

**PRIESTHOOD
LEADERSHIP**

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LEADER MANUAL

The Church of Jesus Christ of Latter-day Saints

FRANCE-SWITZERLAND MISSION
8, CHEMIN WILLIAM-BARBEY
1292 CHAMBESY (GENEVA) SWITZERLAND

TELEGRAMS: QUICKMERE-GENEVA

TELEPHONE: 58.15.35

Dear District Leader,

"Sincères félicitations" in being called by the Lord at this time in your missionary experience to be an example for your companions and to serve the Savior as District Leader in this great mission.

Yours is a special calling that will permit you to influence the lives of many people. What you do in this calling should be done with humility, love, and a desire to serve the Lord through serving your missionary companions.

You have been called as District Leader by inspiration and faith. Magnify your calling. Develop your talents and seek additional spiritual gifts through prayer and faith in the Lord. The personal blessings of this calling will come into your life, only as you seek to bring blessings into the lives of those with whom you work as missionaries, investigators, and members of the Church.

May I express my confidence and faith in your ability to accomplish this important calling in Priesthood Missionary Service.

May the Lord continue to bless you as you participate wholly in this great and marvelous missionary work.

With love and prayers in your behalf,

Sidney F. Sager, Mission President

SFS/jsb

INTRODUCTION

Your Priesthood Stewardship Service

The Lord has said, "A commandment I give unto you, that ye shall organize yourselves and appoint every man his stewardship, that every man may give an account unto me of the stewardship which is appointed unto him."

(Doctrine and Covenants 104:11,12)

Your calling as a District Priesthood Leader means that the Lord has chosen you as a responsible steward and entrusted to you the lives and well-being of thousands of people and, more particularly, the lives of your district members and investigators. The Lord has called you to play an important priesthood leadership role in His divine plan for saving men's souls. To have such a sacred stewardship not only means that you are given responsibilities, it means also that, as the Lord's agent, you are accountable to Him for the diligence with which you carry out these responsibilities. The blessings for righteousness are great. "And whoso is found a faithful, a just, and a wise steward shall enter into the joy of his Lord, and shall inherit eternal life." (Doctrine and Covenants 51:19)

To help us accomplish our stewardships, the Lord has outlined some important principles. Study them and make them a part of your life. They will guide you to success and joy.

1. The District Priesthood Leader teaches correct principles and acts accordingly.
 - a. The Mission President, through inspiration, extends the call to serve.
 - b. The District Priesthood Leader teaches correct principles concerning missionary's responsibilities by emphasizing the importance of his calling, outlining his duties, and creating a personal relationship with him.
 - c. District Priesthood Leader with other priesthood leaders, teach correct principles of missionary work

1. c. (continued)
by working with missionary, district meetings, letters, teaching seminars, Zone Motivational and Development Meetings.
2. The missionary governs himself by selecting and being guided by goals consistent with correct principles.
 - a. He chooses his own goals (see D&C 58:26-29)
 - b. He is realistic with his own capacities and desires.
 - c. He determines what he must do to accomplish these goals and WHO he must ask to help him. (see Ether 2: 22-25 and Ether 3:1-6)
3. The District Priesthood Leader prepares himself to (1) be thought of as source of help and (2) BE a source of help.
 - a. The District Priesthood Leader must correctly understand his calling of SERVICE. (see John 13:1-16)
 - b. He correctly shows the example.
 - c. He carefully builds a personal relationship with the missionary.
4. The missionary calls on the District Leader for help and receives it. (see 1 Nephi 16:18-32. This is a necessary and natural step if the first three steps are applied correctly.)
5. Missionary gives accounting of stewardship to District Priesthood Leader. (see Matt. 25:14-23. This could be done in weekly reports, when you work with him as he understands his own specific stewardship.)

SECTION 1 RESPONSIBILITIES OF A DISTRICT LEADER

In this section:

- a. Your position as District Leader
- b. Your example
- c. Weekly reports
- d. Weekly telephone calls
- e. District Leader checklist

A. YOUR POSITION AS DISTRICT LEADER

As a District Leader you are in a unique position. Although you are a Priesthood Leader with a large responsibility you are still working right at the "grass roots level" and are able to make things happen. There are said to be three types of people those who watch things happen, those who wonder what's happening, and those that are making things happen. Here is a list of your responsibilities to help you "MAKE things happen."

1. You are responsible for the missionaries in your district to the Mission President through the Zone Leaders.
2. You are to supervise all district proselyting and preparation-day activities.
3. You are responsible for the implementing of all mission policies and procedures in your district.
4. You are charged with the responsibility of training and developing your district members to become Leaders in the Kingdom of God.

Remember:

" A good Priesthood Leader is one preparing others to replace him. "

5. You are to meet as often as necessary with the Branch Mission Leader in order to correlate all missionary activity, you should meet at least weekly (see section 3).
6. Finally, YOU are responsible for the salvation of thousands of souls who reside in your city. It is your duty to train the members and the district missionaries to become effective missionaries.

B. YOUR EXAMPLE

It has been said that the three greatest teachers are: " EXAMPLE, EXAMPLE and EXAMPLE." As a Priesthood Leader you are a teacher, and you will only teach that which you are, not what you say or think, but that which you are.

This incurs the following responsibilities:

1. Proselyting

You should be the most effective and the most enthusiastic missionary in your district. Your companionship should be the best prepared team and the top baptising team.

You must become an expert in the following:

- French language
- discussions and scriptures
- mission programs and policies
- door approaches
- organisation
- member relations
- personal study programs

2. Mission rules

Nothing better illustrates the importance of you being obedient to mission rules than the following story:

Karl G. Maeser once took a group of mission-

aries up over the Alps, as they reached the summit he stopped and gesturing back to the poles they had used to mark the path he said: "Brethren, there stands the Priesthood. They are only ordinary sticks like **you** or I, but they mark the path. If we step away from the path they mark where we are lost."

3. Appearance

It is essential that the District Leader be clean, neat, and well-groomed, with well polished shoes, and suits and shirts neatly pressed and ironed. Reflect the image of success in all things.

4. Attitude

Have a positive and loving attitude, be happy and enthusiastic always. Never be negative or critical. See D&C 121:39-46.

C. WEEKLY REPORTS

Be certain that all missionaries complete a weekly report. You should:

- check figures for accurateness
- read and evaluate each report carefully mark in pencil and comment on any achievements or irregularities
- be especially aware of the "preparation program" of each missionary

Make up one copy of the weekly district comparative (see example), and send it with reports to the Zone Leaders no later than Monday morning at 9h00.

D. WEEKLY TELEPHONE CALL

This is your opportunity to communicate with your Zone Leaders, who in turn communicate with the Assistants and the Mission President. Your communication is vital in the communication channel.

At this time you should be prepared to give a brief coverage of:

- baptisms and projected dates
- urgent problems and questions
- a quick evaluation of your district

You will receive instruction and information from your Zone Leaders also. As much of the above information as possible should be communicated on reports. Please remember to bring along with you, your weekly district comparative in case of a problem with delivery of your reports. In such a case you can dictate your last weeks hours to the Zone Leaders directly. Calls are usually every Tuesday afternoon.

The following items must be communicated immediately:

- accidents involving missionaries
- illness
- transgressions
- whenever you think it wise.

Emergencies should be communicated at ANY time to the Mission President.

You are able to prevent any problems or unhappiness in the future by your promptness in communicating any irregularities NOW.

E. DISTRICT LEADER CHECKLIST

Below are listed several questions which will help you in fulfilling your most important calling:

- do I desire to understand and fulfill my call?
- do I understand my responsibilities as a Priesthood Leader?
- do I want my district to be the best?

- do I maintain a Priesthood Leaders image in my personal appearance ?
- do I receive all reports on time?
- do I read reports carefully checking all figures?
- do I mail all reports first thing Monday morning?
- am I on time and prepared to oral evaluate with the Zone Leaders on calls?
- do I have my rendezvous book and my copy of the last weekly district comparative with me on calls?
- have I read this manual entirely yet?

SECTION 2 DISTRICT MANAGEMENT

In this section:

- a. Organization
- b. District meeting
- c. Interviews
- d. Ordering supplies
- e. District Equalization
- f. Apartment policy
- g. Working with your district
- h. Zone Leader Switches and Visits

A. ORGANIZATION

1. District file

Every district should have a district file. It is important that the District Leader maintain this file. The file should include such headings as:

- a. Report forms
- b. Member work
 - member visits control book
 - member missionary programs
 - member missionary correlation material
- c. Mission programs
 - open house
 - boards information
 - English Club
- d. Mission publications
 - "Les Actualities"
 - new assignment sheets
 - policy letters
- e. Proselyting
 - tracting control book
 - old tracting books
 - old investigator file referrals

This file must be kept up to date and left for the next District Leader. All old reports should be destroyed when you leave that city.

2. Write it down

How many good ideas have you had since entering the mission field? Now how many of these ideas can you remember?

Some of the worlds greatest statesmen and leaders rely upon a small idea book for their ideas and reminders.

Here are two great guidelines to effective district organization:

- a. Never attempt to go through a day without first planning it.
List the things to be accomplished on a card. Now decide those which are really important and list them in order of priority. Refer to this card often, and don't be swayed by anything until you have accomplished the first and most important item, then go to the second.
- b. Carry a pocket notebook, or a system for recording ideas and important things to remember. One excellent District Leader indexed his notebook under the following headings:
 - investigators
 - members
 - items for Branch Mission Leader
 - items for the Zone Leaders
 - IDEAS

It is vital that you be organised and in control, your image as a leader will be commensurate with your personal organization.

" For if the trumpet give an uncertain sound who shall prepare himself to battle. " (1. Cor.14:8)

Your most precious commodity as a missionary is your time. See that you organize it well. It was once said that the only people who save time are those who use it well.

B. DISTRICT MEETING

The District Leader may call a meeting of all of the missionaries in his district as often as necessary, however for the sake of good planning and organisation, district meetings should generally not be held more often than once a week and should not be longer than one hour. This weekly meeting held in conjunction with the weekly Member Missionary Correlation Meeting is very important. This is your opportunity to set the spirit and level of performance of your district, and to carefully motivate and train your district members and District Missionaries to become the type of missionaries you know they are capable of becoming. This instructive training session is part of the weekly Member Missionary Correlation Meeting. (see pg. 14) Set a goal to make your district meeting a spiritual and motivating experience.

Plan this meeting with these things in mind:

1. What are our weaknesses and needs?
2. What do I hope to accomplish as a result of this meeting?
3. Which members of the district can I use to make this meeting a success?

Remember that the KEY to district unity and success is meaningful involvement.

Here is a suggested outline for the District Leader's section of the weekly Mem.-Miss. Correlation Meeting.

1. Announcements and business
 - coming events
 - correspondance from mission, leaders
 - scheduling of "switch-day", interviews
 - passing off discussions
 - finances

2. Evaluation

- reports and proselyting success
- team and district goals

3. Instruction time

- presentations from district members
- demonstration of proselyting skills
- instructions from District Leader
- testimonies

This represents a guide--use it to best suit your needs.

INTERVIEWS

As the Priesthood Leader of your district it is your calling and privilege to work with and interview each member of your district as often as the need arises, to help them and bless their lives. (see also section G) The outline, "Stewardship Resource Form" (see example) will permit you to get acquainted with your district members and help you use their ideas and talents. It should be filled out in three copies for each missionary as you arrive in your new city and as new missionaries join your district. The Stewardship Resource Form will also help you inspire and guide each missionary in his own goals. One copy will be for your reference, one for the Zone Leaders and one for the Assistants and the President. Refer to your copy often to build a solid relationship with your district member and to love and build him.

Interviews, whether given informally as you work with the missionary or in a quiet spiritual setting when the need arises, are one of your most valuable priesthood tools.

Use them to:

1. Listen
2. Offer encouragement and show true love
3. Counsel and teach correct principles
4. Challenge and commit
5. Testify as the Spirit tells you

You are also to interview all convert baptismal candidates other than those you have taught personally.

(see section 4 on Baptisms)

D. ORDERING SUPPLIES

It is vital to your success that you have all the tools you need. You are to ensure that your district has sufficient supplies. All brochures are to be ordered through you. Each time you order brochures you will need to fill out a District Brochure Count and send it in with the appropriate Frankfurt order form either through reports or directly. Be sure that each team has at least 20 Books of Mormon on hand. Order Books of Mormon by filling in the appropriate order form and send it directly to Frankfurt. Please allow at least two months for delivery of items from Frankfurt. In case of urgency contact your Zone Leaders. (For further details please see missionary handbook and included sheets on ordering and referrals.)

E. DISTRICT EQUALIZATION

The following items should be paid for by the whole district or "equalized":

- cost of weekly telephone call
- cost of mailing reports
- construction of boards for district use
- district activities

It is important that all finances be handled carefully and accurately.

F. APARTMENT POLICY

1. Missionary "Home Stewardship"

The spirituality and productivity of your district is greatly affected by living conditions. The importance of clean and orderly apartments cannot be over-emphasized. Mission leaders place great trust in you to ensure the cleanliness and upkeep of all missionary apartments and to assist missionaries in the fulfillment of their home stewardships.

At the beginning of each month (first 5 days) you will present to each missionary team their Home Stewardship Form. They will at that time make an appointment with you for the end of the month to account to you for their "home." Encourage them to plan immediately what they will do during the month to fulfill their stewardship. Each week, the missionaries will briefly describe the action taken in the "home" and the time spent. Then, during the pre-arranged rendez-vous, they will account to you for their month's work, show you their apartment, and give you a chance to make any necessary suggestions. They will describe their apartment and accounting on the form, you will add you comments and your accounting and then you can send the form to your Zone Leaders. (You will not visit the Sisters' apartments but they must make an accounting to you and then complete their form.) Be kind but firm and be especially aware of the utilities and rotating funds, that they are adequate and up to date. Remember D&C 88:119 "...Establish a House of God."

2. Rotating Funds

Before any purchases are made for any apartment, approval must be given from the Mission President. This is done by filling in a rotating fund form in duplicate and sending both forms to the Mission Home. You will receive one copy back upon approval and the other will be kept in the Mission Home. Never change apartments without previous Mission

Home approval. Never sign any lease, only the Mission President should sign them.

G. WORKING WITH YOUR DISTRICT

As you feel necessary you may want to arrange to work with each of your district members. This is an opportunity for you to train and build the spirit of your district. Here are some guidelines:

1.

Carefully use the District Priesthood Leader Stewardship form each time you work with a district member (see example). This outline will help you plan your stewardship service, analyze needs and prepare yourself. Also, it will give you the chance to evaluate your service and guide you to a more thorough and effective experience with your district member. It is to be filled out in one copy and sent to Zone Leaders upon completion.

2. AS you work with your district members, feel free to do whatever is necessary to serve them and answer their needs. You might work with them during study class, morning or evening proselyting and especially in teaching activities--wherever they need your guidance and help. You are their Priesthood Leader. Help them with their investigator families. Show them how to be outstanding proselyting missionaries. Find more families, bear stronger testimony. Never hesitate to have a prayer together as you proselyte in order to receive the spirit and more success. Without criticism point out better ways to handle certain situations. Teach how. Show how. Then let the missionary try it. Encourage and build your missionaries.

3. The Sister missionaries are a valuable unifying factor of your district. Elders must treat the sisters with respect and should assure that they are treated like ladies. All associations with the sisters must be kept on a high spiritual level. You are to see that the sisters' apartment is the best in your city, and that it is near enough to their teaching area so that they can walk to work if necessary. Always show sisters

the example and teach them to have confidence in themselves. When you work with the sisters, always go out in threesomes, and arrange to meet them at a central meeting place and NOT at their or your apartment. Never enter a sister missionaries apartment. The only case that would justify this would be to give a blessing when a sister missionary cannot leave her apartment, or in case of extreme emergency.

H. ZONE LEADER VISITS

Periodically your Zone Priesthood Leaders will visit your district or have a switch with you or one of the other members therein. They are inspired men called by the Lord because of their love for the work, leadership ability, and proselyting experience. Profit from this opportunity that you will have to learn from them. Before this exchange or visit you should arrange for the following:

1. Lodging and meals.
2. Solid rendez-vous' with progressing investigators.
3. Switches with other district members when asked for in advance.
4. Seminars or District Meeting assignments when asked for in advance.
5. (If in a switch) Bedding left in the apartment, even though your sheets should be taken with you to the Model District. Zone Leaders will provide their own also.

You will receive an organization and planning letter, in advance, from your Zone Leaders allowing you to arrange all that is necessary and will be finalized on calls.

Listen to their counsel, accept their challenges warmly, and offer them all the help you can so that this important priesthood visit will continue to bless your work and district.

Finally, a last word on district management:

"Thou art not able to perform it thyself alone"

(Exodus 18:18)

Humbly go before the Lord each day to help you accomplish that which has to be done. Exercise your faith in prayer, exercise your faith in the priesthood which you hold.

A District Leader in this mission should remember each day as puts his coat on to start his days work that everything he will do that day is priesthood Work, and then ACT accordingly.

SECTION 3 MEMBER-MISSIONARY CORRELATION

In this section:

- a. Weekly Correlation and District Meeting
- b. Working with district missionaries

A. WEEKLY CORRELATION AND DISTRICT MEETING

This is a weekly meeting presided over and directed by the Branch Mission Leader. The purpose of this meeting is to report to the Branch Mission Leader on your work as full-time missionaries, to correlate member and missionary efforts, as well as to instruct all missionaries in teaching and baptizing techniques. It is essential that you and all full-time missionaries be in attendance. At this meeting the following program may be employed as you correlate with the Branch Mission Leader.

1. Welcome by Branch Mission Leader
2. Opening hymn and prayer
3. Progress of investigators and integration efforts
4. Projected baptisms
5. Team teaching schedules
6. Re-activation programs
7. Member Visits
8. Branch missionary activities and programs
9. District business and training session
(directed by District Leader see pg. 8 outline)

Important: This meeting covers all phases of missionary work. The Branch President must be informed

of all missionary activities by the Branch Mission Leader, as a result of this meeting.

The success of the member-missionary program in your city is dependant upon your relationship with the Branch Mission Leader. Get to know him and his family, learn to love him. Go to him for all your needs.

WORKING WITH DISTRICT MISSIONARIES

As well as meeting with district missionaries, you will also have the opportunity of working with them.

However, district missionaries should have their own companion and investigators as far as possible.

Missionaries could, under the supervision of you, their District Leader, consecrate an hour of study to helping district missionaries learn proselyting skills. This is an excellent way to create unity between full-time and district missionaries.

District missionaries work under the direction of the District Presidency and District Mission President.

CALLING DISTRICT MISSIONARIES

A recommendation may be initiated by:

1. Branch President
2. District President
3. Mission President

District missionaries are called and set apart by the District President, and serve under him.

Their weekly reports are sent to the District Mission President.

SECTION 4 BAPTISMS

In this section:

- a. Baptismal interviews
- b. What all new members should know
- c. Forms to be filled out
- d. Baptismal services

A. INTERVIEWS

The District Leader is responsible for interviewing all convert candidates for baptism in his district. When the candidate has been taught by the District Leader the interview should be given by another District Leader or the Zone Leaders. Since there is only one interview, it should be a thorough interview that will end with solid assurance that the candidate is ready for baptism. In cases where there have been morality, chastity, or other serious problems the Branch President should be aware of it immediately and have the chance to speak to the individual privately himself. There must be no Word of Wisdom problems within a considerable time before the baptism. Be thorough and seek the Spirit confirmation. No announcement of the baptismal service should be made prior to the final interview. (see sample c suggested questions for baptismal interview)

B. WHAT ALL NEW MEMBERS SHOULD KNOW

These two doctrines need not be understood in detail by every new member. Many of the details have not been revealed by the Lord, therefore only a short explanation of each is necessary before baptism.

1. The Negro question
2. Plural marriage

1. The Negro question

Any spirit born into the world is different from any other. The difference includes such important facts as place of birth, temporal opportunities for advancement, intelligence capabilities and skin color. One who understands the doctrine of the "pre-existence" is not troubled by these so called "inequalities."

Rare is the person who considers God to be guilty of "discrimination", merely because people are born into a world under widely varying circumstances. One could argue that it is unfair for someone to be born blind, to be born in an uncivilised country, or to be born in 1950 rather than 1850. Through the revealed Gospel, however, we understand that there are reasons for these differences and more important, apparent disadvantages can be overcome in the eternal plan of things through righteous living and obedience to the Gospel.

Such is the case with the Negro. The Lord has not explained why the Negro cannot hold the Priesthood at this time. He has simply stated this to be the case.

The Lord has not said that Negroes are inferior. The present persecution of the Negro race in many parts of the world does not stem from the fact that they cannot hold the Priesthood - their social problems result from conditions which have no connection whatsoever with the Restored Church. Thus those who would criticize the Church practice as being "racist" must logically also criticize the Lord himself for causing certain people to be born with a black skin. It is not uncommon in the history of the world to see the Lord restrict the Priesthood to certain groups (Matt. 15:21-24). When he wishes to do so, the Lord can extend the Priesthood or the Gospel as he wishes. (Acts 10). He has his own reasons for this and does not always explain them to us. Two quotes from President McKay may be helpful. They came from a statement of the First Presidency on the Negro question dated August 17, 1951 :

" I know of no scriptural basis for denying the Priesthood to Negroes other than one verse in the Book of Abraham (1:26), however, I believe as you suggest, that the reason dates back to our pre-existent life. "

" Sometime in God's eternal plan, the Negro will be given the right to hold the Priesthood. "

It can be pointed out that the Negro who joins the Church, even though he cannot hold the Priesthood at this time, is far more blessed than those who reject the Gospel.

2. Plural Marriage

Plural marriage has been practiced by the Lord's chosen people at various times in the history of mankind - but never other than by specific commandment. In our dispensation no more than 3% of the Church were worthy and called to practice it at any time. It was done only by commandment and not as a desire of the heart except that those who practiced it desired to be obedient. Brigham Young stated that he would rather have died than practice plural marriage except that the Lord commanded it. When plural marriage was first introduced into the Church there were no laws against it in the United States. After a series of court battles the final Supreme Court decision was rendered that the prohibition of plural marriage was constitutional. Church authorities were then faced with the difficult decision of obeying the law of the land or the previously given commandment of the Lord. Many left the territorial United States to avoid the conflict presented.

In 1890 the Lord instructed Wilford Woodruff by revelation that the practice was to be discontinued. The Church does not practice it today, not because it was wrong, and not because law exists against it but rather because the Lord has withdrawn the commandment. We do not need to explain the Lord's reason for revoking it. It is enough to know that He directed the whole matter by revelation. He did not explain his reasons, but we can expect to understand them better someday.

C. FORMS TO BE FILLED OUT

There are three forms that concern us as missionaries. These are:

1. Recommandation de baptême et de confirmation.

This is to be filled out by the District Leader at the time of the baptismal interview. There should be one in your file. The Branch President also has his own, for baptisms other than converts. The white copy goes to the baptismal candidate to be given to the branch clerk, the pink one goes to the Mission Recorder immediately after the baptism and the yellow one stays in the book. (see sample form)

2. Teaching Conversion Report

A Teaching Conversion Report should be kept on all progressing investigators. This should also be filled in at the time of the interview, checked for accurateness and then signed by you. (see sample) Teaching Conversion Reports must be mailed to the Mission Home within 24 hours after the candidate is confirmed.

3. Authorization for baptism

Permission slips are available (if needed), and should be in your district file. Here is a sample:

A QUI DE DROIT:

Je soussigné _____ accorde permission pour que _____ soit baptisé(e) dans l'Eglise de Jésus-Christ des Saints des Derniers Jours. Je suis d'accord qu'il (elle) assiste aux réunions, participe aux activités de l'Eglise et recoit les visites occasionnelles des membres de l'Eglise.

The following additional requirements are to be met for single people under 21 years of age prior to their baptism :

The parents and/or legal guardians MUST be given the opportunity directly by the missionaries to understand and accept or reject the Gospel. The statement of the minor that there is no use doing this makes no difference. A direct contact must be made by the missionaries.

A signed authorization by both parents that the minor can be baptized must be submitted (see sample).

A clear explanation must be given to single candidates that the responsibilities of Church membership are extremely important with regards to marriage.

This is not meant to imply that baptized members of the Church cannot marry outside of the Church.

It should be pointed out, however, that a person who accepts the blessings and responsibilities of Church membership through baptism is not excused from obedience to the Gospel should he or she marry someone who is not sympathetic with the Church doctrine or its practices.

What should you do if they simply don't come along together?

" Never baptize a woman without the consent and sustaining influence of her husband. Try also to gain the consent and sustaining influence of a wife if the husband wants to be baptized and is worthy.

The basis for judgement is this:

If you sincerely believe that by baptizing either the wife or the husband, assuming permission of the other is given, the Church will become a source of help and inspiration in making the baptized member a better wife or a better husband, one with more love and respect and acceptance of the other and a better father or mother, then go ahead and baptize him or her. If, on the other hand

you see the Church becoming a new source of competition and of disunity in the home, it might be wise to struggle more with the family, to take more time in teaching them and trying to bring them together. There maybe some impossible situations where baptism now of one of the family members is best, but if you have the above frame of mind and you work and pray earnestly to that end, I believe you will bring in more complete families than ever before. "

-Steven R. Covey " Spiritual
Roots of Human Relations."

D. BAPTISMAL SERVICES

All baptismal services should be co-ordinated with your Branch Mission Leader, but should be organized by you. (Refer to pp.33-39 in your white missionary handbook).

SECTION 5 LEADERSHIP TECHNIQUES

In this section:

- a. Goals
- b. Planning-Execution-Control
- c. Counseling

The first thing to learn about leadership is that no-one is born a great leader. Leadership ability must be developed through learning and practicing leadership skills, following the counsel of our leaders and diligently executing our responsibility.

Here are a few keys to effective leadership:

A. GOALS

It was once said that if you achieve anything and it wasn't a goal you did it by accident. Goal setting is an eternal principle which we learn so well in the mission field. This experience will serve us for the rest of our lives.

Real progression, real achievement, or real success is the result of clear, well-defined goals. As a District Leader you will not only have personal and team goals but well-defined district goals.

Let's examine the advantages and benefits you will derive from setting good district goals:

1. Knowing where you are going you can identify where you are now.
2. Having a goal helps you to assess your progression towards it.
3. Having clearly stated goals lends purpose and meaning to all your actions
4. Decision making becomes easy as you ask yourself "will it help us achieve our goals?"
5. Having goals means concentrating and unifying energies.

When setting goals in district meeting have a predetermined idea of your needs as a district. Now guide your district in the unanimous selection of worthy goals by soliciting their thoughts and ideas for goals. NEVER impose goals. When the entire district is in agreement and you are sure each district member has expressed his true feelings and been listened to, commit each member of the district to put out the required effort. Testify to them. One missionary expressed his appreciation for his District Leader who had testified to him that he could learn the discussions in two months. He did it. Never underestimate the value of clear purpose, well-defined goals. A goal gives vision and almost makes hard work fun.

B. PLANNING - EXECUTION - CONTROL

1. Planning

- tasks with deadlines
- things to be done
- write them down
- decide on the priorities

2. Execution

- start immediately
- stick to the plan
- concentrate your effort
- be on time

3. Control

- never let your priorities become "clouded"
- ask the Lord for help..."your spiritual responsibilities are always greater than your natural ability. Faith often begins when it can't be done. You can't succeed without the Lord. "
- re-evaluate each day

C. COUNSELING

It has been said that a man says one thing, thinks another yet does another. Some of the finest spiritual experiences and manifestations of brotherly love and concern have been experienced in counseling situations.

The greatest leader is the one who takes the time to listen. Here are some important things to remember when counseling :

1. Find an appropriate setting.
2. Sit in a face to face relationship and not behind a table or desk.
3. Take enough time for the missionary to express his true feelings.
4. As he speaks listen.
5. Discover his true feelings ask yourself:
"what is he really trying to say?" and...
"how does he really feel?"
6. Never interrupt and only give advice when asked for.
7. Often a person needs no counsel, but only assurance and courage to DO that which he knows must be done.
8. Never disclose confidences.
9. If there is a problem involved which you feel unable to handle recommend the missionary to the Zone Leaders or Mission President.
10. Finally never judge, be filled with compassion, understanding and love.

You can never measure the effect for good you will have on the lives of those you are called to serve.

" A good District Leader inspires men with confidence in him
A GREAT District Leader inspires them with confidence in themselves. "

D. AQuESCO

One of the most effective proselyting tools is the principle of Aquesco. This is a tool that must be kept sharp constantly. It's main purpose is for taking return rendez-vous and for contacting people for the first time. It not only is essential in our work as District Leaders but must be taught to each and every missionary. It must be taught repeatedly and used daily by you and each member of your district in order to make each of you efficient and effective proselyting and baptizing missionaries. It is an excellent study of human nature and should be used in a positive manner. The following principles must be used in our work constantly.

BE POSITIVE We must make each door approach and proposal for return R.V.s very positive, knowing that if they understood the Gospel, they would want to talk to us very much. A statement such as follows can be effective.

"Nous savons que si vous saviez l'importance de notre message... (or "Après avoir vu un peu de notre message, probablement...) vous aimeriez que nous revenions déjà demain ou le lendemain. Mais nous voulons vous donner quelques jours pour lire, méditer et surtout prier concernant ce que nous vous avons annoncés. Nous pourrions revenir jeudi ou vendred soir. Lequel préféreriez-vous?"

If the response is either, determine time and note in agenda, assuring them of your punctuality. If the response is negative, or "Je ne sais pas"...

ASK POURQUOI Act somewhat naive by asking "pourquoi." then continue by asking something like, "Un de ces deux soirs ne vous conviendrait-il pas?" This should bring out the real objection in the mind of the person. After he has expressed his real reason for not accepting, use AQuESCO.

First give ACCORD - Mark your "accord" with a statement (Agreement) such as, "Nous comprenons très bien vos sentiments et nous avons parlé avec beaucoup de personnes qui pensent exactement comme vous." This

shows that you are listening and clearly understand their concern. Now communication is open.

Then ask QUESTION - Then ask a question such as, "Savez-vous ce que nous avons trouvés?" or "Je pensais comme vous, mais nous avons trouvés quelques réponses. Savez-vous quelles sont ces réponses?" This opens their curiosity and they listen. These first two procedures also permit you to sort out the solutions to their problem in your mind.

Give EXPLANATION - Here you answer your own question and simultaneously answer theirs. If, for example, their real reason is not believing in God, you could say, "Nous avons trouvés que souvent les gens que disent qu'ils ne croient pas en Dieu, en réalité, ils ne croient pas aux enseignements religieux des églises. Ils croient en un Etre Suprême, ou Dieu." Or if they say they have a church, "Notre message est destiné aux gens de toutes croyances religieuses, même pour ceux qui pratiquent une religion déjà" etc. Base your explanation upon their answers to your question "pourquoi?" (Never say "pourquoi pas?")

SOLUTION - Here you propose a solution to their questions, such as, "En lisant cette brochure (en priant, en lisant ces Ecritures, en venant à l'Eglise, etc.) vous comprendrez davantage l'importance de notre message, et vous seriez certainement heureux d'en savoir davantage."

CONCLUSION - Then you finish with a positive committing conclusion like: "Pour vous présenter notre message, il faut seulement quelques minutes et une table. Pouvons-nous entrer, s'il vous plaît?" or "Nous voyons que vous mangez maintenant, mais nous devons repasser voir vos voisins mercredi et jeudi soir. Quel jour préféreriez-vous?"



mission suisse de genève

Rapport d'Enseignement-Conversion

Nom du Converti CHAFFIN Jean Claude Date du baptême 8 mai 1975
 Adresse 49 avenue d'Italie, Votre Ville Branche Paroissale Votre Branche

(✓) Cocher: DEFIS ACCOMPLIS

DISCUSSIONS DE BASE	date	prière	nécessités	livre de sésame	crochets	catéchisme	mission locale
B Soirées familiales	3-4-75	✓		✓	✓	✓	Bowman - Hess
rétablissement	13-3-75	✓			✓		" "
D La progression éternelle	20-3-75	✓			✓		" "
E La révélation continue et la responsabilité personnelle	27-3-75	✓			✓		Bowman - Hess Martin
F La vérité face à l'erreur	10-4-75	✓	✓	✓	✓	✓	Bowman - Hess
H L'obéissance aux commandements du Seigneur suscite ses bénédictions	16-4-75	✓	✓	✓	✓	✓	Bowman - Hess Fr. Martin
I Nos relations avec le Christ	20-4-75	✓	✓	✓	✓	✓	Bowman-Hess-Martin
J L'appartenance au royaume	3-5-75	✓	✓	✓	✓	✓	Bowman-Hess-Martin

CONVERTI:
 Age 21 ans et plus
 de 8 à 21 ans
 Baptême en tant que famille
 seul
 Par efforts coordonnés
 oui
 non

MISSIONNAIRES AYANT FAIT LA PLUPART D'ENSEIGNEMENT:

Elder Richard Bowman
 Elder Larry Hess
 Frère Jean-Pierre Martin

PREMIER CONTACT:

Résultat de quel moyen? reference - membre

SOUIS PAR: 7 mai 1975 (Date)

Elder Bruce G. Lloyd (Dirigeant de District)

(NE PAS COUPER)

(Veuillez écrire en lettres MAJUSCULES, s.v.p.)

LETTRE/ETOILE

OBLIGATOIRE: CES RENSEIGNEMENTS DOIVENT ETRE PRIS DE:

Livret de Famille Carte d'identité

Nom en entier Jean Claude CHAFFIN
 Adresse 49 avenue d'Italie Votre Ville F-99000 France
 Date de naissance 15 avril 1942 Lieu Votre Ville F-99000 France
 Prénoms et nom de père CHAFFIN Henri
 Prénoms et nom de jeune fille de la mère Françoise BREUIL
 PERE: Membre(déjà) Non-Membre Baptisé au même temps
 MERE: Membre(déjà) Non-membre Baptisée au même temps

Baptisé le 8 mai 1975 par Frère Jean-Pierre MARTIN Ancien
 Confirmé le 8 mai 1975 par Prés. Henri GOUGET Ancien
 1) Branche: Votre Ville
 2) Age: 33 M F
 3) Combien de sa famille ont été baptisés au même temps: 3
 4) Cocher:
 a. Célibataire
 b. Remplir le verso:
 Marié(e)
 Divorcé(e)
 Veuf (ve)

Je certifie que

les renseignements donnés sont CORRECTS et COMPLETS.

Elder Bruce Lloyd
(Dirigeant de District)

IMPORTANT: CE RAPPORT DOIT ETRE ENVOYER A LA MISSION 24 HEURES APRES LA CONFIRMATION.

ORDERING SUPPLIES

1. FRANKFURT

Identification

- a) The missionary in arriving at the Mission Home receives a preprinted card with an identification number telling him briefly what to do for ordering supplies. This "red card" should not be lost by the missionary and is only valid for the length of his mission.
- b) The identification number includes the "FS" letters before the number.
Example: Elder Fore SIGHT FS-114
- c) Every time the missionary writes to, orders from, or sends money to the Distribution Center, he will need to use his identification number as well as his name and address. This is the way that he will be identified as a customer at the Distribution Center.

Ordering

The missionary will use the catalog forms issued by the Distribution Center. He can order:

- a) Free Literature: Missionary Brochures. (Paid by the Mission Budget)
 1. Orders can only be made out by District Leaders for the whole district, including full-time and part-time (district) missionaries.
 2. Orders must be sent to the Mission Home, otherwise the Mission will not assume the cost of the Brochures ordered.
 3. Catalog order forms must be accompanied by a current brochure count.
 4. Nothing else is to be ordered on the same catalog form as the brochures.
- b) Literature to be sold: All materials except brochures.
(To be paid by the missionary.)
 1. Orders to be made by each individual missionary and sent directly to Frankfurt at the address indicated on the catalog order form.
 2. DO NOT ORDER AT THE LAST MINUTE, waiting period is 1-1 1/2 months.

Payment

- a) All material will be sent directly to the missionary and he in turn must pay the invoice included with shipment. (exception: Brochures) The Mission Home is notified of missionaries not paying invoices. If the missionary had to pay freight or custom charges for receiving shipment, he should deduct this from the Frankfurt invoice when paying, making sure to send receipt of money paid and explanation to Frankfurt immediately thereafter. **IMPORTANT**: Remember to always use your identification n° with your name, and the n° of the invoice if you are paying or corresponding about extra money you had to pay.
- b) To pay, go to the nearest Post Office and ask for a "Bulletin de Virement (or Versement)" if you are in France and a "Mandat de Versement" for Switzerland. Deposit required sum in local currency in the following accounts:

<u>France</u> : Eglise de Jésus-Christ des Saints des Derniers Jours	<u>Switz</u> : CCP Frankfurt compte n°
CCP La Source n° 30911.46	6453-604 (Postscheckamt/Ffm)
	Kirche Jesu Christi,
	Sonderkonto Verlag

2. MISSION HOME

Certain supplies are available and are indicated with asterisks () on the accompanying samples of catalog order forms. No supplies will be sent until money is deposited in the bank and a "Payment Explanation" is sent to the Mission Home (see "Financial Matters"). The missionary will be charged the mailing costs.

MISSIONARY REFERRALS

As you are aware, one of the most fruitful and exciting methods of obtaining investigators and converts is the referral system operating in the Church. The Church easily spends millions of dollars and thousands of hours per year in making this one of the most effective means of missionary contact possible, and as a missionary you have the key part in this exciting and rewarding process. Often in your missionary experience, you will have both the opportunity of making referrals and the joy of following-up on the seeds already planted by others.


The Switzerland Geneva Mission uses the following system:

Making Referrals from Other Cities

Cards have now been printed (see example) which are professional in appearance and which the missionary should allow the "contact" to fill out himself. However the reverse side is reserved for the missionary to express his personal evaluation of the "contact" and his comments before sending the card to the Mission Home. The following advantages should be noted:

Nom _____

Adresse _____


 _____

Dates à retenir _____

- 1) Cards are more professional and therefore more impressive than a scrap of paper torn from some notebook.
- 2) Other missionaries are able to present the same card to the "contact" when they later follow-up and thus be more effective because the "contact" sees the same card he filled out.
- 3) Neatly carried in the "rendezvous book" carried by all missionaries.

Receiving Referrals from Other Cities

Standard referral slips (see example) are used for all referrals sent to you from the Mission Home. These are made in triplicate with both the "peach" and "white" colored copies being sent to the Branch Mission Leader (District Leader where there are none). These referrals are then discussed together by the Branch Mission Leader and the District Leader before distributing the "white" copies to each missionary team. The "white" copy will also often be accompanied by the original referral. President Ezra Taft Benson has asked that these referrals then be reviewed at the weekly missionary correlation meeting so leaders can determine the most effective contact procedure. These referrals should be contacted immediately and by the time indicated the "white" copy is to be returned to the Branch Mission Leader. He in turn sends it to the Mission Home with the "peach" copy. This "peach" copy may however be kept by him for his use if it is advantageous to recontact the referral at a later date.



REFERENCE MISSIONNAIRE
MISSION SUISSE DE GENEVE

Date _____

Nom _____

Adresse _____

Observations:

Résultat du Contact:

A Renvoyer à la
Mission avant le _____

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
THE COUNCIL OF THE TWELVE
47 E. SOUTH TEMPLE STREET
SALT LAKE CITY, UTAH 84111
February 18, 1974

TO ALL MISSION PRESIDENTS AND STAKE PRESIDENTS

Dear President:

Re: Missionary Travel and Joint Teaching

As you are aware, there is a continual increase in "joint" teaching between full-time and stake missionaries. We have found that very effective proselyting work comes when full-time missionaries teach jointly with stake missionaries.

The Missionary Committee encourages this program. In order for the full-time missionaries and stake missionaries to proselyte together, it may be necessary for the full-time missionaries to pair off with the stake missionaries and travel in their respective automobiles.

These travel arrangements are permissible when the following conditions prevail:

1. The stake missionary's automobile has complete insurance as required by the local laws.
2. Travel in the vehicles is for proselyting and not social activities.
3. There are no members of the opposite sex in the automobiles.
4. The stake missionary is considered to be mature and exercises sound judgment.

The stake mission president should be responsible for determining if the above conditions are met by stake missionaries.

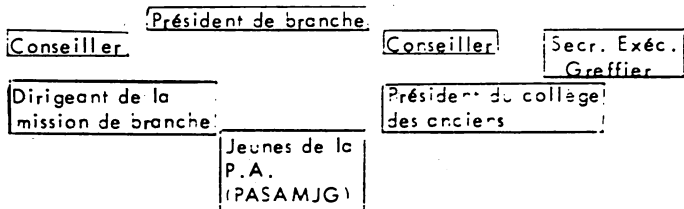
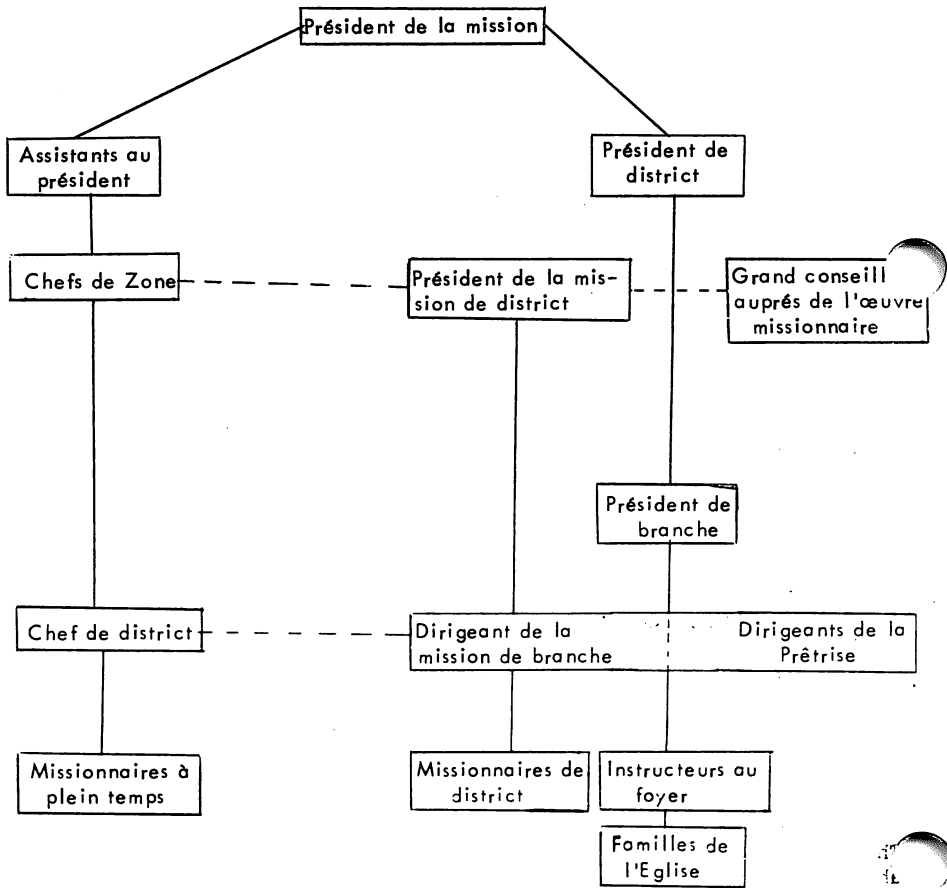
We are thankful for the many hours of work and sacrifice you are giving in your callings and pray the Lord's choicest blessings be with you.

Faithfully yours,

THE MISSIONARY EXECUTIVE COMMITTEE



Ezra Taft Benson
Chairman



Verlag Kirche Jesu Christi
der Heiligen der Letzten Tage
D - 6000 Frankfurt/Main 50
Porthstrasse 5-7
Allemagne

France
CCP LA SOURCE- compte n° 30911. 46
Belgique et Suisse
Banque BHF Frankfurt
Compte 14 - 03471 - 4
CCP Frankfurt compte n° 6453 - 604
(Postcheckamt/ Ffm) Kirche Jesu Christi
Sonderkonto Verlag.

Expéditeur
Nom Elder Fore SIGHT
Rue Rue de Londres N° 7
Lieu Toulouse, France Code Postal: 31300

Votre réf.: FS 114

N° d'unité:

Pieu/ Mission Switzerland - Geneva
Représentant du Centre:

Date (of Order)

Le présent catalogue annule tous les précédents. Il entre en vigueur au 1er août 1974

n° de catalogue	Description	Unité	Prix	Quantité	Quantité
	SYSTEME UNIFORME		DM		
* FPMI 8053 FR	Système uniforme pour enseigner les familles (discussions avec classeur)	1	5,-	241	6,00FS 10,50FF
* FPMI 8097 FR	Trousse complète du système uniforme (discussions avec classeur) (aides visuelles avec classeur) (chemise vinyl)	1	25,-	242	30,00FS 52,50FF
* FPMI 2701 FR	Aides visuelles avec classeur et chemise vinyl	1	20,-	243	24,00FS 42,00FF
FPMI 2734 FR	Section C - Aides visuelles	1	3,-	244	3,60FS 6,30FF
FPMI 2745 FR	Section D - Aides visuelles	1	3,-	245	
FPMI 2756 FR	Section E - Aides visuelles	1	3,-	246	
FPMI 2767 FR	Section F - Aides visuelles	1	3,-	247	
FPMI 2778 FR	Section H - Aides visuelles	1	3,-	248	
FPMI 2789 FR	Section I - Aides visuelles	1	3,-	249	
FPMI 279A FR	Section J - Aides visuelles	1	3,-	250	
	FORMULES				
FPMI 0064 FR	Certificat pour missionnaire ayant terminé sa mission	1	G	251	
FPMI 0075 FR	Recommandation missionnaire	bloc	G	252	
FPMI 0086 FR	Examen médical de missionnaire	1	G	253	

n° de catalogue	Description	Unité	Prix	Quantité	Quantité
FPMI 8031 FR	Carte avec adresse chapelle pour investisseurs	100	DM 5,-	254	6,00FS 10,50FF
	DIVERS				
DDL-116 FR	Reflex French - I	1	20,-	239	24,00FS 42,00FF
DDL-117 FR	Missionary Pal. Reference Guide for Missionaries and Teachers- Keith Marston	1	5,-	240	6,00FS 10,50FF
	FILMS FILMS & CASSETTES				
DZZ-115	Aperçu du Livre de Mormon- film fixe (anglais) avec texte français à lire	1	5,-	260	6,00FS 10,50FF
DZZ-116	Le Christ en Amérique- film fixe (anglais) avec cassette et texte à lire (français)	1	10,-	261	12,00FS 21,00FF
FPMI 2574 FR	L'homme à la recherche du bonheur- film fixe (anglais) avec cassette (français)	1	10,-	259	
VYOF 0814 FR	Rencontre avec les mormons- film fixe (anglais) avec cassette (français)	1	10,-	256	

Veuillez utiliser cette feuille pour commander. Veuillez compléter uniquement la colonne «Quantité» et n'oubliez pas d'indiquer vos nom et adresse.

Catalogue 1974 - 75

EGLISE DE JESUS - CHRIST DES SAINTS DES DERNIERS JOURS

Verlag Kirche Jesu Christi
der Heiligen der Letzten Tage
D - 6000 Frankfurt / Main 50
Porthstrasse 5-7
Allemagne

France
CCP LA SOURCE- compte n° 30391. 48
Belgique et Suisse
Banque BPF Frankfurt
Compte 14-03471-4
CCP Frankfurt compte n° 9483-604
(Postcheckamt/ Ffm) Kirche Jesu Christi
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Votre réf.: FS 114

N° d'unité: _____

Pays / Mission Switzerland - Geneva
Représentant du Centre: _____

Date (of Order)

Le présent catalogue annule tous les précédents. Il entre en vigueur au 1er août 1974

n° de catalogue	Description	Unité	Prix	Quantité	FS	FF
LITTERATURE GENERALE						
LIVRES CANONIQUES						
FEMI 4008 FR	Livre de Mormon	1	2,-	147	2,40	4,20
FEMI 4019 FR	Doctrines et Alliances- Perle de Grand Prix (diptyque)	1	6,-	148	7,20	12,60
FEMI 4041 FR	Tristyrque	1	20,-	145	24,00	42,00
SE 034 FR	Bible- édition cartonnée	1	11,20	146	13,80	24,15
SE 035X FR	Bible- simili cuir - (anglais)	1	30,-	146A	36,00	63,00
SE 035K FR	Bible- simili cuir - (sans anglais)	1	22,-	146B	26,40	46,20
SE 036 FR	Nouveau Testament	1	5,-	146C	6,00	10,50
LITTERATURE						
FEMI 0133 FR	Références par sujet- Eldin Hicks	1	4,-	151	4,80	8,40
FEMI 4024 FR	Articles de Foi- James E. Talmage	1	6,-	149	7,20	12,60
FEMI 4165 FR	La vérité rétablie- Gordon B. Hinckley	1	3,-	150	3,60	6,30
FEMI 4176 FR	Jésus le Christ- James E. Talmage	1	10,-	150	12,00	21,00
FEMI 4176LFR	Jésus le Christ- James E. Talmage (luxe)	1	20,-	150A	24,00	42,00
FEMD 0064 FR	Le miracle du pardon- Spencer W. Kimball	1	15,-	152	18,00	31,50
FEMD 0075 FR	Les discours de Brigham Young	1	15,-	152	18,00	31,50
FEMD 0086 FR	Le chemin de la perfection- Joseph Fielding Smith	1	5,-	153	6,00	10,50
FEMD 0097 FR	L'Eglise rétablie- William B. Bennett	1	15,-	154	18,00	31,50
FEMD 0100 FR	Doctrines de l'Evangile- Joseph F. Smith	1	8,-	155	9,60	16,80
FEMD 0135 FR	La maison du Seigneur- James E. Talmage	1	6,-	156	7,20	12,60
FEMD 0155 FR	Les enseignements du prophète Joseph Smith	1	10,-	157	12,00	21,00
POES 3047 FR	Une oeuvre merveilleuse et un prodige	1	9,-	158	10,80	18,90
IDL 114	Le royaume de Dieu- Oscar W. Mo Conkie	1	10,-	159A	12,00	21,00
IED- 92	Le royaume de Dieu rétabli- Grant	1	12,-	153	14,40	25,20

n° de catalogue	Description	Unité	Prix	Quantité	FS	FF
IED- 09	Une voix d'avertissement- Parley P. Pratt	1	2,50	160A	3,00	5,25
DZZ-014	Les Saints des Derniers Jours- Mullen	1	8,-	164	9,60	16,80
IDL-115	Etudes sur la prêtrise	1	2,50	164	3,00	5,25
BZZ-906	Classeur pour "Stoile"	1	5,-	163	6,00	10,50

MISSIONNAIRES (Fournitures)						
BROCHURES						
n° de catalogue	Description	Unité	Prix	Quantité	FS	FF
FPMI 0002 FR	Une parole de sagesse	1	0,15	221		
FPMI 0013 FR	Joseph Smith - Le grand révélateur	1	0,15	222		
FPMI 0024 FR	Le plan de salut	1	0,20	223		
FPMI 0057 FR	Le plan de salut - Questions	1	0,20	224		
FPMI 0079 FR	Pourquoi ne se convertissent-ils pas?	1	0,20	225		
FPMI 0084 FR	La famille, pourquoi?	1	0,20	226		
FPMI 0090 FR	Préparez-vous pour l'éternité	1	0,08	227		
FPMI 2024 FR	Contributions au grand but	1	0,10	228		
FPMI 2052 FR	Le roi de la terre	1	0,15	229		
FPMI 2098 FR	Le concept de l'Église de Jésus-Christ	1	0,30	230		
FPMI 2299 FR	Église telle qu'elle fut organisée par Jésus-Christ	1	0,10	231		
FPMI 2314 FR	C'est quoi, les mormons?	1	0,20	232		
FPMI 2336 FR	Le Christ en Amérique	1	0,15	233		
FPMI 2347 FR	Le but de la vie	1	0,20	234		
FPMI 2391 FR	Le baptême, comment et par qui doit-il être administré?	1	0,15	235		

EXTRACT
VANDERS ONLY

Veuillez utiliser cette formule pour commander. Veuillez compléter uniquement la colonne -Quantité- et n'oubliez pas d'indiquer le nom et l'adresse.

DISTRICT PRIESTHOOD LEADER STEWARDSHIP

Planning and Evaluation Sheet

District Leader Elder Paul W. Hess Missionary Elder Kim Stevens
District Your District Date May 16, 1975

PLANNING done prior to District Leader Stewardship Service

I will analyse his reports and watch carefully as he works with members and the other missionaries on Sunday, and prepare myself to be in tune with the Spirit and pray to understand in what I might help him.

OBJECTIVES of District Leader Stewardship Service

1. Learn to know Elder Stevens by working with him and building a tie of love and harmony between us.
2. Show him by example creative contacting and help him teach the Chanet family with new learning activities
3. Find at least two new families to teach.

EVALUATION upon completion of District Leader Stewardship Service

I felt very good about our day together. Elder Stevens is a great man. I wasn't as organized as I could have been but we got off to a good start and worked very well together. I feel that we were both blessed and we both learned a great deal. We have a working relationship of trust between us.

REALIZATION OF OBJECTIVES

1. I feel like I know him much better. He opened up as I listened carefully (see resource form)
2. We did all kinds of new things and he loved it! He said that he'd felt restricted before. The Chanet family opened right up when we tried to understand and teach right.
3. We found THREE new families and taught a walk-in!

CHALLENGES AND COMMITMENTS to be followed up on as a result of District Leader Stewardship Service:

*He promised me to use a new way of contacting each day.
He committed to teach with both sides of the pages and to teach according to needs
He will take more time to help his companion and plan each discussion in the morning.
He wants to be HAPPIER!!*

District Leader Elder Paul W. Hess

COMMENTS:

ZONE LEADERS _____

STEWARDSHIP RESOURCE FORM

"For there are many gifts, and to every man is given a gift by the Spirit of God. To some is given one, and to some is given another, THAT ALL MAY BE PROFITED THEREBY." D&C 46:11, 12

MISSIONARY Elder Kim Stevens

SPECIAL INTERESTS:

He loves music but says he can't sing! Loves to water ski and play handball. Especially enjoys reading and creative writing.

TALENTS AND ABILITIES that can be used for the upbuilding of the Lord's Kingdom:

He said that it was easy for him to really listen to people, and he enjoys listen. Could perhaps offer listening presentation. Also enjoys using poetry to please investigators.

CREATIVE IDEAS for proselyting:

He wants to present the Book of Mormon to literary clubs and place Church literature in stores and libraries. He and his companion have devised a flipbook to present "13 steps of sharing gospel" to use with BML and then with priesthood quorums and home teachers

DISTRICT LEADER EVALUATION of missionary's PERSONAL PREPARATION PROGRAM (discussions, scripture study, French, spirituality, health, etc.)

He studies discussions regularly in dual study. Doing the "Search the Scriptures" questions. They speak French 24 hours a day! His actions and conversation show a good attitude and his calling means a great deal to him and he's trying to build his spirituality. He is taking good care of himself and his stewardship!

GOALS:

Short Range:

He wants to contact many people who will later on be able to help them—important in the town. He wants also to build his companion in every way and prepare each discussion with the end in mind. He currently has a good reading and scripture memorization method.

Long Range:

He wishes very deeply to baptize completed families to bless the branch. He also wishes to build into his own life the habit of service—serving everybody around him. He will master the language and become a real teacher as the Christ taught.

How Priesthood Leaders can help missionary to accomplish goals:

I can let him feel of my love concern and support and ask him often how he is feeling about his progress on these goals. I can pray for him constantly and fervently. I can teach with him and show him how to teach properly and help him integrate his families.

I will use these talents to build my district meetings and the other members of the district.

MISSIONARY'S IDEAS on how he can accomplish his particular stewardship in this branch and city:

He will use his fast day to ask the Lord His will and then learn all the member's names. He expressed support for all his leaders and their counsel and keep all his personal goals. He wishes very much to succeed.



mission suisse de genève

RAPPORT HEBDOMADAIRE DU DIRIGEANT DE DISTRICT

Pour la semaine de 26 Avril 1975

DIRIGEANT DE DISTRICT Elder Hess

Zona Nilouse

District Votreville

RAPPORT MENSUEL DU DIRIGEANT DE MISSION DE BRANCHE

Pour le mois de _____

DIRIGEANT DE MISSION DE BRANCHE _____

DISTRICT _____

BRANCHE _____

ACTIVITE MISSIONNAIRE

	Hess	Moyné	Hackson	Young				TOTAL	MOYEN
1 Heures passées à étudier l'évangile	18.0		16.0					34.0	17.0
2 Heures passées à enseigner les discussions aux investigateurs	9.5		10.5					20.0	10.0
3 Total des heures de prosélytisme	60.5		58.0					118.5	59.0

* Comprend les heures passées à trouver des investigateurs, à les enseigner ou à aller à l'Eglise avec eux.

DISCUSSIONS DE BASE

B	Score familial	3	3					6	3
C	L' rétablissement	1	4					5	2
D	La progression éternelle	2	2					4	2
E	La révélation continue et la responsabilité personnelle	1	1					2	1
F	La vérité face à l'erreur		2					2	1
H	L'obéissance aux commandements du Seigneur suscite ses bénédictions	1						1	1
I	Nos relations avec le Christ	2						2	1
J	L'appartenance au royaume								
	TOTAL	10	12					22	11

DEPENSES MISSIONNAIRES

1	Total des dépenses (pour les missionnaires à plein temps seulement) Par semaine	150 fs	90					240	120 fs
2	Total des dépenses (pour les missionnaires à plein temps seulement) Mois en cours	370 fs	350 fs					720	360 fs

	A	B	C	D
NOMBRE DE CONVERTIS A L'EGLISE	De la col. D par efforts coordonnés	Dans les limites du pleu	Heure du pleu	Total du mois (B+C)
1	Convertis baptisés (21 ans et plus)	2 / 3		2 / 3
2	Convertis baptisés (de 8 à 21 ans)	0 / 1		0 / 1
3	Total des baptêmes de convertis	2 / 4		2 / 4
4	Nombre de familles baptisées	1 / 1		1 / 1
5	Enfants de 7 ans et moins qui ont été inscrits après le baptême de leurs parents			

Converti: (1) Toute personne âgée de huit ans ou plus qui est baptisée et dont les parents ne sont pas membres de l'Eglise (2) Toute personne de douze ans ou plus qui est baptisée dont le père ou les deux sont membres de l'Eglise.

Familles converties: (1) le mari, la femme avec ou sans enfants (2) l'un des parents (habitant avec ses enfants) dont le conjoint est divorcé ou décédé et qui est baptisé avec un ou plusieurs de ses enfants.

COMPTES BAPTEMES CETTE SEMAINE OU CE MOIS-CI

Nom	Adresse	Date du baptême
Chaffin, Jacques	14 AVE de la République	24 Avril
Chaffin, Marie	14 AVE de la République	24 Avril

DATES DE BAPTEMES PREVIUS

Nom	Discussions données	Adresse	Date de l'engagement ou baptême
Durand (4)	A B C D E F G H	42 Rue de la Côte	11 Mai
Dupont (5)	A B C D E G	17 AVE de Kennedy	26 Mai

* Pour les familles, inscrire seulement le nom du chef de famille et mettre le nombre de membres de la famille entre parenthèses

EVALUATION HEBDOMADAIRE

During this past week things seemed to just fall into line for us as a district. We are beginning to see the results of our efforts here in this beautiful city. Much of our success here is a result of coordinated efforts with the members. The members are excited and that can make so much of a difference. We went out this week and as a district had 12 hours of total proselyting with members (10 of those hours in teaching). The district missionaries are anxious to work with us. Do longer do we need to chase them to get rendez-vous, for they are now coming to us.

Elders Jackson and Young experienced a few of those problems which usually greet new companionships but have now settled down and are teaching up a storm. Elder Lloyd is progressing each day, is a great source of support and desire for me and really loves this work.

A great sense of love is developing here in this branch between members and missionaries, a love based upon a mutual desire to give the gospel to others around us. I love this town and this branch as well as each missionary in this district.

- Elsie Heon -

Home Stewardship Form



Switzerland Geneva Mission

Missionaries _____

Month _____

District _____

Address _____

Zone _____

Here are some guidelines to help you maintain your home in happy, healthy, spiritual atmosphere "Establish a house ... a house of God"

- Bedroom/Living Area: clean windows, wash drapes, clean bedding, clean-out cupboards, air out apartment
- Kitchen Area: scrub and wash sink, clean dish drainer, clean inside and outside of fridge, empty and clean garbage
- Bathroom Area: wash tilework, sink, shower, clean shower curtain with Ajax, wash and clean W.C.
- Floors and Walls: clean walls and paintwork, take down all posters on painted surfaces, beat rugs, sweep and mop floors
- Appliances: make sure appliances and utilities are working well, repair breakdowns, clean stove, check for gas leaks
- Utilities (kitty) and Rotating Fund: check carefully that they are clear, adequate and up to date
- Bikes: clean and lubricate them, check spokes, "dérailleur" and brakes, replace worn parts, check lights-brightness, distance
- Extras: add a smile to your home -- make it yours

WEEK	ACTION PLANNED AND ACCOMPLISHED	TIME SPENT

Accounting of Stewardship

"And let all things be done in cleanliness before me"

COMMENTARY (state of apartment, working order of appliances, utilities, special problems -- please mention utility and rotating funds)

How do you feel about the apartment?

Things left to be done and deadline

Signed, home stewards _____

District Priesthood Leader Comments and Suggestions

(When all is in order and all suggestions completed) Signed _____

Zone Priesthood Leader Comments and Suggestions

Signed _____

Mission Home

Note: District Leader--Please be sure that signed form is sent to Zone Leaders the first week of the month for preceeding month

SUGGESTIONS POUR L'INTERVIEW DE BAPTEME

Liste de Contrôle

Souvenez-vous d'avoir du tact et de la diplomatie en présentant ces différents points.

S'agenouiller et prier avant de commencer.

Remplir la formule PRPB0105FR "Recommandation de baptême et Confirmation" en vous basant sur le livret de Mariage (ou carte d'identité pour célibataires) pour vous assurer du mariage.

Rappel de l'alliance du baptême. Demandez:

1. Pourquoi voulez-vous être baptisé(e)?
2. Relisez ensemble Mosiah 18:8-11, D. and C. 20:37; 71-74.

Est-ce votre désir?

Prenez en considération l'âge, les antécédents et les sentiments du candidat.

Rappel de l'apostasie et de la restauration de l'Evangile

Acceptez-vous comme vérité que:

1. Jésus-Christ est le fils de Dieu?
2. Joseph Smith était un prophète?
3. Le Livre de Mormon comme étant la parole de Dieu?
4. Le Président actuel de l'Eglise comme prophète vivant?

Etes-vous prêt:

1. A assister régulièrement aux réunions de l'église?
2. A suivre la Parole de Sagesse (1Cor. 3:16-17)?
 - a. Depuis combien de temps l'observez-vous?
 - b. Suivez-vous ce commandement maintenant?
3. A reconnaître la loi de la dîme et à suivre cette loi? D.C.64:23
4. Moralité:
 - a. Expliquer la loi de chasteté.
 - b. Etes-vous d'accord sur ce principe?
 - c. Avez-vous ou avez-vous eu des relations sexuelles en dehors des liens du mariage?
 - d. Demandez à voir le livret de famille.

Rappel des connaissances:

1. Apostasie
2. Restauration

Facultatif: Mariage plural et question prêtrise des noirs.

Etes-vous prêt:

1. A soutenir le président actuel de l'Eglise comme prophète?
2. A soutenir le Président de branche et les officiers de l'Eglise?
3. A accepter de servir dans l'Eglise?
4. A endurer jusqu'à la fin? (Alma 24:30)
5. Avez-vous lu la brochure: "Après le baptême, quoi?"
6. Etes-vous prêt à continuer à soutenir l'effort missionnaire?

Vous a-t-on expliqué l'importance du jour de Sabbat?

Vous a-t-on expliqué l'importance de la prière quotidienne?

Vous a-t-on expliqué l'importance du jeûne? l'honnêteté?

Rendez votre témoignage et ayez une prière.

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
THE COUNCIL OF THE TWELVE
47 E. SOUTH TEMPLE STREET
SALT LAKE CITY, UTAH 84111

April 9, 1974

TO ALL FULL-TIME MISSION PRESIDENTS AND STAKE PRESIDENTS

Dear President:

Re: Convert Baptismal Interviews

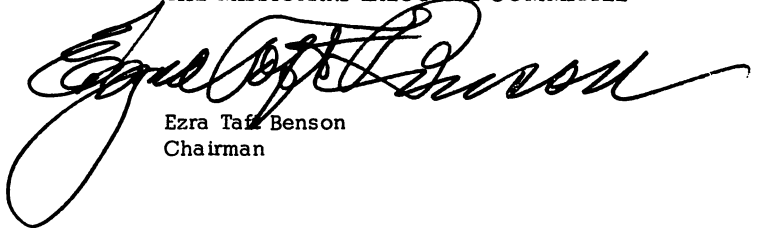
Recently it has been brought to our attention that some difficulty has been encountered when full-time and stake missionary leaders do not inform bishops and branch presidents of serious moral transgressions of prospective converts.

In such cases, the interviewing missionaries may properly consult with the appropriate bishop or branch president for his counsel and future guidance in assigning the convert to ward or branch activity.

You will want to obtain the consent of the baptismal candidate in order not to violate the confidence of the interview.

Faithfully yours,

THE MISSIONARY EXECUTIVE COMMITTEE

A large, stylized handwritten signature in black ink, which appears to read "Ezra Taft Benson". The signature is written over the typed name and title.

Ezra Taft Benson
Chairman