

# FAMILY HISTORY PROGRAMS: RESPONSIBILITIES & TRAINING

## Training for Stake Presidency

Objectives: Review with the presidency on how the FH Programs work.  
 Review of the Responsibilities of the Stake Presidency

## **Training/Support from:**

Area Authority  
 Area FH Area Advisors

### **1. Priesthood leaders:**

- A. Stake President Councilor
- B. Bishop/Bishops Councilors
- C. High Council Advisor
- D. HP Group Leader

### **Other Stake FH Callings:**

- FH Center Director
- Stake FH Consultant
- Stake Extraction Director

### **Other Ward FH Callings:**

- Ward or quorum FH Committee Chairman
- Ward Consultants, Specialist
- Ward Extraction Director Extractors and Data Entry staff.

### **2. Service areas and callings.**

#### **A. Family History Center (Stake Level)**

- 1. Director  
 Asst. Directors/Coordinators
- 2. Staff members

#### **Call by**

- Stk Pres/HC Adv
- HC Adv
- HC Adv

#### **Train by**

- HC Adv
- FHC Dir
- FHC Dir

#### **Report to**

- HC Adv
- FHC Dir
- FHC Dir

Staffing needed for opening 24 hours weekly: Stake - 4 management, 3 staff each for 8 shifts =24 total = 28 minimum.

#### **B. Extraction Program**

- 1. Stake FR Extraction Director
- 2. Ward Extraction Director
- 3. Extractors & Data Entry staff.

#### **Call by**

- Stk Pres/HC Adv
- Bishopric
- Bishopric

#### **Train by**

- HC Adv
- Stk Ext Co.
- Wd Ext Ld

#### **Report to**

- HC Adv
- Stk Ext Co.
- Wd Ext Ld

Staffing needed: Stake 2 management, Ward 1 management + 5 to10 each ward X 6 wards (B, C, E1, G, K, S, H2?) = 32 to 66

#### **C. FH Consultant Program**

- 1. Stake FH Consultant
- 2. Ward FH Consultant
- 3. Asst. Ward Consultants
- 4. Specialist for specific tasks

#### **Call by**

- Stk Pres/FC Adv
- Bishopric
- Bishopric
- Bishopric

#### **Train by**

- HC Adv
- Stk FH Con
- Stk FH Con
- Stk FH Con

#### **Report to**

- HC Adv
- HPGL
- HPGL/Ward Con
- HPGL/Ward Con

Staffing needed: Stake 1(training); Ward - minimum of 3 callings per ward X 6 wards (B, C, E1, G, K, S) = 19

### **3. Responsibilities:**

- A. Understand the Principles of FH work, and the benefits that accrue to members that fulfill their FH responsibilities.
- B. Determine which FH programs that will be used in their stake. (To have a FHC Requires: both Extraction & Ward Consultant programs)
- C. Obtain training from the FH Advisors for themselves and the stake leadership.
- D. Call appropriate staff and see that they are trained.
- E. Finance the programs, and see that the financial policies of the church are followed.
- F. Promote the programs through stewardship interviews to verify that the programs are functioning properly.
- G. Lead by example and by exhortation from the pulpit.

## **Training for High Council Advisor**

Objectives: Review with the High Council Advisor how the FH Programs work, review of the responsibilities of the High Council Advisor.

1. Review the service area and callings chart under Stake Presidencies.
2. Review the resources for learning about his FH responsibilities.
  - A. Supervision and training by the Stake Councilor over FH.
  - B. The Area FH Advisors can train the HC Advisor when requested.
  - C. The Stake Consultant can advise the HC Advisor in respect to the programs and how they work.
  - D. Internet resources for the HC Advisor.
    1. Subscribe & monitor E-Mail Lists that cover his area of responsibility: These can be in “digest” form to reduce the mail load.
      - a. LDS-WARD-CONSULTANT-D covers consultants advising each other.  
More information can be found at: <http://members.home.com/fhconsultants/>
      - b. FHCSupport e-mail list FHC operations, some crossover with above list see links below to subscribe.
    2. The FHCSupport e-mail group has a web page at: <http://groups.yahoo.com/group/FHCSupport> , OR <http://groups.yahoo.com/group/FHCNET> Also see: <http://www.lds-family-history.org/> There are extensive discussions and links to all aspects of FHC operation, and Ward Consultant programs.
3. Specific Responsibilities:
  - A. To fully understand the chains of command and training responsibilities for all area of FH work in the stake and wards.
  - B. Become thoroughly familiar with all manuals and handbooks and approve operational procedures, budget, expenditures.
  - C. To call, set apart, train, supervise and support the members in the callings for which he is directly responsible.  
Supervision includes:
    1. Quarterly (minium twice yearly) Planning and Report meetings (1½ hour) with all three areas of FH work represented.
    2. Monthly stewardship meeting with each area to follow up on plans and work out problems.Support includes:
    1. Attend the monthly staff meetings and or leadership planning meetings for each of the FH areas.
    2. Champion the needs of the programs back to the Stake President Councilor, i.e. budget requests, staffing requests, disapproving staffing raids (calling changes) by other organizations.
  - D. To gather information and report back on the FH activity of the members of the stake.
    1. Request a monthly written report on both the qualitative and quantitative activity of each unit. For example, from the FHC:
      - a. Visitors, total (divided into member and non-member)
      - b. Members by name attending and number of times.
      - c. Number of names submitted for ordinance work, by member, ward.
      - d. Computer hours: available and used.
      - e. Budget spent (% , amount, and what for)
    2. Request that the FHC photocopy the submission report from TempleReady for all members of the stake.
    3. Request that the FHC keep track of the attendance of members at the FHC and differentiate between staff and non-staff member attendance.
  - E. To obtain clearance and calendar any seminar and open houses the FH organizations wish to put on.
  - F. To promote the subject of FH service and personal research in sacrament meeting talks, and in stake conferences.

## **Training for the Stake FH Consultant**

Objectives: Review with the Stake Consultant how the FH Programs work.

Review of the responsibilities of the Stake Consultant.

1. Review the service area and callings chart under Stake Presidencies.
2. Review the resources for learning about his/her FH responsibilities.
  - A. Supervision and training by the HC Advisor over FH.
  - B. The Area FH Advisors can assist in training the Stake Consultant when requested.
  - C. Internet resources for the Stake Consultant:
    1. Subscribe & monitor E-Mail Lists that cover his area of responsibility: These can be in “digest” form to reduce the mail load.
      - a. LDS-WARD-CONSULTANT-D covers consultants advising each other.  
More information can be found at: <http://members.home.com/fhconsultants/>
      - b. FHCSupport e-mail list FHC operations, some crossover with above list see links below to subscribe.
    2. The FHCSupport e-mail group has a web page at: <http://groups.yahoo.com/group/FHCSupport> , OR <http://groups.yahoo.com/group/FHCNET> Also see: <http://www.lds-family-history.org/> There are extensive discussions and links to all aspects of FHC operation, and Ward Consultant programs.
  - D. Read and understand the supplemental material that has been developed from successful Consultant programs. See attached.
3. Specific Responsibilities:
  - A. To fully understand the chains of command and training responsibilities for all FH consultant work in the stake and wards.
  - B. To train and support the Ward Consultants.

Train:

    1. Set up a series of training meetings with newly called consultants.
    2. Set special training meetings with all consultants when changes in policy, software programs, and member aids occur.

Support:

    1. Hold periodical meetings of the Ward Consultants to exchange ideas on how to motivate members.
    2. Produce a monthly/quarterly newsletter, printed or e-mail, to keep Consultants abreast of changes in FH.
    3. Be available to help each Ward Consultant, HPG Leader, or Ward FH Committee members as needed.
  - C. To gather information and report back on the Ward FH Consultant activity.
  - D. Be available for speaking assignments on “How the Ward Consultant can help you work on your FH”.
  - E. Be aware of and promote FH service opportunities for members and youth.
  - F. Assist in the Genealogy Merit Badge program, if needed.

## Training for HP Group Leaders

Objectives: Review with the High Priest Group Leader how the FH Programs work, review of the responsibilities of the HPGL.

1. Review the service area and callings chart under Stake Presidencies.
2. Review the resources for learning about his FH responsibilities.
  - A. The HC Advisor train the HPGL.
  - B. The Stake Consultant can advise the HPGL (when asked) in respect to the programs and how they work.
3. Specific Responsibilities:
  - A. To fully understand the chains of command and training sources for all area of FH work in the ward.
  - B. Suggest members to be called as Ward Consultant, Asst. Ward Consultant, Specialist for specific tasks, and staff the extraction program.
  - C. Supervise the Ward Consultant Program
  - D. To lead by example and exhortation.
  - E. To gather information and report back on the FH activity of the members of the ward.
4. Method of accomplishing the work.
  - A. Priesthood committees are to be set up that will work together and carry out these responsibilities. There are two ways of doing this.
    1. **Separate** Family History and Temple Work committees can be established in the HP Group and in the Elders Quorum.
      - A. The HPGL (or Assistant) is to sit on and supervise the HPG committee.
      - B. The Elders Quorum President or Councilor is to chair the Elders Quorum Committee.
      - C. The committees develop plans to assist their members in their FH obligations.

Members are identified that need the help of the Ward Consultant and they are cleared through the Bishop.  
The Elders committee calls the HPGL to have the Ward Consultant help his quorum members.
      - D. The HPGL directly supervises and assists the Ward Consultant in carrying out their duties.
    - OR** 2. **A joint** FH & Temple Work committee can be set up, i.e a Ward FH Committee.
      - A. The HPGL (or Assistant) is to sit on and supervise the HPG committee.

A committee chairman may be called to chair the committee under the direction of (A) above.
      - B. Members of the quorum(s), and leaders from auxiliaries are called to serve on the committee.
      - C. The committee develops a plan to assist the ward members in their FH obligations.
      - D. Ward members are identified that need the help of the Ward Consultant. They are cleared through the Bishop.
      - E. The HPGL directly supervises the Ward Consultant in working with the identified members.
  - B. Advantages and disadvantages of the two approaches.

PRO: Quorum level committees work well when there are sufficient numbers to fulfill the responsibilities.  
(The Quorum members often act as specialist and aid the Ward Consultant(s) when needed.)

CON: Quorum level committees with ward auxiliary representatives tend to duplicate the efforts and overwork these leaders.  
The HPGL does not sit on/or directly supervise the Elders Quorum Committee.

PRO: Ward FH Committees have members of both the HP and Elders as well as auxiliary representatives.  
One committee meets and decides upon ward wide goals and plans - no duplication of efforts.

NOTE. There is some data on Ward Consultant programs and operating a Ward FH Committee at the web page at:

<http://groups.yahoo.com/group/FHCSupport>; <http://members.home.com/fhconsultants/>; and <http://www.lds-family-history.org/>

## **Training for Ward Consultants.**

### **1. Review the service area and callings chart under Stake Presidencies.**

### **2. Review the resources for learning about his FH responsibilities.**

- A. The Stake FH Consultant trains the Ward Consultant and assistant Ward Consultants.
- B. The HPGL directly supervises the activity of the Ward Consultant(s).

### **3. General Responsibilities:**

- A. To fully understand the chains of command and training sources for all area of FH work in the ward.
- B. To understand and implement the program as described in the Church Hand Book of instructions (Book 2 - Section 9 Pg 266) (see 4)
- C. To suggest members to be called as Asst. Ward Consultant, and Specialist for specific tasks.
- D. With the HPGL and the FH Committee help direct the activities of the Assistant Ward Consultants.
- E. To gather information and report back on the FH activity of the members of the ward.
- F. To Report their activity to the Stake Consultant, and to receive feed back of members activity in the FH Center.
- G. Be prepared to communicate successful experiences, so others can see that this work can be done.

### **4. Specific responsibilities: (from B above)**

- A. “ The main responsibility of Ward Consultants is to help members identify ancestors for whom information is readily available and provide temple ordinances for them., often 3-5 generations at the beginning”.
- B. “ Become knowledgeable in temple and family history work.”
- C. “Learn to us the FH computer programs.” This means PAF, FHL Catalog, and all FamilySearch sub-programs: Military and SS index, IGI, Ordinance Index, and especially TempleReady. When possible, this includes FamilySearch Internet.
- D. “ To teach by example. They should seek to identify their own ancestors and provide temple ordinances for them.”
- E. “Where possible, ward FH Consultants should meet with families in their homes. They should use *A Member’s Guide to Temple and Family History Work*” as the outline for instruction, and give members a copy of the booklet.”
- F. “Consultants can help members provide ordinances for ancestors that are easy to identify. If members need more specialized help in their research, consultants direct them to the FH Center.”
- G. “When assigned by the bishopric, Ward FH Consultants teach the family history class during Sunday School.

### **5. Attitudes and activities that help fulfill these responsibilities.** These are gleaned from various Ward and Stake Consultants.

- A. Using initiative and humility, develop a helpful attitude. Become the person that a ward member initially turns to for advice and assistance. This is important because many may think that they “know how to submit records to TempleReady” and they end up making time consuming mistakes. The Ward Consultant should be involved in preparation of the gedcom file using PAF, and the clearing of the names through TempleReady the first and possible subsequent times, until the member is confident in this task. The Ward Consultant should know the procedures for submission when the ordinances are for immediate family, and when the members own ordinances are involved. They should also emphasize recommended guidelines for name preparation and understand the principles of verification and documentation of family history.
- B. What consultants are asked to do is often resisted by the members. Essentially they are asking them to allocate a portion of their discretionary time to an activity in which they may initially have little interest. First, a testimony of the importance of family history work must be given. They need to understand that not only their ancestors salvation rides upon their efforts, but that their own

salvation also depends on this work. After they have tasted the success of completing the ordinances for an ancestor, support must continue to overcome the problems of researching and verifying data so more names may be submitted to the Temple.

C. Work with the ward leadership, specifically the HP Group Leader, and the FH committee leaders in promoting effective family history committee meetings. Ask them for direction and help, but do not depend on leaders that may not yet have embraced the Spirit of Elijah to provide the inspiration. It is your calling that they are coordinating.

**D. Actively promoting family history opportunities and awareness in the ward by:**

Keeping the hours of operation and special events at the FHC in the ward program.

Suggest appropriate scriptures and statements by General Authorities to fill dead space in the ward program.

Become aware of the family history successes of the members and use these stories to promote family history.

Keep the ward leaders aware of these successes.

Post notices of seminars and education opportunities on the bulletin board, keep them fresh and interesting.

Copy and circulate any Stake FH Center Newsletters to the Ward FH Committee members.

Work with the Bishopric in encouraging talks on FH successes and in lessons in the ward.

Instigating the Ward Book Of Remembrance program in priesthood and relief Society in opening exercises.

**E. Here are some things beyond the basics, that one stake did using their Ward Consultants:**

1. Each Ward Consultant then handed out a survey to members of their Ward and asked for input from their members.

2. Each one then asked their Bishop for a family history sacrament meeting.

3. Each Consultant met with their Bishop/or designee to set a date in their Ward for the first Family History Sunday School class to be taught. This would follow their Sacrament Meeting on Family History so that members could respond to the Sacrament Meeting.

4. Each Ward Member handed out a newsletter/reminder, etc. each week.

5. We scheduled a Stake Fireside for each quarter of the year. Topics might include: Family History on the Internet; TempleReady, Finding the Lost Ones, etc. We asked the Temple President to give one of them the first year and it was wonderful!

6. We met with Bishoprics, and ward leaders and asked if they needed help with their family history. Nearly everyone usually has at least one name already to go to the Temple.

7. The Ward Consultants then asked for permission in their Ward to meet with the Young Women, Young Men, Primary, R.S., Priesthood, etc. Handout were made on ways to involve all the Ward Members in Family History.

8. Next we encouraged Ward Families to go to the Temple to do Baptisms for the dead. This also involved new members of the Church as well. Our current Stake Mission President's policy is to take new members to the Temple for Baptisms within 3 months of their baptism.

9. Ward Consultants met with Ward Mission Leaders and told them they were available to help with the new member lesson on Family History/Temple as well as the investigator lesson on Family History/Temple. This should be encouraged. It widens the member contact of the investigator and new member. The missionaries want to control all aspects of these contacts and often do it by themselves, however they should utilize the Ward FH Consultant because it is their calling to teach FH.

10. Bishops were asked if they were comfortable sending out a letter to each family bearing testimony of Family History/Temple and inviting their members to participate.

11. We asked the Stake Presidency to write a letter and have it read in all the Wards. In all we did, the Spirit of the Lord and of those in the Spirit World was manifest. The Stake Priesthood leaders saw that when members were doing family history they were focused on the Temple. Recommends increased and there was a general increase in spirituality throughout the Stake.

#### **6. Some testimony on the Ward Consultant calling.**

My husband and I are Family History Advisers for the North America Northeast Area of the church. We visit stakes by invitation and initially like to meet with the Priesthood brethren to make sure they understand the function of each FH calling. Basically, I see the consultant working with the members in their homes, or with their home sources, teaching them the basics of FamilySearch, and if necessary to prepare their first name help them with some research skills in the Family History Center. However, most suggestions will be contacting relatives, writing letters to government agencies and relatives, visiting cemeteries, most locations which are familiar to them. After they have prepared their first family group sheet and prepared a name on TempleReady, they can be introduced to the Family History Center Staff for further help in research. Family History consultants have access to the FH Center and FamilySearch computers, however they do not staff the Family History Center, order films (except for their own research), or help with extensive research, etc.

In every aspect of the church and government, we need the leaders over hundreds and over thousands, but it is the one that teaches, one on one, who really change lives. It is the Ward Family History Consultant who makes a friend for life by leading another to the Spirit of Elijah. There is much joy in feeding His Sheep. When I was a stake family history consultant, I encourage the members and the ward/branch consultants, to encourage the members to do anything that can be connected to Family History. Unless the members feel the "Spirit of Elijah" or the Holy Ghost, they are not likely to move ahead with their family records, research, and temple work. I encouraged priesthood leaders and consultants to offer their services to talk to the YW, Boy Scouts about genealogy merit badge, Primary activity days or sharing time, Relief Society meetings, Priesthood committees, Activity committees, the leaders in Primary working with Gospel in Action Award for the older children, Cultural/Ethnic music, literature, art programs plus "food". Some families in our ward put on a Welsh heritage night yearly. I believe all of these activities can work toward the ultimate goal of members wanting to learn about their ancestors and providing temple saving ordinances for them. The subject of the participation with the auxiliaries may be personal journals or family reunion ideas as well as the basic filling out forms, computer, doctrinal basis for FH, and spiritual experiences.

Finally, member participation in all aspects of F H activities is often dependent on active effective Ward Consultants. There is no substitute for the special relationship developed as you help your brothers and sisters in your ward This work will bring down the rich blessing of heaven on you and your ward members as you work toward providing the saving ordinances to our kindred dead.

#### **7. There is more data on Ward Consultant programs and operating a Ward FH Committee at the web page at:**

<http://groups.yahoo.com/group/FHCSupport>; <http://members.home.com/fhconsultants/>; and <http://www.lds-family-history.org/> Also the LDS-WARD-CONSULTANT e-mail list can be subscribed to. To subscribe in regular mode send a message to [<LDS-WARD-CONSULTANT-L-request@rootsweb.com>](mailto:<LDS-WARD-CONSULTANT-L-request@rootsweb.com>) that contains (in the body of the message) the command "subscribe" (without the quotes) and no additional text. To subscribe in digest mode send a message to [<LDS-WARD-CONSULTANT-D-request@rootsweb.com>](mailto:<LDS-WARD-CONSULTANT-D-request@rootsweb.com>) that contains (in the body of the message) the command "subscribe" (without the quotes) and no additional text. More information is available on website <http://homepages.rootsweb.com/~acwomack/LDS.htm> or <http://lists.rootsweb.com/index/other/Administrative/LDS-WARD-CONSULTANT.html>

### **Training for Ward Mission Leader & Stake Mission Leader**

1. Review the service area and callings chart under Stake Presidencies.
2. Review the resources for learning about his FH responsibilities.  
Videos: Satellite Training Broadcasts - 18 Nov 1999 & 4 May 2000. Both mention the value of FH as a member retention tool and as a means of interesting non-members in the Church.
3. Specific Responsibilities:
  - A. Become familiar with the FH programs, especially the FH Center, and the Ward FH Consultant program.
  - B. Coordinate the training of Stake Missionaries' familiarization with the Family History Center, and FamilySearch Internet.
  - C. The Ward Mission Leader should sit with the FH Committee(s) meetings, giving input on: New Members, part member families and inactive members that need help from or are to be assigned to the Ward Consultant.
  - D. If the Legacy of Love program is used in the stake, see that the Ward Consultant assists in the presentation of the notebook.
  - E. If a FH Missionary approach is being used in the stake, oversee training and approve those members that are using this approach.
  - F. When possible and appropriate, invite the Ward Consultant to go with the missionaries when visiting investigators in their home when they are presenting the fourth discussion.

### **Training for Bishoprics**

1. Review the service area and callings chart under Stake Presidencies.
2. Review the resources for learning about his FH responsibilities.
  - A. Review the Church Handbook of instructions Book 1, page 12 and Book 2 - Section 9 Temple and Family History Work.
  - B. Videos: Satellite Training Broadcasts - 18 Nov 1999 & 4 May 2000. Both mention the value of FH as a member retention tool and as a means of increasing member spirituality and Temple worship.
3. Responsibilities:
  - A. Be sensitive to the importance of the callings associated with FH in the ward and stake.
  - B. Understand that there is extensive training involved in the both the Ward Consultant and the FH Center Staff positions, and that these callings should be for a minimum of two years, because of the time needed to bring the member up to full capability.
  - C. Fully comprehend the calling description, and skills needed to accomplish the calling. Especially the Ward Consultant calling, which requires both sensitivity and teaching skills.
  - D. Be sure that members are not called to "FH" and assigned to do both extraction work and Ward Consultant work. Many members are willing to go the third mile, and participate in extraction service, however this should be considered a second or third calling, and not just lumped into a general FH position. When the callings are separate and distinct, then each should be fulfilled, and they are set apart for each calling. Similarly, Ward Consultants should not be called to work in the Stake FH Center as part of their assignment. These are two different callings, one with the emphasis in getting members started and submitting names to the Temple. The other is assisting FH Center patrons further their research. If the callings are not distinct, then the easier task is to work an assigned shift at the FH Center, and the more important task of getting members started is ignored, especially when the FH Committees aren't properly functioning. Again, those with the time and capability to go the second mile, can be called to both jobs, just make sure they are separate and distinct callings, both of equal importance.
  - F. Realize that multiple Ward Consultants/or assistants are needed to influence many members. Usually multiple visits (3-5) are needed. At one evening per week, 1WC can be expected to influence about 10 families per year. How many families need help?

**BRIEF OVERVIEW**  
of  
**FAMILY HISTORY PROGRAMS**  
**RESPONSIBILITIES & TRAINING**

**Training/Support from:**

Area Authority  
Area FH Area Advisors

**Priesthood leaders:**

- A. Stake President Councilor
- B. Bishop/Bishops Councilors
- C. High Council Advisor
- D. HP Group Leader

**Other Stake FH Callings:**

FH Center Director  
Stake FH Consultant  
Stake Extraction Director

**Other Ward FH Callings:**

Ward FH Committee Chairman  
Ward Consultants, Specialist  
Ward Extraction Director  
Extractors and Data Entry staff.

**Service areas and callings**

**A. Family History Center (Stake Level)**

- 1. Director  
Asst. Directors/Coordinators
- 2. Staff members

**Call by**

Stk Pres/HC Adv  
HC Adv  
HC Adv

**Train by**

HC Adv  
FHC Dir  
FHC Dir

**Report to**

HC Adv  
FHC Dir  
FHC Dir

**B. Extraction Program**

- 1. Stake FR Extraction Director
- 2. Ward Extraction Director
- 3. Extractors & Data Entry staff.

**Call by**

Stk Pres/HC Adv  
Bishopric  
Bishopric

**Train by**

HC Adv  
Stk Ext Coordinator  
Wd Ext Leader

**Report to**

HC Adv  
Stk Ext Co.  
Wd Ext Ld

**C. FH Consultant Program**

- 1. Stake FH Consultant
- 2. Ward FH Consultant
- 3. Specialist for specific tasks

**Call by**

Stk Pres/FC Adv  
Bishopric  
Bishopric

**Train by**

HC Adv  
Stk FH Con  
Stk FH Con

**Report to**

HC Adv  
HPGL  
HPGL

These are three distinct service areas in FH.  
Callings should be made specifically for each area.  
Assigned tasks and job descriptions should not be co-mingled.