Out-of-Unit Membership Records

Ward Records – Provo Utah YSA 9th Stake

This process should be completed for all out-of-unit members serving in a YSA ward. This includes the bishopric and could include clerks or Relief Society Advisers.

Ward: _____ Clerk: _____ Date: _____

	Name of person	Date sustained	1. IOS record received.	2. Out-of-unit record created in MLS.	3. Person assigned to calling in MLS.	4. User login account created in MLS.	5. Contact info correct on LDS.org.	6. Person can access LDS.org tools.
Bishop*								
1st Counselor								
2nd Counselor								

*Bishops must be entered first in the ward's MLS, then in the stake's MLS. The following information about the bishop is needed for the leader change request on the stake level:

Date set apart:

Set apart by:

First ordained bishop:

Ordained by:

Out-of-Unit Membership Records

Ward Records – Provo Utah YSA 9th Stake

Detailed instructions for ward clerks and assistant clerks

1. **IOS record received.** Obtaining the IOS record is not essential but is the easiest way to get the information you need. It can also be useful for reference in the future if kept in a safe place. The IOS record can be printed out by the member's home ward clerk or emailed from him in PDF format.

2. **Out-of-unit record created in MLS.** The following fields must be entered when creating an out-of-unit record: name, gender, membership record number, baptism and confirmation dates, and priesthood ordination dates (if applicable). Entering marriage information is optional; however, if a husband and wife are serving together in a ward, don't mark them as married until both records have been created. Otherwise, you won't be able to link their records together.

   For reports generated by MLS, it's a good idea to enter contact information as well, but note that information entered here won't show up on LDS.org (see step 5). Once the record is created, it will link to their "real" record in their home ward, allowing them to be in two wards at once.

3. **Person assigned to calling in MLS.** Make sure a calling is assigned in the proper organization. To be able to access online tools, an out-of-unit member must be assigned to a standard calling (custom callings won't work).

4. **User login account created in MLS.** Bishops and clerks need to be able to log in to MLS on the clerk computer. MLS user accounts are created in System Options. Select "Member of unit," enter their name, and give them the proper access rights.

5. **Contact info correct on LDS.org.** Contact information that shows up on the LDS.org directory for out-of-unit members is pulled from the "real" record and must be updated either by the member's home ward clerk or by the member himself. Clerks in other wards can be contacted using information from the Church Directory of Organizations and Leaders (cdol.lds.org).

6. **Person can access LDS.org tools.** Once an out-of-unit member has been assigned to a standard calling in MLS, they should receive access to the LDS.org tools within 24 hours. Bishops receive access within 2-3 days.

   When a person is released from their calling in the ward, be sure to remove their out-of-unit record and delete their MLS user account. Members who have worked with financial records cannot be deleted right away; their accounts will be deactivated instead of deleted.

Instructions for stake clerks and assistant clerks

- After the bishop has been sustained and an out-of-unit record is created for him on the ward level, you will need to submit a Ward Leader and Unit Change Request in MLS on the stake level.

- The "Active date" is usually the same as "Date set apart." The fields "Date ordained to the office of bishop" and "Person who performed the ordination" refer to the first time he was a bishop, which may have been in another ward. If you don't have this information, they may be able to fill it in at church headquarters.

- The request for a new bishop is reviewed manually at church headquarters. When it has been reviewed and verified, information about your ward will be updated on CDOL and on the LDS.org tools.

- All other ward callings can be entered on the ward level.