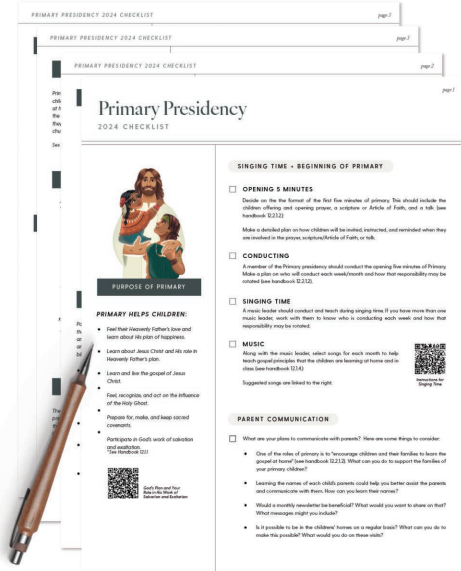




the RED HEADED HOSTESS

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Primary Presidency 2024 CHECKLIST

Use this checklist to schedule, make plans, and give assignments. The QR codes are hyperlinked for you.

DO YOU KNOW ABOUT OUR

Primary Kits?

Our primary kits are full of printable helps such as bulletin board designs, art, schedules, class lists, newsletters, birthday cards, assignment reminders, conducting sheets, door signs, chair signs, a presidency planner, and much more.

Find our 2024 kit here:



Note: QR codes can be scanned or clicked

Primary Presidency

2024 CHECKLIST



PURPOSE OF PRIMARY

PRIMARY HELPS CHILDREN:

- feel their Heavenly Father's love and learn about His plan of happiness.
- learn about Jesus Christ and His role in Heavenly Father's plan.
- learn and live the gospel of Jesus Christ.
- feel, recognize, and act on the influence of the Holy Ghost.
- prepare for, make, and keep sacred covenants.
- participate in God's work of salvation and exaltation.

*See Handbook 12.1.1



God's Plan and Your
Role in His Work of
Salvation and Exaltation

SINGING TIME + BEGINNING OF PRIMARY

OPENING 5 MINUTES

Decide on the the format of the first five minutes of Primary. This should include the children offering an opening prayer, a scripture or Article of Faith, and a talk (see handbook 12.2.1.2).

Make a detailed plan on how children will be invited, instructed, and reminded when they are involved in the prayer, scripture/Article of Faith, or talk.

CONDUCTING

A member of the Primary presidency should conduct the opening five minutes of Primary. Make a plan on who will conduct each week/month and how that responsibility may be rotated (see handbook 12.2.1.2).

SINGING TIME

A music leader should conduct and teach during singing time. If you have more than one music leader, work with them to know who is conducting each week and how that responsibility may be rotated.

MUSIC

Along with the music leader, select songs for each month to help teach gospel principles that the children are learning at home and in class (see handbook 12.1.4).

Suggested songs are linked to the right.



Instructions for
Singing Time

PARENT COMMUNICATION

What are your plans to communicate with parents? Here are some things to consider:

- One of the roles of Primary is to “encourage children and their families to learn the gospel at home” (see handbook 12.2.1.2). What can you do to support the families of your Primary children?
- Learning the names of each child's parents could help you better assist the parents and communicate with them. How can you learn their names?
- Would a monthly newsletter be beneficial? What would you want to share in that? What messages might you include?
- Is it possible to be in the children's homes on a regular basis? What can you do to make this possible? What would you do on these visits?

PRIMARY THEME

“All thy children shall be taught of the Lord; and great shall be the peace of thy children.”

(ISAIAH 54:13; 3 NEPHI 22:13)

See Handbook 12.1.2

Note: This is the over-arching Primary theme, which is different than the Come, Follow Me focus.



Primary General Handbook

ROLES OF PARENTS + LEADERS

Parents are responsible to teach their children the gospel and help them live it (see Doctrine and Covenants 68:25–28). Primary leaders and teachers support parents in this responsibility as follows:

- Ensure that Primary lessons, singing time, and service and activities help children follow the example of the Savior.
- Help children prepare for baptism and confirmation.
- Help boys prepare for priesthood ordination.
- Help children prepare to receive a temple recommend and temple ordinances.
- Teach children about the blessings of sharing the gospel, including full-time missionary service.

*See Handbook 12.2.1.1

PRIMARY ROOM

 BULLETIN BOARDS

Do you have bulletin boards that need to be decorated? Can the bulletin board help you fulfill the purpose of Primary (found on the first page). Make a plan.

 CHAIR SIGNS

Would it be helpful to have chair signs to signify where specific classes sit? If so, make a plan.

 SUNDAY SETUP

Does the primary room require any setup or takedown each Sunday? Make a plan.

BIRTHDAYS + BAPTISMS

 CHILDREN BIRTHDAYS

- How can you make each child feel special on their birthday? Is there a gift you could give that could also help you fulfill the purpose of Primary?
- How can you make sure to not miss a child's birthday? Is there a specific presidency member in charge of birthdays?

 TEACHER BIRTHDAYS

Would you like to recognize or give a gift to the teachers on their birthdays? If so, make a plan.

 BAPTISMS

- One of the responsibilities of the Primary presidency is to help parents prepare their children to be baptized and confirmed. How can you do this?
- How can you assist in planning baptismal services (see handbook 18.7.2).

ACTIVITY DAYS + ANNUAL DAY CAMP

 ACTIVITY DAYS

- In the year that children turn 8, they can begin attending activity days. Be familiar with the guidelines for activities (linked in the QR code to the right).
- Divide up the children into activity day groups (see handbook 12.2.1.3 for guidelines) and assign at least two responsible adult leaders to each group (see guidelines in handbook 12.3.6). Give each leader a list of their group and links to the activity guidelines and to handbook 12.2.1.3).



Activity Guidelines

 ANNUAL DAY CAMP

Annual day camps may be held for Primary children ages 8–11. If you choose to do this, schedule it and make a plan (see handbook 12.2.1.3).

GOSPEL LEARNING

Primary leaders and teachers encourage children and their families to learn the gospel at home. These leaders and teachers study the gospel and share with the children what they learn. They invite children to share at church what they are learning at home.

See Handbook 12.2.1.2

IN THE PATH OF THEIR DUTY

The phrase “in the path of their duty” describes the thousands and thousands of nursery leaders and Primary teachers who love and instruct the children of the Church each Sabbath day.

Consider the eternal impact of the service rendered by these devoted disciples—and the marvelous blessings promised to those who minister to children.

ELDER DAVID A. BEDNAR
October 2023 General Conference

PRIMARY PRESIDENCY

The Primary presidency helps parents prepare children to enter and progress along the covenant path. This is one of their most important responsibilities.

See Handbook 12.3.2

CLASSES + TEACHERS

- Assign teachers to classes.
- Give Primary teachers the following things:
 - A list of the children in their classes + birthdays
 - A link to the Come, Follow Me manual for the Book of Mormon
 - A 2024 Come, Follow Me teaching schedule
 - A substitute list (optional but recommended)
 - Contacts for the Primary presidency
 - Tell them what classroom they will be teaching in
 - A list of any FAQs they may have
 - A link and reminder to complete “Protecting Children and Youth.” This needs to be completed every three years.
 - A link to fifth Sunday lesson helps. On months with fifth Sundays, Primary teachers are encouraged to give a lesson focused on preparing children for a lifetime on the covenant path. Lesson ideas are linked here:



Protecting
Children and
Youth



Preparing
Children for a
Lifetime on
God's Covenant
Path

- Assign each class to a classroom.
- With permission from the bishopric, consider hanging signs at each classroom with names of teachers and class members.
- Are there things you can do to continually show appreciation to your teachers? Make a plan.

SPECIAL EVENTS

- SACRAMENT MEETING PRESENTATION**
 - Schedule the sacrament meeting presentation. It should be held during the last few months of the year (see handbook 12.2.1.2).
 - Work with the music leader to prepare the presentation, and ask the bishop for direction he may have. The presentation should allow the children to share what they have learned at home and church that year; “They help the congregation focus on Heavenly Father, the Savior, and Their teachings” (see handbook 12.2.1.2).
 - Review the guidelines for the sacrament meeting presentation (see handbook 12.2.1.2).



Primary General
Handbook

- CHILDREN TURNING 8**

The bishopric and Primary presidency have the responsibility to help introduce the Children and Youth program to children turning 8. The children should also receive the emblems of belonging and a copy of Personal Development: Children's Guidebook. Make a plan on how you can do this. See Handbook 12.5.7 for further direction.



Personal Development
Children's Guidebook

RISE TO YOUR CALL

“...the Lord will guide you by revelation just as He called you.

You must ask in faith for revelation to know what you are to do. With your call comes the promise that answers will come. But that guidance will come only when the Lord is sure you will obey.”

ELDER HENRY B. EYRING
October 2002 General Conference

“PRIMARY”

Have you ever wondered why we call Primary “Primary”? While the name refers to spiritual learning children receive in their earliest years, to me it is also a reminder of a powerful truth. To our Heavenly Father, children have never been secondary—they have always been “primary.”

SISTER JOY D. JONES
April 2021 General Conference

SPECIAL EVENTS CONTINUED...

 TEMPLE & PRIESTHOOD PREPARATION MEETING

- Each year the Primary presidency plans a “Temple and Priesthood Preparation” meeting for children in the Valiant 10 class. This meeting is to help support parents in their responsibility to teach their children about the temple and priesthood.
- Schedule this meeting.
- Plan the meeting after carefully reviewing the purposes in the handbook (see handbook 12.2.1.2).



Temple and Priesthood Preparation



Children and Youth

 CERTIFICATE OF ADVANCEMENT

If there are Primary children advancing from Primary to Young Men or Young Women they may receive a certificate of advancement (see Handbook 12.1.3 for the link to certificate). Make a plan on who will prepare the certificates and how they will be presented.



Emblems of Belonging

MEETINGS

 PRESIDENCY MEETINGS

- Decide when to regularly hold Primary presidency meetings throughout the year (see handbook 12.3.2).
- Work with the secretary on how agendas will be made and distributed.
- Work with the secretary on how meeting notes/assignments will be communicated after the meeting.
- Work with the secretary on how meeting notes/assignments will be communicated after the meeting.
- Review the responsibilities of each presidency member (see handbook 12.3.2 and 12.3.3).

MINISTERING

 NEW CHILDREN + VISITORS

- What can you do to help new children who move into your Primary feel welcome? This is for both children coming from nursery and for those who have just moved in. Make a plan.
- What can you do to help visiting children feel welcome? Consider that this may be their first time in Primary or church. What can you do to minister to them?

 CHILDREN WHO HAVE SPECIAL NEEDS

- Do you have children with a disability, long illness, or other circumstance? What can you do to support them and help them be a central part of your Primary? Consider counseling with their parents. See handbook 12.5.2 for further instruction.