

UNIT HISTORY ROLLOUT GUIDE

FOR WARD AND STAKE COUNCILS



1

LOG IN WITH YOUR CHURCH ACCOUNT

Go to UnitHistory.ChurchofJesusChrist.org. Log in using your Church Account credentials.



2

READ THE QUICK START GUIDE

Click the **Quick Start Guide** button on the welcome banner. Read the sections for information on how to use the tool. Also read the frequently asked questions on the next page of this document.



3

SUBMIT YOUR FIRST STORY

Click the **Create Story** button from the tool's home page. Follow the on-screen prompts to submit your first story. Possible story ideas might include responses to prophetic invitations, experiences of those who have received sacred ordinances, accounts of ministering efforts, narratives of service activities, or stories from youth camps.

What's Next?

Add unit history as an agenda item in your ward or stake council meetings. Consider the stories you feel should be recorded and shared. Discuss ways to increase ward or stake members' awareness of published stories.



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FREQUENTLY ASKED QUESTIONS

1 How is this different from the previous program?

In the past, the stake clerk would solicit histories from the wards and then compile everything into one stake history. Once approved by the stake president, the history would be submitted to Church headquarters.

With the release of the Unit History tool, the stake now is responsible only for creating stories for the entire stake. Wards are now responsible for creating stories for the ward, and every member of the ward can view published stories. Plus, there are no more submissions required—all published stories are automatically preserved by the Church.

2 Who writes the stories in the Unit History tool?

All adult priesthood and organization leaders can author stories. Stake leaders write stake stories, and ward leaders write ward stories. A full list of authors is available in the Quick Start Guide under the “Roles and Callings” section.

3 Permissions for my calling are missing in the tool. What should I do?


The Unit History tool uses your Church calling for permissions to create and approve stories. Standard callings in the Leader and Clerk Resources (LCR) system must be used.

Check to see if your calling is listed in the “Roles and Callings” section of the Quick Start Guide. If your calling does not match any of the callings listed, talk to your unit leader about changing it in LCR to one of the standard callings. For example, if your calling is recorded as “Ward Historian,” which is a custom calling, your leader would change your calling to “History Specialist” in LCR.

4 Who takes the lead on unit history?

The stake or ward clerk has the primary responsibility to organize and coordinate this effort. If desired, the stake presidency or bishopric may call a stake or ward history specialist to help.

Need Additional Help?

In addition to this rollout guide, take advantage of the resources provided within the tool. From the Help menu, you can access the Quick Start Guide and frequently asked questions. You can also get in-context help while using the tool anywhere you see this icon: 



GET STARTED

UnitHistory.ChurchofJesusChrist.org