

UCC Data Hub Necrology Guidelines - Conference

Once you received notification of an authorized minister's death you may begin this person's necrology in the Data Hub. 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.

Check the pastorates 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, include the year the call ended - if known, and then mark the position Inactive. For the specialized ministry tab, you will need to edit, add an end date, and select Update.

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.

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|---------------------------|--|
| • UCC | United Church of Christ |
| • DOC | Disciples of Christ |
| • Cong'l Christian | Congregational Christian |
| • Cong'l | Cong'l |
| • EUB | Evangelical United Brethren |
| • UMC | United Methodist Church |
| • 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– Transfers automatically 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.

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: use the following abbreviations.

- **MDiv** **Masters of Divinity**
- **DD** **Doctor of Divinity**
- **PhD** **Doctor of Philosophy**
- **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**
- **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

Position abbreviations:

- **AP** **associate/assistant pastor**
- **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)**
- **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: 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 them chronologically from oldest position to newest.**