

Young Women : President

Administrative Responsibilities

- **As a Ward Council Member, you will**
 - Help individuals build testimonies, receive saving ordinances, keep covenants, and become consecrated followers of Jesus Christ
 - Stay informed about the needs, well-being, and spiritual progress of members in the young women program
 - Stay informed about members who face special challenges or changing circumstances
 - Respect individual and family privacy
 - Work with other members of the council to build spiritual strength and unity in the ward.
 - Oversee the planning of activities for the ward
 - Help develop a ward mission plan
 - **As Young Women President, you will**
 - Submit recommendations to the bishopric for sisters to be called to serve in the Young Women organization;
 - Oversee the records, reports, budget, and finances of the Young Women organization;
 - Lead regular presidency meetings;
 - Oversee all young women activities and meetings, including Sunday gospel instruction, mutual, New Beginnings, Young Women in Excellence, girls camp, and class presidency meetings;
 - Work with class presidencies to plan and carry out activities;
 - Encourage young women and leaders to work on Personal Progress;
 - Teach leadership skills and qualities to class presidencies and adult leaders in the Young Women organization;
 - Ensure the young women program is organized and functioning properly.
 - **As member of the Bishopric Youth Committee, you will**
 - Identify needs and interests of individual youth in the ward. Plan ways to help meet those needs.
 - Plan ways to help youth live and promote Church standards.
 - Plan ways to encourage individual youth to participate in Church meetings and activities, including seminary.
 - Plan and report on fellowshiping efforts for youth who are less active, youth who recently have been baptized, and youth who are investigating the Church.
 - Schedule and plan youth activities that are consistent with the needs that have been identified.
 - Evaluate past activities to see if the intended purposes were fulfilled.
 - Provide leadership opportunities for youth
-

Meetings to Attend

- **Young Women presidency meetings**, usually held monthly, time/location is planned by the young women president, counselors, and yourself.
- **Laurel class presidency meetings**, usually held monthly, time/location is planned by the adviser, class presidency, class secretary, and yourself.
- **Ward Council** - once per month, bishop's office
- **Bishopric Youth Committee Meetings** - once per month, bishop's office
- **6-month planning meeting** - held before the Sunday morning session of general conference in April and October in a member's home
- **Meet with the counselor of the bishopric over Young Women** - regularly
- **Stake Leadership meetings** - once per year, as announced
- **Girls Camp**
- **Youth Temple Trips**
- **Other activities as invited** - like bishop's youth discussions, standards night, stake dances, optional activities, or youth conference. You may also choose to attend Seminary graduation or other community events that young women participate in.
- **Sacrament, Sunday School, and Sunday Young Women meetings**

Other Notes

- **Ministering:** As young women president, you will be ministering daily to our young women. You will earnestly seek to get to know each young woman and become familiar with her talents, interests, and challenges. Look for ways to strengthen young women individually, help them grow in their testimonies, and encourage them to participate in the Young Women organization, while supporting each young woman in her family.
 - **Supporting Parents:** You can support parents in the following ways:
 - Counsel with parents as needed
 - Assist parents by helping their daughters prepare to receive the blessings of the temple
 - Encourage communication between young women and parents.
 - Ensure that Young Women activities and other youth events do not put undue burdens on families or compete with family activities.
 - Be especially sensitive to young women who come from homes that lack strong support for gospel living.
 - **Teaching:** You will teach lessons often in Sunday classes (you may share this responsibility with your adviser). Seek to improve gospel learning and teaching in the Young Women organization.
 - **Standards:** Young Women leaders should study the standards in *For the Strength of Youth* and exemplify them. They should find ways to teach and reinforce these standards often in lessons and at Mutual activities, camp, youth conference, and other activities.
 - **Calendar:** The young women program holds 1-4 activities every week. You will find it is essential to keep birthdays, activities, presidency meetings, and teaching schedules updated on the calendar at <http://calendar.lds.org/>. Your secretary will be very helpful to you in keeping the calendar up-to-date.
 - **Young Women Theme:** If you don't know it already, you may want to memorize the young women theme.
 - **Personal Progress Award for Leaders:** Leaders may earn the Personal Progress medallion, too! The program is modified slightly for leaders. To earn the award you should serve in young women for one year, complete the three required Personal Progress Experiences for each value, and complete just
-

three 10-hour projects (one must be Virtue - reading the Book of Mormon).

- **Door code:** 80176
 - **Key:** The previous young women president will have a key to the young women closet. We don't have a library key. Our closet is #1.
-

Training

To fully understand your new role as Young Women president, please study these sections of *Church Handbook of Instructions, Book 2*:

- Section 1 - Families and the Church in God's Plan
- Section 2 - Priesthood Principles
- Section 3 - Leadership in the Church of Jesus Christ
- Section 4 - The Ward Council
- Section 5.1.8 - Ward Mission Plan
- Section 10 - Young Women
- Section 13 - Activities

Please also read and familiarize yourself with standards in the booklet *For the Strength of Youth*.

Training for LDS.org calendar:

<https://www.lds.org/help/support/tools-on-lds/calendar?lang=eng>

Video Training for young women leaders:

<https://www.lds.org/service/leadership/young-women?lang=eng>

Young Women : Counselor

Administrative Responsibilities

- **Teaching:** Teach lessons often in Sunday classes (you may share this responsibility with an adviser). Seek to improve gospel learning and teaching in the Young Women organization.
 - **Planning:** Work with class presidencies to plan and carry out activities. Help class presidencies build unity among the young women.
 - **Personal Progress:** Encourage young women to work on Personal Progress. Update tracking information at <http://personalprogress.lds.org/> as needed. Consider working on Personal Progress yourself.
 - **Leadership:** Teach leadership skills and qualities to class presidencies and other leaders in the Young Women organization.
 - **Organization:** Ensure that the ward Young Women program is organized and functioning properly. You will oversee and instruct ward Young Women advisers and specialists.
 - **Standards:** Young Women leaders should study the standards in *For the Strength of Youth* and exemplify them. They should find ways to teach and reinforce these standards often in lessons and at Mutual activities, camp, youth conference, and other activities.
-

Meetings to Attend

- **Young Women presidency meetings**, usually held monthly, time/location is planned by the young women president, secretary, other counselor, and yourself.
 - **Class presidency meetings**, usually held monthly, time/location is planned by the adviser, class presidency, class secretary, and yourself.
 - **6-month planning meeting** - held before the Sunday morning session of general conference in April and October in a member's home
 - **Meet with the young women presidency and counselor of the bishopric over Young Women** - regularly
 - **Stake Leadership meetings** - once per year, as announced
 - **Girls Camp**
 - **Youth Temple Trips**
 - **Other activities as invited** - like bishop's youth discussions, standards night, stake dances, optional activities, or youth conference. You may also choose to attend Seminary graduation or other community events that young women participate in.
 - **Sacrament, Sunday School, and Sunday Young Women meetings**
-

Other Notes

- **Ministering:** As a counselor in the young women presidency, you will be ministering daily to our young women. You will earnestly seek to get to know each young woman and become familiar with her talents, interests, and challenges. Look for ways to strengthen young women individually, help them grow in their testimonies, and encourage them to participate in the Young Women organization, while supporting each young woman in her family.
 - **Supporting Parents:** You can support parents in the following ways:
 - Counsel with parents as needed
-

-
- Assist parents by helping their daughters prepare to receive the blessings of the temple
 - Encourage communication between young women and parents.
 - Ensure that Young Women activities and other youth events do not put undue burdens on families or compete with family activities.
 - Be especially sensitive to young women who come from homes that lack strong support for gospel living.
 - **Calendar:** The young women program holds 1-4 activities every week. You will find it is essential to keep birthdays, activities, presidency meetings, and teaching schedules updated on the calendar at <http://calendar.lds.org/>. The young women secretary will be very helpful to you in keeping the calendar up-to-date, but you should work to keep your class mutual activities updated.
 - **Young Women Theme:** If you don't know it already, you may want to memorize the young women theme.
 - **Personal Progress Award for Leaders:** Leaders may earn the Personal Progress medallion, too! The program is modified slightly for leaders. To earn the award you should serve in young women for one year, complete the three required Personal Progress Experiences for each value, and complete just three 10-hour projects (one must be Virtue - reading the Book of Mormon).
 - **Door code:** 80176
 - **Key:** The previous counselor will have a key to the young women closet. We don't have a library key. Our closet is #1.
-

Training

To fully understand your new role as Young Women counselor, please study these sections of *Church Handbook of Instructions, Book 2*:

- Section 1 - Families and the Church in God's Plan
- Section 2 - Priesthood Principles
- Section 3 - Leadership in the Church of Jesus Christ
- Section 10 - Young Women
- Section 13 - Activities

Please also read and familiarize yourself with standards in the booklet *For the Strength of Youth*.

Training for LDS.org calendar:

<https://www.lds.org/help/support/tools-on-lds/calendar?lang=eng>

Video Training for young women leaders:

<https://www.lds.org/service/leadership/young-women?lang=eng>

Young Women : Secretary

Administrative Responsibilities

- **Presidency Meetings:** Consult with the class president to prepare agendas for presidency meetings. Attend young women presidency meeting, take notes, and keep track of assignments. **Please keep careful notes of every presidency meeting, and bring them to the next meeting.**
- **Attendance:** Compile and review attendance information from class rolls and submit it to the young women president and ward clerk at the end of March, June, September, and December. **Please alert the young women president or counselor and class president when someone misses more than two classes or activities in a row.**
- **Personal Progress:** We use the online tracker at <http://personalprogress.lds.org/>. You may be asked to help the presidency with tracking sometimes.
- **Advancement:** Ensure that the young women presidency is aware of the date young women will advance between classes. **Give the bishopric the advancement certificates for presentation to young women.**
- **Interviews:** Collect the list of young women who have been interviewed by the bishopric from the ward executive secretary at the end of each month and pass it on to the young women presidency.
- **Records:** Help the president oversee the records, reports, budget, and finances of the ward Young Women organization. Help the young women presidency prepare an annual budget and track expenditures.
- **Training class secretaries:** The young women secretary trains and assists class secretaries in taking attendance for their respective classes

Meetings to Attend

- **Young Women presidency meetings**, usually held monthly, time/location is planned by the young women president, counselors, and yourself.
- **6-month planning meeting**, held before the Sunday morning session of general conference in April and October in a member's home
- **Stake Leadership meetings** - once per year, as announced
- **Other activities as invited** - like mutual, temple trips, girls camp, bishop's youth discussions, standards night, stake dances, optional activities, or youth conference. You may also choose to attend Seminary graduation or other community events that young women participate in.
- **Sacrament, Sunday School, and Sunday Young Women meetings**

Other Notes

- As a secretary, you are an assistant to the young women presidency, and your role is essential! As you track attendance, take notes, remember birthdays, keep an eye on the budget, and follow up on reminders and assignments, you make it possible for the young women program to run smoothly. You make it possible for well-organized meetings to be held in a way that allows the spirit to be present and ensures that no young woman is forgotten. Without you, ministering to our young women is impossible!
 - **Calendar:** Please help the presidency keep birthdays, activities, presidency meetings, and teaching schedules updated on the calendar at <http://calendar.lds.org/>.
 - **Weekly Bulletin:** Work with the ward communication specialist to ensure that
-

upcoming young women activities are noted in the weekly ward bulletin

- **Materials:** Keep a list of items in the young women closet and place orders for items with the ward clerk
- **Birthdays:** We all work together to keep track of young women birthdays -- we don't want to forget anyone!
- **YW Bulletin Board:** Please make sure that this month's YW calendar is printed from LDS.org and posted on the bulletin board along with any upcoming activity flyers from the ward or stake. The bulletin board can be as fancy or simple as you like.
- **New Leaders:** When a new class presidency or secretary is called, please give each a copy of the class responsibilities (form like this one for classes)
- **Young Women Theme:** If you don't know it already, you may want to memorize the young women theme.
- **Personal Progress Award for Leaders:** Leaders may earn the Personal Progress medallion, too! The program is modified slightly for leaders. To earn the award you should serve in young women for one year, complete the three required Personal Progress Experiences for each value, and complete just three 10-hour projects (one must be Virtue - reading the Book of Mormon).
- **Door code:** 80176
- **Key:** The previous secretary will have a key to the young women closet. We don't have a library key. Our closet is #1.
- Secretaries are busy with the administrative aspects of operating the young women program, but don't get overwhelmed -- we are all part of a team that will work together and support each other. You are going to love serving our young women! Our presidency can't wait to work with you!

Training

For more information on the Young Women program and your new role as secretary, please study *Church Handbook of Instructions, Book 2*, Section 10, with special emphasis on these sections:

- 10.2 - Roles of Parents and Church Leaders
- 10.3.3 - Young Women secretary
- 10.3.6 - Class secretary
- 10.4.3 - Young Women Presidency meeting
- See also *CHI 2*, 3.3.3 - Prepare Others to be Teachers or Leaders
- See also *CHI 2*, 3.3.3 - Delegate Responsibility and Ensure Accountability

Training for LDS.org calendar:

<https://www.lds.org/help/support/tools-on-lds/calendar?lang=eng>

Young Women : Adviser

Administrative Responsibilities

- Help the Young Women presidency and class presidencies plan and carry out activities, including Mutual.
 - **Teaching:** You may be invited to teach Sunday lessons! You could be teaching alone, with the other adult leaders, with a young woman, or may assist the teacher.
 - **Young Teacher Training:** If a young woman is invited to teach all or part of a lesson, you and/or the president/counselor get to work one-on-one with members of your class to help them prepare. This is one of our favorite responsibilities!
 - **Leadership:** Help teach leadership skills to class presidencies.
 - **Personal Progress:** Help record the progress of individual young women in the Personal Progress program at <http://personalprogress.lds.org/> and encourage young women to work on their personal progress.
-

Meetings to Attend

- **Mutual** - weekly
 - **Teacher Council meeting** - every fast Sunday in the gym
 - **Class presidency meetings**, usually held monthly, time/location is planned by the class president, the class counselor, and adviser
 - **6-month planning meeting**, held before the Sunday morning session of general conference in April and October in a member's home
 - **Stake Leadership meetings** - once per year, as announced
 - **Girls camp** - when possible
 - **Youth temple trips** - when possible
 - **Other activities as invited** - like bishop's youth discussions, standards night, stake dances, optional activities, or youth conference. You may also choose to attend Seminary graduation or other community events that young women participate in.
 - **Sacrament, Sunday School, and Young Women meetings**
-

Other

- **Ministering:** As young women advisor, you will be ministering to our young women. You will earnestly seek to get to know each young woman and become familiar with her talents, interests, and challenges. Look for ways to strengthen young women individually, help them grow in their testimonies, and encourage them to participate in the Young Women organization, while supporting each young woman in her family.
 - **Supporting Parents:** You can support parents in the following ways:
 - Counsel with parents as needed
 - Assist parents by helping their daughters prepare to receive the blessings of the temple
 - Encourage communication between young women and parents.
 - Ensure that Young Women activities and other youth events do not put undue burdens on families or compete with family activities.
 - Be especially sensitive to young women who come from homes that lack strong support for gospel living.
-

-
- **Standards:** Young Women leaders should study the standards in *For the Strength of Youth* and exemplify them. They should find ways to teach and reinforce these standards often in lessons and at Mutual activities, camp, youth conference, and other activities.
 - **Young Women Theme:** If you don't know it already, you may want to memorize the young women theme.
 - **Personal Progress Award for Leaders:** Leaders may earn the Personal Progress medallion, too! The program is modified slightly for leaders. To earn the award you should serve in young women for one year, complete the three required Personal Progress Experiences for each value, and complete just three 10-hour projects (one must be Virtue - reading the Book of Mormon).
 - **Door code:** 80176
 - **Key:** The previous adviser will have a key to the young women closet. We don't have a library key. Our closet is #1.
 - Advisers stay busy helping with activities, lessons, and training young women prepare to strengthen home and family, make and keep sacred covenants. The young women will look up to you as a leader and exemplar. We are sure you are going to love serving our young women!
-

Training

To fully understand your new role as advisor, please study *Church Handbook of Instructions, Book 2*, Section 10, with special emphasis on these sections:

- 10.1 - Overview of the Young Women Program
- 10.2 - Roles of Parents and Leaders
- 10.3.4 - Young Women Advisers
- 10.4.5 - Class presidency meeting
- 10.6 - Sunday Gospel Instruction
- 10.8.1 - Mutual
- See also *CHI 2*, Section 1 - Families and the Church in God's Plan
- See also *CHI 2*, Section 3 - Leadership in the Lord's Church

Please also read and familiarize yourself with standards in the booklet *For the Strength of Youth*.

The *Church Handbook of Instructions* and *FTSOY* are available for download in your Gospel Library App or at LDS.org.

Training for LDS.org calendar:

<https://www.lds.org/help/support/tools-on-lds/calendar?lang=eng>

Video Training for young women leaders:

<https://www.lds.org/service/leadership/young-women?lang=eng>
