



Missionary Handbook

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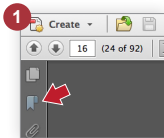


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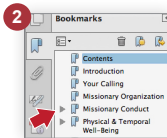
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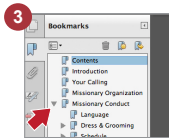
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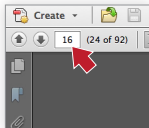


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IN CASE OF EMERGENCY

My name is _____

I am a missionary for
The Church of Jesus Christ of Latter-day Saints.

My mission president is _____

He can be reached at _____

I am a citizen of _____

My passport number is _____

I have ☐ Diabetes ☐ Epilepsy

☐ Other _____

My blood type is _____

I am taking the following medications: _____

I am allergic to ☐ Penicillin ☐ Other _____

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Introduction

This handbook contains the basic standards of missionary service and conduct approved by the First Presidency and the Quorum of the Twelve Apostles. Follow these standards. They will help you magnify your calling and protect you physically and spiritually. Use this handbook regularly. Strive to understand and live the principles and standards taught in it. Learn and live the higher law as taught by Jesus Christ (see Matthew 5; 3 Nephi 12). Strive to enjoy the companionship of the Holy Ghost, and follow His direction in living these principles and standards.

Your mission president may adjust some of these standards as local circumstances require.

Your Calling

“We believe that a man must be called of God, by prophecy, and by the laying on of hands by those who are in authority, to preach the Gospel and administer in the ordinances thereof” (Articles of Faith 1:5).

In harmony with the inspired pattern described in the fifth article of faith, you have been called by a prophet of God and set apart to represent the Lord Jesus Christ and His Church. You have been called to “invite others to come unto Christ by helping them receive the restored gospel through faith in Jesus Christ and His Atonement, repentance, baptism, receiving the gift of the Holy Ghost, and enduring to the end” (*Preach My Gospel* [2004], p. 1). How great is your calling!

Strive to fulfill what the President of the Church expects of you, as expressed in your call letter: “You have been recommended as one worthy to represent the Lord as a minister of the restored gospel. You will be an official representative of the Church. As such, you will be expected to maintain the highest standards of conduct and appearance by keeping the commandments,

living mission rules, and following the counsel of your mission president. You will also be expected to devote all your time and attention to serving the Lord, leaving behind all other personal affairs. As you do these things, the Lord will bless you and you will become an effective advocate and messenger of the truth.”

When you accepted your call, you promised to live by these standards. You are accountable to the Lord and to the leaders of the Church for how well you honor this promise. Always keep in mind the importance of your calling. Strive constantly to magnify it.

As you obey with a willing heart (see D&C 64:34), you will show the Lord your love for Him, earn the trust and confidence of members and nonmembers, and qualify for the companionship of the Holy Ghost (see John 14:15–17, 21; 1 Nephi 10:17; D&C 121:45–46).

Missionary Organization

“It is wisdom in me; therefore, a commandment I give unto you, that ye shall organize yourselves and appoint every man his stewardship” (D&C 104:11).

Additional scriptures: D&C 104:12; 136:2–3, 15–16

Your mission is organized according to the same principles that govern other basic organizations in the Church. Your mission president has been called of God and set apart. He holds the keys to preside over the mission and direct the work (see D&C 65:2; 124:143). He will help you maintain your spiritual and temporal welfare and help you fulfill your purpose as a missionary (see *Preach My Gospel*, p. 1). He assigns district and zone leaders to help him strengthen, support, and train you in your work. He also assigns two elders as assistants to help him plan, prepare, and present training and supervise the work.

You and your companion are assigned to a specific proselyting area. You represent the Lord in this area and are responsible for obtaining His direction in carrying out your assignment and blessing the people there.

You report on this responsibility—including the status of the work—and on your personal progress to your mission president each week. Each week you should write a letter to your mission president as part of your weekly report. He is the only person who will read this letter, so you may be open with your comments.

Concentrate your efforts on your assigned area. If, for any reason, you need to leave your area, permission from your leaders is required. Never leave the boundaries of your mission unless your mission president authorizes you to travel outside the boundaries for a specific assignment.

When you have questions or concerns, your first source of help is your Father in Heaven. Seek His guidance through the scriptures and personal revelation. Your companion and your district and zone leaders are your next sources of support. They can help you with everyday matters. For special needs, such as illness or confidential matters, talk with your mission president.

Missionary Conduct

“They did fast and pray oft, and did wax stronger and stronger in their humility, and firmer and firmer in the faith of Christ, unto the filling their souls with joy and consolation, yea, even to the purifying and the sanctification of their hearts, which sanctification cometh because of their yielding their hearts unto God” (Helaman 3:35).

Additional scriptures: 2 Nephi 4:30–35; Alma 17:2–3; D&C 39:1–13; 50:26–29; 58:26–33; 64:34

President Brigham Young taught, “If you go on a mission to preach the Gospel with lightness and frivolity in your hearts, looking for this and that, and to learn what is in the world, . . . you will go and return in vain. . . . Let your minds be centered on your missions” (*Discourses of Brigham Young*, sel. John A. Widtsoe [1954], p. 325).

Strive to represent the Lord according to the highest standards of obedience and conduct. Keep your words, thoughts, and actions in harmony with the message of His gospel. Righteous conduct will influence your effectiveness as a missionary and your personal salvation. Your conduct also affects the trust and confidence

nonmembers, members, and other missionaries have in you. Conduct yourself at all times in such a way that everyone who sees you will recognize you as a representative of Jesus Christ.

LANGUAGE

“He that speaketh, whose spirit is contrite, whose language is meek and edifieth, the same is of God if he obey mine ordinances” (D&C 52:16).

“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers” (Ephesians 4:29).

Additional scriptures: Proverbs 15:2; Isaiah 50:4; 1 Corinthians 15:33; Colossians 4:6; James 1:26; 3:1–13; D&C 90:11; Moses 6:6; 7:13

Language is one of your most powerful tools. Be conscious of how you speak, and strive for humility, dignity, and simplicity in your language. Refined, dignified language will clearly identify you as a servant of the Lord.

Avoid slang and inappropriately casual language, even in your apartment with your companion or in letters

to your family. Show respect for others by using appropriate language, including correct forms of the word *you* in cultures where that is important.

Express your respect for Heavenly Father by using the language of prayer appropriate in the language you are speaking. The special language of prayer follows different forms in different languages. Some languages have intimate or familiar words used only in addressing family and very close friends. Other languages have forms of address that express great respect, such as words used only when speaking to a king or other person of high rank. The principle, however, is generally the same. We should always pray to Heavenly Father in words that speakers of the specific language associate with love, respect, reverence, and closeness.

Also express respect for others by the way you refer to them. Refer to other missionaries, including your companion, as “Elder” or “Sister” and their surnames, not by their first names, nicknames, or surnames alone. Refer to missionary leaders by their correct titles (such as district leader), not by abbreviations or slang forms.

Address Church leaders by their titles, such as “Bishop” or “President.” Address members and investigators as “Brother” or “Sister” with their surnames.

DRESS AND GROOMING

“Thou shalt not be proud in thy heart; let all thy garments be plain, and . . . let all things be done in cleanliness before me” (D&C 42:40–41; see also Alma 1:6, 27).

Appropriate dress and grooming will help you earn respect and trust. Your appearance is often the first message others receive, and it should support what you say. Therefore, wear conservative, professional clothing that is consistent with your sacred calling.

Be neat and clean. Bathe daily, if possible. Use deodorant. Keep your clothes clean, mended, and wrinkle-free. Never allow your appearance or your behavior to draw attention away from your message or your calling.

ELDERS

Suits. Suits should be of a traditional business style in dark, conservative colors. Always wear a white shirt

with a tie that is conservative in color, pattern, width, and length. If you are allowed to work without a jacket, wear dress slacks with a white shirt and tie.

Shoes. Shoes should be black, dark brown, or cordovan. They should be made of material that can be polished. Keep them clean and polished. Socks should be a solid, dark color that matches the slacks. Do not wear boots unless your mission president authorizes them.

Hair. Keep your hair relatively short (not clipped too close) and evenly tapered. Extreme or faddish styles—including spiked, permed, or bleached hair or a shaved head—are not appropriate. Sideburns should reach no lower than the middle of the ear. (See the pictures of a missionary haircut included with your call packet.) Elders should shave each day.

Jewelry. Do not wear earrings, necklaces, or any kind of bracelets (except those with a medical purpose). Tattoos, nose rings, other body piercings, or toe rings are not acceptable.

SISTERS

Modesty. Maintain a high standard of modesty. Wear clothing that:

- Is neither too tight nor too loose.
- Is not transparent or revealing in any way, such as sheer, tight, or stretch fabrics.
- Does not draw attention to any part of the body.
- Is not casual, wrinkled, sloppy, or faddish.

Clothing should be professional in style and present a clean, well-groomed appearance.

Outfits. Outfits should consist of suits, skirt-and-blouse combinations, skirt-and-jacket combinations, dresses, or jumpers. They should be tailored to fit well and be conservative in style and color. Skirts should reach mid-calf or longer; if there is a slit, it should not reach above the knee. T-shirts, sweatshirts, golf-style shirts, or other casual shirts, pants, and pantsuits are inappropriate.

Shoes. Shoes should be practical, comfortable, and attractive. Flat-soled shoes or shoes with low heels are

best. Avoid boot-style, bulky footwear unless your mission president authorizes it.

Accessories. Jewelry and other accessories should be simple and should not attract attention. Do not wear more than one earring in each ear. Tattoos, nose rings, other body piercings, or toe rings are not acceptable.

Hair and Makeup. Wash your hair frequently. The style and length of your hair should be easy to manage and should not call attention to itself. Makeup also should not call attention to itself.

SCHEDULE

“To every thing there is a season, and a time to every purpose under the heaven” (Ecclesiastes 3:1).

Additional scriptures: Psalm 89:47; D&C 60:13; 75:3; 88:124

Time is one of the most precious resources Heavenly Father has given you. The period when you are able to serve the Lord with all your time and all your efforts is extremely short. Use it fully and wisely. Such an opportunity is a privilege.

Your mission president may adjust the following schedule to meet local circumstances.

6:30 a.m. Arise, pray, exercise (30 minutes), and prepare for the day.

7:30 Breakfast.

8:00 Personal study: the Book of Mormon, other scriptures, missionary library, and *Preach My Gospel*. Emphasize the doctrines of the missionary lessons.

9:00 Companion study: share what you have learned during personal study, prepare to teach, practice teaching, study chapters from *Preach My Gospel*, and confirm plans for the day.

10:00 Begin proselyting (or language study for 30 to 60 minutes).

You may take an hour for lunch and additional study and an hour for dinner at times during the day that fit best with your proselyting time. Normally, dinner should be finished no later than 6:00 p.m.

9:00 p.m. Return to living quarters (unless teaching a lesson; then return by 9:30), and plan the next day's activities (30 minutes). Write in your journal, prepare for bed, pray.

10:30 Retire to bed.

PLANNING SESSIONS

Hold a weekly planning session with your companion on a day and at a time set by your mission president (see *Preach My Gospel*, pp. 147–50). Hold a daily planning session with your companion at the end of each day (see *Preach My Gospel*, p. 150). Confirm plans for the day just before you go out to work each morning.

STUDY

“Seek not to declare my word, but first seek to obtain my word, and then shall your tongue be loosed; then, if you desire, you shall have my Spirit and my word, yea, the power of God unto the convincing of men” (D&C 11:21).

“Treasure up in your minds continually the words of life, and it shall be given you in the very hour that portion that shall be meted unto every man” (D&C 84:85).

Additional scriptures: John 5:39; 2 Nephi 32:3; Mosiah 1:6–7; D&C 1:37; 26:1; 88:77, 118; 90:11; Joseph Smith—Matthew 1:37

Use the important hours before 10:00 a.m. to prepare to serve the Lord. Follow guidelines for personal study and companion study each morning (see *Preach My Gospel*, pp. viii–ix, 17–26). Focus your study on the standard works, the approved missionary library (see *Preach My Gospel*, p. viii), and the Church magazines. Study only these materials.

Show your respect for the word of the Lord by taking good care of your scriptures (for example, by keeping them in a protective case).

LANGUAGE

If you are learning a language, continue to study it throughout your mission for at least 30 to 60 minutes each day at 10:00 a.m., unless your mission president directs otherwise (see *Preach My Gospel*, pp. viii, 127–35). During this time, plan language learning activities to use with your companion during the day. Speak your assigned mission language as much as possible.

SUNDAYS AND HOLIDAYS

“That thou mayest more fully keep thyself unspotted from the world, thou shalt go to the house of prayer and offer up thy sacraments upon my holy day” (D&C 59:9).

PROSELYTING

On Sunday, spend as much time as possible proselyting. Sundays, Saturdays, and holidays are excellent opportunities for finding and teaching because many families are together and are at home.

MEETINGS

Attend regular Sunday meetings (sacrament meeting, Sunday School, priesthood meeting, and Relief Society) and Sunday general sessions of stake conference. Attend broadcasts of general conference if they are available.

When invited by the bishop, attend the part of priesthood executive committee or ward council meetings when missionary work is discussed. Also attend the weekly coordination meeting with the ward mission leader. You will not normally attend other Church meetings unless invited to do so.

Always be an example in your conduct at meetings, especially in reverence. In Church meetings you and your companion normally sit in the congregation with investigators and members. Do not sit on the stand unless you have a part on the program. Avoid gathering with groups of missionaries. Mingle instead with investigators and members, and help them build friendships.

Arrange for members to bring investigators to Church meetings, or bring them yourselves if members are not available. (Investigators are not to be given rides in mission vehicles; see “Automobiles,” p. 48.)

FASTING

The monthly fast is adequate for most purposes. You may occasionally fast for a special reason, but do not fast for more than 24 hours at a time. Do not ask people at home to join you in special fasts. (See “Tithing and Fast Offerings,” p. 45, for information on contributing a fast offering.)

PREPARATION DAY

“See that all these things are done in wisdom and order; for it is not requisite that a man should run faster than he has strength. And again, it is expedient that he should be diligent, that thereby he might win the prize; therefore, all things must be done in order” (Mosiah 4:27).

Use preparation day to take care of personal needs, such as writing to your family, washing clothes, getting a haircut, cleaning your apartment, shopping, and washing the car, if you have been assigned one to use. Also use this day to prepare so that you can give full attention to proselyting during the rest of the week.

Arise at 6:30 a.m., and follow the regular study schedule. Preparation day ends by 6:00 p.m. Proselyte from 6:00 p.m. to the end of the evening.

DRESS

On preparation day, wear regular missionary clothes in public. If this clothing is not appropriate for a specific activity, make sure that you maintain a clean, modest appearance. Look for opportunities during the day to find people to teach.

COMMUNICATING WITH FAMILY

Write to your family each week on preparation day. Limit correspondence with others. Share your spiritual experiences. Never include anything confidential, sensitive, or negative about the areas where you serve.

E-Mail. You may communicate with your family and mission president by e-mail, according to approved guidelines. Use only MyLDSMail.net, the filtered service established by the Church. Do not use any other e-mail service or any other Internet service or site that has not been authorized.

Use e-mail only on preparation day. You may use computers in public places, such as libraries or appropriate businesses that offer Internet access. While using computers, always stay next to your companion so that you can see each other's monitors. Do not use members' computers. If you misuse e-mail or computers, you may lose the privilege of using e-mail.

As your call letter states, you are “expected to devote all your time and attention to serving the Lord, leaving behind all other personal affairs.” Do not become preoccupied with communicating with family and

friends. Except as outlined under “Family Members and Friends” (see p. 37), you should communicate with family and friends only on preparation day.

CULTURAL AND RECREATIONAL ACTIVITIES

Cultural and recreational activities should help you work more productively during the rest of the week. You may, for example, visit such places as historical sites, cultural centers, museums, art galleries, zoos, and special exhibits. Use mission vehicles only for official purposes or as authorized by your mission president.

Stay with your companion during all activities. Stay in your area unless you receive permission to leave it.

Avoid gathering in large groups of missionaries when you visit public places.

Safety. Recreational activities should be safe. Never go swimming or take part in water sports. Avoid activities that may restrict your physical ability the rest of the week or cause injury. These activities include (but are not limited to) contact sports; winter sports; motorcycling; horseback riding; mountain or rock

climbing; riding in private boats or airplanes; handling firearms, fireworks, or explosives of any kind; or similar activities.

If you play basketball, volleyball, or another sport, do not allow the situation to become intense or competitive. (For example, do not keep score.) The purpose of recreational activity is exercise that will help you meet the physical demands of your work. Competitive games easily lead to injury or fatigue, which interfere with the work. If you play basketball, play only half court.

TEMPLE ATTENDANCE

If a temple is available, you may attend the temple according to the schedule and guidelines established by your mission president, in coordination with the local temple president.

You should always have a current temple recommend, even if you are not able to attend the temple. Ask your mission president for a temple recommend interview before your recommend expires.

Wearing the Temple Garment. Wearing the temple garment is the sacred privilege of those who have taken upon themselves the covenants of the temple. The garment is a constant reminder of these covenants. When properly worn, it provides protection against temptation and evil.

Endowed members should wear the garment both night and day, according to the instructions given in the endowment. You should not adjust the garment or wear it contrary to instructions in order to fit different styles of clothing, even when such clothing may be generally accepted. When two-piece garments are used, both pieces should always be worn.

You should not remove, either entirely or partially, the garment for activities that can reasonably be done with the garment worn properly under the clothing. Nor should you remove it to lounge around your quarters. When you must remove the garment, you should put it back on as soon as possible.

The garment should never be left on the floor. When garments need to be washed, they should be placed in

a laundry basket or bag until they can be properly washed and dried.

As you carefully follow these principles, you will be guided by the Holy Spirit in considering your personal commitment to wear the garment. This sacred covenant is between you and the Lord, and the proper wearing of the garment is an outward expression of your inner commitment to follow the Savior, Jesus Christ.

ENTERTAINMENT

“O ye that embark in the service of God, see that ye serve him with all your heart, might, mind and strength, that ye may stand blameless before God at the last day. . . .

“And faith, hope, charity and love, with an eye single to the glory of God, qualify him for the work” (D&C 4:2, 5).

Additional scriptures: Deuteronomy 4:29; Matthew 6:24; John 17:15–16; Titus 2:12; James 4:4; D&C 53:2–3; 88:67–68; 133:5, 7, 14

To keep your eye single to the Lord and His work, avoid all forms of worldly entertainment.

TELEVISION, RADIO, MOVIES, VIDEOS, DVDS, INTERNET

Do not watch television, go to movies, listen to the radio, or use the Internet (except to communicate with your family or your mission president or as otherwise authorized). Watch only videos or DVDs that have been authorized by the Church or your mission president. Do not listen to audio recordings that are not in harmony with the following guidelines. Do not use headphones; they isolate you from your companion.

MUSIC

Listen only to music that is consistent with the sacred spirit of your calling. Music should invite the Spirit, help you focus on the work, and direct your thoughts and feelings to the Savior. Do not listen to music that pulls your thoughts away from your work, merely entertains, has romantic lyrics or overtones, or dulls your spiritual sensitivity by its tempo, beat, loudness, lyrics, or intensity.

Listening to music must never interfere with your personal preparation or proselyting.

If you have any questions about music, discuss them with your mission president.

ELECTRONIC, VIDEO, AND COMPUTER EQUIPMENT

You should not use unauthorized electronic or video equipment.

You are not authorized to have a personal computer. Do not use a computer except to communicate with your family or your mission president (see “E-Mail,” p. 20). Your mission president may assign you to use a mission computer, or he may authorize you to use a computer for proselyting purposes (for example, to introduce nonmembers to family history). Computer or electronic games of any kind are not authorized.

CAMERAS

Your mission president will advise you on the appropriate use of cameras. Do not use cameras while you are proselyting. Be careful never to look like a tourist. Do not spend a lot of money on camera equipment and supplies.

READING

Read only books, magazines, and other materials authorized by the Church (see “Study,” pp. 15–16).

GROUP ACTIVITIES

You should not take part in or sponsor musical groups, athletic teams, clubs, or similar groups.

PORNOGRAPHY

Pornography in any form is a serious transgression of God’s commandments. It drives the Spirit away, leads to other transgressions, and is highly addictive. Strictly avoid situations in which you might read, see, or hear pornographic material. Protect your companion from this spiritually destructive danger. You will find great protection as you obey the basic standards of missionary conduct, including the instructions in this section.

THE LAW OF CHASTITY

“Thou shalt love thy neighbor as thyself. Thou shalt not steal; neither commit adultery, nor kill, nor do anything like unto it” (D&C 59:6).

“He that looketh upon a woman to lust after her shall deny the faith, and shall not have the Spirit; and if he repents not he shall be cast out” (D&C 42:23).

“Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity” (1 Timothy 4:12).

Additional scriptures: Psalm 24:4–5; Matthew 5:27–28; 1 John 3:2–3; 3 Nephi 27:19; Moroni 9:9; D&C 88:86; 121:45

You are expected to obey strictly the law of chastity, which forbids sexual conduct of any kind outside of marriage between husband and wife.

Violations of the law of chastity—including touching the private parts of another person, whether under or over clothing—are criminal conduct in some areas. If the victim is a minor, penalties can be severe, including imprisonment. Even false charges can take months to investigate and may disrupt or end missionary service.

To help yourself obey the law of chastity and to protect yourself from such charges, always remain with your companion. Never be alone with anyone else, male or female, adult, youth, or child (except as explained in “Stay Together” on pp. 30–32).

Help your companion stay away from situations that could lead to problems and avoid “all appearance of evil” (1 Thessalonians 5:22). See the following section for further guidelines on companion relationships.

RELATIONSHIPS WITH OTHERS

YOUR COMPANION

“Ye shall go forth in the power of my Spirit, preaching my gospel, two by two, in my name, lifting up your voices as with the sound of a trumpet, declaring my word like unto angels of God” (D&C 42:6).

Additional scriptures: Ecclesiastes 4:9–10; Mark 6:7; Luke 22:32; 3 Nephi 11:29–30; D&C 6:28; 52:10; 64:8–10; 84:106; 108:7

Preaching the gospel two by two is the pattern established by the Lord. The testimonies of two companions support each other in proclaiming the truth and bearing witness of it.

Companions support each other in other phases of their work. They help each other learn and grow. They strengthen each other in times of difficulty. They can provide protection from physical danger, false charges, and temptation.

Love and respect your companions (see 1 John 4:7, 20–21). Look for good in each companion. Find ways to serve each other. Work together in a spirit of unity (see D&C 38:27). Study together every day. Pray together frequently throughout each day. Talk with each other openly and frequently. Contention will drive the Spirit away (see 3 Nephi 11:29).

Support your companion's righteous actions; do not criticize him or her to other missionaries or members. If correction is necessary, give it constructively, respectfully, and privately (see D&C 121:41–44). If your companion is struggling with the work or in personal matters, be sensitive to those problems and seek advice from your mission president.

Stay Together. Never be alone. It is extremely important that you stay with your companion at all times. Staying together means staying within sight and

hearing of each other. The only times you should be separated from your assigned companion are when you are in an interview with the mission president, on a companion exchange, or in the bathroom. (For guidelines on baptismal interviews, see *Preach My Gospel*, p. 205.)

Never make exceptions to this standard for activities that seem innocent but take you away from each other, including being in different rooms in the same building or in a home. Situations that seem harmless at the beginning can quickly lead to serious problems.

If you live in an apartment with more than one room, always sleep in the same room as your companion, but not in the same bed. Arise and retire at the same time as your companion. Do not stay up late or get up early to be alone.

Obey the standards of missionary conduct and the rules of the mission. If you notice any inappropriate situation or behavior, discuss it with your companion. If the matter is not resolved, have the courage and love for your companion to ask your mission president for help. Violations of missionary standards may threaten

your companion's effectiveness and even his or her salvation. Care enough for your companion to ask for help from your mission president before a problem becomes serious. Your loyalty is first to the Lord, then to your mission president, then to your companion.

If your companion leaves you, inform your mission president immediately.

Be aware that you have a responsibility to protect your companion from physical and spiritual danger. If you do not fulfill this responsibility and your companion engages in serious misconduct, you may be subject to Church disciplinary action.

Companion Exchanges. Normally, you should go on companion exchanges only with mission leaders or as otherwise authorized by your mission president. However, when you and your companion have more teaching appointments than you can handle by yourselves, you may arrange through the ward mission leader for a responsible Church member of your own sex to go with each of you so you can cover more than one appointment at a time. Normally these members

should be adults, but with your mission president's permission you may go with priest-age young men.

Transfers. Unless otherwise directed by your mission president, go directly to your new area when you are transferred and meet your new companion without delay. If your companion is transferring but you are staying in the area, make arrangements with your district or zone leader so that you are never alone.

MISSIONARY LEADERS

Support and respect those assigned by your mission president as district leaders, zone leaders, and assistants to the president (see Hebrews 13:17). If the conduct of a missionary leader appears inconsistent with the standards in this handbook, discuss it with your mission president, not with other missionaries.

OPPOSITE SEX

Never be alone with, flirt with, or associate in any other inappropriate way with anyone of the opposite sex. Do not telephone, write, e-mail, or accept calls or letters from anyone of the opposite sex living within or near mission boundaries. The only exceptions are for communications between sister missionaries and their

mission leaders, mission-related telephone calls (such as calls to confirm appointments), and letters of support and encouragement to converts (see “Communicating with Converts” on pp. 36–37). Report immediately to your mission president any situation that might cause you or your companion to violate this standard.

You and your companion should not visit or accept rides from individuals of the opposite sex unless another responsible adult of your own sex is also present. Always obey this rule, even if the situation seems harmless. You can often avoid these situations if you emphasize teaching families and involve members in every teaching appointment, if at all possible.

Do not counsel members or nonmembers on personal problems. Refer members who need counseling or professional assistance to their bishop. If you feel a nonmember needs such assistance, talk with your mission president.

Do not counsel missionaries of the opposite sex, even if you are serving in a leadership position. Such talk can lead to inappropriate feelings and relationships. Always refer such cases to your mission president.

CHILDREN

The following guidelines apply to all missionaries, regardless of age or sex.

Because of increasing legal complexities, be extremely careful around children. If charges of inappropriate behavior are made, you may find yourself involved in a lengthy court case. If you are found guilty, you could face a substantial jail sentence and Church disciplinary action.

As in all other relationships, never be alone with a child. Avoid any behavior that could be misunderstood or could appear to be inappropriate, including tickling, changing diapers, holding children, and allowing children to sit on your lap. Never babysit children of any age.

MEMBERS

Coordinate your visits and efforts with members with the ward mission leader. When you visit, talk to, or eat with members, your primary purpose should be to strengthen them (see D&C 108:7) and help them fulfill their missionary responsibilities. Ask them whom they know that you could teach. Do everything you can to

build their confidence in you as a dedicated, powerful servant of the Lord.

Do not visit or call members early in the morning, late in the evening, or on Monday evenings (unless you are invited to present a missionary lesson in a family home evening).

Your mission president will decide with the stake president to what extent members will provide meals for missionaries. Meal appointments should be an hour or less and should not interfere with prime proselyting time. Ask the ward mission leader to emphasize having less-active and part-member families and investigators provide meals. Ask members whom they know that you could teach, just as you would in any other visit.

COMMUNICATING WITH CONVERTS

You share responsibility for strengthening your converts in the Church. You may not be able to continue to visit them, but you can write them occasionally and encourage them. An occasional note will reassure and comfort them and rekindle the joy they felt at the time of their conversion. After you have been transferred from the ward or branch, receive your mission

president's authorization before communicating with converts of the opposite sex while you are still in the mission field. Use the mission office address as the return address on any correspondence with converts.

When you go home, do not forget those you have taught. At all times live worthy of their trust. Write them occasionally and encourage them to be faithful.

FAMILY MEMBERS AND FRIENDS

You may telephone your parents on Christmas and one other time during the year (usually Mother's Day), according to guidelines from your mission president. Take care that these calls do not pull your thoughts away from your service or create a financial problem for your family. Keep them short (preferably no longer than 30 or 40 minutes). Other than these calls, do not telephone family members or friends unless you have permission from your mission president.

Visits from family members, friends, and acquaintances are against Church policy. The impact of such visits may extend far beyond the visit itself, both before and after the visit and among other missionaries. It can often take some time for missionaries to refocus on

their callings and their work. While expressing your love and your desire to share your experiences with them after you have been released, help those who may want to visit you to understand the importance of maintaining singleness of heart and mind on the work of the Lord (see Matthew 10:37–39; Luke 9:61–62).

Do not ask family members or friends at home to donate to local causes where you are serving.

Contact your mission president if there is an emergency in your family. Notify the mission office if your parents change their address, e-mail address, or telephone number or if your home ward or stake changes.

GENERAL AUTHORITIES

Do not write directly to the First Presidency, other General Authorities, or Church headquarters. Communications from missionaries are referred back to the mission president. If you have questions or concerns, discuss them with your mission president. Do not call Church headquarters unless your mission president asks you to call for him.

COMMUNITY SERVICE

“I tell you these things that ye may learn wisdom; that ye may learn that when ye are in the service of your fellow beings ye are only in the service of your God” (Mosiah 2:17).

Additional scriptures: Matthew 22:37–40; 25:40; Acts 10:38; Galatians 5:13; Mosiah 18:8

You have been called of God to serve His children. That service can take many forms. You should look for opportunities to serve those around you—investigators, Church members, your companion, and the people you meet.

In addition to unplanned acts of service, you should seek opportunities for service projects in the community each week. Your mission president should approve all community service activities.

Except for emergencies, limit planned service activities to daytime hours on days other than weekends, holidays, or preparation days. Stay with your companion during all service activities.

Do not participate in activities that could put your health or safety at risk, create a legal liability for

you or for the Church, or put you in an inappropriate situation. Because of increasing legal complexities surrounding relationships with children, do not give service in such places as schools or day-care centers.

Do not commit yourselves to a project that could become difficult to continue or could cause problems if you need to discontinue it. Your service should not replace the efforts of priesthood quorums and auxiliaries, especially in meeting the needs of members. Do not become involved in commercial activities. Service activities should not increase your expenses.

Although you should serve out of a sincere desire to help others, look for teaching opportunities that arise from your service. For additional guidelines on service, see *Preach My Gospel*, pp. 168–70.

LOCAL LAWS AND CUSTOMS

“We believe in being subject to kings, presidents, rulers, and magistrates, in obeying, honoring, and sustaining the law” (Articles of Faith 1:12; see also D&C 58:21).

Obey all laws of the land, including passport and visa requirements, traffic laws, driver’s license requirements,

border regulations, and customs laws. Respect the culture, customs, traditions, religious beliefs and practices, and sacred sites in the area where you serve. Do not proselyte at or near the houses of worship of other faiths.

When eating meals with or otherwise visiting members or nonmembers, always act in harmony with the highest standards of consideration and courtesy, observing local customs of etiquette and the common practices of the culture. Be thoughtful by not eating too much if food is in short supply. Always express your thanks. Follow the host or hostess in the use of utensils, and chew food with a closed mouth.

Never suggest that people emigrate to another country, even for work or schooling. You should not become involved in adoptions. Do not ask your family or people from your home area to sponsor or become involved in these activities.

Do not ask for or accept money or sponsorship from members or others in your mission area. If you are serving in a country other than your own, you must return to your own country without delay at the end

of your mission. A missionary's failure to return home can make it more difficult for the Church to obtain visas for future missionaries.

Remember that you are recognized as a missionary even before you talk with people. Do not do anything that is inappropriate or offensive, such as chewing gum in public. Such practices take away from your image as a minister of Jesus Christ.

In many countries, placing flyers, pamphlets, or other materials in or on mailboxes or on the windshield of parked cars is a violation of local laws.

Physical and Temporal Well-Being

“Organize yourselves; prepare every needful thing; and establish a house, even a house of prayer, a house of fasting, a house of faith, a house of learning, a house of glory, a house of order, a house of God” (D&C 88:119).

“All things unto me are spiritual, and not at any time have I given unto you a law which was temporal; neither any man, nor the children of men; neither Adam, your father, whom I created” (D&C 29:34).

FINANCES

The funds you receive from the mission are sacred. They represent sacrifices by you, your family, and others. Budget your money. Be thrifty and wise in how you spend it.

Use funds from the mission for rent, groceries, personal grooming items, laundry, cleaning supplies, haircuts, postage for weekly letters to family, fast offerings, and transportation. Limit how often you eat at restaurants, including fast-food restaurants.

Any funds remaining after these expenses should be returned to the mission. Do not save money received from the mission from month to month to purchase personal items, such as clothing, cameras, or souvenirs. Mission-related telephone expenses should be submitted to the mission office.

Use funds from home for other necessary expenses, such as replacing necessary clothing, bicycle purchase and repairs, approved telephone calls home, and medical expenses not paid by the mission (medical care for preexisting conditions, co-payments, and normal eye or dental care).

Keep other expenses to a minimum and pay for them with funds from home, including expenses for film and film developing, souvenirs, gifts, traffic and parking fines, and any damage that you cause to apartments or vehicles by abuse or failure to maintain them properly. Talk with your mission president if you have questions about what expenses are appropriate.

Avoid collecting too many personal items and souvenirs. You should not have more than two suitcases and one carrying bag. If you serve outside your own

country, you will have to list items obtained during your mission in your customs declaration and may need to pay customs duties when you return home.

Never loan or borrow money. If you need additional money, talk to your mission president.

RESERVE FUND

Keep a reserve fund with enough cash that you could travel to mission headquarters if you were not able to obtain money through the normal way.

TITHING AND FAST OFFERINGS

You are not expected to pay tithing on funds you receive for your mission. You should pay tithing through your home ward on any other income. Contribute fast offerings each fast Sunday in the ward where you serve.

HOUSING

Your mission president must approve all missionary housing. Housing should be safe, clean, and economical. It should allow you to maintain privacy and the dignity of your calling. Report to your mission president any

changes in your housing that would make it no longer in harmony with approved standards.

Never live in a home where unmarried people of the opposite sex live or where the spouse of your own sex is frequently absent. Never teach investigators or members in your living quarters or accept visits from them there. Do not give your address to nonmembers or make your address publicly known.

Clean your living quarters each preparation day and daily as needed (see D&C 42:41; 90:18). Follow maintenance guidelines established by your mission president and your landlord. Inform the mission office of needed repairs. You will need to use personal funds to pay for any damage you cause to your apartment.

Your mission president, his wife, or others he assigns will inspect your quarters regularly.

Do not keep pets of any kind.

TRANSPORTATION

BICYCLES

If you ride a bicycle, learn bicycle safety rules, use caution, obey all traffic rules, and use proper hand signals. Avoid riding after dark, in heavy traffic, or in bad weather. You may need to adapt travel to weather conditions or even cancel some activities in severe weather.

In many situations, you and your companion should not ride bicycles side-by-side or follow too closely, but you should always stay within sight of each other.

Always wear a helmet that is safety certified by a recognized industry group. Keep your bicycle in good working order. Make sure it has a working headlight and taillight, a clearly visible rear reflector, and reflectors on both sides. As appropriate, wear reflective gear on your clothing.

Lock and secure your bicycle when you are not riding it. If it is lost, stolen, or damaged, you will need to replace or repair it from your personal funds.

AUTOMOBILES

Use of a mission-owned vehicle is a privilege. If you do not obey the rules or if you cause a serious preventable accident, you will lose this privilege for the rest of your mission. To drive a vehicle, you must:

- Be legally licensed.
- Be certified by your mission president to drive.
- Be assigned by the president as the “designated driver.”
- Be thoroughly familiar with the rules and procedures for using a vehicle.

Drive only mission-owned vehicles. You are not authorized to drive any other vehicles, including motorcycles or scooters. Do not drive vehicles assigned to other missionaries unless authorized by your mission president. Do not drive vehicles owned by members or nonmembers.

Do not give rides to anyone other than full-time missionaries. The only exception is for a member who is going to or from a teaching appointment with you and cannot drive his or her own vehicle.

Use mission vehicles only for approved purposes in your assigned area. Stay within established mileage limitations.

Pray for the Lord's protection. Be safety conscious at all times. Drive defensively. Everyone in the car must wear an individual seat belt whenever the vehicle is moving. If a cellular phone has been approved for your area, only the missionary who is not driving may use it in the car.

Both companions share responsibility for safety and vehicle maintenance. The companion not driving must remain alert to assist the driver. One missionary is to stand outside the vehicle and direct the driver whenever he or she is backing. Drive with headlights on day and night.

If you are involved in an accident, refer to the "What to Do If You Have an Accident" packet, which should be kept in the glove compartment. The mission vehicle coordinator must authorize any repairs.

Never tamper with the vehicle's odometer. Tampering is dishonest and in many places is a criminal offense.

HEALTH AND SAFETY

“Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?” (1 Corinthians 6:19).

“Watch, therefore, that ye may be ready” (D&C 50:46; see also Proverbs 1:33).

Additional scriptures: 1 Corinthians 3:16–17; D&C 88:124; 89:18–20

HEALTH

Your health and safety are of great importance. Maintain your health so that you can serve with all your heart, might, mind, and strength. Frequently study the *Missionary Health Guide*. Exercise daily according to guidelines in it. Always stay with your companion during exercise.

If you need medical care, call your mission president immediately. He will know where the best medical care can be obtained. Visits to a physician or other health-care professional should be authorized in advance by your mission president or his representative. In an emergency, get help immediately and then inform your mission president as soon as possible.

SAFETY

Follow safety rules for pedestrians, vehicles, bicycles, appliances, heaters, and anything that is potentially dangerous.

Fuel-burning heaters that do not work properly can be very dangerous. Follow instructions in the *Missionary Health Guide* for using these heaters. Do not risk your health or safety for any reason, including to save money.

SECURITY

Listen to and follow the promptings of the Spirit, which can warn you of danger. Be sensitive to anything that is out of the ordinary, especially anyone who watches you closely or asks probing questions. Immediately report any possible problems to your mission president and to your district leader or zone leaders.

Stay away from unsafe areas. Travel after dark only in lighted areas. Vary the routes you travel. Walk quickly and with purpose. Do not fill your carrying case with too many items or with materials that are heavy or bulky, which could create the impression you have items of value. Do not resist if you meet thieves. Carry

a little cash with you so you have something you could give to thieves.

Avoid situations that could lead to confrontations. Stay away from public demonstrations and from locations where those seeking to cause trouble might target you. Because of the close association in some people's minds of the Church with the United States of America, in some countries you may need to avoid locations or institutions associated with the United States and avoid areas where large groups of people have anti-American feelings.

Be careful what you say and write in public and in private. Do not make negative or offensive comments about political or cultural circumstances, even in letters or e-mails home. Never become involved in political or commercial activities or in discussions or arguments on political or economic topics.

In some countries it is illegal to photograph government buildings, including embassies, airports, military installations, and other city, state, or national buildings.

Do not take pictures of civil unrest or demonstrations.
Do not photograph sacred objects or statues.

Never take part in pranks or joke about terrorism or terrorist acts. Such actions may lead to serious problems.

In all ways be wise and mature in your conduct.

Missionary Leadership

“Our leaders were mighty men in the faith of the Lord; and they taught the people the ways of the Lord” (Jarom 1:7).

“Now it was the custom among all the Nephites to appoint for their chief captains . . . some one that had the spirit of revelation and also prophecy” (3 Nephi 3:19).

Your mission president assigns missionary leaders to help him direct the work and to help you and the other missionaries successfully fulfill your purpose. Among the leadership assignments in the mission are trainers, senior companions, district leaders, zone leaders, and assistants to the president.

Leadership assignments must never be viewed as a way to obtain personal recognition or advancement, but rather as opportunities to serve others, to develop greater love, and to learn (see Ezekiel 33–34; 2 Nephi 26:29–30). Like all callings in the Church, each assignment has its own importance; an assistant to the president is no more important than any other missionary (see 1 Corinthians 12:14–31; Alma 1:26).

A missionary companionship is the basic unit of missionary service. Successful missionary work and appropriate missionary conduct begin in the companionship under the leadership of the senior companion.

The assignment to serve as a leader is a sacred trust from the Lord through the mission president, and both the president and the Lord will receive an accounting of this responsibility (see D&C 72:3; 104:11–12). The principles of gospel leadership affect the success of every phase of the work.

MINISTERING AND ADMINISTERING

“Jesus . . . said, Ye know that the princes of the Gentiles exercise dominion over them, and they that are great exercise authority upon them.

“But it shall not be so among you: but whosoever will be great among you, let him be your minister;

“And whosoever will be chief among you, let him be your servant:

“Even as the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many” (Matthew 20:25–28).

A missionary leader must be an effective administrator in keeping order and carrying out the work of the mission. A leader's most important influence, however, comes through ministering to others in harmony with the Savior's teachings and example (see 3 Nephi 27:21, 27).

Leaders should study the scriptures and the teachings of modern prophets to learn the principles of Christ-like leadership. They should be sensitive to the needs of others and prayerfully seek ways to strengthen them (see Luke 22:32). Their goal is not merely to supervise or motivate, but to lift, encourage, inspire, and bless.

EXAMPLE

A good leader sets an example of gospel living and devoted, selfless service to God and His children. A leader strives to:

- *Exercise faith in Jesus Christ.* A leader strengthens his or her testimony of the Savior, the plan of happiness, and the message of the Restoration and acts on that testimony. A leader has a vision of the purpose of missionary work and relies on the Lord to achieve worthy goals.

- *Repent and become more like the Savior.* A leader lives the gospel and maintains a high standard of righteousness. A leader works to overcome weaknesses and shortcomings and to develop his or her attributes and skills as a missionary.
- *Keep covenants.* A leader is motivated by a firm belief that he or she has made sacred covenants with God and that those covenants include representing the Lord, obeying the commandments (including mission standards), and serving others.
- *Receive the Holy Ghost.* Having the right to the constant companionship of the Holy Ghost, a leader seeks to be worthy and ready for the gifts of the Spirit (for example, through prayer and scripture study). A leader strives to recognize and follow the promptings of the Spirit.
- *Endure to the end.* A leader keeps an eye single to the glory of God and works hard throughout his or her mission.

Missionary leaders set an example in the way they carry out their missionary work. They work diligently in their proselyting area in addition to fulfilling their

leadership responsibilities. A leader's proselyting area should be a model for other missionaries. They can learn from it and use it as a pattern for their own work. Leaders must teach through example how to plan, how to find and teach investigators, and how to work with local Church leaders and members. Leaders should also recognize that they can learn much from the missionaries they serve.

ATTRIBUTES

"No power or influence can or ought to be maintained by virtue of the priesthood, only by persuasion, by long-suffering, by gentleness and meekness, and by love unfeigned;

"By kindness, and pure knowledge, which shall greatly enlarge the soul without hypocrisy, and without guile. . . .

"Let thy bowels also be full of charity towards all men, and to the household of faith, and let virtue garnish thy thoughts unceasingly; then shall thy confidence wax strong in the presence of God; and the doctrine of the priesthood shall distil upon thy soul as the dews from heaven" (D&C 121:41–42, 45).

By living the gospel of Jesus Christ, a leader develops Christlike attributes (see *Preach My Gospel*, chapter 6),

including love, humility, obedience, and hard work. A leader helps other missionaries most when they feel the leader's love. They should feel that the leader is motivated by a sincere concern for their welfare, not by his or her own interests. Leaders should always act in such a way that the other missionaries can recognize the leader's strict obedience to the Lord and commitment to following his or her leaders, especially the mission president. By developing and exercising Christlike attributes, leaders earn respect and trust, which enable them to help those they serve.

All those who have callings that put them in the position of influencing others for good should prayerfully and repeatedly ponder the Lord's teachings to the Prophet Joseph Smith in Doctrine and Covenants 121:34–46.

RESPONSIBILITIES

Leaders inspire and support those they serve. In addition to setting a strong example, they:

- Represent the mission president in carrying out his plans for the mission.

- Convey information and direction from the mission president promptly and clearly.
- Inspire others to have a spirit of love, unity, obedience, and hard work.
- Encourage missionaries to live a high standard of obedience, especially by living the first principles of the gospel.
- Help missionaries become powerful and fruitful in each phase of missionary work, including finding and teaching investigators and working with members.
- Teach other missionaries in companionship study, companion exchanges, district meetings, and other settings.
- Discuss the progress of the missionaries' contacts in companionship planning sessions, in district meetings, during weekly call-in reports, and in other interactions with missionaries.
- Share with the mission president and with other leaders (when appropriate) information on the progress and needs of the missionaries. Leaders are especially sensitive to needs and situations that could

present dangers to a missionary's spiritual or physical well-being and make sure the mission president knows about these matters.

- Correct missionaries' conduct when needed (see D&C 121:41–44).

Opportunities to lead other missionaries should never be treated lightly. A leader should never tolerate or participate in inappropriate activities. Opportunities to correct the attitudes or behavior of other missionaries are important teaching moments. When handled with love, these opportunities build faithfulness and effectiveness in those who may otherwise fall short of what the Lord expects of them. When problems are not resolved, leaders should seek help from other leaders or the mission president.

Missionary leaders should always remember that their loyalty is first to the Lord, then to their mission president, then to the missionaries.

MEETINGS

Among the most important training opportunities are companionship planning sessions, district meetings, and zone conferences. In these meetings, senior companions, district leaders, and zone leaders, under the direction of the mission president, train the missionaries and coordinate the work (see *Preach My Gospel*, p. ix).

COMPANION EXCHANGES

Normally at least once every transfer cycle, a district leader works with each elder in his district and zone leaders work with district leaders in their zone. The assistants to the president regularly conduct companion exchanges with zone leaders. Under the direction of the mission president, zone leaders and the assistants to the president may also work with other elders to assist in their training.

Companion exchanges are conducted by leaders to train missionaries. They should not be used just to change companions, to get together with a friend, or to get away from a companion. Other missionaries do

not conduct companion exchanges unless authorized by the mission president.

Companion exchanges should be planned in advance and should normally last 24 hours. The leader may bring the other missionary to his own area or work in the other missionary's area. Usually the leader's companion and the other missionary's companion work in the other proselyting area.

During the companion exchange, the leader should take part in as many phases of missionary work as possible, including finding, teaching, companionship study, language study (as appropriate), and daily planning. He should review and discuss the missionary's area book and daily planner.

The leader teaches by example. In a spirit of love, he gives the missionary specific, direct, constructive feedback on what he does well and how he can improve. He helps the missionary understand and apply principles from *Preach My Gospel*, and he gives leadership training.

At the end of the exchange he reviews with the missionary what has happened and what has been learned during the exchange. He helps the missionary set goals and make plans. The leader reports on the exchange in his weekly letter to the mission president.

Sisters do not take part in companion exchanges with elders. For training purposes, the mission president may assign experienced sisters to conduct companion exchanges with other sisters, applying the principles discussed in this section. Their companions also work together. The sister who conducted the companion exchange should report on the exchange to the mission president and to the other sister's district leader.

BAPTISMAL INTERVIEWS

District leaders interview baptismal candidates taught by other missionaries in their district (including those taught by zone leaders in the district). Candidates taught by district leaders are interviewed by zone leaders (see *Preach My Gospel*, chapter 12). If the district leader or zone leaders who would normally conduct an interview cannot do so, the mission president may

assign another leader to conduct the interview—normally another district or zone leader or one of the assistants to the president.

The bishop conducts baptismal interviews for eight-year-old children if at least one parent is a member and for excommunicated persons.

Appendix A: Guidelines for Couples and Senior Sisters

Couples and sisters age 40 and older are not expected to follow the same proselyting schedule of younger missionaries. Some mission rules established for younger missionaries may not apply to you. You should still set standards and goals and follow the same dress and grooming standards listed for younger elders and sisters. Living the missionary standards will help you feel the missionary spirit. Remember also that many missionaries will look to you as an example. Discuss with your mission president ways you may adapt the schedule and standards expected of younger missionaries.

To meet the needs in your area, your mission president may assign you responsibilities other than those you received with your call.

To the extent possible, all missionaries should share the gospel. You should find, friendship, and teach to the extent that your other assignments allow.

Missionary couples and sisters (age 40 and older) are not covered by the equalized Missionary Support Fund program. They are responsible for their own expenses, including housing, transportation, and medical needs.

If you have special financial needs, discuss them with your mission president.

Appendix B: Priesthood Ordinances

Elders may be asked to participate in priesthood ordinances and blessings. Melchizedek Priesthood holders should always be worthy and should strive to be guided by the Holy Spirit. They should perform each ordinance and blessing in a dignified manner, making sure it is performed:

1. In the name of Jesus Christ.
2. By the authority of the priesthood.
3. With any necessary procedures, such as using specified words or using consecrated oil.

As explained in this section, some ordinances must be authorized by the presiding authority who holds the proper keys.

When several brethren participate in an ordinance or blessing, each one places his right hand lightly on the person's head and his left hand on the shoulder of the brother to his left. It is discouraged for a large number of brethren to participate in a single ordinance or blessing.

BAPTISM

Under the direction of the presiding authority, a worthy priest or Melchizedek Priesthood holder may perform the ordinance of baptism. To do so, he:

1. Stands in the water with the person to be baptized.
2. Holds the person's right wrist with his left hand (for convenience and safety); the person being baptized holds the priesthood holder's left wrist with his or her left hand.
3. Raises his right arm to the square.
4. States the person's full name and says, "Having been commissioned of Jesus Christ, I baptize you in the name of the Father, and of the Son, and of the Holy Ghost. Amen" (D&C 20:73).
5. Has the person hold his or her nose with the right hand (for convenience). The priesthood holder places his right hand high on the person's back and immerses the person completely, including the person's clothing.
6. Helps the person come up out of the water.

Two priests or Melchizedek Priesthood holders witness each baptism to make sure it is performed properly. The baptism must be repeated if the words are not spoken exactly as given in Doctrine and Covenants 20:73 or if part of the person's body or clothing is not immersed completely.

CONFIRMATION

The ordinance of confirmation is performed under the direction of the bishop. He ensures that converts are confirmed in a sacrament meeting of the ward in which they reside, preferably the Sunday following their baptism. Converts are not confirmed at the baptismal service.

Under the direction of the bishop, one or more Melchizedek Priesthood holders may participate in this ordinance. They place their hands lightly on the person's head. Then the person who performs the ordinance:

1. States the person's full name.
2. States that the ordinance is performed by the authority of the Melchizedek Priesthood.

3. Confirms the person a member of The Church of Jesus Christ of Latter-day Saints.
4. Uses the wording "Receive the Holy Ghost."
5. Gives a priesthood blessing as the Spirit directs.
6. Closes in the name of Jesus Christ.

CONSECRATING OIL

One or more Melchizedek Priesthood holders must consecrate olive oil before it is used to anoint the sick or afflicted. No other oil may be used. To consecrate oil, a priesthood holder:

1. Holds an open container of olive oil.
2. Addresses Heavenly Father.
3. States that he is acting by the authority of the Melchizedek Priesthood.
4. Consecrates the oil (not the container) and sets it apart for anointing and blessing the sick and afflicted.
5. Closes in the name of Jesus Christ.

ADMINISTERING TO THE SICK

Only Melchizedek Priesthood holders may administer to the sick or afflicted. Two or more of them normally do it together, but one may do it himself if necessary. If consecrated oil is not available, a blessing may be given by the authority of the priesthood without the anointing.

A worthy father who holds the Melchizedek Priesthood normally should administer to sick members of his family.

Brethren should administer to the sick at the request of the sick person or of those who are vitally concerned so the blessing will be according to their faith (see D&C 24:13–14; 42:43–44, 48–52). Melchizedek Priesthood holders who visit hospitals should not solicit opportunities to administer to the sick.

Administering to the sick has two parts: (1) anointing with oil and (2) sealing the anointing.

ANOINTING WITH OIL

The anointing is done by one Melchizedek Priesthood holder. He:

1. Puts a drop of consecrated oil on the person's head.
2. Places his hands lightly on the person's head and calls the person by his or her full name.
3. States that he is acting by the authority of the Melchizedek Priesthood.
4. States that he is anointing with oil that has been consecrated for anointing and blessing the sick and afflicted.
5. Closes in the name of Jesus Christ.

SEALING THE ANOINTING

Normally, two or more Melchizedek Priesthood holders place their hands lightly on the head of the person. The one who seals the anointing:

1. Calls the person by his or her full name.
2. States that by the authority of the Melchizedek Priesthood he is sealing the anointing.
3. Gives a priesthood blessing as the Spirit directs.
4. Closes in the name of Jesus Christ.

If a person requests more than one blessing for the same illness, the priesthood holder need not anoint with oil after the first blessing. Instead, he gives a blessing by the laying on of hands and the authority of the priesthood.

BLESSINGS OF COMFORT AND COUNSEL

Worthy Melchizedek Priesthood holders may give blessings of comfort and counsel to persons who request them. One or more worthy Melchizedek Priesthood holders place their hands lightly on the person's head. The priesthood holder who gives the blessing:

1. Calls the person by his or her full name.
2. States that the blessing is performed by the authority of the Melchizedek Priesthood.
3. Blesses the person as the Spirit directs.
4. Closes in the name of Jesus Christ.

When a full-time missionary gives a blessing of comfort and counsel, he acts under the authority of the mission president (for other missionaries or non-members) or the local bishop (for members). When

missionaries give a blessing to a member, they should report that action to the bishop (perhaps through the ward mission leader).

SACRAMENT

Under the direction of the bishop, priesthood holders bless the sacrament and pass it to members of the congregation during each sacrament meeting. If members are unable to attend sacrament meeting because they are confined to a home, nursing home, or hospital, the bishop may assign priesthood holders to prepare, bless, and pass the sacrament to these members.

Worthy priests and Melchizedek Priesthood holders may bless the sacrament. Worthy Aaronic and Melchizedek Priesthood holders may pass the sacrament. The person who blesses the bread kneels and offers the sacrament prayer for the bread (see D&C 20:77); the bread is then passed to the congregation. The person who blesses the water kneels and offers the sacrament prayer for the water (see D&C 20:79, substituting the word *water* for *wine*); the water is then passed to the congregation.

CONFERRING THE PRIESTHOOD AND ORDAINING TO PRIESTHOOD OFFICES

The bishop oversees the conferral of the Aaronic Priesthood and ordinations to the offices of deacon, teacher, and priest. The stake president oversees the conferral of the Melchizedek Priesthood and ordination to the offices of elder and high priest. Under the direction of the bishop or stake president, the following priesthood holders may participate in priesthood ordinations:

<i>Ordination to Office of:</i>	<i>Participants</i>
Deacon, teacher, priest	Priests and Melchizedek Priesthood holders
Elder	Melchizedek Priesthood holders
High priest	High priests

To perform a priesthood ordination, one or more authorized priesthood holders place their hands lightly

on the person's head. Then the priesthood holder who performs the ordination:

1. Calls the person by his full name.
2. States the authority by which the ordination is performed (Aaronic or Melchizedek Priesthood).
3. Confers the Aaronic or Melchizedek Priesthood, unless it has already been conferred.
4. Ordains the person to an office in the Aaronic or Melchizedek Priesthood and bestows the rights, powers, and authority of that office. (Priesthood keys are not bestowed in conferring the priesthood or ordaining to one of these offices; see item 4 in the next section.)
5. Gives a priesthood blessing as the Spirit directs.
6. Closes in the name of Jesus Christ.

SETTING APART OFFICERS AND TEACHERS

Under the direction of the presiding authority, one or more Melchizedek Priesthood holders may participate in a setting apart. They place their hands lightly on the person's head. The priesthood holder who acts as voice:

1. Calls the person by his or her full name.
2. States that he is acting by the authority of the Melchizedek Priesthood.
3. Sets the person apart to the appropriate office in a stake, ward, quorum, high priests group, or class.
4. Confers keys on those who are entitled to receive them. (In stakes and wards, only stake presidents, bishops, and quorum presidents receive keys of presidency when they are set apart. The word *keys* should not be used when setting apart counselors, high councilors, high priests group leaders, presidents of auxiliary organizations, the bishop's priests quorum assistants, or teachers in an organization.)
5. Gives a priesthood blessing as the Spirit directs.
6. Closes in the name of Jesus Christ.

NAMING AND BLESSING CHILDREN

Only worthy Melchizedek Priesthood holders may participate in naming and blessing children (see D&C 20:70). When blessing a baby, Melchizedek Priesthood holders gather in a circle and place their hands under the baby. When blessing an older child, brethren place their hands lightly on the child's head.

The person who gives the blessing:

1. Addresses Heavenly Father.
2. States that the blessing is performed by the authority of the Melchizedek Priesthood.
3. Gives the child a name.
4. Gives a priesthood blessing as the Spirit directs.
5. Closes in the name of Jesus Christ.

DEDICATING HOMES

Church members may dedicate their homes as sacred edifices where the Holy Spirit can reside and where family members can worship, find safety from the world, grow spiritually, and prepare for eternal family

relationships. Homes need not be free of debt to be dedicated. Unlike Church buildings, homes are not consecrated to the Lord.

To dedicate a home, a family might gather and offer a prayer that includes the elements mentioned above and other words as the Spirit directs.

DEDICATING GRAVES

A person who dedicates a grave should hold the Melchizedek Priesthood and be authorized by the priesthood officer who conducts the service. To dedicate a grave, he:

1. Addresses Heavenly Father.
2. States that he is acting by the authority of the Melchizedek Priesthood.
3. Dedicates and consecrates the burial plot as the resting place for the body of the deceased.
4. (Where appropriate) prays that the place will be hallowed and protected until the Resurrection.

5. Asks the Lord to comfort the family and expresses thoughts as the Spirit directs.
6. Closes in the name of Jesus Christ.

If the family prefers, a graveside prayer rather than a dedicatory prayer may be offered, preferably by a Melchizedek Priesthood holder.

