

BRANCH CONFERENCE GUIDELINES

Responsibilities Before Branch Conference

The *branch council* and *high councilor* assigned to the branch will meet 5-6 weeks prior to branch conference. The high councilor will lead a 20-minute discussion to review these guidelines and help identify families that would benefit from a ministering visit (online if required or preferred). The branch leaders will arrange times for 1 or 2 visits per companionship immediately following the branch conference. At least one week prior to the branch conference the high councilor will make necessary arrangements with the stake leaders who will participate. Every attempt should be made to book appointments in advance with those to be visited. If appointments fall through, stake and branch leaders will prayerfully seek inspiration and make visits accordingly. The purpose of each visit should be discussed in advance (by those making the visit) and include an inspired invitation(s) to come unto Christ. Visits scheduled for the stake presidency councilors need to conclude before stake temple recommend interviews begin.

The *stake young men presidency*, *young women presidency*, *relief society presidency* and *primary presidency* could, at the branch presidency's option, visit any families or individuals in the branch who would benefit from their visit (online if required or preferred).

The *stake organization leaders* will work with the stake presidency to coordinate the 2nd hour of the branch conference. The *branch primary presidency* will organize singing time and classes as normal.

Leadership Report

Matters of greatest spiritual importance are difficult to measure. Love, prayer, repentance, forgiveness – these are only a few of the many principles of the gospel that cannot adequately be reflected in a statistical report.

Keeping in mind what the Lord has said in the revelations, prayerfully ponder the following questions as you prepare for branch conference:

- How does your leadership help members of the branch increase their faith in the Lord Jesus Christ?
- How does your leadership help strengthen parents and their families?
- What are the most significant spiritual and temporal challenges facing the various members of your branch?
- How are you addressing these challenges and how do you know if you are succeeding?
- How can this conference help increase the faith and devotion of the Saints in your branch?

Each member of the branch council, including each member of the branch presidency and branch clerks & executive secretary, should answer these questions individually. Answers should be brief, and each set of answers should fit easily onto one page. The branch clerk compiles these answers together and sends them to Monty Grusendorf StakeExecSec@outlook.com at the latest two weeks prior to the branch conference. The branch organizations should also send their report to their corresponding stake organization. The stake presidency would like to have some time to review these reports before the branch conference.

Branch Officers Sustaining Form

Please review and prepare your Branch Officers Sustaining Form (available on LCR) in advance of the branch conference to make sure it is accurate and up to date. The stake clerk is available to assist where needed. The branch president or branch clerk will meet with the high councilor assigned to the branch about one week prior to the branch conference to review the pronunciation of names on the form. In addition to the form, add a page with a list of full time and service missionaries currently serving and missionaries who have been called to serve.

Branch Presidency Meeting

The Branch Conference - Branch Presidency Meeting starts 2 hours before the general branch conference session. This meeting will take about 30 minutes and should be attended by: The stake presidency, stake executive secretaries, stake clerk, the high councilor assigned to the branch, and the branch presidency, including branch executive secretaries and the branch clerk.

- Agenda**
- Ministering visits
 - Order of service
 - Branch Officers Sustaining Form

Branch Council Meeting

The Branch Conference - Branch Council Meeting starts 1.5 hours before the general branch conference session. This meeting will take about 60 minutes and should be attended by those attending the Branch Conference Branch Presidency Meeting as well as all other branch council members. This meeting gives opportunities for leaders to review the progress of individuals and organizations in the branch. The high councilor will take notes of any action items from the meeting and will follow-up accordingly.

- Agenda**
- Second Hour - Sunday School, Primary, Relief Society, Young Women, and Priesthood
 - Leadership report

Branch Conference

Branch Conference will be held in the normal sacrament meeting and will be presided over by President Lee. This meeting will be in-person at the chapel and may be streamed online for members to view from their homes.

Order of Service

	Minutes	Running Total
• Prelude Music		
• Welcome and announcements by the member of the Branch Presidency conducting	2	2
• Opening Hymn	3	5
• Invocation (pre-assigned)	2	7
• Branch Business (This should be brief and include business which must be done on that day)	2	9
• Sustaining of Officers by the assigned High Councilor	6	15
• Sacrament Hymn	4	19
• Administration of the Sacrament	14	33
• Testimony by the Relief Society President	5	38
• Testimony by the Branch President	5	43
• Talk by President Lee	12	55
• Closing Hymn	3	58
• Benediction (pre-assigned)	2	60

Attendance

Branch conference is a special opportunity for the branch to meet and hear from stake leaders. All branch members should be invited and encouraged to attend either in-person or online. Ministering brothers and sisters should be invited to extend invitations to those to whom they minister. Stake high councilors, stake organization leaders, stake executive secretaries, stake clerks, and the stake history specialist may also attend the conference.

Sunday School, Primary, Relief Society, Young Women, and Priesthood

Sunday school classes will not be held. The stake primary presidency would like to provide a spiritual message during singing time. Singing time and classes will follow the regular branch schedule. Adults will meet in a combined meeting which President Kyle and President Lee will instruct. The high councilor assigned to the branch will attend the adult meeting. President Moore, with the stake young men and stake young women presidencies, will instruct a combined young men and young women meeting.