

**THE CHURCH
OF JESUS CHRIST
OF LATTER-DAY SAINTS
GENERAL HANDBOOK
OF INSTRUCTIONS**

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The Church of Jesus Christ
of
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Those who pass the sacrament should act naturally and unobtrusively. They should not be required to assume any particular posture or action. They should not leave the meeting at the conclusion of this part of the service.

4. *No Music During Passing of Sacrament.* Quiet should prevail during the administration of the sacrament. There should be no music of any kind. It is appropriate to have a sacramental hymn during the preparation of the emblems, but during and after the prayer is offered, silence should prevail until the bread and water have been offered to the entire congregation.

5. *Sacrament for Home-bound Persons.* Permission is granted occasionally to prepare the sacrament for home-bound persons who cannot attend meetings. The bishop should assign two brethren (priests or members of the Melchizedek Priesthood) *to prepare and bless the sacrament in the home* so the home-bound person may participate in the spirit of the blessing.

6. *The Fast Meeting.* The first Sunday of each month is usually designated as a day of fasting and prayer on which a special testimony meeting is held. Adequate time should be allowed for testimony bearing. Preachments, travelogues, long drawn-out narrations of experiences and routine repetitious statements should be discouraged. Every encouragement should be given to the bearing of brief, heartfelt testimonies and the relating of faith-promoting experiences.

If the fast meeting is held immediately after Sunday School there should be a complete and formal closing of the Sunday School and a complete and formal opening of the fast meeting. The sacrament, under such an arrangement, should be administered only in a fast meeting.

7. *Fasting and Fast Offering.* A proper fast day observance consists of abstaining from food and drink for two consecutive meals, attending the fast and testimony meeting, and making a generous offering to the bishop for the care of those in need. A *minimum* fast offering is defined as the equivalent of the value of two meals.

8. *No Auxiliary Programs in Sacrament Meetings.* Sacrament meetings are not to be turned over to any auxili-

ary organization, nor are they to be used for the presentation of the programs of such organizations. The Primary Association may hold meetings on the Fast Day evening in May to demonstrate to ward members what the Primary is doing and to encourage parents and others to support this organization. Also the bishops may hold an annual Boy Scout meeting on the Fast Day evening of February. These programs emphasizing auxiliary work are not to be held in connection with sacrament meeting. When more than one ward meets in a building, it may be necessary to schedule such programs on an evening during the week.

Priesthood certificates of achievement may be presented in sacrament meetings. Also, the bishop may hand to the boy his Primary graduation certificate at the time in sacrament meeting when he presents the young man's name to the congregation for ordination to the Aaronic Priesthood.

K. Other Ward Meetings

1. *Ward Priesthood Meetings.* This meeting should be held weekly in all wards and branches, for all priesthood holders, and is presided over by the bishop or branch president. High council and other leadership meetings should not conflict with priesthood meetings.

All should meet in general assembly for opening exercises, after which the members should usually adjourn to their quorum or group meetings and proceed with the priesthood program. Care must be exercised to avoid permitting the opening exercises to encroach upon the time of the quorum or group meeting. If so directed by the General Authorities, however, the bishop may use the entire priesthood meeting for the discussion of a special topic (for example, home teaching).

Brethren serving as advisers to Aaronic Priesthood quorums are expected to carry on their work with the Aaronic Priesthood during the priesthood class period but should keep in touch with their Melchizedek Priesthood quorums in their monthly quorum business meeting and in all other possible ways.

2. *Quorum and Group Meetings.*

a. *Melchizedek Priesthood.* Melchizedek Priesthood

consent of the natural father, and only the natural mother's consent is necessary for illegitimate children to be sealed to foster parents.

No other sealing of children to persons other than natural parents will be permitted except upon written authorization of the First Presidency.

EE. Sealing of Children Born Between Excommunication of Parents and Restoration of Blessings

If parents have been sealed in the temple, and one or both of them have been excommunicated, any children born to them during the period of time between the excommunication and before their blessings are restored, may be sealed to their parents after their blessings are restored, providing the parents are living together and are not divorced.

FF. Temple Ordinances for Deceased Persons

At least one year must expire after death before temple ordinances may be performed by proxy.

IV TITHES AND FAST OFFERINGS

A. Who Should Pay Tithing

Church members should pay one-tenth of their interest (income) annually into the tithing funds of the Church.

Those without income (including wives who have no separate income from their husbands), and those entirely dependent on relief, are exempt from the payment of tithing.

Missionaries on full-time missions are not required to pay tithing on money received from their families or others for their support. Additional personal income should be tithed.

B. What Tithing Is

See Doctrine and Covenants 119.

C. When Tithing Should Be Paid

Persons wishing to pay their tithing annually may

do so, but members are encouraged to pay as the income is received.

D. Who Should Receive Tithes

The bishop is personally responsible for receiving all tithes, receipting therefor, and for reporting and remitting such funds to the office of the Presiding Bishop.

However, the ward clerk or assistant ward clerk may be assigned to serve at the meetinghouse to receive the tithing and deliver to the tithepayer the official numbered receipt bearing the bishop's signature and initialed by such delegated person. Receipts should be made and delivered promptly to persons making any Church donations, and should be dated the day payment is received. All funds collected by clerks will be turned over to the bishop immediately. Under no circumstances shall the bishop's wife, or clerk's wife, or other members of their families, be given any responsibility in connection with the tithes or have access to the tithing records.

Names of tithepayers used on the tithing receipts should be the same as entered on the ward record of members. If members of the same family have identical names, the person making the receipt should be sure to indicate "Jr." or "Sr."

Managers of bishops storehouses are not authorized to receive tithing in kind or to issue receipts for such unless so authorized by the office of the Presiding Bishop. Aaronic Priesthood bearers are not authorized to receive tithes when sent out to collect fast offerings.

E. Amount of Tithing Paid Is Confidential

The amount of tithing paid by an individual is confidential and should not be disclosed to anyone beyond the bishop and other persons authorized to receive tithes on behalf of the bishop. However, the bishop is authorized to inform the presidencies of priesthood quorums or auxiliary leaders, upon their request, as to whether members of their respective groups are full tithepayers, contributors to the tithing funds, non-tithepayers, or exempt. The amount of tithing paid should not be revealed to them.

Regardless of whether or not the payments of tithing are posted, all other donations received must be posted so that the individuals may know the total amount of contributions made during the year.

M. Annual Tithing Settlement

The annual tithing settlement should be held in December or prior to the January fast day. Announcement of the dates should be made in ward meetings well in advance of the settlement and should be carried to all ward members by the home teachers. Any payment to be counted as an income tax deduction should be made before December 31.

Church members are expected to attend the annual tithing settlement. At this time, bishops should interview members individually, receiving their statements as to whether they are full tithepayers or not. Clerks should be available but not present at these interviews.

N. Fast Offering

Normally fast offerings are to be used only for food, shelter, clothing, and medical need in the care of those in need. Generally, they are not to be used in acquiring bishops storehouses, to finance production assigned on the annual welfare production budget, paying off delinquent debts of members, education fees, fines, bails, and the like, or for the purchase of land or the erection of buildings used in producing the budget, and they are not to be loaned.

Fast offerings are used: 1. To finance the maintenance and operation of bishops storehouses; 2. To pay the cash cost of assisting ward members with necessities not obtainable through bishops storehouses, such as rent, medicine, hospitalization, and cash allowances. However, in areas serviced by Church-owned hospitals, bishops are not authorized to use fast offering funds for medical purposes, but are to meet such needs through the issuing of hospital recommends.

O. Surplus Fast Offerings

Balance on hand at the end of the month in the ward fast offering account should be sent to the stake president.

To meet the needs of bishops who are unable to pay their expenses from fast offerings gathered in their respective wards, stake presidents may hold the surplus fast offerings until the end of the quarter. All of the unexpended portion of these funds is to be sent to the office of the Presiding Bishop with the regular stake fast offering report on January 1, April 1, July 1, and October 1. Funds should not be held back for future needs.

If the need arises in one of the wards which neither the ward nor the stake can meet, then surplus fast offerings will be sent to that ward upon receipt of the ward monthly fast offering and welfare report.

T. Transgressions of Missionaries

A missionary guilty of immoral conduct while in the mission field is to be dealt with as directed by the First Presidency. If the offense does not become known or he does not confess until his return home, he should be dealt with as directed by the First Presidency. A missionary excommunicated for an offense committed while in the mission field cannot be readmitted into the Church by baptism and confirmation without the approval of the First Presidency. A returned missionary who is disfellowshipped or excommunicated for offenses committed after returning home may be reinstated or baptized on the same basis as applies in other cases. His case need not be referred to the General Authorities for disposition.

U. Baptism of Excommunicated Persons

- ① An excommunicated person should apply to the bishop of the ward in which he resides for readmission into the Church. An unauthorized baptism by missionaries or others is invalid.
- ② The bishop should interview the applicant, and if he is found sufficiently repentant and worthy, recommend approval to the stake president.
- ③ The stake president should interview the applicant, and if he is found worthy arrangements should be made to gain approval for being baptized again from the court which imposed the penalty of excommunication. If this court is outside the area of the stake, the present stake president should request the former stake president to review the case for his recommendation.
- ④ The excommunicating court should convene and reconsider the case. Where desirable and feasible the applicant may be asked to appear before the original court.
- ⑤ After all of the foregoing approvals the applicant may be baptized again, unless he was excommunicated for (a) advocating the teaching of or the affiliation with apostate cults which practice so-

H. Recreational Properties

Applications to acquire or dispose of outdoor recreational properties (such as summer camps) shall be submitted through the Church Real Estate Department. The Church will share in the cost of stake facilities, only. The ratio of participation will be as approved by the Committee on Expenditures. Ward or branch outdoor recreational or summer camp projects are not authorized, except when the ward or branch is isolated from stake or community facilities. No Church participation is granted for such ward or branch projects.

All proposals for purchase or development of outdoor recreational facilities must receive the approval of the Committee on Expenditures, even though the expenditures are to be made one hundred percent from local funds. Proposals for improving or developing facilities shall be submitted through the Church Building Department.

I. Donated or Tithing-in-Kind Property

Real property may be contributed as tithing in kind or donated as a gift or bequest provided it is free and clear of any mortgage or other obligation. The property also must be free of any other encumbrance or condition that would make a sale difficult or which would adversely affect marketability of the property. A complete description of the property together with a full explanation of the terms and conditions of the donation should be forwarded to the office of the Presiding Bishop for approval. If the property is contributed as tithing in kind, any costs necessary to perfect title should be paid by the donor. Therefore, bishops should advise donors that before any conveyance of real property or interest therein can be accepted as a gift, bequest or tithing in kind, title must be approved and all of the above conditions satisfied. Only then can the conveyance be accepted, an official receipt be issued and forwarded to the donor by the office of the Presiding Bishop. Prior thereto, it would be inappropriate for the bishop to acknowledge the donor's tender of the gift or tithing.