

## Notice

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Date: February 1, 2014

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

THE CHURCH OF  
**JESUS CHRIST**  
OF LATTER-DAY SAINTS

From: Presiding Bishopric  
Membership and Statistical Records (801-240-3500 or 1-855-LDS-HELP)

Subject: Using the Revised Ward Quarterly Report

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In a letter dated December 15, 2013, the First Presidency announced that the stake and ward Quarterly Reports have been revised to help priesthood and auxiliary leaders focus on the growth of the Church through the conversion of individual members.

Beginning in the first quarter of 2014, a section titled “Indicators of Conversion and Church Growth” will appear on the revised Quarterly Report. This section includes new information on the following:

- Individuals who are sealed to his or her spouse in the temple
- Males ages 18–25 who are serving or who have served full-time missions
- Prospective elders advanced to the Melchizedek Priesthood
- Young men who have received the priesthood office appropriate for their age
- Adults and youth who have submitted ancestor names for temple ordinances

The section titled “Converts (past 12 months)” now requests information on converts age 12 and older who have submitted ancestor names for temple ordinances.

In addition to the actual totals and percentages shown in the previous Quarterly Report, the revised report includes a column showing potential totals and two additional columns that show applicable percentages from one year ago and five years ago. These are to assist in monitoring progress. Specific instructions for clerks are found on the reverse side of this document, and a sample revised report is attached.

These additions will not require that clerks gather or enter new information.

## INSTRUCTIONS TO WARD CLERKS FOR COMPLETING AND SUBMITTING THE REVISED WARD QUARTERLY REPORT

Ward clerks may complete and submit the Quarterly Report online through Leader Resources and Clerk Resources on LDS.org, or they may continue to use MLS.

Procedures for using Leader Resources and Clerk Resources:

1. Go to [lds.org/clerk](https://lds.org/clerk) and sign in using your LDS Account username and password.
2. From the Reports menu, select **Quarterly Report**.
3. Input the actual totals for attendance, home teaching, visiting teaching, and converts as done in the past. (The potential totals and some additional information, including the percentages from one year ago and five years ago, will appear automatically.)
4. Click the **Submit** button to submit the report to the stake and to Church headquarters.

Procedures for using MLS:

1. Prior to the end of the quarter, you will be reminded to submit any membership updates to ensure that the Quarterly Report will be complete and accurate.
2. At the beginning of a new quarter, a Send/Receive must be completed in order to receive the Quarterly Report potential totals and some additional information from Church headquarters, including the percentages from one year ago and five years ago.
3. From the MLS menu bar, select **Reports/Forms**, then **Reports/Tools**, and then **Quarterly Report** (if a Send/Receive has not been completed since the end of the quarter, you will be prompted to do so).
4. Input the actual totals for attendance, home teaching, visiting teaching, and converts as done in the past.
5. Click **Close**, and then click **Save**.
6. Click **Send/Receive** to submit the report to the stake and to Church headquarters.

*Note:* The ability to click on a group total to see the names of those who are in the group is no longer available in MLS. However, this functionality is now available in Leader Resources and Clerk Resources.

# Ward Quarterly Report

Roundstone Ward (108)		Quarter 1 - 2014				
Rockwood Utah Stake (222445)						
Indicators of Conversion and Church Growth		Actual	Potential	Percent	% 1 Year	% 5 Years
1	Individuals who are sealed to a spouse in the temple					
2	Endowed members with a current temple recommend					
3	Males ages 18-25 serving or who have served a full-time mission					
4	Adult males holding Melchizedek Priesthood					
5	Prospective elders advanced to the Melchizedek Priesthood					
6	Young men with priesthood office appropriate for their age					
7	Average sacrament meeting attendance					
8	Converts baptized and confirmed in the last 12 months		----	----	----	----
9	Adults and youth who submitted ancestor names for temple ordinances					
<b>Members/Families</b>						
10	Total members		----	----	----	----
11	Total families		----	----	----	----
12	Families visited by home teachers					
13	Women contacted by visiting teachers					
<b>Adults</b>						
14	Melchizedek Priesthood holders attending priesthood or Primary meetings					
15	Prospective elders attending priesthood meetings					
16	Women attending Relief Society, Young Women, or Primary meetings					
17	Young single adults attending priesthood or Relief Society meetings					
<b>Youth</b>						
18	Young men attending priesthood meetings					
19	Young women attending Sunday Young Women meetings					
<b>Children</b>						
20	Children ages 0 through 2 years (as of 1 January)		----	----	----	----
21	Children ages 3 through 11 years (as of 1 January) attending Primary					
<b>Converts (past 12 months)</b>						
22	Converts attending at least one sacrament meeting last month					
23	Converts age 12 and older assigned a Church responsibility or calling					
24	Convert males age 12 and older ordained to appropriate priesthood office					
25	Converts age 12 and older who have submitted ancestor names for temple ordinances					

**Ward Quarterly Report – Convert Detail**

<b>Name</b>	<b>Sex</b>	<b>Age</b>	<b>Priesthood</b>	<b>Attended sacrament meeting at least once last month?</b>	<b>If 12 or older, has a calling or responsibility?</b>