

SPOKANE WASHINGTON NORTH STAKE
2017 Ward Conferences

Instructions for Ward Clerk–Sustaining of Officers Form

- Please prepare this form and turn it in to the stake clerk no later than two Sundays prior to the conference, according to the following schedule:

Ward	Deadline for Sustainings of Officers Form
Brentwood	Sunday, January 29, 2017
Colbert	As soon as possible
Five Mile Prairie	Sunday, February 26, 2017
Nine Mile Falls	Sunday, February 12, 2017
Northpointe	As soon as possible
River Ridge	Sunday, January 15, 2017
Shadle Park	Sunday, February 26, 2017
Shawnee	Sunday, January 8, 2017

- The form is found in and printed from the MLS system. It will first be necessary for you to make sure your Organization information (the lists of callings) in MLS is completely up to date. These lists should be kept up-to-date throughout the year.
- To prepare the report (after the list of callings has been updated), follow these steps:
 1. Open MLS.
 2. From the menu bar at the top of the screen, click on Lists, then Reports/Forms, then Print Form. Select “Officers Sustained (Ward in Stake)” and click OK.
 3. Next to “Conference Date,” type the date of the conference (without abbreviations), using the format “month day, year” (example: January 10, 2017).
 4. Next to “Conference Location,” type Spokane, Washington.
 5. Next to “Ward,” type the name of your ward (example: Brentwood Ward).
 6. Next to “Stake,” type Spokane Washington North Stake).
 7. Type the names of the members of the stake presidency as follows:

Larry R. Larson
Peter A. Martin
Christopher M. Grimes

8. Scroll down through the remainder of the screen and check for any errors in the names shown for the various positions. Make any corrections needed.
 9. **Edit the names of all the individuals shown to use initials instead of middle names, as appropriate.** However, use formal names, not nicknames. As an example, you would change “Christopher Martin Grimes” to “Christopher M. Grimes” (not “Chris Grimes”).
 10. At the bottom of the screen, type the number of full-time missionaries serving from your ward. Also make note separately of: (a) the number of Church-service missionaries serving from your ward, and (b) the number of members serving in the military.
 11. To review what the form will look like, click on Preview at the bottom of the screen. Otherwise, click on Print to print the form.
- Please review the form in detail to make sure it is accurate. The form will be sent to Church headquarters as part of the historical summary, so it should be neat in appearance.
 - **IMPORTANT NOTE:** If any changes in ward organizations are contemplated for the day of conference that would affect the individuals to be sustained on the Sustaining of Officers form, please inform the stake clerk **well before** the start of sacrament meeting. If possible, make the changes in MLS prior to the meetings and prepare an updated form.