

INSTRUCTOR'S GUIDE

to Temple and Family History Work



INSTRUCTOR'S GUIDE TO TEMPLE AND FAMILY HISTORY WORK

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CONTENTS

Introduction v

Lesson

- 1 The Purpose of Temple and Family History Work 1
- 2 Getting Started 4
- 3 Gathering Information from Home 8
- 4 Recording Family History Information 11
- 5 Gathering Information from Family 14
- 6 Gathering Information from Public Records 17
- 7 Providing Temple Ordinances 20

Appendix

- A Workshop 1: Registering on the FamilySearch Internet Site 24
- B Workshop 2: Adding Information to the FamilySearch Internet Site . . . 26
- C Workshop 3: Preparing Names for Temple Ordinances 28

INTRODUCTION

The Temple and Family History Course

The *Instructor's Guide to Temple and Family History Work* is used to teach the Temple and Family History course. This beginning-level course is designed to help Church members understand the doctrines related to temple and family history work, begin to do family history research, and perform temple ordinances for their ancestors. Individuals who are already engaged in temple and family history work can also benefit from the course by learning about additional resources that are available.

The primary resources for this course are:

- *Member's Guide to Temple and Family History Work* (36795)
- *Instructor's Guide to Temple and Family History Work* (35804)
- *Temple and Family History Course DVD* (54102)

Each person who takes the course should have a copy of the *Member's Guide*. The course instructor uses the *Instructor's Guide* and the *Temple and Family History Course DVD* to teach the course.

Ward or branch leaders may ask a family history consultant or some other qualified member to teach the course. As guided by the Holy Ghost, leaders may invite specific members to attend. The course may be taught at any time that is convenient for members, including during Sunday School, as determined by the bishopric or branch presidency.

The course material can be used in other ways to teach ward or branch members:

- High priests group leaders, elders quorum presidencies, and Relief Society presidencies may use individual lessons for instruction on the first Sunday of the month. As appropriate, they may use the lessons for firesides or for teaching opportunities on weeknights or Saturdays.
- Bishoprics and branch presidencies may use individual lessons or materials from the lessons in combined Melchizedek Priesthood and Relief Society meetings on fifth



Notes

Sundays. They may also use the lessons for firesides or activities for young men and young women.

- Aaronic Priesthood and Young Women advisers may use the lessons as a resource for instruction on Mutual night. They may use the lessons to teach the young men and young women together or in their respective organizations, or they may use the lessons as the basis for activities.
- Individuals may study the course on their own.

For the Instructor

This guide will help you, as the instructor, to teach the Temple and Family History course to members of the Church. This beginning-level course will help class members:

- Learn basic doctrines related to temple and family history work.
- Gather family history information about their ancestors.
- Record family history information.
- Perform temple ordinances for their ancestors.

Course Materials

The course materials should be used as follows:

- ***Member's Guide to Temple and Family History Work.*** Each class member should have a copy of the *Member's Guide*. Encourage class members to study the guide carefully and bring it to class with them each week.
- ***Instructor's Guide to Temple and Family History Work.*** Use the *Instructor's Guide* to teach the course. It contains basic lessons on doing temple and family history work. Lessons contain objectives, key points, and assignments for class members.
- ***Temple and Family History Course DVD.*** This DVD provides video segments about the principles taught in each lesson and will help you present the lessons. If a DVD player is not available, you can teach the course using only the *Instructor's Guide*.

Lesson Preparation

These lessons should be adapted to the needs of class members. For example, if class members are comfortable using computers, you may not need to teach the section on how to record information on paper forms.

Notes

If more time is needed to teach a lesson, you may take two or more weeks to cover the material. You may have individuals in your class who have experience in doing family history research. If so, they may be able to assist in class as the need arises.

Review the "Objectives" and "Preparation" sections of each lesson. They will help you prepare for each lesson and know what supplies you will need. You can use your own experiences or the experiences of others to supplement the lessons.

At the beginning of each lesson, review the assignments from the previous class and see if class members have any questions. Invite them to share the experiences they have had doing family history work. At the end of each lesson, encourage class members to fulfill the assignments for the coming week.

Optional Computer Workshops

The workshops found in the appendix provide hands-on experience with the FamilySearch Internet site, found at www.familysearch.org. If class members need additional help with computer tasks, you can use these workshops to supplement the lessons.

Follow the Guidance of the Holy Ghost

Be prayerful about the needs of class members. Listen to the Holy Ghost as you consider the instructions, examples, and DVD segments to use for each class. Also, encourage class members to record their experiences and spiritual impressions as they do temple and family history work. Doing this can help them recognize and follow promptings from the Holy Ghost about what to do next.

Technical Support

If you need help using the FamilySearch Internet site, contact family history area support at 1-866-406-1830. If you live outside of North America, visit the following Web site to find the telephone number for your area: contact.familysearch.org.

Horizontal lines for taking notes.

LESSON 1

THE PURPOSE OF TEMPLE AND FAMILY HISTORY WORK

Objective

When class members complete this lesson, they should understand basic doctrines of temple and family history work.

Preparation

In preparation for this lesson:

- Prayerfully study pages 1–5 of the *Member's Guide to Temple and Family History Work*.
- Obtain a copy of the *Member's Guide* for each class member.
- Watch the following segments of the *Temple and Family History Course DVD*. (If you are not able to show the segments, you can cover some of the same information by presenting the discussion activity that follows the showing of the segments.)
 - “Saviors on Mount Zion” (3:38 minutes)
 - “To Turn the Hearts” (6:15 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.

Activity

Give each class member a copy of the *Member's Guide*. Encourage class members to study it carefully and bring it to class with them each week.

Key Points

1. The Great Plan of Happiness

Have someone read the first paragraph on page 1 of the *Member's Guide*. Then ask:

- What is Heavenly Father's plan for His children?
- What is the role of temple ordinances in our Father's plan?

After class members discuss these questions, share the statement by President Boyd K. Packer found on page 1 of the *Member's Guide*.

Bear testimony of the importance of temple blessings for each child of God.



Notes

2. Eternal Families Are Part of the Plan

Invite someone to read President Gordon B. Hinckley's statement found on page 2 of the *Member's Guide*. Then discuss the following questions:

- What does God want for families?
- How can we help our ancestors receive the joy and happiness that come from family life?



DVD Presentation

Before showing this DVD segment, ask class members to look for how family history work is like the Savior's Atonement, although on a much smaller scale.

Show "Saviors on Mount Zion" (3:38 minutes).

Discuss

Invite class members to discuss their impressions of the DVD presentation. Then ask:

- What does it mean to become saviors on Mount Zion?

Read and discuss the statement by the Prophet Joseph Smith about how we can become saviors on Mount Zion, found on page 3 of the *Member's Guide*.

3. The Mission of Elijah

Have class members read the following scriptures:

- Malachi 4:5–6
- 3 Nephi 25:5–6
- Doctrine and Covenants 2:1–3

Ask class members:

- Why is the prophecy of Elijah's return repeated so often in the scriptures?



DVD Presentation

Before showing this DVD segment, ask class members to look for how we can turn our hearts to our ancestors.

Show "To Turn the Hearts" (6:15 minutes).

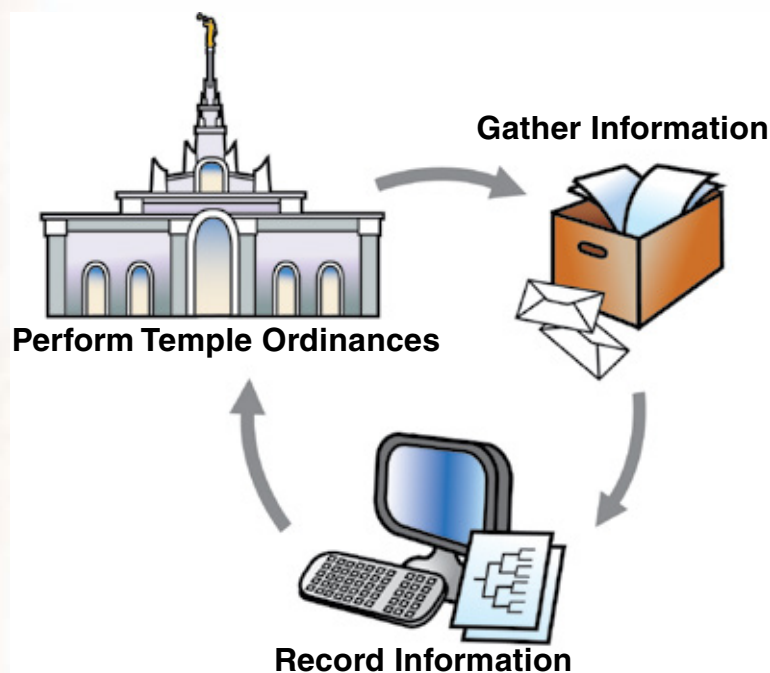
Discuss

Discuss the answers to the following questions:

- How was the prophecy of Elijah's return fulfilled?
- What can we do to turn our hearts to our ancestors?
- How might we expect to have our ancestors' hearts turned to us?

LESSON 2

GETTING STARTED



Objectives

When class members complete this lesson, they should be able to:

- Understand the three-step process for doing temple and family history work.
- Feel a desire to follow the promptings of the Holy Ghost in their efforts to identify and redeem their ancestors.
- Register on the FamilySearch Internet site and view the information it contains about themselves and their families. The site is found at www.familysearch.org.

Preparation

In preparation for this lesson:

- Prayerfully study pages 6–9 of the *Member's Guide to Temple and Family History Work*.
- Give the ward clerk a list of those who will attend your class. Ask him to print an Individual Ordinance Summary for each class member and then come to class during the last five minutes to give each class member his or her form. The Individual Ordinance Summary provides information that class members will need to complete their assignment for this lesson.

Notes

- Go to www.familysearch.org and review the helps and resources available in the Help Center. These online helps provide the most current instructions for using the FamilySearch Internet site. You may want to print some of these materials to use as handouts for the class members.
- Watch the following segments of the *Temple and Family History Course DVD*. (If you are not able to show the segments, you can cover some of the same information by presenting the discussion activity that follows the showing of the segments.)
 - “Begin Your Family History” (3:24 minutes)
 - “Follow the Spirit” (6:35 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.

Review Assignments

Begin the class by briefly reviewing the assignments from the previous lesson. Ask class members:

- How many of you were able to complete one or more of the assignments on page 5 of the *Member’s Guide*?
- What experiences did you have?

Key Points

1. A Process for Temple and Family History Work



DVD Presentation

Before showing the following DVD segment, explain that it will provide an overview of a process for doing temple and family history work. It also shows class members where they can get help as they begin doing this work. As class members watch the segment, ask them to look for what resources are available to help them.

Show “Begin Your Family History” (3:24 minutes).

Discuss

Briefly review the following points from the DVD segment:

- There is a three-step process for doing temple and family history work. (You may want to point out the diagram on page 6 of the *Member’s Guide*.)
- The FamilySearch Internet site is a central place for finding information about your family and preparing names for temple work.
- Resources are available to help you with your family history work.

Answer any questions the class members might have.

Notes

2. Where to Get Help

Explain to class members that on pages 6–9 of the *Member's Guide* they can find information about resources available to help them with their temple and family history work.

Help class members understand what a family history consultant does (see page 7 of the *Member's Guide*). Tell them who the family history consultants are in your ward or branch.

Also explain the services available in family history centers, which may include:

- Free classes
- Research assistance
- Ordering of microfilms
- Photocopy services
- Internet access

3. Follow the Guidance of the Holy Ghost

Invite someone to read 1 Nephi 4:6–7. Then ask class members the following questions:

- Why was Nephi able to go forward despite not knowing what he should do?
- How can you exercise similar faith as you do temple and family history work?

**DVD Presentation**

Before showing this DVD segment, ask class members to look for ways in which the Holy Ghost guides people in temple and family history work.

Show “Follow the Spirit” (6:35 minutes).

Discuss

Ask class members to describe ways in which the Holy Ghost communicates with people (see page 7 of the *Member's Guide*).

Invite a class member to share an experience when he or she was led by the Holy Ghost.

4. Begin with the FamilySearch Internet Site

Explain that the FamilySearch Internet site is a powerful resource for those who are doing temple and family history work (see pages 8–9 of the *Member's Guide*). It allows Church members to do the following:

- See what information the Church has about them and their families.
- View, record, and edit their family information.

Notes

- Prepare names for temple work.
- Work together with other family members.

Tell class members that as they begin their temple and family history work, the first thing they should do is register on the FamilySearch Internet site and find what information is available about themselves and their families. If class members do not have a computer, they can ask a family history consultant to find their family information on the FamilySearch Internet site and print it for them.

Activity

During the last five minutes of class, ask the ward clerk to give the Individual Ordinance Summary forms to the class members. These forms have each person’s membership number and confirmation date, which they will need to do the assignment for this week. (The information on the forms is confidential, so be sure that each form is seen only by the person to whom it belongs.)

Also, give each class member copies of any instructions that you have printed from the FamilySearch Internet site. Class members may find these instructions useful as they begin using the site during the week.

Optional Workshop

If class members need help registering on the FamilySearch Internet site, you may want to teach workshop 1, “Registering on the FamilySearch Internet Site,” found in appendix A. You can teach this workshop to a small group or use it to provide help to an individual.

ASSIGNMENTS

Encourage class members to follow the Holy Ghost as they begin gathering family history information. Invite them to:

- Register on www.familysearch.org and see what information they can find about themselves and their families. If class members do not have Internet access, encourage them to ask a family history consultant to help them find the information about their families that is available on the FamilySearch Internet site.
- Print a family pedigree and one or more family group records for their family from the FamilySearch Internet site (or ask a family history consultant to print the forms for them). If the Internet site contains information about multiple generations, class members can print records for just a few generations. Encourage class members to bring the forms to the next class.
- Prepare for the next class by reading chapter 3, “Gathering Information from Home,” pages 10–12 of the *Member’s Guide*.

LESSON 3

GATHERING INFORMATION FROM HOME



Objectives

When class members complete this lesson, they should be able to:

- Understand what information is needed for temple work.
- Understand the need to check their family information on the FamilySearch Internet site before gathering more information.
- Begin gathering information from home sources.

Preparation

In preparation for this lesson:

- Prayerfully study pages 10–12 of the *Member's Guide to Temple and Family History Work*. Also review the section titled “Information Needed for Temple Work” on page 17 of the *Member's Guide*.
- Watch the following segments of the *Temple and Family History Course DVD*. (If you are not able to show the segments, you can cover some of the same information by presenting the discussion activity that follows the showing of the segments.)
 - “Information Needed for Temple Work” (5:51 minutes)
 - “Gathering Information from Home” (7:02 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.
- Bring a cardboard box containing several examples of common family records or items from your home that might have genealogical information in them, such as birth, marriage, and death records; a family Bible; family history stories; newspaper clippings about the family; obituaries; or a journal. Prepare to show them to the class.

Review Assignments

Begin the class by briefly reviewing the assignments from the previous lesson. Ask class members:

- How many of you were able to register on the FamilySearch Internet site? What challenges did you face while trying to register?

Notes

- How many of you were able to find information about yourself or your family on the Internet site?
- How many of you were able to print a family pedigree and family group records for three or four generations of your family?

If any class members were unable to register on the Internet site and print their family information, make arrangements to help them complete these assignments.

Key Points

1. Information Needed for Temple Work

Explain that as class members gather information, they should know what information is needed to do temple work for their ancestors.



DVD Presentation

Before showing this DVD segment, ask class members to look for the types of information that will enable them to do temple work for their ancestors.

Show “Information Needed for Temple Work” (5:51 minutes).

Discuss

Ask class members to discuss the information that is needed to do temple work for a person. Read together “Information Needed for Temple Work” on page 17 of the *Member’s Guide*.

Help class members understand that they should gather as much information as possible to ensure that temple ordinances are not duplicated and to provide a solid foundation for future research.

2. Use the FamilySearch Internet Site

Ask class members to look at the family pedigree and family group records that they printed from the FamilySearch Internet site. Invite them to share what they learned about their family.

Help them do the following:

- Review the information on their printed records.
- Identify and correct obvious errors.
- Add missing information.
- See if there are temple ordinances that can be done.

Emphasize that if the records show that ordinances can be performed for an ancestor, class members can go to the temple immediately to do this work. They can refer to pages 32–33 in the *Member’s Guide* for instructions on how to perform temple ordinances.

Notes

Explain that if class members do not have enough information about some ancestors for temple ordinances to be performed, this course will help them learn how to gather the necessary information and add it to the FamilySearch Internet site.

3. Gather Information from Home Sources

Explain that class members may find some excellent family history information by:

- Recording family history information from their memories.
- Looking for records that exist in their homes.



DVD Presentation

Before showing this DVD segment, ask class members to look for ways to gather family history information that exists in their homes.

Show “Gathering Information from Home” (7:02 minutes).

Discuss

Ask class members to identify objects or records they might find in their homes that could contain useful family history information (see items listed on page 11 of the *Member’s Guide*).

Show

Show class members the box containing the records you have gathered. Show the records to the class members, and discuss the types of records that class members might expect to find in their homes.

ASSIGNMENTS

Encourage class members to:

- Prayerfully choose a family or an individual ancestor to learn more about. Give special attention to those who need temple ordinances.
- Begin gathering information from home about that family or individual. Ask class members to bring some of the information they find to the next class.
- Prepare for the next class by reading chapter 4, “Recording Family History Information,” pages 13–20 of the *Member’s Guide*.
- Bring a family pedigree and family group records printed from the FamilySearch Internet site so they can continue to learn how to record family history information.

LESSON 4

RECORDING FAMILY HISTORY INFORMATION

Notes

Objectives

When class members complete this lesson, they should be able to:

- Understand the importance of keeping accurate family history records.
- Record names, dates, and places in the correct format.
- Preserve family information by using the FamilySearch Internet site or paper forms.

Preparation

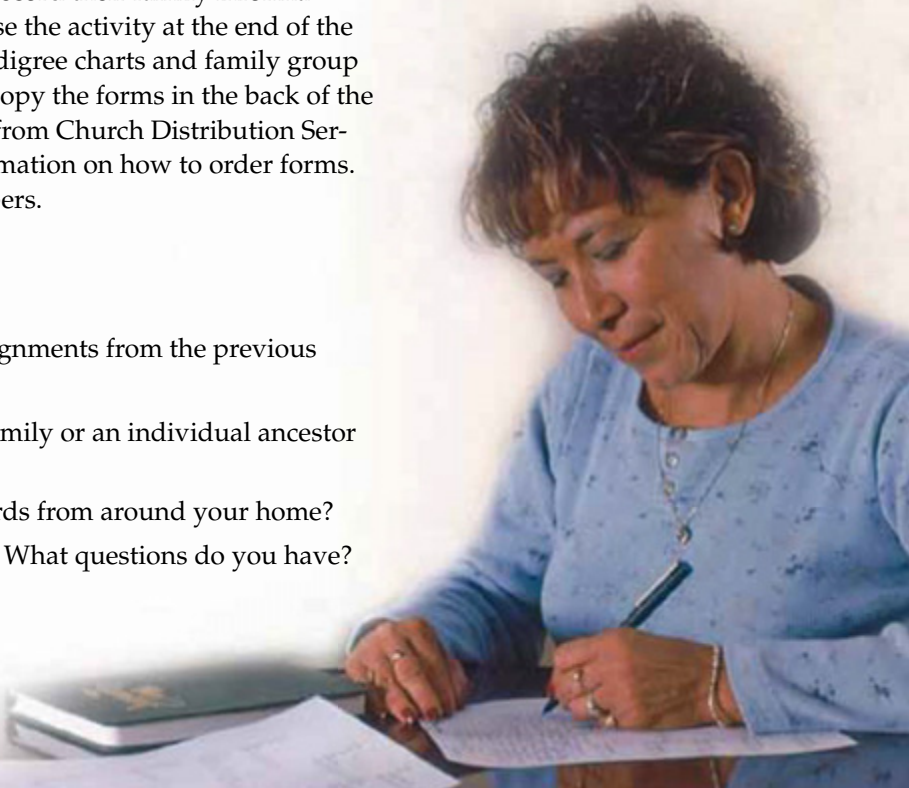
In preparation for this lesson:

- Prayerfully study pages 13–20 of the *Member’s Guide to Temple and Family History Work*.
- Watch the following segment of the *Temple and Family History Course DVD*. (If you are not able to show the segment, you can cover some of the same information by presenting the discussion activity that follows the showing of the segment.)
— “Using Pedigree Charts and Family Group Records” (4:44 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.
- If you have class members who plan to record their family information on paper forms, you may want to use the activity at the end of the lesson. For this activity, bring several pedigree charts and family group records for each class member. You can copy the forms in the back of the *Member’s Guide*, or you can order forms from Church Distribution Services. The ward clerk can give you information on how to order forms. Bring enough pencils for the class members.

Review Assignments

Begin the class by briefly reviewing the assignments from the previous lesson. Ask class members:

- How many of you prayerfully chose a family or an individual ancestor to learn more about?
- How many of you began gathering records from around your home?
- What new information have you found? What questions do you have?



Notes

Key Points

1. The Importance of Keeping Records

Invite someone in the class to read Doctrine and Covenants 128:24 (see page 14 of the *Member's Guide*). Ask class members:

- Why is it important to keep records of our family history and temple work?
- How can we make a record worthy of the Lord's acceptance?

2. Using the FamilySearch Internet Site

Review with class members the first paragraph under "Using the FamilySearch Internet Site" on page 14 of the *Member's Guide*. Point out that once family history information is entered into the FamilySearch Internet site (found at www.familysearch.org), the system provides many benefits, as outlined in the bulleted information on page 14. Review these bulleted items together.

To help class members understand how to enter their family information into the FamilySearch Internet site, review "Entering the Information Yourself" or "Working with a Family History Consultant" on pages 14–15 of the *Member's Guide*. Choose the option that best meets the needs of your class members. Answer any questions that class members have.

3. How to Record Information on Forms

Note: If most members of your class have access to computers and plan to record their information directly in the FamilySearch Internet site, you may want to skip this section and the activity on the next page.

Help class members understand that if they do not have access to a computer, they have the option to prepare a handwritten record of their family information. One way to do this is for the family history consultant to print copies of the family pedigree and family group records for the class members' families from the FamilySearch Internet site. Then class members can write additional information about their ancestors directly on the forms. The advantage of using forms printed from the Internet site is that these forms may already contain some information about the family.

If class members are unable to obtain printouts from the FamilySearch Internet site, they can use the blank pedigree chart and family group record found in appendix A of the *Member's Guide*. Additional forms are available in family history centers, or they can be ordered from Church Distribution Services.



DVD Presentation

Before showing this DVD segment, ask class members to look for how pedigree charts and family group records are used to record family information.

Show "Using Pedigree Charts and Family Group Records" (4:44 minutes).

Notes

Discuss

Discuss the following questions:

- What is the purpose of a pedigree chart?
- What is the purpose of a family group record?
- Why are both types of forms necessary?

4. Guidelines for Record Keeping

Have class members turn to “Guidelines for Record Keeping” on pages 17–19 of the *Member’s Guide*. Explain that this section provides guidelines that will help them know how to record information about their families.

Quickly review the guidelines for recording names, dates, and places. Emphasize that this section of the *Member’s Guide* is a reference that class members can return to for information and examples.

Activity

Note: This activity is only for individuals who want to record their information on paper forms.

Make sure class members have forms printed from the FamilySearch Internet site or blank pedigree charts and family group sheets. Help class members begin to record on the appropriate forms the information they have gathered thus far.

Most class members will not finish this activity during class time. Encourage them to continue working on these forms at home.

Optional Workshop

If class members need help recording information in the FamilySearch Internet site, you may want to teach workshop 2, “Adding Information to the FamilySearch Internet Site,” found in appendix B. You can teach this workshop to a small group or use it to provide help to an individual.

ASSIGNMENTS

Encourage class members to:

- Begin recording the family information they have gathered from home. If they have access to the Internet, they can record the information directly in www.familysearch.org. If they do not have Internet access, they can record the information on paper forms.
- Use the guidelines on pages 17–19 of the *Member’s Guide* to record names, dates, and places correctly.
- Prepare for the next class by reading chapter 5, “Gathering Information from Family,” pages 21–23 of the *Member’s Guide*.



LESSON 5

GATHERING INFORMATION FROM FAMILY

Objectives

When class members complete this lesson, they should be able to:

- Identify family members who may have additional family history information.
- Contact these individuals to obtain the information.

Preparation

In preparation for this lesson:

- Prayerfully study pages 21–23 of the *Member’s Guide to Temple and Family History Work*.
- Watch the following segments of the *Temple and Family History Course DVD*. (If you are not able to show the segments, you can cover some of the same information by presenting the discussion activity that follows the showing of the segments.)
 - “Gathering Information from Family” (5:14 minutes)
 - “Family History Interviews” (5:42 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.

Review Assignments

Begin the class by briefly reviewing the assignments from the previous lesson. Ask class members:

- How many of you were able to record the family history information you have found so far?
- What questions do you have about recording information?

If any class members were unable to record the information they have gathered so far, make arrangements to help them complete this assignment.

Key Points

1. Gathering Information from Your Family

Help class members understand that family members can be a valuable source of family history information.

DVD Presentation

Before showing this DVD segment, ask class members to look for the rewards that come from contacting family members.

Show “Gathering Information from Family” (5:14 minutes).

Discuss

Review the examples from the DVD presentation. Ask class members:

- Which stories or examples most impressed you? Why?
- What feelings did you have as you watched the presentation?

2. Interviewing Family Members

Help class members become familiar with the information in the *Member’s Guide* about how to contact family members and conduct interviews with them. Point out the guidelines on pages 21–23, and discuss them with the class. Also point out the list of sample interview questions in appendix B of the *Member’s Guide*. Then ask:

- What should you do before an interview with a family member in order to glean the most helpful information?
- What types of questions should you ask during a family history interview?
- What should you do after an interview in order to make the best use of the information you have received?

Encourage class members to study the guidelines in the *Member’s Guide* and the questions in appendix B as they prepare to contact family members.

DVD Presentation

Before showing this DVD segment, explain to class members that they will see two examples of a family history interview. Ask them to look for the differences between the two interviews.

Show “Family History Interviews” (5:42 minutes).

Notes

Discuss

Ask class members to consider the two interviews shown in the presentation. Then ask:

- What were some of the problems that occurred in the first example?
- What techniques were more effective in the second example?

You may want to list class members' comments on the board. Emphasize that in the second example, the interviewer did the following:

- Contacted the person in advance.
- Was prepared to record the information.
- Asked open-ended questions during the interview.
- Obtained copies of important documents.

3. Recording as You Gather

Explain that as class members gather information, they can continue to record it in the FamilySearch Internet site. Ask the following questions:

- Why is it helpful to record information as you gather it?
- How many of you have found information that could be added to what is already recorded?

Remind class members to continue recording information as they obtain it from family members and other sources. They can keep simple notes on the printouts they get from the FamilySearch Internet site, or they can use the blank forms in appendix A of the *Member's Guide*.

ASSIGNMENTS

Encourage class members to:

- Make a list of family members who might have additional information about their family.
- Contact one or more family members during the coming week and see if they have any information that could be added to the FamilySearch Internet site.
- Prepare for the next class by reading chapter 6, "Gathering Information from Public Records," pages 24–28 of the *Member's Guide*.

LESSON 6

GATHERING INFORMATION FROM PUBLIC RECORDS

Notes

Objectives

When class members complete this lesson, they should be able to:

- Understand the value of public records as a resource for gathering family information.
- Use the Record Selection Table in appendix C of the *Member's Guide* to choose a public record to search.
- Go to places where public records are kept and review the records to see if they have any needed information.

Preparation

In preparation for this lesson:

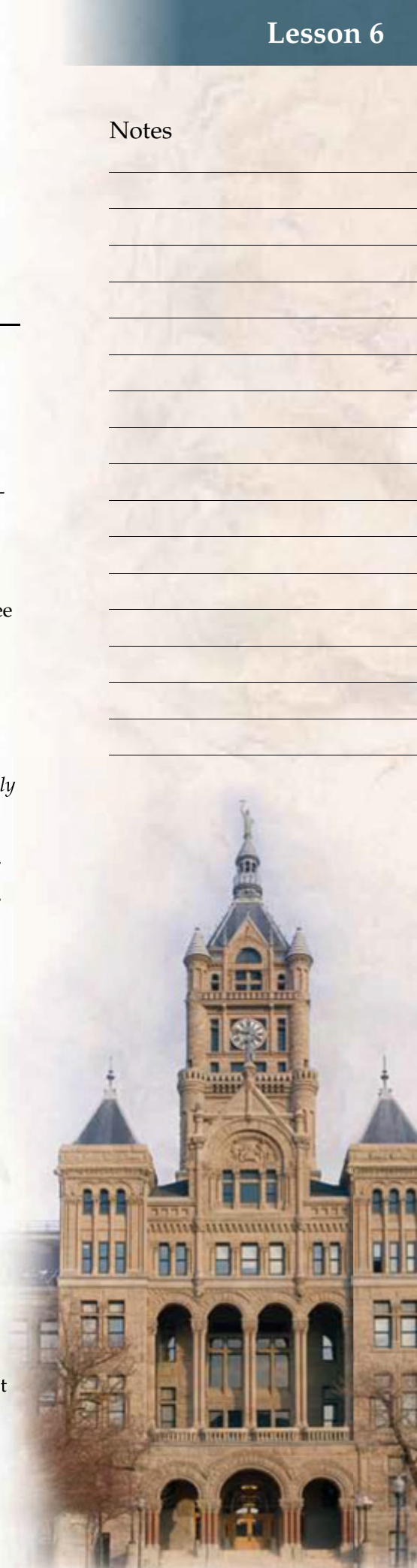
- Prayerfully study pages 24–28 of the *Member's Guide to Temple and Family History Work*.
- Review the following segments of the *Temple and Family History Course DVD*. (If you are not able to show the segments, you can cover some of the same information by presenting the discussion activity that follows the showing of the segments.)
 - “Introduction to Public Records” (5:22 minutes)
 - “Gathering Information from Public Records” (5:55 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.

Review Assignments

Begin the class by briefly reviewing the assignments from the previous lesson. Ask class members:

- How many of you were able to contact a family member and request family information?
- How many of you were able to find new information that could be added to your family pedigree and family group records?
- What questions do you have?

Encourage class members to record any new information they found about their ancestors, and offer to help them as needed.



Notes

Key Points

1. Public Records to Search

Explain to class members that after they have gathered information from home and from family members, they may need to search for additional information in public records. Such records include birth, marriage, and death records; census records; and other types of records kept by governments or churches.



DVD Presentation

Before showing this DVD segment, ask class members to look for types of public records that contain valuable family history information.

Show “Introduction to Public Records” (5:22 minutes).

Discuss

Ask class members to identify types of public records as presented in the DVD segment and as listed in the *Member’s Guide* on pages 24–25. Discuss the kinds of information often found in public records.

2. Gathering Information from Public Records



DVD Presentation

Before showing this DVD segment, ask class members to look for the process used to gather information from public records.

Show “Gathering Information from Public Records” (5:55 minutes).

Discuss

Discuss the method for gathering information from public records as presented in the DVD segment. Then do the following:

- Ask class members to locate the Record Selection Table in appendix C of the *Member’s Guide*.
- Explain how the table works. Review with class members some of the information in the table so that they understand how to use it. Point out that the first column shows types of information about an ancestor and important events in an ancestor’s life. The second and third columns show organizations that may have records related to those types of information or events. Explain to the class that vital records are birth, marriage, and death records.
- Answer any questions that class members may have.

Notes

Apply

Ask class members to identify organizations in their area that keep public records. Then discuss the following ways to obtain a copy of a public record:

- Write to the person who keeps the records.
- Visit the place where the records are stored.
- Telephone the caretaker of the records and ask for copies of the records you want.
- Check to see if the organization has a Web site where records are indexed or available.
- Check to see if another organization, such as the Family History Library, has a copy of the record.
- Hire someone to search the records for you.

3. Keeping Notes on What You Find

Explain to class members that they can avoid duplicating their efforts by keeping a record of the research they do and the information they find.

Have class members turn to the sample research log in appendix A of the *Member's Guide*. Use the information on page 27 of the *Member's Guide* to review how to use the research log.

Show class members how to add information to a research log, and answer any questions they may have.

ASSIGNMENTS

Encourage class members to:

- Use the Record Selection Table in appendix C of the *Member's Guide* to identify a type of record that might contain information about an ancestor.
- Locate the record and see what information it contains. Class members can visit the place where the record is kept. They can also write, call, e-mail, or use the Internet to inquire about the records.
- Record the results of the search in the research log in appendix A. Record any new information in the FamilySearch Internet site or on paper forms.
- Prepare for the next class by reading chapter 7, "Providing Temple Ordinances," pages 29–36 of the *Member's Guide*.

Notes

LESSON 7

PROVIDING TEMPLE ORDINANCES

Objectives

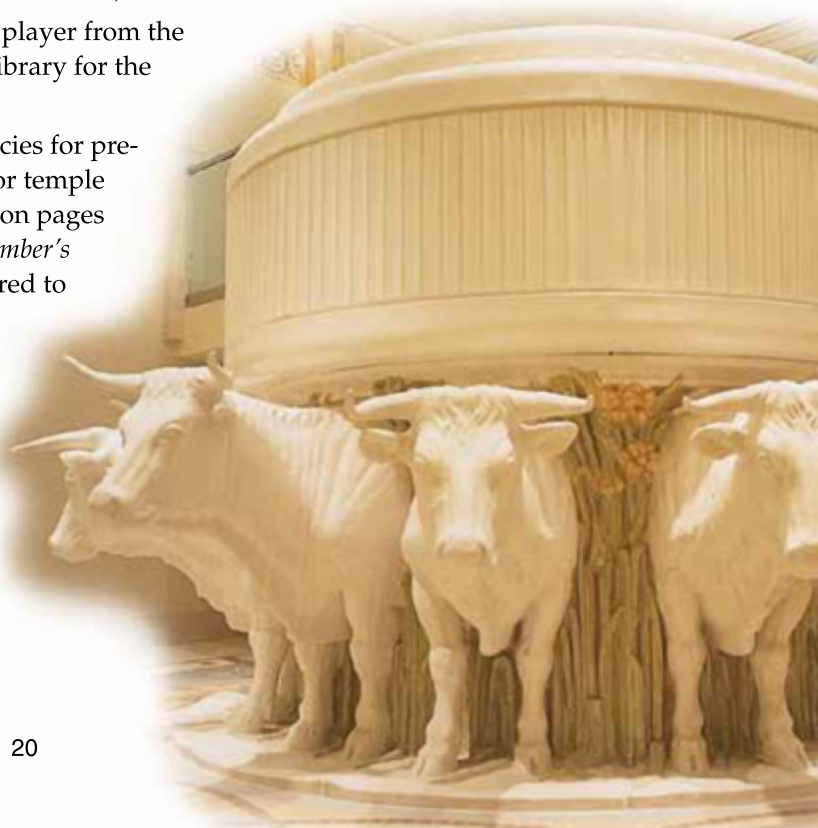
When class members complete this lesson, they should be able to:

- Understand the blessings that come from temple and family history work.
- Understand basic policies and guidelines for preparing names for temple ordinances.
- Print a Family Ordinance Request form to take to the temple.

Preparation

In preparation for this lesson:

- Prayerfully study pages 29–36 of the *Member's Guide to Temple and Family History Work*.
- Review the following segments of the *Temple and Family History Course DVD*. (If you are not able to show the segments, you can cover some of the same information by presenting the discussion activity that follows the showing of the segments.)
 - “Submitting Names to the Temple” (5:57 minutes)
 - “Blessings of Temple and Family History Work” (5:47 minutes)
- Reserve a DVD player from the meetinghouse library for the class session.
- Review the policies for preparing names for temple work, as found on pages 30–32 of the *Member's Guide*. Be prepared to answer questions the class members might have about these policies.



Notes

Review Assignments

Begin the class by briefly reviewing the assignments from the previous lesson. Ask class members:

- How many of you were able to use the Record Selection Table (in appendix C of the *Member's Guide*) to locate helpful public records?
- How many of you found new information that could be added to your family pedigree and family group records?
- What experiences did you have while searching public records?
- What questions do you have?

Key Points

1. Awaiting the Blessings of the Gospel

Explain that during this lesson, class members will learn how to prepare names for temple work.

Find out if anyone in the class has served a mission or has recently joined the Church. Ask these individuals to describe how new converts feel when they are finally able to enjoy the blessings of the gospel in their lives. Explain that we can help to bring this same joy into the lives of our ancestors.

Testify of the blessings that come into our lives as we serve our ancestors in the temples of the Lord.

2. Policies for Preparing Names for Temple Work

Review with class members the guidelines for determining which names to submit for temple work, found on page 30 of the *Member's Guide*. Ask the following questions:

- Why is it important to seek permission from the closest living relative when you would like to perform temple work for a deceased person born within the last 110 years?
- Which family members can be considered the closest living relatives?

Discuss the guidelines for determining what ordinances need to be performed, found on pages 31–32 of the *Member's Guide*. Explain that when class members enter their family information into the FamilySearch Internet site, the system will automatically identify which ancestors qualify for temple ordinances and which ancestors may not need ordinances.

Discuss the responsibility that Church members have to perform temple ordinances for their own ancestors. Emphasize that members should not submit the names of people who are not related to them for temple work.

Encourage class members to comply with Church policies as they prepare names for temple work.

Notes

3. Submitting Names to the Temple *DVD Presentation*

Before showing this DVD segment, ask class members to look for the ways in which names can be submitted to the temple.

Show “Submitting Names to the Temple” (5:57 minutes).

Discuss

Ask class members to describe the two ways to submit a name to the temple. Make sure they understand that they can use the FamilySearch Internet site or paper forms. Then ask:

- How do you use the FamilySearch Internet site to arrange for temple ordinances to be performed?
- How do you use paper forms to arrange for temple ordinances to be performed?

Ask class members if they have any questions about how to submit names for temple work.

4. Performing Temple Ordinances

Have class members turn to “Performing Temple Ordinances” on pages 33–34 of the *Member’s Guide*. Discuss the information about scheduling a visit to the temple, what happens at the temple, and what to do after a visit to the temple. Be sure that class members understand what is expected of them.

5. Blessings of Temple Work *DVD Presentation*

Before showing this DVD segment, ask class members to look for the blessings that come from temple and family history work.

Show “Blessings of Temple and Family History Work” (5:47 minutes).

Discuss

Discuss some of the blessings mentioned in the DVD segment. As appropriate, invite class members to describe blessings that have come into their lives as they have done the temple and family history work associated with this course.

Read President Boyd K. Packer’s statement on pages 34–35 of the *Member’s Guide*. Emphasize the following idea: “Family history work has the power to do something *for* the dead. It has an equal power to do something *to* the living.”

Notes

6. Continuing Your Efforts

Invite a class member to read Doctrine and Covenants 128:22. Encourage class members to continue identifying and redeeming their ancestors through temple and family history work.

Optional Workshop

If class members need help as they prepare names for temple ordinances, you may want to teach workshop 3, “Preparing Names for Temple Ordinances,” found in appendix C. You can teach this workshop to a small group or use it to provide help to an individual.

ASSIGNMENTS

Encourage class members to:

- Prepare the names of one or more ancestors for temple ordinances.
- Print a Family Ordinance Request form to take to the temple. If class members are using printed family group records, encourage them to work with their family history consultant to submit the names of their ancestors for temple work.
- Continue to gather family information during the coming months, and continue to submit names to the temple for ordinance work.

Follow Up

Your challenge as an instructor is to follow up with class members to help them with temple and family history work. Arrange times during the next few weeks to visit with each of them to see how they are doing with this work. Offer to help class members where you can. You could also include family history consultants in this follow-up effort. Your continued support will play an important role in class members' success.

Notes

WORKSHOP 1

REGISTERING ON THE FAMILYSEARCH INTERNET SITE

Objective

This material should be taught as a workshop in which class members will be able to practice with a computer. When class members complete the workshop, they should be able to register on the FamilySearch Internet site.

Preparation

In preparation for this workshop:

- Prayerfully study pages 8–9 of the *Member's Guide*.
- Arrange for a place to teach the workshop. You can teach the workshop in your home or in a family history center or wherever a computer with Internet access is available. Try to find a place with more than one computer so that all class members can practice using the FamilySearch Internet site, found at www.familysearch.org. If only one computer is available, encourage class members to take turns doing the tasks so each person gains experience.
- Practice using the FamilySearch Internet site so you can show class members how to use its basic features. These include viewing family information, moving forward and backward through the pedigree, and switching between family group record and pedigree views.
- Go to the Help Center at www.familysearch.org, and review the instructions for using the Internet site. The online instructions are the most current. You may want to print some of these materials to distribute to your class members.

Explain

Explain the process for registering on the FamilySearch Internet site. You may want to have class members turn to page 8 in the *Member's Guide* and review the steps listed there.

Notes

Demonstrate

Registration and Sign-In

- Distribute copies of any instructions you have printed from the FamilySearch Internet site so that class members can follow along during the demonstration.
- Use the computer to show class members the home page at www.familysearch.org.
- Invite a class member to help with the demonstration. Have that person sit at the computer keyboard.
- Guide the volunteer through each step of the registration process while the other class members watch.
- After the person has registered, help him or her sign in for the first time and view family information.

Navigation

- Show class members how to move forward and backward through the pedigree view. Point out the temple icons that indicate when temple ordinances need to be performed.
- Show class members how to print information from the family group record and pedigree views.
- You may also want to show class members the helps and resources available in the Help Center.

Practice

- If you have access to only one computer, have class members take turns using it. If you have multiple computers, encourage class members to share computers if necessary.
- Allow class members time to register on the FamilySearch Internet site and view and print information about their families.
- Provide help and feedback as needed. Answer questions that arise during the workshop.
- Encourage class members to look for ancestors who need to have temple ordinances performed for them.

Notes

WORKSHOP 2

ADDING INFORMATION TO THE FAMILYSEARCH INTERNET SITE

Objective

This material should be taught as a workshop in which class members will be able to practice with a computer. When class members complete the workshop, they should be able to add names, dates, and places to their pedigree on the FamilySearch Internet site.

Preparation

In preparation for this workshop:

- Arrange for a place to teach the workshop. You can teach the workshop in your home or in a family history center or wherever a computer with Internet access is available. Try to find a place with more than one computer so that all class members can practice using the FamilySearch Internet site, found at www.familysearch.org. If only one computer is available, encourage class members to take turns doing the tasks so each person gains experience.
- Practice using the FamilySearch Internet site so you can show class members how to use its basic features, such as adding the name of a husband, a wife, or a child.
- Go to the Help Center at www.familysearch.org, and review the instructions for using the Internet site. The online instructions are the most current.

Explain

Explain the types of information that can be added to the FamilySearch Internet site:

- Names of individuals.
- Dates and places of important events such as birth, marriage, and death.
- Facts such as titles, occupations, or physical descriptions.
- Sources from which you obtained information.
- Notes or details about your research findings.
- Relationships of individuals to other family members.

Notes

Demonstrate

- Sign in to the home page at www.familysearch.org.
- Show class members how to add information by adding an individual to your own pedigree. If you do not have any information to add, you may want to use a class member's pedigree for this demonstration.
- Add various types of information, such as names, dates, and places.
- Add facts, notes, and sources.
- Show class members how to indicate family relationships.

Practice

- If you have access to only one computer, have class members take turns using it. If you have multiple computers, encourage class members to share computers if necessary.
- Allow class members time to add information to their pedigrees.
- Provide help and feedback as needed. Answer questions that arise during the workshop.
- Encourage class members to look for ancestors who need to have temple ordinances performed for them.

WORKSHOP 3

PREPARING NAMES FOR TEMPLE ORDINANCES

Objective

This material should be taught as a workshop in which class members will be able to practice with a computer. When class members complete the workshop, they should be able to print a Family Ordinance Request form that they can take to the temple.

Preparation

In preparation for this workshop:

- Prayerfully study pages 32–33 of the *Member's Guide*.
- Arrange for a place to teach the workshop. You can teach the workshop in your home or in a family history center or wherever a computer with Internet access is available. Try to find a place with more than one computer so that all class members can practice using the FamilySearch Internet site, found at www.familysearch.org. If only one computer is available, encourage class members to take turns doing the tasks so each person gains experience.
- Practice using the FamilySearch Internet site so you can show class members how to use its basic features, such as selecting temple ordinances and printing a Family Ordinance Request form.
- Go to the Help Center at www.familysearch.org, and review the instructions for using the Internet site. The online instructions are the most current.

Explain

Explain the basic steps for preparing a Family Ordinance Request form:

1. Sign in to the FamilySearch Internet site.
2. Find the name you want to submit for temple work.
3. Indicate who will provide proxies for the temple ordinances.
4. If you are providing proxies, select the ordinances to be done.
5. Review the Family Ordinance Request form on the screen to make sure the information is correct.
6. Print the Family Ordinance Request form and take it to any temple.

Notes

Demonstrate

- Sign in to the home page at www.familysearch.org.
- Show class members how to find names of individuals for whom ordinances need to be performed.
- Demonstrate how to select the ordinances to perform.
- Show class members how to prepare and print a Family Ordinance Request form.

Practice

- If you have access to only one computer, have class members take turns using it. If you have multiple computers, encourage class members to share computers if necessary.
- Allow class members time to prepare a Family Ordinance Request form for ancestors who need temple ordinances.
- Provide help and feedback as needed. Answer questions that arise during the workshop.
- Encourage class members to take their Family Ordinance Request forms to the temple and perform the ordinances.

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