

CREATING WARD AND STAKE HISTORIES

The Unit History tool makes it easy for ward and stake leaders to record experiences at the time they occur and then publish them immediately for all unit members to enjoy.

DID A FAITH-PROMOTING EXPERIENCE OCCUR IN YOUR WARD OR STAKE THAT YOU WOULD LIKE TO SHARE?

Follow these three easy steps that take you through the online process.



1 CREATE

WHAT SHOULD I INCLUDE?

Experiences that strengthen faith and unity and show efforts to live the gospel.

WHO WRITES THE STORIES?

Ward authors include bishoprics, clerks, organization leaders, ward history specialists, and other select callings.

Stake authors include stake presidencies, stake clerks, high council members, stake organization leaders, stake history specialists, and other select callings.

HOW DOES THE PROCESS START?

Ward and stake authors create a story using a simple online interface, which also allows relevant photos and documents to be included. Unit leaders can also send emails to organization leaders inviting them to click a link and begin writing a story.

WHAT SHOULD I AVOID?

Avoid information that is sacred, private, confidential, or sensitive. Also avoid materials created by someone else.

HOW DO I SUBMIT THE STORY?

You can save your story as a draft along the way until it is complete. Once you are finished, click **Submit** and the story will then go through the approval process.



2 APPROVE

WHO IS AUTHORIZED TO APPROVE?

Ward Approvers: Ward stories are approved by the ward history specialist, ward clerk, or bishopric.

Stake Approvers: Stake stories are approved by the stake history specialist, stake clerk, or stake presidency.

WHAT ARE THE CRITERIA FOR APPROVAL?

Stories must be accurate and appropriate. They must not contain information that could cause harm, such as violating someone's privacy, sharing confidential information, or using materials created by someone other than the author.

WHAT HAPPENS AFTER APPROVAL?

Approved stories are published online, making them visible to members of the unit.



3 SHARE

WHO CAN SEE AN APPROVED STORY?

Ward members can see stories submitted by ward leaders, and stake members can see stories submitted by stake leaders. Stories are not visible to members outside the unit.

DO STORIES NEED TO BE SUBMITTED TO CHURCH HEADQUARTERS?

No. Approved stories are automatically preserved at Church headquarters as they are published.

THE PROCESS IS ONGOING

Repeat the process to create stories each time your unit has a meaningful experience or whenever you want to reflect on your unit's efforts to serve individuals and families.



GET STARTED

UnitHistory.ChurchofJesusChrist.org