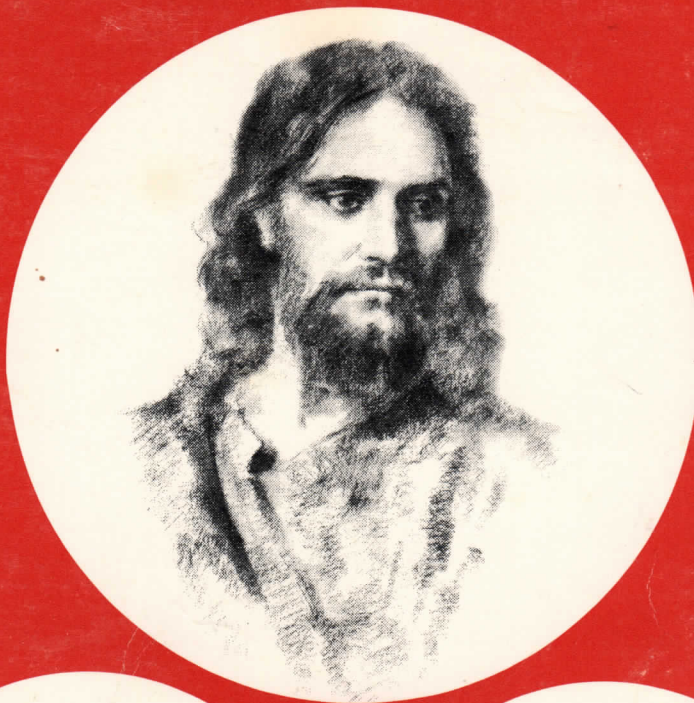


# WELFARE SERVICES RESOURCE HANDBOOK

"And the Lord called his people ZION, because they were of one heart and one mind, and dwelt in righteousness; and there was no poor among them." (Moses 7:18)





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The purpose of this handbook is to give Church leaders an understanding of the gospel principles, organization, policies, and procedures of welfare services. Priesthood and Relief Society leaders are encouraged to study, teach, and apply these principles so that—

1. Individuals and families may be self-reliant and prepared for whatever each day may bring.
2. The poor, needy, and distressed may be cared for in the Lord's own way.

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NOTE: Throughout this handbook the word *ward* is used to include *branch*; *stake* to include *district*; *bishop* to include *branch president*. Quorum leaders include presidents and group leaders. Programs and procedures may be adapted to meet local needs with approval of proper authority and in accordance with correct principles.



# INTRODUCTION

While Church welfare encompasses many concepts and activities, it is best understood as *the gospel in action*. Its purpose is to care for self, family, and the poor, needy, and distressed in the Lord's own way (see D&C 104:16).

## GOALS

The goals of welfare services are—

1. To help individuals and families care for themselves.
2. To obtain the resources necessary to help those in need.
3. To provide Church assistance for those who qualify.

## ELEMENTS OF TEMPORAL WELFARE

Individuals and Families should—

1. Follow an appropriate plan for physical fitness and social-emotional health.
2. Obtain an education, train for a vocation, and achieve financial stability. Get out of debt.
3. Have a one year's supply of food, clothing, and, if possible, fuel.
4. Give time, talents, and means to the Church, the community, and the needy.

Church leaders should—

1. Teach members the gospel principles of love, service, work, self-reliance, consecration, and stewardship.
2. Through appropriate councils, plan, organize, and administer welfare services.
3. Provide resources and services for those in need.

## BENEFITS FROM WELFARE SERVICES

Because Church welfare services is based on and represents the application of sacred Church covenants, its scope, purposes, and results are far different from governmental plans and private charities. Welfare services activities bless everyone involved, both giver and receiver. Older adults provide examples to younger adults and children; and as parents and children work together, both learn self-reliance, discipline, sacrifice, and obedience. Those of different occupations serve together, thereby learning to cooperate, fellowship each other, do missionary work, and strengthen quorum, family, and neighbor relationships. The needy are given a chance to work and to help produce what they receive. Production activities help members appreciate the law of the harvest: that which men sow and care for, they reap.






The ultimate aim of welfare services principles, programs, and activities is to develop Christ-like character in Church members, thus preparing them to live in a society where men and women are of "one heart and one mind," where they live "in righteousness," and there are "no poor among them" (see Moses 7:18).

## PHASES OF WELFARE SERVICES

	PREVENTION	TEMPORARY ASSISTANCE	REHABILITATION
INDIVIDUAL AND FAMILY RESPONSIBILITIES	Achieve standards of personal and family preparedness	Give a generous fast offering, and help provide commodities and services for the Storehouse Resource System	Give compassionate service, and help members with special needs
CHURCH LEADERS RESPONSIBLE TO HELP	Quorum leaders and Relief Society leaders	Bishop, with help of quorum, Relief Society, and temporal officers	Quorum leaders and Relief Society leaders



# OVERVIEW

Symbol	Elements of Welfare Services	Individual and Family Duties	Leader Duties	SECTION
	GOSPEL PRINCIPLES (page 3)	Teach children. Learn and apply principles.	Teach and apply principles.	1
	ORGANIZATION AND DUTIES (page 6)	Teach children. Learn and carry out duties.	Organize committees and councils. Learn, teach, and carry out duties.	2
	PERSONAL AND FAMILY PREPAREDNESS (page 18)	Teach children. Achieve standards.	Teach and motivate members to achieve standards.	3
Match Needs with Resources	RENDERING AND ACCEPTING ASSISTANCE (page 21)	Teach children. Learn to identify needs and provide resources to help family and neighbors. All learn to give and receive graciously.	Help identify needs and provide resources to meet them.	4
	THE STOREHOUSE RESOURCE SYSTEM (page 27)	Give a generous fast offering. Help provide commodities and services.	Organize the system and provide needed commodities and services.	5
	MEMBERS WITH SPECIAL NEEDS (page 43)	Give compassionate service and help those with special needs.	Provide rehabilitation and other assistance.	6
	PLANNING AND TRAINING (page 46)	Plan in family council. Train family members.	Develop a master plan. Train other leaders and members.	7
	APPENDIX (page 48)	Use Personal and Family Preparedness Standards and Worksheet form (PGWE1191), available from Church distribution centers.	Use Needs and Resources Analysis forms and Bishop's Order forms.	

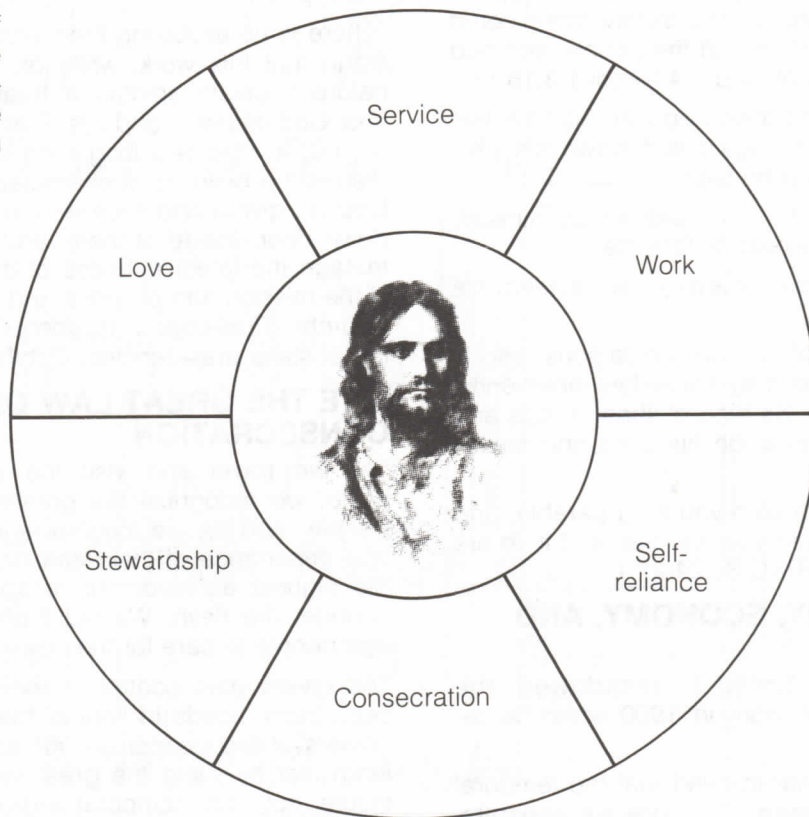


# GOSPEL PRINCIPLES

## UNDERLYING WELFARE SERVICES

## Section 1

"And the Lord called his people ZION, because they were of one heart and one mind, and dwelt in righteousness; and there was no poor among them." (Moses 7:18)



Welfare services is the organized application of gospel principles. In the following message, President Spencer W. Kimball discussed these principles, emphasized their scriptural basis, and showed all who labor in welfare services work how to improve the quality of their service:

"Because of the overriding significance of this great welfare plan, I thought it appropriate to restate the fundamental truths of this work and to emphasize how we should apply these in this generation. My hope is that we may intensify, if possible, our spiritual heritage in this work and, building on their foundation, lengthen our stride in its present implementation.

### THERE WAS NO POOR AMONG THEM

"Since the first dispensation of time on this earth the Lord has required his people to love their neighbors as themselves. Of Enoch's generation we are told that 'the Lord blessed the land, and they were blessed upon the mountains, and upon the high places, and did flourish.

" 'And the Lord called his people ZION, because they were of one heart and one mind, and dwelt in righteousness; and there was no poor among them.' (Moses 7:17-18.)

### GIVE TO THE POOR TO BE GUILTLESS

"All through the Book of Mormon we see leaders teaching and generations learning this truth as spoken by that benevolent king, Benjamin:

" 'And now, for the sake of these things which I have spoken unto you—that is, for the sake of retaining a remission of your sins from day to day, that ye may walk guiltless before God—I would that ye should impart of your substance to the poor, every man according to that which he hath, such as feeding the hungry, clothing the naked, visiting the sick and administering to their relief, both spiritually and temporally, according to their wants.' (Mosiah 4:26.)

### BE UNSELFISH AND PROSPER

"In Fourth Nephi we witness the blessings of the Nephites as they subdue selfishness and prosper in perfect righteousness for four generations. Who does not thrill to this picture of the ideal Zion?

" 'And they had all things common among them; therefore there were not rich and poor, bond and free, but they were all made free, and partakers of the heavenly gift. . . .





"... And there were no envyings, nor strifes, nor tumults, nor whoredoms, nor lyings, nor murders, nor any manner of lasciviousness; and surely there could not be a happier people among all the people who had been created by the hand of God.' (4 Nephi 1:3,16.)

"It is now nearly four generations ago in this, the last dispensation, that the Lord again laid down his precepts for modern Zion when he said:

" 'And let every man esteem his brother as himself, and practice virtue and holiness before me.

" 'And again I say unto you, let every man esteem his brother as himself.

" 'For what man among you having twelve sons, and is no respecter of them, and they serve him obediently, and he saith unto the one: Be thou clothed in rags and sit thou there—and looketh upon his sons and saith I am just?

" 'Behold, this I have given unto you as a parable, and it is even as I am. I say unto you, be one; and if ye are not one ye are not mine.' (D&C 38:24-27.)

### **PRACTICE INDUSTRY, ECONOMY, AND SOBRIETY**

"President Joseph F. Smith foreshadowed the reestablishment of welfare work in 1900 when he reminded us:

" 'You must continue to bear in mind that the temporal and the spiritual are blended. They are not separate. One cannot be carried on without the other, so long as we are here in mortality.

" 'The Latter-day Saints believe not only in the gospel of spiritual salvation. . . . We do not feel that it is possible for men to be really good and faithful Christian people unless they can also be good, faithful, honest and industrious people. Therefore, we preach the gospel of industry, the gospel of economy, the gospel of sobriety.' (*Gospel Doctrine*, Deseret Book, p. 208.)

### **RE-ENTHrone WORK AND BUILD CHARACTER**

"Thus you can see that when in 1936 the First Presidency re-enunciated these precepts in the form of the present-day welfare plan, they were merely extending to that generation a more complete opportunity for establishing the ideal of Zion. In this generation their words may have even deeper meaning.

" 'Our primary purpose,' said the First Presidency, 'was to set up, in so far as it might be possible, a system under which the curse of idleness would be done away with, the evils of a dole abolished, and independence, industry, thrift and self respect be once more established amongst our people. The aim of the Church is to help the people to help themselves. Work is to be re-enthroned as the ruling principle of the lives of our

Church membership.' (Conference Report, October 1936, p. 3.)

"There is no mistaking their intent; and we must understand that this work, while often seen as temporal in nature, is clearly spiritual at heart! It is people-centered and God-inspired and, as President J. Reuben Clark, Jr., put it, 'The real long term objective of the Welfare Plan is the building of character in the members of the Church, givers and receivers, rescuing all that is finest down deep inside of them, and bringing to flower and fruitage the latent richness of the spirit, which after all is the mission and purpose and reason for being of this Church.' (President J. Reuben Clark, Jr., special meeting of stake presidencies, October 2, 1936.)

### **LIVE THE GREAT LAW OF CONSECRATION**

"As we travel and visit the people throughout the world, we recognize the great temporal needs of our people. And as we long to help them, we realize the vital importance of their learning this great lesson: that the highest achievement of spirituality comes as we conquer the flesh. We build character as we encourage people to care for their own needs.

"As givers gain control of their desires and properly see others' needs in light of their own wants, then the powers of the gospel are released in their lives. They learn that by living the great law of consecration they insure not only temporal salvation but also spiritual sanctification.

"And as a recipient receives with thanksgiving, he rejoices in knowing that in its purest form—in the true Zion—one may partake of both temporal and spiritual salvation. Then they are motivated to become self-sustaining and able to share with others.

"Isn't the plan beautiful? Don't you thrill to this part of the gospel that causes Zion to put on her beautiful garments? When viewed in this light, we can see that Welfare Services is not a program, but the essence of the gospel. *It is the gospel in action.*

"It is the crowning principle of a Christian life.

### **LEARN, OBEY, AND TEACH GOSPEL PRINCIPLES**

"So as to better visualize this process and firmly fix the specific principles that undergird this work, may I rehearse to you what I believe are its foundational truths.

#### **"First Is Love.**

"The measure of our love for our fellowman and, in a large sense, the measure of our love for the Lord, is what we do for one another and for the poor and the distressed.





" 'A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another.

" 'By this shall all men know that ye are my disciples, if ye have love one to another.' (John 13:34-35; see Moroni 7:44-48 and Luke 10:25-37, 14:12-14.)

#### **"Second Is Service.**

"To serve is to abase oneself, to succor those in need of succor, and to impart of one's 'substance to the poor and the needy, feeding the hungry, and suffering all manner of afflictions, for Christ's sake.' (Alma 4:13.)

" 'Pure religion and undefiled before God and the Father is this, To visit the fatherless and widows in their affliction, and to keep himself unspotted from the world.' (James 1:27.)

#### **"Third Is Work.**

"Work brings happiness, self-esteem, and prosperity. It is the means of all accomplishment; it is the opposite of idleness. We are commanded to work. (See Gen. 3:19.) Attempts to obtain our temporal, social, emotional, or spiritual well-being by means of a dole violate the divine mandate that we should work for what we receive. Work should be the ruling principle in the lives of our Church membership. (See D&C 42:42; 75:29; 68:30-32; 56:17.)

#### **"Fourth Is Self-Reliance.**

"The Church and its members are commanded by the Lord to be self-reliant and independent. (See D&C 78:13-14.)

"The responsibility for each person's social, emotional, spiritual, physical, or economic well-being rests first upon himself, second upon his family, and third upon the Church if he is a faithful member thereof.

"No true Latter-day Saint, while physically or emotionally able will voluntarily shift the burden of his own or his family's well-being to someone else. So long as he can, under the inspiration of the Lord and with his own labors, he will supply himself and his family with the spiritual and temporal necessities of life. (See 1 Timothy 5:8.)

#### **"Fifth Is Consecration.**

"[Consecration] encompasses sacrifice. Consecration is the giving of one's time, talents, and means to care for those in need—whether spiritually or temporally—and in building the Lord's kingdom. In Welfare Services, members consecrate as they labor on production projects, donate materials to Deseret Industries, share their professional talents, give a generous fast offering, and respond to ward and quorum service projects. They consecrate their time in their home or visiting teaching. We consecrate when we give of ourselves. (See *Ensign*, June 1976, pp. 3-6.)

#### **"Sixth Is Stewardship.**

"In the Church a stewardship is a sacred spiritual or temporal trust for which there is accountability. Because all things belong to the Lord, we are stewards over our bodies, minds, families, and properties. (See D&C 104:11-15.) A faithful steward is one who exercises righteous dominion, cares for his own, and looks to the poor and needy. (See D&C 104:15-18.)

*"These principles govern welfare services activities. May we all learn, obey, and teach these principles. Leaders, teach them to your members; fathers, teach them to your families. Only as we apply these truths can we approach the ideal of Zion.*

### **CARE FOR THE POOR, THE NEEDY, AND THE DISTRESSED**

"Zion is a name given by the Lord to his covenant people, who are characterized by purity of heart and faithfulness in caring for the poor, the needy, and the distressed. (See D&C 97:21.)

" 'And the Lord called his people ZION, because they were of one heart and one mind, and dwelt in righteousness; and there was no poor among them.' (Moses 7:18.)

"This highest order of priesthood society is founded on the doctrines of love, service, work, self-reliance, and stewardship, all of which are circumscribed by the covenant of consecration."

("Welfare Services: The Gospel in Action," *Ensign*, Nov. 1977, pp. 76-78; some italics, capitalization, and headings added.)

#### **Questions for Self-Study or Discussion**

How can the gospel principles emphasized by President Kimball best be taught to leaders? To family members?

For a list of written and audiovisual training materials, see page 48. See also the most recent Church distribution center catalog.

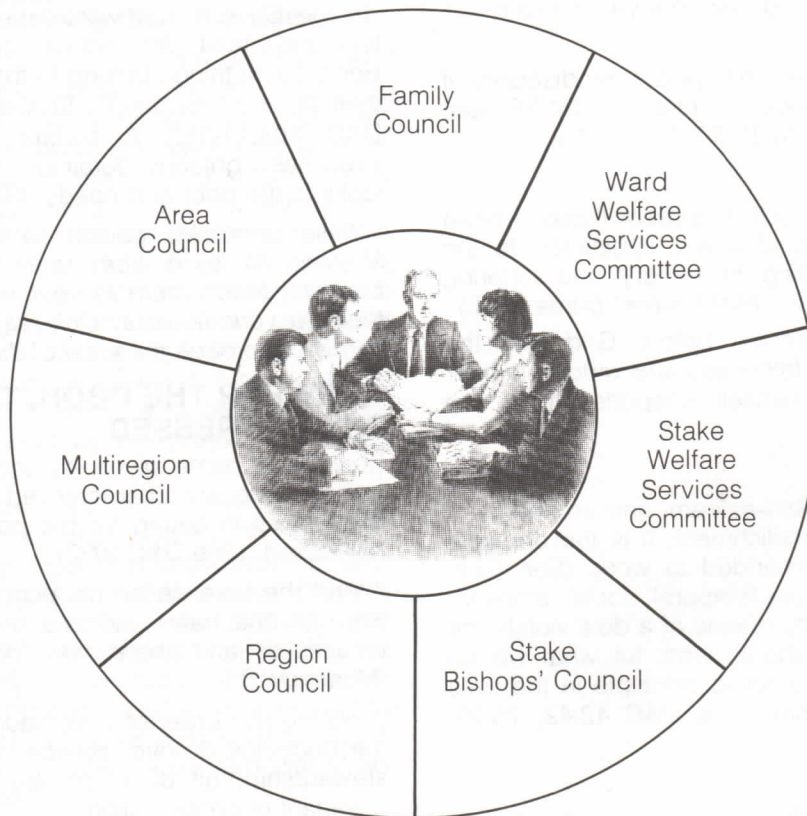
#### **Notes:**



# ORGANIZATION AND DUTIES

## Section 2

"And it is my purpose to provide for my saints, for all things are mine. But it must needs be done in mine own way." (D&C 104:15-16)



### CHURCH GOVERNMENT THROUGH COUNCILS

As noted on the above chart and the charts on the following pages, much of Church government is carried out through councils. Welfare services are planned and organized in the—

- Family council (page 6)
- Ward welfare services committee (pages 8 to 9)
- Stake welfare services committee (pages 10 to 11)
- Stake bishops' council (page 12)
- Region council (pages 12 to 14)
- Multiregion council (pages 14 and 15)
- Area council (pages 14 and 15)
- General Welfare Services Committee (page 14)

NOTE: Duties of ecclesiastical officers are stated in this section. Detailed job descriptions for temporal officers are found in the *Welfare Services Field Administration Guidebook*, available from the Welfare Services Department.

### INDIVIDUAL AND FAMILY DUTIES

Individuals and families are to live gospel principles fundamental to welfare services, achieve high stan-

dards of personal and family preparedness, give a generous fast offering, help to provide commodities and services for the Storehouse Resource System, and help rehabilitate members with special needs. See section 3, "Personal and Family Preparedness."

### FAMILY COUNCIL

*Purpose:* Through family councils, families learn welfare principles, plan to achieve personal and family preparedness, assess family needs, and make specific plans to meet those needs.

*Members of council:* Immediate family members; extended family members as needed.

*Meeting frequency:* As needed.

### DUTIES OF CHURCH LEADERS

All leaders engaged in welfare services should—

1. Teach the gospel principles of love, service, work, self-reliance, consecration, and stewardship.
2. Encourage personal and family preparedness.
3. Identify needs of the poor, the needy, and the distressed.
4. Identify resources available for meeting needs.
5. Meet members' needs with available resources.



6. Help produce or secure goods and services for the Storehouse Resource System, including encouraging Church members to give a generous fast offering.
7. Administer welfare services through appropriate committees and councils.
8. Assist members with special needs.

#### Responsibilities of Ward Leaders

RESPONSIBILITIES	LEADERS
Direction of Welfare Services	Bishop
Prevention of Problems through PERSONAL AND FAMILY PREPAREDNESS.	Quorums and Relief Society
Temporary Assistance through the STOREHOUSE RESOURCE SYSTEM.	Bishop (assisted by quorums, Relief Society, and temporal officers)
Rehabilitation of MEMBERS WITH SPECIAL NEEDS.	Quorums and Relief Society.

### WARD AND QUORUM RESPONSIBILITIES

#### Bishop

President J. Reuben Clark, Jr., summarized the bishop's role in welfare services: He is "to administer all temporal things. . . . In his calling he is to . . . 'administer to the poor and needy'; he is to search 'after the poor to administer to their wants.'

"To the bishop is given all the powers and responsibilities which the Lord has specifically prescribed in the Doctrine and Covenants for the caring of the poor. . . . No one else is charged with his duty and responsibility, no one else is endowed with the power and functions necessary for this work. . . .

"By the word of the Lord, the sole mandate to care for and the sole discretion in caring for the poor of the Church is lodged in the bishop. . . . It is his duty and his only to determine to whom, when, how, and how much shall be given to any member of his ward from Church funds and as ward help.

"This is his high and solemn obligation, imposed by the Lord Himself. The bishop cannot escape this duty; he cannot shirk it; he cannot pass it on to someone else, and so relieve himself. Whatever help he calls in, he is still responsible." (J. Reuben Clark, Jr., as quoted by Marion G. Romney, "The Role of Bishops in Welfare Services," *Ensign*, Nov. 1977, p. 79.)

The bishop's duties in welfare services are to—

1. Seek out the needy and distressed.
2. Meet their needs with available resources.
3. Teach principles and programs.
4. Implement welfare programs through the welfare services committee.
5. Teach a generous fast offering.
6. Direct the raising of storehouse commodities and funds.

#### Melchizedek Priesthood Quorums

These quorums implement welfare services by—

1. Teaching personal and family preparedness.
2. Helping produce goods and services.
3. Helping rehabilitate members with problems.

The spirit of brotherhood should motivate quorum members to do everything possible to *prevent* distress and, where necessary, to *rehabilitate* their unfortunate brethren both spiritually and temporally. After the bishop gives immediate and temporary help, the priesthood quorum should follow through with a needy brother until both his spiritual and temporal needs are met (see pages 22 and 25).

#### Aaronic Priesthood Quorums

As assigned, these quorums encourage personal and family preparedness, collect fast offerings, assist in the production of commodities, and provide services to the needy.

#### Relief Society

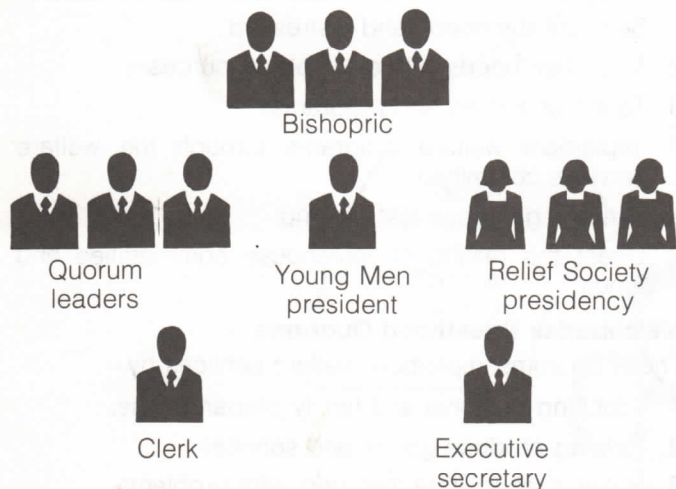
A primary objective of the Relief Society, as stated by the Prophet Joseph Smith, "is the relief of the poor, the destitute, the widow and the orphan, and for the exercise of all benevolent purposes. . . . They will pour in oil and wine to the wounded heart of the distressed; they will dry up the tears of the orphan and make the widow's heart to rejoice." (*History of The Church of Jesus Christ of Latter-day Saints* [Salt Lake City: Deseret Book Co., 1949], 4:567.)

The Relief Society assists the bishop by teaching and demonstrating personal and family preparedness and by giving compassionate service.





## WARD WELFARE SERVICES COMMITTEE



**Purpose:** To plan, teach, coordinate, and carry out welfare services in the ward.

**Meeting frequency:** As needed, but at least monthly.

**Those to attend:** Bishopric, Melchizedek Priesthood quorum and group leaders, Relief Society presidency, Young Men president, ward clerk, executive secretary, and specialists as needed.

### Agenda Suggestions

1. Identify members' needs, such as employment, commodity assistance, counseling, and medical care. (Sensitive and confidential matters are to be handled personally by the bishop.)
2. Identify available resources, such as fast offerings, commodities, employment opportunities, and skilled resource persons.
3. Match needs with available resources.
4. Coordinate Aaronic and Melchizedek Priesthood and Relief Society welfare efforts.
5. Determine how to encourage personal and family preparedness among ward members.
6. Decide how to provide work opportunities for recipients of Church assistance, including service to ward members, work on Church projects, on Church buildings and grounds, at bishops' storehouses, and at Deseret Industries. (See page 52.)
7. Develop ways to foster all activities of the Storehouse Resource System.
8. Provide special training and instruction in welfare principles and programs for committee and ward members.
9. Plan ways to counsel or assist members with financial problems.
10. Explore ways to involve members in community projects relating to welfare services.

11. Plan efforts to help disaster victims and provide for emergency preparedness.
12. Make plans to help members with special needs.

### Standing Committees

The bishop may organize the following three ward welfare standing committees:

#### Planning and Training Committee

This committee supervises all ward welfare services, with emphasis on planning, teaching principles, helping members with special needs, and emergency response. It is made up of the bishop, the quorum president and group leaders, the Young Men president, the Relief Society president, and the executive secretary.

#### Storehouse Resource System Committee

This committee is responsible for helping to establish and maintain the Storehouse Resource System. It includes an assigned counselor from the bishopric, the quorum and groups, and the Relief Society; also the ward clerk.

#### Personal and Family Preparedness Committee

This committee is responsible for personal and family preparedness and emergency preparedness. It is made up of an assigned counselor from the bishopric, the quorum and groups, and the Relief Society.

These standing committees meet as needed. One approach might be to hold first a short meeting of the entire welfare services committee, divide into meetings of the standing committees, then reassemble for reports and approval of recommendations. Much of the work of these welfare services standing committees can be carried out through Melchizedek Priesthood quorums (see *Melchizedek Priesthood Handbook*, p. 8) and by the Relief Society.

Quorum leaders using standing committees may wish to hold quorum workshops or workdays. Minicourses, exhibits, displays, practical "how-to-do-it" demonstrations and experiences, as well as service projects, might be provided. The Relief Society already conducts such activities. The form on page 47 can be used to set up a training program to meet local needs.





## WARD WELFARE SERVICES COMMITTEE DUTIES

### PLANNING AND TRAINING COMMITTEE \* \*\*\*

<b>Bishop</b> <ol style="list-style-type: none"> <li>1. As chairman of the ward welfare services committee, direct all welfare services in the ward.</li> <li>2. Seek out the needy and distressed; analyze needs; meet needs with available resources by completing bishop's orders. Provide recipients with work, to the extent of their ability, in exchange for what is received.</li> <li>3. Coordinate the teaching of gospel principles and programs fundamental to welfare services.</li> <li>4. Coordinate efforts to teach the law of the fast and encourage members to give a generous fast offering.</li> <li>5. Coordinate efforts to assist members with special needs.</li> <li>6. Coordinate confidential assistance to those in need, especially when LDS Social Services or similar help is required.</li> <li>7. See that needed storehouse commodities and funds are acquired.</li> <li>8. When necessary call qualified resource specialists.</li> <li>9. Coordinate ward activities during emergencies or disasters.</li> </ol>	<b>Melchizedek Priesthood quorum president or group leader</b> <ol style="list-style-type: none"> <li>1. Preside over, teach, sit in council with, and direct quorum members in their welfare services duties (see D&amp;C 107:89).</li> <li>2. Help the bishop by visiting quorum members and assessing needs.</li> <li>3. Direct quorum members, including home teachers, in welfare services work.</li> <li>4. Coordinate teaching of gospel principles and programs in the quorum.</li> <li>5. Coordinate quorum efforts to encourage quorum members to give a generous fast offering.</li> <li>6. Coordinate quorum efforts to help members with special needs.</li> <li>7. As assigned, coordinate confidential quorum assistance to those in need, especially when LDS Social Services or similar help is needed.</li> <li>8. As assigned, organize quorum resources to raise needed storehouse commodities and funds.</li> <li>9. Recommend persons who could serve as resource specialists.</li> <li>10. As assigned by the bishop, coordinate quorum activities during emergencies or disasters.</li> </ol>	<b>Relief Society president</b> <ol style="list-style-type: none"> <li>1. Supervise and be responsible for all Relief Society welfare services work, including compassionate service.</li> <li>2. Help the bishop by making home visits, assessing family needs, and preparing bishop's orders. Direct Relief Society sisters, including visiting teachers, in welfare services work.</li> <li>3. Coordinate in the Relief Society the teaching of gospel principles and programs.</li> <li>4. Encourage members of the Relief society to give a generous fast offering.</li> <li>5. Coordinate Relief Society efforts to help members with special needs.</li> <li>6. As assigned, coordinate confidential Relief Society assistance to those in need, especially when LDS Social Services or similar help is needed.</li> <li>7. As assigned, organize Relief Society sisters to raise needed storehouse commodities and funds.</li> <li>8. Recommend persons who could serve as resource specialists.</li> <li>9. As assigned by the bishop, coordinate Relief Society activities during emergencies or disasters.</li> </ol>
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### STOREHOUSE RESOURCE SYSTEM COMMITTEE \*\* \*\*\*

<b>Bishop's counselor</b> <ol style="list-style-type: none"> <li>1. Coordinate activities of the Storehouse Resource System (i.e., D.I. drives, foster homes, etc.).</li> <li>2. Coordinate efforts to provide workers for welfare services work or service assignments.</li> <li>3. Help find work in the welfare services system for ward recipients of Church assistance who are unable to find employment.</li> <li>4. Develop a list of resources.</li> <li>5. Coordinate activities of ward resource persons.</li> </ol>	<b>Melchizedek priesthood counselor</b> <ol style="list-style-type: none"> <li>1. Coordinate activities of the Storehouse Resource System within the quorum or group (i.e., D.I. drives, foster homes, etc.).</li> <li>2. Coordinate efforts to provide quorum workers for welfare services work or service assignments.</li> <li>3. Direct the quorum employment system. Supervise the quorum employment specialist.</li> <li>4. Help develop a list of ward resources.</li> </ol>	<b>Relief Society counselor, homemaking</b> <ol style="list-style-type: none"> <li>1. Coordinate activities of the Storehouse Resource System within the Relief Society (i.e., D.I. drives, foster homes, etc.).</li> <li>2. Coordinate efforts to provide Relief Society workers for welfare services work or service assignments.</li> <li>3. Foster homemcraft and other Deseret Industries activities.</li> <li>4. Provide training opportunities in personal and family preparedness that relate to homemaking.</li> <li>5. Help develop a list of ward resources.</li> </ol>
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### PERSONAL AND FAMILY PREPAREDNESS COMMITTEE \*\* \*\*\*

<b>Bishop's counselor</b> <ol style="list-style-type: none"> <li>1. Coordinate personal and family preparedness efforts.</li> <li>2. Help with welfare services missionaries.</li> <li>3. Foster education and training of ward members with special needs and help them as assigned by the bishop.</li> <li>4. Coordinate emergency preparedness within the ward.</li> </ol>	<b>Melchizedek Priesthood counselor</b> <ol style="list-style-type: none"> <li>1. Coordinate quorum personal and family preparedness efforts.</li> <li>2. Help coordinate activities of welfare services missionaries.</li> <li>3. Foster education and training of quorum members with special needs and assist them as assigned by the quorum leader.</li> <li>4. Coordinate emergency preparedness within the quorum.</li> </ol>	<b>Relief society counselor, education</b> <ol style="list-style-type: none"> <li>1. Coordinate ward Relief Society personal and family preparedness efforts.</li> <li>2. As assigned by the Relief Society president, foster education and training of Relief Society members with special needs.</li> <li>3. Coordinate planning and training to ensure emergency preparedness within the Relief Society.</li> <li>4. Direct sisters seeking employment to an employment specialist.</li> </ol>
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NOTE: Stars indicate to which committees the executive secretary, clerk, and specialists are assigned.





#### Executive secretary\*

Prepare meeting agenda and check to see that assignments made in committee meetings have been carried out. Report to the bishop progress on assignments.

#### Ward clerk\*\*

Keep minutes of welfare services committee meetings and record attendance and activities of welfare services committee members.

#### Specialists\*\*\*

Help regular committee members carry out their responsibilities.

NOTE: Stars indicate to which committees the executive secretary, clerk, and specialists are assigned.

## STAKE WELFARE SERVICES COMMITTEE



Clerk



Stake presidency



Executive secretary



High council



Stake bishops' council chairman



Stake Relief Society presidency

**Purposes:** To coordinate stake welfare services; to train stake committee members; to identify and provide welfare resources for ward committees.

**Meeting frequency:** At least quarterly, or as needed.

**Those to attend:** Stake presidency, high council, stake bishops' council chairman, stake Relief Society presidency, stake executive secretary, and stake clerk.

#### Agenda Suggestions

1. Develop plans to teach welfare services principles, policies, and procedures to leaders and members.
2. Develop plans to foster personal and family preparedness.
3. Identify needs and allocate available stake resources.
4. Make plans to support the Storehouse Resource System (see section 5, pages 27 to 42).
5. Plan how to provide resources to help members with special needs.
6. Provide an opportunity for the bishops' council chairman to report and receive direction from the stake president.

7. Explore ways to prepare for and respond to disasters and emergencies.

#### Standing Committees

Under the direction of the stake president, the following three stake welfare services standing committees may be formed:

##### Planning and Training Committee

This committee is to supervise all stake welfare services work, with emphasis on planning, teaching principles, helping members with special needs, and emergency response. It is made up of the stake president, assigned high councilors, the stake Relief Society president, and the stake executive secretary.

##### Storehouse Resource System Committee

This committee is responsible for helping to establish and maintain the Storehouse Resource System and is made up of a counselor in the stake presidency, assigned high councilors, the stake bishops' council chairman, the assigned counselor (homemaking) from the stake Relief Society presidency, and the stake clerk.

##### Personal and Family Preparedness Committee

This committee is responsible for personal and family preparedness and emergency preparedness. It is made up of a counselor in the stake presidency, assigned high councilors, the assigned counselor (education) from the stake Relief Society presidency, and an assistant stake clerk.

Committees should meet as needed. One approach might be to hold first a short meeting of the entire stake welfare services committee, divide into standing committee meetings, then reassemble for reports and approval of recommendations.



## STAKE WELFARE SERVICES COMMITTEE DUTIES

### PLANNING AND TRAINING COMMITTEE

#### Stake President

1. As chairman of the stake welfare services committee, direct all welfare services in the stake.
2. Teach stake welfare services committee members their duties. Ensure that bishops are trained to seek out and care for the needy. Ensure training of Melchizedek Priesthood quorum leaders. See that members of the stake are taught welfare principles and programs.
3. Coordinate stake activities to assist members with special needs.
4. Coordinate stake activities during emergencies or disasters.
5. Establish a stake bishops' council and appoint a bishop to be chairman.
6. Teach the law of the fast to ensure that adequate fast offerings are available.
7. Make assignments for production of storehouse commodities. Establish and supervise stake welfare production projects.
8. Counsel stake members and see that, when needed, LDS Social Services are used appropriately.

#### Members of high council

1. Help the stake presidency as assigned.
2. Help wards and quorums fulfill their welfare responsibilities.

#### Stake executive secretary

1. Prepare stake welfare services committee meeting agendas.
2. Report to the stake president on the status of assignments made to committee members.
3. Keep minutes of planning committee meetings.

#### Stake Relief Society president

1. Supervise Relief Society welfare services in the stake.
2. Teach ward Relief Society presidents their welfare services duties, including compassionate service.
3. Coordinate stake Relief Society efforts to assist members with special needs.
4. As assigned, coordinate stake Relief Society activities during emergencies or disasters.
5. Help teach recently called welfare services missionaries.

### STOREHOUSE RESOURCE SYSTEM COMMITTEE

#### Counselor in stake presidency

Coordinate activities of the Storehouse Resource System in the stake:

1. Help ward leaders find work in welfare services for recipients who are unable to find other employment.
2. See that the employment system functions effectively. Direct the high councilor who supervises the stake employment specialist. (This specialist coordinates the exchange of information on employment needs and opportunities among the wards and quorums.)
3. Supervise stake storehouse activities, production projects, and processing facilities.
4. Coordinate stake welfare services work or service assignments.
5. Coordinate LDS Social Services activities.
6. Coordinate Deseret Industries activities.
7. Coordinate stake efforts to teach the law of the fast.
8. Coordinate welfare services missionary efforts.
9. Develop a list of available stake resources.
10. Coordinate activities of stake resource persons.

#### Members of high council

1. Help the stake presidency as assigned.
2. Help wards and quorums accomplish their welfare services responsibilities.

#### Stake bishops' council chairman

1. Encourage the bishops to seek out and care for those in need.
2. Prepare the bishops' council meeting agenda under the direction of the stake president.
3. Represent the bishops at stake welfare services committee meetings.
4. Report to the stake welfare services committee on activities of the stake bishops' council.
5. Receive direction regarding Storehouse Resource System activities.
6. Help develop a list of stake resources.

#### Stake clerk

1. Keep minutes of stake welfare services meetings.
2. Keep minutes of the stake bishops' council, bishopric training, and the Storehouse Resource System committee meetings.

#### Stake Relief Society counselor, homemaking

Coordinate Relief Society activities of the Storehouse Resource System in the stake:

1. Help the counselor in the stake presidency to fill welfare services work or service assignments.
2. Coordinate Relief Society welfare sewing efforts.
3. Coordinate all Deseret Industries homecraft efforts.
4. Teach ward Relief Society counselors (homemaking) their welfare services duties.
5. Help develop a list of stake resources.





## PERSONAL AND FAMILY PREPAREDNESS COMMITTEE

### Counselor in stake presidency

1. Coordinate stake personal and family preparedness efforts.
2. In the stake, foster education and training of members with special needs.
3. Coordinate planning and training to ensure emergency preparedness within the stake.

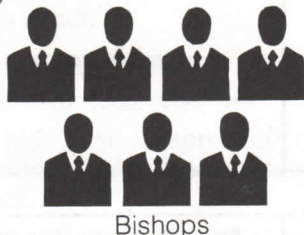
### Members of high council

1. Help the stake presidency as assigned.
  2. Help the wards and quorums establish their welfare services responsibilities.
- An assigned assistant stake clerk should keep minutes of personal and family preparedness committee meetings.

### Stake Relief Society counselor, education

1. Coordinate stake Relief Society personal and family preparedness efforts.
2. In the Relief Society, foster education and training of members with special needs.
3. Coordinate Relief Society planning and training to ensure emergency preparedness.
4. Teach ward Relief Society counselors (education) their welfare services duties.

## STAKE BISHOPS' COUNCIL



*Purposes:* To train bishops in welfare procedures; to review services and projects; to receive reports and exchange ideas.

*Meeting frequency:* At least quarterly.

*Those to attend:* All bishops in the stake, with one of the bishops as chairman. If needed, the welfare services region agent may be invited to attend. A stake clerk takes minutes.

### Bishops' Council Chairman

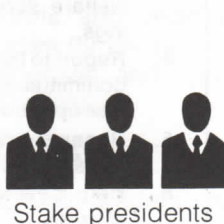
The bishop appointed by the stake president as bishops' council chairman plans the agenda with the stake president, conducts bishops' council meetings, and follows through on assignments agreed upon by the council.

### Agenda Suggestions

1. Evaluate the services, management, and operation of the Storehouse Resource System.
2. Request needed services from the Storehouse Resource System.

3. Compile information required for the annual storehouse commodity production plan.
4. Review welfare services work assignments.
5. Review trends in fast offering donations.
6. Help develop ways to teach the law of the fast and to encourage proper use of offerings within the stake.
7. Plan ways to ensure that members work to the extent of their ability for Church assistance they receive.
8. Encourage Aaronic priesthood service projects relating to welfare services.
9. Provide training in welfare services principles and procedures, such as how to—
  - a. Analyze the needs of members.
  - b. Use the bishop's order forms.
  - c. Use the Relief Society in welfare services.
10. Help develop and implement the welfare services master plan.
11. Receive instruction from the stake presidency.

## REGION COUNCIL (FOR WELFARE SERVICES)— UNITED STATES AND CANADA





## REGION COUNCIL (FOR WELFARE SERVICES) DUTIES

### Regional Representative

1. Preside at region council meetings.
2. Set region welfare priorities.
3. Train stake presidents and hold them accountable for their welfare responsibilities.
4. Give ecclesiastical leadership and direction to welfare services within the region.
5. Help develop the annual storehouse commodity production budget assignments; ensure that these are equitable and are approved by common consent, and follow up with stake presidents on commitments they make.
6. Ensure that resources required for successful operation of the Storehouse Resource System are supplied by stakes in the region.
7. Support the temporal line officers\* and obtain an annual evaluation of their performance from region council members and stake bishops' council chairmen.

\*Officers who report through the Presiding Bishopric and who are responsible for Church temporal affairs.

### Stake president

1. Serve as a member of the region council.
2. Respond to items such as—
  - Development and implementation of region aspects of an area master plan.
  - Policy matters.
  - Training needs and activities in the region.
  - Temporal needs of stake members.
  - Status of stake organization and activities (including the stake welfare services committee, the stake bishops' council, Deseret Industries drives, foster homes, and resource people).
  - Requests for resources such as commodities, cash, labor, and foster homes.
  - Quality of service given by temporal officers.
3. Communicate agenda items back to his stake and take appropriate action.

### Welfare services region agent

1. Serve as a member of the region council.
2. Provide appropriate agenda items.
3. Arrange for or make presentations and needed explanations on welfare activities.
4. Maintain a close relationship with the Regional Representative, meeting regularly with him to correlate services, receive reports on services rendered and needed, obtain his required consent, and assist him with his welfare services responsibilities.
5. Assist the region council with master planning.
6. Communicate policy and other welfare matters that affect ecclesiastical responsibilities.
7. Inform the council of those operational activities that involve both ecclesiastical and temporal responsibilities.
8. Obtain from region council members and temporal line officers information regarding service needs and activities.
9. Present needs for resources to be provided by stakes and wards, including the annual storehouse commodity production requirements.
10. Receive reports from ecclesiastical leaders of services rendered by temporal line officers and welfare services facilities and operations.
11. Ensures financial audits of production projects.

### Stake bishops' council chairman

1. Serve as a member of the region council when welfare services matters are considered.
2. Represent the viewpoint of a bishop on such matters as—
  - Temporal needs of members.
  - Training needs.
  - Ward welfare services committee work.
  - Need for services from the Storehouse Resource System.
  - Quality of services rendered.

All other stake bishops' council chairmen should attend region council meetings as needed, and at least once annually to evaluate the services rendered by temporal operations (employment centers, processing facilities, LDS Social Services agencies, etc.) and to make their needs known.

### Stake Relief Society president

1. Serve as a member of the region council when welfare services matters are considered.
2. Represent the viewpoint of a Relief Society president and sisters on such matters as—
  - Programs to aid unwed mothers, Indian student placement, foster care, wife and child abuse, counseling, alcoholism, Deseret Industries homecraft, and other similar programs.
  - Quality of products at the bishops' storehouse.
  - Need for services from the Storehouse Resource System.
  - Quality of services rendered.

All other stake Relief Society presidents should attend region council meetings annually for training purposes.



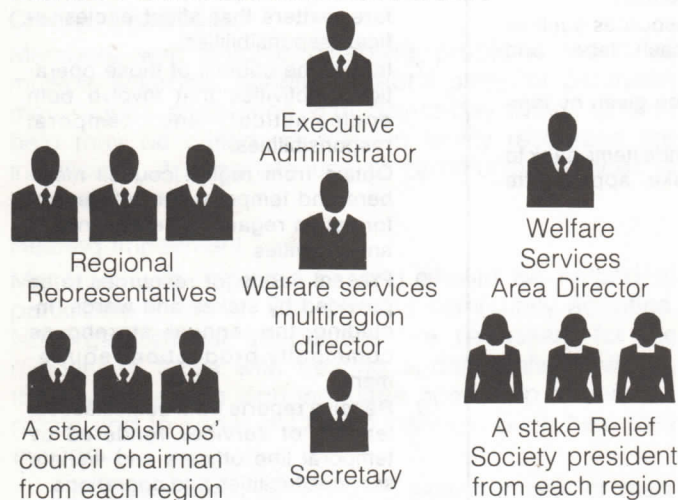


*Purpose:* To coordinate all welfare services programs at the region level.

*Meeting frequency:* At least quarterly.

*Those to attend:* Regional Representative (the chairman), all stake presidents within the region, the welfare services region agent (appointed by the Presiding Bishopric), a stake bishops' council chairman and a stake Relief Society president who are designated by the Regional Representative, and a secretary to prepare agendas and take minutes. All other stake bishops' council chairmen and stake Relief Society presidents should attend at least once a year.

### **MULTIREGION COUNCIL (FOR WELFARE SERVICES)— UNITED STATES AND CANADA**

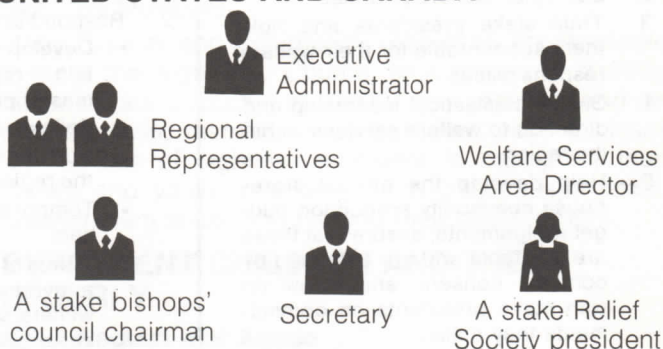


*Purpose:* to coordinate welfare services at the multi-region level.

*Meeting frequency:* As needed, usually twice a year.

*Those to attend:* The Executive Administrator (chairman), Regional Representatives assigned to the regions within the multiregion, the Welfare Services Area Director as appropriate, the welfare services multi-region director (appointed by the Presiding Bishopric), and a stake bishops' council chairman and a stake Relief Society president from each of the region councils.

### **AREA COUNCIL (FOR WELFARE SERVICES)— UNITED STATES AND CANADA**



*Purposes:* To coordinate, plan, and resolve any issues affecting the area, to review and approve local master plans and other ecclesiastical plans, to consider items of local concern, and to transmit approved programs and activities to field officers.

*Meeting frequency:* At least semiannually.

*Those to attend:* Executive Administrator (chairman), all Regional Representatives assigned to the area, the Welfare Services Area Director appointed by the Presiding Bishopric, and a secretary to prepare the agenda and take notes. A stake bishops' council chairman may be invited, and a stake Relief Society president may be invited when welfare services matters involving Relief Society are considered.

### **GENERAL WELFARE SERVICES COMMITTEE**

This committee is charged with the establishment of overall policy and the worldwide administration of welfare services. The committee is comprised of the First Presidency, the Quorum of the Twelve, the Presiding Bishopric, the General Relief Society Presidency, and the managing director of the Welfare Services Department.

#### **Questions for Self-Study or Discussion**

1. How are welfare services activities carried on at the family level?
2. How should the ward welfare services committee work to encourage personal and family preparedness? to care for the needy?
3. What is the function of the stake bishops' council?

For additional training resources, refer to talks on Church government through councils from the welfare services session of the April 1979 general conference (*Ensign*, May 1979, pp. 85-101).





## MULTIREGION COUNCIL (FOR WELFARE SERVICES) DUTIES

<b>Executive Administrator</b> <ol style="list-style-type: none"> <li>1. Preside at multiregion council meetings.</li> <li>2. Determine the agenda for council meetings jointly with welfare services temporal line officers.</li> <li>3. See that agenda items are properly considered, decisions made and communicated, and appropriate action taken.</li> <li>4. Other duties are the same as below in the Area Council.</li> </ol>	<b>Regional Representatives</b> <ol style="list-style-type: none"> <li>1. Attend multiregion council meetings.</li> <li>2. Respond appropriately to agenda items, including— <ul style="list-style-type: none"> <li>• Budget information and physical facilities construction, once they have been approved by stake presidents in region meetings.</li> <li>• Establishment of local schedules for operations, training, building dedications, and other activities.</li> <li>• Proposals for changes in services or programs.</li> <li>• Other matters relating to the operation of welfare services facilities serving the multiregion.</li> </ul> </li> <li>3. Provide information from the region on which to base evaluation of welfare services.</li> </ol>	<b>Welfare Services Area Director and multiregion directors</b> <ol style="list-style-type: none"> <li>1. Attend multiregion council meetings.</li> <li>2. Provide agenda items for the multiregion council meeting in cooperation with the Executive Administrator.</li> <li>3. Assist with multiregion aspects of the area strategic master plan, report on services provided or needed, and provide other information affecting ecclesiastical and temporal responsibilities.</li> <li>4. Manage assigned operations.</li> </ol>
<b>Stake bishops' council chairmen</b> <ol style="list-style-type: none"> <li>1. Serve as members of the multiregion council and attend meetings.</li> <li>2. Respond appropriately to agenda items affecting bishops.</li> <li>3. Represent the role of bishops in discussions.</li> <li>4. Assist in periodically evaluating the services of the Storehouse Resource System.</li> </ol>		<b>Stake Relief Society presidents</b> <ol style="list-style-type: none"> <li>1. Serve as members of the multiregion council and attend meetings.</li> <li>2. Contribute to agenda items, particularly those items which affect Relief Society sisters—their needs, activities, and responsibilities.</li> <li>3. Discuss and help plan the training of Relief Society sisters in welfare services.</li> </ol>

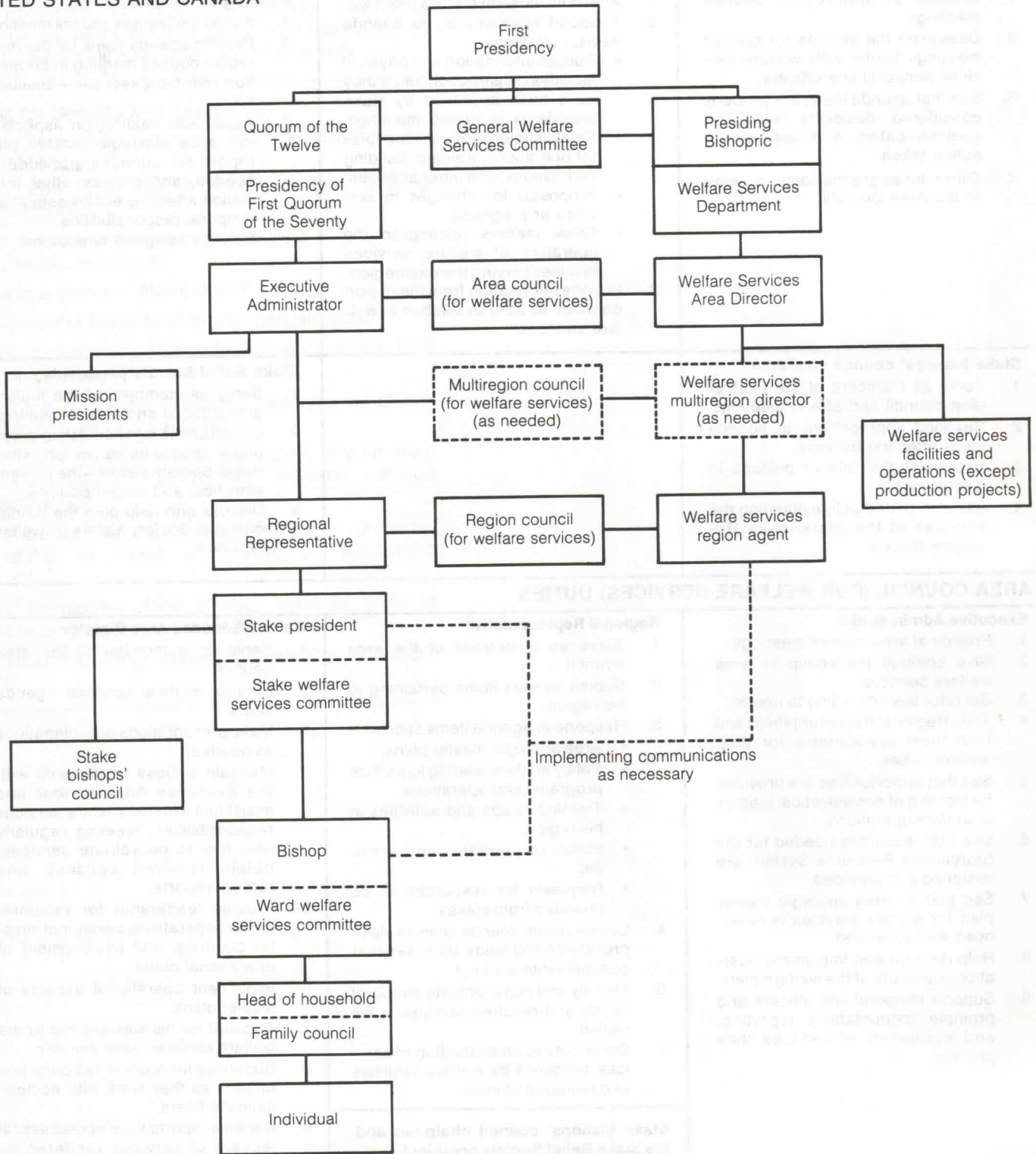
## AREA COUNCIL (FOR WELFARE SERVICES) DUTIES

<b>Executive Administrator</b> <ol style="list-style-type: none"> <li>1. Preside at area council meetings.</li> <li>2. Give spiritual leadership to area welfare services.</li> <li>3. Set priorities according to needs.</li> <li>4. Train Regional Representatives and hold them accountable for their welfare duties.</li> <li>5. See that opportunities are provided for training of ecclesiastical leaders in welfare operations.</li> <li>6. See that resources needed for the Storehouse Resource System are assigned and provided.</li> <li>7. See that an area strategic master plan for welfare services is developed and approved.</li> <li>8. Help develop and implement operational aspects of the welfare plan.</li> <li>9. Support temporal line officers and promote accountability, reporting, and evaluation of services they provide.</li> </ol>	<b>Regional Representative</b> <ol style="list-style-type: none"> <li>1. Serve as a member of the area council.</li> <li>2. Submit agenda items pertaining to his region.</li> <li>3. Respond to agenda items such as— <ul style="list-style-type: none"> <li>• Area strategic master plans.</li> <li>• Policy matters relating to welfare programs and operations.</li> <li>• Training needs and activities in his region.</li> <li>• Status of programs and activities.</li> <li>• Requests for resources to be provided from stakes.</li> </ul> </li> <li>4. Communicate agenda items to stake presidents and follow up to see that commitments are kept.</li> <li>5. Identify and communicate temporal needs and required services in his region.</li> <li>6. Contribute to an evaluation of services rendered by welfare facilities and temporal officers.</li> </ol>	<b>Welfare Services Area Director</b> <ol style="list-style-type: none"> <li>1. Serve as a member of the area council.</li> <li>2. Provide welfare services agenda items.</li> <li>3. Make presentations or explanations as needed.</li> <li>4. Maintain a close relationship with the Executive Administrator and assist him with his welfare services responsibilities, meeting regularly with him to coordinate services, obtain required consent, and receive reports.</li> <li>5. Provide leadership for temporal welfare operations, personnel, master planning, and development of operational plans.</li> <li>6. Implement operational aspects of master plans.</li> <li>7. Account for his stewardship to the welfare services zone director.</li> <li>8. Supervise the work of temporal line officers as they work with ecclesiastical officers.</li> <li>9. Receive reports from ecclesiastical leaders of services rendered by temporal officers and welfare services facilities and operations.</li> </ol>
	<b>Stake bishops' council chairman and the stake Relief Society president</b> Their duties are the same as in the multiregion council.	





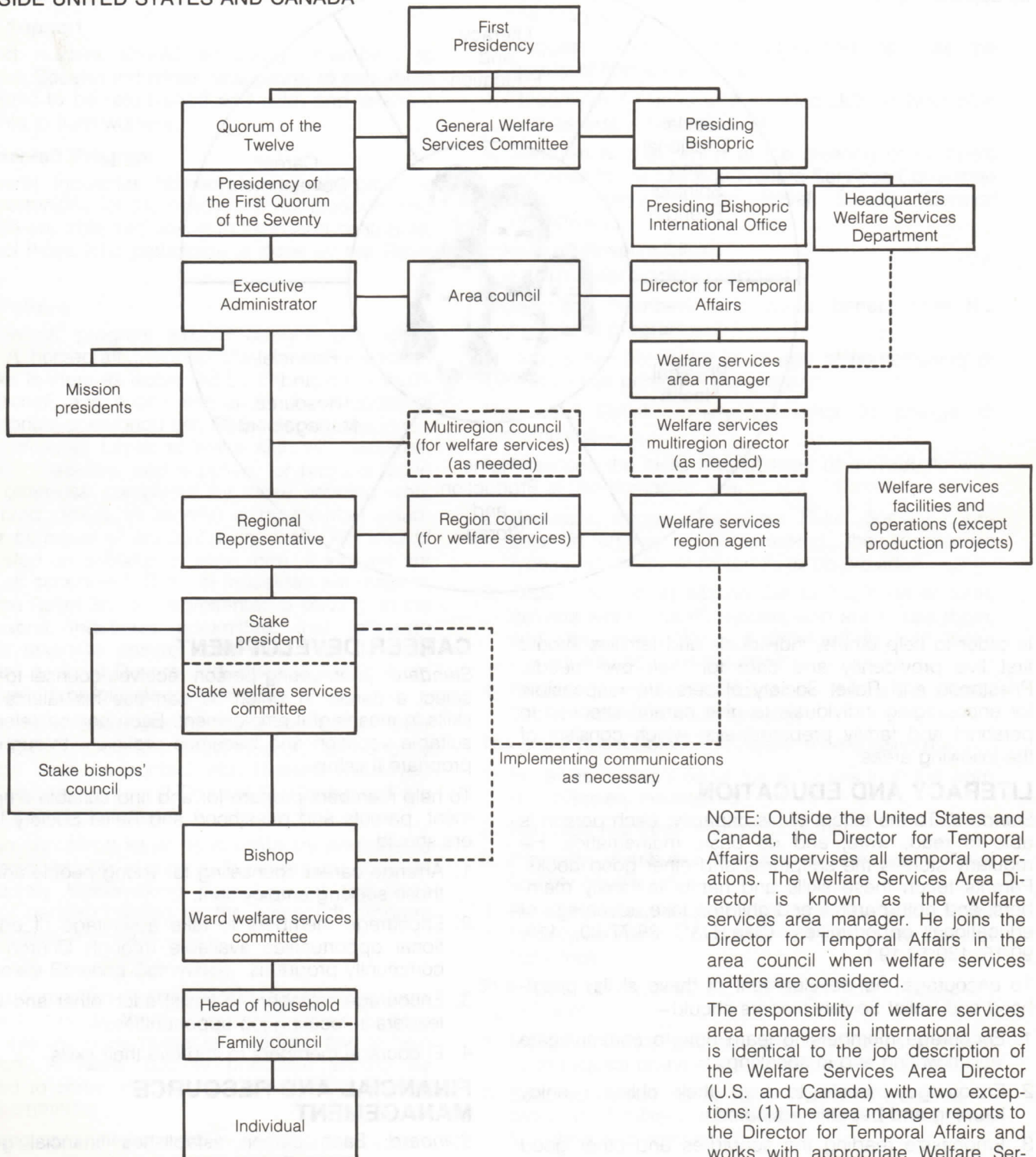
# WELFARE SERVICES ORGANIZATION – UNITED STATES AND CANADA



NOTE: Vertical solid lines define reporting relationships.  
Horizontal solid lines identify participation in councils.  
Councils are presided over by ecclesiastical leaders.



## WELFARE SERVICES ORGANIZATION – OUTSIDE UNITED STATES AND CANADA



NOTE: Vertical solid lines define reporting relationships.  
Horizontal solid lines define participation in councils.  
Councils are presided over by ecclesiastical leaders.

NOTE: Outside the United States and Canada, the Director for Temporal Affairs supervises all temporal operations. The Welfare Services Area Director is known as the welfare services area manager. He joins the Director for Temporal Affairs in the area council when welfare services matters are considered.

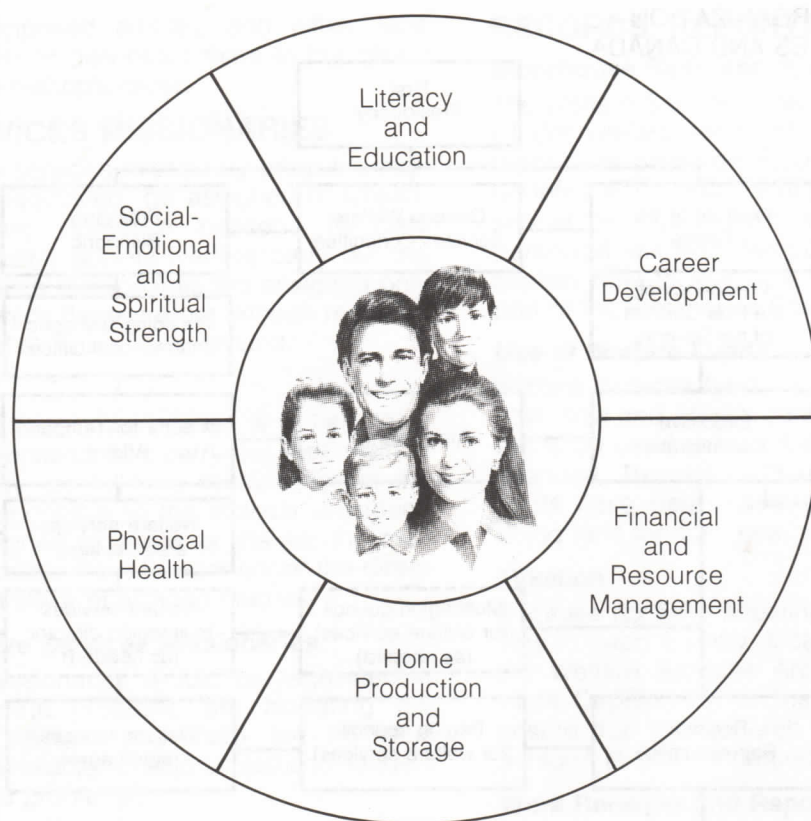
The responsibility of welfare services area managers in international areas is identical to the job description of the Welfare Services Area Director (U.S. and Canada) with two exceptions: (1) The area manager reports to the Director for Temporal Affairs and works with appropriate Welfare Services Department divisions; and (2) his involvement with the Executive Administrator is determined by the Director for Temporal Affairs.



# PERSONAL AND FAMILY PREPAREDNESS

## Section 3

"If ye are prepared ye  
shall not fear." (D&C  
38:30)



In order to help others, individuals and families should first live providently and care for their own needs. Priesthood and Relief Society officers are responsible for encouraging individuals to give careful attention to personal and family preparedness, which consists of the following areas:

### LITERACY AND EDUCATION

*Standard:* To the extent of his capacity, each person is able to read, write, and do basic mathematics. He regularly studies the scriptures and other good books. Parents teach these skills and habits to family members, and both parents and children take advantage of educational opportunities. (See D&C 88:77-80, 118; 90:15; 130:18-19.)

To encourage the development of these skills, priesthood and Relief Society leaders should—

1. Encourage members to learn how to communicate well in writing and in speaking.
2. Encourage parents to help their children enjoy learning and become educated.
3. Emphasize reading the scriptures and other good books.
4. Encourage parents to read to their children and to have their children read to them.

### CAREER DEVELOPMENT

*Standard:* Each young person receives counsel to help select a career in which he can use his talents and skills in meaningful employment. Each person selects a suitable vocation and becomes proficient through appropriate training.

To help members prepare for and find suitable employment, parents and priesthood and Relief Society leaders should—

1. Arrange career counseling for young people and for those seeking employment.
2. Encourage members to take advantage of educational opportunities available through Church and community programs.
3. Encourage members to assist each other and ward leaders in locating job opportunities.
4. Encourage members to improve their skills.

### FINANCIAL AND RESOURCE MANAGEMENT

*Standard:* Each person establishes financial goals, pays tithes and offerings, avoids debt, pays obligations, uses family resources wisely, and saves during times of plenty for times of need. (See D&C 42:54; 104:78-79; 119:5-6; Isaiah 58:6-8.)





To help members manage their resources, priesthood and Relief Society leaders should—

1. Teach the importance of honest labor and of earning an adequate wage.
2. Encourage use of a personal or family budget, avoidance of non-productive debt, and application of other money management principles.
3. Encourage thrift by regular saving and wise spending.
4. Teach the importance of keeping homes, yards, automobiles, and other property clean, orderly, and in good repair.

## HOME PRODUCTION AND STORAGE

*Standard:* Each person or family produces as much as possible through gardening, sewing, and making household items. Each person and family learns techniques of home canning, freezing and drying foods, and, where legally permitted, stores a one-year supply of food, clothing, and, if possible, fuel. (See 1 Timothy 5:8; D&C 38:30.)

To encourage home production and storage, priesthood and Relief Society leaders should—

1. Encourage and teach members to grow and preserve fruits and vegetables, sew clothing, and make household items.
2. Encourage and teach families to store a year's supply of food, clothing, and, if possible, fuel.

Wards, stakes, and quorums are not to be involved in buying and selling food and nonfood commodities for storage purposes. (See the *General Handbook of Instructions* [number 21], pp. 107-8). Individuals may work together to buy and sell food and nonfood commodities for storage purposes, but such activities should not be Church-sponsored in any way.

Church leaders should not ask members to live for a period of time from their supply of commodities. Member families may make such a test on their own if they wish.

## PHYSICAL HEALTH

*Standard:* Each person obeys the Word of Wisdom and practices sound principles of nutrition, physical fitness, weight control, immunization, sanitation, mother and child health, accident prevention, dental health, and medical care. Members live in a healthy and clean environment. In addition, each member acquires appropriate skills in first aid and safety, home nursing, and food selection and preparation. (See D&C 88:124; 89.)

To help members practice sound principles of health, priesthood and Relief Society leaders should encourage members to—

1. Have a balanced diet.
2. Obtain adequate rest.
3. Have regular physical and dental examinations.
4. Exercise regularly.
5. Practice moderation in physical health matters.
6. Learn basic first aid and home nursing skills.
7. Abstain from tea, coffee, alcohol, and tobacco, and use drugs only as prescribed by competent medical personnel.
8. Learn and apply good health and sanitation practices.
9. Carry adequate health, medical, and life insurance.
10. Avoid questionable or unethical medical practices.

## SOCIAL-EMOTIONAL AND SPIRITUAL STRENGTH

*Standard:* Each person builds spiritual strength to meet life's challenges with confidence and stability by learning to love God and communicate with him in personal prayer, to love and serve his neighbor, and to love and respect himself through righteous living and self-mastery. Social-emotional and spiritual strength is increased by living the principles of the gospel.

Church leaders should help members gain social-emotional and spiritual strength by encouraging them to—

1. Keep promises and commitments.
2. Express love and appreciation daily.
3. Give sincere compliments.
4. Spend time and communicate with family members.
5. Set and strive to achieve goals.
6. Discuss openly and resolve problems with the appropriate individuals.
7. Learn to be resilient when faced with disappointment.
8. Pray frequently and fervently.
9. Hold family home evenings regularly.
10. Plan and carry out meaningful family activities.
11. Make new friends.
12. Heed instructions from Church leaders, particularly the president of the Church.

The filmstrip *Personal and Family Preparedness* (VVOF2591) and the *Personal and Family Preparedness Standards and Worksheet* (PGWE1191; see pages 50 to 51 in the appendix), available through Church distribution centers, can help members set and achieve preparedness goals. Priesthood quorums and the Relief Society should use these materials in both regular and special classes.





## EMERGENCY PREPAREDNESS

Part of personal and family preparedness activities should be devoted to *preparing for emergencies*. Rescue, first aid, and other survival skills should be taught. In addition to, or as part of their supply of food, clothing, water, and fuel, members should prepare an emergency kit of food, clothing, water, and first aid supplies. Important family documents and other valuables should be properly stored and easily accessible. For more details on emergency preparedness and response, see page 41.

### Questions for Self-Study or Discussion

1. What is the Church policy on buying and selling commodities for storage purposes?
2. Given local conditions, what are practical ways to store a supply of food, clothing, and fuel?
3. What can you do personally to improve in each area of personal and family preparedness?
4. How many families have received a Personal and Family Preparedness and Standards Worksheet (PGWE1191)? See pages 50 to 51 of the appendix.
5. How many have seen the filmstrip *Personal and Family Preparedness* (VVOF2591)?

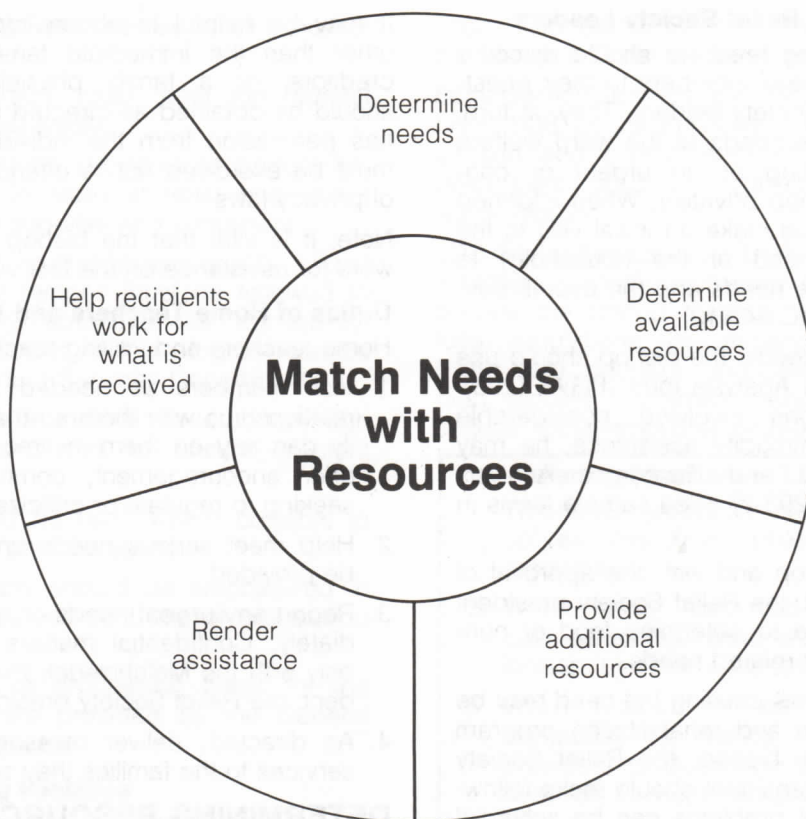
For additional training resources, see pages 48 to 49.

### Notes:

# POLICIES AND PROCEDURES FOR RENDERING AND ACCEPTING ASSISTANCE

## Section 4

"But if any provide not for his own, and specially for those of his own house, he hath denied the faith, and is worse than an infidel."  
(1 Timothy 5:8)



### THE LORD'S WAY

#### Self, Family, Church

"The responsibility for each member's spiritual, social, emotional, physical, or economic well-being rests first upon himself, second upon his family, and third upon the Church. Members of the Church are commanded by the Lord to be self-reliant and independent to the extent of their ability. (See D&C 78:13-14.)

"No true Latter-day Saint, while physically or emotionally able, will voluntarily shift the burden of his own or his family's well-being to someone else. So long as he can, under the inspiration of the Lord and with his own labors, he will work to the extent of his ability to supply himself and his family with the spiritual and temporal necessities of life. (See Gen. 3:19, 1 Tim. 5:8, and Philip. 2:12.)

"As guided by the Spirit of the Lord and through applying these principles, each member of the Church should make his own decisions as to what assistance he accepts, be it from governmental or other sources. In this way, independence, self-respect, dignity, and self-reliance will be fostered, and free agency maintained." (General Welfare Services Committee policy statement.)

Latter-day Saints are encouraged not to accept unearned government assistance. If an individual accepts unearned government assistance, he may not

accept Church commodity or financial assistance at the same time.

#### Assistance from Relatives

No person should become a burden upon the Church when his relatives are able to care for him. If the bishop determines through proper evaluation that relatives of a needy person are financially able but unwilling to help, the matter should be reported to their bishop, who should encourage them to assist.

#### Assistance from the Church

The bishop, as well as Church members, is to provide the necessities of life for those members who are unable to provide for themselves and who do not have relatives who can and will provide for them (see D&C (83:2-6). Those who are assisted should receive help graciously, without embarrassment, and should work to the extent of their ability for what they receive.

NOTE: Appropriate use of community resources is encouraged. (See page 23.)

### DETERMINING NEEDS

It is the duty of the bishop, with assistance from the Relief Society president, quorum leaders, home teachers, and visiting teachers, to know the needs of all ward members.



## Duties of Priesthood and Relief Society Leaders

Home teachers and visiting teachers should discover and report the needs of ward members to their priesthood quorum and Relief Society leaders. They, in turn, inform the bishop of these needs at the ward welfare services committee meeting or, in urgent or confidential cases, to the bishop privately. When informed of needs, the bishop should make an initial visit to the father and mother (or head of the household) to determine the extent of the needs and the overall condition of the family (see D&C 84:112).

In determining a family's needs, the bishop should use the Needs and Resources Analysis form (PGWE1293). For complicated situations involving considerable financial or long-term commodity assistance, he may wish to use the Needs and Resources Analysis Supplement form (PGWE1293-2). (See sample forms in the appendix.)

As requested by the bishop and with the approval of the head of the household, the Relief Society president should also visit the home to determine food or non-food commodity, health, or related needs.

A study of the circumstances causing the need may be required and a prevention and rehabilitation program set up. In doing this, the bishop, the Relief Society president, or the quorum president should make follow-up visits as needed. Most problems can be solved if facts are obtained and carefully evaluated. The following guidelines may be helpful in determining needs:

1. Note obvious or volunteered information about emotional, health, financial, and employment needs requiring immediate attention.
2. Determine with the mother or head of the household the kinds and amounts of food necessary to ensure a balanced diet for each member of the family. This information, plus supplies already in the house, should be reevaluated each time a bishop's order is written.
3. Make certain that individuals have enough clothing. Encourage family members to clean, mend, alter, and use the clothing they have in the home. The bishops' storehouse may supply materials to make additional clothing if the women of the household are able to sew, or if they are being taught by assigned sisters. (See pages 23 to 24.) Otherwise, ready-made clothing can be provided from the bishops' storehouse or from Deseret Industries. Where these resources are not available, clothing may be purchased locally.
4. A bishop's order for commodities (PSWE0351) or services (PEWE0245) should be prepared and signed by the bishop.

Relief Society sisters should see the *Guidelines for Family Needs Visits* (PGWE0417) and the filmstrip *Four Steps in Helping* (VVOF0969).

It may be helpful to obtain information from sources other than the immediate family, such as relatives, creditors, or a family physician. Such information should be obtained as directed by the bishop, after he has permission from the individual or family. Caution must be exercised not to offend or to violate invasion of privacy laws.

Note: it is vital that the bishop teach the principle of work for assistance on the first visit.

## Duties of Home Teachers and Visiting Teachers

Home teachers and visiting teachers are to—

1. Visit members as needed and establish friendly relationships with them so that an individual or family can rely on them in time of need. They should offer encouragement, comfort, and help without seeking to regulate or criticize.
2. Help meet serious needs until additional help can be provided.
3. Report any urgent needs or special problems immediately. Confidential matters should be discussed only with the Melchizedek Priesthood quorum president, the Relief Society president, or the bishop.
4. As directed, deliver messages related to welfare services to the families they serve.

## DETERMINING RESOURCES

A list of available resources should be made by the ward and stake welfare services committees. This list should include commodities, fast offering funds, job opportunities, and services provided by LDS Social Services or Deseret Industries, welfare services missionaries, welfare services committee members, and Church members with specific skills and resources. These resources are normally found in the Storehouse Resource System.

## Priesthood Quorum Resources

Priesthood quorums provide home teaching visits, instruction in personal and family preparedness, visits from the quorum presidency, and activities to help members with special needs.

## Relief Society Resources

The Relief Society makes visiting teaching visits and gives instruction in personal and family preparedness by teaching home management skills, principles of health and nutrition, sewing, shopping, and, where appropriate, food preparation and preservation. In times of need, sisters can give compassionate service to the homebound, the friendless, the depressed, the wayward, and the bereaved.

The Relief Society may dress a woman for burial. The priesthood may dress a man. Only endowed members should dress those who have been endowed.



## Community Resources and Service

Community resources that provide services consistent with Church standards may be used. These include family counseling centers, clinics for the handicapped, private counselors or therapists, alcohol or drug rehabilitation centers, university medical centers, mental hospitals, out-patient clinics, and extended care facilities. State agencies, including agricultural extension services, and private professional persons, including psychologists, education counselors, agronomists, accountants, attorneys, and doctors, should be evaluated and approved by the bishop before their services are used. The bishop should help members determine how they can receive such assistance without fear of ridicule or pressure to change values (such as values connected with Church positions on chastity, abortion, marriage, family prayer, church activity, and the Word of Wisdom).

NOTE: Members should make appropriate use of community services. They should also assume their responsibilities as citizens in seeking solutions to the welfare problems of the community. One vote, a letter to an editor or a legislator, or more direct involvement in the political process, may make a difference. The amount of participation in community service should be appropriate to family, church, work, health, and other circumstances.

## Volunteer Service

Most communities have Church members and nonmembers with skills in areas such as money management, farming, business, or medicine. Such people should be encouraged to volunteer their service to help in welfare services work. The importance of volunteer services was emphasized by President Harold B. Lee:

"One of the cardinal principles is that we must not allow this to be a paid program, a salaried program. We must never have paid workers for what we can get volunteer workers to do. We have in every stake, professional people. . . . The more we can get of dedicated service that is given for the joy of service and sacrifice, [the more we will bring] forth the blessings of heaven." (From an address at a welfare agricultural meeting, 7 October 1972.)

## MATCHING NEEDS WITH RESOURCES

As much as possible, the needs of those requiring Church welfare help should be met at the level closest to the need.

## Who Should Receive Assistance

Faithful members of the Church, persons in part-member families, or inactive members whose eligibility has been verified by their home ward bishop may be given Church welfare help. Nonmembers may be helped if the bishop so decides. In these, as in all cases, the bishop is entitled to inspiration in determining who

should be assisted and how much assistance should be given (see D&C 51:3).

The stake president, in consultation with the chairman of the stake bishops' council, may appoint one bishop to handle all transient welfare cases referred to him by other bishops in the stake.

NOTE: Whenever possible, welfare services commodities or services should be used instead of cash so that the recipient's available personal funds may be used to pay for family necessities and debts.

## Bishop's Orders

Whenever possible, bishops are to meet a family's needs by issuing itemized bishop's orders for goods or services from storehouse supplies, LDS Social Services, employment centers, and Deseret Industries. If no bishops' storehouse is available to provide commodities, fast offering funds may be used by the bishop to fill a Bishop's Order for Commodities.

The ward Relief Society president may be requested to prepare orders for the bishop's signature. She should know the proper procedures for obtaining food, clothing, and other necessities. She should also be acquainted with the contents of the bishops' storehouse, Deseret Industries, and local commercial establishments. Although quorum leaders and members are responsible for helping members obtain employment, the bishop may write an order for services on a Church employment center if one exists in the area. (See the appendix for samples of the bishop's order forms.)

## Clothing for Recipients

Basic clothing items are stocked at the bishops' storehouse and may be ordered on a Bishop's Order for Commodities form. Clothing not available at the bishops' storehouse may be ordered on the Deseret Industries part of the form.

If Deseret Industries does not have the clothing, or where there is no Deseret Industries store available, fast offering funds may be used to purchase clothing or materials for sewing.

The recipient may be sent with the order form to the storehouse, Deseret Industries store, or with cash to a local merchant. At the discretion of the bishop, a member of the Relief Society presidency or the bishopric, or someone they designate, may be assigned to provide counsel concerning the purchase or to accompany the recipient if necessary.

## The Relief Society Welfare Sewing Program

The basic purposes of this program are to—

1. Provide some of the clothing needed by Church welfare recipients.
2. Teach sewing skills to recipients who could benefit from instruction.
3. Provide work opportunities for recipients.



4. Provide service opportunities for those who sew.

The ward Relief Society president (when assigned by the bishop) should —

1. Assess the clothing needs of an individual or family.
2. Write needed sewing items on a commodity order form and submit the form to the bishop for his signature. Some fabrics are available from the local bishops' storehouse. Consideration should also be given to buying clothing items at Deseret Industries and remodeling them. Other needed sewing items may be bought locally, using fast offering funds.
3. Assign the counselor in charge of homemaking or another qualified individual to teach sewing skills to the recipient. Relief Society sewing machines may be used only in the meetinghouse.
4. Assign sisters in the ward to sew when clothing is not otherwise available.
5. If the need cannot be met in the ward, communicate this to the stake Relief Society president, who will attempt to meet the need through the stake welfare services committee.

#### Use of Open Orders

Open orders—bishop's orders that are signed but not itemized—are discouraged. Open orders may be used only with the approval of the welfare services region agent.

#### Items in Short Supply

Items in short supply should be distributed only on itemized orders in quantities fair to those being served. The welfare services region agent will keep bishops advised of essential items in short supply.

#### Misuse of Commodities

If a bishops' storehouse keeper has reason to believe that any person or family is obtaining more commodities than needed, he should advise the person's bishop. The bishop should investigate the situation and take whatever action is necessary.

#### Meeting Cash Needs

Cash required to pay for assistance not provided by commodities from the Storehouse Resource System is supplied from fast offerings. For more information, see page 28. For information concerning medical expenses, see the Health Care Payment Guarantee form (PXWE0064).

#### Payment of Bills

A bishop has three options in seeing that a recipient's bills are paid. Preferably, he will supply commodities from the bishops' storehouse, permitting the family to use its own cash to pay bills.

He may give ward fast offering funds to the person being assisted if he believes the person can and will

use the money to pay his own bills. Or if he feels it necessary, the bishop may pay the bills directly from fast offering funds.

#### Contributions by Recipients

Those given help are expected to make whatever contributions they can to welfare services. Contributions may include labor, cash, commodities, or services. Members receiving assistance are encouraged to pay tithes and fast offerings.

#### Health Resources

Prevention of disease is of primary concern. Consistent with welfare principles, both Church and community health resources and services should be used to ensure good health among Latter-day Saints.

When health problems arise and family cash and insurance resources are exhausted, Church medical assistance may be given.

#### Medical Assistance

The following procedures will aid leaders in rendering Church medical assistance:

1. Carefully determine whether requested health care is needed and appropriate.
2. Evaluate individual and family resources and circumstances. Every effort should be made to help the family work out its own financial arrangements with those providing the help.
3. Consult with those who provide health services regarding possible discounts or reduced fees.
4. The Health Care Payment Guarantee (PXWE0064) establishes priesthood dollar authorization limits and should be given to providers of health services only when such an agreement is a precondition for the service. When expenses are expected to exceed \$5,000, Welfare Services Department approval is required. Such approval is requested by submitting the following items to Welfare Services (Health Services), 50 East North Temple Street, Salt Lake City, Utah 84150:
  - The Needs and Resources Analysis form (PGWE1293; see appendix, page 54) or Supplement form (PGWE1293-2).
  - The Health Care Payment Guarantee (PXWE0064).
  - A letter describing the circumstances, recipient worthiness, other funding sources sought, negotiations with health services providers, work or repayment agreements, and any other information having a bearing upon the decision to involve the Church.
5. See that Church-guaranteed medical services are promptly paid.
6. Establish specific work or repayment agreements with the family. Cash repayments are made through fast offering contributions.



7. Periodically review family or individual circumstances and make alterations in agreements as needed. Also, review the health services being provided to ensure that they remain appropriate.

#### **Medical or Specialized Care outside One's Homeland**

Usually, it is not in a patient's best interest to leave home, family, and country for medical treatment where language, customs, and surroundings are unfamiliar. Medical or specialized care not available locally should be obtained as close to home and family as possible. Where specialized care outside one's native country is essential, contact the Executive Administrator, the Welfare Services Area Director, the Director for Temporal Affairs, or the welfare services area manager for an explanation of the special procedures involved.

#### **Insurance**

Members should provide medical insurance for their families. If necessary, a bishop may use fast offering funds to continue premium payments.

#### **Blood Donations**

Priesthood leaders may request blood donations from ward and stake members when families are not able to meet blood replacement needs.

#### **Payments to LDS Social Services**

When a recipient needs services from LDS Social Services, the bishop should fill out a Bishop's Order for Services form (see page 53) indicating on the order how payments are to be made. Individuals should pay according to their ability. For further information contact the local LDS Social Services agency.

#### **Rehabilitation**

Rehabilitation of Church members is a primary responsibility of the priesthood quorums. Quorum presidencies, through personal visits and reports from home teachers, should know which individuals are in need. As directed by the bishop, the Relief Society may provide rehabilitation for single women.

If a member cannot meet his financial obligations, or if he has a serious social, emotional, or spiritual difficulty, a thorough study should be made to determine why he is having difficulty, what measures are needed to overcome the problem, and what steps must be taken to rehabilitate him.

Specific priesthood quorum rehabilitation responsibilities include—

1. Placing members in permanent jobs.
2. Helping members train and qualify for better jobs.
3. When necessary and consistent with welfare principles, assisting members to get established in businesses of their own to become self-supporting. The quorum may assist members by making avail-

able to them counsel from knowledgeable individuals, by helping them obtain the loan of machinery or equipment, and by providing personal labor and services.

4. Helping members rebuild their self-confidence after a serious emotional or social problem. Genuine, consistent support from Church members is important in recovery.

If a priesthood quorum cannot provide the needed rehabilitation help, the matter should be referred to the stake welfare services committee.

#### **Loans**

Infrequently, the bishop may determine that rather than giving direct assistance, a member's financial distress or income needs can be solved with a small loan. Such loans are not to be used to pay off business obligations. Loans are made from Church funds through the Welfare Services Department when the following conditions are met:

1. The member is in good standing to receive help from the Church.
2. The loan cannot be obtained through commercial channels.
3. Personal and family resources are exhausted.
4. If the loan is not made, the applicant will depend upon Church assistance.
5. The bishop, stake president, and General Welfare Services Committee concur that the loan will enable the member to become self-sustaining and that he can and will repay according to the terms agreed upon.
6. The loan is guaranteed by the quorum to which the member belongs.

Loan applications are made on a form obtained by the bishop from the Welfare Services Department. All loan applications are reviewed by the Presiding Bishopric who must give approval before loans are granted.

#### **Loans Guaranteed By Priesthood Quorums**

When the priesthood quorum guarantees a loan, the quorum's sustaining vote should be recorded in the official minutes of the quorum. If a loan is defaulted, the quorum must repay even if the quorum leadership has changed or the quorum member has moved. In such cases, the entire quorum is responsible, not just the members of the presidency. Quorums can guarantee only Church loans and must not guarantee commercial loans.

#### **Loans Guaranteed by the Bishop**

If the quorum cannot guarantee repayment, the bishop may do so. If a bishop-guaranteed loan is defaulted,



the case becomes one of direct assistance. The bishop may wish to assist with commodities, releasing the borrower's cash to be paid on the loan. If necessary, the bishop may repay the loan from fast offering funds with approval from the Welfare Services Department.

### Work for Assistance

Those assisted by the Church should work to the extent of their ability for the assistance received. Work assignments should be meaningful and, if possible, should produce resources to be used in welfare services. Recognition and appreciation should be given for work done.

The ward welfare services committee should generate a list of specific work or service assignments for those who receive assistance, including a special list of jobs for the elderly and the handicapped. Such work may include labor on welfare production projects, at bishops' storehouses and Deseret Industries, on Church buildings and grounds, in the homes of other needy members, and on special work or service projects assigned by the bishop. (See page 52 for a list of suggested work assignments.)

### Confidentiality

The highest standards of confidentiality should be maintained whenever help is given, and care should be taken not to embarrass recipients.

### Questions for Self-Study or Discussion

1. What are the differences between the Church welfare plan and government welfare programs?
2. What is the Church policy on receiving government assistance?
3. What is the potential problem with "open orders"?
4. Why is it so important for individuals to work to the extent of their ability for what they receive?

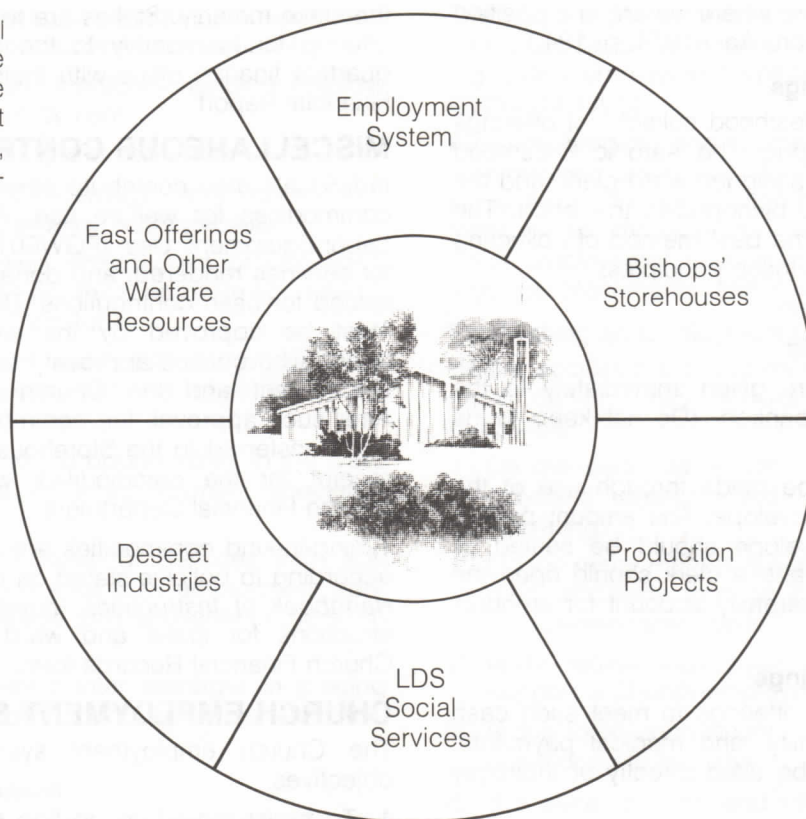
For additional training resources, see page 49.

### Notes:

# TEMPORARY ASSISTANCE THROUGH THE STOREHOUSE RESOURCE SYSTEM

## Section 5

"And remember in all things the poor and the needy, the sick and the afflicted, for he that doeth not these things, the same is not my disciple." (D&C 52:40)



The Storehouse Resource System consists of a number of interrelated resources: an employment system, bishops' storehouses, production projects, LDS Social Services, Deseret Industries, fast offerings, welfare services missionaries, and other welfare resources. The immediate objectives of the system are to—

1. Provide cash resources, social services, and rehabilitative assistance to help those in need.
2. Produce, process, store, and distribute needed commodities.
3. Help find regular jobs for those who are able to work.
4. Provide temporary work within the Storehouse Resource System, when possible, for those who cannot be employed otherwise.
5. Serve as a resource to Church leaders in meeting local needs.

Through the Storehouse Resource System the Church seeks to supply those in need (see D&C 51:3). This is to be done not as a dole, but in recognition of their willingness to labor to the extent of their ability.

## THE LAW OF THE FAST

### Fasting and Fast Offerings

Fast offerings have long been the Lord's way of providing for the needs of the poor. It is the objective of the Church to obtain through fast offerings the cash needs of welfare services and to obtain from welfare production projects the commodity needs.

The Church designates one day each month as a fast day during which members are to fast for two consecutive meals and contribute to the Church a minimum offering of an amount equal to the cost of the food they would have eaten. Any Latter-day Saint who has sufficient to eat can afford to pay fast offerings. All members are encouraged to fast except those who are physically unable. Children should be taught the principle of fasting and encouraged to pay fast offerings as they are able. Prayer is an essential part of fasting.

Members who are able should give a generous offering. President Spencer W. Kimball has said:

"I think that when we are affluent, as many of us are, we ought to be very, very generous. . . .

"I think we should . . . give, instead of the amount saved by our two meals of fasting, perhaps much,





much more—ten times more where we are in a position to do it." (Conference Report, April 1974, p. 184.)

### Collection of Fast Offerings

Holders of the Aaronic Priesthood collect fast offerings as directed by the bishopric. The Aaronic Priesthood quorum presidencies, the assigned ward clerk, and the quorum adviser assist the bishopric in this effort. The bishop should determine the best method of collecting fast offerings, based upon these principles:

1. Use an organized system.
2. Contact every household.
3. See that collections are given immediately to the bishop and promptly banked. (Do not keep funds overnight.)

Fast offerings may also be made through use of the ward donation slip and envelope. The amount paid is confidential, and the envelope should be sealed. A member of the bishopric and a clerk should open the envelopes together and carefully account for amounts paid.

### Proper Use of Fast Offerings

The bishop may use fast offerings to meet such cash needs as rent, house, utility, and medical payments. Fast offerings are not to be used directly or indirectly for—

1. Purchasing, remodeling, or equipping bishops' storehouses.
2. Financing welfare commodity production or fund-raising programs.
3. Purchasing welfare services projects or other facilities.
4. Erecting buildings used in producing commodities for cash for the storehouse commodity production program.
5. Purchasing equipment, livestock, feed, or supplies used to operate and stock welfare projects.
6. Paying for janitorial services or supplies for ward and stake buildings.

Fast offering funds are not to be loaned. If a member is assisted and later is in a position to repay such assistance, he should do so by giving a generous fast offering.

When ward fast offering funds are insufficient to meet ward needs, the bishop should arrange with the stake president for funds to be transferred from the stake. A stake that overdraws its fast offerings account will be reimbursed by the office of the Presiding Bishop. Missions should handle fast offerings in the same manner as stakes.

### Surplus Fast Offerings

Wards are to submit their surplus fast offering funds to

the stake monthly. Stakes are to remit their surplus fast offering funds monthly to the area or Church headquarters finance office with their Stake/District Monthly Financial Report.

### MISCELLANEOUS CONTRIBUTIONS

Individuals may contribute service, money, or needed commodities for welfare use. A Receipt for Donated Labor/Equipment Use (PGWE0155) should be issued for services rendered, and donation receipts should be issued for cash contributions. Commodity contributions must be approved by the welfare services region agent, who obtains approval from the Welfare Services Department and the Church Financial Department. After such approval, the commodities can be received and transferred to the Storehouse Resource System. A receipt for the commodities will be issued by the Church Financial Department.

Tithing-in-kind commodities are accepted similarly and according to policies stated on page 91 of the *General Handbook of Instructions* (number 21) and in the instructions for stake and ward clerks found on the Church Financial Records form.

### CHURCH EMPLOYMENT SYSTEM

The Church employment system has three major objectives:

1. To assist individuals to find gainful employment by collecting and quickly sharing job information from members and others in the community.
2. To provide counseling and opportunities for those in need of vocational or employment upgrading or rehabilitation.
3. To teach parents through the quorums how to counsel family members regarding employment matters and to teach individuals how to plan their careers.

### Organization

The stake president should call and set apart a stake employment specialist and assign a member of the stake high council to supervise him. This high councilor should be a member of the stake Melchizedek Priesthood committee. He reports to the stake Welfare Services committee on the progress of the employment system in the stake.

The bishop should call and set apart a ward employment specialist to establish the employment system within his ward. Melchizedek Priesthood quorum presidents and group leaders are then invited to call and set apart quorum employment specialists to assist the ward employment specialist. They work under the direction of the Melchizedek Priesthood quorum leader.

### Ward Employment Specialist

The ward employment specialist is generally one of the quorum employment specialists. As such, he reports to





his priesthood leaders through regular personal priesthood interviews. His responsibilities are as follows:

1. Maintain a file on ward members needing employment or upgraded employment.
2. Maintain a list of employers in the ward.
3. Maintain a file of job openings, and report them promptly to the stake employment specialist.
4. Assist persons needing employment or upgraded employment in analyzing their employment needs, interests, abilities, and aptitudes.
5. Help job seekers learn how to look for job opportunities, prepare resumes, and be effective in job interviews.
6. Refer the job seeker to job opportunities in the ward or, working with the stake employment specialist, within the stake.
7. Complete a Bishop's Order for Services form and refer candidates to the area LDS employment center if there are no suitable jobs available in the ward or stake.
8. Assist the employment center manager in placing members in the Deseret Industries rehabilitation program.

#### **Stake Employment Specialist**

The stake employment specialist functions under the direction of the high councilor over employment and is a Melchizedek Priesthood holder. His responsibilities are as follows:

1. Coordinate all job needs and openings within the stake.
2. Coordinate employment rehabilitation and career guidance resources within the stake.
3. Provide training for the ward employment specialist as assigned by the appropriate priesthood leaders.
4. Coordinate activities with the Church employment center if one exists.

#### **Region Employment Specialist**

In cities with more than one stake, the Regional Representative, at the suggestion of a region agent, may call a region employment specialist. The region employment specialist maintains regular contact with the stake employment specialist to coordinate job opportunities and provide in-service training.

#### **Church Employment Centers**

Church employment centers are established at the request of the region, multiregion, or area council. With a professional staff, they can effectively coordinate job openings beyond a stake or region basis, and contact the local business community for employment upgrading opportunities. They provide training for those involved in the priesthood employment system.

Employment center personnel are not to be involved in career guidance or employment rehabilitative counseling. Ward employment specialists are responsible for such counseling.

Area, multiregion, and region employment centers are administered under the direction of the Welfare Services Area Director. Under his direction, the employment center manager maintains regular contact with stake employment specialists to coordinate job openings, job placements, and in-service training.

#### **Establishing an Employment Center**

Before ecclesiastical leaders request a Church employment center, they should consider the following questions:

1. Do the quorums, wards, and stakes have an employment system with employment specialists operating?
2. Do too many members need employment to be handled efficiently through quorum, ward, and stake employment specialists?
3. Is the region, multiregion, or area able to financially support a Church employment center?
4. Is the local unemployment rate higher than the national or state average?
5. Are state, private, and other non-Church agencies being used to the fullest extent by Church members?

If the answers to these questions indicate need for an employment center, a request should be made in writing through the Welfare Services Area Director to the Welfare Services Department. Further information about Church employment centers may be obtained from the Welfare Services Department or from the Welfare Services Area Director.

#### **BISHOPS' STOREHOUSES**

A bishops' storehouse is to receive, store, exchange, and distribute commodities and to provide work opportunities and related services for those in need. As called for in an approved master plan, each bishop should have reasonable access to a storehouse.

The two types of storehouse facilities are—

1. A bishops' storehouse, located in an area, multiregion, region, or in rare circumstances, a stake, to provide needed commodities and services through bishop's orders.
2. A bishops' central storehouse, which functions as a warehouse supplying bishops' storehouses with needed goods.

Bishops' storehouses are stocked with approved items produced or purchased in the Storehouse Resource System. Stock lists are to be approved under direction of the General Welfare Services Committee.





Information about establishment and operation of bishops' storehouses may be obtained from the Welfare Services Department or the Welfare Services Area Director.

### Establishing and Financing Bishops' Storehouses

Bishops' storehouses should be established as called for in the area welfare services master plan. Application for a storehouse is made by the Welfare Services Area Director with approval of the ecclesiastical leaders involved.

Size and location of a storehouse depends on the number of members in the region, the current and projected numbers of welfare recipients, reserve storage requirements, and related factors. Establishment of a storehouse should be considered when production and processing facilities are established.

The General Welfare Services Committee will pay 70 percent of the construction and 100 percent of the operating costs of bishops' storehouses below the area level. Local units are responsible for 30 percent of the construction costs.

### Transportation Facilities

The Welfare Services Department is responsible for establishing a transportation network between bishops' central storehouses and bishops' storehouses. Local distribution activities are the responsibility of the Welfare Services Area Director. Bishops' central storehouses are operated by the Production-Distribution Division of the Welfare Services Department.

### Welfare Assistance in Missions

In missions where there are no bishops' storehouses, welfare assistance should be provided by the mission president through fast offering funds. Local merchants may be used as sources for food and non-food commodities.

## THE STOREHOUSE COMMODITY PRODUCTION PROGRAM

The storehouse commodity production program is an organized way of matching local needs with resources and of coordinating the exchange of commodities, services, and money. This program has five main purposes:

1. To provide the means by which bishops can care for those in need.
2. To coordinate the distribution of the members' free-will offerings to the poor.
3. To ensure that the required resources are at the right storehouse at the right time and in sufficient quantity to meet needs.
4. To plan and manage production projects so that assigned commodities are produced.

5. To coordinate commodity exchanges between wards, stakes, regions, and areas to be sure that all have the commodities necessary to meet local needs.

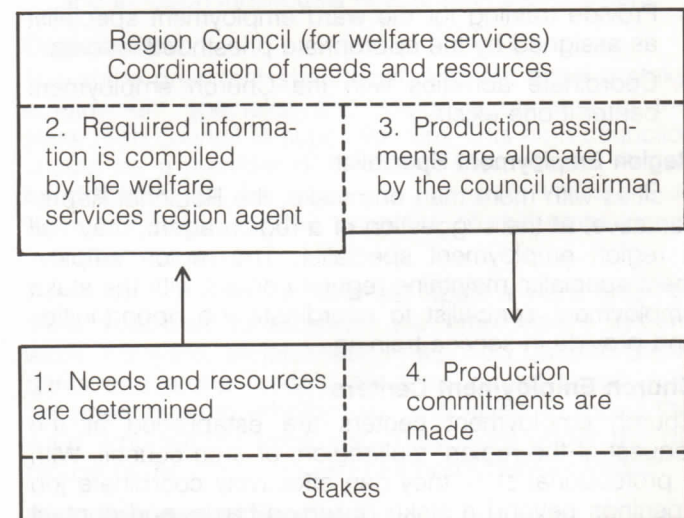
### Developing a Storehouse Commodity Production Program

A storehouse commodity production program should be developed early enough each year to plan effectively for the coming year. Planning should include the following steps:

1. *Estimate storehouse commodity requirements.* This estimate is based on—
  - Bishops' estimates of future ward needs.
  - The history of commodity use.
  - The production capacity of welfare projects.
  - The level of local self-sufficiency achieved from producing commodities.
  - Church policy governing inventory reserves.
2. *Match needs and contributions.* The welfare services region agent presents an estimate of the total commodity needs for the coming year to the region council (for welfare services). The chairman of the council makes production assignments, with the consent of council members, and later ensures that the commodities are provided as agreed.

Church units without welfare projects should provide the required quantity of commodities or contribute cash in lieu of the commodities.

### Storehouse Commodity Production Program Preparation and Allocation: Region







### **Administering the Storehouse Commodity Production Program**

The welfare services region agent or multiregion director is responsible for the following operations in the region or multiregion:

#### **Production records**

He maintains records to account for the production or cash in lieu of production turned in by stakes or wards to meet their production commitments.

All storehouse commodity production commitments should be met by December 31st. If Church units have not made their commodity contribution by this date, they should pay cash based upon the wholesale value of the commodity that was to be contributed.

If wards and stakes are unable to meet their production commitments because of conditions beyond their control, the commitments may be adjusted. Upon written approval of the Welfare Services Department, Production-Distribution Division, additional commodities may be produced and contributed during the following year to complete the unfilled production commitment.

#### **Pricing policy**

He establishes the price and/or value of a welfare-produced commodity in agreement with the Area Director, the local ecclesiastical leader responsible for the production project, and the Welfare Services Department. The price or value should be fair and adequate to cover operating expenses, volunteer labor, and depreciation. It should also reflect the demand for and quality of the commodity.

#### **Quality control**

He ensures that commodities distributed through the bishops' storehouse are of the highest quality. This requires quality control in production, processing, transportation, and storage of welfare services items.

The welfare services storehouse manager has the responsibility of monitoring the quality of commodities coming into the storehouse. *He is authorized to accept or reject commodities according to established grades and standards provided by the Welfare Services Department.*

#### **Exchange of commodities**

He encourages the exchange of commodities (such as hay, feeder calves, and seed) between production projects. Projects that contribute such commodities will receive budget credit.

Stakes should accept products from other stakes, even though this may be more expensive than buying in the open market.

### **Welfare claims on production surplus**

He ensures that the Church has the prior right to all production surpluses. The welfare services region agent should be notified of any surplus production in time for him to communicate with the storehouse manager and use the surplus in the welfare services system if needed.

### **Common Consent**

The principle of common consent should be honored in all aspects of the storehouse commodity production program (see D&C 26:2). Commitments should be presented to priesthood members for their sustaining vote.

## **PRODUCTION PROJECTS**

Production projects are judged successful when they provide—

1. The assigned food and non-food commodities.
2. A chance for the members to share of their abundance by generously contributing money and labor.
3. The production of commodities or cash to satisfy the needs of the storehouse and to meet annual operating costs.
4. Work opportunities for those who receive Church assistance.
5. Local self-sufficiency in caring for the needy.
6. Land and other resources, such as experienced personnel and raw materials, that will help provide additional commodities in the future.
7. Opportunities for individuals, families, and quorums to work together to provide commodities.
8. An example to the community of effective management and operations.

### **Ward Projects**

With the help of the ward welfare services committee and after receiving approval from the stake welfare services committee, bishoprics have the responsibility of acquiring and operating ward projects or participating in stake or region projects. This is done in accordance with the welfare services master plan.

The Storehouse Resource System committee of the ward welfare services committee should supervise ward production efforts by—

1. Making a study and recommending permanent projects.
2. Supervising a project operating committee composed of members who have appropriate experience.
3. Ensuring that projects meet their assigned purposes and are adequately funded.





4. Seeing that all work assignments on ward, stake, or region projects are filled and that donated work and equipment are effectively used and closely supervised.
5. Seeing that Receipts for Donated Labor/Equipment Use (PGWE0155) are issued.
6. Ensuring that adequate records are maintained and that accurate and timely reports are filed on all projects.

### Multiward Projects

Two or more wards may establish joint projects under the direction of a council consisting of the bishops of the involved wards, one of whom is appointed chairman by the stake presidency. For example, a farm, without becoming a stake project, may be divided in such a way that each of a number of wards has a portion to cultivate.

### Stake Projects

Commodities to be produced on stake projects are determined by stake and ward welfare services leaders and should be in accordance with the welfare services master plan. The stake welfare services committee operates these projects through its Storehouse Resource System standing committee. (See pages 10 and 11.)

The stake president's counselor responsible for the Storehouse Resource System, assisted by assigned high councilors and others as needed, should—

1. See that the stake commodity production program is carried out by making stake and ward assignments.
2. Ensure that all projects in the stake meet the objectives outlined on page 31.
3. Make work assignments to wards.
4. Oversee stake production projects by supervising operating committees and by ensuring adequate project funding.
5. Where no stake project exists, make a survey and recommend a permanent production project consistent with the area welfare services master plan that units in the stake can be involved in.
6. Ensure that work receipts (PGWE0155) are issued.
7. Ensure that records are maintained and that accurate and timely reports are filed on all stake projects (see page 40).

Ward welfare services committees arrange for volunteer labor on stake projects. When possible, work responsibilities should be determined at the time production assignments are accepted.

### Multistake Projects

With the approval of the region council and in accordance with the area welfare services master plan, two or more stakes may establish a production project. Multistake projects are acquired and managed under the direction of a council consisting of the stake presidents of the involved stakes, one of whom is appointed chairman by the Regional Representative.

### Region Projects

Some commodities may need to be produced on a regional level, as determined by the region or area council in accordance with the welfare services area master plan. The region council is responsible for acquiring and operating these projects and for maintaining accurate and timely records and reports.

### Area and Churchwide Projects

If necessary, a very limited number of commodities may be produced by multiregion, area, or Churchwide projects. The necessity for such projects is determined under the direction of the General Welfare Services Committee.

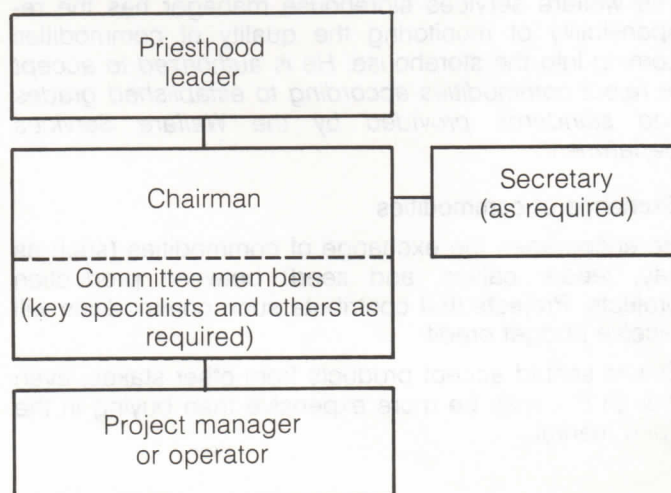
### Consolidation of Equipment

Where projects are located close to each other, it may be useful to share equipment. Use of common equipment for ward projects should be coordinated by the stake. For multistake or region projects, the region agent and the Area Director can help coordinate arrangements.

### Project Operating Committee

Regardless of the type, size, or ecclesiastical level of a project, an operating committee such as the one shown below should be established by the ecclesiastical leaders responsible for the project.

#### Project Operating Committee







This committee should be small and efficient. The project operator is not a member of the committee but should be invited to the committee meetings. If the project has a hired operator, he should be supervised by the chairman of the project operating committee. Duties of the chairman, the committee members, and the project operator should be specified in detail by the responsible priesthood leader. Particular consideration should be given to responsibilities such as donated labor assignments, annual production plans, daily and weekly operating decisions, marketing of excess production, and capital and operating expenditures.

### **Acquiring a Production Project**

Because acquiring and operating a welfare production project involves a major commitment of both time and money, project proposals must be carefully planned. To ensure adequate planning, the following steps should be taken:

1. A committee of several resource persons or specialists, such as agriculturists and businessmen, should prepare a feasibility study containing proposals to be considered by the priesthood leaders. Consideration should be given only to projects that produce products used in the Storehouse Resource System.
2. The local unit leader should contact the welfare services region agent to determine if the proposed project fits within the area master plan. If the proposed project is acceptable, the unit leader should complete the Application for Welfare Production Project forms available from the region agent.
3. The local unit leader should ask the Welfare Services field representative or area production advisor to inspect the project before submitting the completed application forms to the Welfare Services Area Director.
4. After full discussion and approval at the local, region, and area levels, the Area Director should forward the completed application to the Welfare Services Department for approval by the Presiding Bishopric and the Committee on Expenditures.
5. Upon the Presiding Bishopric's approval, the Real Estate Division will conduct the necessary negotiations to acquire the project. Local leaders should not commit the Church before appropriate clearances are obtained.

### **Financing Permanent Production Projects**

The expense of acquiring or expanding welfare production projects is shared up to 50 percent by the General Welfare Services Committee. The other 50 percent is to come from local Church members. The local unit's share of the capital costs for real estate and equipment should be paid from contributions made by

members. Annual operating costs are the responsibility of the local unit. When local funds are not sufficient, the general Welfare Services Committee may assist local units by providing interest-free loans. Loan guidelines are summarized as follows:

1. *Real estate loans.* The Church provides up to 75 percent of the local share, with repayment within five years. Local units are expected to turn into the Welfare Services Department at least 25 percent of the initial equity in cash prior to closing. If the local unit already has a production project, the value of the existing equity may reduce the cash requirement at closing.
2. *Capital improvement and equipment loans.* The Church provides up to 100 percent of the local share for items costing \$5,000 or more, repayable in one to three years.
3. *Operating loans.* The Church provides up to 100 percent of annual operation costs, repayable in one year. (It is anticipated that local units will require operating loans only during the project's initial phase.)

Guidelines on per capita indebtedness and project acquisitions are available from the Welfare Services Area Director or the region agent. Forms should be submitted sixty to ninety days before the funds are required.

### **Approvals**

When general Church funds are needed, no commitments for the purchase of land, buildings, or equipment are to be made without prior approval through the Welfare Services Department.

### **Division of Welfare Services Properties When Boundaries Change**

In a spirit of harmony and understanding, wards and stakes should work out an equitable division of properties or equities when Church units are divided or Church boundaries change. If agreement proves difficult, the matter should be turned over to the next highest ecclesiastical level for resolution through council discussion.

### **Sale of Welfare Properties**

As a general principle, welfare projects should not be sold. However, if circumstances require that a project be sold, the transaction must be approved in advance by the Presiding Bishopric through the Welfare Services Department. Proceeds from the sale of any welfare capital asset, regardless of when or how it was acquired, are to remain within the Church welfare system. They are to be applied as follows:

1. Sale proceeds equal to or less than the cost of a new capital asset are to be applied to the new asset. Additional costs will be paid 50 percent from





## SUGGESTED CRITERIA FOR ESTABLISHING WELFARE FARMS

Size	Ward/Stake	Labor	Farm Techniques
Small (up to 20 acres)	Up to 10 miles from center	50-100 percent donated	Limited machinery and initial investment, low-level management
Medium (up to 300 acres)	Up to 40 miles from center	10-50 percent donated	More technical, more modern machinery
Large (over 300 acres)	Up to 100 miles from center	5-10 percent donated	Large business operation, sophisticated machinery, very high management and capital requirements

local funds and 50 percent from general Church welfare funds.

- If proceeds are not immediately required for additional capital acquisitions, they are to be held in a project savings account at Church headquarters. 50 percent of the funds is to be designated for the local unit and applied to the local share of future capital acquisitions.

Any funds not needed by a local unit for present or future welfare capital acquisitions are to be transferred to general Church welfare funds for welfare use in other areas.

If a capital asset (except real estate) with a value of less than \$5,000 is sold, the proceeds may be used by the local unit in its welfare project or projects.

Closing and title procedure for welfare production projects should be handled as instructed by the Church Law Department.

### Technical Assistance

Technical assistance is available to ward, stake, region, or area project leaders and managers. The Welfare Services Department has field representatives with specialized training in agriculture and food production. In addition, the Welfare Services Area Director has the assistance of a production adviser who can provide technical assistance.

### Tax Exemption

Application for tax exemption on properties used *exclusively* for welfare purposes may be made by the Real Estate Division in cooperation with the Law Department (see page 40).

### Governing Principles

The following principles should govern all production projects:

- When a project produces commodities in surplus over those assigned, the General Welfare Services Committee should be given the first opportunity to obtain them if the commodities can be used in the Storehouse Resource System.
- Operating expenses should be paid from the sale

of commodities produced. Commodities sold should not be offered at a price that undercuts local producers.

- Any sale or purchase of commodities should be coordinated through the multiregion or region production-distribution manager because the Church Storehouse Resource System has first claim on the products produced on the projects.
- Items processed and labeled for the bishops' storehouse are not to be sold.
- Welfare production and the income from its sale are to be used only for welfare purposes, such as to satisfy storehouse needs, to pay operating costs, or to repay loans.
- A production project should be large enough so that the commodities or surplus from its operation will satisfy the production commitment and pay operating costs.
- A project should be located as close to the Church population as possible, considering land costs, travel, security, and production requirements necessary for local self-sufficiency.
- Project personnel should teach and practice safety procedures.
- Only high-quality products should be produced for the Storehouse Resource System.
- Acquisition of permanent production projects should follow the area's welfare master plan and should be approved by the Presiding Bishopric through the Welfare Services Department (see section 7).
- To the extent possible, those who receive welfare assistance should help produce commodities for use in the Storehouse Resource System.

## PROCESSING FACILITIES

Processing facilities are established to—

- Prepare food and non-food products for distribution.
- Enable members to process products for home food storage.





The following principles govern the use of all processing facilities:

1. Buildings and equipment must meet the highest standards of health and safety.
2. Storage facilities must be provided to protect finished products and to store at least one year's reserve of processing supplies and containers.
3. The approved Church sanitation and quality control program and product recipes must be followed to ensure product safety, attractiveness, palatability, and long shelf life. (Details of this program can be obtained from the Welfare Services Department.)
4. Detailed records must be maintained to comply with government regulations and to ensure efficient operations.
5. Volunteer labor should be used where possible to minimize the need for paid personnel.
6. Group canning projects should be emphasized in order to make the most efficient use of processing facilities.
7. The operating costs of processing items for the bishops' storehouse are provided by the General Welfare Services Committee.

### **Establishing Processing Facilities**

Cannery sizes and locations are dependent on Church population.

Canneries are generally established where—

1. Church population is in excess of 6,000 members and 75 percent of the members live within approximately thirty-five miles of the proposed facility.
2. Church units have sufficient production projects to supply raw products for processing.
3. Local units can provide 30 percent of the capital cost of the cannery. (Welfare Services capital funds will provide the remaining 70 percent.)

Non-cannery processing facilities, such as a bakery, cheese plant, or pasta plant, may also be considered.

### **Acquisition Factors and Loan Guidelines**

Details on acquisition factors, types of loans available, and loan guidelines and terms are available from the Welfare Services Area Director or region agent.

### **LDS SOCIAL SERVICES**

Church members should be self-reliant in meeting their own social and emotional needs. When serious and persistent problems arise that are beyond the resources of the individual or family, assistance may be sought from the Church. At this point, there is no substitute for the inspired counsel and priesthood blessing of the home teacher, quorum president, or bishop. After ward and stake resources have been

used, LDS Social Services may be contracted using the Bishop's Order for Services.

Ecclesiastical leaders must not abdicate their responsibility. LDS Social Services can assist by providing licensed and clinical services consistent with gospel principles and in harmony with priesthood administration.

LDS Social Services is a Utah corporation operating as a foreign corporation in most other states. In countries outside the United States it is licensed according to local regulations. Its primary function is to provide foster care, adoption and unwed parents services, Indian student placement services, and treatment for serious social-emotional problems of Church members.

#### **Referring Members to LDS Social Services**

1. Whenever possible, the member in need solves his own problems using family resources.
2. When family resources are inadequate, he calls upon the home teacher, quorum leader, bishop, or other ward resources.
3. When quorum or ward resources are inadequate, the bishop calls upon the stake president to determine if stake resources are available to meet the need.
4. When stake resources are inadequate, the bishop refers the member to LDS Social Services through a Bishop's Order for Services.
5. LDS Social Services staff members cooperate with the stake president or bishop in providing temporary treatment. The member receives continued assistance from quorum and ward resources during and after agency involvement.

Because of licensing requirements, LDS Social Services sometimes provides services to persons not referred by priesthood leaders. To the extent possible, ecclesiastical leaders should be involved in these special cases, too.

LDS Social Services agencies are staffed with worthy members of the Church familiar with Church organization and procedures and trained in the necessary skills. These agencies provide two kinds of services: licensed and clinical.

#### **Licensed Services**

##### **Adoption and Foster Care**

The First Presidency has assigned all such matters in which the Church is or should be involved to LDS Social Services. Adoptions and foster care should be arranged through this agency when possible. When this is not possible, members should work only through government or authorized private agencies.





Even though privately arranged adoptions may be legal—they often are not—problems may result that can cause much grief for all concerned. Anyone contemplating a private placement should consult with his bishop or with LDS Social Services.

Couples wishing to adopt children through LDS Social Services must—

1. Be active members of the Church in good standing, have been married in the temple, and hold a current temple recommend.
2. Have a stable, secure marriage that would contribute to a loving, eternal home for a child.
3. Have been married for at least two years prior to the date of application.
4. Be in good physical, mental, and emotional health.
5. Have medical proof by thorough fertility testing that the prospect for conception is limited, or have waited three years after medical tests revealed no conclusive reasons for infertility.
6. Have adequate financial resources to provide for a child. The mother is expected to remain in the home to care for the child.
7. As a general guideline, be no more than forty years older than the adopted child.
8. Have no more than one child when making application for a baby. (Couples with two or more children may qualify for an older child or for children with special needs.)

Application for adoption is made through the nearest LDS Social Services agency. If no agency is available, contact LDS Social Services, 50 East North Temple Street, Salt Lake City, Utah 84150.

#### **Unwed Parents**

Persons involved in out-of-wedlock pregnancies may receive help from LDS Social Services upon personal request or upon referral by priesthood leaders, family, or friends. Services are provided in confidence and may include counseling, education, medical care, assistance in securing housing, and placement of the child for adoption with approved Latter-day Saint families. Costs are borne by the individual, the family, or the Church. Services are available primarily to members; however, nonmembers may be assisted at the discretion of the agency director or assistant director. Unwed parents must be willing to abide by the policies of the agency and should expect—

1. Spiritual guidance and help from the bishop in repenting and correcting the course of their lives.
2. Discussion of whether the couple should marry.
3. Evaluation of all consequences of keeping the child or releasing it for adoption.

4. Assistance in dealing with emotional problems, including assistance in building self-esteem.

#### **Foster Care**

Children who are unable to remain in their natural homes because of family problems, their own behavior, or other circumstances may be placed in approved Latter-day Saint foster homes. These homes are approved by LDS Social Services, and placements are supervised by agency personnel in cooperation with ecclesiastical leaders. Foster care is generally short-term. Priesthood counseling and agency therapy services are provided for both the natural parents and the child in order to restore and strengthen the family unit.

The following method of selecting foster homes is suggested:

The bishopric counselor responsible for the Storehouse Resource System, with the help of the Relief Society president, reviews the ward roster and makes suggestions to the bishop, who then selects prospective foster parents based on the following criteria. Prospective foster parents must—

1. Be active Church members who can promote the spiritual development of children.
2. Be at least twenty-one years of age and at least ten years older than the foster child.
3. Be able to provide the child with a bed of his own.
4. Both reside in the home.
5. Have adequate finances to handle the normal living expenses of a foster child.
6. Be mature and able to give love, understanding, and discipline without expecting immediate or positive responses from the child.
7. Fulfill all licensing requirements of the state or country in which they live.

The names of the prospective foster parents are then submitted to the LDS Social Services agency for approval. When LDS Social Services approves the parents, the bishop visits the couple to invite them to participate in the foster care program. Final acceptance of the parents depends on their meeting state and agency licensing requirements. The invitation to become foster parents should not be considered a Church call, nor should requests for foster homes be made from the pulpit.

#### **Indian Student Placement**

In selected areas of the Church, Latter-day Saint Indian youth are provided educational, social, cultural, and spiritual opportunities by living with approved Latter-day Saint families during the school year. LDS Social Services provides this placement service at the request of Indian parents or guardians. Requests are always





channeled through the bishop and are made only with his approval. To qualify, a student must—

1. Be at least eight years of age and a baptized member of the Church.
2. Be interviewed and recommended by the bishop.
3. Manifest a sincere desire and have parental support.
4. Adhere to the standards of the Church.
5. Have the ability or potential to achieve at least average grades in school.
6. Be able to make a satisfactory adjustment to his new surroundings.
7. Submit a completed application to the bishop by May 1st of the placement year.
8. Be interviewed and cleared by an LDS Social Services staff member.

Ecclesiastical leaders should consult with the welfare services region agent to locate families who can provide homes for Indian students. Qualifications for a family are the same as those for foster parents (see page 36).

### **Clinical Services**

Ecclesiastical leaders may request from LDS Social Services the following clinical services:

1. *Consultation* with priesthood or Relief Society leaders concerning possible causes of and solutions to social-emotional problems of members.
2. *Evaluation* with the individual and his ecclesiastical leader regarding possible solutions to his social-emotional problems.
3. *Therapy* sessions for individuals with difficult problems, such as marital or parent-child conflict, drug abuse, alcoholism, sexual deviancy, emotional disturbances, and delinquency. The local ecclesiastical leaders should be involved in therapy sessions so that when the services are concluded (which should be as early as is appropriate) the ecclesiastical leader can provide continuing assistance.

LDS Social Services does not provide residential treatment care. However, if such care seems necessary, Church leaders should consult with the nearest LDS social Services office to help evaluate the need for such care, to locate available resources, and to obtain guidelines regarding financial assistance for members in institutions. Occasionally, it may be necessary to place a member in an institution, but care should be exercised to avoid unnecessary or prolonged use of such facilities. If the care is going to be costly, the bishop should counsel with the stake president. The stake welfare services committee may be able to recommend less costly ways of meeting the member's need. Fast offering funds may be used to pay for such treatment at the discretion of the bishop.

### **Volunteers**

LDS Social Services relies upon volunteers for professional and nonprofessional assistance in all phases of its work. Church leaders are encouraged to work with LDS Social Services in identifying and inviting volunteers to serve. Training of volunteers assigned to LDS Social Services will be provided by the agency.

Volunteer resource people may also be invited to serve on a ward, stake, or region basis to assist priesthood leaders in resolving social and emotional problems of members. When requested by priesthood leaders, LDS Social Services may assist in training these resource people as well as training ward and stake leaders and representatives.

### **Board of Trustees**

At the general Church level, the LDS Social Services corporation is directed by a board of trustees who are appointed by the First Presidency. This board appoints the commissioner of LDS Social Services, who is the chief operating officer.

### **Local Advisory Boards**

Where local LDS Social Services agencies are established, local advisory boards should be appointed by the board of trustees. The Executive Administrator serves as chairman of the advisory board, unless prohibited by law. A Regional Representative who meets legal requirements serves as chairman of the board when the Executive Administrator cannot serve. The Welfare Services Area Director, or the Director for Temporal Affairs in international areas, conducts board meetings when the board chairman cannot attend. Members of the advisory board are: preferably two, but at least one, Regional Representative, a stake Relief Society president, the Welfare Services Area Director (the Director for Temporal Affairs and welfare services area manager outside the U.S. and Canada), the welfare services multiregion directors and region agents, and the agency director. Recommendations of board members are made by the Welfare Services Area Director to the commissioner of LDS Social Services. The board should meet at least semiannually or as required by law.

The specific duties of the advisory board are to—

1. Advise the agency director regarding agency matters.
2. Be aware of legal licensing requirements and encourage standards that will preserve the agency license.
3. Identify items that need to be considered in the area, multiregion, and region councils.
4. Identify items that need to be referred to the board of trustees, the Welfare Services Department, or the commissioner's office of LDS Social Services.

The advisory board may assist the area and region councils in—





1. Coordinating agency services where the geographic area served by the agency includes several ecclesiastical areas and crosses the jurisdiction of more than one Executive Administrator.
2. Providing the agency with meaningful input from priesthood and community leaders.
3. Advising the agency director regarding activities, legislation, and social trends which may have an impact on agency services and on Church members.

Additional consultants (such as social services, legal, medical, and minority specialists) may be added to the board as necessary. The number and composition of board membership should meet the requirements of the law.

Requests for exceptions to the above should be submitted to the commissioner of LDS Social Services.

### **Administration**

Under the direction of the board of trustees, the LDS Social Services commissioner's office determines general operating policies and procedures for LDS Social Services. The commissioner's office is also responsible for the technical and professional functions of the operating units. The Welfare Services Area Director is responsible for the daily supervision of LDS Social Services agencies through agency directors. The unit agency director is responsible for carrying out policy. The advisory board may make suggestions to the area council as to policy and other matters to ensure that agency programs and services meet local needs.

### **Establishment of Agency Offices**

Establishment of an LDS Social Services agency or office is generally considered when a cluster of ten to twelve stakes is located one hundred or more miles from an existing office. As called for in an approved master plan, the procedure is as follows:

1. With the approval of the area council, local ecclesiastical leaders request an agency through the Welfare Services Area Director.
2. A survey to determine the need for an agency is completed and evaluated.
3. All legal requirements for the establishment of such an agency are met.
4. Personnel to operate the office are identified.
5. The request is approved in accordance with the area master plan.

The Church will pay 100 percent of the costs of construction or leasing LDS Social Services agency facilities.

## **DESERET INDUSTRIES**

Deseret Industries is a nonprofit enterprise built on the principles of thrift, giving, work, and sharing. The pur-

pose of Deseret Industries is to help people help themselves by encouraging independence rather than dependence, and work rather than idleness.

Deseret Industries includes nonprofit family thrift stores where the public can buy refurbished, manufactured, and "as is" items. This program provides an opportunity for people to donate items they no longer use and to help train those in need. Deseret Industries also serves as a bishops' storehouse from which a bishop may requisition nonfood commodities to provide for the needy.

Deseret Industries includes workshops to help the elderly, the handicapped, and others. Unneeded clothing, furniture, toys, and other items are collected through regular drives and are then refurbished and recycled by employees.

The specific objectives of Deseret Industries are to—

1. Provide meaningful employment and work training within the Storehouse Resource System, insofar as it is possible, for those who cannot otherwise obtain employment. This includes rehabilitating some needy members by providing work and training in an environment which will enable them to become self-sustaining. Employment opportunities are limited depending on the amount of meaningful work available. Final responsibility for placement in Deseret Industries rests with the Deseret Industries manager and multiregion director.
2. Produce quality items for use by bishops, and low cost items for sale to the public. Products are also manufactured on a subcontracting basis in order to train workers for outside employment.
3. Provide opportunities for individuals to share their means and talents with those who need such help.
4. Provide a means whereby goods can be recycled or renovated, thus avoiding waste.

### **Establishment and Organization**

Local Deseret Industries units are under the supervision of the Welfare Services Area Director or multiregion director. Establishment of a local unit may be requested by local ecclesiastical leaders in accordance with the welfare services area master plan. The number of members needing this kind of employment is a primary factor in determining the need for the unit.

The initial operating funds for a Deseret Industries unit are provided from the fast offering funds of the Church. Thereafter, units should be self-sustaining, insofar as possible, within a multiregion geographical area.

Detailed information on establishing and operating the program is contained in *Deseret Industries—Handbook of Instructions*.

### **Deseret Industries Committee**

The local Deseret Industries unit is assisted by a





Deseret Industries committee, the chairman of which is the multiregion director.

### Member Support

Priesthood leaders should encourage members to shop at the Deseret Industries retail store, to contribute usable items to be refurbished and sold, and to share their talents to train workers.

### The Homecraft Program

The Deseret Industries homecraft program provides work opportunities for the needy, the homebound, and others who are able and willing to learn and contribute. Training of those who participate is done by the Relief Society.

### General Policies

The homecraft program should operate only when needed. A homecraft program may be requested by local stake leaders as approved by the region or multiregion council, and it operates under the direction of the appropriate priesthood and Relief Society leaders.

Deseret Industries furnishes entire kits, with patterns, instructions, materials, and supplies, for projects to be sewn or otherwise completed by those needing work (the disabled, needy, or elderly) or by member volunteers. *For purposes of accountability, these kits should be requested on a bishop's order form.* If kits are not returned as scheduled, Deseret Industries will request, through the Relief Society representative serving on the local Deseret Industries committee, that follow-up action be taken to ensure completion. The finished articles are given to Deseret Industries to use in filling bishop's orders or for sale to the public.

Volunteers who undertake to complete kits in their homes are responsible to a priesthood or Relief Society leader and have no contact with Deseret Industries. They are not employees of Deseret Industries and are not paid for work performed.

Sewing on homecraft kit items is voluntary and should not be assigned, nor should such sewing be done on Relief Society homemaking day. Deseret Industries should not perform training for the homecraft program in Relief Society meetings.

### Relief Society Steering Committee

A steering committee of stake Relief Society presidents should be formed by the multiregion or area council to generate interest in the homecraft program and to help it succeed. A Relief Society president should be designated to serve as chairman of the Relief Society steering committee.

The steering committee should—

1. Teach stake and ward Relief Society presidencies the value of the Deseret Industries homecraft program and their responsibilities in it.

2. Determine with local Deseret Industries managers items that will sell well and skills that might benefit the program.
3. Suggest methods of upgrading and improving the quality of homecraft items.
4. Recommend sisters with specific skills to help plan and assemble homecraft kits.
5. Send an annual report of the steering committee's activities to the General Welfare Services Committee with a copy to the Relief Society General Presidency.

### Homecraft Responsibilities

The ward Relief Society president—

1. Identifies members who could benefit from the homecraft program.
2. Directs her counselor in charge of homemaking to involve that person in the program.

The ward Relief Society counselor in charge of homemaking—

1. Assesses the skills and abilities of individuals who are to use homecraft kits.
2. Requests, through the stake Relief Society counselor in charge of homemaking, the appropriate types and quality of materials to be provided.
3. Orders homecraft kits on the bishop's order form, delivers kits to the individuals who are to use them, and sees that training is provided to help these individuals complete the sewing.
4. Returns completed articles to the stake Relief Society counselor (homemaking).

The stake Relief Society counselor (homemaking)—

1. Receives bishop's order forms for kits from the ward Relief Society counselors.
2. Requests kits from Deseret Industries.
3. Promptly distributes the kits to the ward Relief Society counselors.
4. Receives completed articles from the ward Relief Society counselors and returns them to the Deseret Industries.

The Deseret Industries, through the homecraft department—

1. Makes materials, patterns, and instructions available upon request of the stake Relief Society counselor.
2. Supplies report forms and maintains records in order to facilitate the orderly flow of materials furnished and completed.
3. Holds the stake Relief Society counselor responsible for supplies until she returns the completed articles.





4. Receives all completed articles, and either sells them to the public or distributes them to the needy upon receipt of a bishop's order.

## **WELFARE SERVICES MISSIONARIES**

Through the welfare services missionary program, individuals may, when requested, be assigned to Church units as temporary resource persons to help ecclesiastical and Relief Society leaders carry out the welfare programs. Such missionaries are assigned only to Church units in which there are not enough resource persons with needed skills and background.

### **Responsibilities**

The primary duty of these missionaries is to help local Church leaders understand and carry out their welfare services duties. They are full-time missionaries of the Church and are responsible to the mission president. When they are assigned to wards or stakes, the mission president authorizes them to work under the direction of the ward and stake priesthood leaders.

### **Requests for Welfare Services Missionaries**

Welfare Services missionaries should be requested in areas where temporal problems are hindering the members' spiritual growth and there are no local resource persons available to help priesthood leaders solve welfare-related problems.

In such cases, a written request, approved by the Executive Administrator, should be made through the mission president to the Missionary Department (with a copy of the letter to the Welfare Services Department). This request should include a description of the existing problems and of the particular skills desired.

### **Prospective Welfare Services Missionaries**

Bishops and stake presidents should be alert for members suited to serve as welfare services missionaries. Young men should not be recommended to serve as welfare services missionaries. Prospective welfare services missionaries are recommended and receive their call in the same manner as proselyting missionaries, beginning with a bishop's interview. The bishop should write "welfare services" on the top front of the missionary application form and attach an information sheet indicating the applicant's skills, abilities, and service preferences. Candidates must meet the same requirements as proselyting missionaries, including worthiness, age, health, language skill, ability to finance a mission, and desire to serve. In addition, they should have training or experience in such fields as child development, family relations, nutrition, counseling, health, social work, agriculture, or vocational training. Above all else, they should have a love for people and a desire to help.

Before welfare services missionaries leave home, ward and stake leaders should give them an overview of Church welfare services programs and organizations.

## **RECORDS, REPORTS, AND FORMS**

### **Storehouse Resource System Records**

The Welfare Services Area Director and the area council (for welfare services) should see that all required reports are prepared accurately and submitted promptly. Information and records used to complete reports should be kept current. Welfare Services Department personnel will help temporal line officers set up and explain how to keep the necessary records for each part of the Storehouse Resource System.

### **Use of Welfare Funds**

Welfare services funds, including production projection cash flow and capital contributions for welfare facilities, are to be used only for the purposes for which they are intended. Records and reports should show that the funds have been used as reported or that they are being held for such use.

### **Taxation**

Because tax laws affecting welfare services operations vary in each country, local leaders should consult with the Welfare Services Area Director, the Welfare Services Department, or the Church Law Department to ensure that their Church operations and tax reporting conform to Church procedures and local tax laws.

### **Work Receipts and Reports**

All labor and equipment donated to any welfare services activity should be properly receipted using the Receipt for Donated Labor/Equipment Use form (PGWE0155). Accurate and timely records of donated services must be maintained and reports submitted as required.

## **SAFETY**

Ecclesiastical leaders and managers of welfare activities should encourage practices which will ensure the safety of human life, the preservation of property, and compliance with federal, state, and local safety statutes. Leaders should—

1. Instill a desire in their employees and volunteers to work safely.
2. Train employees and volunteers in safety procedures.
3. Provide employees and volunteers with a safe working environment.

The Welfare Services Department provides safety training materials and specialists who can be called upon to help establish and maintain safe working conditions.

### **Basic Safety Rules**

Employees and volunteers should—

1. Follow instructions. (Not take chances; if they don't know, they should ask.)
2. Correct or report unsafe conditions.





3. Help keep everything clean and orderly.
4. Use the right tools and equipment for the job and use them safely.
5. Report all injuries and get first aid promptly.
6. Use, adjust, and repair equipment only when authorized.
7. Use prescribed protective equipment, wear safe clothing, and keep equipment and clothing in good condition.
8. Avoid distracting others or being rowdy or prankish.
9. When lifting, bend their knees; and get help with heavy loads.
10. Comply with all safety rules and signs.

## **EMERGENCY PREPAREDNESS AND RESPONSE**

The following guidelines are provided to help members and leaders of the Church plan and prepare for emergencies. The Church of Jesus Christ of Latter-day Saints does not possess knowledge of any imminent emergency or disaster, nor should these guidelines be viewed in that way. Nevertheless, there is sufficient counsel from the scriptures and the prophets of the Church to warn that many destructive events could occur. The Church has always taught that its members should be both spiritually and temporally prepared; "for if ye are prepared ye shall not fear" (D&C 38:30).

### **Individuals and Families**

To be prepared for emergencies, individuals and families should—

1. Establish a system for knowing where family members are.
2. Know how to contact community emergency resources such as fire department, police, and ambulance service.
3. Maintain fire extinguishers in easily accessible places and know how to use them.
4. Know how to protect property by shutting off gas, electricity, and water.
5. Know and practice the fastest and safest means of evacuating the house.
6. Prepare an emergency kit of food, clothing, water, and first aid supplies; important family documents and other valuables should be properly stored and easily accessible.
7. Store a year's supply of food, clothing, and, if possible, fuel.
8. Store a year's supply of garden seeds.
9. Store a two-week emergency supply of water.
10. Develop skills that would be useful during emergencies.

11. Know how to report the family's condition to the home teacher or quorum leader after an emergency, including information about injuries or deaths, property damage, help needed (medical, food, clothing, shelter), and any assistance that family members can give to others.

### **Church**

Melchizedek Priesthood quorum and group leaders, with the assistance of the home teachers, have the primary responsibility for training members to prepare their families for emergencies, and to assist when an emergency occurs.

The Relief Society should train all sisters in compassionate service and emergency response, and should take initiative in helping the sick and afflicted.

A bishop's counselor coordinates emergency preparedness in the ward. A counselor in the stake presidency coordinates emergency preparedness in the stake.

In a serious emergency, members and leaders should—

1. Rescue endangered individuals and provide first aid.
2. Establish communications with family members and Church and community leaders.
3. Provide emergency water, food, clothing, and housing.
4. Restore normal living conditions as quickly as possible.
5. Prevent or limit property damage.
6. Fortify social, emotional, and spiritual strength.
7. Consistent with welfare principles, cooperate with governmental and other emergency aid organizations.

The bishop should correlate emergency response efforts through the ward welfare committee, the stake president through the stake welfare services committee, the Regional Representative through the region council, and the Executive Administrator through the area council.

The mission president should organize missionaries, as well as district and branch leaders and members under his jurisdiction, to be prepared to appropriately respond to emergencies.

All leaders should follow regular Church channels of communication and leadership in the event of emergencies, taking care of local needs with local resources where possible. Where needs cannot be met locally, requests for assistance may be made to Church headquarters through the Executive Administrator and the Welfare Services Area Director (or, outside the United States and Canada, the Director for Temporal Affairs and the welfare services area





manager). Church leaders should follow regular Church principles for giving assistance, permitting those in need, when such a policy is reasonable, to work to the extent of their ability for what is received.

### Questions for Self-Study or Discussion

1. What Storehouse Resource System resources are available to you?
2. What can you do to increase fast offering contributions?
3. Who are the employment specialists in your quorum, ward, and stake?
4. What is a bishops' storehouse?
5. What are the benefits of production projects?
6. What is the preferred referral process for LDS Social Services?
7. If there is a Deseret Industries near you, what can you do to support its efforts?
8. How many couples and single sisters in your ward or stake could serve as welfare service missionaries?
9. What safety instructions are provided in your ward or stake for those who work on production projects?
10. What should be done in your ward or stake to ensure preparedness for emergencies?

For additional training materials, see the appendix, page 49.

### Notes:

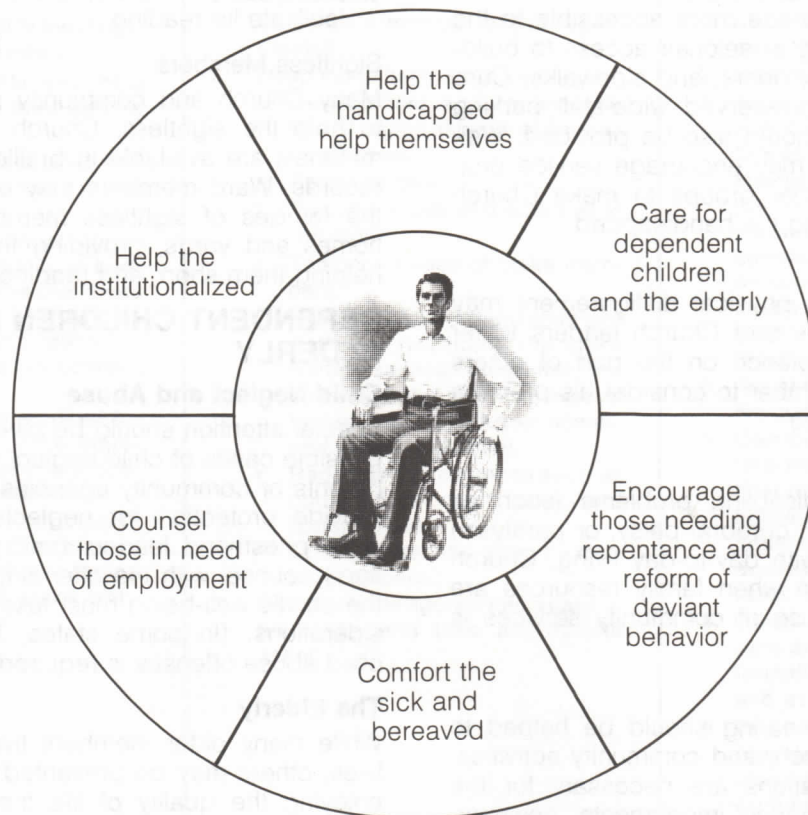


# MEMBERS WITH SPECIAL NEEDS

## Section 6

"Bear one another's burdens, that they may be light; . . . mourn with those that mourn; . . . comfort those that stand in need of comfort."

(Mosiah 18:8-9)



Members may have special needs because of handicaps, age, deviant behavior, physical infirmities, unemployment, or institutionalization. Where such needs exist, Church leaders—in particular priesthood quorum and Relief Society leaders—should provide rehabilitation and special care.

Church leaders should ensure that members with special needs do not withdraw from Church and social activity. Such persons should be viewed as individuals with talents and skills who may serve in meaningful Church assignments. Family members and members of ward welfare committees should give attention to the need for consistent encouragement and fellowshiping. Love and tact are required in helping those with special needs be as independent and useful as possible. (See page 25 for a discussion of rehabilitation.)

### THE HANDICAPPED

#### Resource People

Emotionally and spiritually stable individuals, including parents of retarded or handicapped children, may be called as ward, stake, or region resource specialist. These specialists should be available upon request of the appropriate priesthood leader to give encouragement and practical counsel to individuals and fami-

lies affected by handicaps. Such specialists should be well informed about community and Church resources.

#### Mentally Retarded Members

Church leaders should acquaint themselves with the abilities and needs of mentally retarded ward members. They should realize that there is a wide range of mental retardation and that most retarded people can learn and serve, but at a slower pace. Some retarded members can be educated in basic skills and may require only encouragement and patience to function adequately in a regular Church setting.

Special ward, stake, or region programs for the mentally retarded may be established, such as a special Primary or a special youth or adult activity group.

Families of mentally retarded individuals often need special support. It may be appropriate to arrange short-term care for a retarded child (or for other handicapped or elderly members) to give family members a needed rest.

Laws governing the rights of mentally retarded persons vary from one location to another. Church leaders should make sure that counsel and care given for such members are not at variance with local laws.





## Physically Handicapped Members

Church facilities can be made more accessible to the handicapped by providing wheelchair access to buildings, restrooms, fountains, doors, and sidewalks. Curb cuts and clearly marked, reserved wide-stall parking convenient to buildings should also be provided. Welfare services committees may encourage service projects by quorums and other groups to make Church facilities more accessible to the handicapped.

## Physical Disfigurement

Special needs related to physical disfigurement may be met if family members and Church leaders foster understanding and acceptance on the part of others and help the affected member to consider his problem from an eternal perspective.

## Chronic Disabilities

Members with chronic disabling problems (such as multiple sclerosis, arthritis, cerebral palsy, or paralysis) may require assistance with day-to-day living. Church help may be called upon when family resources are insufficient. Appropriate use of community services is to be encouraged.

## Hearing Impairment

Members with impaired hearing should be helped to participate in family, Church, and community activities. No organizational adaptations are necessary for the majority of those with hearing impairments; however, those who rely on sign language need help to communicate and to serve in Church callings. Such help may include—

1. Interpreter services. Persons skilled in oral or manual communication with the deaf should be made available when needed. Such service should be arranged for even if only one deaf person needs the help.
2. A deaf group in a hearing ward. Deaf members and interpreters from a stake or region may attend a host hearing ward as members of a deaf group. In such cases, the membership records of the deaf members may be transferred into the host ward. A group leader should be called and set apart to assist the bishopric in matters pertaining to the group.
3. A ward or branch for the deaf. The creation of a ward or branch of deaf members may be justified. If organized, membership records of the deaf members should be transferred into the ward or branch for the deaf. Members of such units should have opportunities to associate with hearing members; the unit adaptation should not isolate the deaf Saints.
4. Sound amplification. The use of hearing aids should be encouraged, and amplification units should be

provided in chapels, preferably near the front, to facilitate lip reading.

## Sightless Members

Many Church and community resources are available to help the sightless. Church education and training materials are available in braille, on cassettes, and on records. Ward members may be called upon to assist the families of sightless members in caring for their homes and yards, providing them with transportation, helping them shop, and reading their mail for them.

## DEPENDENT CHILDREN AND THE ELDERLY

### Child Neglect and Abuse

Special attention should be given by Church leaders to possible cases of child neglect or abuse. Church foster parents or community agencies may be called upon to provide protection for neglected or abused children while priesthood leaders (and professionals, if necessary) counsel with the offending adults. In every case, the child's well-being must take priority over other considerations. (In some states, reporting of suspected child abuse offenses is required by law.)

### The Elderly

While many older members live productive, satisfying lives, others may be prevented by circumstances from enjoying the quality of life they desire. Leaders and welfare committees can often help provide—

1. Frequent contact with others.
2. Help with home maintenance, repairs, and yard work.
3. Transportation.
4. Involvement in family, church, and community activities.
5. A feeling of acceptance, often provided by Church assignments.
6. Frequent opportunities to enjoy activities outside the home.
7. The opportunity to partake of the sacrament.
8. Assistance in managing personal affairs.
9. Continual education of ward members in such areas as preparation for retirement, practical law and finance, health education, and safety.
10. Encouragement to children to honor their parents and to value the wisdom, experience, and skills of elderly people.

### The Dependent Elderly

The dependent elderly often require special attention. Leaders can assist by—

1. Helping older members obtain the services they need through the quorum, Relief Society, or commu-





nity so that they may continue to live in their own homes.

2. Helping to select appropriate health care institutions when it is necessary for a member to live in such a facility.

### **Nursing Homes and Other Extended Care Facilities**

It is the duty of children to care for their parents (see Exodus 20:12). Before placing parents or family members in a nursing home or other extended care facility, family members and priesthood leaders should consult together and prayerfully determine the best course of action. Parents should not be placed in institutions solely as a convenience to their children.

Should it become necessary for a member to enter a nursing home or other extended care facility, family members or priesthood leaders should consult with the administrators of the facility concerning cost, meals, suitable accommodations, visiting privileges, medical care, safety features, and the quality of the care. They should determine if Latter-day Saint residents will be permitted to wear temple garments, have home teachers and visiting teachers, have the sacrament brought in, be permitted to live in areas free from tobacco smoke and among people with compatible standards, and otherwise freely live their religion.

Before the need arises, ecclesiastical leaders may wish to make arrangements with administrators of rest homes and extended care facilities to guarantee suitable accommodations for members.

### **DEVIANT BEHAVIOR**

Drug abuse, alcoholism, sexual deviancy, and crime are but a few of the many forms of deviant behavior. By assignment of the bishop the quorum leaders, the Relief Society presidency, and other ward leaders should encourage the repentance of those involved in deviant behavior and should help them in their rehabilitation efforts. It is essential that rejection of sinful behavior not be confused with rejection of the sinner. Likewise, members involved in Church court action will need patience, acceptance, and frequent counseling from priesthood leaders if they are to maintain or regain full Church activity.

### **THE SICK AND BEREAVED**

Families who experience serious illness or lose a loved one need special support, not only at the time, but also in the weeks and months of loneliness that follow. In some cases, priesthood counseling may be useful in helping sick or bereaved family members adjust to their circumstances.

When possible, family resources should be used to pay for burial expenses. Family members and the bishop should endeavor to make arrangements with morticians to furnish respectable burials at cost when payment comes from Church funds.

### **EMOTIONAL STRESS**

Ecclesiastical leaders or welfare specialists acting with patience and love can do much to identify and eliminate the causes of serious emotional stress. In case of severe problems, professional counsel in harmony with gospel principles may be needed. Such cases should be referred to competent professional counselors who have been approved by the stake president and the stake welfare services committee. An LDS Social Services agency should be consulted when individual, family, and priesthood resources are not sufficient.

### **EMPLOYMENT COUNSELING**

Loss of employment constitutes a major crisis in the lives of those affected. Church leaders should be prepared to provide appropriate counsel. (See section 4, pages 28 to 29.)

### **THE INSTITUTIONALIZED**

Ecclesiastical leaders should extend Church services to members and other interested persons in institutions such as hospitals, residential schools, nursing homes, and prisons. Under proper priesthood direction, families in surrounding wards may be invited to hold family home evenings and other activities with residents of these institutions. In some cases, it may be desirable to organize worship services within the facilities. The Regional Representative should give approval and provide direction for all such activities.

If a member is to be in an institution for an extended stay, his membership records should be transferred into the ward or branch serving him. Family members and priesthood leaders in the person's home ward should continue to maintain contact and fellowship him.

### **Questions for Self-Study or Discussion**

1. Who are the members with special needs in your ward? In your stake?
2. Have you carried out a survey in your Church unit to identify members with special needs and to determine what help they need?
3. How does Mosiah 18:8-9 apply to you?

For additional training materials, see the appendix, page 49.

### **Notes:**



Individuals, families, and Church leaders are encouraged to foster the self-sufficiency of each family and of local Church units. This is important in light of changing individual and family needs, the uncertainty of modern times, Church growth, and the Lord's commandment to the Church and members to be independent and to care for those in need (see D&C 78:14).

Plans should include not only personal and family preparedness, but also caring for those in need. Family and Church councils should be held for such planning.

## MASTER PLANNING

Master planning is the process by which Church leaders (a) identify present and future welfare needs and (b) program resources to meet those needs. When effectively done, it provides bishops the resources to care for those in need under varying conditions.

Planning is usually done in phases. Phase I (strategic planning) has as its objectives—

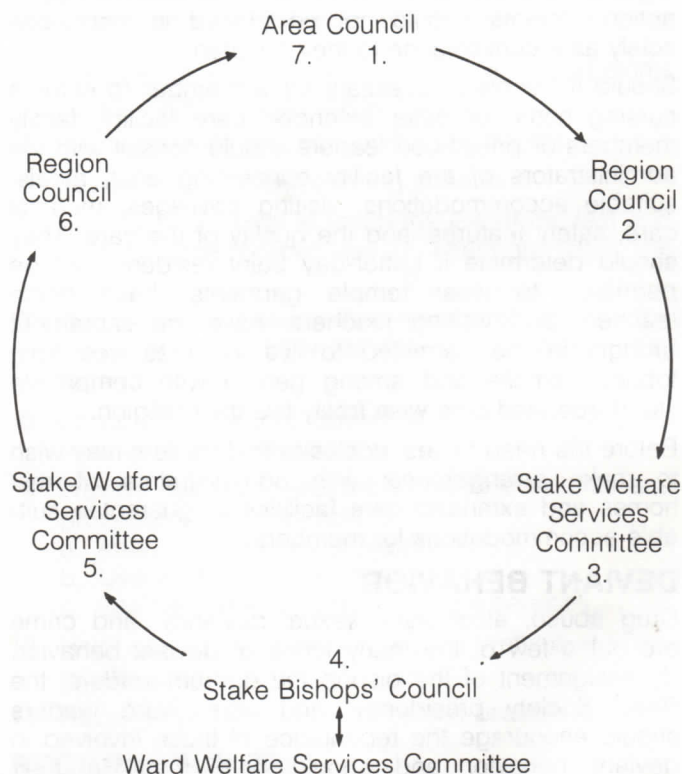
1. To teach gospel principles and programs of welfare services.
2. To determine needs.
3. To evaluate current operations.
4. To determine resources required.
5. To write a plan that is approved by the General Welfare Services Committee for providing resources to meet needs.

Phase II (operational planning) has as its objectives—

1. To provide specific information and make application for welfare projects, facilities, and services.
2. To create an area storehouse commodity production program (see pages 30 to 31).

Welfare services master planning is presided over by ecclesiastical leaders. Temporal officers provide information and technical services required. Master planning is initiated in area councils in accordance with instructions in the booklet *Welfare Services Master Planning Guidelines—Phase I* (PGWE1271). Since planning is chiefly intended to help bishops meet their welfare responsibilities, they should be involved in reviewing and approving the plan.

### The Welfare Services Master Planning Process General Welfare Services Committee



Steps 1-4.  
Proposed plans, guidelines, requests for information, forms, and proposals flow down for review, action, approval, and common consent.

Steps 4-7.  
Information, recommendations, approvals, and common consent flow up.

## TRAINING

Church leaders may wish to use the following planning guide for welfare services training. Short training sessions should be provided in each welfare services committee and council meeting. Other training should take place according to local needs.



## PLANNING GUIDE FOR WELFARE SERVICES TRAINING

**Instruction:** Complete this worksheet, which is to be used as a guide in helping Church leaders and members learn and perform their welfare services duties effectively.

### Possible Training Topics:

#### SECTION 1.

- Gospel Principles  
(pp. 3-5)
- Love
  - Service
  - Work
  - Self-reliance
  - Consecration
  - Stewardship
  - Zion

#### SECTION 2.

- Organization and Duties  
(pp. 6-17)
- Individual
  - Family Council
  - Ward Welfare Services Committee
  - Stake Welfare Services Committee
  - Stake Bishops' Council
  - Region Council
  - Multiregion Council
  - Area Council

#### SECTION 3.

- Personal and Family Preparedness (pp. 18-20)
- Literacy and Education
  - Career Development
  - Financial and Resource Management
  - Home Production and Storage
  - Physical Health
  - Social-Emotional and Spiritual Strength
  - Emergency Preparedness

#### SECTION 4.

- Rendering and Accepting Assistance (pp. 21-26)
- Determining Needs
  - Determining Resources
  - Matching Needs with Resources
  - Work for Assistance

#### SECTION 5.

- The Storehouse Resource System (pp. 27-42)
- The Law of the Fast
  - Employment Systems
  - Bishops' Storehouses
  - Production and Processing
  - LDS Social Services
  - Deseret Industries
  - Welfare Services Missionaries and Resource Persons
  - Report, Records, Forms
  - Safety
  - Emergency Preparedness and Response

#### SECTION 6.

- Members with Special Needs (pp. 43-45)
- Handicapped
  - Dependent Children and the Elderly
  - Sick and Bereaved
  - Employment Counseling
  - Institutionalized

#### SECTION 7.

- Planning and Training  
(pp. 46-47)

#### \*What to Teach

January, February, March

April, May, June

July, August, September

October, November, December

#### \*\*Where to Teach It

#### Date

\* Identify training topics from the list at the top of the page, or others as needed.

\*\* Identify where you will provide the training—whether it will be ward welfare services committee meeting, sacrament meeting, quorum meeting, Relief Society meeting, Sunday School, Mutual, CES seminary, stake welfare services committee meeting, stake bishops' council meeting, priesthood

leadership meeting, ward or stake conference, CES Institute, or region, multiregion, or area council meetings.

NOTE: One effective training strategy is to (1) read together orally the information to be learned, (2) pause periodically to share hypothetical and real examples or show audiovisual materials, and (3) discuss policies, procedures, examples, and audiovisual materials.



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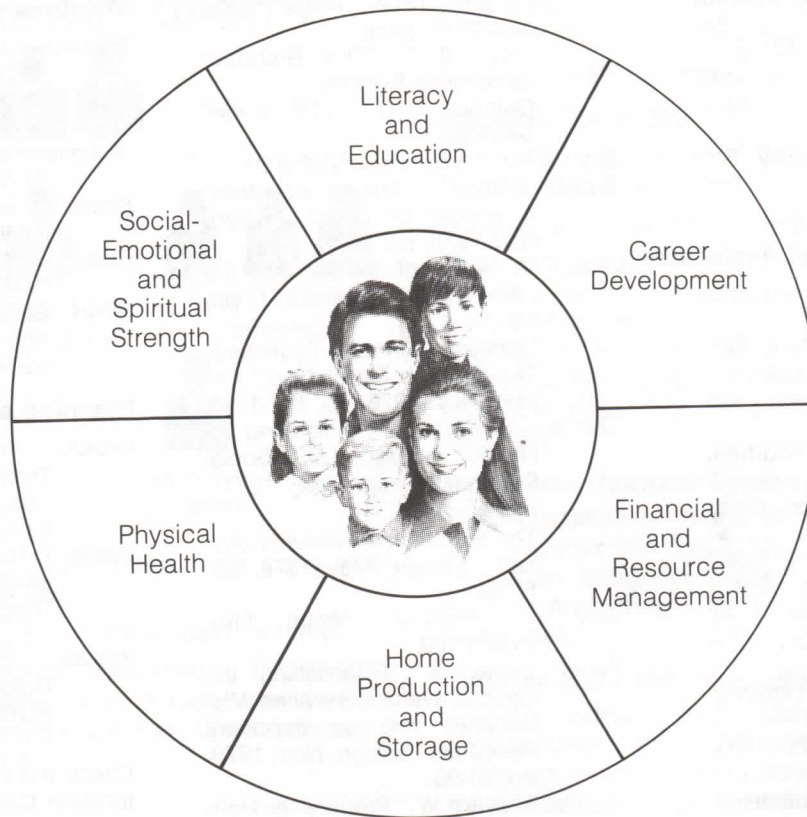
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Check the current Salt Lake City Distribution Center catalog for additional items and for ordering procedures.



# Personal and Family Preparedness Standards



"All things unto me are spiritual, and not at any time have I given unto you a law which was temporal" (D&C 29:34).

"When we speak of [personal and] family preparedness, we should speak of foreseen, anticipated, almost expected needs which can be met through wise preparation. Even true emergencies can be modified by good planning" (Bishop H. Burke Peterson, "The Family in Welfare Services," *Welfare Services Meeting*, April 1975, p. 4).

## **Literacy and Education**

**Standard:** To the extent of his capacity, each person is able to read, write, and do basic mathematics. He regularly studies the scriptures and other good books. Parents teach these skills and habits to family members, and both parents and children take advantage of educational opportunities. (See D&C 88:77-80, 118; 90:15; 130:18-19.)

## **Career Development**

**Standard:** Each young person receives counsel to help select a career in which he can use his talents and skills in meaningful employment. Each person selects a suitable vocation and becomes proficient through appropriate training.

## **Financial and Resource Management**

**Standard:** Each person establishes financial goals, pays tithes and offerings, avoids debts, pays obligations, uses family resources wisely, and saves during times of plenty for times of need. (See D&C 42:54; 104:78-79; 119:5-6; Isaiah 58:6-8)

## **Home Production and Storage**

**Standard:** Each person or family produces as much as possible through gardening, sewing, and making household items. Each person and family learns techniques of home canning, freezing and drying foods, and, where legally permitted, stores a one-year supply of food, clothing, and, if possible, fuel. (See 1 Timothy 5:8; D&C 38:30.)

## **Physical Health**

**Standard:** Each person obeys the Word of Wisdom and practices sound principles of nutrition, physical fitness, accident prevention, weight control, immunization, sanitation, mother and child health, dental health, and medical care. Members live in a healthy and clean environment. In addition, each member acquires appropriate skills in first aid and safety, home nursing, and food selection and preparation. (See D&C 88:124; 89.)

## **Social-Emotional and Spiritual Strength**

**Standard:** Each person builds spiritual strength to meet life's challenges with confidence and stability by learning to love God and communicate with him in personal prayer, to love and serve his neighbor, and to love and respect himself through righteous living and self-mastery. Social-emotional and spiritual strength is increased by living the principles of the gospel.



## PERSONAL AND FAMILY PREPAREDNESS STANDARDS

### Instructions

Devote a family home evening (or, if single, devote an hour or more) to developing a personal and family preparedness plan: (1) Establish a goal in one or more of the six headings (a few possible goals are listed in the left

column); (2) in the right column, list the major steps required to reach your goal and the date when you intend to achieve your goal. Carry out the steps to reach each goal. When you have achieved one of your goals, work to achieve another.

### A Few Possible Goals

### Steps for Accomplishing Your Personal or Family Goals and Date for Completion

<b>1. Literacy and Education</b> <ul style="list-style-type: none"> <li>a. Obtain a copy of the standard works for each family member.</li> <li>b. Study the scriptures regularly.</li> <li>c. Read good books regularly.</li> <li>d. Use the local public library and take advantage of special seminars, conferences, and courses.</li> <li>e. Take advantage of on-the-job training opportunities.</li> <li>f. Other:</li> </ul>	
<b>2. Career Development</b> <ul style="list-style-type: none"> <li>a. Improve your job skills.</li> <li>b. Learn a trade or profession.</li> <li>c. Outline and follow a plan to prepare for your career.</li> <li>d. Plan to perform your job well.</li> <li>e. Teach children useful skills and to enjoy work.</li> <li>f. Other:</li> </ul>	
<b>3. Financial and Resource Management</b> <ul style="list-style-type: none"> <li>a. Pay a full tithing, a generous fast offering, and other offerings.</li> <li>b. Properly budget your money.</li> <li>c. Live within your income.</li> <li>d. Plan major purchases, avoiding credit purchases.</li> <li>e. Work toward home ownership.</li> <li>f. Get out of debt.</li> <li>g. Have a savings plan.</li> <li>h. Provide financial security for times of disability and advanced age.</li> <li>i. Take better care of your possessions.</li> <li>j. Other:</li> </ul>	
<b>4. Home Production and Storage</b> <ul style="list-style-type: none"> <li>a. Plant and care for a garden.</li> <li>b. Learn techniques of home canning, drying, and freezing foods.</li> <li>c. Preserve home-grown products.</li> <li>d. Where legally permitted, store a one-year supply of basic food, clothing, and, where possible, fuel. Store an emergency supply of water.</li> <li>e. Other:</li> </ul>	
<b>5. Physical Health</b> <ul style="list-style-type: none"> <li>a. Observe the Word of Wisdom.</li> <li>b. Maintain proper weight and endurance through regular exercise, adequate rest, and a balanced diet.</li> <li>c. Improve or maintain personal and home sanitation (water, waste disposal, food, etc.).</li> <li>d. Practice preventive measures to preserve good health.</li> <li>e. Learn and practice home health skills (first aid, home nursing, mother and child care).</li> <li>f. Other:</li> </ul>	
<b>6. Social-Emotional and Spiritual Strength</b> <ul style="list-style-type: none"> <li>a. Read the scriptures daily.</li> <li>b. Have personal and family prayer morning and night.</li> <li>c. Repent of wrongdoing.</li> <li>d. Attend Church meetings regularly and participate in Church activities.</li> <li>e. Hold family home evening weekly.</li> <li>f. Perform frequent acts of service to family members and others.</li> <li>g. Other:</li> </ul>	



## SUGGESTED WORK ASSIGNMENTS

**The following are suggested work or service assignments for those receiving Church assistance:**

*Work on welfare services production projects and canneries* might include operating, maintaining, and caring for machinery; constructing, repairing, and maintaining fences and buildings; preparing land for planting; preparing seeds; maintaining irrigation systems and watering; planting crops; weeding and fertilizing crops; spraying for plant pests and weeds; harvesting; caring for livestock and poultry; painting and beautifying projects; processing and sorting commodities; time-keeping on work projects; marketing commodities; keeping records of expenses and project income; working as a custodian or watchman; planning and scheduling donated work; and performing miscellaneous tasks assigned by the project or cannery manager.

*Work at the bishops' storehouse* might include packaging bulk commodities; sorting and grading vegetables; candling and packing eggs; labeling cans; stocking shelves; cutting and wrapping meat; processing orders; assisting with inventory records; filing correspondence and records; landscaping; maintaining and repairing machinery; caring for trucks and equipment; caring for lawns; painting and beautifying; working as a custodian or watchman; acting as a messenger; washing windows; keeping the storehouse yard clean; and keeping sidewalks clean.

*Work on Church buildings and grounds* might include painting, repairing, or cleaning; minor or major building projects; assisting the custodian; trimming shrubbery; mowing and caring for lawns; planting and growing flowers; shoveling snow; and repairing or cleaning the parking lot or buildings.

*Other work* might include performing tasks for the bishopric, such as keeping them informed of house vacancies; assisting the helpless and lonely to keep their homes in good repair and their landscapes attractive; telephoning for the bishop and other leaders; visiting the sick; visiting families on special assignment; preparing ward bulletins; advertising ward functions; preparing visual aids for the ward library; publishing the ward newspaper; taking care of homes for the sick and aged; helping to provide LDS Social Services assistance as assigned by the agency director; providing special services to those in need according to ability and professional training.



THE CHURCH OF  
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OF LATTER-DAY  
SAINTS

**Bishop's Order for Services**

Name of referral/family		Date
Street address		Phone
City	State/Province	Postal code
Ward	Unit number	State

☐ **LDS Social Services** After a careful review of family, ward, and stake resources, I am requesting the following: See reverse side for instructions

Services	Church contribution	Individual payment	Name of individual to receive services	Comments
<input type="checkbox"/> Evaluation	\$			
<input type="checkbox"/> Therapy	\$	\$		
<input type="checkbox"/> Adoption		\$		
<input type="checkbox"/> Foster care	\$	\$		
<input type="checkbox"/> Unwed parents	\$	\$		
<input type="checkbox"/> Indian student placement				
Signature of bishop		Home phone	Work phone	
Date services began		Date of termination	Church total	Individual total
			Amount paid	Outstanding balance

☐ **Employment Services**

- Employment needs should be met at the lowest reasonable ecclesiastical level.
- Persons needing employment should be interviewed, counseled, and helped by either the quorum or ward employment specialist, using ward and stake resources.
- An individual needing help beyond that which is available in the ward or stake should be referred to a Church employment center, where available, using a Bishop's Order for Services—Employment Services. Where an employment center is not available follow the procedure in (2) above.
- This form will usually be completed by the quorum or ward employment specialist. The bishop, his counselor, or a quorum president or group leader may also complete this form and process it through the ward employment specialist.
- Church activity or membership is not a factor in deciding whether a person should be referred to a Church employment center.
- There is no charge for employment center services.

Signature of person referring	Title of person referring
X	<input type="checkbox"/> Ward employment specialist <input type="checkbox"/> Quorum officer <input type="checkbox"/> Bishop

☐ **Deseret Industries**

- The bishop should contact Deseret Industries to see what work is available before referring an applicant.
- If suitable work is available, the bishop should counsel with the applicant to ensure that he or she—
  - Will strive to maintain Church standards.
  - Has had a medical examination within the six months prior to employment to verify ability to work.
  - Will work as assigned according to his or her capacity.
  - Knows that employment at Deseret Industries is temporary if the applicant is a non-handicapped worker.
- The bishop should understand that Deseret Industries workers are paid according to their productivity.
  - In many instances, the amount earned will not completely support a worker and his family. If additional resources are needed, the bishop may help the worker from storehouse commodities and fast offering funds.
  - A worker is paid according to government regulations. If his or her productivity is less than the government-specified rate, the bishop is to reimburse the Deseret Industries unit for the difference from fast offering funds.

Signature of bishop	Worker is
X	<input type="checkbox"/> Handicapped <input type="checkbox"/> Non-handicapped

WHITE, CANARY—Service agency PINK—Bishop  
\*For office use only

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**Bishop's Order for Commodities—Welfare Services**

Date	Reference number	Stake identification number
<b>UD</b>		
Family name	No. in family	Ward name
Delivery address		Stake name
<b>FF</b>		

**Bishop's Storehouse Order** Additional items listed on reverse of form. Order in blank spaces below

Item	Qty ord	Qty filled	Item	Qty ord	Qty filled	Item	Qty ord	Qty filled	Item	Qty ord	Qty filled
<b>Canned goods</b>											
Green beans = 303 can			Orzo/Gluc = 2 1/2 can			White flour 25 lb bag			Oranges lb		
Corn = 303 can			Orange juice = 2 1/2 can			White wt. flour 10 lb bag			<b>Dairy</b>		
Peas = 303 can			Tomato juice = 2 1/2 can			Panck. flour 4 lb bag			Butter lb		
Potato flakes 2 lb bag			Honey 5 lb can			Egg noodles 1 lb pkg			Margarine lb		
Tomatoes = 2 1/2 can			Jam = 303 can			Macaroni 1 lb pkg			Buttermilk qt		
Chili = 303 can			Peanut butter 20 oz can			Spaghetti 1 lb pkg			Fresh milk qt		
Catsup = 303 can			Gel. dessert 3 oz pkg			Dry beans lb			Cheese lb		
Pork & beans = 303 can			Salad dress qt bottle			Rice lb			Cotg cheese lb		
Canned beef = 303 can			Veg. shorting 3 lb can			Bread loaf			Eggs dozen		
Tuna fish 7 oz can			Veg. oil = 2 1/2 can			Brown sugar 2 lb pkg			Cndnsd milk can		
<b>Non-food</b>											
Chick ndl. sp = 303 can			Shampoo 17 oz ttl			Pwdrd sugar 1 lb pkg			Pwdrd milk 5 lb bag		
Tomato soup = 303 can			Dish detergent 22 oz ttl						Choc mix 5 lb bag		
Veg. soup = 303 can			Laundry det 2 1/2 lb pkg			<b>Cereals</b>			<b>Meats</b>		
Apple sauce = 303 can			Hand soap 4 oz bar			Cracked wht 4 lb bag			Beef lb		
Apricots = 2 1/2 can			Sanitary pads 12 ea box			Creamy wht 2 lb bag			Pork lb		
Peaches = 2 1/2 can			Tampons 12 ea box			Rolltd oats 2 lb bag			Chicken lb		
Pears = 2 1/2 can			Toilet tissue roll			<b>Fresh vegetables and fruits</b>			Turkey lb		
Apple juice = 2 1/2 can						Additional items on reverse of form—specify below			Franks lb		
Grape juice = 2 1/2 can									Cold cuts lb		
<b>Staples</b>											
White flour 10 lb bag			Potatoes lb						Lamb lb		
Apples lb											

**Deseret Industries Order** List items ordered in spaces below by category. Attach a separate sheet if necessary

Department	Description	Amount	Department	Description	Amount
		\$			\$
		\$			\$
		\$			\$
Approved by (bishop)		Prepared by	Deliver Will call		Commodities received by
			<input type="checkbox"/> or <input type="checkbox"/>		Filled by

WHITE, CANARY—Pink—Storehouse GOLDENROD—Retained by bishop  
Department: Clothing, Furniture, Lighstern, Mattresses, Appliances, Household  
\*Compiled by Deseret Industries personnel

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### Needs and Resources Analysis—Welfare Services

Name		Age
Address		Phone
Ward	Stake	
Where employed	Occupation	Phone
Names of family members		

#### Important!

As a general rule, this form—Needs and Resources Analysis (PGWE1293)—and, where the amount involved exceeds \$2500, a Needs and Resources Analysis Supplement form (PGWE1362), should be completed to—(1) Analyze individual and family needs; (2) identify individual and family resources; (3) identify additional needed resources and how such will be provided; (4) Make work assignments so that the recipient of Church assistance may work to the extent of his ability for commodities, services, or funds received.

For further information about rendering and accepting assistance, read Section 4 of the Welfare Services Resource Handbook, 1980 (PGWE1282).

#### Individual and Family Needs

#### Individual and Family Resources

#### Additional Resources Needed and how such will be provided

#### Assistance from Family Members

Check persons willing and able to assist the individual. Explain any negative responses.

Husband's family		Notes: Explanation of negative response
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Father
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mother
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Brothers
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sisters
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Children
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Others

Wife's family		Notes: Explanation of negative response
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Father
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mother
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Brothers
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sisters
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Children
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Others

#### Assistance from Non-family

List names of those willing to help and amount they can provide per month.

Name	Relationship	Amount

#### Work for Assistance

See Welfare Services Handbook, 1980 edition, for a detailed list of work assignment possibilities.

Note below the assignments accepted by the individual family members to work to the extent of their ability for commodities or services received.

Assignment	Days	Times

#### Signatures

Signature of head of household      Date      Signature of bishop/branch president      Date



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