

UCC Data Hub Necrology Guidelines – Conferences

Once you receive verification of an authorized minister's (licensed, commissioned, ordained, lay ministerial standing, and ordained ministerial standing – exempt) death you may begin this person's necrology in the Data Hub. Don't forget to check the Changes and Deaths page on UCC's website here:

http://www.ucc.org/changes_and_deaths for monthly updates on clergy deaths from the Pension Boards. The information can be used as a source for the documentation field.

A Date of Death and Documentation of Death such as an online obituary is required. Begin to gather all the information you can for the individual. Find the obituary (**Documentation of Death**). If you can locate an obituary online double check the date of birth and date of death to ensure you have the correct individual's information. This is especially important when the individual has a common name. Check the suffix, be sure the JR. is not the SR. and vice versa.

We've asked that you copy and paste the link of the obituary into the documentation field. In addition, copy and paste the text within the document so that we have a copy of both readily available in the event one must reference it and in the case that the link is removed or is temporary. Here are some suggested websites and search engines to assist your obituary search.

- **Legacy.com**
- **Tributes.com**
- **Local newspaper.com**
- **Google**

*Don't forget to update the individual's **Specialty Code to deceased!**

Read over the obituary and pull out all the pieces necessary for completion. Be sure all pertinent information is input into the necrology sub tabs (Education and Ministry tabs). More than likely, you will be able to find the location of ordination, location of death, location of birth, education and ministry positions. Include as much as possible, including ALL ministry settings.

Be sure to check the positions tab and include this information in the necrology ministry sub tab, if applicable. Once this information has been entered into the necrology tab, edit each position and specialized ministry on the Positions tab and include the year the call ended.

“Save Changes”

Click **Save Changes** to save the information you have entered. This is helpful when you are still working to gather and fill in the necrology information and have to move on to another task.

“Finalize”

Click **Finalize** only when you have no other additions or edits to the record. A pop up notification will confirm that you wish to complete the necrology record—click OK. You'll be asked again if you are sure—click OK.

NOTE: The deceased minister's record will not automatically become “Dormant” when you “finalize” their necrology. Once you click on “finalize” Darrell Ludwig, Profile and Ministry Opportunities Administrator is notified. Darrell will fill in any missing information that we have at the National Office about the deceased minister's education, pastorates, etc., Once Darrell fills in any missing information into the Data Hub, Darrell “completes” the necrology process and the record becomes dormant. However, if you need to pull a report of your current ministers with “Live Records” and you need to clear a deceased minister from the report, you may mark the record dormant (to Dormant, no longer a Live Record) by unchecking the “Live Record” checkbox on the Main Info tab, then click on “Update”.

“Cancel”

The **Cancel** button is there when a necrology was started by mistake for whatever reason. The necrology tab will be reset and all of the data entered will be removed. You will no longer need to notify us and wait for the necrology tab to be reset.

Denomination of Ordination/Licensing/Commissioning: Use the following abbreviations for the listed denominations. If the abbreviation is not listed, please spell out the denomination in the Data Hub.

- ABC American Baptist Church
- Cong'l Congregational
- Cong'l Christian Congregational Christian
- DOC Disciples of Christ
- E & R Evangelical & Reformed
- ELCA Evangelical Lutheran Church in America
- EUB Evangelical United Brethren
- NACCC National Association of Congregational Christian Churches
- PCUSA Presbyterian Church USA
- RCA The Reformed Church of America
- UCC United Church of Christ
- UMC United Methodist Church
- UUA Unitarian Universalist Association

Year Ordained– Field is automatically updated if the individual is ordained or licensed.

Location of Ordination/Licensing/Commissioning: Be complete. Add the church/facility, city and state if ordained. If licensed, add the conference and association name. If commissioned, add the conference and association name.

Location of Death/ Country & Location of Birth/Country: Only input the country if it is outside the United States. When left blank, the assumption is that the country is the United States.

Documentation of Death: When possible include the obituary link. Also, copy and paste the actual document into this field so that we have a copy of both. The obituary is also a source of information to fill in missing information for a person. *If you cannot find an obituary, add a note indicating where you learned about the death.*

Necrology Fields- Education Sub Tab

School Name: This can include seminary education, regional theological formation programs, and mentorship experiences. If entering mentorship experiences, list the individual was a MID (Member In Discernment) and the Conference/Association where they held MID standing. For example: “MID – Hawaii, Tri-Isle Association”

Use the following abbreviations for the listed seminaries. If it is a state school such as ***Ohio State University***, abbreviate “university” so it should say ***Ohio State U***. And not ***OH State University*** If the abbreviation is not listed below, input the full seminary/institution name:

- ANTS Andover Newton Theological School
- BTS Bangor Theological Seminary
- CTS Chicago Theological Seminary
- ETS Eden Theological Seminary
- HTS Hartford Theological Seminary
- HDS Harvard Divinity School
- LTS Lancaster Theological Seminary

- MHS Mission House Theological Seminary
- PSR Pacific School of Religion
- PTS Princeton Theological Seminary
- U. University
- UTS Union Theological Seminary (NY)
- UTSTC United Theological Seminary of the Twin Cities
- YDS Yale University Divinity School

Degree Abbreviations (if applicable):

- AA Associate of Arts
- BA Bachelor of Arts
- BD Bachelor of Divinity
- BEd Bachelor of Education
- BS Bachelor of Science
- BTh Bachelor of Theology
- DD Doctor of Divinity
- DMin Doctor of Ministry
- DSM Doctor of Sacred Music
- EdD Doctor of Education
- MA Masters of Arts
- MATS Masters of Theological Studies
- MBA Masters of Business Administration
- MDiv Masters of Divinity
- MEd Masters of Education
- MPH Masters of Public Health
- MRE Masters of Religious Education
- MS Masters of Science
- PhB Bachelor of Philosophy
- PhD Doctor of Philosophy
- PsyD Doctor of Psychology
- STB Bachelor of Sacred Theology
- STM Master of Sacred Theology
- ThD Doctor of Theology
- ThM Master of Theology

Year Graduated/Completed (if applicable): Please include the full 4-digit year.

Necrology Fields- Ministry Sub Tab

Setting Name: Use the following abbreviations

- Cong'l Church Congregational Church
- St. Saint
- US Navy (etc.) United States Navy
- Conf., UCC Conference UCC
- UCBHM United Church Board for Homeland Ministries

Position Abbreviations: If a position is not listed below, write out the position title.

• AP	Associate/assistant pastor
• ASSOC CONF MIN	Associate conference minister
• ASSOC	Associate
• ASSN	Association
• BOD	Board of directors
• COM	Commissioned minister
• CHR	Chairperson
• CONF MIN	Conference minister
• COORD	Coordinator
• CH	Chaplain
• CW	Conference work
• DIR	Director
• DW	Denominational work
• EXEC	Executive
• EW	Educational work
• INT(S)	Interim(s)
• L	Licensed
• MCE	Minister of Christian Ed
• MM	Minister of Music
• MOD	Moderator
• MOV	Minister of visitation
• MY	Missionary
• P	Pastor
• PE	Pastor emeritus
• PRES	President
• PROF	Professor
• REG	Registrar
• REL	Religious education
• SEC	Secretary
• SU	Supplied pulpit
• SUPT	Superintendent
• T	Teacher
• TR	Treasurer

Years of Service: We would like to know the specific years they served (for example, 1970 - 2000) **and not** the total number of years they served, i.e. (2) years.

Whatever information is entered first is how it will be ordered chronologically in the Data Hub. **Gather and sort all position information first so that you can enter it chronologically from oldest position to newest.**

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