

I. Weekly ward assignments

A. 9:00am Sacrament

1. 34th ward - Bishop Whiting
2. Responsibilities
 - a) Sunday morning building and classroom preparation & chair set up.
 - b) Agent Bishop
 - (1) Ordering/tracking/ all supplies and materials needed for the building including cleaning supplies
 - (2) communicating with the FM group on building needs and needed repairs
3. Youth Night
 - a) Wednesday Night
 - b) Use classrooms as needed.
 - c) Gym and Kitchen on the 2nd and 4th Wednesday nights
 - (1) 5th Wednesday-decided on need
 - (a) coordinated between the 39th & 27th wards
4. Relief Society
 - a) 1st Thursday

B. 10:30am Sacrament

1. 35th Ward - Bishop Collins
2. Responsibilities
 - a) Saturday Chapel cleaning
3. Youth Night
 - a) Tuesday Night
 - b) Use classrooms as needed.
 - c) Gym and Kitchen on the 1st and 3rd Tuesday nights
 - (1) 5th Tuesday decided on need
 - (a) coordinated between the 35th & 44th wards
4. Relief Society
 - a) 2nd Thursday

C. 12:00pm Sacrament

1. 27th Ward - Bishop Simmons
2. Responsibilities
 - a) Snow removal
 - b) Nightly lock up
3. Youth
 - a) Wednesday Night
 - b) Use classrooms as needed.
 - c) Gym and Kitchen on the 1st and 3rd Wednesday nights.
 - (1) 5th Wednesday decided on need
 - (a) coordinated between the 34th & 42nd wards
4. Relief Society Night
 - a) 3rd Thursday

D. 1:30pm Sacrament

1. 44th Ward - Bishop England
2. Responsibilities

- a) Sunday clean up- light bathroom cleaning, empty trash, return all materials back to the library
 - b) Put chairs up
- 3. Youth Night
 - a) Tuesday Night
 - b) Use classrooms as needed.
 - c) Gym and Kitchen on the 2nd and 4th Tuesday nights
 - (1) 5th Tuesday-decided on need
 - (a) coordinated between the 27th & 44th wards
- 4. Relief Society
 - a) 4th Thursday

II. Supplemental information

A. **RS activity nights**

- 1. 1st Thursday – 39th ward
- 2. 2nd Thursday – 35th ward
- 3. 3rd Thursday – 27th ward
- 4. 4th Thursday – 44th ward

B. **Youth Nights**

- 1. Tuesday - 35th ward
- 2. Tuesday – 44th ward
- 3. Wednesday – 27th ward
- 4. Wednesday – 39th Ward

C. **Scheduling Reminders**

- 1. The buildings in the stake are automatically reserved on Tuesday and Wednesday nights for youth activities therefore you do not need to reserve or put youth activities on the stake calendar.
 - a) **PLEASE MAKE SURE YOUR MEMBERS AND WARD ORGANIZATIONS KNOW THAT THEY CANNOT RESERVE ANY ROOM IN THE BUILDING ON TUESDAY OR WEDNESDAY NIGHTS UNLESS THEY HAVE CLEARED IT WITH BOTH BISHOPRICS, BOTH WARD YOUNG MEN AND BOTH WARD YOUNG WOMEN ORGANIZATIONS THAT MEET IN THE BUILDING ON THAT NIGHT.**
- 2. Pavilion - The pavilion is a unique resource to the stake and any ward in the stake may reserve it on any given night including Tuesdays or Wednesday. If you want to use the Pavilion on your youth night please schedule it on the stake calendar
- 3. Please be willing to accommodate any reasonable request for an exception to the scheduling rules.

Thank you!