**Executive Secretary Responsibilities**

1. Attendance at Bishopric meetings, follow up on assignments made in these meetings.
2. Serve as a member of the ward council and attend ward council meetings. As directed by the bishopric, follow up on assignments made in these meetings.
3. Updating Bishopric & Ward Council Agendas.
4. Scheduling incoming Bishop and counselor interview requests.
5. Assist the Ward Clerk in scheduling annual tithing declarations.
6. Participate in training from the stake presidency.
7. To ensure the safety of children and youth, complete the training course found at [ProtectingChildren.ChurchofJesusChrist.org](http://protectingchildren.churchofjesuschrist.org/). You are required to renew this training every three years.
8. Other responsibilities as we discover them!

**Assistant Executive Secretary Responsibilities**

1. Assignment of Sacrament meeting prayers.
2. Track the youth Sacrament Speaker(s).
3. Reminders for speakers and prayers for Sacrament meeting.
4. Invitation and scheduling for members whose Temple recommends have expired to renew.
5. Scheduling of all semi-annual (May-June-July) youth interviews with Bishop/Counselors.
6. Scheduling of all annual youth interviews (December) with Bishop only.
7. Help the bishopric with seminary and institute matters, such as helping ward members register for classes.
8. Keep a current list of names and addresses of ward members who are in the military. Ensure that ward leaders are aware of these members (see [38.9.2](https://www.churchofjesuschrist.org/study/manual/general-handbook/38-church-policies-and-guidelines?lang=eng&para=title_number207-p734#title_number207)). Inform the stake executive secretary when members plan to enter the military.
9. Perform responsibilities 1, 2, & 3 of the Executive Secretary Responsibilities when the Executive Secretary is not available.
10. Participate in training from the stake presidency
11. To ensure the safety of children and youth, complete the training course found at [ProtectingChildren.ChurchofJesusChrist.org](http://protectingchildren.churchofjesuschrist.org/). You are required to renew this training every three years.
12. Other responsibilities as we discover them!