

From your records to the Temple!

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What are the guideline for submitting names to the temple?

When to submit on paper, when must I use TempleReady?

How much data is needed ? Must it be accurate?

Do I need to have a home computer?

Should I submit to FamilyFile or TempleFile?

Guidelines for submitting names for temple ordinances

! Our preeminent obligation is for our own ancestors. We should not submit the names of people who are not related to us, including names we may obtain from personal extraction projects.

! A person whose name is submitted must have been deceased for at least one full year.

! If the person was born in the past 95 years, permission should be obtained from a living relative before the name is submitted.

! No ordinances are necessary for children who are stillborn. However, if there is any possibility that a child lived after birth, he or she should be sealed to the parents unless the child was born in the covenant (meaning that the child's parents were sealed before he or she was born).

! Children who died before age eight and were not born in the covenant need only to be sealed to their parents. They do not need any other ordinances.

! Clearance must be obtained from the First Presidency before temple ordinances may be performed for deceased persons who, at the time of their death, were excommunicated or had their names removed from Church records.

! Persons born earlier than 1500 A.D. and celebrities, royalty, and relatives from Muslim, Islamic, Jewish, and middle eastern countries must be submitted to the Family History Department for clearance. If in doubt try TempleReady, it knows!

When to submit on paper, when must I use TempleReady?

! If the ordinances are for YOU* or **your immediate family** - submit on a completely filled out Family Group Sheet. Immediate family means the family with you as a parent or you as a child.

! All other individuals must go through TempleReady at the Family History Center.

* **An own ordinance Temple recommend is needed, see your Bishop!**

Why must it be as complete as possible?

! We do Temple Work based upon relationships.

! Names are reused - especially within families- and thus not unique in and of themselves.

! Thus biographic data - dates of life events- are used to help identify one individual with the same or similar name from another.

! We want these ordinances completed for all of our direct ancestors, and it is important to adequately identify each and every one so someone is not missed.

! Complete data avoids needless duplication.

! One ordinances are done, even if the names are misspelled, or the data is approximate -if the person is uniquely identified- it is not necessary to repeat the work. **Temple Work is based upon relationships.**

Must it be accurate?

In as much as reasonably possible,

! the data should be **verified by yourself,**

! **or** be from a source that has provided documentation that shows you where they obtained the data,

! **and** that they used valid sources. **In essence, you trust the work of the other genealogist.**

! Data obtained through the personal revelation may be used, but it is still best to attempt verification.

Minimum Required data

Baptism and Endowment

- ! Name
- ! Sex
- ! Event date, such as a birth date (at least a year is required)
- ! Event place, such as a birthplace (at least a country is required)

Sealing to Parents

- ! Information under "Baptism and Endowment," above
- ! First or last name of the father

Sealing to Spouse

- ! Name of the husband
- ! Marriage date
- ! Marriage place

Events are preferred in the following order*:

Birth date & place	Tax roll
Christening Date & place	Marriage certificate
Blessing Date & place	Death date & place
Census	Burial date & place
	Will

* this order is from my memory, which has been proven to be inaccurate!

Do I need to have a home computer?

No, you can arrange with your Ward Consultant or High Priest Group Leader to use the Ward administrative computer. PAF is on all ward computers. **Or**, you may come into the Family History Center and use PAF on them.

Must I use PAF, I have other good LDS oriented software?

No, you may bring in a **PAF COMPATIBLE** gedcom file containing the names that you wish to run through TempleReady for DOS **or** TR for Windows. **Staff at the FHC, and your Ward Consultants are not responsible for knowing how to use genealogy software other than PAF.**

Are there advantages to using PAF?

Yes- it is 100% compatible with TR (as long as you match versions, i.e. must use PAF5 databases and gedcoms with TR for Windows) and there is support from staff.

Should I submit to FamilyFile or TempleFile?

Submit to Family File if you, or your ward are going to supply the proxies. You keep track of the completed ordinances and enter them in your database as they are done. Suggested 50 names per submission. Submit to Temple File if you do not want to supply proxies, and you are willing for the ordinance dates to post to the Ordinance Index. Right now 2 -3 years, if OI on the Internet, within days.

A MODEL FOR UPDATING YOUR RECORDS & SUBMITTING ORDINANCE WORK

Assumptions:

1. You want to keep the ordinance dates and source notes for all completed work in your records.
2. You are willing to do this work in small portions (about 50 at a time)
- 3 A. You can make copies of your entire database onto diskette, or export portions into a new database.
AND
B. You can copy back the data from the disk to your computer, or import data back into your database.
OR
C. You can type the completed ordinances and source notes into your database.
4. You are using PAF3 **OR** PAF4 (or equivalent AncestralQuest 3 PAF database) **OR** PAF5 **and** have entered you family history.

OVERVIEW:WHAT

Prepare your records & make a copy of the records

You need to enter and document the data you have found on your relatives

WHERE

Home or at Ward/FHC computer

Auto-Check for Ordinances already done and Update your records. Family History Center

Quickly & easily finds those records that are very close matches.

Manually Check for ordinances that were not close matches.

This step looks for those that were missed in the auto-check

You can survey and see if there are records in the IGI

Family Search Internet - home

IGI does not show ordinance dates, not in IGI - not in OI)

Manually check for ordinance date for records found in IGI Family History Center

Submit records that qualify to the temple.

Family History Center

Return the files with the new data back into your original records.

Do the Temple Work and enter the dates in your records.

The above sections are detailed below. Two models are proposed, both using a **PAF** database and the new **TempleReady for Windows** software, which provides better instructions and makes it easier to end up with completed ordinance dates and documentation (the source notes) in your permanent records.

PAF5.1 is the program of choice because:

- ! PAF5 creates hidden Unique Identification Numbers (UIN) which are attached to each record.
- ! PAF5 can identify records that were exported and then imported back in, using these UIN.
- ! PAF5 automatically shows you the changes in the two matching records in the Match/merge process.
- ! PAF5 lets you decide if you want to import this data into your permanent record.

MODEL #1 - You **can** fit the entire PAF database onto a diskette, **and** you keep the main database on your Hard Drive at home/laptop.

Step 1. Check your PAF database. Backup and repair if needed.

Step 2. Copy the database onto a disk. (Not an Export to a gedcom file but a .PAF database copy)

Step 3. Take your disk to the Family History Center (you might want to reserve a Windows computer that runs TempleReady for Windows).

Step 4. Use TR for Win. to **Update my Records** (This search is looking for almost exact matches)

- A. Update will check your records for missing ordinance work and present a check list on the screen that lists all records missing ordinances and/or the data needed to be able to check for missing ordinances.
- B. You will place a check in a box to indicate that you wish to check for ordinance for a record.
- C. The program then checks the Ordinance Index and finds possible completed work.
- D. The program then shows you possible matches found and asks if these are the same record. If there is more than one match found, you may view them more than once by saying **NO**. If you say **Yes**, the data will be copied to your disk, and the program proceeds onto the next record.
- E. You will be offered a printed report, and your records will be updated.
- F. Open TR for Windows again, select **Update** again, **PRINT** list of the records that need work.

Step 5. Use - **Search the Ordinance Index**. (This search -looking for non-exact matches- allows you to set the range of years considered as a possible match)

- A. Use the report from step 4-F above to manually search for ordinances that may have been done and were not found in the “almost exact match” search in step 4. Print a new report.
- B. Open PAF4/ Database, using the new report, type in the ordinance dates found.

OR

- C. Use the report from step 4-E above to manually search for ordinances that may have been done and were not found in the “almost exact match” search in step 4. Create a gedcom file of the ordinances found. (Save selected records, select file type: gedcom)
- D. Import the gedcom file into your PAF database and match-merge the records.

Step 6. Use - **Submit Records to the Temple**.

- A. Using the database after completing Step 5, Submit will check your records for missing ordinance work and present a check list on the screen
- B. You will place a check in a box to indicate each record that you wish to submit.
- C. The program then checks the Ordinance Index and will not find completed work.
- D. The program will not show you possible matches found.
- E. You will be offered a printed report, and you can confirm that you want “submitted” placed into your records. If you answer **Yes**, that days date will be put in the ordinance field.

Step 7. You indicate that you will or will not provide proxies, a TR submission file is saved on a disk

Step 8. Open the database in PAF and check it for problems, if it passes...

Step 9. Using disk with the PAF database and copy that file back to the location that it came from in step

Step 10. You take/send your disk to the Temple and either:

Temple File does the work, you look up the completed dates in future versions of the OI/IGI

OR

Family File card are generated, and you record the ordinance dates when done.

Enter the completed ordinance dates into your database.

MODEL #2 - You **cannot** fit the entire PAF database onto a diskette.

Step 1. Check your PAF database. Backup and repair if needed.

Step 2. Export to a gedcom file a portion of your records.

Step 3. Convert that gedcom file into a PAF 5 database on a disk.

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Step 9. Export a gedcom file of all records in the disk.

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Step 11. Match-Merge the records to add the ordinance data and submission dates to the original record.

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