

## Receiving and Using Membership Records

### Membership records help leaders:

- Get to know members.
- Identify saving ordinances that members should receive.



### Membership records of those who live in the ward

- Make sure the ward has a membership record for all members who live in the ward.
- Periodically review membership records to make sure they are accurate.
- Update membership records as soon as you know that a member has received an ordinance or ordination.
- Move membership records of those who have moved out of the ward.
- Request membership records of those who have moved into the ward.
- Print and give the bishop a copy of membership records of those who move into the ward as soon as the ward receives the records.
- Review the Individual Ordinance Summary with the member each year, usually at tithing settlement.

### When a membership record arrives:

- The bishop reviews the record to see if there are ordinances the member should prepare to receive.
- The bishop or one of his counselors welcomes the member in sacrament meeting.
- Priesthood and auxiliary leaders coordinate efforts to fellowship the member.
- Priesthood and Relief Society leaders assign home and visiting teachers.
- The bishop or one of his counselors extends an appropriate calling.

### When a member moves from the ward and you do not have the member's new address:

- Visit the last known address.
- Call the last known phone number.
- In a ward council meeting, find out if anyone knows the new address.
- If you still cannot find the new address, follow the procedures outlined by your administration office.