


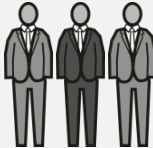


## Responsibilities for Updating Membership Records

<p><b>Members</b></p> 	<p>Members should notify the clerk of the following:</p> <ul style="list-style-type: none"> <li>• Change of residential address</li> <li>• Marriage</li> <li>• Divorce</li> </ul>
<p><b>Home Teachers</b></p> 	<p>Home teachers should notify the clerk of the following for families they are assigned:</p> <ul style="list-style-type: none"> <li>• Change of residential address</li> <li>• Marriage</li> <li>• Divorce</li> </ul>
<p><b>Clerks</b></p> 	<p>Clerks are responsible to:</p> <ul style="list-style-type: none"> <li>• Seek out information.</li> <li>• Update Church records.</li> </ul>
<p><b>Ward Leaders</b></p> 	<p>Ward leaders should make sure the clerk receives copies of:</p> <ul style="list-style-type: none"> <li>• Child blessing records.</li> <li>• Baptism and confirmation records.</li> <li>• Priesthood ordination records.</li> </ul>

Clerks and members have a sacred and important responsibility to make sure ordinances and other information are accurately recorded on the permanent records of the Church.

Even though an ordinance has been approved by those with the proper keys and performed by the proper authority, it is not valid unless it is properly recorded.

A membership record must be accurate and complete if it is to be of the greatest value to priesthood leaders.

All members, including clerks, home teachers, and ward leaders, have responsibilities to help make sure records are correct.

Updates to membership records must be recorded locally and submitted to the administration office.

***“Whatever you do not record on earth shall not be recorded in heaven” (D&C 128:8).***