

CHURCH WELFARE RESOURCES

FOR USE IN THE UNITED STATES
AND CANADA

Supplement to
*Providing in the Lord's Way:
A Leader's Guide to Welfare*

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INTRODUCTION

This is a supplement to *Providing in the Lord's Way: A Leader's Guide to Welfare* (32296). It explains the use of Church resources in providing for the poor and needy, outlines the responsibilities of agent stakes assigned to welfare operations, and presents guidelines used in preparing for and responding to emergencies. The resources explained in this supplement are part of the Lord's storehouse.

Church leaders should refer to *Providing in the Lord's Way* for instructions on the use of the full resources of the Lord's storehouse. *Providing in the Lord's Way* also contains a more complete discussion of welfare principles and the duties of Church officers at the ward, stake, regional, and area levels.

This supplement is to be used by priesthood leaders and Relief Society leaders in the United States and Canada who serve on ward, stake, and regional welfare committees. It is also for the use of those who work in Church welfare operations.

Further guidance on the principles and practices explained in this supplement can be found in official publications listed under "Welfare Services" in the current *Salt Lake Distribution Center Catalog*. Church leaders may also wish to review related materials found in general conference addresses, authorized curriculum materials, and Church magazines.

References in this supplement to wards and stakes also apply to branches and districts.

USING THE SERVICES OF CHURCH WELFARE OPERATIONS

The resources explained in this supplement include employment services, bishops' storehouses, canneries and other processing facilities, production projects, and Deseret Industries. These are referred to as Church welfare operations. This supplement also describes the services provided by LDS Social Services. Other resources, including fast offerings and compassionate service provided by individual members, priesthood quorums, and the Relief Society, are discussed in *Providing in the Lord's Way*.

Church welfare operations may serve several stakes or regions. If Church leaders have questions that are not answered in this supplement, they may contact their regional welfare agent.

HOW TO USE THE SERVICES

Those who use Church resources to assist the poor and needy should be familiar with the instructions for administering welfare assistance presented in *Providing in the Lord's Way*, pages 11–21. Bishops should use the Needs and Resources Analysis form (32290) to determine the types and amounts of help available from the family, quorum, and ward. Bishops also use the form to determine what commodities or services should be ordered from Church welfare operations.

ORDERING COMMODITIES AND SERVICES

A bishop orders commodities and services for the needy by completing the appropriate form. Instructions are printed on each form.

Bishop's Order for Commodities—Food and Supplies (33585). Use this form to order food and supplies from a bishops' storehouse or to authorize the purchase of the items from local merchants if the items are not available from a storehouse. Use the form to assign work to those receiving assistance. Also use

it to order temple garments for needy members from Beehive Clothing distribution centers. (See "Bishops' Storehouses," page 5.)

Bishop's Order for Commodities—Clothing and Household Goods (31422). Use this form to order clothing (except temple garments), furniture, household appliances, utensils, and other goods from Deseret Industries or to authorize the purchase of these items from local merchants. (See "Deseret Industries," pages 6–7.)

Bishop's Authorization for Services (31480). Use this form to authorize services from—

- Church employment centers. (See "Employment Services," pages 3–5.)
- Deseret Industries. (See "Deseret Industries," pages 6–7.)
- LDS Social Services. (See "LDS Social Services," pages 7–9.)

The recommended procedure for completing these forms is as follows:

1. Consult with the person or family to determine specific needs. The bishop may ask the ward Relief Society president to assist by making a family needs visit (see the *Relief Society Handbook* [31462], pages 36–37).
2. Complete the appropriate order form, providing information about the recipients and specifying the commodities or services being ordered. The Relief Society president may prepare a commodity order for the bishop's review and signature.
3. Obtain the bishop's signature on the order form. If the bishop is absent, he may authorize one of his counselors to sign the form. Bishops should not sign blank forms to be filled in later.
4. Keep a copy of the form to verify that the commodities or services ordered were provided.
5. Instruct the recipient to present the order form at the appropriate welfare operation and receive the commodities or services.

PROVIDING WORK OPPORTUNITIES FOR WELFARE RECIPIENTS

The principle of work is fundamental to Church welfare. Those who receive welfare assistance should be given opportunities to work for what they receive. (See *Providing in the Lord’s Way*, pages 5–6.) Church welfare operations provide work opportunities for welfare recipients.

Work contributed by recipients is essential to the proper functioning of welfare operations and to the well-being of the recipients. They can do clerical work, help to maintain facilities, serve other recipients, and in other ways help to run the operations. Recipients may work temporarily in assignments that help them acquire skills needed to get permanent jobs in such fields as food processing, quality assurance, warehousing, maintenance, merchandising, appliance repair, and secretarial work.

Bishops may obtain additional information about work opportunities by contacting a regional welfare agent or the nearest welfare operation. Regional agents and managers of welfare operations should contact stake bishops’ welfare councils to keep bishops informed about the kinds of work opportunities available. Managers should report to bishops when work assignments made by the bishops have been fulfilled.

USING THE SERVICES OF REGIONAL WELFARE AGENTS

The regional welfare agent serves as a resource in welfare matters to ward and stake leaders (see *Providing in the Lord’s Way*, page 21). He serves as the executive secretary to the regional welfare committee. Acting under the direction of the committee chairman, the regional agent may be called upon to—

- Provide training to ward and stake priesthood leaders and Relief Society leaders in their welfare duties.
- Provide information about locations of local Church welfare operations, the criteria for establishing operations, and

the commodities, services, and work opportunities available through them.

- Assist in providing training to agent stake operating committees.
- Assist in proposing solutions to local welfare needs.
- Assist stake bishops’ welfare councils in evaluating the services of welfare operations and identifying resources in the community to which bishops could refer needy members.
- Assist in coordinating emergency response plans with community agencies.
- Assist in strengthening ward and stake employment programs.

TYPES OF WELFARE OPERATIONS

Each of the following sections describes a welfare operation, provides instructions for using its services, and explains the criteria for establishing the operation. Requests to establish welfare operations are forwarded through Area Presidencies to Church headquarters for approval.

EMPLOYMENT SERVICES

Church members may receive employment assistance from priesthood quorums and the Relief Society, ward and stake employment specialists, and Church employment centers.

Priesthood and Relief Society Employment Efforts

Priesthood quorum leaders and Relief Society leaders should—

- Teach their members the principles of work and self-reliance.
- Help members to overcome problems that hinder them from getting or keeping jobs, including personal habits and lack of work training or preparation.
- Use *Job Search: The Inside Track* (videocassettes [53362] and workbooks [31484]) to help members prepare for and find suitable employment.

- Use the Employment Needs and Resources Analysis form (31485) to help members analyze their employment needs.
- Identify job openings.
- Refer members needing employment to potential employers, to an employment specialist, or to a Church employment center.

Home teachers, visiting teachers, and other members should also assist those needing employment.

Employment Specialists

The bishop should appoint a ward employment specialist who has or can acquire the knowledge and skills needed to find job openings and place members in suitable employment. The specialist may be a counselor in the bishopric, a member of a priesthood quorum presidency or Relief Society presidency, or another ward member. He or she serves under the direction of the bishopric. The ward employment specialist—

- Serves as a resource to the ward welfare committee.
- Helps members to prepare for and find jobs.
- Places members in suitable employment.
- Coordinates information about job needs and openings with the stake employment specialist.

Ward employment specialists should use the Employment Needs and Resources Analysis form to help members analyze their employment needs. In addition, they should use *Job Search: The Inside Track* (videocassettes and workbooks) to teach members how to look for jobs.

The stake president should appoint a stake employment specialist. This specialist may be a high councilor or another member of the stake. He or she serves under the direction of the stake presidency. The stake employment specialist—

- Serves as a resource to the stake welfare committee.

- Trains ward employment specialists, priesthood leaders, and Relief Society leaders.
- Assists in placing individual members in suitable employment.
- Coordinates information about job needs and openings.

Employment Centers

Employment centers help members to find jobs and overcome problems that hinder them from keeping jobs. They assist Church leaders with local employment programs. They also provide work opportunities for those receiving welfare assistance, training for those needing improved work skills, and opportunities for Church members to donate their time to help others.

The Church establishes employment centers when—

- Employment needs exceed local ward and stake resources.
- Stakes can provide enough volunteers to staff the center.
- Wards and stakes to be served by the center have functioning employment programs.

Information about establishing Church employment centers can be obtained from a regional welfare agent.

The Bishop's Authorization for Services form is used to refer members to Church employment centers (see instructions for using the form on page 2). Members referred to a center should bring a copy of the completed Employment Needs and Resources Analysis form.

Employment center personnel assist in the following ways:

Job Placement

- Interview job seekers to determine their employment needs and qualifications.
- Work with potential employers, identify job openings, and refer members needing employment.
- Help job seekers learn the skills needed to search for jobs.

- Provide facilities and materials to assist in the job search.
- Assist members in overcoming problems that hinder them from getting or keeping a job.
- Identify educational, training, and rehabilitation opportunities at Church welfare operations and in the community.

Support of Ward and Stake Efforts

- Train stake employment specialists.
- Coordinate information about job needs and openings between stakes.
- Consult with local Church leaders about difficult employment challenges.
- Provide workshops and in-service training upon request.
- Provide resource materials.

BISHOPS' STOREHOUSES

Bishops' storehouses distribute food and supplies to the poor and needy as requested by bishops. Storehouses stock only approved items. Some commodities are produced in the welfare system. Others are purchased. Storehouses do not sell commodities. Where a storehouse is not available, bishops purchase needed commodities from local merchants using fast offerings. Information about establishing a bishops' storehouse can be obtained from a regional welfare agent.

Bishops' storehouses provide work opportunities for those receiving welfare assistance, training for those needing improved work skills, and opportunities for Church members to donate labor to help others.

Bishops can order commodities or arrange for work opportunities by completing the Bishop's Order for Commodities—Food and Supplies form (see instructions for using the form on page 2). An order should meet the needs of the welfare recipients for about two weeks. Storehouse commodities should not be provided for home storage purposes.

Contacting Bishops' Storehouses

Local leaders are invited to contact the bishops' storehouse manager as needed.

Managers of bishops' storehouses are instructed to call bishops to—

- Confirm large or unusual orders.
- Report instances of potential misuse of commodities.
- Coordinate or report on labor donated by welfare recipients and volunteers.

Picking Up Commodities

Those receiving welfare assistance normally go to the storehouse to pick up the commodities that have been ordered by the bishop. If a recipient is unable to pick up the commodities, a bishop may assign others to do so, or he may authorize purchases from a local merchant.

Assisting Transient Members

The stake president may appoint one of the ward bishops to handle requests for assistance from transient members (see *Providing in the Lord's Way*, page 15). Where large numbers of transients are seeking assistance, the Area Presidency may request approval from the Presiding Bishopric to call a Church-service worker to handle such requests.

When possible, the brother called should have served as a bishop, be experienced in helping the needy, be familiar with the use of Church welfare resources, and serve under the direction of the storehouse manager. Exceptions to these guidelines are approved by the Presiding Bishopric.

CANNERIES AND PROCESSING FACILITIES

The Church establishes canneries and other facilities to process welfare commodities. These facilities provide work opportunities for those receiving welfare assistance, training for those needing improved work skills, and opportunities for Church members to donate labor to help others.

Church Canning

The purpose of Church canning is to prepare food for distribution to the needy through bishops' storehouses. The Church

develops annual commodity production assignments for selected canneries and processing facilities. These production assignments are then made to agent stakes. The labor needed to complete the assignments is provided by welfare recipients and volunteers.

Family Canning

The purposes of family canning are to help members process or package food for home storage and to enable the needy to process food for home use. Family canning also teaches members basic food preservation and canning skills.

Individuals, families, and groups may use Church canneries to process and package basic, life-sustaining commodities such as meats, vegetables, fruits, grains, legumes, and pasta. This should be done in accordance with cannery regulations. Only those involved in the canning session may purchase the processed commodities. The commodities are to be paid for before they are taken from the cannery. Information on schedules, product availability, and costs may be obtained from local canneries.

Family canning is to take place only in locations authorized by the Church. For further information about family canning, Church leaders may contact a regional welfare agent.

Use of Church Canneries by Community Agencies

When a cannery is not scheduled for Church canning or family canning, the president of the agent stake is authorized to allow agencies in the community to use the facility for charitable purposes. Such agencies might include homeless shelters, soup kitchens, and schools for wayward youth. The president of the agent stake may also authorize the donation of selected commodities or supplies in the cannery inventory to be used in the canning process (see “Commodity Donations to Community Agencies,” page 12). The community agencies that use the facility are required to follow all Church cannery regulations.

Cannery Regulations

Church leaders and members working at canneries should cooperate fully with supervisory personnel. Quality control procedures and product recipes must be carefully followed to ensure product safety, quality, and shelf life. Records must be complete and accurate.

PRODUCTION PROJECTS

Church farms and other production projects produce commodities for bishops’ storehouses. These projects provide work opportunities for those receiving welfare assistance, training for those needing improved work skills, and opportunities for Church members to donate labor to help others. Bishops may obtain additional information about work opportunities at production projects by contacting their regional welfare agent. Stakes are called upon to provide donated labor to production projects.

Information about establishing, expanding, or discontinuing a production project can be obtained from a regional welfare agent.

DESERET INDUSTRIES

Deseret Industries is a nonprofit enterprise built on the principles of work, thrift, giving, and sharing. Deseret Industries provides—

- Work and training for those who are currently unemployable, who need improved work skills, or who are receiving Church welfare assistance.
- Recycled or refurbished goods to the public at low cost, thereby helping to avoid waste.
- Opportunities for Church members to donate goods to help people around the world as approved by the First Presidency.
- Clothing and household goods for bishops to use in caring for the needy.

The Church establishes Deseret Industries facilities where—

- The facilities provide the best approach to meeting local needs.
- Adequate services are not already available in the community.
- The numbers of currently unemployable members justify such an operation.
- The number of members is large enough to ensure adequate commodity donations and volunteer labor.
- Sufficient need exists for low-cost, refurbished goods.

Information about establishing a Deseret Industries facility can be obtained from a regional welfare agent.

Bishops may refer members needing work or training to Deseret Industries by completing the Bishop's Authorization for Services form. Bishops may order commodities from Deseret Industries by completing the Bishop's Order for Commodities—Clothing and Household Goods form (see instructions for using the forms on page 2).

Member Participation in Deseret Industries

Members are encouraged to shop at Deseret Industries facilities and to donate quality items that can be refurbished or distributed as they are. Ward and stake leaders help to coordinate drives to collect donated goods for Deseret Industries.

Members may be called to serve as rehabilitation service workers. These workers help with vocational training and job placement for those being assisted at Deseret Industries. The Area Presidency calls rehabilitation service workers as recommended by the agent stake.

Meeting Clothing Needs of Welfare Recipients

Clothing needs of welfare recipients may be met with items available from Deseret Industries. These needs may also be met with items sewn by ward Relief Society members or by the recipients themselves. When assigned by the bishop, the ward Relief Society president may do the following:

- Assess the clothing needs of welfare recipients.
- Prepare a list of sewing items to be purchased, complete a Bishop's Order for Commodities—Clothing and Household Goods form, and submit the form to the bishop for approval.
- Assist recipients in sewing the clothing or invite sisters to sew the clothing for the recipients.

Where a Deseret Industries facility exists, ward or stake leaders may establish a homecraft program. This program provides work opportunities for welfare recipients, including those who are homebound, enabling them to work in return for services received. Other members wishing to assist the needy may also participate in this program.

Deseret Industries furnishes homecraft kits for clothing and other items. The kits contain patterns, instructions, materials, and supplies. They are requested using the Bishop's Order for Commodities—Clothing and Household Goods form.

Those who participate in the homecraft program are not employees of Deseret Industries, nor are they paid for their labors. They receive training from and are responsible to priesthood leaders or Relief Society leaders. The participants undertake the projects voluntarily, not in response to assignments or quotas.

Finished homecraft articles are returned to Deseret Industries to be used in caring for the poor and needy.

LDS SOCIAL SERVICES

LDS Social Services is a private, nonprofit corporation that provides services to Church members in accordance with gospel principles. Bishops may obtain additional information about LDS Social Services by contacting a regional welfare agent. Bishops may refer members to LDS Social Services by completing the Bishop's Authorization for Services form (see instructions for using the form on page 2). LDS Social Services provides the following:

Adoptions

LDS Social Services is licensed to place children for adoption, and the First Presidency of the Church has assigned this responsibility to LDS Social Services. Church leaders should not be involved in placing children for adoption. They may, however, refer members to LDS Social Services or to other legally authorized agencies.

Members involved in out-of-wedlock pregnancies should receive the counsel of their bishops. When appropriate, unwed parents should be counseled to marry and establish families. If marriage is not a possibility, placing the infant for adoption through LDS Social Services is preferred. Where LDS Social Services is not available, the adoption should be handled through a legally authorized agency. Church leaders should not make an unwed parent feel that he or she must keep the infant as part of the repentance process.

Services to Unwed Parents

Members who are pregnant out of wedlock can receive a number of confidential services from LDS Social Services, including assistance with counseling, medical care, temporary housing, and placement of children for adoption. Those needing assistance may contact LDS Social Services directly or may be referred by priesthood leaders. LDS Social Services makes every effort to place the unwed parents in contact with their priesthood leaders. Confidential information to assist in these matters is available by calling LDS Social Services, 1-800-537-2229.

Foster Care

Every effort should be made to help parents resolve family problems within the family setting. Children should be placed in foster homes only when they are unable to remain in their natural homes because of neglect, abuse, extremely disruptive behavior, or other harmful circumstances. LDS Social Services assists in determining families' needs, recommending courses of action, and locating alternative residences for

children. Church leaders should not make private foster care arrangements. If LDS Social Services is not available, Church leaders should make foster care arrangements through other licensed agencies. LDS Social Services also assists in licensing the homes of Church members who can provide quality foster care.

Refugee Placement

Governments regulate efforts to provide temporary refuge to legal aliens. Church members, as citizens, who wish to become involved in such efforts may contact LDS Social Services for information. For guidelines on immigration of members, see the *General Handbook of Instructions*, page 11-2.

Indian Student Placement

In selected areas of the Church, LDS Social Services arranges for Indian youth to live with Latter-day Saint families during the school year. LDS Social Services informs local stake leaders of the need for Indian student foster homes and helps Church members to obtain the necessary licenses. Bishops assist in identifying families in their wards who will voluntarily accept an Indian student. While Indian students are in foster homes, bishops should remain informed of their progress and provide assistance as needed.

Consultation and Assessment

LDS Social Services practitioners consult with priesthood leaders and Relief Society leaders to—

- Assess the social, emotional, and foster care needs of individuals and families in the leaders' wards and stakes.
- Suggest possible courses of action and sources of help.
- Help the leaders establish working relationships with social services agencies or practitioners in the community.

Individual, Marriage, and Family Therapy

LDS Social Services practitioners may provide—

- Therapy for members needing professional help based on gospel principles when such help is not available in the community.
- Referrals to appropriate social services agencies or practitioners in the community.

Local Church leaders should continue to provide appropriate support to members receiving therapy from agencies or practitioners in the community.

Fees for LDS Social Services

Members are required to pay LDS Social Services for assessment or therapy. Bishops may use fast offerings to assist members who need help making these payments. Adopting couples are required to pay for adoption services.

LDS Social Services provides assistance without cost to unwed parents, those participating in the Indian Student Placement program, and Church leaders who receive consultation or referral services for members of their wards and stakes.

SERVING AS AN AGENT STAKE TO A WELFARE OPERATION

GUIDELINES FOR ALL AGENT STAKES

The Area Presidency assigns an agent stake to each Church welfare operation. These operations include employment centers, bishops' storehouses, canneries, Deseret Industries, and production projects. The operations may serve several stakes or regions. Agent stake assignments will change every three to five years. Agent stake presidents are accountable to their Area Presidencies.

Agent stakes are not assigned to LDS Social Services agencies. Each agency has an advisory board as required by state law. The board consists of stake presidents and other Church and community representatives. Advisory board chairmen are appointed by the LDS Social Services Board of Trustees.

All agent stakes have responsibilities for their assigned welfare operations as outlined on pages 10–12. Agent stakes assigned to production projects have additional responsibilities as outlined on pages 12–13.

AGENT STAKE OPERATING COMMITTEES

The president of the agent stake organizes and serves as chairman of the agent stake operating committee. Members of the committee include the following:

- Operating committee chairman (the president of the agent stake)
- Chairman of the stake bishops' welfare council
- Stake Relief Society president
- Manager of the Church welfare operation

This committee meets frequently to give priesthood guidance and support to the operation manager. The committee ensures that—

- The operation provides quality service to needy members.
- The operation receives the donated labor it needs.

- The physical facilities used by the operation are maintained in order to be functional and safe and present a suitable appearance.

The agent stake president represents the operation in regional welfare committee meetings.

RELATIONSHIP TO THE REGIONAL WELFARE COMMITTEE

Regional welfare committees provide support to agent stake operating committees. For information about the membership and purposes of regional welfare committees, see *Providing in the Lord's Way*, pages 20–21.

The regional welfare committee meets at least twice a year and more frequently if needed. To avoid unnecessary travel, the committee may meet on the same day regional training meetings are held. If distances or other factors make regional welfare committee meetings difficult to hold, the Area Presidency may authorize that one meeting each year be attended by only one of the stake bishops' council chairmen and one of the stake Relief Society presidents. Other committee members attend as usual.

The regional welfare committee has the following responsibilities for Church welfare operations:

- Ensure that welfare operations provide quality services to the poor and needy.
- Balance donated labor assignments among stakes.
- Coordinate the services of welfare operations in response to emergencies in the region.

RELATIONSHIP TO THE AREA WELFARE DIRECTOR

The area welfare director has the following responsibilities for Church welfare operations:

- Supervise and train the managers.

- Oversee budgets, finances, paid personnel, safety, and policies.

The director also represents the Area Presidency and serves when called upon as a resource in area, regional, and stake training meetings.

PRODUCTION ASSIGNMENTS

Based on current welfare needs, the Church prepares annual production assignments for farms, canneries, and other welfare production facilities. These assignments are made by the Area Presidency to the agent stakes.

DONATED LABOR

To avoid the need for paid personnel, most work in welfare operations is done by members who donate their time and effort. These members may be welfare recipients or volunteers. The agent stake operating committee should ensure that tasks given to those who donate labor are carefully planned, well-organized, and productive. The committee should also ensure that those donating labor are treated with kindness and respect and that safety precautions are observed.

Each year, managers of welfare operations forecast how much donated labor their operations will need. Based on these forecasts, each manager prepares recommended labor assignments for the stakes and regions served by the operation. The agent stake operating committee approves the assignments and forwards them to the regional welfare committee(s) involved. The regional committee(s) reviews them for consistency and fairness and adjusts them as needed.

Donated labor normally comes from the agent stake. However, all stakes served by an operation may be called upon to help as needed.

Where local laws permit and where there is adequate adult supervision, Aaronic Priesthood holders and young women of comparable ages may donate labor at welfare facilities. By doing so, they gain an early acquaintance with welfare principles and the joy of helping the poor and needy. In

no case may youth under age sixteen operate or work with power equipment (see “Safety” below). Managers of operations can provide additional information about policies governing the participation of youth in welfare operations.

CHURCH-SERVICE CALLINGS

To the extent possible, positions in welfare operations requiring continuity or specialized training should be filled by members who are called as Church-service workers. When such callings require twenty or more hours of service a week, the calls are extended by the Area Presidency. When the callings require fewer than twenty hours of service a week, the agent stake president extends the calls to members of his own stake. If his stake cannot provide all of the labor that is needed, he may ask other stake presidents on the regional welfare committee to identify and call needed Church-service workers from their stakes.

SAFETY

Many welfare operations have equipment and machinery that can cause injury if improperly used. Agent stake operating committees and managers of welfare operations should ensure the safety of employees and volunteers. These workers should regularly be oriented and trained in safety practices. The work environment should be periodically inspected and health or safety hazards corrected. Adequate supervision should be provided to ensure that those who donate labor follow instructions, use tools and equipment properly, and avoid rowdy or hazardous behavior.

Normally, those working at welfare operations should be age sixteen or older. Volunteers who operate equipment should be mature, adequately trained, and experienced in the use of the assigned equipment. In no case may youth under age sixteen operate or work with power equipment.

The operation manager should report accidents to Welfare Services and the Risk Management Division at Church headquarters.

The Church Activity Insurance Program covers medical expenses up to the maximum amounts stated in the *Church Activity Insurance Handbook* (available from Deseret Mutual). The program covers accidental injuries to participants in Church-sponsored and Church-supervised activities at welfare operations if the injuries are not otherwise covered by private insurance policies.

COMMODITY DONATIONS TO COMMUNITY AGENCIES

Agent stake operating committees may authorize the donation of welfare commodities from a bishops' storehouse, cannery, or Deseret Industries to charitable agencies in the community (see "Use of Church Canned Goods by Community Agencies," page 6). Commodity donations to a given agency should not exceed \$500 each year. Agent stake operating committees may submit to the Area Presidency requests to donate more than \$500 in a year. Area Presidencies forward to Church headquarters those requests that they feel have merit.

Please refer to *Providing in the Lord's Way*, page 9, for suggestions on the donation of time, talents, and resources by individual members to charitable causes.

CONTRIBUTIONS TO WELFARE OPERATIONS

Occasionally, members and others may offer to give equipment or commodities to a welfare operation. If offers include such things as computer hardware or software, office machines, or vehicles, managers of welfare operations are to obtain approval from Church headquarters before accepting them.

When items are contributed to the operation, the president of the agent stake or the operation manager should provide a letter of receipt to the donor that indicates the quantities received but does not assign a dollar value. Procedures for receiving tithing-in-kind commodity donations are set forth in the *General Handbook of Instructions*, page 9–3.

TAX EXEMPTION

Normally, Church welfare properties used exclusively for charitable purposes are exempt

from taxation. Because tax laws vary, agent stakes should ensure that welfare operations comply with Church policies and governmental regulations that protect this tax-exempt status.

USE OF WELFARE FUNDS

Those involved in managing welfare operations should ensure that allocated funds are used only for the intended purposes. Records and reports should show that all funds are being used as authorized.

ADDITIONAL GUIDELINES FOR PRODUCTION PROJECTS

Members of production project operating committees should also read "Guidelines for All Agent Stakes" on pages 10–12.

PROJECT MANAGEMENT

The Area Presidency assigns an agent stake to manage each welfare production project. The president of the agent stake calls and organizes a project operating committee made up of members from his own stake. This project operating committee reports to the stake president and includes the following members:

- Operating committee chairman
- Financial controller
- Coordinator of donated service
- Other specialists as needed

The project operating committee has all the responsibilities of an agent stake operating committee described on page 10. In addition, the project operating committee has responsibility for the following:

- Overall management of the project.
- Management of personnel, including benefits for paid employees and requirements for withholding taxes
- Adherence to responsible environmental practices
- Product quality
- Efficiency and financial success of the project

The production project manager is either hired by the project operating committee or called as a Church-service worker by the agent stake president. Church-service workers should be called, if possible. If a project has a paid manager or employees, the project operating committee should see that all Church and governmental employment regulations are followed.

PROJECT FUNDING

The project operating committee prepares an annual budget and submits it through the area welfare director to Church headquarters for approval. Church headquarters provides funds based on the approved budget. All capital expenditures planned for the year should be included in the approved budget.

The project operating committee may make capital expenditures of \$5000 or less if they are included in the approved budget. Capital expenditures over \$5000 require final approval from Church headquarters. The project operating committee should complete a Capital Expenditure Request (30771) each time a budgeted capital expenditure of any amount is to be made. A copy of the request should be submitted to the manager of the bishops' storehouse, who is responsible to ensure that capital expenditures are properly approved and documented.

The financial records of production projects are audited regularly by representatives from the stake, the area office, or Church headquarters. The chairman of the project operating committee is notified shortly before an audit is to be performed. The president of the agent stake is responsible to see that all questions raised by the auditor are resolved and that audit recommendations are followed.

TECHNICAL ASSISTANCE

The manager of the bishops' storehouse is a resource to the project operating committee in administering the project. He can arrange

for representatives from Church headquarters or other welfare operations to help the committee. The project operating committee may also obtain technical assistance from local cooperatives, extension services, and other agricultural resources.

PRODUCTION ASSIGNMENTS

The president of the agent stake receives an annual production assignment from Church headquarters (see "Production Assignments," page 11). The commodities produced on the project are to be used within the welfare system. If production exceeds the assigned amounts, surpluses should be reported to the bishops' storehouse manager. Production surpluses should be sold by the project in ways that minimize disruption to local markets.

Production projects receive information about product quality and prices from the storehouse manager. The manager also coordinates the movement of commodities between welfare operations.

PROJECT SAFETY

The production project manager should report accidents to the bishops' storehouse manager and to the Risk Management Division at Church headquarters (see "Safety," pages 11–12).

USE OF LOANED EQUIPMENT

Individuals or groups may loan equipment to be used on the production project, or they may bring it with them to use on the project. Equipment may include such things as trucks, tractors, combines, and power or hand tools. If possible, loaned equipment should come from members of the agent stake. If an offer is made to permanently donate equipment to the project, the project manager should follow the instructions under "Contributions to Welfare Operations," page 12.

PREPARING FOR EMERGENCIES

The scriptures and the prophets have given repeated warnings that destructive events will occur in our lifetimes. Only preparation, both spiritual and temporal, can dispel fear of these disasters. Individual members and families should prepare to be as self-reliant as possible in times of emergency. (For further information, see *Providing in the Lord's Way*, pages 5–7.) Church leaders have the responsibility to plan and organize so they can help individuals and families under their care.

Church leaders should understand that civil authorities have priority in directing efforts to respond to emergencies. When civil authorities assign public agencies to respond to emergencies, Church members should act under the direction of such agencies. Members, acting as citizens, should do all they can to help their neighbors and their government leaders to protect life and property and to maintain safety and order until normal conditions can be restored.

Sometimes, members acting as groups under priesthood leadership can offer significantly more help during and after an emergency than they can by acting individually. The readily available manpower and leadership of Church units may be vital assets to communities in their times of greatest need.

MEMBER TRAINING

The primary responsibility to prepare for and respond to emergencies rests with individual members and families. Church leaders should encourage members to set aside a year's supply of food, clothing, and, where possible, fuel; to develop the ability to respond to emergencies; and to be familiar with books and articles about emergency preparedness available in local bookstores and libraries. Church publications that help

members in their efforts to become prepared include *Essentials of Home Production and Storage* (32288); *Family Home Evening Resource Book* (31106), pages 322–40; and articles published in the Church magazines.

LEADERSHIP AND REPORTING

Presiding officers of all Church units continue to provide leadership during emergencies. If emergencies involve more than one stake or more than one region, the chairmen of regional welfare committees coordinate emergency response efforts as assigned by their Area Presidencies.

Church leaders should be prepared to report the following information to their presiding officers or to Church headquarters in times of emergency:

- Name, title, and unit of the reporting officer
- How the presiding officer can be reached
- Description, location, and magnitude of the emergency
- Numbers of members injured, missing, or dead
- Location and extent of damage done to Church or member property
- Actions being taken to help those in distress
- Needed assistance that is unavailable locally

EMERGENCY PLANNING

Each ward and stake should have a brief, written plan that outlines steps to be taken if an emergency occurs. These plans are normally prepared by ward and stake welfare committees. Based on these plans, welfare committees should assign individual

responsibilities for carrying out the plans. These assignments should be periodically reviewed and updated.

Emergency plans should be consistent with those for the community. Community plans are normally based on careful analysis of potential hazards and serve as a good foundation for the plans of Church units.

Church leaders and members should consider the needs of their nonmember neighbors in all emergency response plans.

The content of individual plans may vary based on local needs. However, the following checklist may serve as the basis for an emergency plan and will help to ensure that no important activities are overlooked.

WARD AND STAKE PREPAREDNESS CHECKLIST

Ward and stake welfare committees should complete these actions annually:

- Review resource materials related to emergency preparedness. Some of these are listed under "Member Training," page 14.
- Encourage members to obtain a year's supply of food, clothing, and, where possible, fuel, and to prepare to respond to emergencies.
- Review and update resource lists of people, equipment, and facilities.
- Review plans for the use of Church buildings.
- Review ways to assist members with special needs, such as students, the elderly, and the handicapped.
- Plan ways to prevent and relieve the emotional trauma that members might suffer during a disaster by providing worship services, recreational events, counseling, and service opportunities.
- Review the unit's preparation to maintain communications, including the following:
 - Call an emergency communications specialist, where circumstances warrant.
 - Set up and maintain means of emergency communication that will enable leaders within the ward or stake to communicate with each other and to communicate, as needed, with others outside the ward or stake.
- Periodically test this communications system.
- Ensure that the stake has the ability to contact the nearest bishops' storehouse. Generally, amateur radio is the best alternative when telephone service is not available. Stakes are not encouraged to purchase their own radios, but they should attempt to identify members who own and are licensed to operate amateur radio equipment.
- Obtain information about radio frequencies and procedures for using amateur radio equipment by contacting the bishops' storehouse manager or by writing to the Welfare Services Department, 50 East North Temple Street, Salt Lake City, Utah, 84150.
- Prepare a list of telephone numbers that might be needed.
- Review the unit's preparation to handle medical emergencies, including the following:
 - Provide for first-aid and other medical treatment in isolated locations where community medical facilities are limited.
 - Compile and maintain a list of qualified medical personnel who can assist.
 - Encourage members to receive training in basic first-aid skills.

AREA PREPAREDNESS

To ensure that appropriate planning and preparation is occurring at the ward, stake, and regional levels, Area Presidencies should—

- Ensure that regional welfare committees review the status of stake emergency response plans.
- Review emergency response plans with mission presidents, including plans for maintaining communications and accounting for missionaries.
- Review emergency response plans with the area physical facilities representative, including plans for inspecting damaged facilities, maintaining building security, and using meetinghouses during emergencies.
- Ensure that an assigned priesthood leader has met with civil authorities in each county to coordinate Church and community emergency response plans.
- Arrange for tests of the area communications system.
- Ensure that lists of telephone numbers are up-to-date.

RESPONDING TO EMERGENCIES

Ward, stake, and regional welfare committees should consider the following as they respond to emergencies.

Use of Church Buildings

With approval from the Area Presidency, Church buildings, except temples, may be used as emergency shelters, first-aid stations, mass feeding locations, or recreation centers. Welfare committees should ensure that buildings are maintained and protected from destruction and vandalism. They should also ensure that those using the buildings observe Church standards of conduct, including the Word of Wisdom.

Health and Medical Needs

In most situations, the community will provide medical care during or following an emergency. Church members are encouraged to assist community medical personnel

as needed and to provide first-aid treatment when other medical help is not available. Church leaders should provide for the social and emotional needs of disaster victims.

Food Preparation

If a Church building is to be used as a mass-feeding location, welfare committees should—

- Identify people who can help to plan and prepare meals.
- Identify sources of food and water.
- Ensure that food is prepared safely.
- Supervise menu planning, food preparation, serving, and cleanup.

Housing

Natural and manmade disasters occasionally force people to leave their homes. However, emergency response plans should reflect the importance of keeping members close to home except in extreme circumstances. In the midst of disasters, homes provide food, clothing, tools, safety, and familiar surroundings essential to survival and personal well-being.

Welfare committees should identify possibilities for emergency housing, help coordinate available housing, arrange for laundry facilities and infant supplies, and identify separate facilities to be used by those with life-threatening communicable diseases.

Sanitation

The threat of diseases spreading through groups of people following disasters is so serious that sanitation must be a key priority. Welfare committees should assist civil authorities in establishing sanitation facilities. Members should comply with all civil guidelines on water purification and waste disposal.

Recreation and Child Supervision

Welfare committees should act to prevent or relieve emotional trauma associated with emergencies and to provide care for children whose parents are injured or engaged in emergency response efforts. They should

make arrangements for the supervision and care of young children and provide for play areas, toys, and recreational equipment.

Involvement of Church Welfare Operations

Supplemental equipment, food, clothing, and services are available through bishops' storehouses, Deseret Industries, and LDS Social Services agencies. These commodities or services should be requested as needed.

Coordination with Non-Church Agencies

Many government and community agencies provide assistance following disasters. Welfare committees should ensure that members understand how to receive appropriate assistance in times of emergency without violating gospel principles. (See *Providing in the Lord's Way*, page 15.)

Public Information

To ensure that public information is accurate and timely, the presiding officer should—

- Designate a regional or stake public communications director to answer all questions from the media.
- Review and approve all news releases to be given by the designated spokesman.
- Give appropriate recognition to civil authorities and relief agencies.

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