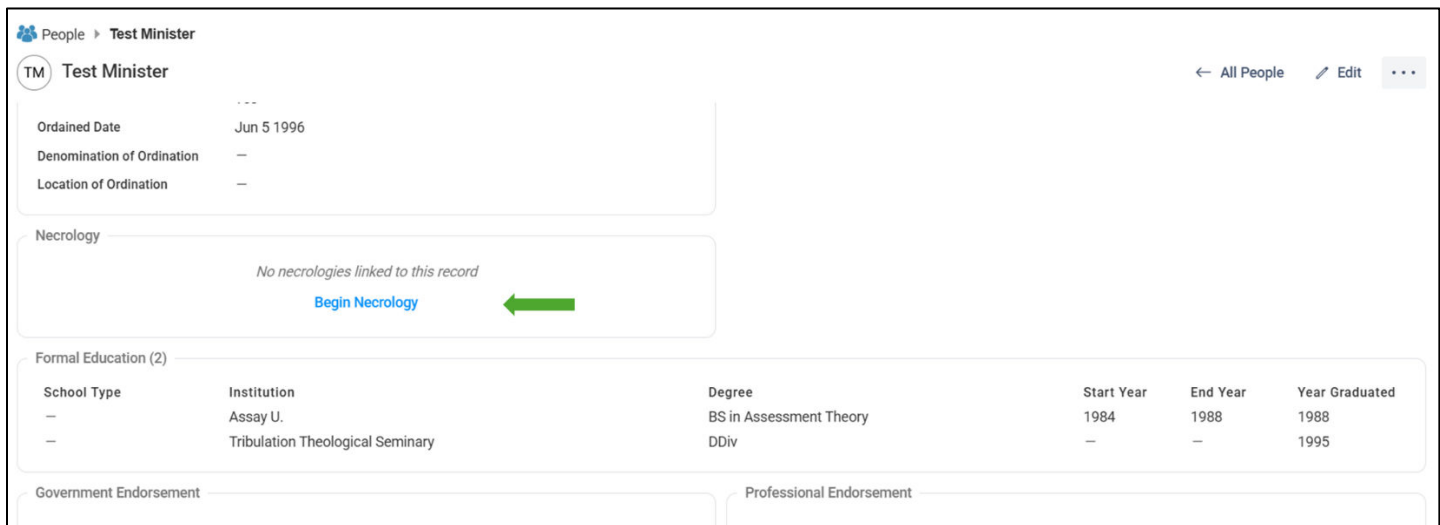# UCC Database and Directories Necrology Guidelines – Conferences

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 Database and Directories. Don't forget to check the Changes and Deaths page on UCC's website here: https://www.ucc.org/changes-deaths/ for monthly updates on clergy deaths from the Pension Boards.

Overview

To create a necrology record, navigate to the necrology pane on the individual's people page and click "Begin Necrology".

This will take you to a separate data entry page containing five categories of information:

- **Details**, which contains information about the individual's birth, death, and ordination, as well as documentation of death.
- **Formal Education**, which houses information on the individual's educational history, including religious and secular education
- **Position**, which records the years and locations of an individual's ministry with UCC affiliated churches, conferences, and associations
- **Specialized Setting**, which covers common ministry settings that do not have their own Database and Directories records. Examples include hospitals, non-UCC churches, and the national setting, among others.
- **Vocational** information, houses text-based records from before 2025.

When available, relevant information from the individual's people record will be included automatically. Imported education, position, vocational, and specialized setting records may be updated directly on the necrology page. If ordination or birth information needs to be updated, however, this must be done from the main page of the individual's people record.

Saving Necrology Records
Be sure to click **Save** in the upper righthand corner to retain the information you have entered. Information will not be recorded if the page is closed without clicking the save button.

Deleting Necrology Records
If a necrology process was started by mistake, the record can be deleted by clicking the three ellipses in the upper righthand corner and selecting "Delete." Selecting "Cancel" will remove unsaved information but will leave the necrology process open.

Details

The first step in filling out the details section is to find some documentation of death, such as an online obituary.

If an online obituary is available, we ask that you copy and paste a link to it in the **death documentation** field. We also ask that you include the text of the obituary/record so that we have a copy available if the webpage is temporary or is relocated.

Most obituaries will contain the location and date of death, as well as information about the individual's birthplace, education, and ministry. These should be used when creating the necrology record. When doing so, however, be sure to double-check that the obituary is for the correct person. 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.

If you cannot find online documentation, add a note indicating where you learned about the death.

👥 People ▸ Test Minister ▸ **Necrology**	
Necrology for Test Minister	

Details

* Date Deceased	▾ ▾ ▾ 🗓
Year Ordained	1996
Ordination Denomination	—
Ordination Location	—
Death City	
Death State	Select a state ▾
Death Country	Select a country ▾
Birth City	Assessment Falls
Birth State	TX
Birth Country	—
Date Of Birth	Aug 12 1966
* Death Documentation	B *I* U̲ ☰ ☰ ☰▾
Completed Date	—

Formal Education

Education records can include seminary education, regional theological formation programs, time in college, and mentorship experiences. To update an existing record, simply click on the relevant field and enter the desired edits; to create a new entry, click "Add Formal Education" at the bottom of the pane. Individual entries may be deleted by clicking on the red "x" adjacent to the record.

For the necrology yearbook entry, the most important information to include are the institution, degree, and year of completion ("Year Graduated"). School type (undergraduate college or university, seminary or graduate school, regional theological education, etc.) may also be specified but will not appear in the yearbook.

When creating entries for educational experiences or programs that do not grant degrees, the degree section may be left blank or filled with the closest analogue available (e.g., "certification").

If entering mentorship experiences, list that the individual was a MID (Member In Discernment) and the Conference/Association where they held MID standing under "Institution." For example: "MID – Hawaii, Tri-Isle Association"

Formal Education (2)

	School Type	Institution	Degree	Start Year	End Year	Year Graduated
✕		Assay U.	BS	1984 ▾	1988 ▾	1988 ▾
✕		Tribulation Theological Seminary	DDiv	Select … ▾	Select … ▾	1995 ▾
		+ Add Formal Education				

Abbreviations

For the sake of consistency, we ask that you continue using 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**:**

Institution Abbreviations (if applicable):
- **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**

Vocation, Position, and Specialized Setting

Vocational

The vocational pane includes text-based entries from previous databases. To prevent redundancy, please review any vocational listings associated with the record before entering positions or specialized settings. If the location, position, and years associated with a particular listing are accurate, that listing need not added under Position or Specialized Setting pane. If the information is inaccurate or incomplete, it may be updated by clicking "Edit Details" and updating the relevant information.

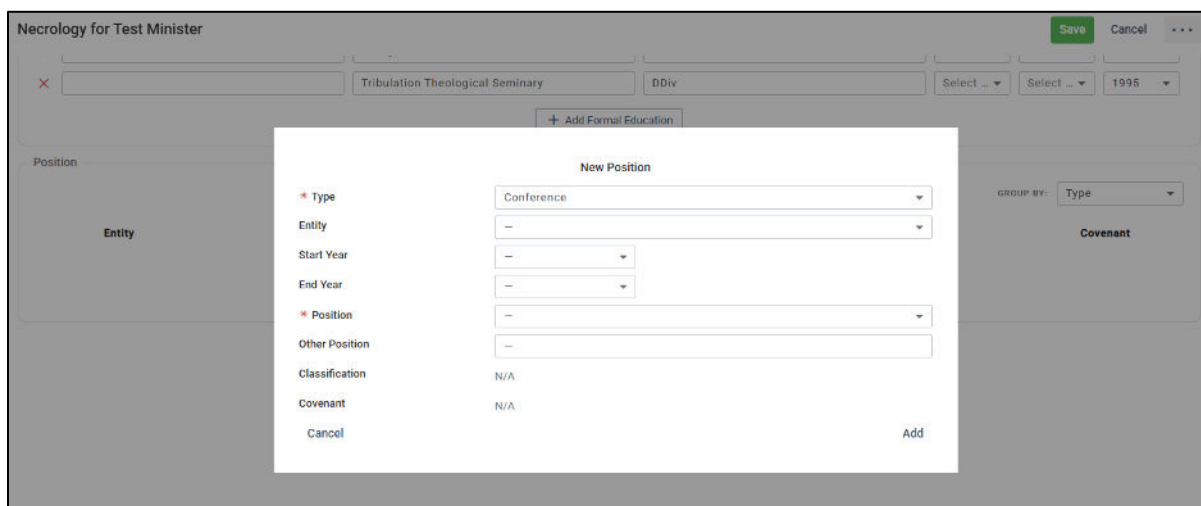As the information listed in the Vocational pane is legacy data, we expect that fewer records will have them moving forward.

Position

Creating a position record establishes a link between the individual and church, conference, or association records in the database. To record a minister's position, select "Add Position" at the bottom of the pane and select the setting type (conference, association, etc.). Next, type the name of the institution into the entity box and select the dates of service and position title.

If the individual's position is not listed in among the dropdown options, select "Other Position" and enter the title in the open text "Other Position" box.

Please note that, in the case of churches, the name of the institution may have changed since the person's time of service. <u>If you are unable to find the corresponding church, the information may be entered in the specialized setting pane.</u>

Specialized Setting

To record a specialized setting, select "Add Specialized Setting" at the bottom of the pane.

Next, type the name of the setting in the "Employer Name" box, specify the years of service, and select the relevant position category from the dropdown. If the individual's position falls under one of the "other" categories, the specific title may be entered next to "Employee Title." Please use the abbreviations listed below where relevant.

Additional information, such as covenant year and employer location may be specified but are not necessary for the necrology record that will be included in the yearbook.

When you have finished entering the data, click "Confirm Change" in the bottom lefthand corner of the entry.

Title Abbreviations (if applicable):

- **BOD** **Board of directors**
- **COM** **Commissioned minister**
- **CHR** **Chairperson**
- **COORD** **Coordinator**
- **DIR** **Director**
- **EXEC** **Executive**
- **INT(S)** **Interim(s)**
- **MOD** **Moderator**
- **PRES** **President**
- **PROF** **Professor**
- **REG** **Registrar**
- **SEC** **Secretary**
- **SUPT** **Superintendent**
- **T** **Teacher**
- **TR** **Treasurer**

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