

Coordination Meetings

What's the purpose of Coordination Meetings?

- Weekly coordination meetings are intended to focus on the needs of individuals. During the meeting, offer how you can support ward members, including youth, in helping meet individuals' needs.

Who's supposed to attend?

- Assigned members of the **Relief Society** and **elders quorum** presidencies.
- **Ward missionaries.**
- An **assistant in the priests quorum** (or the teachers or deacons quorum president if there are no priests in the ward).
- A presidency member of the oldest **Young Women** class.
- **Full-time missionaries.**

How often should they be?

- Should be held **weekly**
- Coordination should also happen in other ways during the week, including phone calls, texts, and emails.

How long should they be?

- No exact time is given in the general handbook (23.5.7) or Chapter 13 of Preach My Gospel, but it describes these meetings as **brief and informal meetings.**
- With everyone in attendance (RS, EQ, Youth, Ward Mission Team, and FT Missionaries), these meetings should be **no more than 15 minutes.**
 - Other meetings with just FT missionaries and the Ward Mission Leader can be held for longer lengths of time.

How should they be held?

- Meetings may be held in person or remotely.

What to discuss in these coordination meetings?

- How can we help those being taught?
- How can we help those who were recently baptized?
- How can we help returning members?
- How can we find more people to teach?

Below are examples pulled straight from Preach My Gospel Chapter 13

How can we help those being taught? Possible discussion items:

- Which members could participate in the lessons this coming week? Who will invite them to participate?

- What are the challenges for those being taught? How can members help?
- What are the needs of those with a scheduled baptismal date? Has the baptism been planned? (See “The Baptismal Service” in chapter 12.)

How can we help those who were recently baptized? Possible discussion items:

- Which new members in their first year of membership are attending sacrament meetings? How can we help those who are not attending?
- Which new members have friends in the ward? How can ministering brothers and sisters help? How can youth quorums and classes help?
- Which new members have an assignment or calling?
- How can we help new members begin researching their deceased ancestors so temple ordinances can be performed for them? Do new members have a temple recommend? If a temple is nearby, how can we help them go to the temple to perform baptisms for these ancestors?
- Which lessons from chapter 3 still need to be taught again? How can members participate?
- Review My Covenant Path progress for each new member.

How can we help returning members? Possible discussion items:

- Which part-member families can the missionaries visit and teach?
- Which returning members can the missionaries visit and teach?
- Which returning members have friends in the ward and appropriate opportunities to serve?
- How can we help these members?

How can we find more people to teach? Possible discussion items:

- How can we help individuals, including youth, and families apply the principles of love, share, and invite?
- How can we help members, including Primary leaders, invite friends to ward activities?