

# MEMBER'S GUIDE

to Temple and Family History Work



# MEMBER'S GUIDE TO TEMPLE AND FAMILY HISTORY WORK

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# INTRODUCTION

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Welcome! You are about to embark on a fascinating journey that will take you back into history and forward into the eternities.

Never has there been a more exciting time to do temple and family history work. Many more temples are being built worldwide than ever before. Technological advances continually increase our ability to locate and search records and to communicate with others. People around the world are researching, compiling, and publishing family histories in print and on the Internet.

President Thomas S. Monson said:



“I testify that when we do all we can to accomplish the work that is before us, the Lord will make available to us the sacred key needed to unlock the treasure which we so much seek. (See Ether 12:6–22.) . . .

“My brothers and sisters, do not be weary in well doing. If you feel your contribution is small or insignificant, remember that the worth of souls is precious in the sight of God. Our opportunity is to prepare the way, and to accomplish the ordinance work, after faithful research, that these souls may prepare for the glory which is their divine opportunity” (“The Key of Faith,” *Ensign*, Feb. 1994, 5, 7).

The primary purpose of family history work is to find ancestors’ names and provide temple ordinances for ancestors. This work involves a simple process:

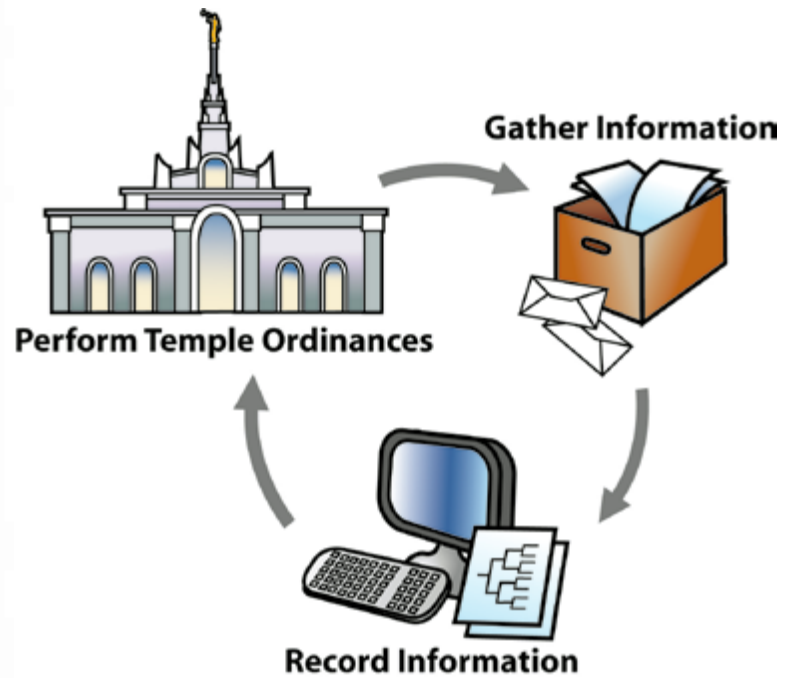
**Gather information** to identify your ancestors.

**Record information** about your ancestors to link them into families.

**Provide temple ordinances** for your ancestors who need them.

The process often leads to information about others of your ancestors—the parents, children, and siblings of those you have found—and the process begins again.





This guide will help you use the process to find and bless your ancestors. You will also learn about the FamilySearch Internet site and other resources that can help you in this process.

If you already have experience in doing temple and family history work, you can adapt this guide according to your experience. Additional activities to enrich your experience and additional resources to study are suggested at the end of each chapter. You can also visit [www.familysearch.org](http://www.familysearch.org) to find more resources for learning.

You may find that this guide is all you need to get started, or you may want the additional help of a family history consultant. Family history consultants can use this guide to help individuals and families in their homes. Consultants can also use the guide as a resource for teaching a family history class during Sunday School, as determined by local priesthood leaders.

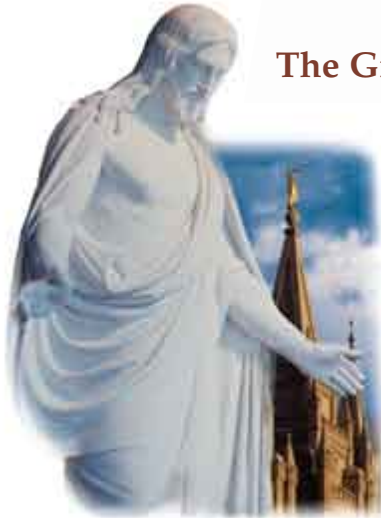
As you participate in temple and family history work, you will be blessed with a stronger testimony of its importance, a greater appreciation of the Lord's love for His children, and a motivating desire to do temple work for them. You will have a better understanding of your family origins and an increased love for your ancestors.

# CHAPTER 1

## THE PURPOSE OF TEMPLE AND FAMILY HISTORY WORK

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### Notes



### The Great Plan of Happiness

Before you were born, you lived with Heavenly Father. He wanted you to be happy and to become like Him. He offered a plan for you and for all His children to come to earth and then return to His presence. Your life is intended to be a homeward journey to the presence of God in His celestial kingdom.

This journey would be impossible without the Atonement of our Savior Jesus Christ. The Savior's Atonement enables us all to repent and be forgiven of our sins and to be resurrected from physical death. We obtain

the full blessings of the Atonement by receiving gospel ordinances and making and keeping sacred covenants with God.

An ordinance is a sacred act or ceremony performed by authority of the priesthood. Some ordinances are essential for exaltation. These include baptism, confirmation, Melchizedek Priesthood ordination for men, and temple ordinances. Receiving these ordinances should be the goal of every Latter-day Saint. Each of these essential ordinances includes covenants or promises made with God.

President Boyd K. Packer of the Quorum of the Twelve Apostles explained the role of ordinances and covenants:



"Ordinances and covenants become our credentials for admission into [the Father's] presence. To worthily receive them is the quest of a lifetime; to keep them thereafter is the challenge of mortality. Once we have received them for ourselves and for our families, we are obligated to provide these ordi-

nances vicariously for our kindred dead, indeed for the whole human family" (in Conference Report, Apr. 1987, 27; or *Ensign*, May 1987, 24).



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### Eternal Families Are Part of the Plan

Families are essential in Heavenly Father's plan of happiness. You are part of a heavenly family and an earthly one. President Gordon B. Hinckley taught:



"God is the designer of the family. He intended that the greatest of happiness, the most satisfying aspects of life, the deepest joys should come in our associations together and our concerns one for another as fathers and mothers and children" (in Conference Report, Apr. 1991, 98; or *Ensign*, May 1991, 74).

You have a knowledge of the gospel of Jesus Christ and have received at least some of the ordinances of the gospel. Not everyone in your family has had the same privilege. Many of your ancestors—and perhaps even some of your immediate family members—have died without hearing the gospel or receiving saving ordinances. Heavenly Father is just and merciful, and He has provided a way for them to have these blessings.

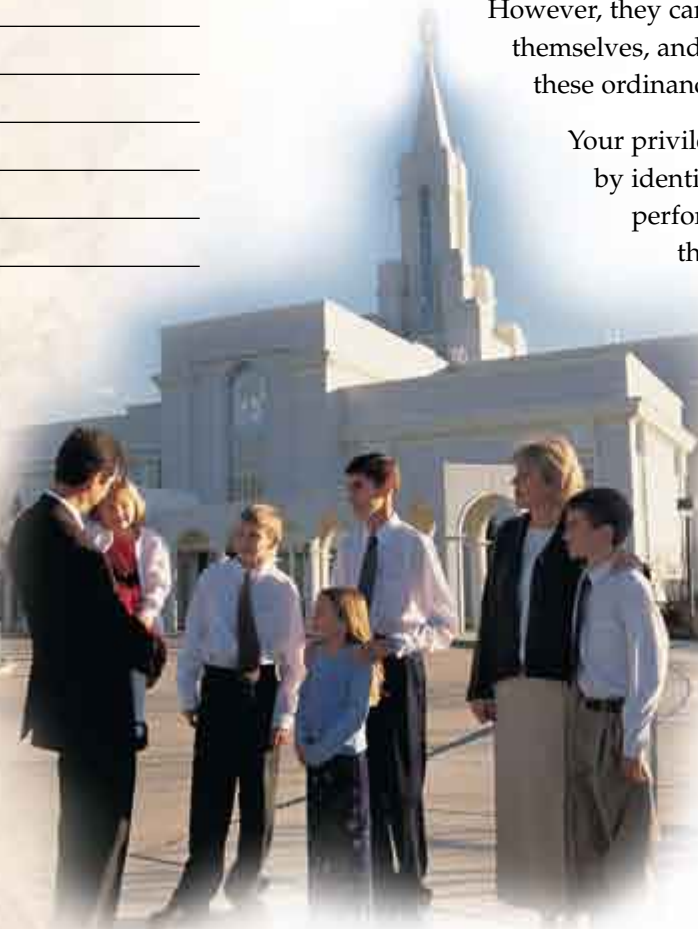
Your deceased ancestors live in a place called the spirit world. There they have the opportunity to hear and accept the gospel of Jesus Christ.

However, they cannot receive the ordinances of the gospel for themselves, and they cannot progress until others provide these ordinances for them.

Your privilege and responsibility is to give them this gift by identifying them and ensuring that ordinances are performed in their behalf in the temple. They may then choose whether to accept the work that has been done.

Your effort in behalf of your ancestors is patterned after the work of the Savior, although on a much smaller scale—the Savior enables all of us to return to Heavenly Father's presence through His Atonement, and you help your ancestors receive the blessings of the Atonement by making ordinances available to them. You do a saving work for them that they cannot do for themselves.

The Prophet Joseph Smith taught that Latter-day Saints are to become saviors on Mount Zion. He explained:





## Notes



On that glorious occasion, Elijah told the Prophet Joseph: “Behold, the time has fully come . . . to turn the hearts of the fathers to the children, and the children to the fathers. . . . Therefore, the keys of this dispensation are committed into your hands” (D&C 110:14–16).

Since that time, this sealing power has been conferred on men as authorized by the President of the Church. These

priesthood holders use the sealing power to perform ordinances in the temple for the living and the dead. Elijah’s return marked the beginning of a worldwide interest in genealogical research that continues to grow.

Elder Russell M. Nelson of the Quorum of the Twelve Apostles taught that an outpouring of the Holy Ghost accompanied Elijah’s return. He explained:



“Natural affection between generations began to be enriched. This restoration was accompanied by what is sometimes called the Spirit of Elijah—a manifestation of the Holy Ghost bearing witness of the divine nature of the family. Hence, people throughout the world, regardless of religious affiliation, are gathering records of deceased relatives at an ever-increasing rate.

“Elijah came not only to stimulate research for ancestors. He also enabled families to be eternally linked beyond the bounds of mortality. Indeed, the opportunity for families to be sealed forever is the real reason for our research” (in Conference Report, Apr. 1998, 43; or *Ensign*, May 1998, 34).

## The Blessings of this Work

President Thomas S. Monson emphasized the blessings that come to those who participate in temple work:



“Today is a day of temple building. Never before have so many temples been erected and dedicated. . . . Temples will bless all who attend them and who sacrifice for their completion. The light of Christ will shine on all—even those who have gone beyond” (in Conference Report, Apr. 1999, 76; or *Ensign*,

May 1999, 56).



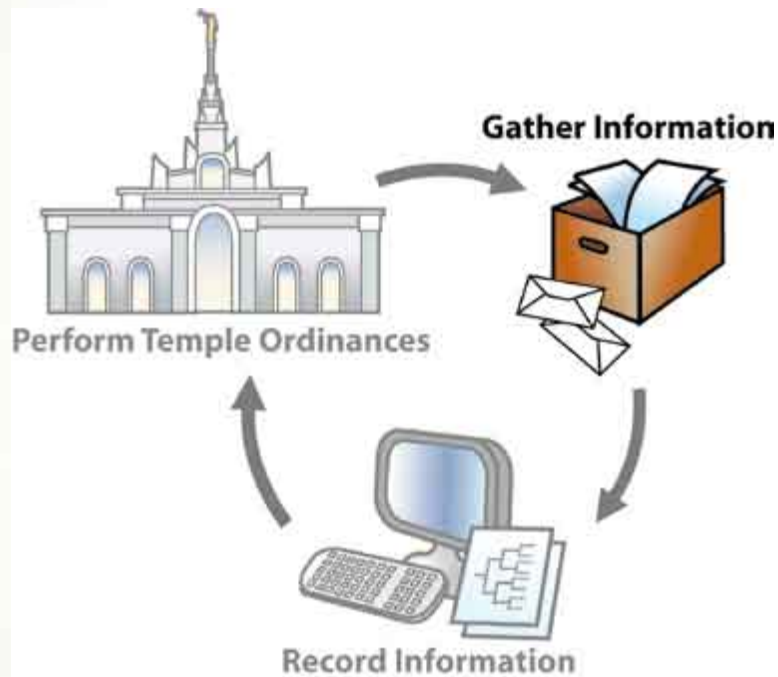
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## CHAPTER 2 GETTING STARTED

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### Introduction

In this section you will learn to use available resources to gather family history information.



### Where to Get Help

Resources to help you gather family history information include the Holy Ghost, family history consultants, family history centers, and the FamilySearch Internet site.

### The Holy Ghost

The Holy Ghost is the most important resource in your temple and family history work. You will be most effective when you seek and follow the guidance of the Spirit.

Your efforts to gather family information can be compared to the efforts of Nephi to obtain the brass plates, which contained information about his

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genealogy. Like Nephi, you have the responsibility to obtain information about your family. Like Nephi, you may need to press forward “not knowing beforehand the things which [you] should do” (1 Nephi 4:6). If you humbly rely upon the Lord to prepare a way for you to gather records, He will bless you with the increased influence of the Holy Ghost.

The Holy Ghost may inspire you to know how best to begin family history work, what ancestor or family lines to focus on, where to find useful records, or which family members to contact for family information.

The Holy Ghost may communicate to you by:

- Speaking to your mind and heart (see D&C 8:1–2) and giving you impressions or ideas
- Directing others to give you inspired counsel (see Exodus 18:13–24).
- Helping you feel peace (see D&C 6:23).
- Bringing something to your remembrance (see John 14:26).

Remember to rely on the promise of the Lord: “Whatsoever ye shall ask the Father in my name, which is right, believing that ye shall receive, behold it shall be given unto you” (3 Nephi 18:20).

### Family History Consultants

Family history consultants are called and set apart by the bishop or branch president to assist with temple and family history work. Consultants may teach family history classes and provide one-on-one help. They can help you get started and answer your questions along the way and can help you use the FamilySearch Internet site and other resources.

### Family History Centers

The Church has established thousands of family history centers throughout the world. Most centers have a small collection of published resources. Many centers have computers for access to the FamilySearch Internet site and other family history Web sites. They may also have machines for reading microfilm.

Staff members can teach you how to use the center. They can answer your questions and help you use resources and order microfilms from the Family History Library in Salt Lake City, Utah. If microfilms need to be ordered, the films will usually take a few weeks to arrive.

To find a family history center, visit [www.familysearch.org](http://www.familysearch.org) or talk to a family history consultant.



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**The FamilySearch Internet Site**

The Church has developed an Internet site at new.familysearch.org to simplify your temple and family history work. You gather information there, record ancestors' names and other information, and prepare names for temple work.



To register on the FamilySearch Internet site, you will need your Church membership record number and the date you were confirmed a member of the Church. Your ward or branch clerk can retrieve this information for you from your membership record or your Individual Ordinance Summary.

To use the site, follow these steps:

1. **If you have Internet access**, register as a new user on the FamilySearch Internet site by entering your membership record number and confirmation date to identify yourself. Once you have completed the registration process, you can log on to the system.
2. **If you do not have Internet access**, you can go to a family history center, where access is likely available. Or you can speak to a family history consultant, who may be able to print for you any information the FamilySearch Internet site has about you and your family. If your family history consultant is unable to print the information for you, you may record information on family group records and pedigree charts. Samples of these forms are available in appendix A.
3. **Correct information or add information** in the site. (See chapter 3 of this guide for more details about recording family history information.) If you do not have Internet access, you can make additions and corrections on a copy of the information printed from the FamilySearch Internet site or on a family group record and pedigree chart and give it to a family history consultant, who can input these changes on the FamilySearch Internet site.
4. **Prepare ancestors' names for temple work** if you have sufficient information for them to qualify for temple ordinances. (See chapter 4 of this guide for more details.)

The FamilySearch Internet site can also help you coordinate family history efforts and temple work with other family members, exchange family history information, and find distant family members, especially those who may already be researching your ancestors.



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## CHAPTER 3 GATHERING INFORMATION FROM HOME

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### Where to Gather Information

You can gather family history information from many sources. Some are easier to access than others. You may make more effective use of your time by gathering information from sources that are close at hand before you go to sources that are less accessible. As you gather information from these sources, record it on the FamilySearch Internet site or on the appropriate paper forms. (See chapter 4 of this guide.)

Several helpful sources are listed below. Follow the promptings of the Holy Ghost as you decide where to begin gathering information.



### Start with FamilySearch

The FamilySearch Internet site may already contain some information about your ancestors. Review this information at the beginning of your search to avoid duplicating work that may have already been done.

### Fill in Details from Memory

Your memory is the most readily available source of information about your family. Record the names you can remember and the dates and locations of births, marriages, and deaths and other important events in the lives of your ancestors. You can write this information on family group records and pedigree charts (see chapter 4 of this guide) or in a research notebook. Be sure to verify this information by comparing it with information you find in other sources. Memories fade and are not always accurate.

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**Gather Information from Your Home**

Your home is another readily available source of family history information. You may find:

- Written family histories, such as family group records, pedigree charts, books of remembrance, or ancestral tablets.
- Family Bibles.
- Journals, diaries, and letters.
- Personal histories and life sketches.
- Family histories.
- Old photographs.
- Obituaries and newspaper clippings.
- Birth, marriage, and death certificates.
- Household registers and tribal registration papers.

President Boyd K. Packer of the Quorum of the Twelve suggested one simple way to gather such items:



“Get a cardboard box. Any kind of box will do. Put it someplace where it is in the way, . . . anywhere where it cannot go unnoticed. Then, over a period of a few weeks, collect and put into the box every record of your life, such as your birth certificate, your certificate of blessing, your certificate of baptism, your certificate of ordination, and your certificate of graduation. Collect diplomas, all of the photographs, honors, or awards, a diary if you have kept one, everything that you can find pertaining to your life; anything that is written, or registered, or recorded that testifies that you are alive and what you have done” (“Your Family History: Getting Started,” *Liahona* and *Ensign*, Aug. 2003, 15).

The same process can be followed for gathering information about your ancestors. As you gather information, put everything you can find about yourself into one box, pile, or folder. Put everything about the families of your parents or grandparents into separate boxes, piles, or folders.

Within family groups, you can organize the information according to each individual in the family group. For each individual, you can organize information chronologically, putting information into three categories—childhood, adolescence, and adulthood. The family history consultant in your ward or branch may have additional ideas about how to organize your family history information.







## Notes

The Prophet Joseph Smith also taught the importance of record keeping. He urged Church members, "Let us present in his holy temple . . . a book containing the records of our dead, which shall be worthy of all acceptance" (D&C 128:24).

The records you preserve of your ancestors and of your life—including journals, personal histories, and other family history records—can bless your ancestors, descendants, extended family members, and others.

### Record Family Information on the FamilySearch Internet Site

Family history information may be handwritten or recorded by computer, but before temple ordinances can be done for your ancestors, their information must also be entered into the FamilySearch Internet site at [new.familysearch.org](http://new.familysearch.org). When your family history information is entered into this site, the system will:

- Show what information has already been gathered about your family.
- Show which temple ordinances have been completed and which ordinances need to be done.
- Provide a way for you to print family ordinance request forms that can be taken to the temple.
- Allow other researchers to use your family history information to help them in their research.
- Help you find and communicate with extended family members who are also searching for your ancestors.

Your family history information can be entered into the FamilySearch Internet site in three ways. Study the option below that works best for you.

#### Option 1: Computer with Internet

If you have access to the Internet, follow these steps to enter your family history information directly into the FamilySearch Internet site:

1. **Register or log on to [new.familysearch.org](http://new.familysearch.org).** If you are using the system for the first time, you will need your Church membership record number and your confirmation date (see chapter 2 of this guide).
2. **Enter the family history information** you have gathered, including details about how and where you obtained the information. Correct any incorrect information that your research may have revealed. The system will prompt you on what to enter and let you know if more information is required before you can do temple work for your ancestors.



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### Option 2: Computer without Internet

If you have access to a computer but not to the Internet, you may decide to use Personal Ancestral File (or another family history computer program) to record your family information. If you need help obtaining or using one of these programs, talk to your family history consultant or your priesthood leader. Follow these steps to record your family information and transfer it to the FamilySearch Internet site:

1. **Enter the family history information** you have gathered, using a family history computer program such as Personal Ancestral File.
2. **Create a GEDCOM file**, which will allow you to transfer the family history records from your computer to the FamilySearch Internet site. GEDCOM stands for "GENealogical Data COMMunications." It is a computer format that permits individuals with different brands of software and computers to share their information. You can use the Export feature in Personal Ancestral File to create a GEDCOM file.
3. **Save the GEDCOM file** with your family history information to a computer disk or other storage device.
4. **Ask a family history consultant to help you transfer the information** from your disk into the FamilySearch Internet site. This transfer can be done at a family history center or anywhere there is Internet access.

### Option 3: Handwritten Record

If you do not have access to a computer or do not know how to use one, you can write information by hand (described in "Using Forms" below) and take the handwritten information to a family history consultant who can help you enter the information into a computer. If Internet access is not available in your area, a family history consultant can help you send copies of your forms to a family history center or some other location where the information can be entered into the FamilySearch Internet site.

### Using Forms

As you gather family history information, you can record it on a copy of your family history information printed from the FamilySearch Internet site. This form will contain the information available on the Web site about the family you are researching. Family history center staff or your family history consultant may be able to help you obtain this form. If you are unable to print a form, you can record information on pedigree charts and family group records found in appendix A.

Notes

*Pedigree charts* show extended family relationships across generations. The pedigree chart shows the direct ancestors of a single person whose name is recorded on the left side of the chart. Use completed family group records and other information you have gathered to fill out a pedigree chart.

**Pedigree Chart**

No. 1 on this chart is the same as no. 4 on chart no. 1 Chart no. 2

**Instructions:**

- Write name on 4 (last name)
- Write 1st birth name (1st baptism) on 1 (first name)
- Family group record number of FSPD is a single number
- Associated with the couple in the group family group record
- Only enter 1 if you have it
- Ordinance dates from any record source. Mark the boxes. No last names, all the ordinances are completed

Baptism  Endowed  Sealed  Sealed to spouse

Ancestry  Endowed  Sealed to spouse

Sealed to parents  Sealed to spouse

Ordinance date complete for all children

Family group record used for this couple

**1** David Jacob Smith  
(Name)  
FSPD: [ ]  
Birth date: 22 June 1826  
Birth place: [ ]

**2** John Paul Smith  
(Father)  
FSPD: [ ]  
Birth date: 26 Jan 1826  
Birth place: [ ]

**3** Sarah Strong  
(Mother of no. 2)  
FSPD: [ ]  
Birth date: 21 March 1784  
Birth place: [ ]

**4** William Grant Smith  
(Father of no. 3)  
FSPD: [ ]  
Birth date: 12 Aug 1779  
Birth place: [ ]

**5** George Strong  
(Father of no. 5)  
FSPD: [ ]  
Birth date: 15 Feb 1736  
Birth place: [ ]

**6** William R. Smith  
(Father of no. 6)  
FSPD: [ ]  
Birth date: 28 May 1757  
Birth place: [ ]

**7** Eliza Johnson  
(Mother of no. 4)  
FSPD: [ ]  
Birth date: 12 April 1752  
Birth place: [ ]

**8** Amelia Wilson  
(Mother of no. 5)  
FSPD: [ ]  
Birth date: 21 July 1757  
Birth place: [ ]

Follow these steps:

- 1. Write the name of the first individual** on line 1 of the pedigree chart. Fill in the details about the individual. If the individual was married, fill in the details about the spouse. Mark the boxes for ordinances they have received. If you are filling out your first pedigree chart, you will probably start with your own name in line 1.
- 2. Write the names of ancestors**, starting with the father and mother on lines 2 and 3 of the pedigree chart. Fill in the event details, and mark the boxes for any ordinances. Continue this process for as many ancestors as you can. Make sure you have a family group record for each couple shown on the pedigree chart.
- 3. Provide your contact information and authorization** on the back of the form. This information enables you to share your family history information with other researchers.

*Family group records* show detailed information about a single family unit. Use a family group record form to organize key information about each family group for which you have information.

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**Family Group Record** Page 1 of 2

Instructions:  
 • Write all places as: Tyon, Polk, North Carolina, USA or Birmingham St. Metros, Warwick, England  
 • Write all dates as: 4 Oct 1996  
 • Add further information on attached sheets as necessary  
 • FamilySearch™ Person Identifier (FSPIID) is a unique number associated with the person in the online FamilyTree on the FamilySearch.org web site. Only enter it if you have it.

Date processed: 8 Feb 2006

Husband			LDS Ordinances		
Name (last, middle, first)	Date	Place	Date	Place	Place
John Paul Smith <td></td> <td></td> <td>Baptism</td> <td></td> <td><input type="checkbox"/> Received by me <input type="checkbox"/> From another</td>			Baptism		<input type="checkbox"/> Received by me <input type="checkbox"/> From another
26 January 1926	Topsfield, Massachusetts, United States		Confirmation		<input type="checkbox"/> Received by me <input type="checkbox"/> From another
17 March 1926	Topsfield, Massachusetts, United States		Initiation		<input type="checkbox"/> Received by me <input type="checkbox"/> From another
6 June 1944	Topsfield, Massachusetts		Endowment		<input type="checkbox"/> Received by me <input type="checkbox"/> From another
19 November 1977	Lowell, Massachusetts		Sealing to parents		<input type="checkbox"/> Received by me <input type="checkbox"/> From another
20 November 1977	Lowell, Massachusetts		Sealing to spouse		<input type="checkbox"/> Received by me <input type="checkbox"/> From another

Other information (including other marriages)

Follow these steps:

1. Record information about the husband and wife, including their names and as many dates and places as you can for the events listed.
2. Record information about each child, including name, gender, and event information.
3. List the sources of the information. Sources may include personal knowledge, family possessions, records, published information, and so on.
4. Provide your contact information and authorization on the back of the form. This information enables you to share your family history information with other researchers.

A family history consultant can help you fill out these forms. Consultants can also help you enter the information from your forms into the FamilySearch Internet site (see "Option 3" above).

### Guidelines for Record Keeping

As you identify ancestors, record as much information about them as you can. For example, find the day, month, and year an event occurred, if possible. These details can provide clues to help you discover more ancestors.

Before you can do temple work for individuals, they must be deceased for one year. You will also need to provide the given name or the surname of your ancestor, the person's gender, and enough information for FamilySearch to uniquely identify the person. This information may include dates, places, and names and relationships of other family members. For a sealing to a spouse, you will also need the given name or the surname of



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- If possible, convert the date to the Gregorian calendar. Record at least the year.
- If you cannot convert the date to the Gregorian calendar, record its original form.

**Approximated dates.** If an exact year is not known, it can be approximated. In front of the approximate year, put *before*, *after*, or *about* with the year. For example, a member may only know that an ancestor died during World War I. The death date could be approximated as 1916: "About 1916."

**Calculated dates.** Some dates can be estimated from other known dates. For example, if a person was two years old when a census was taken in 1860, the birth year can be calculated as 1858. Since the actual year could be different from what was calculated, put *about* with the year.

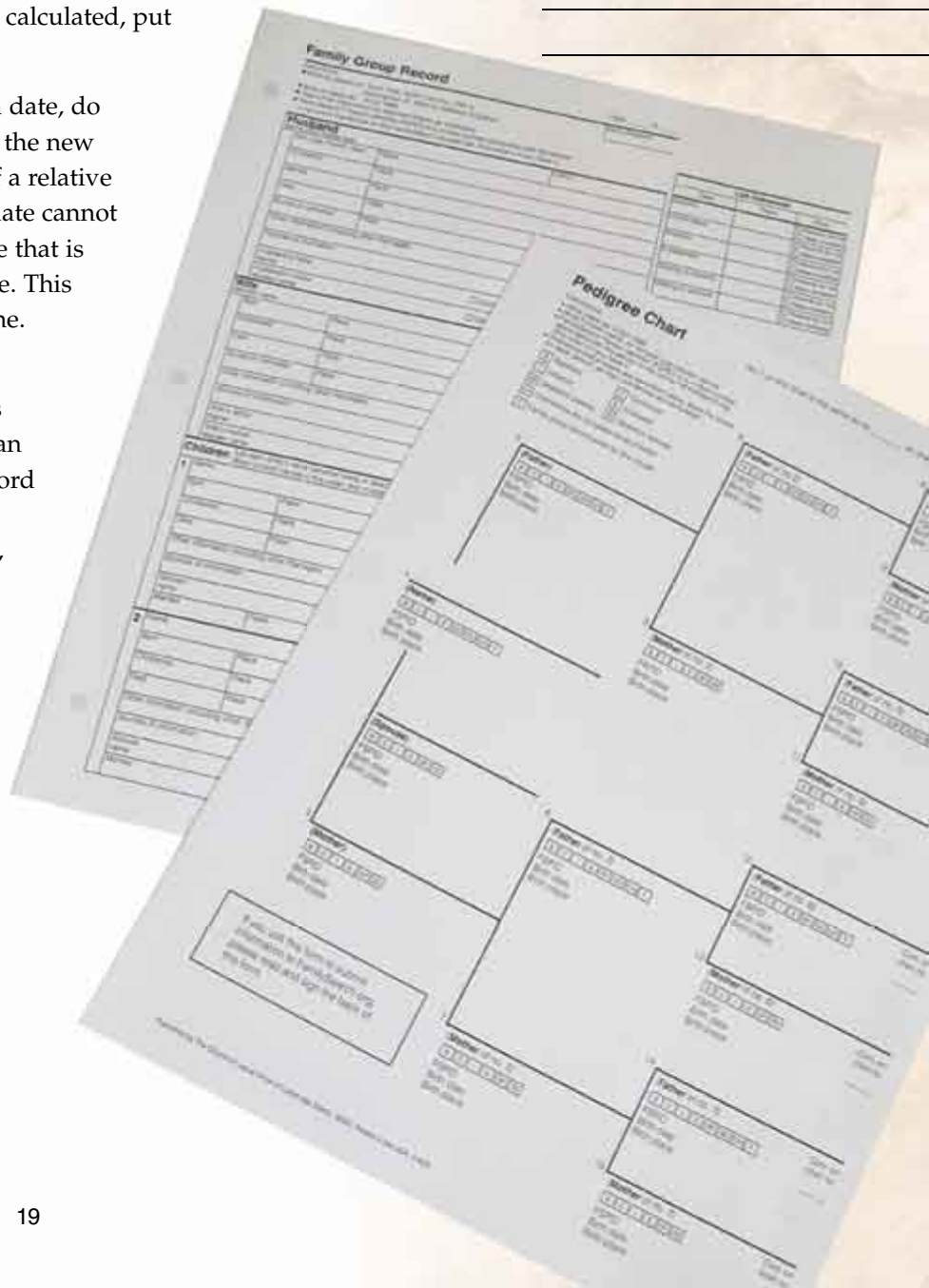
**Unknown dates.** If you do not know a date, do not try to make up the information. In the new FamilySearch, leave the fields blank. If a relative died in the last 110 years but a death date cannot be found, record an approximated date that is based on the best information available. This will allow temple ordinances to be done.

**Places**

**General guideline.** Record as much as you can of the name of a place where an event occurred. If you know them, record all of the levels of the name, such as city, county, region, district, prefecture, province, and state, and so on. For example:

- Chicago, Cook, Illinois, United States
- Ixhuacán de los Reyes, Veracruz, México
- Maugerud, Flesberg, Buskerud, Norway

If you do not know all the levels of a name, FamilySearch will likely give a list of complete place-names you can choose from.



## Notes

- Include the name of the country whenever possible.
- Put a comma and a space between the levels of the name.
- Record the levels of a name as is customary in your language. For place-names in English and other languages that use a Roman alphabet, record the smallest government level first, and then move to the largest. For example, start with the town and end with the country. For place-names recorded in Asian writing systems, start with the largest government level, and then move to the smallest. For example, start with the country and end with the village.
- You can spell the place in your own language or in the native language of the region where the place is located.

**Incomplete places.** When all the levels of a place-name are not known, record what is known. FamilySearch will help you fill in the missing levels. For example:

- Ohio, United States
- Dafen, Carmarthen, Wales

**Abbreviations.** When writing places on paper forms, do not abbreviate place-names. If you record them in the new FamilySearch, it will help you clarify the complete place-name.



### ASSIGNMENTS

- **Begin recording information** you have gathered from home. If you have access to the Internet, record the information directly in [new.familysearch.org](http://new.familysearch.org). If you don't have Internet access, record the information on paper forms.
- **Use the guidelines** in this chapter to help you record names, dates, and places correctly.
- **Prepare for the next class** by reading chapter 5.



### ADDITIONAL RESOURCES

- Russell M. Nelson, "A New Harvest Time," *Ensign*, May 1998, 34.
- *Preparing a Family History for Publication* (36023, resource guide).



## Notes

### *Before you go for the interview, prepare in advance*

1. Write down the questions you want to ask. Open-ended questions (questions that require more than a "yes" or "no" response) are usually most effective. See appendix B for sample questions.
2. Gather information you have about the family or person you want to learn more about, such as completed family group records and pedigree charts. You can share this information and ask if it is correct.
3. If you visit in person, prepare any supplies or equipment you might need. Plan to record what you learn, using pencil and paper, a tape recorder, a camera, or a video camera.
4. If you are interviewing an oral historian or a village elder, learn the proper ways to approach and work with him or her.

### *Conduct the interview*

1. Bring or send family photographs, and ask the person if he or she can identify any people in the pictures who are unfamiliar to you.
2. Don't be in a hurry. Give the person time to think about what he or she wants to say. Let the person respond at his or her own pace.
3. Ask about family records, certificates, photographs, or other artifacts. As you are told about them, write down the information. Ask for permission to make copies of records. Take photographs or video footage of the artifacts if you can.
4. If the person is the closest living relative of any of your ancestors who have been deceased for less than 95 years, ask the person's permission for the ancestors to receive temple ordinances.
5. Express appreciation for the information that you have received. Be prepared to come back later or to send additional correspondence, if necessary.

### *Use the information*

1. Update your records with any new information you have gathered.
2. Make a transcript or report of your interview, and ask the person you interviewed to read it and make corrections. Ask for permission to copy the report and distribute it to family members. Give a copy to the person you interviewed.
3. Contact other relatives you learned about.
4. See if you have enough information to perform temple ordinances (see chapter 4).

Notes



**ASSIGNMENTS**

- **Make a list of family members** who might have information about your family. Contact one or more of them during the coming week and see if they have information that could be added to your records.
- **Record new information** in [new.familysearch.org](http://new.familysearch.org) or on paper forms.
- **Prepare for the next class** by reading chapter 6.



**ADDITIONAL RESOURCES**

- Lorie Nicoles-Davis, "That Happened to You?" *Ensign*, Aug. 2003, 26–29.
- Barbara Jean Jones, "Idea List: Making History," *New Era*, May 1999, 15.
- James E. Faust, "The Phenomenon That Is You," in Conference Report, Oct. 2003, 56–60; or *Ensign*, Nov. 2003, 53–56.







## Notes

2. **Choose an ancestor.** You will be most effective if you focus on gathering information about a single ancestor or family. You may also want to identify the specific event—such as birth, death, or marriage—about which you want to seek information.
3. **Use the Record Selection Table.** After you have decided what information you want to find, use the table in appendix C of this manual to decide which record you would like to search. If necessary, ask your family history consultant for help.
4. **Find the record.** Visit or contact the place where the record is kept. You can visit in person or write, call, e-mail, or use the Internet to inquire about the records. Useful records could be stored in family history centers, libraries, archives, churches, and courthouses and on Internet sites. A few of these places are described below.

**Family History Centers.** The Church has microfilmed public and church records from all over the world. Copies of these microfilms can be ordered at a family history center for a small fee. These films can be used at the center for several weeks at a time. Ordering films from a family history center is an easy and inexpensive way to search through record collections without having to travel long distances.

**Internet Sites.** Your family history consultant may be able to recommend Internet sites for you to search. State, provincial, and county offices across the world publish their record collections on the Internet. Some of these organizations allow users to view their record collections at no cost. You can check state and local Internet sites for vital record collections, newspapers, local history records, and church records. Many family history Internet sites are available at your local family history center at no cost.

**Archives and Libraries.** National, state, and county archives store records created by government organizations. Public libraries also store many valuable records such as newspapers and obituaries. If you cannot find the records of your ancestors on the Internet, you may want to visit government archives or local libraries in areas where your ancestors lived. Ask your family history consultant to help you plan your visits to these organizations.

Notes

## Keep Notes on What You Find

A research log is a record of where you have looked for family history information and what you have found. A sample research log is included in appendix A. Research logs help you organize your work and help you and others avoid repeating research that has already been done. Record the following information in your research log:

- **Who.** Write the name of the person you are researching and contact information for people who help in your search.
- **What.** Record the kinds of sources you use, what you are searching for, and what you discover, even if all you discover is a dead end.

Research Log					
Ancestor's name <u>James T. Lighter</u>					
Objective(s) <u>Find Parents of James T. Lighter</u>				Locality <u>Stillwater, Ontario, Canada</u>	
Date of search	Location/ call number	Description of source (Author, title, year, pages)	Comments (Purpose of search, results, years and names searched)	Doc. number	
<u>9/27/04</u>	<u>FHL Film # 1,243,241</u>	<u>Vital Records of Stillwater, Canada</u>	<u>To find if a birth record exists for James T. Lighter w/ his Parents</u>	<u>#124</u>	
<u>9/27/04</u>	<u>NAWL Stillwell Ontario, Canada</u>	<u>Telephone call to Reese Cally</u>	<u>Ask what his father remembers of James T. Lighter</u>	<u>#125</u>	
<u>9/29/04</u>	<u>Personal possession of Gloria Dawson</u>	<u>Journal of James Lighter</u>	<u>James talks about his parents in detail gives full names, along with extensive genealogy in Journal #1.</u>	<u>#126</u>	

- **Where.** Record the places you look for information and the places where events occurred in the lives of your ancestors.
- **When.** Include the date you use a particular source, and record the dates of important events from the lives of your ancestors.



Notes



## ASSIGNMENTS

- **Use the Record Selection Table** in appendix C to identify a record type that might contain additional information about an ancestor.
- **Go to the source** and see what information is there. You can visit in person, write, call, or e-mail or use the Internet to inquire about the records.
- **Record the results** of your search in your research log in appendix A. Record any new information in [new.familysearch.org](http://new.familysearch.org) or on paper forms.
- **Prepare** for the next class by reading chapter 7.



## ADDITIONAL RESOURCES

- Henry B. Eyring, "Hearts Bound Together," in Conference Report, Apr. 2005, 82; or *Ensign*, May 2005, 79–80.
- *A Guide to Research* (30971, pamphlet).





You have ancestors in the spirit world who, like Vincenzo di Francesca, have accepted the gospel message and wait to receive its ordinances. As you consider what your ancestors must feel, you may begin to understand the urgency of temple and family history work. You may come to know why President Joseph F. Smith described missionary work in the spirit world as proclaiming “liberty to the captives” (D&C 138:31).

### **Policies for Preparing Names for Temple Work**

Generally, you may perform temple ordinances for deceased persons one year or more after the date of death without regard to the person's worthiness or cause of death. If you have questions, please contact your bishop or branch president.

Before you provide ordinances for an individual born in the last 95 years, please get permission from the closest living relative. The closest living relatives are, in this order: a spouse, then children, then parents, then siblings.

### **Ordinances That You Can Do**

You are responsible to provide temple ordinances for the following individuals who have been deceased for at least one year:

- Immediate family.
- Direct-line ancestors (parents, uncles, aunts, grandparents, great-grandparents, and so on, and their families).

You may also provide temple ordinances for the following deceased individuals who have been deceased at least one year:

- Biological, adoptive, and foster family lines connected to your family.
- Collateral family lines (uncles, aunts, cousins, and their families).
- Your own descendants.
- Possible ancestors, meaning individuals who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last names and resided in the same areas as your known ancestors.
- Individuals with whom you have shared a friendship. This is an exception to the general rule that members should not submit the names of individuals to whom they are not related. Before performing ordinances for a deceased individual who was a friend, you should obtain permission from the individual's closest living relative.

Do not submit the names of persons who are not related to you, including



## Notes

### Other Policies

Please see your bishop for information about the following:

- Temple ordinances involving living people.
- Temple ordinances to seal the living to the dead.
- Any policies not covered above.

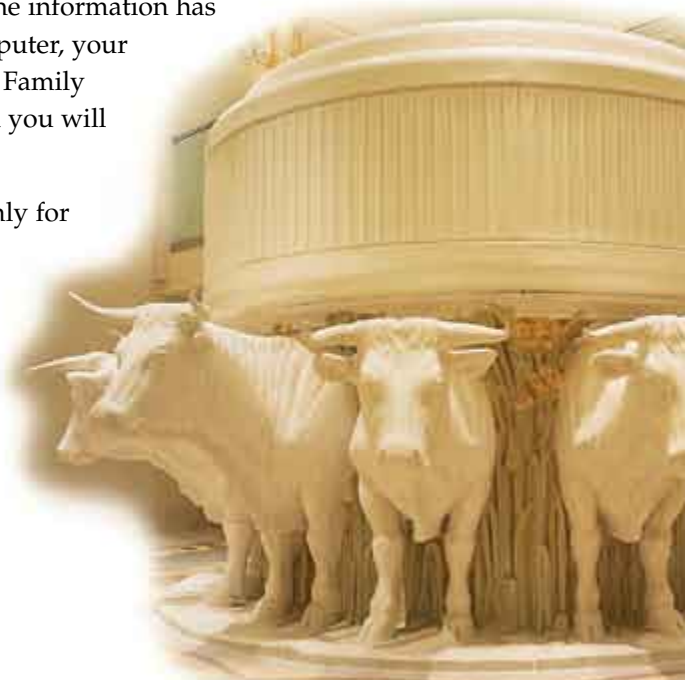
### Perform Temple Ordinances

After an ancestor's required information is entered into the FamilySearch Internet site (see chapter 3 of this guide), prepare a Family Ordinance Request form to take to the temple.

1. **If you have a computer with Internet access**, go to the FamilySearch Internet site and select the temple ordinances that need to be provided. (Select only as many ordinances as can be done in a reasonable amount of time.) Then print a Family Ordinance Request form. The system also allows you to request that someone other than yourself take the Family Ordinance Request to the temple and perform ordinances for your ancestor. Refer to the publication available at [new.familysearch.org](http://new.familysearch.org) titled *User's Guide to the New FamilySearch* for detailed instructions on how to use the system.
2. **If you fill out paper forms**, ask a family history consultant to help you obtain a Family Ordinance Request for the temple ordinances that need to be provided. You will need to provide your Helper Access Number. This number is the last five digits of your Church membership record number. You can get this number from your ward clerk.

Give your family group records to the family history consultant, who will arrange to have the information on your forms typed into FamilySearch. After the information has been entered into the computer, your consultant will give you a Family Ordinance Request, which you will take to the temple.

You may do ordinance work only for persons of your own gender. Those who do baptisms and confirmations at the temple must be at least 12 years old, baptized and confirmed, and have a current temple recommend. Males must hold





## Notes

### Blessings of Temple Work

Latter-day prophets have consistently emphasized the importance of temple work. President Thomas S. Monson taught:



“The work of seeking out our dead and insuring that the ordinances of exaltation are performed in their behalf is a mandate from our Heavenly Father and his Beloved Son. They do not leave us to struggle alone but rather, in ways which are sometimes dramatic, prepare the way and answer our prayers” (“Happy Birthday,” *Ensign*, Mar. 1995, 58).

President Gordon B. Hinckley said:



“In a spirit of love and consecration, we must extend ourselves in the work of redemption of the dead through service in the temples of the Lord. This service more nearly approaches the divine work of the Son of God, who gave His life for others, than does any other work of which I know” (in Conference Report, Apr. 1983, 8; or *Ensign*, May 1983, 8).

The redemption of ancestors is a great responsibility that carries equally great blessings.

President Boyd K. Packer of the Quorum of the Twelve Apostles spoke of the blessings that come to those who engage in this work:



“Family history work has the power to do something *for* the dead. It has an equal power to do something *to* the living. Family history work of Church members has a refining, spiritualizing, tempering influence on those who are engaged in it. . . .

“Family history work in one sense would justify itself even if one were not successful in clearing names for temple work. The process of searching, the means of going after those names, would be worth all the effort you could invest. The reason: You cannot find names without knowing that they represent people. You begin to find out things about people. When we research our own lines we become interested in more than just names or the number of names going through the temple. Our interest turns our hearts to our fathers—we seek to find them and to know them and to serve them.

“In doing so we store up treasures in heaven” (“Your Family History: Getting Started,” *Ensign*, Aug. 2003, 17).



## Notes



### ADDITIONAL RESOURCES

- Russell M. Nelson, "Personal Preparation for Temple Blessings," in Conference Report, Apr. 2001, 39–42; or *Ensign*, May 2001, 32–34.
- Howard W. Hunter, "A Temple-Motivated People," *Liahona*, May 1995, 3; or *Ensign*, February 1995, 2–5.
- "Ordinances" and "Temples" in *True to the Faith: A Gospel Reference* (36863).
- Doctrine and Covenants 128.





# Pedigree Chart

See the instructions on page 2.

This is pedigree chart no. \_\_\_\_\_.

Name no. 1 on this chart is the same as  
name no. \_\_\_\_\_ on chart no. \_\_\_\_\_.

2

**Father**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

4

**Father of no. 2**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

1

**Name**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

**Spouse**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

3

5

**Mother of no. 2**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

6

**Father of no. 3**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

**Mother**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

7

**Mother of no. 3**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

8

**Father of no. 4**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

9

**Mother of no. 4**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

10

**Father of no. 5**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

11

**Mother of no. 5**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

12

**Father of no. 6**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

13

**Mother of no. 6**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

14

**Father of no. 7**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Marriage date \_\_\_\_\_

Marriage place \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

15

**Mother of no. 7**  B  C  I  E  SP  SS  CH  F

Birth date \_\_\_\_\_

Birthplace \_\_\_\_\_

Death date \_\_\_\_\_

Death place \_\_\_\_\_

## Instructions for Using This Form

- Write all names as full, main, legal names in the order they are spoken. Write a woman's maiden name (birth name), not her married name.
- Write all dates as day, month, and year, such as 4 Oct 1996.
- Write all places in order of smallest to largest political jurisdiction, separated by commas, such as Tryon, Polk, North Carolina, USA, or Wymondham, Norfolk, England.
- If you need room to write additional information, use the "Notes" section below.
- The status boxes under each name are described below. All except the "F" status box are for LDS ordinances. Mark the boxes as the ordinances are done for each person. When you fill out a family group record for a person, write the number of the family group record in the box next to the "F" (for example, F 6). If a person had multiple families and therefore has multiple family group records, write all of the family group record numbers (for example, F 6, 9, 41).

B Baptism

C Confirmation

I Initiatory

E Endowment

SP Sealing to parents

SS Sealing to spouse

CH Ordinances are complete for all children

F This person is listed on the following family group records

### Contributor's Name and Information

Contributor's name	Birth date	Phone (with area code)
--------------------	------------	------------------------

Address

Date prepared	Helper access number (last 5 digits of contributor's Church membership record number)
---------------	---

**Notes** Attach additional sheets as necessary.

# Family Group Record

Family group record number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

## Instructions:

- Write all names as full, main, legal names in the order they are spoken. Write a woman's maiden name (birth name), not her married name.
- Write all dates as day, month, and year, such as 4 Oct 1996.
- Write all places in order of smallest to largest political jurisdiction, separated by commas, such as Tryon, Polk, North Carolina, USA, or Wymondham, Norfolk, England.

Husband			LDS Ordinances	
Name			Date	Temple or place
Birth date (day, month, year)	Birthplace		Baptism	
Christening date	Christening place		Confirmation	
Marriage date	Marriage place		Initiatory	
Death date	Death place		Endowment	
Burial or cremation date	Burial or cremation place		Sealing to parents	
<b>Husband's father</b> Name <input type="checkbox"/> Deceased			Sealing to spouse	
<b>Husband's mother</b> Name <input type="checkbox"/> Deceased				
Other parents, other marriages, and sources of information				
<b>Wife</b> Name			Baptism	
Birth date	Birthplace		Confirmation	
Christening date	Christening place		Initiatory	
Death date	Death place		Endowment	
Burial or cremation date	Burial or cremation place		Sealing to parents	
<b>Wife's father</b> Name <input type="checkbox"/> Deceased			Sealing to spouse	
<b>Wife's mother</b> Name <input type="checkbox"/> Deceased				
Other parents, other marriages, and sources of information				
<b>Children</b> List children (whether living or deceased) in order of birth.			Baptism	
<b>1</b>	Name <input type="checkbox"/> Male <input type="checkbox"/> Female		Confirmation	
	Birth date	Birthplace	Initiatory	
	Christening date	Christening place	Endowment	
	Marriage date	Marriage place	Sealing to parents	
	Death date	Death place	Sealing to spouse	
Other parents, other marriages, and sources of information				
<b>2</b>	Name <input type="checkbox"/> Male <input type="checkbox"/> Female		Baptism	
	Birth date	Birthplace	Confirmation	
	Christening date	Christening place	Initiatory	
	Marriage date	Marriage place	Endowment	
	Death date	Death place	Sealing to parents	
Other parents, other marriages, and sources of information			Sealing to spouse	

# Family Group Record—continued

Husband Name			Wife Name			
<b>Children—continued</b> List children (whether living or deceased) in order of birth. Number each child (3, 4, 5, and so on).					<b>LDS Ordinances</b>	
Name <span style="float: right;"><input type="checkbox"/> Male <input type="checkbox"/> Female</span>					Date	Temple
Birth date		Birthplace			Baptism	
Christening date		Christening place			Confirmation	
Marriage date		Marriage place	Spouse's name		Initiatory	
Death date		Death place			Endowment	
Other parents, other marriages, and sources of information					Sealing to parents	
					Sealing to spouse	
Name <span style="float: right;"><input type="checkbox"/> Male <input type="checkbox"/> Female</span>					Baptism	
Birth date		Birthplace			Confirmation	
Christening date		Christening place			Initiatory	
Marriage date		Marriage place	Spouse's name		Endowment	
Death date		Death place			Sealing to parents	
Other parents, other marriages, and sources of information					Sealing to spouse	
Name <span style="float: right;"><input type="checkbox"/> Male <input type="checkbox"/> Female</span>					Baptism	
Birth date		Birthplace			Confirmation	
Christening date		Christening place			Initiatory	
Marriage date		Marriage place	Spouse's name		Endowment	
Death date		Death place			Sealing to parents	
Other parents, other marriages, and sources of information					Sealing to spouse	
Name <span style="float: right;"><input type="checkbox"/> Male <input type="checkbox"/> Female</span>					Baptism	
Birth date		Birthplace			Confirmation	
Christening date		Christening place			Initiatory	
Marriage date		Marriage place	Spouse's name		Endowment	
Death date		Death place			Sealing to parents	
Other parents, other marriages, and sources of information					Sealing to spouse	

**Additional Children**

Check this box if this couple has more children. Then attach as many copies of this page as needed. Number each additional child (7, 8, 9, and so on), and number the pages of this family group record accordingly (page 1 of 3, page 2 of 3, and so on).

**Contributor's Name and Information**

Contributor's name		Birth date	Phone (with area code)
Address			
Date prepared		Helper access number (last 5 digits of contributor's Church membership record number)	



## Notes

18. Who are your grandchildren?
19. What memories do you have of extended family members, such as aunts, uncles, cousins, grandparents, and so on?
20. Where did some of these extended family members live?
21. What can you remember about births, marriages, and deaths of other family members?
22. Where are family members buried?
23. Did you or any of your relatives serve in the military?
24. Which wars did you or other relatives fight in?
25. Will you share some of their war stories with me?
26. What jobs do you remember your parents and other family members doing?
27. What religion(s) were practiced in your home?
28. Was anyone in the family interested in family history?
29. Are there any family members who kept a journal or who wrote a historical account of your family? Who were they? Are any of these accounts available for me to read?
30. Are you aware of any ancestors who emigrated from their home country to this country?
31. Does anyone in the family own a family Bible, a family history, or genealogical records of any kind? Who are they, and where do they live?
32. Will you show me some of your old family documents or artifacts?
33. Will you show me some of your old family photographs?

## APPENDIX C

# RECORD SELECTION TABLE

Use this table to determine which records to search for information about your ancestors. The first column lists important types of information and events in your ancestor's life. The second and third columns show groups or organizations that may have created records about your ancestor. Check for records listed in the second column before checking records listed in the third column.

Event	Look for These Records First	Then for These Records
<b>Birth</b>	<b>Government:</b> Vital Records <b>Family:</b> Bible Records <b>Church:</b> Parish Records, Membership Records <b>Other:</b> Cemeteries	<b>Government:</b> Cemeteries, Census, Military, Taxation <b>Newspaper:</b> Obituaries
<b>Birth, foreign</b>	<b>Government:</b> Census, Emigration, Immigration, Naturalization, Citizenship <b>Family, Library:</b> Bible, Biography, Genealogy	<b>Church:</b> Parish records, Membership Records <b>Newspaper:</b> Obituaries <b>Library:</b> Histories, Maps, Gazetteers
<b>Death</b>	<b>Government:</b> Death, Probate, <b>Newspaper:</b> Obituaries <b>Church:</b> Parish Records, Membership Records <b>Other:</b> Cemeteries, Funeral Homes, Hospitals	<b>Newspaper:</b> Articles <b>Government:</b> Military, Court, Land and Property
<b>Marriage and Maiden Name</b>	<b>Government:</b> Vital Records <b>Church:</b> Parish Records, Membership Records <b>Newspaper:</b> Announcements, Obituaries <b>Family:</b> Bible Records	<b>Government:</b> Military, Probate, Land and Property, Nobility <b>Family, Library:</b> Biography, Genealogy <b>Other:</b> Cemeteries
<b>Divorce</b>	<b>Government:</b> Court Records, Divorce Records	<b>Newspaper:</b> Articles <b>Government:</b> Vital Records
<b>Immigration, Emigration</b>	<b>Government:</b> Immigration, Emigration, Naturalization, Citizenship <b>Family, Library:</b> Genealogy	<b>Government:</b> Census <b>Library:</b> Biography <b>Newspaper:</b> Articles <b>Church:</b> Membership Records
<b>Family members</b>	<b>Government:</b> Vital Records, Census, Probate <b>Church:</b> Parish Records, Membership Records News: Obituaries	<b>Family:</b> Bible <b>Government:</b> Immigration, Emigration, Land and Property
<b>Place or Residence</b>	<b>Government:</b> Census, Land and Property, Military, Vital Records <b>Family, Library:</b> History, Genealogy <b>Church:</b> Parish Records, Membership Records <b>Other:</b> Directories	<b>Government:</b> Taxation <b>Newspaper:</b> Obituaries
<b>Religion</b>	<b>Church:</b> Parish Records, Membership Records <b>Library:</b> History, Biography <b>Government:</b> Civil Registration	<b>Family, Library:</b> Bible Records, Genealogy <b>Newspaper:</b> Obituaries <b>Other:</b> Cemeteries

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