

## 5: Perform Temple Ordinances

### New Consultant Training

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These lessons are for new family history consultants. The instructor can be another consultant, a priesthood leader, or a family history center director or staff member. This is an outline for a class. Videos and handouts (PDFs) are available for these lessons at <https://www.lds.org/callings/temple-and-family-history/family-history-consultants>. If you want to use the videos and handouts, you can download them before you teach the lesson.

#### Teaching Tips

- Provide a time when new consultants can use their own family tree to practice what they learn on FamilySearch.org. It can be at the end of class or at another assigned time. Make sure there are enough people to help answer questions and provide support.
- Consultants will have many questions. Answer what you can in class, but do not let the class get sidetracked. If necessary, ask class members to write down questions to ask at the end of the class.

### Lesson

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- Report** Ask the class members to report on their assignments of attaching a record to a person in the tree and indexing a batch of records. Allow them to share what they learned.
- Introduction** Your goal as a consultant is to help Church members reserve family names and receive ordinances in behalf of these relatives in the temple. Depending on what a person's family tree looks like, there are different ways you can help him or her succeed.
- If the member's tree is small, the Temple Opportunities page may display ordinances ready to be performed. Or, you can look on the pedigree for a green arrow next to the temple icon.
  - If the member has a full tree, help him or her identify an ancestor whose descendants need temple work.
- Demo** Demonstrate the following on FamilySearch.org.
1. Sign in to FamilySearch.org.
  2. Using the traditional pedigree view in Family Tree, show where to find temple icons, and discuss what they mean: request ordinances, more information needed, ordinances in progress, and ordinances complete.
  3. Click a name to show the summary card. Discuss the ordinance abbreviations shown. Point out that a blue box indicates that ordinances are needed, and a box with dashes indicates that more information is needed before ordinances can be performed.
  4. Switch to the descendency view. Show where to find the temple icons.
  5. Go to a person's details page. Show an example of more information that is needed before ordinances can be performed, and where completed ordinance dates are displayed.
  6. Show how to request ordinances. Point out possible duplicates, and discuss why it is important to merge duplicates to prevent redoing temple ordinances. Point out that individuals born in the last 110 years must have permission from one of the closest living relatives before temple ordinances can be performed. Discuss why this rule is important.

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7. At the top of the screen, show how to see temple opportunities. Discuss how individuals in the first 5 generations who need temple ordinances are automatically listed.
8. Show the All Reserved list of temple ordinances. Point out the legend at the top of the screen with the definitions to the ordinance boxes. Show how you can organize the list.
9. Discuss what “share” (with the temple) and “unreserved” mean.
10. Show how to print a Family Ordinance Request.
11. On FamilySearch.org, click **Get Help**, and then click **Help Center**. Point out the resources and training available for the functions related to temple ordinances.

Discussion      Question: How do I know if someone needs ordinances?  
Look for the icons or indicators for requesting ordinances.

Question: After I have reserved ordinances, what do I need to do?  
You need to print a Family Ordinance Request. This form lists the ordinances you plan to perform at the temple. You take this printed form to the temple where temple staff will print the ordinances cards.

For persons born in the last 110 years, the following requirements must be met:

- The person must have been deceased for at least one year.
- You must either be one of the closest living relatives, or you must obtain permission from one of the closest living relatives. If you are not a spouse, child, parent, or sibling of the deceased, please obtain permission from one of the closest living relatives before doing the ordinances. The closest living relatives are an undivorced spouse (the spouse to whom the individual was married when he or she died), an adult child, a parent, or a brother or sister.

Verbal approval is acceptable. Family members should work together to determine when the ordinances will be done and who will do them.

Video            [Finding Our Cousins: Using New Tools on FamilySearch.org](#) (5:01)

Discussion      Question: If ordinances have been completed for all of a person’s direct-line ancestors for several generations, what can he or she do to find temple ordinances that are needed?  
You can search for descendants of an ancestor who may need temple ordinances. You can look at the children in a family to see if there are gaps of several years between birth dates. These gaps may indicate a missing child who you might easily find by searching records.

Assignments    Do the following, and perform temple ordinances:

- Sign in to FamilySearch.org, reserve ordinances, and print a Family Ordinance Request.
- View the descendants of an ancestor, and determine whether any of them need ordinances.
- Help someone else to reserve ordinances and print a Family Ordinance Request.

Handouts        [Temple Ordinances: A Quick Start Guide](#) (PDF). This handout has instructions for reserving temple ordinances on FamilySearch.org.

[Teach: Reserve Temple Ordinances](#) (PDF). This handout has tips for helping members reserve temple ordinances.

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[Family History Progress Record](#) (PDF). You can use this record to keep track of member goals, accomplishments, and follow-up activities.