Instructions for Mission Presidents
Introduction

The foundation established during missionaries’ first few months in the mission field has a significant influence on their faith and obedience and on their ability to fulfill their purpose to “invite others to come unto Christ by helping them receive the restored gospel through faith in Jesus Christ and His Atonement, repentance, baptism, receiving the gift of the Holy Ghost, and enduring to the end” (Preach My Gospel [2004], 1).

By inspiration, you are to select trainers for new missionaries who are obedient, diligent in their missionary labors, effective teachers, and knowledgeable of the principles and skills contained in Preach My Gospel (see Mission President’s Handbook [2006], 48).

Follow the guideline to “transfer missionaries as infrequently as possible” (Mission President’s Handbook, 65). Preferably, the new missionary and his or her companion will be together for the full 12 weeks. If circumstances require a change, see that the new senior companion understands how to conduct the remainder of the training.

Ensure that district or zone leaders are assigned to conduct companion exchanges with new missionaries and their trainers and that they report the new missionaries’ progress to you. Wherever possible, gather trainers and new missionaries for specialized training after they have been in the field for several weeks. You may also find it helpful to frequently schedule a conference call with all trainers, with new missionaries, or with both.
Additional 60 Minutes of Companion Study for New Missionaries and Their Trainers

For the first 12 weeks, new missionaries and their trainers should be given an additional 60 minutes for companion study at a time you choose. Preferably, the two study hours will be consecutive. This additional time will allow new missionaries to better learn and apply the patterns of missionary work and the principles and the skills described in *Preach My Gospel*. Encourage missionaries who are learning a language to practice in the mission language during this time unless there is a need to solidify the concept in the native language first. When this 12-week training period is over, companion study will return to the regular 60 minutes per day.

In order for companion study to be effective, you are encouraged to discontinue any programs that are not a part of *Preach My Gospel* and that compete with companion study. For example, scripture memorization programs and mission-wide personal and companion study programs can interfere with the effective training of new missionaries.

As part of this program, missionaries will watch training segments from the *Preach My Gospel* DVDs. They may also use their video playback device to view any other proselyting videos (such as *The Restoration*, *Finding Faith in Christ*, and so forth).

For any other questions you may have regarding this additional study, please refer to the “Frequently Asked Questions” section.
Encourage Language Excellence

Missionaries and trainers learning a language should study their mission language together for 60 minutes each day to enable them to fulfill their purpose (see *Preach My Gospel*, viii). During this time, missionaries should prepare and practice for their scheduled activities.

The suggestions below will help you encourage new missionaries and trainers in their language studies.

**Understand and teach the principles in chapter 7 of *Preach My Gospel***.

Encourage trainers to help new missionaries know and love the principles found in chapter 7 of *Preach My Gospel* and to follow them during language study. Missionaries who understand and use this chapter are more effective at fulfilling the missionary purpose. For ideas on how to promote chapter 7, use “Ideas for Study and Application: Mission President” (*Preach My Gospel*, 135).

**Expect language excellence.**

Set high expectations in terms of language proficiency for trainers and new missionaries. Emphasize the importance of communicating with people in the language, understanding the culture, and working with native speakers to improve language skills. In the orientation for new missionaries and their trainers, invite them to study together during language study time.

**Protect language study time.**

Daily language study dramatically improves missionaries’ language proficiency. Therefore, help new missionaries and trainers establish a pattern of daily language study. If the trainer is a native speaker, provide direction on how to balance learning the mission language and learning English (see *Preach My Gospel*, 128, 131–32). Missionaries frequently skip or shorten language study because of conflicts with district meetings, service, weekly planning, or other activities. Encourage them to reschedule language study when conflicts arise.
Train the Trainers

90 minutes

During each transfer (at a time that is not rushed and as distance permits), train the trainers before they meet their new missionary companion (see Mission President’s Handbook, 48). Use the following training outline:

5 minutes: Welcome.

20 minutes: Review the principles of effective leadership (see 3 Nephi 27:27; D&C 121:34–46; Missionary Handbook, 55–62).

15 minutes: Read and discuss the document In-Field Training for New Missionaries: Instructions for Trainers. Caution trainers against developing an attitude of “In this mission we don’t do it that way.” Answer questions. Invite trainers to live up to the expectations described in that document.

20 minutes: Discuss pertinent information in this document (In-Field Training for New Missionaries: Instructions for Mission Presidents).

—Discuss the role of the trainer in helping his or her new companion learn the mission language.

5 minutes: Instruct trainers that it is essential to report regarding the progress of their companion in weekly letters to you and in regularly scheduled interviews.

20 minutes: Show and discuss one of the two video segments listed below:

—“Companion Study: Elders Hepworth and Belt” (10:14) from Preach My Gospel DVDs: The District 2, on the Mission President’s Portal

—“A Missionary’s First Companion Study and Planning Session” (9:39) from Preach My Gospel DVDs: The District 1, disc 3

5 minutes: Encourage the missionaries by expressing love and confidence in them and bearing testimony.

—Instruct trainers on the purpose of the additional 60 minutes of companion study and the time of day the extra study is to be done.

—Explain the key elements of companion study as well as the “Suggested Study Schedule” in the booklet In-Field Training for New Missionaries: The First 12 Weeks. Describe how you will refer to these pages during regularly scheduled interviews throughout the training period.
Train New Missionaries with Their Trainers

90 minutes

During each transfer, train the newly arriving missionaries with their senior companions. A sample training outline follows:

5 minutes: Welcome.

15 minutes: Emphasize the importance and purpose of missionary work.

20 minutes: Review the In-Field Training for New Missionaries: The First 12 Weeks and answer questions. Emphasize the importance of applying the principles in chapter 7 of Preach My Gospel, expecting language excellence, and protecting language study time.

20 minutes: Show and discuss one of the two video segments listed below:

—“Companion Study: Elders Hepworth and Belt” (10:14) from Preach My Gospel DVDs: The District 2, on the Mission President’s Portal

—“A Missionary’s First Companion Study and Planning Session” (9:39) from Preach My Gospel DVDs: The District 1, disc 3

10 minutes: Explain what you expect of new missionaries and that it is essential that they account to you in weekly letters and in regularly scheduled interviews.

15 minutes: Explain how the trainers were chosen and what you expect of them. Read and discuss the document In-Field Training for New Missionaries: Instructions for Trainers.

5 minutes: Encourage the missionaries by expressing love and confidence in them and bearing testimony.
Frequently Asked Questions

1. **Should both trainers and new missionaries receive copies of the booklet In-Field Training for New Missionaries: The First 12 Weeks?**
   Yes.

2. **When should I give trainers their copy of the training materials?**
   The materials should be given to trainers at a time that works best in your schedule, sometime before or during the trainer training meeting.

3. **Are the two hours of companion study meant to be separate—one hour of regular companion study and a second hour spent completing the items in the “Suggested Study Schedule” from the in-field training booklet?**
   No. Ideally the two hours should be one study session with no division between them. All study should be done with investigators in mind.

4. **When during the day should missionaries do the extra hour of study? Can it vary from day to day?**
   You will identify a time of day that is not as productive for proselyting. Preferably, the two hours of companion study will be consecutive.

5. **What should missionaries do for companion study during companion exchanges?**
   Companion exchanges for new missionaries and trainers are essential, and the new missionary should have the additional 60 minutes of companion study during the exchange. The missionary who stays in his or her area should lead out in companion study.

6. **What if district meetings conflict with companion or language study?**
   If a scheduling conflict exists, the trainer will select another time during the day for companionship or language study. In these cases, having two separate hours is acceptable.

7. **What should be done on preparation day, on the day that missionaries hold weekly planning, and on Sundays?**
   Missionaries hold only one hour of companion study on preparation day and on the day that they have weekly planning. On Sundays, if possible, missionaries should schedule companion study during a time of day that will not conflict with Church meetings or teaching appointments.

8. **If one companion is learning a language and the other is not, where should language study fit in?**
   Language study is essential for missionaries learning a new language. You will provide guidance on the best time for language study.

9. **If both companions are learning a language, does this mean that they will have four hours of study every day?**
   Yes, for the duration of the first 12 weeks. Exceptions are listed in question number 7 of this document. You should provide direction regarding the best time of day for each type of study to occur.

10. **Should new missionaries practice in their native language or the mission language?**
    Missionaries should practice in the mission language as much as possible.
11. **Is the trainer meant to study and then present the information to the new companion, or are they expected to work through it together?**

The trainer and his or her companion should learn together. The trainer is not expected to spend a lot of time planning and preparing to present material to the new missionary during companion study.

12. **How should the missionaries pace themselves through the material for the week?**

The trainer and the new missionary will jointly decide the pace at which they will proceed. The objective is to learn principles and skills that will improve the missionaries’ capacity to serve the Lord and not just to cover the material. The study materials are listed in an order of general priority. Unless local needs dictate otherwise, missionaries should start at the beginning and move as far as they can. Most missionaries will be able to study all of the material each week, but exceptions may occur.

13. **Can missionaries select activities from other weeks to meet questions or needs that they have in their work?**

Yes.

14. **Can missionaries use these materials in district meetings? On exchanges?**

Yes.

15. **What should be done if the missionaries have not completed the study materials at the end of 12 weeks?**

The missionaries should continue to study the materials found in the “Suggested Study Schedule” during the normal one hour of companion study. Additionally, the missionaries should continue to report to the mission president until they have finished studying all of the materials.

16. **How do I know when missionaries are using these materials effectively?**

Missionaries who are using these materials effectively will practice each situation multiple times and will practice each principle in many different situations (with current investigators, less-active members, recent converts, and so forth). Missionaries will focus on what investigators need to do as well as what they need to know. Trainers will focus on what the new missionary is learning instead of just covering material. Additionally, trainers will demonstrate trust by allowing the new missionary to participate regularly in proselyting situations.
What to Expect of Missionary Training Centers

Missionary training centers (MTCs) help missionaries understand and apply their purpose to “invite others to come unto Christ by helping them receive the restored gospel through faith in Jesus Christ and His Atonement, repentance, baptism, receiving the gift of the Holy Ghost, and enduring to the end” (Preach My Gospel, 1).

MTC training focuses on providing missionaries with many opportunities to teach. Missionaries teach progressing investigators in role-play situations that represent what will happen in the mission field. In preparation for these teaching opportunities, they plan, study, and learn the principles and skills found in Preach My Gospel. They learn to help their investigators make and keep commitments that will strengthen their faith in Jesus Christ and will help them gain a testimony of the restored gospel. Missionaries also learn the importance of obedience and the organization of the doctrines in chapter 3 of Preach My Gospel. The first 12 weeks in the field will include a major focus on the doctrine from the missionary lessons in chapter 3.

Through these experiences and through the training they receive from teachers and MTC ecclesiastical leaders, missionaries will arrive in the field knowing the following:

- Their purpose
- How to recognize and trust the voice of the Spirit
- How to help investigators feel and recognize the Spirit
- How to invite investigators to make and keep commitments that will lead to conversion
To help them improve their teaching, missionaries in MTCs will learn the following lessons:

- The Doctrine of Christ—The Missionary Purpose
- The Role of the Holy Ghost in Conversion
- The Process of Revelation
  —Revelation through Prayer
  —Revelation through the Book of Mormon
  —Revelation through Church Attendance
- Teach People, Not Lessons
- We Invite, They Commit, We Follow Up
- How to Begin Teaching

Missionaries who learned a language in the MTC will arrive in the field knowing the following:

- How to apply “Fundamentals from Preach My Gospel: Teaching More Effectively” in the mission language
- Foundational vocabulary, phrases, and grammar
- Study skills that allow them to learn the language on their own and with their companion
- How to contribute meaningfully during lessons