

Overview of Family History

- The Family History organization in wards and stakes exists **to help members**
 - **Identify** their ancestors
 - **Link** them into families
 - **Ensure** that temple ordinances are performed for them.

Ref. Admin Guide for FH, page 1

The Basic Program

- As consultants do this, over time all members of the ward can have an opportunity to receive help from a family history consultant.

Congratulations on your new calling!

The **key** to a successful family history program is Family History Consultants who **meet with members and families** individually to help them **begin and continue** their family history work.

“**You** are part of the key!”

Ref: Admin Guide for FH, p.1

Getting Started

- Meet with the High Priests Group Leader
- Discuss your “Personal Training Plan”
- Ask him to show you an [Overview of Family History](#) power point or email or give you a copy to view later.
- Register as a FH Consultant at:

<https://consultant.familysearch.org/>

so that you can receive e-mail information, updates and on-line training from church headquarters

Need your church membership number & ward unit number

- Register to use New FamilySearch at:

<https://new.familysearch.org>

****Clicking on the [address links](#) will take you to the websites**

APPENDIX A – Family History Consultant’s Guide

PERSONAL TRAINING PLAN

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:_____

(Suggestion – Show you where to register and how to obtain on-line training.

View Overview of Family History power point for details and references.)

How, when, and where you will meet:_____

What your priesthood leader would like you to report:

(Suggestion: **Monthly** – Brief E-mail, phone or verbal information from your **Progress Reports**.

Quarterly – show your activity on the **Ward Progress Chart**)

What your priesthood leader would like you to accomplish:

Resources you will need

- **Administrative Guide for Family History**

<http://lds.org/pa/display/0,17884,7778-1,00.html>

- **Family History Consultant's Guide ...**

<http://lds.org/pa/display/0,17884,8562-1,00.html>

(Download this one as it's not available in printed form)

- **Member's Guide to Temple and FH Work**

<http://lds.org>

- * Clicking on the address link will take you to the websites

Duties of Family History Consultants

- Reaches out to families **a few at a time** so that **over time, all** members of the ward receive family history help.
 - Help Members **suggested** by ward leaders
 - Help **New** Members
 - Reach out to **other** ward members

Much of your success in finding people to help will come **from your own efforts** to reach out to members. **Pray to find** those members **who want help** with their family history work.

Ref. Admin Guide for FH, p.7 and Consultant's Guide to FH, p. 6

Divide the list!

- Home Teachers and Visiting Teachers are **assigned specific families** and so should Family History Consultants.
- The ward list of families should be divided between the consultants so that each knows **which families they are responsible for.**
- **Otherwise they will never focus** on which families to contact during the month.
- The list could be divided by the HPGL **or** the consultants could get together and do it.
- **It is critical that it be done!**

How much progress is expected?

“I imagine that in the course of a year we could help **at least ten families**. In five years, we could have a corps of fifty families active at some level in family history and its attendant temple work. That to me would be a successful, well-run program.”



Elder D. Todd Christofferson

- Thus each consultant should help ten families per year or **about one family per month**

In addition to contacting members individually, you can:

- Respond to invitations from quorum and auxiliary leaders to **teach lessons** on 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**

Ref. Consultant's Guide for FH, p. 7

Involve the Youth

The youth of your ward can do family history work to **fill award requirements** for **Scouting, Duty to God, & Personal Progress**

You could introduce them to

Indexing

<http://indexing.familysearch.org>

You could also encourage them to work with their families to **identify ancestors** who need temple ordinances and then to perform the **baptismal ordinances**

Other Ways to Serve

- **Teach** a Family History Class

Use these materials:

- *Member's Guide to Temple and Family History Work*
- *Instructor's Guide to Temple and Family History Work*
- *Temple and Family History Course DVD*

<http://lds.org/pa/display/0,17884,8856-1,00.html>

- **Serve** in a Family History Center
- **Train** other Family History Consultants
- **Assist** the Full-Time Missionaries or Ward Mission Leaders by helping their contacts with their family history.

Meet with members in their homes, where possible

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.

Meet with them in some **other appropriate location** such as a Family History Center or a room in the church.

If you are **not comfortable using the computer**, meet with them at the **Family History Center** where you can **get help**

FAMILY HISTORY PROGRESS RECORD

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) _____

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?)

Combined Progress Chart & Report

- From the [Progress Records](#), brief [verbal](#), [e-mail](#) or [telephone](#) reports can be given on a [monthly](#) basis as requested by the HPGL.
- A Ward Family History Progress **Chart & Report** can be used on a **quarterly** basis and a **printed copy** is given to the Bishop and High Council Adviser.
- **Printed or electronic copies are given to each FH Consultant. **Save a back up copy on computer****
- **Viewing the Chart, [future consultants](#) can quickly see where each family is at** in Family History work.

Ward FH Progress Chart

[illegible]

Cumulative Report on FH Progress Chart

Family Name	Phone	Contacted Family to offer help mmm/yy	Genealogy Software being used	If PAF Show them Family Insight	Registered on NFS mmm/yy	Completed all NFS Tutorials mmm/yy	Verify and correct Records	Show how to make Fam. Ord. Request	Able to find names to submit to temple?	Number in Family doing Indexing	SS Family History Class
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	# Contacted	59		# Reg NFS	41			Total # doing Indexing	7		
	% Contacted			% Reg NFS				Total # who attended SS FH Class	3		

QUARTERLY REPORTS

2010	% Contacted		% Registered		# Doing Indexing	# attended SS FH Class
1 st Quarter	51		35		5	0
2 nd Quarter	56		38		6	0
3 rd Quarter	59		41		7	3
4 th Quarter						
2011						
1 st Quarter						
2nd Quarter						
3rd Quarter						
4th Quarter						

Where You Can Get Help

- Other consultants [in your ward or stake](#)
- Other consultants at the [Family History Center](#)
 - [Help Center](#) in New FamilySearch
- [Training and Resources](#) section in New FS
- E-mail support at support@familysearch.org
 - [Call](#) Support toll-free at this number:

1-866-406-1830

(date the church was organized)

April 6, 1830

Return and Report



“Where performance is measured, performance improves.
Where performance is **measured and reported**,
The rate of improvement **accelerates**.”

Where to obtain **FREE** copies

- Of this program

plus

- **Bob's** Ward Family History Progress Chart with a Quarterly Report
 - **Bob's** Overview of Family History
- **Bob's** Duties of Family History Consultants
 - Indexing Flyer
 - **And more!**

res@ida.net

Please share freely with others