

# Hastening Family History Work Through Indexing

## INSTRUCTIONS FOR LEADERS AND PRESENTERS

### Choosing a Presenter

The presenter should fall into one of these categories (listed by priority):

- He or she is the stake indexing director.
- He or she is in an indexing leadership position.
- He or she has a thorough knowledge of indexing.

### Preparation

Do the following before the presentation.

#### One week before the presentation

- Index various projects in your language.
- Study this class outline and PowerPoint.
- Watch and become familiar with the videos *Indexing Is Vital* and *How It Works* that are shown in this presentation.
- Confirm the use of the computer lab.

#### One hour before the presentation

- Have the indexing program installed on all the computers.

#### Ten minutes before the presentation

- Make sure the video projector is ready and the video for the presentation is ready to start.
- Test laptop and microphone connection for the presenter.

### Introduction

**Read**  Brothers and sisters, may I welcome you to this conference session entitled “Hastening Family History Work Through Indexing.” My name is \_\_\_\_\_, and I will be the presenter today.

**Show**  Show slide 1 of the PowerPoint presentation *Indexing Is Vital*.

**Read**  How many of you have heard of FamilySearch indexing?  
How many of you have indexed in the past?  
(Allow a moment for people to raise their hands after each question.)

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Thank you for indexing! You probably know it is a good thing, but today you are going to learn more about why indexing is so vitally important to our Heavenly Father's work "to bring to pass the immortality and eternal life" of His children. Then we'll talk about how to get started as an indexer.

## Indexing Is Vital

- Show**  Show slide 2 of the PowerPoint presentation *Indexing Is Vital*.
- Read**  In a letter dated February 29, 2012, the First Presidency said, "Members are encouraged to participate in FamilySearch indexing which is vital to family history and temple work" (emphasis added). Why do you think they said this?
- Discuss**  Allow 2-3 minutes for individuals to answer the question about why indexing is vital.
- Read**  Thank you for your answers. Continue to think about the role of indexing in family history and temple work as we watch this video.
- Show**  Play the video *Indexing Is Vital* on slide 3 of the PowerPoint presentation. The video lasts approximately three minutes.
- Discuss**  Lead a 3-5 minute discussion after the video using the following questions. Select questions based on the answers given by the class.
- How did this video make you feel?
  - Why do you think it make you feel that way?
  - How many of you have found information about an ancestor?
  - How did you find them? (If you found them online in a searchable record, it was because that record was indexed.)
  - How did you feel when you found that ancestor? (This is the feeling you make possible for others when you choose to index.)
- Read**  Thank you again for your comments.

## What Is Indexing?

- Show**  Show slide 4 of the PowerPoint presentation *Indexing Is Vital*.

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- Read**  Now let's take a little more time to answer the question, "What is indexing?"

First ancestor's records are captured and stored in libraries and archives around the world.

We now have teams all over the world taking photographs of these records.

This is where you come in! These images are then indexed (or typed) by dedicated volunteers around the world.

After the records are indexed, they are then published on FamilySearch.org so that thousands of people can discover their ancestors and perform their temple ordinances.

The next video explains this process a little more.

- Show**  Show slide 5 of the PowerPoint presentation *Indexing Is Vital*.

- Play Video**  Play the video *How It Works*.  
The video lasts approximately two minutes.

## Indexing Turns Hearts

- Show**  Show slide 6 of the PowerPoint presentation *Indexing Is Vital*.

- Read**  Because of indexing, people around the world are having heart-turning experiences every day. Indexing energizes family history research, helping to generate a "spark" of interest that can turn into a life-long love of ancestors and, for Church members, a life of devotion to the saving work performed in the temple.

- Show**  Show slide 7 of the PowerPoint presentation *Indexing Is Vital*.

- Read**  But in the process, indexing blesses your life as well. How? As you read and type the names of the people in the records, your thoughts will begin to turn to your own ancestors.

- Show**  Show slide 8 of the PowerPoint presentation *Indexing Is Vital*.

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- Read**  You will experience a growing desire to know more about them and to provide the temple work they may need in order to progress.
- Show**  Show slide 9 of the PowerPoint presentation *Indexing Is Vital*.
- Read**  Through indexing, you will feel the Spirit of Elijah guiding you to your own ancestral discoveries, and ultimately to the temple, where you can bless your ancestors waiting on the other side of the veil.  
This feeling is inspired by our Heavenly Father, who wants our families, more than anything, to be part of His eternal family.

## Getting Started

- Show**  Show slide 10 of the PowerPoint presentation *Indexing Is Vital*.
- Read**  By now you should be asking how you can get involved in FamilySearch indexing!  
  
Anyone age 13 and older is invited to be an indexer.  
  
Indexing can be done at home or anywhere Internet access is available.  
  
You can index anytime, day, or night, whenever you have some spare time.  
  
You do not need prior family history or indexing experience to get started or to make a difference.  
  
Help is available in the program, online, and from your local indexing leaders.  
  
But be careful—indexing can be quite habit forming!
- Show**  Show slide 11 of the PowerPoint presentation *Indexing Is Vital*.
- Read**  Remember that this is Heavenly Father's work, and every name you index represents one more chance that someone will find his or her missing ancestor and take the ancestor's name to the temple to receive the ordinances of salvation.
- Show**  Show slide 12 of the PowerPoint presentation *Indexing Is Vital*.

# Hastening Family History Work Through Indexing

- Read**  To get started, go to <https://familysearch.org/indexing>. Here you can download the program, find a project, or find answers to your indexing questions.
- Show**  Show slide 13 of the PowerPoint presentation *Indexing Is Vital*.
- Read**  Click on Get Started and review the video and other training as needed.

## Indexing Demonstration

- Activity**  Now begin live demonstration of indexing.

They need to have an LDS account to index. Invite them to sign up for an LDS account before they get started.
- Show**  Show the group how to open the indexing program and download a batch in their native language.

Provide a tour of the indexing program. Show them where the image is located, where the field helps and instructions are located, and how to type in the information on the image.

Following the demonstration, end the presentation and allow them to have a hands-on experience. Walk around the class room and answer their questions as they index.