

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
OFFICE OF THE FIRST PRESIDENCY
47 EAST SOUTH TEMPLE STREET, SALT LAKE CITY, UTAH 84160-1200

October 29, 2012

To: General Authorities; Area Seventies; Stake, Mission, and District Presidents;
Bishops and Branch Presidents


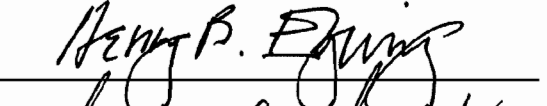

Dear Brethren:

Finding Lost Members

A concerted effort is being made to reach and rescue those whose membership records may be in the address unknown file. Enclosed are some guidelines prepared by the Quorum of the Twelve, Presidency of the Seventy, and Presiding Bishopric that will further help you in this effort.

We would appreciate priesthood leaders giving their full support to the rescue effort and ensuring that these guidelines are implemented in a timely manner.

Sincerely yours,




The First Presidency

This letter is being translated and will be distributed to units identified as Chinese, Danish, Dutch, Finnish, French, German, Hungarian, Indonesian, Italian, Japanese, Korean, Mongolian, Norwegian, Portuguese, Russian, Samoan, Spanish, Swedish, Thai, Tongan, and Ukrainian. 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).

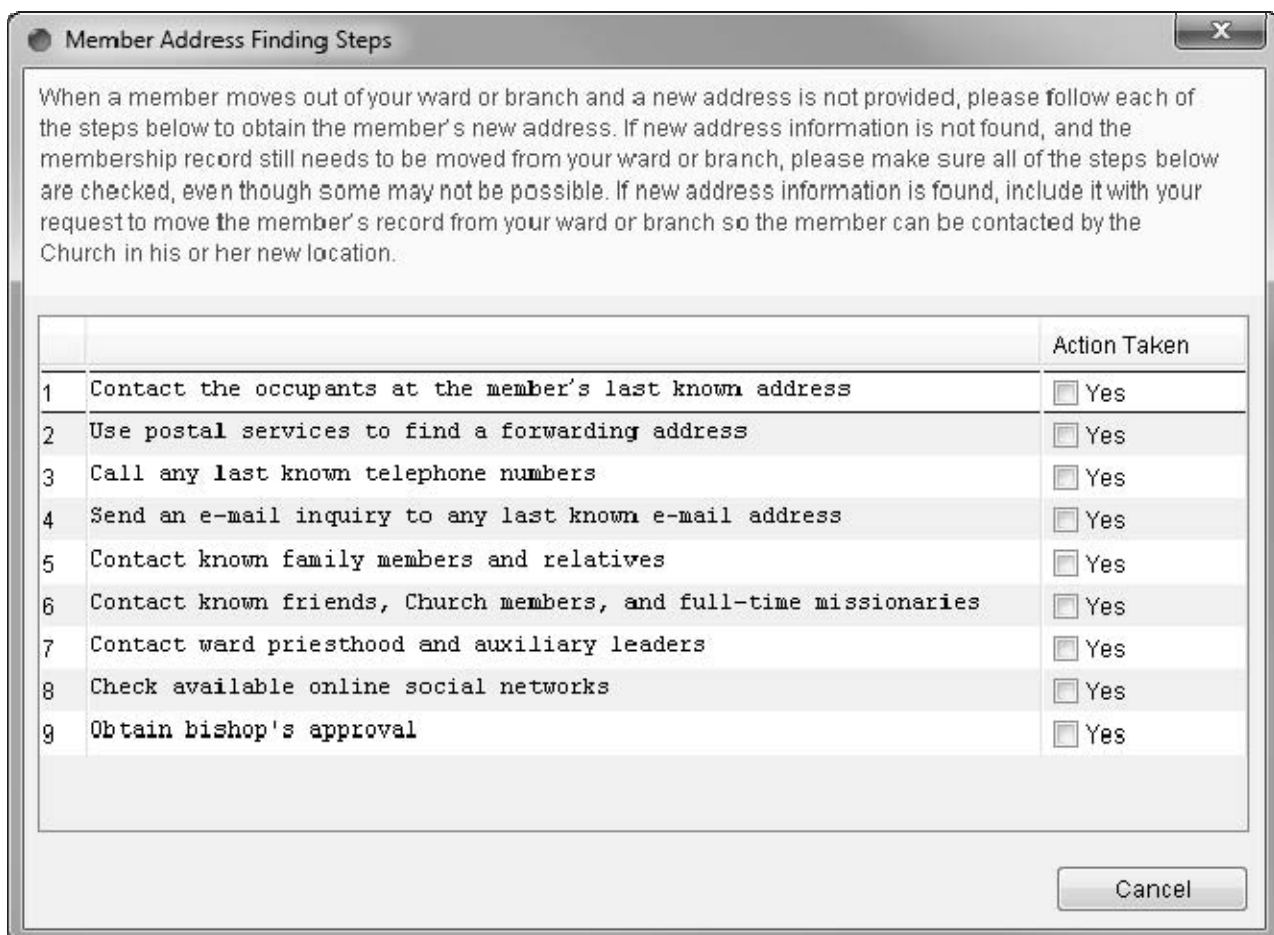
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New Guidelines for Finding Lost Members

Prevention

On December 1, 2012, the MLS system will be modified to require the completion of nine locating steps *before* a member's record can be transferred to the address unknown file.

The following image shows what the computer screen listing these steps will look like:



When a member moves out of your ward or branch and a new address is not provided, please follow each of the steps below to obtain the member's new address. If new address information is not found, and the membership record still needs to be moved from your ward or branch, please make sure all of the steps below are checked, even though some may not be possible. If new address information is found, include it with your request to move the member's record from your ward or branch so the member can be contacted by the Church in his or her new location.

		Action Taken
1	Contact the occupants at the member's last known address	<input type="checkbox"/> Yes
2	Use postal services to find a forwarding address	<input type="checkbox"/> Yes
3	Call any last known telephone numbers	<input type="checkbox"/> Yes
4	Send an e-mail inquiry to any last known e-mail address	<input type="checkbox"/> Yes
5	Contact known family members and relatives	<input type="checkbox"/> Yes
6	Contact known friends, Church members, and full-time missionaries	<input type="checkbox"/> Yes
7	Contact ward priesthood and auxiliary leaders	<input type="checkbox"/> Yes
8	Check available online social networks	<input type="checkbox"/> Yes
9	Obtain bishop's approval	<input type="checkbox"/> Yes

Cancel

The purpose of these steps is to increase the likelihood of locating a member who has moved without leaving a new address.

Identification

On December 1, 2012, the MLS system will separately identify member records that are transferred to a ward or branch from the address unknown file. The following image shows what this MLS report will look like:

Roundstone Ward (108) - Members Moved In Report Rockwood Utah Stake (222445)						
This is a list of people who have moved into the unit.						
Name	Move In Date	Household Position	Sex	Age	Street Address	Phone/E-mail
Ayala, Daniel Carter	22 Oct 2012	Head of Household	Male	36	123 Sunnyside Avenue	555-5555
Ayala, Bonnie Jean	22 Oct 2012	Spouse	Female	40	123 Sunnyside Avenue	555-5555
Ayala, Nora Gayle	22 Oct 2012	Child	Female	12	123 Sunnyside Avenue	555-5555
Ayala, Amandi Dawn	22 Oct 2012	Child	Female	11	123 Sunnyside Avenue	555-5555
This is a list of people who have moved into your ward or branch whose address was previously not known.						
Name	Move In Date	Household Position	Sex	Age	Street Address	Phone/E-mail
Bowers, Trent Earl	22 Oct 2012	Head of Household	Male	57	123 Shepherd Lane	555-5555
Cadenasso, Roberto	22 Oct 2012	Head of Household	Male	47	123 Cranberry Street	555-5555

Identifying these records separately on the MLS report is intended to encourage bishops to designate full-time and ward missionaries, or others, to visit, teach, and rescue these souls. Many members whose records are transferred from the address unknown file have un-baptized spouses and children, and this provides an opportunity for missionary work.