

## Notice

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Date: May 20, 2014

To: General Authorities and the following leaders  
outside the United States and Canada; Area  
Seventies; Stake, Mission, and District  
Presidents; Bishops and Branch Presidents

THE CHURCH OF  
**JESUS CHRIST**  
OF LATTER-DAY SAINTS

From: Family History Department and Perpetual Education Fund Department

Subject: Sharing of Family History Center Facilities with Stake Self-Reliance  
Services

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In order to meet the growing need for members to have access to technology and resources related to both family history and self-reliance, the equipment and space in some family history centers will be shared with Perpetual Education Fund Self-Reliance Services. By coordinating their schedules, family history centers and Perpetual Education Fund self-reliance centers will respectively (1) help members and others discover their families and help members submit their family names for temple ordinances and (2) help members receive opportunities for education, find employment, or become self-employed.

Stake presidencies should coordinate the use of these centers according to the enclosed guidelines. For additional information, contact the area family history or self-reliance manager.

This notice, with enclosure, is being translated and will be distributed to units identified as Albanian, Armenian, Bulgarian, Cambodian, Chinese, Croatian, Czech, Danish, Dutch, Estonian, Fijian, Finnish, French, German, Greek, Hungarian, Indonesian, Italian, Japanese, Korean, Latvian, Lithuanian, Malagasy, Mongolian, Norwegian, Polish, Portuguese, Romanian, Russian, Samoan, Spanish, Swedish, Tahitian, Thai, Tongan, Ukrainian and Vietnamese. Distribution in these languages will be complete within two weeks. If leaders need this letter in languages not listed above, they may contact the Area Presidency or the member of the Presidency of the Seventy who supervises the area. Area leaders can forward requests to Church headquarters (1-801-240-2933).

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# Guidelines for Sharing Family History Center Facilities with Stake Self-Reliance Services

May 1, 2014

THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

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The following guidelines are added to previously established policies for family history centers.

1. **Purpose:** Both family history and self-reliance services will work together in harmony to fulfill their respective purposes.
2. **Responsibility:** The family history center director, under priesthood direction, is primarily responsible for the operation of the center and its equipment, in accordance with Family History Department policies. The director should cooperate with the stake self-reliance specialist to ensure that self-reliance needs are also met.
3. **Schedule:** The family history center director and the stake self-reliance specialist, in counsel with priesthood leaders, will jointly determine the center's schedule. If necessary, separate operating hours may be established for each function, always with the intent to facilitate the patrons' access for both family history and self-reliance purposes.
4. **Staffing:** The high councilor assigned to family history and the stake self-reliance committee ensure that staffing needs of both center functions are met. The family history center director and the stake self-reliance specialist will coordinate staff schedules and training. In some cases, staff may need to be shared and trained to meet the needs of both center functions.
5. **Sharing of Facilities and Equipment:** Self-reliance services will not displace family history activities but will share existing family history center space, furnishings, and equipment. If needed, new facilities or equipment requests should be made using established family history center processes. Centers will use approved computers and other equipment provided by the Family History Department, with support from facility management and the stake technology specialist. Centers will also use software and other resources approved by the Family History and Perpetual Education Fund Departments. Computer and Internet use in centers should follow the policies in *Handbook 1: Stake Presidents and Bishops* (2010), 17.1.12 and *Handbook 2: Administering the Church* (2010), 21.1.22. The family history center and self-reliance services will both share equally in the duty of caring for the facilities and equipment.
6. **Exceptions (Model Self-Reliance Centers):** A few family history centers will share space with "model self-reliance centers" that will be open 40 or more hours per week. These centers may require expanded facilities, staff, and equipment for self-reliance purposes. Such additional equipment, provided by the Perpetual Education Fund Department, will be maintained and administered by the ICS Department in the area offices. Such centers will require increased coordination and may require some modifications to responsibilities and operations.