries can use family history as a way to find people who may be interested in learning about the Church and how family history consultants may assist missionaries in these efforts.

## Resources for Doing Family History Work

***Member's Guide to Temple and Family History Work (36795)***. Use this guide to teach members their temple and family history responsibilities. It will help them get started in identifying their ancestors and providing temple ordinances for them.

***How Do I Start My Family History? (32916)***. This guide introduces members to family history work.

***A Guide to Research (30971)***. Use this guide to teach members the basic principles of family history research.

## Resources for Teaching a Family History Class

***Instructor's Guide to Temple and Family History Work (35804)***. Use this guide to teach family history classes in your ward. It is designed to help members get started in family history work and provide ordinances for their ancestors.

***Temple and Family History Course DVD (54102)***. Use this DVD with the *Instructor's Guide to Temple and Family History Work* to teach family history classes in your ward.

**Family History Lesson Series**. Use these online lessons to learn about family history research. You can encourage members to use the lessons as well. They are available online through the FamilySearch Web site.

## Resources for Serving in a Family History Center

***Family History Center Operations Guide (34051)***. If you are assigned to serve in a family history center, this guide will help you understand the policies and procedures involved in operating a family history center. To access this guide online as a PDF download, go to **LDS.org** and select **Serving in the Church**, then **Family History**, and then **Family History Centers**. Under **Learn More**, click the link for *Family History Center Operations Guide*.

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OF LATTER-DAY SAINTS

