

Hollister 2nd Ward - Recommendation for Change in Ward Calling.

Instructions: This form is used to record and report the proceedings and actions involved with a recommended release of an individual from a ward calling, and it is also used relative to the recommended call of a new individual for that same calling. Each section of the form should be completed before proceeding to the next section. The individual responsible for completing each section is shown in the heading for that section, and the disposition of the form by that individual is shown in the instructions at the conclusion of that section. It is important that the leader who issues the release be very sensitive to the feelings of the individual being released, and whenever possible, it is recommended that a new calling be issued to that individual before or at the time of being released. All information entered on this form should be regarded as confidential, and, once data entry has begun, care should be taken to limit access to the form to only those actively involved in the process.

SECTION ONE: Recommended Action - To be completed by organization leader.

<input type="checkbox"/> 1. WARD CALLING	Organization:	Position:
<input type="checkbox"/> 2. INDIVIDUAL TO BE RELEASED	Name:	Time Serverd:
	Reason:	Phone:
<input type="checkbox"/> 3. INDIVIDUAL TO BE CALLED	Name:	Phone:
	Present Calling:	Time Serverd:
	Church Experience:	Priesthood:
<input type="checkbox"/> 4. SUBMITTED BY	Name/Position:	Phone:

Instructions: Upon completion of this section, submit this form to the Councilor assigned to your organization (or directly to the Bishop, if applicable).

SECTION TWO: Review of Recommended Call with Bishopric - To be completed by Executive Secretary

<input type="checkbox"/> 5. BISHOPRIC'S ASSESSMENT	Membership Record? YES / NO	Approved? YES / NO	Date:
<input type="checkbox"/> 6. BISHOPRIC'S COMMENTS			
<input type="checkbox"/> 7. ASSIGNED LEADER	Name:	Date:	

Instructions: Upon completion of this section, submit this form to the Assigned Leader for action. If not approved, notify organization leader, close and file.

SECTION THREE: Extend Release - To be completed by Assigned Leader / Bishopric Member

<input type="checkbox"/> 8. RELEASE EXTENDED BY	Name:	Date:
<input type="checkbox"/> 9. REPORT OF RELEASE	Expressed Appreciation?: Y / N / Comments	Reviewed Accomplishments?: Y / N / Comments
	Will Continue To Serve Until New individual Is In place?: Y / N / Comments	Willing To Train New Individual?: Y / N / Comments
<input type="checkbox"/> 10. NOTIFICATION	Notified Bishop of Completion of Release and Availability for New Call?: Y / N / Comments	Date:

Instructions: When release has been completed, Assigned Leader may proceed with SECTION FOUR and EXTEND CALL.

SECTION FOUR: Extend Call - To be completed by Assigned Leader / Bishopric Member.

<input type="checkbox"/> 11. CALL EXTENDED BY	Name:	Date:
<input type="checkbox"/> 12. RESULTS	The Call Was: Accepted / Declined / Not Extended / Held / Comments	
	Was Spouse Present When Call Was Extended?: Y / N / Single	Does Spouse Support Call?: Y / N / Comments
<input type="checkbox"/> 13. NOTIFICATION	Notified Bishop of Results?: Y / N / Comments	Notified Organization Leader of Results?: Y / N / Comments

Instructions: When call is accepted, Assigned Leader may proceed. However, if call is not accepted, notify org. leader and submit this form to Exec. Sec. to close/file.

SECTION FIVE: Sustaining and Setting Apart - To be completed by Assigned Leader / Bishopric Member.

<input type="checkbox"/> 14. RELEASED	Meeting:	By:	Date:
<input type="checkbox"/> 15. SUSTAINED	Meeting:	By:	Date:
<input type="checkbox"/> 16. SET APART	By:	Position:	Date:

Instructions: When all action is concluded, submit form to Exec. Sec. to close/file.

COMMENTS - Please reference additional comments, if required, to Item Numbers 1 - 16.
