

## **Organization Introduction**

The material presented here is for the use of stake and unit leadership. It is available via the internet website for online review, for download from the website in PDF format, and as one or more printed pages obtained from the stake Employment Specialist.

The format is a series of one page references or handouts that can be selected by stake leadership or by the stake Employment Specialist. An attempt has been made to arrange the material in a logical sequence from introductory material to more specific calling descriptions.

The links that follow constitute an introduction to the various aspects of the Employment portion of the Church's Welfare Program. The full body of information is available in the specifically published handbooks. Any discrepancies found in the following narratives or descriptions yield to the handbook as final authority.

# Church Welfare Resources

## *PROVIDING IN THE LORD'S WAY*

*Excerpts from [http://](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)*

[www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686\\_ProvidingLordsWay\\_lo\\_pdf.pdf](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)

LDS Employment Resource Services offers help for individuals and for Church leaders and employment specialists. The organization has established employment resource centers worldwide to help individuals in the following areas:

- **Employment.** Staff members at employment resource centers direct individuals to information about job opportunities. Individuals who are unemployed or seeking better employment can learn job-search skills and receive ongoing support as they attend the Career Workshop or participate in the Professional Placement Program.
- **Education.** Staff members inform individuals about education and training opportunities that will help them develop marketable skills. They also help individuals find information about scholarships and loans.
- **Self-employment.** Individuals who want to start or strengthen a small business can attend the Self-Employment Workshop. Guided by staff members, they can learn of local resources that can help them reach their self-employment goals. Staff members in LDS Employment Resource Services partner with ward and stake employment specialists, helping them fulfill their responsibilities. They teach specialists how to guide and encourage people who are seeking employment. They also share information about job opportunities, employment trends, employers, schools, skill training, financial aid, and small-business training and loans.

Ward and stake employment specialists may teach the Career Workshop (35163). They may also help individuals assess their employment, education, and self-employment needs by completing the Career Assessment and Plan form (31485). For additional help, contact a local employment resource center or review the employment information on [www.providentliving.org](http://www.providentliving.org).

Statement by M. Russell Ballard:

“The ward welfare committee includes all of the members of the priesthood executive committee plus the Relief Society presidency. . . . While the bishop alone is responsible for the allocation of welfare funds, the committee plays a significant role in caring for the poor and needy by planning and coordinating the use of other ward resources, including the time, talents, skills, materials, and compassionate service of ward members. . . . Committee members should assist the bishop in administering welfare assistance, ensuring that families understand and are able to apply welfare principles, and helping to find solutions to long-term welfare needs” (Counseling with Our Councils: Learning to Minister Together in the Church and in the Family [1997], 101).

A welfare committee is functioning properly if:

- It is fully organized.
- Its members understand welfare principles.
- It meets regularly.
- It addresses real needs.
- It makes and follows up on assignments.
- It involves priesthood and Relief Society leaders.

# Regional Employment Center

The Church of Jesus Christ of Latter-day Saints

Denver Regional Employment Center Workshops

All workshops held at the Denver Employment Center: 3233 Fraser St., Aurora, CO

Phone: 303-371-9180

## **Career Workshop**

Every other Tuesday 9:00 am - 3:30 pm

Location -Denver Employment Center

This workshop is designed to help job seekers develop the skills needed to achieve their career objectives. Job Seekers will evaluate their talents, interests, and values; set goals; and develop a plan to achieve their goals. The job seekers will learn how to identify and develop resources and employment leads needed to reach their goals. The job seekers will learn how to effectively communicate with resources. Finally, the job seekers will learn how to negotiate, grow in their new position, and advance in their career. Pre-registration is required for this workshop, please call.

## **Resume Writing and Interviewing Workshop**

Wednesdays 12:00 noon – 4 pm

This workshop is for individuals who are not getting a good response or interviews from their resumes, and need to change the resume to better attract the attention of potential employers. The workshop also is for individuals who may be getting interviews, but never seem to land the job, or the individual who is worried about presenting him/herself in a professional manner.

This workshop is held every week with few exceptions. Advance registration with the Employment Center is recommended but not required.

## **Career Workshop for Professionals**

Once a month Thursday & Friday 8:30 am - 4:30 pm

This workshop is for professionals with skills education and training who are focused on their careers, but are having a difficult time finding and securing a job in their desired field. It is in-depth, extremely interactive and is the ultimate workshop for the true professional. Pre-registration is required for this workshop, please call.

An online networking group has been formed as a continuation of the Workshop for Professionals [Contact the Employment Center 303-371-9180 for additional details.](#)

## **Stake Specialist and High Council Training**

Third Wednesday of every month. 7PM.

## **Center Hours of Operation**

Mon-Friday 8:00 – 4:00 pm

Fridays reserved for appointments only.

# Stake Organization

## PROVIDING IN THE LORD'S WAY

Excerpts from [http://](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)

[www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686\\_ProvidingLordsWay\\_lo\\_pdf.pdf](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)

*We need to care for one another more diligently. We need to make a little more effort to assist those who are down at the bottom of the ladder. We need to give encouragement and a lifting hand to men and women of faith and integrity and ability, who can climb that ladder with a little help.* Gordon B. Hinckley, Ensign, Nov. 2001, page 54

### Stake Welfare Committee

The stake president is chairman of the stake welfare committee. This committee is composed of the stake presidency, high council, stake Relief Society presidency, and chairman of the stake bishops' welfare council. ... The agenda may include the following items:

- Receive instruction from the stake presidency on welfare principles and responsibilities.
- Plan welfare instruction for stake and ward leaders.
- Identify and seek solutions to welfare needs within the stake.
- Ensure that welfare resources within the stake are made available to the wards as needed.
- Determine how to encourage members to be self-reliant.
- Receive reports on welfare matters from the chairman of the stake bishops' welfare council...

### Stake Bishops' Welfare Council

The stake bishops' welfare council is composed of all bishops in the stake. The stake president appoints one bishop to be chairman of the council. In consultation with the stake president, the chairman arranges meetings, prepares agendas, leads discussions, and arranges for instruction. The stake president attends council meetings occasionally to give instruction. ...

The council meets at least quarterly. During these meetings, council members receive instruction in welfare matters. They also exchange ideas and experiences relating to their welfare responsibilities. Other agenda items could include the following:

- Review trends in fast-offering contributions, welfare needs and resources, and welfare assistance.
- Identify work opportunities for members who receive welfare assistance.
- Identify ways for priesthood quorums and the Relief Society to help meet welfare needs in the stake.
- Identify agencies and services in the community that could be used to assist members.
- Review instructions received at regional welfare committee meetings.

...  
The stake bishops' welfare council does not make policy. Rather, it refers policy matters to the stake president.

### Stake Employment Specialist

The stake presidency calls a stake employment specialist or assigns a high councilor to be the employment specialist. This person should have or be able to acquire the knowledge and skills needed to find job openings and help members find suitable employment. He or she serves under the direction of the stake presidency and has the following responsibilities:

- Be a resource to the stake welfare committee.
- Instruct ward employment specialists, priesthood leaders, and Relief Society leaders.
- Help members prepare for and find suitable employment.
- Coordinate information about job needs and openings with ward employment specialists.

# Stake Employment Specialist

## Duties and requirements

1. Complete Employment Specialist Training Program. This program consists of 7 basic modules with 4 additional modules for advanced training. These modules are self paced and each incorporates written requirements and testing. Completion will require good computer skills and e-mail capability. Basic and advanced modules are available on CD's for computer based training.
2. Attend the Stake Welfare Committee meeting
3. Work with Stake Presidency to establish a stake employment program and plan with measurable objectives
4. Prepare a written monthly report for the Stake President, the High Councilor over Welfare and the Church Regional Employment Center. This report incorporates all of the ward monthly employment reports.
5. Assist wards in establishing a ward employment program and provide employment training to all priesthood and Relief Society leaders in every ward throughout the stake.
6. Oversee resource and needs surveys conducted at the ward level
7. Coordinate all stake employment resources
8. Conduct regular Stake Employment Nights where job seekers can receive assistance.
9. Work with individual job seekers as needed.
10. Read the daily and Sunday business sections of the newspaper to become familiar with community employment opportunities and issues.
11. Seek inspiration

# Church Employment Program

The Church Priesthood manual and Welfare manual contain the general guidelines for implementing an effective Unit Employment Program. After reading the pertinent sections of these documents, please consider the following orientation topics as they may apply to your individual unit and to its members.

Your Unit Leadership has confidential information regarding members of your unit that may...

- Work multiple jobs and can not accept a calling
- Be families where the husband and wife both must work full time
- Are unable to enjoy the blessings of tithing
- Request assistance from fast offering funds
- Be unemployed or under employed

To the extent that any of this information is shared with you on the Welfare Committee, you must absolutely maintain that in confidence. The Church Welfare System and the Unit Welfare Committee are tools available to assist these members in becoming self reliant through employment, the principal objective of the Specialist. The Employment program is NOT an 'employment agency', it is skills training to obtain employment.

The prime responsibilities of the Bishop/President are for the youth, for the sacred funds of the Church and as a common judge in Israel for moral issues. The welfare of the unit members is of sufficient extent and significance to be formally addressed by the Priesthood Quorums and the Relief Society in their combined capacity as the Unit Welfare Committee under the unit leader's direction.

The Ward/Branch family forms a community of support and a reservoir of talent. All members are in need of one another; all have skills to share and some have needs to be met. If the needs of the individual or family unit are known, they can be met. Faithful members are encouraged to give a generous fast offering and to share their compassion, talents and experience to support those struggling with the temporal and spiritual challenges of life.

Struggling members are encouraged first to pray for guidance; then seek assistance and counsel from their extended family; make their situation known to their Home and Visiting Teachers; and then, in humility, accept service from Unit members having the compassion, knowledge and skills to assist.

Your Unit's greatest gift to these members is not financial assistance, but effective direction of the Welfare Committee which can provide a breadth of support and practical skills to obtain suitable training, employment and management of personal resources. The thoughtful delegation of responsibilities will provide an in-depth organization, including Stake and Regional Employment resources, to support struggling members in becoming self reliant.

The loss of employment is one of the most disheartening events of life, it challenges the member's self esteem and level of spirituality. Members working multiple jobs to recover from debt or to support a lifestyle are physically and emotionally drained. The employment specialist must exhibit compassion and sensitivity in providing employment assistance and job search skills.

Employment Specialists are provided training by the Stake and orientation by the Regional Employment Center. A comprehensive syllabus of support material and candidate handouts is available to the Unit Specialist at the Stake training session. Copies of job leads to support candidates are e-mailed to the Specialist several times a week. The Stake Specialist can provide access to a LDS member database containing industries, companies and positions to enhance member to member networking.

# Unit Leadership

## *PROVIDING IN THE LORD'S WAY*

*Excerpts from [http://](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)*

[www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686\\_ProvidingLordsWay\\_lo\\_pdf.pdf](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)

The Bishop/Branch President, assisted by his counselors, oversees the spiritual and temporal welfare of Unit members.

The calling to Unit leadership carries with it a special mandate to care for the poor and needy ...

The Unit leader also administers the Church's welfare program in the Unit. He is assisted by his counselors; Melchizedek Priesthood, Aaronic Priesthood, and Relief Society leaders; and home teachers and visiting teachers.

This includes the following responsibilities.

### **Seek Out the Needy**

The Unit leader should know the temporal circumstances of Unit members and ensure that needy members receive proper care. It is not enough to respond only when asked for help. ...

The Unit leader may also identify welfare needs during meetings of the Unit priesthood executive committee, Unit council, and Unit welfare committee. Interviews with the Elders quorum president, high priests group leader, and Relief Society president also help him identify welfare needs. ...

### **Determine What Assistance to Render**

Through the Church, the Lord has established a way to care for the poor and needy and help them regain their self-reliance. When Church members are doing all they can to provide for themselves but still cannot meet their basic needs, they should first turn to their families for help. When this is not sufficient, the Church stands ready to help. ...

### **Render Assistance**

The Unit leader is entrusted with the sacred responsibility of using Church funds and commodities to care for the poor and needy members of the Unit. He provides welfare assistance to accomplish the following objectives:

Help members become self-reliant and stand independent of all welfare assistance, regardless of its source.

Help members become stronger spiritually and learn to provide for others.

Build integrity, self-respect, dignity, and soundness of character in each person who receives help.

The following guidelines will help the Unit leader provide appropriate welfare assistance.

*Draw upon the Lord's Storehouse.* The Lord's storehouse includes the time, talents, skills, compassion, consecrated materials, and financial resources of faithful Church members .... The Unit leader is the Lord's agent in using these resources to assist the poor and needy .... As he uses these resources to care for the needy in the Lord's way, both givers and receivers are blessed (see D&C 104:16; Acts 20:35). ...

*Other Unit resources.* In caring for the needy, the Unit leader also directs the use of Unit resources other than fast offerings, including the time, talents, skills, compassion, and consecrated materials of Unit members. He does this by directing the efforts of the Unit welfare committee; by counseling, as appropriate, with quorum and Relief Society leaders; by asking families, home teachers, and visiting teachers to serve the needy in specific ways; and by using resources made available by the stake welfare committee.

## Unit Resources

Bishop or Branch President, consider the following relative to the members of your unit that may...

- Be unable to pay their tithing
- Work multiple jobs and can not accept a calling
- Be families where the husband and wife both work full time
- Request assistance from fast offering funds
- Be unemployed or under employed

The Church Welfare System and your Unit Welfare Committee are tools available to you to assist these members in becoming self reliant.

The prime responsibilities as Bishop/President are for the youth, for the sacred funds of the Church and as a common judge in Israel for moral issues. The welfare of the unit members is of sufficient extent and significance to be formally addressed by the Priesthood Quorums and the Relief Society in their combined capacity as the Unit Welfare committee under your direction.

The root causes of the above situations can be reduced to having limited funds owing to:

- Insufficient education or job skills
- Health conditions and/or expenses
- Family stress, separation or divorce
- Unsuitable employment position or under utilized talents
- Layoff or impending unemployment
- Over extension on credit cards
- Overspending to support a lifestyle or material possessions

Components of a solution to the above situations may include a combination of the following:

- Career counseling and educational direction for youth and for adults
- Financial skills, awareness and a personal responsibility for provident living
- Assistance with employment upgrading, resume preparation and interviewing skills
- Quorum Home Teaching and Visiting Teaching service to members in need
- Monthly Welfare sessions of the Priesthood Executive Council focused on individuals
- A trained Bishopric Counselor over employment and a trained Unit Employment Specialist
- Counselor or Specialist participation in the Stake Employment Night

Needy members are encouraged first to pray for guidance; then seek assistance and counsel from their extended family; make their situation known to their Home and Visiting Teachers; and then in humility accept service from others having the compassion, knowledge and skills to assist.

The Ward/Branch family forms a community of support and a reservoir of talent. All are in need of one another; all have skills to share and some have needs to be met. If the needs of the individual or family unit are known, they can be met. Faithful members are encouraged to give a generous fast offering and to share their compassion, their talents and their experience with those struggling with the temporal and spiritual challenges of life.

Bishop/President, please consider that your greatest gift to these members is not your financial assistance, but your direction of the Welfare committee which can provide a breadth of support and practical skills to obtain suitable training, employment and management of personal resources. Your thoughtful delegation of responsibilities will provide an in-depth organization including Stake and Regional Employment resources to support your members in becoming self reliant.



## Unit Assessment

Bishop or Branch President, review the following to get a sense of your unit's 'Welfare' functionality

1. What is the name of each member who is presently unemployed?
2. Which of your members are presently underemployed; who can't cover a month of obligations with a month of income?
3. Names of members who need help networking for future employment or upgrading?
4. Names of members who are considering a change in employment? or a completely different career?
5. Where do you advise members to seek employment opportunities?
6. Have you or a Presidency reviewed a member's resume to see if it is current and perhaps dynamic?
7. Where does one compare ones job perspectives with salaries in that profession here in the local area?
8. How does one enroll in Church sponsored employment training at the Regional Employment Center?
9. Are the monthly Regional Training calendars being published in the sacrament meeting bulletins at least once each month; are they posted on the bulleting board ?
10. Do you know about the 'thirty-second summary'; can your unemployed fast offering recipients present theirs?
11. Has your employment specialist been invited to regularly attend all Welfare meetings?
12. Is your employment specialist listed in the Sunday program unit leader and phone contact list?
13. Does your employment specialist review with you each month the underemployed and unemployed members and investigators in your ward?
14. Who is responsible for completing the Unit's monthly employment report for the LDS Regional Employment Center? Employment specialist, unit leadership or a combination of more than one person? This report is summarized by Area for the First Presidency.
15. Are there youth in your ward that need assistance finding part-time employment?
16. When is the last time the Relief Society offered training for the sisters pertaining to employment opportunities?
17. When is the last time your unit had a 5th Sunday joint meeting pertaining to employment, self reliance or financial management?
18. When is the last time your unit had a Sacrament theme of employment?
19. Would your Church unit benefit from job coaches?

# **Unit Welfare Committee**

## *PROVIDING IN THE LORD'S WAY*

*Excerpts from [http://](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)*

[www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686\\_ProvidingLordsWay\\_lo\\_pdf.pdf](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)

### **Unit Welfare Committee**

The Bishop/Branch President is chairman of the Unit welfare committee. This committee consists of the bishopric, high priests group leader, elders quorum president, Unit mission leader, Unit Young Men president, and Unit Relief Society presidency. The Unit executive secretary and Unit clerk attend the committee's meetings. The bishopric may invite others, such as Unit welfare specialists, to attend as needed.

This committee usually meets at least monthly. The agenda may include the following items:

- Receive instruction from the bishopric on welfare principles and responsibilities.
- Plan how to help prevent welfare needs by teaching members the principles relating to self-reliance (see pages 3–5; see also the Basic Self-Reliance manual [32293]).
- Report on spiritual and temporal welfare needs in the Unit. Draw information from personal visits and from home teaching and visiting teaching reports.
- Coordinate efforts to help specific Unit members meet their spiritual and temporal needs, including long term needs. Determine how to help members who have disabilities or other special needs. Ensure that members who receive Church assistance are given work or service opportunities.
- Compile a current list of people in the Unit whose skills might be useful in responding to immediate, long-term, or disaster-caused needs.
- Develop and maintain a simple written plan for the Unit to respond to emergencies. This plan should be coordinated with similar plans in the stake and community.

### **Unit Employment Specialist**

A member of the bishopric calls a Unit employment specialist, or the bishop may assign one of his counselors or a member of the high priests group leadership, Elders quorum presidency, or Relief Society presidency to be the employment specialist. This person should have or be able to acquire the knowledge and skills needed to find job openings and help members find suitable employment. He or she serves under the direction of the bishopric and has the following responsibilities:

- Be a resource to the Unit welfare committee.
- Help members prepare for and find suitable employment.
- Coordinate information about job needs and openings with the stake employment specialist.

Unit employment specialists should use the Employment Needs and Resources Analysis form (31485) to help members analyze their employment needs.

### **Elders Quorum and High Priests Group leaders**

The Elders quorum presidency and high priests group leadership help the bishop oversee members' spiritual and temporal welfare. ...

Quorum and group leaders also set an example in temporal welfare by striving to become self-reliant and by caring for the poor and needy. They encourage members in these efforts. ...

Under the direction of the bishop, quorum and group leaders help resolve temporary and long-term welfare needs, including those related to education and literacy, health, employment, home storage, resource management, and spiritual, emotional, and social strength. ...

### **Relief Society Presidency**

Under the direction of the bishop, Relief Society sisters help resolve temporary and long-term welfare needs, including those related to education and literacy, health, employment, home storage, resource management, and social, emotional, and spiritual strength. ...

# Organize Employment Efforts

Information from <http://providentliving.org/content/display/0,11666,2467-1-1026-1,00.html>

At the local level, Church leaders help people find work.

President Gordon B. Hinckley said:

"I am satisfied, my brethren, that there is enough of expertise, of knowledge, of strength, of concern in every priesthood quorum to assist the troubled members of that quorum if these resources are properly administered" (*Ensign*, Nov. 1977, 85-86).

To better organize employment efforts, Church leaders:

## **Determine the Needs of Members**

Bishops seek out those with immediate employment needs and provide assistance. They may request assistance from priesthood quorum or Relief Society leaders, home or visiting teachers, or employment specialists.

Priesthood quorum leaders seek out members with long-term employment needs who may be underemployed, unhappily employed, struggling with self-employment, or needing skills training.

## **Involve Others in Helping People Find Work**

- Bishops and stake presidents may call employment specialists.
- Consistent with confidentiality standards, Church leaders involve stake and ward councils in solving employment needs. Priesthood quorum and group leaders may also organize committees to assist.
- Church leaders may ask the Relief Society, home teachers, and visiting teachers to help.
- Church leaders may ask others to serve as coaches to help individuals find or improve their jobs.

## **Provide Assistance**

- Coach, encourage, and support people as they look for work.
- Help people plan their careers.
- Organize classes and workshops on career planning, job search, vocational training, education, or self-employment.
- Support and advertise career fairs, education open houses, and self-employment expos.
- Survey members to learn where they work and what job openings they are aware of. Share this and information from other sources with those in need.
- Help people prepare resumes, applications, and cover letters.
- Organize support group meetings for those seeking employment.

## **Priesthood and Relief Society Responsibilities**

In accordance with “Providing in the Lord’s Way”, priesthood quorums and Relief Society leaders are responsible for providing assistance for the temporal needs of their respective members.

In October 1976 General Conference, Elder Vaughn J. Featherstone said this:

“Every ward should have a functioning employment system. It includes the individual, the quorum, the ward, the stake, the region, and community resources available. Some areas have Church employment centers, but these are organized to compensate for lack of total quorum and ward commitment. This because the priesthood has not accepted and are not living or functioning the way the Lord would have us do. Not because the principle is wrong, but because priesthood leaders are not functioning properly in this area of their stewardship.”

President Spencer W. Kimball, speaking in the September 1978 Regional Representative Seminar, said this about caring for the poor and needy:

“Please, priesthood leaders, do not get so busy trying to manage Church programs that you forget about basic duties in what the Apostle James described as ‘pure religion and undefiled’ (James 1:27).

President Ezra Taft Benson, in October 1980 General Conference, pointed out:

“More than ever before, we need to learn and apply the principles of economic self reliance. We do not know when the crisis involving sickness or unemployment may affect our own circumstances. We do know that the Lord has decreed global calamities for the future and has warned and forewarned us to be prepared. For this reason the Brethren have repeatedly stressed a program for temporal and spiritual welfare.”

During the great depression, President Gordon B. Hinckley had this to say:

“A man out of work is a special moment to the Church because, deprived of his inheritance, he is on trial as Job was on trial...for his integrity. As days lengthen into weeks and months and even years of adversity, the hurt grows deeper; and he is sorely tempted to “curse God and die.” Continued economic dependence breaks him. It humiliates him if he is strong, spoils him if he is weak.

“Sensitive or callused, despondent or indifferent, rebellious or resigned, either way he is threatened with spiritual ruin; for the dole is an evil and idleness a curse. He soon becomes the seedbed of discontent, wrong thinking and alien beliefs. The Church cannot hope to save a man on Sunday if during the week it is complacent witness to the crucifixion of his soul.”

And, In the October 1937 Improvement Era, President Harold B. Lee added:

“All priesthood quorums are ‘commanded’ [by the Lord] to marshal their forces and, under the spirit and power of the Priesthood, to see to it that every person who is in distress is assisted by his quorum to become self-sustaining.”

To all of this President Gordon B. Hinckley, while prophet of the Church emphasized:

“There is enough of expertise, of knowledge, of strength, of concern in every priesthood quorum to assist the troubled members of that quorum if these resources are properly administered. . . It is the obligation of the priesthood quorums to set in motion those forces that will equip the needy members to provide on a continuing basis for himself and his family.”

## Unit Leadership Action List

The following checklist is intended to assist Relief Society and priesthood quorum leaders in fulfilling their stewardship as expressed doctrinally by Church leaders. It is not intended to be all inclusive and was developed because of requests by priesthood leaders, to include Stake Presidents, for such a list.

### **Steps to take when you become aware of a member of your Relief Society or priesthood quorum who is unemployed or underemployed.**

- Take time to meet with the individual as soon as possible, in private, to determine what specific help they need and what their current career goals are.
- Utilize the Career Assessment and Plan form, which is provided by the Church, to assist you in understanding the needs of the job seeker and what specific things you can do to be of assistance. (form number 31485 can be ordered by the ward clerk at no cost)
- Notify the Bishop and the Ward Employment Specialist of the situation as soon as possible after your meeting with the affected individual. Do not wait for the next Ward Welfare Committee Meeting or PEC to bring this matter up. In employment, time is of the essence.
- As soon as possible, probably the very next Sunday, meet with the members of your quorum or Relief Society committee that deals with the temporal welfare of the saints. Committee members should have been carefully selected for their ability to assist others in difficult moments of unemployment or underemployment, or their influence and position in the community. Seek their recommendation on a course of action and on who should be assigned as a “Job Coach” to the job seeker.
- Ask the committee to become fully involved in helping the job seeker search for job openings. This should be done with the head of the committee making specific assignments to the other members of the committee.
- Call by assignment a “Job Coach” who will work hard to help the job seeker.
- Ask the Ward Employment Specialist to provide training for the Job Coach.
- Ask the Ward Employment Specialist to train the job seeker on job search skills.
- After receiving permission in advance from the job seeker, take time in Relief Society and priesthood meeting to review the specific needs of the job seeker and receive suggestions for help from the general membership. You should meet with the job seeker in advance to prepare a specific list of needs that the membership can help with.
- Be prepared to report in depth at ward welfare committee and PEC meetings on the progress and status of the job seeker and to receive ideas and suggestions from the entire committee on how to proceed effectively.
- If needed, the Bishop can provide the job seeker with a written referral to the regional employment center. A list of classes is included and should be in your stake calendar. Once approved by the Bishop the job seeker can call the center for an appointment time.

# Unit Welfare Committee Agenda

Information from [http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686\\_ProvidingLordsWay\\_lo\\_pdf.pdf](http://www.providentliving.org/pfw/multimedia/files/pfw/pdf/57686_ProvidingLordsWay_lo_pdf.pdf)

Suggested agenda drawn from 'Providing in the Lords Way' open to the Bishop's direction.

Topics and individuals are treated as strictly confidential.  
Focus is on the needs of specific individuals and families.

Attending:

- Bishopric
- High Priest Group Leadership
- Elders Quorum President
- Relief Society President
- Mission Leadership
- Young Mens President

Others at Bishops request such as Employment or Provident Living Specialists

Opening Hymn

Opening Prayer

Bishop review: list of prior concerns, by name, of individuals/families needing assistance

Committee input: any additional new individuals/families to be added to the list

Mission Leader: report of new welfare issues identified by the ward and/or full time missionaries

Discussion & assignments:

- Reverse review (newest first) from combined list of individuals needing assistance:
  - Home teacher/Visiting teacher report via Group, Quorum and Relief Society
  - Assessment of need to see Bishop, make appointment
  - Assessment of food order support
  - Assessment of employment enhancement progress
  - Special needs for assistance, child sitting, training, counseling

Calendar: report of the coming week activities as previously scheduled

- Review of specific assignments made for the coming week
- no active calendaring not related to welfare needs of specific individuals

Around the room: comments, concerns and observations by each of the attendees

Closing Prayer

# Employment Specialist Training

The Region's Employment Specialist Training program consists of several basic modules with additional modules for advanced training. These modules are self paced CD based computer instruction and each incorporates written requirements and testing. Completion will require access to a computer with e-mail capability. The Basic and advanced modules are as follows:

## **Basic Training**

- Getting Started
- Working with clients
- Resume Writing
- Cover letters
- Interviewing
- Networking
- Job search

## **Advanced Training**

- Education and careers for Women
- Education and careers for Youth
- Helping the older worker
- Helping the underemployed

# Unit Employment Specialist

## Initial Involvement

- Have your name and contact information placed on the unit's Sunday Bulletin Phone page.
- Complete the Unit Employment Specialist training program available from the Stake. This program consists of several CD modules for computer based training. These modules are self paced and each incorporates written exercises and progressive quizzes.
- Conduct a Unit Resources Survey to identify members' industry, workplace, their position and willingness to assist with networking. This data goes into a Regional networking database.
- Conduct Unit Survey to determine Unit employment, education, resources and training needs.

## Weekly Involvement

- Attend all Sunday meetings.
- Provide candidate job search skill training requested by the Unit Welfare Committee or unit leader.
- Make private personal contact with each candidate known to have employment needs.
- Help candidates select (or Priesthood/Relief Society leaders assign) a suitable job coach.
- Network with employers and members in the Unit to identify potential job opportunities.
- Place appropriate announcements and encouragement in the Sunday Bulletin or on the bulletin board.
- Seek inspiration from the Spirit and assistance from Stake and Regional Employment Specialists.

## Monthly Involvement

- Encourage organizations take the lead in supporting employment efforts for their respective members.
- In Priesthood and Relief Society meetings request home and visiting teachers to be aware of and report potential issues of under employment or unemployment.
- Prepare the standard format monthly report for the Bishop, Unit Welfare Committee and Stake Employment Specialist. This will entail contacting priesthood quorum leaders and Relief Society leaders on a monthly basis. The report goes to the Stake President and Regional Employment Center.
- Participate in the monthly Welfare Committee PEC meeting and present the previous months report.
- Participate in scheduled Stake Employment Night for additional training. Candidates may accompany you for additional assistance and training.
- Attend quarterly PPI with stake employment leaders for updates and ongoing training.

## Extra Mile Opportunities

- Devote time each week to professional reading on job search skills such as interviewing, networking, resume writing, cold calling, Internet job search skills, and web page job resources.
- Read the daily and Sunday business sections of the newspaper to become familiar with community employment opportunities and issues.
- Review monthly state/local government websites that detail latest economic conditions and trends.
- Participate in 5th Sunday presentations, Quorum or Unit activities as opportunities arise.



# Job Coach

The Church's provident living web-site provides excellent information on job coaches and what they can do to help the job seeker. Go to [www.providentliving.org](http://www.providentliving.org) to learn more.

Which brings up the question is, who can be a job coach? And, what do they do?

Job coaches are usually assigned by the quorum or Relief Society leader. They could be the job seeker's visiting teachers or home teachers, quorum or relief society leaders, or, they could just be any other member of the ward.

On the other hand, the job seeker may wish to select a job coach from among his or her friends or relatives. It should be noted however, that relatives who are immediate family members can make poor job coaches because they are too close to the situation.

- Job coaches should be employed and self-reliant. They should be people who understand what it takes to be successful.
- Job coaches should preferably be the same gender as the job seeker. This is especially true if the job seeker is married.
- A job coach should be someone that the job seeker can have confidence, respect and trust in.
- A job coach should be someone who is willing to meet with the job seeker on a regular basis, preferably once a week (perhaps on Sunday) or more often as necessary.
- A job coach should be someone who is willing to listen to the job seekers weekly plan and objectives and provide sound feedback and encouragement.
- A job coach should be willing to review weekly accomplishments against previously set goals and objectives.
- Job coaches who are immediate family members are usually too close to the situation and too emotionally involved to be effective.

# Job Coach Work Sheet

The following questions are intended to serve as a general guide for job coaches as they work with the individual to whom they have been assigned. Each question may lead to a series of follow on questions depending upon the answer given. These questions are designed to help the job seeker to self-evaluate his or her actions and to modify behavior as needed to achieve success.

Meet with the job seeker weekly and call as often as daily to provide support and follow-up.

## Job Search

1. What are your goals for this week?
  - Networking contacts
  - Re-contacts
  - New Contacts
  - Cold Calls
  - Approaching companies directly
  - Work schedule for job searching (should be 40hrs with no more than 15 on the internet).
2. How many resumes do you plan on sending out?
3. Are you getting responses to your resumes?
4. Are you maintaining a contact log?
5. Who do you need to follow up with this week?
  - Companies
  - Individuals
  - Employment Center
  - Staffing Agencies

## Interviews

1. How do you think you did?
2. Did you research the company before the interview?
3. How did you dress for the interview?
4. Did you feel well prepared?
5. Were you asked any hard questions?
6. Did you say anything that you wish you had not?
7. If so do we need to address it in the follow-up phone call or e-mail?
8. What do you think the company is looking for in the perfect candidate?
9. Did you fill out a post interview form, listing what went well and what did not?
10. Did you send a "thank you" note the same day as the interview?
11. Did you send a follow-up letter?
12. Would you like to practice interviewing?

## Well Being

1. What are you doing to relieve stress?
2. Are there any temporal concerns that you would like me to share with priesthood leaders?
3. What can I do to help you this week?

## Encouragement

1. Reinforce and praise individual efforts and good strategies
2. Congratulate on achieving goals
3. Share a spiritual thought or scripture

## Unit Monthly Employment Review

\_\_\_\_\_, 20\_\_\_\_

Report due by 5<sup>th</sup> day of the month.

FOR ASSISTANCE: *Contact your Stake Employment Specialist or the High Councilman over Employment.*

Ward / Branch

Stake

Individual Names		SITUATION				ON-GOING ACTIONS								RESULTS			Comments			
		Unemployed	Underemployed	Education (starting or changing)	Self-employment (starting or changing)	Has Career Self-reliance Plan	Has a Job Coach	Has a Resume	Networking with Relatives, Friends, etc.	Networking with Quorum/RS Members	Working with Ward Welfare Committee	Working with Stake Employ. Team/Night	Has attended Career Workshop	Work with Regional Employment Center	Stabilizing (from unemployment to employment)	Strengthening (from employment to better employment)		Education (started or change of major)	Self-employment (new or improved)	
01																				
02																				
03																				
04																				
05																				
06																				
07																				
08																				
09																				
10																				
11																				
12																				
13																				
14																				
15																				
TOTALS:																				

*If additional comment area is needed, put the number of the individual on the back and continue comments there. Please ensure you copy the back of the form when distributing.*