

Ministering Tool Instructions

"I am the good shepherd, and know my sheep, and am known of mine." (John 10:14)

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1. Purpose

The purpose of this form is to help bishops and ward council members to:

1. Improve ministering efforts, name by name
2. Provide opportunities to coordinate ministering among the ward council members
3. Increase the real growth of the Church
4. Become true disciples of the Savior, Jesus Christ, through effective ministering
5. Discuss the condition of the unit with stake leaders

2. How to Use

This form will be best utilized during the ward council meetings. The leaders attending the ward council meetings can discuss the growth of their unit and opportunities to minister to those who require their attentions and support. Please fill out the following three sections of the Ministering Tool:

1. Increase

List the names of people who can contribute to the growth of the Church in your unit under the following sections: (1) Reactivate, (2) Convert baptisms, (3) Newborns, and (4) Move-in. It would be helpful to include dates of these activities.

2. People to Minister

List the names of people on whom the ward council members should focus. The names in this section may be the same people listed in #1 (Increase) or #3 (Decrease) sections and may include people being taught by the missionaries.

Write down what Church experience they need on the "Covenant Path", such as baptism, attending sacrament meeting, receiving the Priesthood, entering the temple, etc.

Also, write down what challenges these people are facing and what actions the ward council members and other members can take to help them.

3. Decrease

List the names of people who contributed to the decrease in Church growth in your unit:
(1) Less-active, (2) Move-out, (3) Illness or Death, and (4) Others (if any).

Finally, count the numbers included in #1 (Increase) or #3 (Decrease) and write them down in the boxes at the bottom of the form. This will give you the net growth of the Church in your unit.

The back of the sheet is available if the list of names requires more space.

3. Examples

A. Process by the Ward Council

SCENARIO 1

- Ward clerk prints out the form or keeps a master form in an electronic file (e.g., Microsoft Excel).
- Bishop and ward clerk prepare sections #1 (Increase) or #3 (Decrease) on the form based on the attendance roll or membership records within the past quarter.
- In the ward council meeting, each council member reviews copies of the form, and considers whose names should be in section #2 (People to Minister).
- The council members work on their action plans using section #2 (People to Minister).
- Report progress to the ward clerk by the next ward council meeting.
- Based on the reports from the council members, the ward clerk prepares a new form, and brings it to the next council meeting.
- The form is reviewed in ward council meetings on a regular basis.

SCENARIO 2

- Ward clerk uploads a master form in an electronic file to a shared and secured online database.
- Bishop and ward clerk prepare section #1 (Increase) or #3 (Decrease) on the form based on the attendance roll or membership records within the past quarter.
- In the ward council meeting, each council member reviews copies of the form, and considers whose names should be in section #2 (People to Minister).
- The council members work on their action plans from section #2 (People to Minister).
- The ward council member should update the form in the shared database by the next ward council meeting.
- The form is reviewed in each ward council meeting.

B. Fill Out Ministering Tool

Please review the following examples.

INCREASE

Reactivate

Name	Date
Brother Sato	2018 Q4
Sister Yamada	Nov 2018

Convert Baptisms

Name	Date
Brother Suzuki	Dec 2018
Sister Inoue	Oct 2019

Newborns

Name	Date
Ryohei	Dec 2018

Move-in

Name	Date
Sister Murai	End of 2018
Brother Higashi (return from mission)	Nov 2018

PEOPLE TO MINISTER - This list continues on the next page -

(Examples: people getting baptized, new converts, returning members, members becoming less-active, adults who are not endowed)

Name	Next Covenant Path*	Challenges	Action Plan (Who / What)
Brother Sato	Ordained to Melchizedek Priesthood	He came back to Church with support of his family, but his faith still depends on his family.	Ministering brothers visit and teach "Come, Follow Me" resource, and show how it can be used in the family
Brother Suzuki	Temple Ordinances	He uses a wheelchair, and difficult to travel to the temple	Elders quorum presidency to discuss how this can be achieved
Sister Maeda	Receiving Sacrament	She now has a night shift job, which makes it difficult to come to the Church on Sunday morning.	Ministering sisters visit Sister Maeda, and ask if young men can bring her the sacrament on Sunday afternoon
Sister Muto	Serve Mission	She is considering whether she should serve full-time mission or not.	Relief Society presidency requests Sister Aoki (return-missionary) to talk to her. Also, invite Sister Muto to mission preparation class.
Yuki-san (people being taught by missionaries)	Baptism	it is difficult for her to keep the law of tithing.	Ask Sister Yoshida to join the lesson to share her experience.

* Next covenant path includes (but not limited to) the following: baptism /confirmation, sacrament, priesthood ordinations, temple ordinances, and ordinances for ancestors.

DECREASE

Less-active

Name	Date
Sister Maeda	End of 2018

Move-out

Name	Date
Brother Takeda	
Sister Takeda	

Illness / Death

Name	Date
Sister Nakata	

Other

Name	Date

Increase:	7	-	Decrease:	4	=	Real Growth:	3
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4. FAQ

Question: *Do we need to submit or report this form?*

Answer: No. This form is not for reporting purposes. Rather, it is designed to help ward council members focus on individuals in their council meetings. In your meetings with your leaders, it is recommended to use this document to discuss the ward's efforts to achieve real growth.

Question: *Who may use this form?*

Answer: Ward council members. In most cases, this form should not be accessed by other members due to the sensitivity of information on the form.

Question: *What is the definition of "reactivation" and becoming "less-active?"*

Answer: There is no clear definition of members who were "reactivated" or became "less-active". Please use your judgment based on your observations when you list names in those sections.

Question: *To list names in #1 (Increase) or #3 (Decrease), what date range should be used?*

Answer: The information in this form can be changed and updated at any time. Therefore, the bishop decides the date range based on the situation in the unit, such as size of the unit, frequency of the usage of this tool, etc. It is especially helpful to use this form at the end of the year to review your ministering efforts and the real growth of your unit. It is recommended that you use this form to review ministering efforts with priesthood and auxiliary leaders.

Question: *Are there any other training materials available for this tool?*

Answer: Yes, training videos are scheduled to be distributed to local leaders in the next few months. Please watch and discuss them in the ward council meeting in your unit.