Training on Digital New Member Baptism Form (CDE Replacement)

September 29, 2021

Member & Statistical Records and Missionary Departments

Introduction

A letter from the First Presidency dated August 31, 2018, provided the following instruction:

> "All new members age twelve and older should be interviewed by the bishop to receive a limited-use temple recommend soon after their confirmation, normally within a week. The interview for adult and young men should also be for ordination to the Aaronic Priesthood. A man or young man who is worthy to be baptized and confirmed is worthy to receive the Aaronic Priesthood" (First Presidency Letter, August 31, 2018).

In order to support this instruction, it is essential to create a new member record promptly.

High-Level Process Flow

Missionaries complete and submit baptism form in **Area Book Planner.**

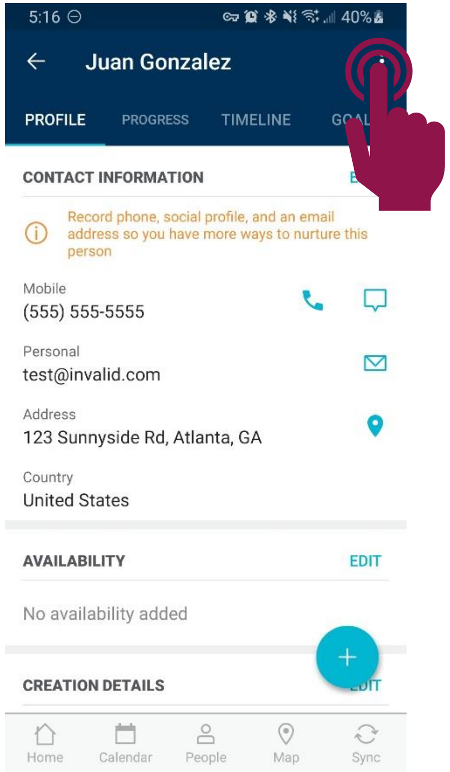
→

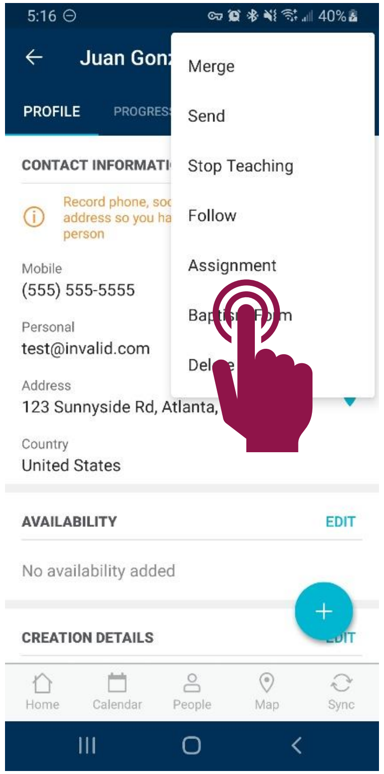
Clerk receives request and creates record in **Leader and Clerk Resources.**

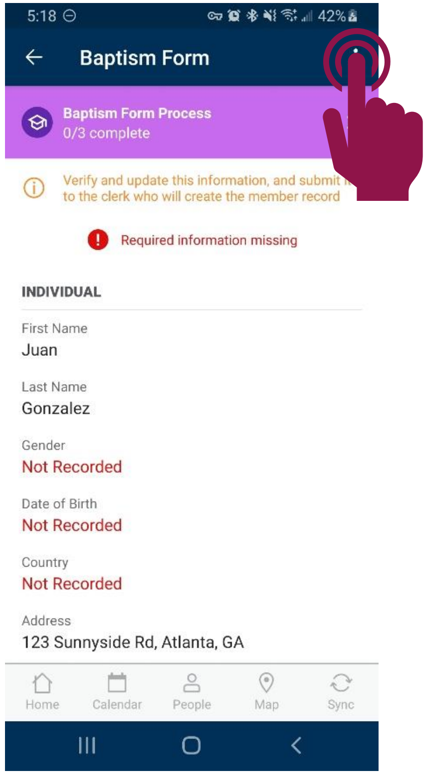
→

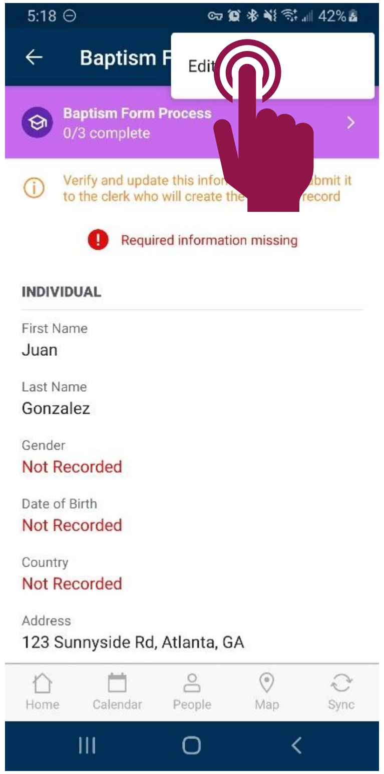
Missionaries are notified in **Area Book Planner** that record has been created.

Missionaries Complete and Submit Baptism Form



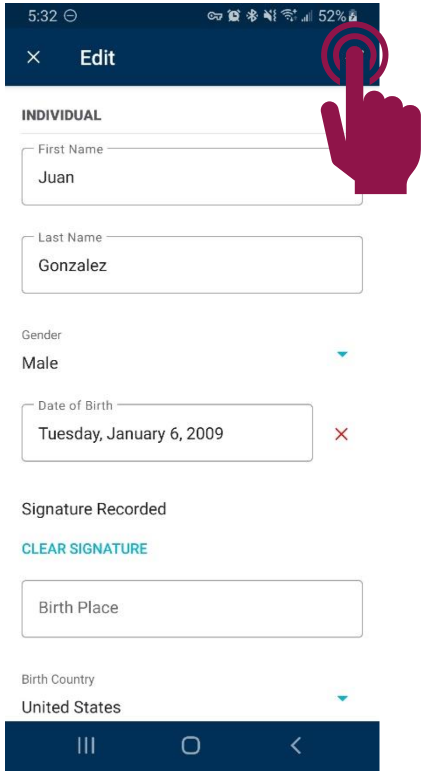


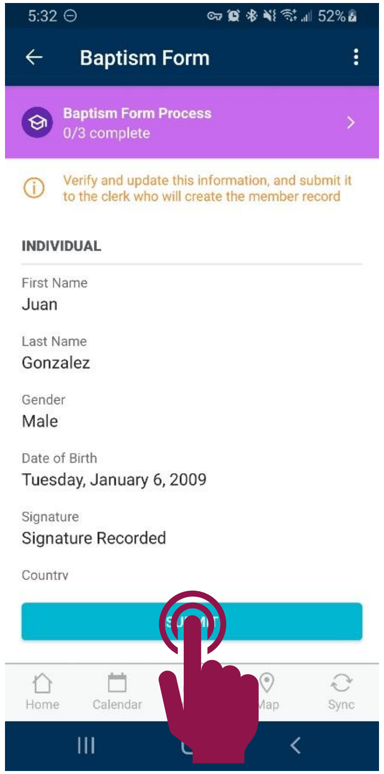


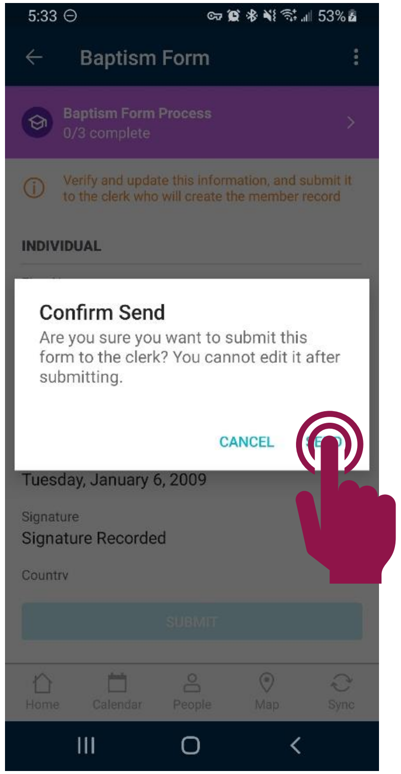


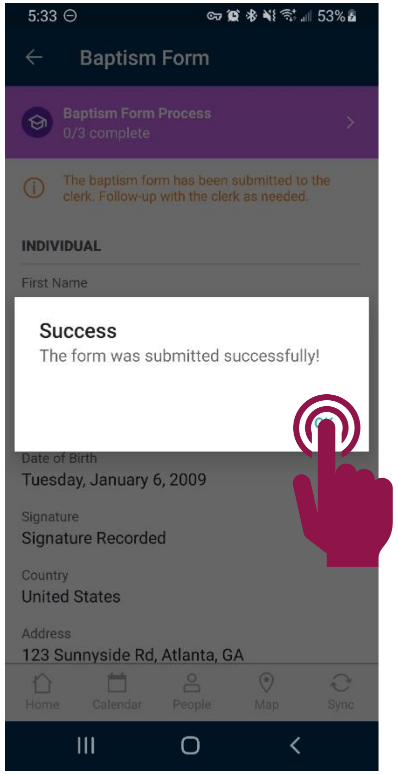
When a new member is baptized and confirmed, the full-time missionaries submit the new member information using the Area Book Planner app.

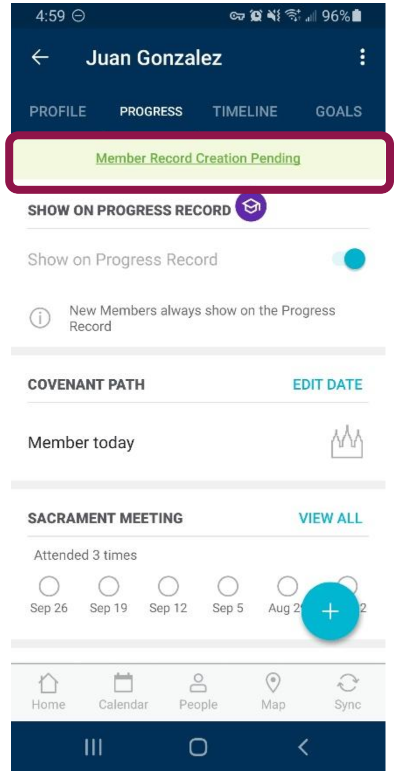
Missionaries Complete and Submit Baptism Form



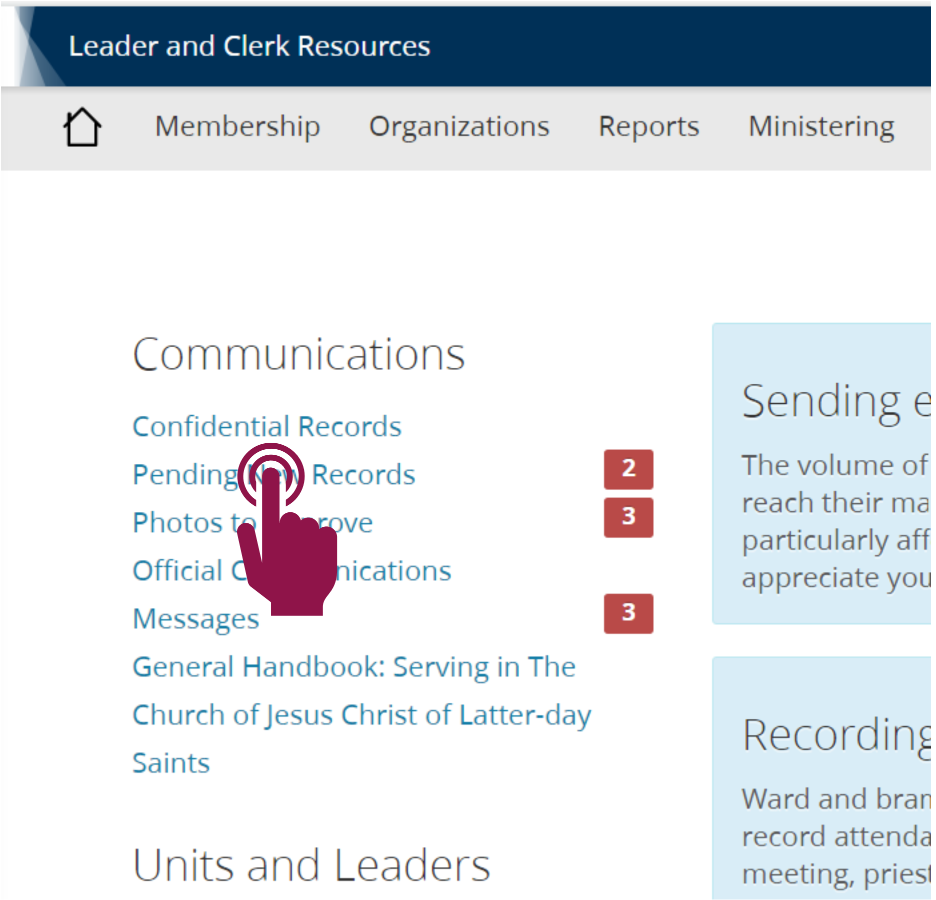


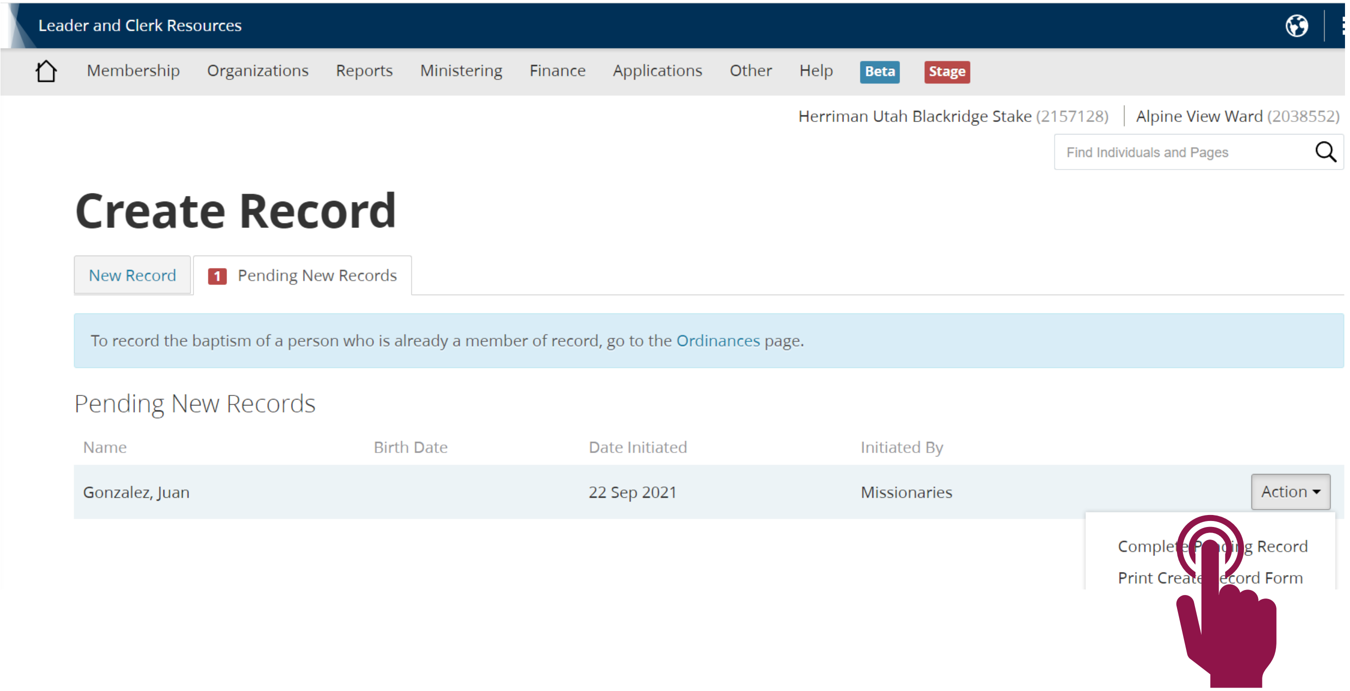






Clerk Receives Request and Creates Record

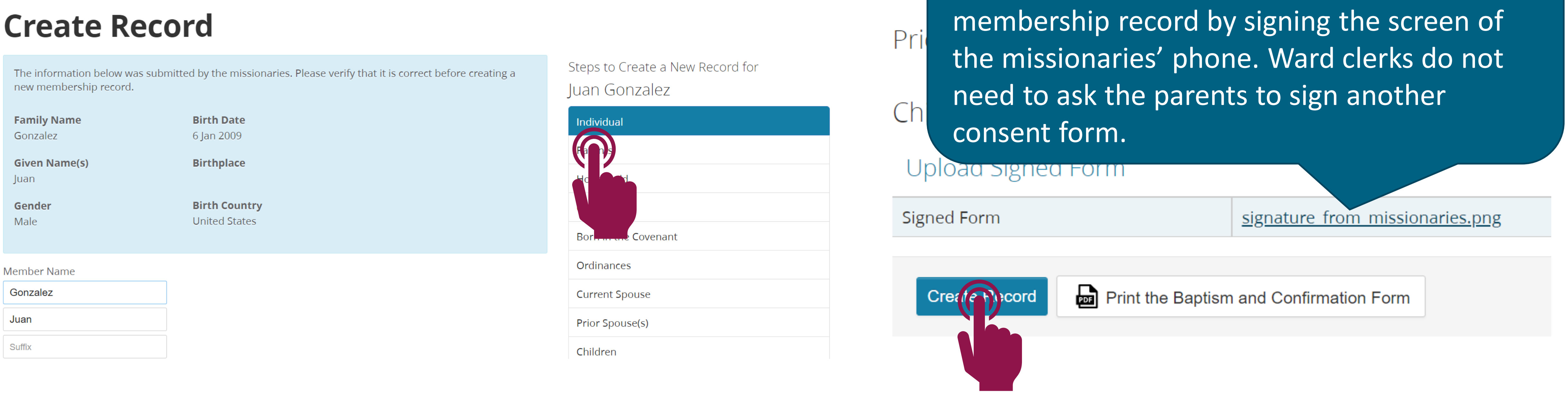




Bishops and clerks receive an email and a notification alert in Leader and Clerk Resources (LCR) indicating there is a pending new member record. If the record hasn't been created after seven days, they receive a reminder email.

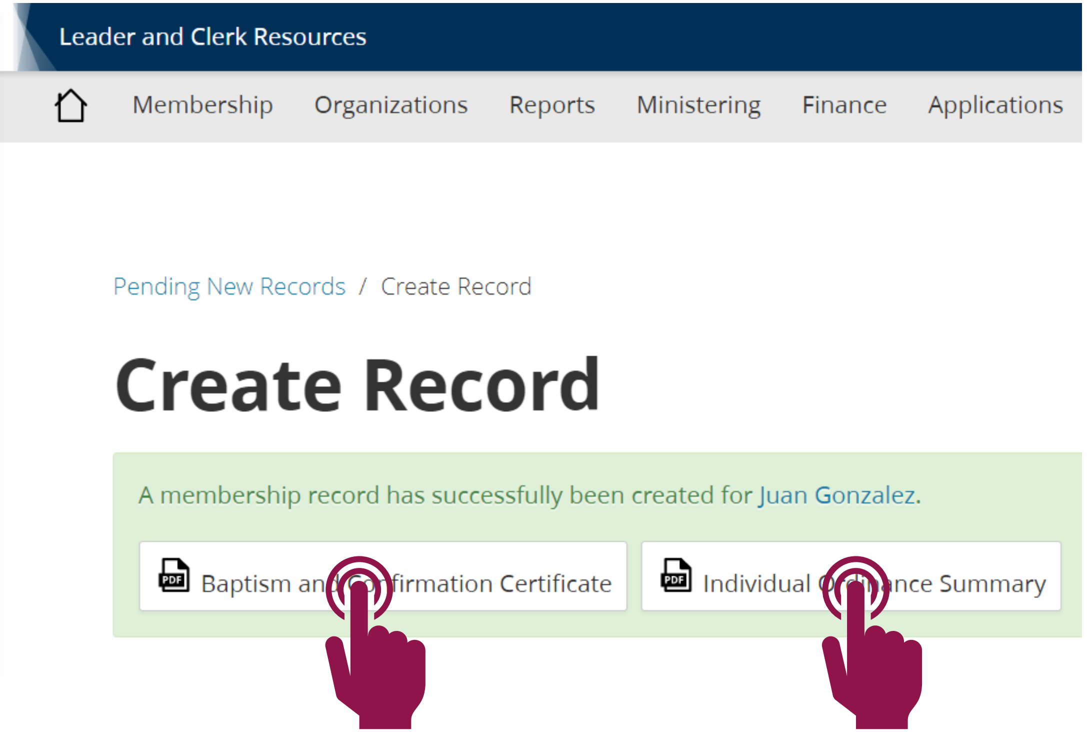
Clerk Receives Request and Creates Record

Note: Parents or guardians of new members who are minors give consent to create the membership record by signing the screen of the missionaries' phone. Ward clerks do not need to ask the parents to sign another consent form.



When all information has been verified, the clerk clicks the Create Record button at the bottom of the Summary page.

Clerk Receives Request and Creates Record

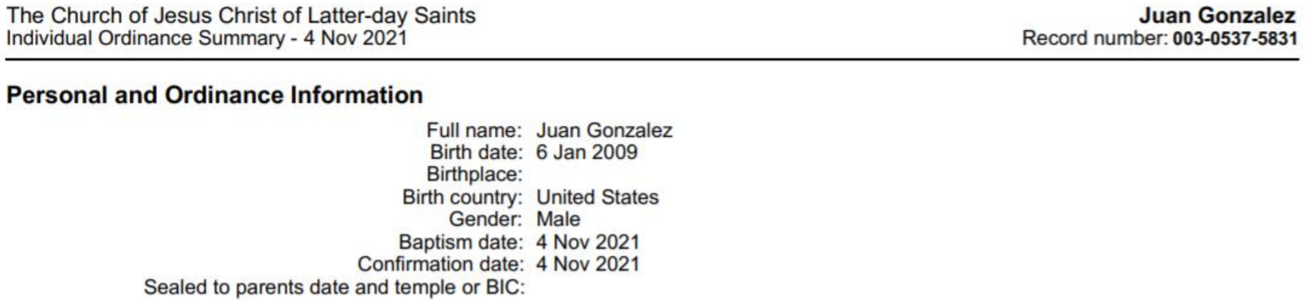


Baptism and Confirmation

This certifies that

Juan Gonzalez

born on 6 January 2009, was baptized on 22 September 2021



The Church of Jesus Christ of Latter-day Saints
Individual Ordinance Summary - 4 Nov 2021

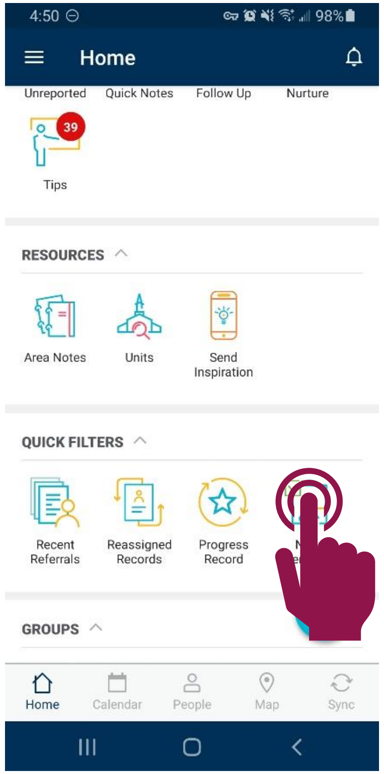
Juan Gonzalez
Record number: **003-0537-5831**

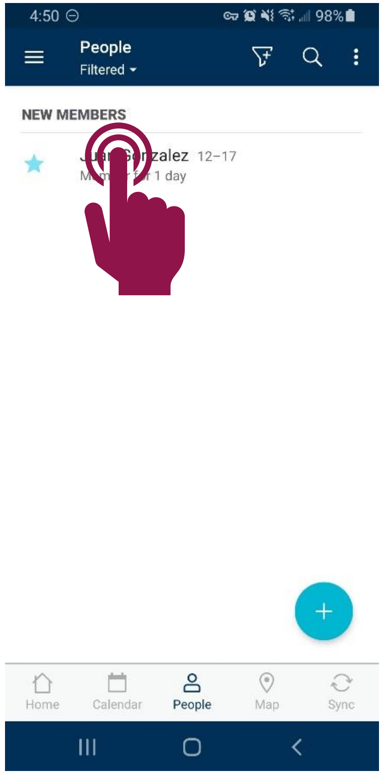
Personal and Ordinance Information

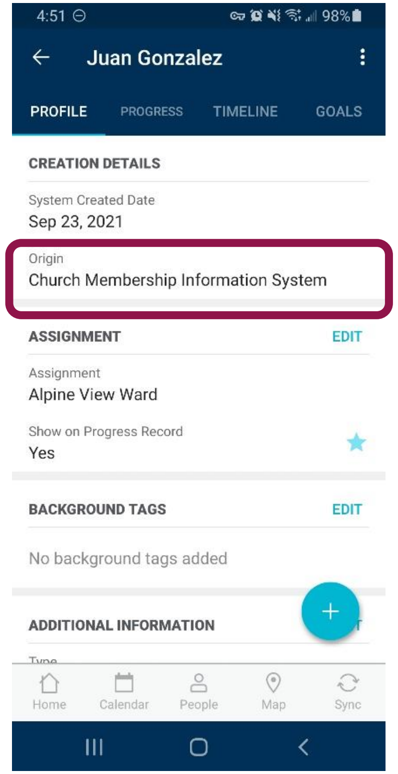
Full name:	Juan Gonzalez
Birth date:	6 Jan 2009
Birthplace:	
Birth country:	United States
Gender:	Male
Baptism date:	4 Nov 2021
Confirmation date:	4 Nov 2021
Sealed to parents date and temple or BIC:	

The clerk prints the Baptism and Confirmation Certificate, has the bishop sign it, and gives it to the new member. He also prints a copy of the Individual Ordinance Summary, gives it to the new member to review for accuracy, and makes any necessary changes to the record.

Missionaries Are Notified That Record Has Been Created







FAQs – Missionaries

- **Do we still complete the paper copy of the baptism form? If so, what do we do with it?**
  - With this new process, we no longer use the paper version of the form.
- **Where do we indicate who conducted the baptismal interview?**
  - With this new process, we no longer record who conducted the baptismal interview.
- **Why can I only see future baptisms in my mission on the Convert Baptisms and Submitted Forms Report?**
  - If you don't see baptisms in your mission right now, it's because no baptisms have happened since your mission started using this new process. This is to help avoid confusion on which baptisms need to have the Baptism form submitted by the missionaries through Area Book.
- **Why don't we see the baptism form action item even after we've synced Area Book after this feature was enabled?**
  - The "Baptism Form" Action Item will only show up if you have a baptism and confirmation date recorded in your Area Book for a new member and the form hasn't been submitted. On all potential member records, you can tap the three vertical dots in the upper-right-hand corner on the teaching record and select "Baptism Form" to see and fill out the form.
- **How can people who can't read or write sign the baptism form?**
  - If necessary, people can just write an "X" for their signature.

FAQs – Missionaries

- **Why are baptism forms going back to before we started using this new process?**
  - You will see baptism forms from before the new process started if missionaries need to merge the teaching record with the member record as part of the old process. Here's a video that explains how to do that. Note that this new process no longer requires missionaries to manually merge the teaching and member record.
- **The baptism form requires the membership record number or the name and birthdate of the brother who officiated at the baptism and confirmation, but the member feels uncomfortable providing this info to the missionaries. What do we do?**
  - Reassure the member that their information will be confidential and only used to record the baptism and confirmation of the new member and create their membership record.

FAQs – Mission President

- **How can the mission president view the progress of submitted baptism forms in the mission?**
  - The mission president can track baptism form submissions for the mission using the Convert Baptisms and Submitted Forms Report.
- **What is the role of the office staff that used to create the records?**
  - Make sure the zone and district leaders are following up with missionaries in their zones and districts to ensure the baptism form is submitted as soon as the baptism and confirmation dates have been added in Area Book Planner.
  - Help missionaries understand the importance of collecting and recording complete and accurate data on the baptism form.

FAQs – Local Leaders

- **What if the newly baptized member is already a member of record within the ward or branch?**
  - In these cases, the clerk should still use the Complete Pending Record option to record the baptism and confirmation information submitted by the missionaries. If the system detects there may already be a membership record for the person, a warning message will appear, and the potential duplicate record will be shown. Follow the on-screen instructions.

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