

<b><u>BISHOP</u></b> <b>Priests / Laurels</b> <b>Temple Interviews</b> <b>Welfare</b> <b>Budget / Finance</b> <b>High Priest</b> <b>Elders</b> <b>Missionary Comm.</b> <b>Stake Callings</b>	<b><u>1st COUNSELOR</u></b> <b>Teachers / MiaMaids</b> <b>Young Men</b> <b>Young Women</b> <b>Boy Scouts</b> <b>Seminary</b> <b>Employment</b> <b>Preparedness</b> <b>Ward Activities</b> <b>Music</b> <b>Temple Interviews</b> <b>Physical Facilities &amp; Keys</b> <b>Temporal &amp; Spiritual</b> <b>Welfare Committee</b> <b>Cannery Specialist</b> <b>Six month Youth</b> <b>interviews ( Teachers and</b> <b>MIA Maids)</b>	<b><u>2<sup>ND</sup> COUNSELOR</u></b> <b>Deacons / Beehives</b> <b>Primary</b> <b>Cub Scouts</b> <b>Baptisms - Members of</b> <b>Record</b> <b>Sunday School</b> <b>Single Adults</b> <b>Young Single Adults</b> <b>Public Relations</b> <b>Temple Interviews</b> <b>Library</b> <b>Newsletter</b> <b>Family History</b> <b>Temple Committee</b> <b>Six month youth</b> <b>interviews (Deacons and</b> <b>Beehives)</b> <b>Relief Society</b>	<b><u>EXEC. SECT.</u></b> <b>Interview scheduling</b> <b>(Temple, YM/YW,</b> <b>Baptismal, PH</b> <b>Advancement, Callings,</b> <b>Special requests.)</b> <b>Meeting Agenda's</b> <b>Recommend interviews</b> <b>Bulletin Board</b> <b>Home Teaching</b> <b>Education</b> <b>Notification of</b> <b>upcoming meetings</b> <b>Assignment follow-up</b>	<b><u>WARD CLERK</u></b> <b>Ward Roster</b> <b>Records / Reports / Trends</b> <b>Calendar</b> <b>Order Materials</b> <b>Supervise and train all</b> <b>clerks</b> <b>Attendance</b> <b>Building Coordination</b> <b>Court Minutes</b>
--	---	--	--	--

- **Sacrament Meeting / Music / Weekly Programs/ Announcements - Rotate every other month between 1st and 2nd Counselor.**

- **Finances / Contributions - Weekly, Audits, etc. - Rotate every other month between 1st and 2nd Counselor. It will be the opposite month of Sacrament Meeting month.**

**Last updated:**