

## UCC Data Hub Necrology Guidelines – Conferences

Once you receive verification of an authorized minister's (licensed, commissioned, ordained) 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](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**

**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 tab, if applicable. Also, check the position and specialized tabs – be sure to include the information within these tabs in the necrology ministry sub tab. Once this information has been entered into the necrology tab, edit each position, and include the year the call ended. For the specialized ministry tab, you will need to edit, add an end date, and select Update.

**Three new buttons** have been added to the necrology tab to assist you.

### **“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.

### **“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.

- |                    |                                    |
|--------------------|------------------------------------|
| • UCC              | <b>United Church of Christ</b>     |
| • DOC              | <b>Disciples of Christ</b>         |
| • Cong'l Christian | <b>Congregational Christian</b>    |
| • Cong'l           | <b>Congregational</b>              |
| • EUB              | <b>Evangelical United Brethren</b> |
| • UMC              | <b>United Methodist Church</b>     |

- ABC                      **American Baptist Church**
- E & R                   **Evangelical & Reformed**
- NACCC                   **National Association of Congregational Christian Churches**
- UUA                      **Unitarian Universalist Association**
- ELCA                     **Evangelical Lutheran Church in America**

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

**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:** 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 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:**

- MDiv                   **Masters of Divinity**
- DD                     **Doctor of Divinity**
- PhD                    **Doctor of Philosophy**
- ThD                    **Doctor of Theology**
- AA                     **Associate of Arts**
- BA                     **Bachelor of Arts**
- ThM                    **Master of Theology**
- DMin                  **Doctor of Ministry**
- BTh                    **Bachelor of Theology**
- BD                     **Bachelor of Divinity**

- **BS**                    **Bachelor of Science**
- **MA**                    **Masters of Arts**
- **MEd**                  **Masters of Education**
- **MRE**                  **Masters of Religious Education**
- **DSM**                  **Doctor of Sacred Music**
- **STM**                  **Master of Sacred Theology**
- **STB**                  **Bachelor of Sacred Theology**

**Year Graduated:** 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**
- **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**
- **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:** Enter the four-digit year the ministry began and the year it ended. For example, 1970-80 would be acceptable. We would like to know the specific years they served and not the 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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