

The "Actual," "Potential," and "Percent" information shown on the Ward and Branch Quarterly Report is based on information from the membership records assigned to your ward or branch at the end of the quarter. Prepopulated information cannot be changed. Please record missing "Actual" and "Percent" information in the appropriate field. To calculate missing "Percent" information, divide the "Actual" number by the "Potential" number, and multiply by 100. A description of some of the Quarterly Report questions and categories is provided as needed.

Indicators of Conversion and Church Growth

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| Line 1 | Members who have ever been sealed to a spouse compared to members currently married or, if single, those whose most recent marriage ended because the spouse died. This information is provided by Church headquarters. |
| Line 2 | Endowed members with a current temple recommend. This information is provided by Church headquarters. |
| Line 3 | Males ages 18-25 serving or who have served a full-time mission. This information is provided by Church headquarters. |
| Line 4 | Adult males holding the Melchizedek Priesthood. This information is provided by Church headquarters. |
| Line 5 | Prospective elders advanced to the Melchizedek Priesthood. Members advanced during the quarter. This information is provided by Church headquarters. |
| Line 6 | Young men with priesthood office appropriate for their age. This information is provided by Church headquarters. |
| Line 7 | Average sacrament meeting attendance. Record the average sacrament meeting attendance for the last month of the quarter. Include in your count all individuals, including nonmembers, who attended sacrament meeting. |
| Line 8 | Converts baptized and confirmed in the last 12 months. Converts whose membership records are assigned to your unit. This information is provided by Church headquarters. |
| Line 9 | Adults and youth who submitted ancestor names for temple ordinances. This information is provided by Church headquarters. |

Members/Families

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| Line 10 | Total members. A count of membership records assigned to your unit at the end of the quarter, including those: Baptized and confirmed. Not baptized and confirmed, but who are younger than age 9 and have a membership record. (Note: Individuals who are 9 years of age or older and not baptized and confirmed are not included in any Quarterly Report categories.) This information is provided by Church headquarters. |
| Line 11 | Total families. The number of households in your unit at the end of the quarter. This information is provided by Church headquarters. |
| Line 12 | Families visited by home teachers. Record the number of families who were visited by home teachers during the last month of the quarter. |
| Line 13 | Women contacted by visiting teachers. Record the number of women who were contacted by visiting teachers during the last month of the quarter. |

Adults

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| Line 14 | Melchizedek Priesthood holders attending priesthood or Primary meetings. Record the number of Melchizedek Priesthood holders who attended at least one priesthood meeting during the last month of the quarter or who attended at least one Sunday Young Men or Primary meeting during the last month of the quarter because of a Church calling involving them in one of those meetings. |
| Line 15 | Prospective elders attending priesthood meetings. Record the number of prospective elders who attended at least one priesthood meeting during the last month of the quarter or who attended at least one Sunday Young Men or Primary meeting during the last month of the quarter because of a Church calling involving them in one of those meetings. |
| Line 16 | Women attending Relief Society, Young Women, or Primary meetings. Record the number of women who attended at least one Sunday Relief Society meeting during the last month of the quarter or who attended at least one Sunday Young Women or Primary meeting during the last month of the quarter because of a Church calling involving them in one of those meetings. |
| Line 17 | Young single adults attending priesthood or Relief Society meetings. Record the number of young single adults who attended at least one priesthood or Sunday Relief Society meeting during the last month of the quarter or who attended at least one Sunday Young Men, Young Women, or Primary meeting during the last month of the quarter because of a Church calling involving them in one of those meetings. |

Youth

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| Line 18 | Young men attending priesthood meetings. Record the number of young men who attended at least one Sunday priesthood meeting during the last month of the quarter. |
| Line 19 | Young women attending Sunday Young Women meetings. Record the number of young women who attended at least one Sunday Young Women meeting during the last month of the quarter. |

Children

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| Line 20 | Children ages 0 through 2 years (as of 1 January). The number of children ages 0 through 2 years as of 1 January of the report year. This information is provided by Church headquarters. |
| Line 21 | Children ages 3 through 11 years (as of 1 January) attending Primary. Record the number of children who attended at least one Sunday Primary meeting during the last month of the quarter. |

Converts (past 12 months)

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| Line 22 | Converts attending at least one sacrament meeting last month. This information is calculated by the clerk who records the convert's sacrament meeting attendance in the convert detail section. |
| Line 23 | Converts age 12 and older assigned a Church responsibility or calling. This information is calculated by the clerk who records the |

convert's calling or responsibility information in the convert detail section.

Line 24 Convert males age 12 and older ordained to appropriate priesthood office. This information is provided by Church headquarters.

Line 25 Converts age 12 and older who have submitted ancestor names for temple ordinances. This information is provided by Church headquarters.