

**WARD  
FAMILY HISTORY CONSULTANTS**

**CLASS ROOM INSTRUCTION  
GUIDELINES**

**REVISED**  
February 11, 2003

**EVANSTON WYOMING SOUTH STAKE**

**EVANSTON SOUTH STAKE  
FAMILY HISTORY CONSULTANTS  
SUGGESTED LESSON OUTLINES**

Dale and Barbara Peterson, Stake Family History Consultants  
Revised 02/11/03

**INTRODUCTION**

These Guidelines have been prepared for use by the Ward Family History Consultants in the various Wards of the Evanston, Wyoming South Stake to instruct and assist Ward Members in their Family History Work. It is stressed that these are only Guidelines and should be adapted to the needs and abilities of individual members as they learn the skills they need to advance this important work in seeking out their deceased ancestors and completing their work in the Temples.

Some of the instruction can be accomplished in a classroom setting during Sunday School, others will require visiting a Church Family History Library, and still others may require one on one instruction in individual members homes. Be creative as you develop your own lesson plans to meet the needs of your ward members.

The first great challenge is to generate interest and enthusiasm for the work for the individuals involved in advancing this very important work for their kindred dead. Helping individuals develop Testimonies of this great work will help carry them over difficulties they may encounter as they move ahead. Individual success will help maintain enthusiasm for the members.

*“Stake and Ward Family History Consultants Helps and Guidelines”* as extracted from the Syllabus Material presented in the Family History Open House on March 28-30, 2001 is included. This information should be helpful to Family History Consultants and Ward and Stake Leaders as this important work moves ahead. The LDS Church Video titled, *“Training for Family History Leaders”* may also be helpful to you. It can be obtained from Church Distribution.

The Lesson Material has been divided into 7 different Lesson Series so individuals can participate in a Series that best meets their needs. Some individuals may desire to go through all 7 Series while others may participate in a few selected ones they feel they need. Announce the Lesson schedules in advance so members can prepare for the one or ones they may want. The Ward Bulletin can be used for this purpose as well as announcements over the Pulpit in Ward Meetings.

## **TABLE OF CONTENTS**

<b><u>TOPIC</u></b>	<b><u>PAGE NO.</u></b>
INTRODUCTION	2
TABLE OF CONTENTS	3
STAKE AND WARD FAMILY HISTORY CONSULTANTS GUIDELINES	4
LESSON SERIES 1 – Family History Basics – Getting Started	7
LESSON SERIES 2 – Using “Personal Ancestral File” (PAF 5)	8
LESSON SERIES 3 – Using the Family History Library System	9
LESSON SERIES 4 – Using the Internet for Family History	10
LESSON SERIES 5 – Family History Research – Doing Original Research	11
LESSON SERIES 6 – Writing a Family History	12
LESSON SERIES 7 – Family Reunions and Family History	13
SOME USEFUL FAMILY HISTORY RESOURCES	14
APPENDICES	15
“Duplication of Temple Ordinance work” from Family and Church History Departments. Feb 22, 2001	

## **Stake and Ward Family History Consultants Helps and Guideline**

### **A. Church Member Temple and Family History Responsibilities**

1. Receive our own temple ordinances and help immediate family members receive them.
  2. Hold a current temple recommend and attend the temple as regularly as possible.
  3. Participate in family history work.
  4. Members should:
    - a. Identify their kindred dead.
    - b. Provide temple ordinances if needed.
    - c. As a beginning, try to identify three to five generations of their ancestors.
- *Church Handbook of Instructions, Book 2, Section 9, "Temple and Family History Work," p. 262.*

### **B. What is a Family History Consultant?**

1. Someone who has a testimony of the temple.
2. Someone who works well with people.
3. A good teacher.
4. A motivator.
5. A friend.
6. Does not need to be an expert genealogist.

"The main responsibility of... family history consultants is to help members identify ancestors for whom information is readily available and provide temple ordinances for them (often three to five generations as a beginning)."

-- *Church Handbook of Instructions, Book 2, Section 9, "Temple and Family History Work," p. 266.*

### **C. Stake Family History Consultants:**

1. Are called by a member of the stake presidency or high council.
  2. Are supervised by a high council adviser.
  3. Instruct ward family history consultants, under the direction of the high council adviser.
  4. Should be familiar with *A Member's Guide to Temple and Family History Work*.
  5. Should be skilled teachers who work and communicate well with members.
  6. Should be familiar with Church family history products such as Personal Ancestral File, FamilySearch™, and TempleReady.
  7. Do not need to have advanced genealogical training and expertise.
- *Church Handbook of Instructions, Book 2, Section 9, "Temple and Family History Work," p. 265.*

### **D. Ward Family History Consultants:**

1. Are called by a member of the bishopric.
2. Are supervised by the high priest group leader.
3. Should have the same skills as stake family history consultants.
4. Help members identify ancestors for whom information is readily available.
5. Help members clear names for submission to the temple.
6. Direct members who need more specialized help in their research to the local family history center.
7. Should be familiar with *A Member's Guide to Temple and Family History Work*.
8. Should be familiar with Church family history computer products such as Personal Ancestral File, FamilySearch, and TempleReady.
9. Should teach by example.

10. Should seek to identify their own ancestors and provide temple ordinances for them.
11. Understand the needs of others by having had personal experience in family history.  
- *Church Handbook of Instructions, Book 2, Section 9, "Temple and Family History Work," p. 266.*

## **E. Resources, Manuals and Other Materials for Family History Consultants**

1. Duties and Doctrine
  - a. *A Member's Guide to Temple and Family History Work (34697)*
  - b. *Church Handbook of Instructions, Book 2, Section 9, "Temple and Family History Work" (35709)*
  - c. *Temples of the Church of Jesus Christ of Latter-day Saints (35863)*
2. Temple Name Submission Guidelines and Procedures
  - a. *A Member's Guide to Temple and Family History Work, p. 10-12.*
  - b. *Church News*, October 3, 1998, "New family file procedures implemented in temples."
  - c. *TempleReady, Windows~ version.*
  - d. For help in dealing with or resolving special circumstances or sealing problems, members should contact: -Temple Department, Sealing Problems, at 801-240-2395
3. Using Personal Ancestral File and FamilySearch™
  - a. *Introduction to Family History Computer Guide - Religion 261 (36405)*
  - b. *TempleReady Reference Guide (34654)*
  - c. *FamilySearch TM Resource Guides*
4. Videos
  - a. *Teaching Family History Leaders (53326)* May 2000 satellite broadcast
  - b. *Using the FamilySearch TMWeb Site (53317)* November 1999 satellite broadcast
5. Online Instruction
  - a. Brigham Young University, Department of Independent Studies, offers two free online courses:
  - b. "Finding Your Ancestors"
  - c. "Providing Temple Ordinances for Your Ancestors"
  - d. <http://ce.byu.edu/is/dept/famhist.htm>

## **F. Teach a Family History Sunday School Class**

1. When assigned by the bishopric, ward family history consultants teach the family history class during Sunday School.  
*Church Handbook of Instructions, Book 2, Section 9, Temple and Family History Work. "p. 266.*
2. If needed, contact the bishopric and volunteer.
3. Teach the class regularly, as often as directed.
4. The class can last from six to eight weeks (or more) depending upon the needs and interests of the class.
5. The bishopric may call ward members to attend.
6. Materials
  - a. *A Member's Guide to Temple and Family History Work (34697)*
  - b. *A Guide to Research (30971)*
  - c. *TempleReady Reference Guide (34654)*
  - d. *Introduction to Family History Computer Guide - Religion 261 (36405)*
  - e. *Other research guides and outlines available from the Family and Church History Department.*
7. Tailor the class to meet class member needs.
8. Include workshops where members actually complete family history work.
9. Use FamilySearch™ for instruction and to prepare names for submission to the temple.
10. Coordinate with the family history center director, as needed.
11. Set Obtainable Goals

- a. Encourage, don't overwhelm.
- b. Teach with the spirit.
- c. Help members gather information that is easy to obtain.
- d. Small successes lead to more successes.
- e. Success will vary from person to person.

## **G. Meet with Ward Members and Families in Their Homes**

1. Where possible, ward family history consultants meet with members in their homes.
  - Church Handbook of Instructions, Book 2, Section 9, Temple and Family History Work, "p. 266.
2. Use appropriate cautions when meeting with members in their homes.
3. Go with a companion when needed.
4. Do not go where you do not feel comfortable.
5. Consult with priesthood leaders for guidance, as needed.
6. Help Members:
  - a. Organize family papers and records.
  - b. Fill out pedigree charts and family group records.
  - c. Identify ancestors who need temple ordinances.
  - d. Prepare TempleReady diskettes for submission to the temple.
7. Use *A Member's Guide to Temple and Family History Work* for instruction in member's homes.
8. Direct members who need more specialized research assistance to the staff at the local family history center.

## **H. How to Interest Members in Family History**

1. Priesthood Involvement
  - a. Priesthood involvement is essential for successful family history programs.
  - b. Priesthood leaders can mention consultants by name from the pulpit.
  - c. Priesthood leaders can speak from personal experience of having met with consultants in their own homes.
  - d. Priesthood leaders can bear personal testimony of family history and temple work.
  - e. Priesthood leaders can establish ward goals and programs to encourage member involvement.
2. Work With Ward Leaders
  - a. Working closely with local priesthood leaders, ward leaders and consultants can sponsor family history open houses, seminars, or firesides.
  - b. Quorum and auxiliary leaders can involve consultants in teaching lessons on family history.
  - c. Home and visiting teachers can encourage members to invite consultants to visit in their homes.
  - d. The ward bulletin and posters can include consultants' names and telephone numbers.
3. Take the Initiative so others know who you are and what your Calling is
  - a. Ask to meet with your ward's high priest group leader to seek direction.
  - b. Ask to meet with the bishop to determine what it is he would like you to accomplish.
  - c. Do not carry the load by yourself.
  - d. Exercise faith and patience.

"If temple ordinances are an essential part of the restored gospel, and I testify that they are, then we must provide the means by which they can be accomplished. All of our vast family history endeavor is directed to temple work. There is no other purpose for it. The temple ordinances become the crowning blessings the Church has to offer." President Gordon B. Hinckley, General Conference, April 1998

## **FAMILY HISTORY LESSON SERIES 1**

### **FAMILY HISTORY BASICS – GETTING STARTED**

1. Introduction
2. The Restored Gospel – Our Acceptance ....Our Responsibilities - “A Member’s Guide to Temple and Family History Work – Ordinances and Covenants.”
3. Why family history? “A Members Guide to Temple and Family History Work. – Ordinances and Covenants.”
4. Making the Commitment - Personal Goals and Objectives. What do I want to accomplish?.
  - a. 4 Generations, other?
  - b. Number of names to the Temple?
  - c. Etc
5. “How Do I Start my Family History?” Fold out document
  - ❑ Step 1 -Write down what you already know about your family
  - ❑ Step 2 - Decide what missing information you want to learn about your family
  - ❑ Step 3 - Find out what research has already been done
  - ❑ Step 4 - Search other records to locate missing information
  - ❑ Step 5 - Evaluate and share your information
6. Using Ancestral File, Pedigree File, IGI, Ordinance Index, Etc (Church Publications and Guides)
  - i. *“Help With Using Family Search.”*
  - ii. *“Using Ancestral File.”*
  - iii. *“Using the International Genealogical Index (On Compact Disc)”*
  - iv. *“Using the Ordinance Index.”*
  - v. *“Introduction to Temple Ready.”*
7. Registering for Ordinance Information on Family Search Over the Internet at Home or at the Family History Library
8. A visit to the Evanston Family History Library
9. Completing the Paper Work, Filling out the Forms, Preparing Names for Temple Ordinances
10. Using Temple Ready at Family History Library, Submitting Names to the Temple
11. Making Family History a Family Activity and exciting for children

## 12. Review

### FAMILY HISTORY LESSON SERIES 2 USING “PERSONAL ANCESTRAL FILE” (PAF 5)

**1. Personal Ancestral File**, or PAF is a Windows®-based computer program that is used to record, organize, print, share, and submit genealogical information. It allows the user to create a computerized family tree (known as a database or a family records data file) beginning with him or herself and continuing with parents, grandparents, and as many generations back as can be found.

**2. PAF must be installed** on the computer that will be used to do family history. It is available for purchase from the Church Distribution Center or for free download at [www.familysearch.org](http://www.familysearch.org). Once there, click on:

- Order/Download Products
- Software Downloads - Free
- Find the PAF version desired, then click **download**.
- Follow the instructions

The Evanston Family History Center has PAF loaded on their computers available for use.

**3. The Family History Lessons** are Under Instruction / Family History 261 Lessons at: <http://familyhistory.byu.edu> This site has 8 Family History Lessons covering the following which also can support other Lesson Series as noted:

- Gather Information (Related to Lesson Series 1 – Getting Started)
- PAF (The focus of this Lesson Series)**
- Family Search Internet (Related to Lesson Series 4 on the Internet)
- GEDCOM Files (Should be included in this Lesson Series on PAF)
- Research (Related to Lesson Series 5 on Family History Research)
- Family History Centers (Related to Lesson Series 3 on Use of the Family History Library)
- Temple Ready (Included in Lesson Series 3 on the Family History Library)
- Sharing (Should be included in this Lesson Series on PAF as well as with Lesson Series 3 and 4)

**4. 7 PAF Lessons** are located at [www.familysearch.org/eng/paf/](http://www.familysearch.org/eng/paf/) and can be accessed directly at this site.

- Getting Started: Typing in Your Family
- Getting Started: Making Changes
- Notes and Sources
- Printing Forms and Reports
- Sharing Files
- Match and Merge
- Advanced Focus/Filter

These 7 PAF Lessons can be accessed by clicking on HELP on the PAF Program and then clicking on LESSONS connecting directly with the Lessons on Family Search.

**5. Other related Programs** such as Companion

**6. Review**



**7. Other References** - LDS Church Educational System, *“Introduction to Family History – Computer Guide – Religion 261.”*

**FAMILY HISTORY LESSON SERIES 3**  
**USING THE CHURCHES FAMILY HISTORY LIBRARY SYSTEM**

1. The Church Family Library System
  - ❑ The Evanston Family History Library
  - ❑ The Church Family History Library in Salt Lake City
  - ❑ Using CD’s to access Library Information
  - ❑ Using the Internet to access the Library System
  - ❑ Using the Internet at the Evanston Family History Library
2. See Item 3 in Lesson Series 2 on PAF for Lesson materials from BYU that support this Lesson Series.
3. Registering for accessing Temple Ordinance information over the Internet at the Library
4. Using the Family History Library to help with research
5. Organizing Family History information in order to be effective at the Library
6. Preparing for and using Temple Ready at the Evanston Family History Library
7. A visit to a Library
8. Review
9. Selected Church Publications and Guides:
  - vi. *“Using the Family History Library Catalog.”*
  - vii. *“Family History Materials List.”*
  - viii. *“Help With Using Family Search.”*
  - ix. *“Contributing Information to Ancestral File.”*
  - x. *“Using Ancestral File.”*
  - xi. *“Correcting Information in Ancestral File*
  - xii. *“Using the International Genealogical Index (On Compact Disc).”*
  - xiii. *“Using the Ordinance Index.”*

## FAMILY HISTORY LESSON SERIES 4 USING THE INTERNET FOR FAMILY HISTORY

1. The Internet – A Blessing or a Curse. Selected quotations from Church Leaders
2. Accessing and Using “Family Search” at [www.familysearch.org](http://www.familysearch.org)
3. Church Video, “Using the Family Search Web Site” available from Church Distribution either at [www.familysearch.org](http://www.familysearch.org) or [www.lds.org](http://www.lds.org) or it can be obtained at any of the Church Distribution Centers.
4. Registering for and accessing Temple Ordinance information over the Internet
5. The Internet as a Powerful Research Tool in Family History Work. Various Types of Family History information are available over the Internet.
6. How to make the best use of the Internet in finding ancestors.
7. Useful Web Sites on the Internet for Family History work.
  - a. LDS Church Internet Site [www.lds.org](http://www.lds.org)
  - b. [www.familysearch.org](http://www.familysearch.org)  
Includes Various guides, Helps, PAF Lessons,
  - c. [www.kbyu.org/ancestors](http://www.kbyu.org/ancestors)  
Includes 13 Lessons / Episodes on Family History and Research and other helps and guides
  - d. <http://e-learn.byu.edu>  
Includes free, non-credit courses on Family History. Click on Special Offers on the above Web site.
  - e. [www.genealogy.com](http://www.genealogy.com)  
Includes Genealogy Lessons and a Lesson series on using the Internet for Genealogy Research.
  - f. <http://familyhistory.byu.edu> 261.byu.edu  
This site has 7 Family History Lessons and other helps.
  - g. [www.cyndislist.com](http://www.cyndislist.com)  
References and links with hundreds of useful sites for family history and research.
  - h. Numerous other useful sites.
8. Review

## FAMILY HISTORY LESSON SERIES 5

### FAMILY HISTORY RESEARCH – DOING ORIGINAL RESEARCH

1. Why do research? LDS Church, “*A Guide to Research*”
2. Accessing and using Family Search at [www.familysearch.org](http://www.familysearch.org) for research.
4. KBYU Television – Wisteria Pictures – by Jim Tyrrell, “*Ancestors – Guide to Discovery: Key Principles and Processes of Family History Research.*”
5. Using Research Logs Effectively. Keeping accurate and timely notes.
6. Step 3 in Lesson Series 2 on PAF includes instruction on doing Family History Research. This can be accessed under Family History 261 at the Family History Center at <http://familyhistory.byu.edu>
7. KBYU, “Beginning Your Research” [www.kbyu.org/ancestors](http://www.kbyu.org/ancestors)
  - 13 Lessons or Episodes
    - a. Records at Risk
    - b. Family Records
    - c. Compiled Records
    - d. Technology Tools
    - e. Vital Records
    - f. Religious Records
    - g. Cemetery Records
    - h. Census Records
    - i. Military Records
    - j. Newspapers
    - k. Probate Records
    - l. Immigration Records
8. See list of other WEB sites from Lesson Series 4. [www.cyndislist.com](http://www.cyndislist.com) is an excellent site with references and links to thousands of useful sites for family history and research..
9. When do I hire a professional genealogist and how do I find the right one?
10. Other Materials and / or Guides including New Technology and Opportunities for Family History Research
11. Review

**FAMILY HISTORY LESSON SERIES 6**  
**WRITING A FAMILY HISTORY**

1. Why it is important to write and preserve personal and family histories?  
Making Our Ancestral Records a Living Legacy
  
2. Getting started on a personal or family history  
See Church Publication *“Preparing a Family History.”*
  
3. Contents for a Family History
  
4. Organizing files and resources
  
5. Where can I get help?
  
6. Printing or publishing your completed history
  
7. Review

**FAMILY HISTORY LESSON SERIES 7**  
**FAMILY REUNIONS AND FAMILY HISTORY**

1. Purposes for Family Reunions
  
2. Types of Family Reunions
  
3. Making the most of a Family Reunion
  
4. Family Reunions as an aid to Family History
  
5. Review

## FAMILY HISTORY HELPS SOME USEFUL FAMILY HISTORY RESOURCES

1. Family History Library - 1224 Morse Lee, Evanston Stake Building
2. Family History Center, Salt Lake City
3. LDS Church Internet Site [www.lds.org](http://www.lds.org)
4. [www.familysearch.org](http://www.familysearch.org)  
Includes Various guides, Helps, PAF Lessons, etc.
5. [www.kbyu.org/ancestors](http://www.kbyu.org/ancestors)  
Includes 13 Lessons / Episodes on Family History and Research and other helps and guides
6. <http://e-learn.byu.edu>  
Includes free, non-credit courses on Family History. Click on Special Offers on the above Web site.
7. [www.genealogy.com](http://www.genealogy.com)  
Includes Genealogy Lessons and a Lesson series on using the Internet for Genealogy Research.
8. <http://familyhistory.byu.edu> 261.byu.edu  
This site has 7 Family History Lessons and other helps that are useful.
9. [www.cyndislist.com](http://www.cyndislist.com)  
References and links with hundreds of useful sites for family history and research.
10. Church Publications, Guides, and other references available from Church Distribution.
  - Church Handbook of Instructions, Book 2 Priesthood and Auxiliary Leaders, Section 9, *“Temple and Family History Work.”*
  - “Teaching No Greater Call. A Resource Guide for Gospel Teaching”*
  - “A Member’s Guide to Temple and Family History Work – Ordinances and Covenants.”*
  - “A Guide to Research”*
  - “Using the Family History Library Catalog.”*
  - “Family History Materials List.”*
  - “Help With Using Family Search.”*
  - “How Do I Start My Family History.”*
  - “Contributing Information to Ancestral File.”*
  - “Using Ancestral File.”*
  - “Correcting Information in Ancestral File*
  - “Using the International Genealogical Index (On Compact Disc).”*
  - “Using the Ordinance Index.”*
  - “Introduction to Temple Ready.”*
  - “Preparing a Family History.”*
  - “Research Outline – Tracing Immigrant Origins.”*
  - Various Other Research Outlines
  - LDS Church Video, *“Using the Family Search Web Site”*
  - LDS Church Video, *“Training Family History Leaders”*
  - LDS Church Educational System, *“Introduction to Family History – Computer Guide – Religion 261.”*
  - KBYU Television – Wisteria Pictures, - By Jim Tyrrell, *“Ancestors – Guide to Discovery: Key Principles and Processes of Family History Research.”* (From Deseret Book)

**THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS**

FAMILY AND CHURCH HISTORY DEPARTMENT  
50 East North Temple Street  
Salt Lake City, Utah 841 50-3400

February 22, 2001

**Dear Family History Center Director:**  
**Subject: Duplication of Temple Ordinance Work**

Family History Centers help Church members fulfill their family history responsibilities by providing resources that assist them in identifying their ancestors and submitting names to the temple. Using TempleReady software on Family Search™ computers, Church members clear the names of their ancestors who need temple ordinance work performed.

Sometimes names are cleared even though the temple ordinance work has been performed previously. This duplication of ordinance work wastes valuable time and resources, is often discouraging to those who later find they have duplicated work, and further delays work being done for those ancestors who have not yet received their temple ordinances.

TempleReady allows members to check for duplicate submissions in two ways: either they can check each name they are submitting against the database of completed ordinances, or they can have the computer check all the names at once. Duplication is more likely to occur when the latter option is used, because the computer often does not recognize duplicates with slight variations that members would if they checked each name individually.

To reduce duplication of temple work, Family History Centers directors should instruct members who wish to clear names for temple ordinances to do the following:

- Check names individually in the Ordinance Index under LDS Options in FamilySearch to see if temple work has been performed before attempting to clear the names in TempleReady.
- Discontinue using the automatic ordinance verification and name clearance option in DOS versions of TempleReady.
- Be sensitive to work that has previously been done. Ordinance work already listed in the Ordinance Index that may include an error, such as a misspelling or date that is off by a year or two, does not need to be redone. Even with some errors, if the person is clearly identified, the ordinance work is valid. Also, do not resubmit names of those whose work has already been done but is not yet listed as completed in the Ordinance Index.
- Keep careful records of the names they have submitted. Members using Personal Ancestral File (PAF) should update their PAF databases with the term 'submitted' when they create a GEDCOM file to take to TempleReady. (Significant duplication occurs because members resubmit names they previously submitted.)

A new, simplified Windows version of TempleReady software will be sent to Family History Centers in mid-March. This version will require Church members to review each name they are submitting for possible duplication. We encourage you to load and use this software as soon as you receive it if you have a computer that is capable of running it.

The Church is striving to provide information on completed ordinances to Church members in a more timely manner. New technologies eventually will allow the Church to update temple ordinance data much more frequently than at present. In the meantime, please implement the foregoing practices.

Sincerely,    Family History Center Support