

PRIMARY CALLING BOOK

(revised 11/9/2016)

This book is an idea to assist Primary and bishopric members in making callings in the primary, cub scouts and 11 year old scouts.

This book is not perfect.

Addresses will change each year for round table and you may feel like you want to add contact numbers and names to personalize it.

Feel free to make it your own and make any changes needed by following the LDS church hand book, and scouting handbook found only on line.

Directions:

Make a book for you and for your bishopric member that is over you. Put each calling description in a protective sleeve in a three ring binder for each of you.

Then, make extra copies of each calling and cut them to size and place them behind the original in your book. When you are asking for a person to be called to a position, pull an extra 'calling description' paper out and add the name(s) you are submitting. This way there are no surprises for the newly called leader, and they can say yes with confidence.

Ward Primary Teacher

- Work with specific age group of children assigned to you.
You will remain with your class during the entire primary time on Sunday including sharing time and breaks. During sharing time you will sit with your class and sing the songs with the children, and help the children participate reverently.
- Follow the principles outlined in the Administering the Church Handbook 2 #5.5.4.
 - Love those you teach
 - Teach by the spirit
 - Teach the doctrine
 - Invite diligent learning
- Attend the yearly primary presentation and practices and assist where needed
- Arrange for a substitute teacher to take your place in your absence at primary

Nursery Leader / Assistant Nursery Leader

- Work with specific age group of children assigned to you.
You will remain with your class during the entire primary time on Sunday.
- Follow the principles outlined in the Administering the Church Handbook 2 #5.5.4.
 - Love those you teach
 - Teach by the spirit
 - Teach the doctrine
 - Invite diligent learning
- Arrange for a substitute teacher to take your place in your absence at primary

Primary Music Leader(s) / Pianist(s)

Under the direction of the Primary Presidency primary music leaders and pianists have the following responsibilities:

- They plan, teach, and direct the music for sharing time, including songs that will be part of the children's sacrament meeting presentation.
- They help with music for the nursery class and other Primary classes as requested.
- Music in Primary should invite reverence, teach the gospel, and help children feel the influence of the Holy Ghost and the joy that comes through singing. While the children sing some songs, music leaders give them opportunities to move physically and stretch appropriately.
- Lead music for special occasions such as mother's day, father's day, Christmas, and any other special presentation.
- They may organize and direct a children's choir as requested.
- Play prelude and postlude music

Activity Days Leader / Assistant Leaders

- Meet with the girls twice a month
- Use the Faith In God guidebook as a resource for activity days.
Support the work children and parents are doing at home to fulfill Faith in God requirements.
- Plan activities that help the girls to:
 - Memorize the articles of faith
 - Develop friendships
 - Learn & live the gospel
 - Serve others
 - Learn new skills
 - Develop new talents
 - Prepare for the young women's program

11 year old Scout Leader

- Register as an 11-year old scout leader immediately after being called and realize that your social security# must be provided for a back ground check.
- Get your youth protection training (online) www.my.scouting.org Hand in certificate with registration application.
- Get leader specific trained within 90 days of registering as a leader. Training is announced at Roundtable or go to www.utahscouts.org and go to your district to see scheduled dates.
- Receive North Star/outdoor skills training.
- Be willing to obtain and properly wear the Scout uniform.
- Hold scouting activities once a week – two deep leadership is a must! Make sure the boys are close to receiving their 1st class before they turn 12. They could be able to finish all of the rank requirements except for the 6 campouts, as the church only allows for 3 campouts while in 11 year old Scouts.
- Attend Roundtable each month.
- Attend troop committee meeting each month. Help coordinate troop events.
- Attend and lead overnights and other camping activities. (3 one-night overnights each year)
- Serve under the direction of the primary president. Report the boy's progress to her.

Ward Primary Presidency Member Over Cub Scouting

The stewardship of the Ward Primary Presidency Member over Cub Scouting: (Scouting Handbook, p.5, section 6.5)

1. Register with Boy Scouts of America as a Cub Pack Committee Member. Get your Youth Protection Training (online at myscouting.org) and hand your certificate in with your application for registration.
2. Receive BSA training – Leader Specific for Cub Committee Member
3. Serve on the Cub Pack Committee, and ensure that Church policies are followed.
4. Coordinate Scouting with the Faith in God program.
5. Encourage leaders to attend Scout training.
6. Visit Pack Meeting and activities to support and evaluate the quality of the boys' experiences in Scouting. Review each boy's progress and participation in presidency meetings and in the regular meetings with the bishopric adviser.
7. Ensure that boys have an opportunity to participate in day camps.
8. Attend Key Scouter's Meeting: Conducted by the Bishopric Member over Scouting in your ward.
9. Make sure your ward is following Journey to Excellence.

Resources to help you get started:

***lds.org:**

- Scouting Handbook, revised May 2015, available online only
- Additional information is available online on the church website about Cub Scouts.

***my.scouting.org**

1. Youth Protection: This training is to be completed by all adult leaders before service with youth begins and repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.

2. Leader Specific Training: Leader Specific Training for Cub Scout Leaders is available online (for experienced Cub Leaders), or Cub leaders are encouraged to attend a session in person held by your Scouting district. Training is available each month and lasts approximately 2½ -3 hours. Pre-registration may be required and you can learn about upcoming training opportunities presented by your district at Roundtable.

***Ongoing training: Roundtable**

Roundtable is held once a month and is for all Cub Leaders, Ward Primary Presidency members over Scouting in their wards, and Stake Primary Presidency members over Scouting. It is part of our ongoing training which helps us to become the best Scouting leaders we can possibly be for the boys we have stewardship for. The District Scout leaders have answers to questions about policies and procedures, and they inform us of upcoming day camps and other Scouting activities that our boys can participate in. They also present fun ideas that we can use in our Ward Cub Scout Programs.

Ward Primary Presidency Member Over 11-year-old Scouting

The stewardship of the Ward Primary Presidency Member over 11-Year-Old Scouting: (Scouting Handbook, p.5, section 6.5)

1. Register with Boy Scouts of America as a Troop Committee Member. Get your Youth Protection Training (online at myscouting.org) and hand your certificate in with your application for registration.
2. Receive BSA training – Leader Specific for Troop Committee Member.
3. Serve on the Troop Committee, and ensure that Church policies are followed for 11-Year-Old Scouts.
4. Coordinate Scouting with the Faith in God program.
5. Encourage leaders to attend Scout training.
6. Review each boy's progress and participation with the 11-Year-Old Scout Leader regularly.
7. Attend Key Scouter's: Conducted by the Bishopric Member over Scouting in your ward.

Resources to help you get started:

***lds.org:**

- Scouting Handbook, revised May 2015, available online only.
- Additional information is available online on the church website concerning 11 year-old Scouts.

***my.scouting.org**

1. Youth Protection: This training is to be completed by all adult leaders before service with youth begins and repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.
2. Leader Specific Training: Leader Specific Training for Ward Primary Presidency Members as Troop Committee Members is available online (for experienced Scout Leaders), or leaders are encouraged to attend a session in person held by your Scouting district. Training is available each month and lasts approximately 2½ -3 hours. Pre-registration may be required and you can learn about upcoming training opportunities presented by your district at Roundtable.
*Just a note: 11-Year-Old Scout Leaders must attend in-person. They attend the training for Scoutmasters, since they are technically Assistant Scoutmasters.

Ongoing training: Roundtable

Roundtable is held once a month and is for all 11-year-old Scout Leaders, Ward Primary Presidency members over Scouting in their wards, and Stake Primary Presidency members over Scouting. It is part of our ongoing training which helps us to become the best Scouting leaders we can possibly be for the boys we have stewardship for. The District Scout leaders have answers to questions about policies and procedures, and they inform us of upcoming camps and other scouting activities that our boys can participate in. They also present fun ideas that we can use in our Ward Scouting Programs.

Cub Scout Committee Chairman

- Register as a Cub Scout Leader immediately after being called. (A Social Security # must be provided for a background check.)
- Get Youth Protection training (online) www.my.scouting.org Hand in certificate with registration application. This training should be repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.
- Get Leader Specific trained within 90 days:
 - Held by your District. Find out dates, times, and locations on your district website at www.utahscouts.org/timp . Trainings are also announced at Roundtable each month.
 - OR get trained online at www.my.scouting.org
- Be willing to obtain and properly wear the Scout uniform.
- Read and be familiar with the Cub Scout Leader Book (refer to the latest edition).
- Each month attend the following meetings:
 - Roundtable – Time & Address: _____
 - Cub Pack committee meeting: _____
 - Pack meeting: _____
 - Key 3 Scouter’s Meeting (conducted by bishopric member over Scouting) _____
- Plan and conduct the Cub Committee Meeting and coordinate the Pack’s yearly program.
- Help plan & carry out Pack Meetings once a month (work closely with the Cubmaster, and if Cubmaster is unable to attend, the Committee Chair runs the Pack meeting).
- Manage the budget for the Pack and turn in expenses for the Den Leaders.
- Manage any pack equipment or materials (flags, bridge, on-time awards, etc.)
- Coordinate the building schedule or locations needed for monthly Pack Meeting.
- Help with charter renewal each year (work with COR). Fill-out Journey to Excellence Assessment to be handed in at charter renewal.
- Work closely with the Unit Commissioner (Stake Primary Counselor assigned to your pack)
- Ensure that all Cub Scouts receive a year-round quality program.
- Ensure that your committee is trained.
- Handle all requests for Tour Plans (managed online at www.my.scouting.org)

Resource for all activities, calendar items, and anything related to Scouts:

www.utahscouts.org

Cub Scout Den Leader

- Register as a Cub Scout Leader immediately after being called. (A Social Security # must be provided for a background check.)
- Get Youth Protection training (online) www.my.scouting.org Hand in certificate with registration application. This training must be repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.
- Get Leader Specific trained within 90 days:
 - Held by your District. Find out dates, times, and locations on your district website at www.utahscouts.org/timp . Trainings are also announced at Roundtable each month.
 - OR get trained online at www.my.scouting.org
- Be willing to obtain and properly wear the Scout uniform.
- Read and be familiar with the Cub Scout Leader Book (refer to the latest edition).
- Each week (except the week of Pack Meeting)
 - Plan & lead the Cub Scouts in a den meeting that passes off requirements in their designated den (Wolf, Bear, or Webelos)
- Each month attend the following meetings:
 - Roundtable – Time & Address: _____
 - Cub Pack committee meeting: _____
 - Pack meeting: _____
- Keep track of the progress of each Cub Scout and report progress to the Advancement Chair each month—in time to present the awards at Pack Meetings.
- Help plan & carry out Pack Meetings once a month (attend the monthly committee meetings, provide input and ideas, and volunteer to assist where needed during Pack Meeting.)
- Follow the Journey to Excellence guidelines
- Schedule and attend Scout day camps in the summer time:
 - Wolf/Bear Day Camp
 - Camp Jeremiah Johnson (optional)
 - Webelos Woods
 - Etc.

Resource for all activities, calendar items, and anything related to Scouts:
www.utahscouts.org

Cubmaster

- Register as a Cub Scout Leader immediately after being called. (A Social Security # must be provided for a background check.)
- Get Youth Protection training (online) www.my.scouting.org Hand in certificate with registration application. This training must be repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.
- Get Leader Specific trained within 90 days:
 - Held by your District. Find out dates, times, and locations on your district website at www.utahscouts.org/timp . Trainings are also announced at Roundtable each month.
 - OR get trained online at www.my.scouting.org
- Be willing to obtain and properly wear the Scout uniform.
- Read and be familiar with the Cub Scout Leader Book (refer to the latest edition).
- Each month attend the following meetings:
 - Roundtable Time & Address:_____
 - Cub Pack committee meeting:_____
 - Pack meeting:_____
 - Key 3 Scouter's Meeting (conducted by bishopric member over Scouting)_____
- Carry out Pack Meetings once a month. (Work closely with the committee chairman who will support you) This includes planning and carrying out advancement & graduation ceremonies, fun activities, games, etc.
- Ensure that all cub scouts receive a year- round quality program by following the Journey to Excellence guidelines.
- Help establish and maintain good relationships with the Boy Scout troop. (Encourage the Webelos to graduate and become an active part of the Boy Scout troop.)
- Guide Cub Scouts in good will, conservation & service projects.
- Work as a team with the pack committee chairman to cultivate, educate & motivate all pack leaders. Also work on program ideas, selecting & recruiting new leaders, and establishing a budget plan.
- Work with the Troop Scoutmaster to identify Den chiefs for the Cub Scout dens. Work with the den chiefs to let them know what their responsibilities are.

Resource for all activities, calendar items, and anything related to Scouts:

www.utahscouts.org

Pack Trainer

Under the direction of the pack committee chairman, the pack trainer helps leaders and parents understand purposes, policies, and procedures of the Cub Scouting program. The pack trainer needs to be at least 21 years of age and it is recommended that they have at least one year of experience in a Cub Scout leadership position, preferably as a Den Leader.

- Register as a Cub Scout Leader immediately after being called. (A Social Security # must be provided for a background check.)
- Get Youth Protection training (online) www.my.scouting.org Hand in certificate with registration application. This training must be repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.
- Get Leader Specific trained within 90 days:
 - Held by your District. Find out dates, times, and locations on your district website at www.utahscouts.org/timp . Trainings are also announced at Roundtable each month.
 - OR get trained online at www.my.scouting.org
- Be willing to obtain and properly wear the Scout uniform.
- Read and be familiar with the Cub Scout Leader Book (refer to the latest edition).
- Each month attend the following meetings:
 - Roundtable Time & Address: _____
 - Cub Pack committee meeting: _____
 - Pack meeting: _____
- Conduct orientation of new families and pack leaders.
- Remind all pack leaders that Youth Protection Training is required and that they must take this training before submitting an application for registration. Encourage YPT annually.
- Encouraging pack leaders to attend or take online Fast Start Training, Cub Scout Leader Basic Training, and This Is Scouting
- Conducting monthly Unit Leadership Enhancements at the pack committee meeting.
- Encouraging pack leaders to attend ongoing training such as Roundtable, Pow Wow or University of Scouting, BALOO, Outdoor Leader Skills for Webelos Leaders (OWL), Akelas Council, Wood Badge.
- Remain current with training material and program updates.
- Encourage den chiefs to attend Den Chief Training.
- Maintain pack training records.

Cub Scout Pack Committee Member

- Register as a Cub Scout Leader immediately after being called. (A Social Security # must be provided for a background check.)
- Get Youth Protection training (online) www.my.scouting.org Hand in certificate with registration application. This training must be repeated every year. BSA requires YPT every two years, however our Western Region is encouraging YPT annually.
- Get Leader Specific trained within 90 days:
 - Held by your District. Find out dates, times, and locations on your district website at www.utahscouts.org/timp . Trainings are also announced at Roundtable each month.
 - OR get trained online at www.my.scouting.org
- Be willing to obtain and properly wear the Scout uniform.
- Read and be familiar with the Cub Scout Leader Book (refer to the latest edition).
- Each month attend the following meetings:
 - Roundtable – Time & Address: _____
 - Cub Pack committee meeting: _____
 - Pack meeting: _____
- Assist the Cubmaster.
- Ensure that all Cub Scouts receive a year-round, quality program.
- Take on necessary responsibilities as a committee member as requested by the Committee Chair and COR (secretary, treasurer, advancement, public relations, outdoor activities, membership and registration, food, friends of scouting, pack trainer, etc)