

# Leader's Binder

## Introduction

# TUTORIAL



Salt Lake Temple, photo of temple © 1999, p

It was as a primary secretary that I first realized the importance of a working binder. I was in charge of 112 young children, their attendance in primary, their advancement to YM and YW, Cub Scouts and Achievement Days, their baptisms, talks, prayer and scriptures, their parts for the primary program, whether they have memorized their Articles of faith and their progress in the Faith in God program. That was just taking care of them. My other job responsibilities included meeting minutes primary itinerary each week, and so much more. In order to be effective in my calling and make sure that no one got left behind, that every child was considered and thought of each week, I needed a tool that could handle everything.

Watching my husband in young men's and the frustrations he displayed in keeping track of all the awards, meetings, events and combined church and scout activities, made finding a solution even more demanding. I thought fondly of my time at BYU. I received my degree in Recreation Management and Youth Leadership. In one of my courses, the Professor, Rulon Dean Skinner, spoke of the importance of having a scout binder. It was in fact an assignment worth a good portion of our final grade. I was excited about it. Naturally, I put everything I could find in it. I researched, copied articles, and found resources all over campus. It was a 3 inch binder, filled completely full, with everything I thought a scout leader might need. I divided it up as best I could, with colored dividers made a summarized table of contents and turned it in. And while it contained a lot of information, I don't know if it was really what Professor Skinner had in mind. If I had more experience with scouting, I may have been more successful. Now that I am familiar with what is needed for a leader's book, I narrowed it down to about 10 ideas. A good leader's binder is:

1. An effective way for leader's to keep track of events, activities, Quorum goals and priorities.
2. A place to keep the information, needs and characteristics of each member of their stewardship.
3. The resources to track awards and advancement.
4. The exact duties and responsibilities required to fulfill and magnify their calling.
5. The history and records of the Quorum for the benefit of present and future leaders.
6. A inventory and list of resources, of all types.
7. Personalized and up to date.
8. Organized with a working table of contents, and an index.
9. Has clear easy to understand dividers
10. Finally, a good leader's book answers the questions who, what, when, where, how and why.

Based on our needs and experiences, we have found this approach to be the most effective. We have included a tutorial on each section, and how to develop and use a working table of contents and index. It is our prayer that this binder concept will help you to magnify your calling in your Quorum Presidency. Good Luck and Best Wishes,

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# SECTION I

## COMPASS

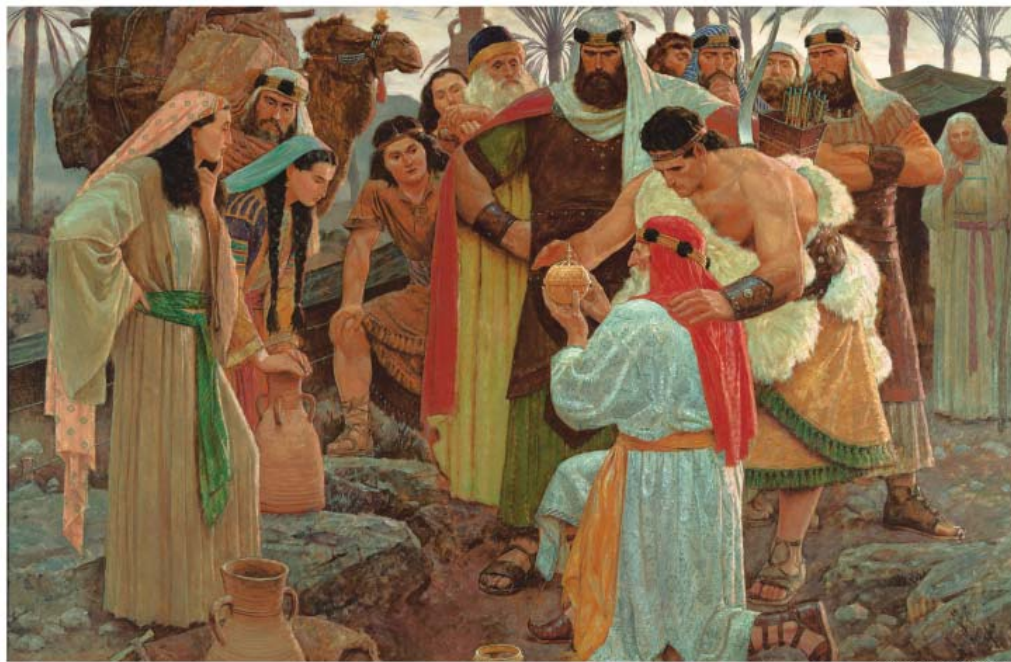
### I. Compass

**A: Scripture** - Alma 37: 38-40

38 And now, my son, I have somewhat to say concerning the thing which our fathers call a ball, or director—or our fathers called it Liahona, which is, being interpreted, a compass; and the Lord prepared it.

39 And behold, there cannot any man work after the manner of so curious a workmanship. And behold, it was prepared to show unto our fathers the course which they should travel in the wilderness.

40 And it did work for them according to their faith in God; therefore, if they had faith to believe that God could cause that those spindles should point the way they should go, behold, it was done; therefore they had this miracle, and also many other miracles wrought



by the power of God, day by day.

41 Nevertheless, because those miracles were worked by small means it did show unto them marvelous works. They were slothful, and forgot to exercise their faith and diligence and then those marvelous works ceased, and they did not progress in their journey;

42 Therefore, they tarried in the wilderness, or did not travel a direct course, and were afflicted with hunger and thirst, because of their transgressions.

**B. Story** - 1Nephi 16:18-31, "Nephi Breaks his Bow"

18 And it came to pass that as I, Nephi, went forth to slay food, behold, I did break my bow, which was made of fine steel; and after I did break my bow, behold, my brethren were angry with me because of the loss of my bow, for we did obtain no food.

19 And it came to pass that we did return without food to our families, and being much fatigued, because of their journeying, they did suffer much for the want of food.

20 And it came to pass that Laman and Lemuel and the sons of Ishmael did begin to murmur exceedingly, because of their sufferings and afflictions in the wilderness; and also my father began to murmur

against the Lord his God; yea, and they were all exceedingly sorrowful, even that they did murmur against the Lord.

21 Now it came to pass that I, Nephi, having been afflicted with my brethren because of the loss of my bow, and their bows having lost their springs, it began to be exceedingly difficult, yea, insomuch that we could obtain no food.

22 And it came to pass that I, Nephi, did speak much unto my brethren, because they had hardened their hearts again, even unto complaining against the Lord their God.

23 And it came to pass that I, Nephi, did make out of wood a bow, and out of a straight stick, an arrow; wherefore, I did arm myself with a bow and an arrow, with a sling and with stones. And I said unto my father: Whither shall I go to obtain food?

24 And it came to pass that he did inquire of the Lord, for they had humbled themselves because of my words; for I did say many things unto them in the energy of my soul.

25 And it came to pass that the voice of the Lord came unto my father; and he was truly chastened because of his murmuring against the Lord, insomuch that he was brought down into the depths of sorrow.

26 And it came to pass that the voice of the Lord said unto him: Look upon the ball, and behold the things which are written.

27 And it came to pass that when my father beheld the things which were written upon the ball, he did fear and tremble exceedingly, and also my brethren and the sons of Ishmael and our wives.

28 And it came to pass that I, Nephi, beheld the pointers which were in the ball, that they did work according to the faith and diligence and heed which we did give unto them.

29 And there was also written upon them a new writing, which was plain to be read, which did give us understanding concerning the ways of the Lord; and it was written and changed from time to time, according to the faith and diligence which we gave unto it. And thus we see that by small means the Lord can bring about great things.

30 And it came to pass that I, Nephi, did go forth up into the

top of the mountain, according to the directions which were given upon the ball.

31 And it came to pass that I did slay wild beasts, insomuch that I did obtain food for our families.

**C. Application** - Explain to the Young Men, their great work in leading their quorum, and how they will need Heavenly Father's help to find not only the resources they will need to survive but to lead others too. They will need the guidance of their Heavenly Father through promptings and by doing what is right. In this divider you will put your promptings, inspirations, your calendar, your mission, goals and quorum objectives. Or anything else that answers the questions "Where and when?"

**D. Activity** - Ahead of time hand someone a compass with the location of a treat, ingredients for the meal, or an already cooked meal and have them tell the way. Then when they bless the food have them ask Heavenly Father for the inspiration and promptings they need to help their quorum be successful.



# SECTION II

## STEWARDSHIP



## II. Stewardship

### A. Scripture: Matt. 18: 12-13

12 How think ye? If a man have an hundred sheep, and one of them be gone astray, doth he not leave the ninety and nine, and goeth into the mountains, and seeketh that which is gone astray?

13 And if so be that he find it, verily I say unto you, he rejoiceth more of that sheep, than of the ninety and nine which went not astray.

**B. Story:** by Jayne B. Malan, “The Summer of the Lambs” (Jayne B. Malan, “The Summer of the Lambs,” Ensign, Nov 1989, 78)

One year my father was waiting for us as we arrived. He said he had a big job for my brother Clay and me to do that summer. I was about twelve at the time, and my brother was two years older. Pointing to the field by the side of the house, my father said, “Do you see all of these lambs in that field? I’ll share the money we get for the ones you raise when we sell them in the fall.” Well, we were excited. Not only did we have a significant job to do, but we were going to be rich! There were a lot of lambs in that field—about 350 of them. And all we had to do was feed them.

However, there was one thing that my father hadn’t mentioned. None of the lambs had mothers. Just after shearing, there was a violent storm that chilled the newly shorn sheep. Dad lost a thousand ewes that year. The mothers of our lambs were among them.

To feed one or two baby animals is one thing, but to feed 350 is something else! It was hard. There was plenty of grass, but the lambs couldn’t eat the grass. They didn’t have teeth. They needed milk. So we made some long, V-shaped feeding troughs out of some boards.

Then we got a great big tin washtub, ground up some grain, and added milk to make a thin mash. While my brother poured the mash into the troughs, I rounded up the lambs, herded them to the troughs, and said, “Eat!” Well, they just stood there looking at me. Although they were hungry and there was food in front of them, they still wouldn’t eat. No one had taught them to drink milk out of a trough. So I tried pushing them toward the troughs. Do you know what happens when you try to push sheep? They run the other way. And when you lose one, you could lose them all because others will follow. That’s the way with sheep.

We tried lining up the lambs along the troughs and pushing their noses down in the milk, hoping they’d get a taste and want some more. We tried wiggling our fingers in the milk to get them to suck on our fingers. Some of them would drink, but most of them ran away.

Many of the lambs were slowly starving to death. The only way we could be sure they were being fed was to pick them up in our arms, two at a time, and feed them like babies.

And then there were the coyotes. At night the coyotes would sit up on the hill, and they’d howl. The next morning we would see the results of their night’s work, and we would have two or three more lambs to bury. The coyotes would sneak up on the lambs, scatter the herd, and then pick out the ones they wanted and go after them. The first were those that were weak or separated from the flock. Often in the night when the coyotes came and the lambs were restless, my dad would take out his rifle and shoot in the air to scare them away. We felt secure when my dad was home because we knew our lambs were safe when he was there to watch over them.

Clay and I soon forgot about being rich. All we wanted to do was save our lambs. The hardest part was seeing them die. Every morning we would find five, seven, ten lambs that had died during the night. Some the coyotes got, and others starved to death surrounded by food they couldn’t or wouldn’t eat.

Part of our job was to gather up the dead lambs and help dispose of them. I got used to that, and it really wasn’t so bad until I named one of the lambs. It was an awkward little thing with a black spot on its nose. It was always under my feet, and it knew my voice. I loved my lamb. It was one I held in my arms and fed with a bottle like a baby.

One morning my lamb didn’t come when I called. I found it later that day under the willows by the creek. It was dead. With tears streaming down my face, I picked up my lamb and went to find my father. Looking up at him, I said, “Dad, isn’t there someone who can help us feed our lambs?”

After a long moment he said, “Jayne, once a long, long time ago, someone else said almost those same words. He said, ‘Feed my lambs. . . . Feed my sheep. . . . Feed my sheep.’” (John 21:15–17.) Dad put his arms around me and let me cry for a time, then went with me to bury my lamb.

It wasn’t until many years later that I fully realized the meaning of my father’s words. I was pondering the scripture in Moses that says, “For behold, this is my work and my glory—to bring to pass the immortality and eternal life of [all mankind].” (Moses 1:39.) As I thought about the mission of the Savior, I remembered the summer of the lambs, and, for a few brief moments, I thought I could sense how the Savior must feel with so many lambs to feed, so many souls to save. And I knew in my heart that he needed my help.

**C. Application:** We have a stewardship over our Quorum. It is our duty to truly serve them and to learn about each one of them. Knowing the one means knowing their needs and characteristics. This section is for your Quorum your stewardship. Here you will put phone numbers, and all personal information that will help you serve them better. This section of your notebook answers the question, “Who?”

**D. Activity:** Show a plate of about 15 to 20 small items and show it to everyone for a brief 10 seconds then take it away and take one thing off the plate/platter. Give a treat to the person who could guess what it was. Then give everyone a treat.

# SECTION III

## DUTY

### III. Duty

#### A. Scripture: D&C 107: 99

Wherefore, now let every man learn his duty, and to act in the office in which he is appointed, in all diligence.

#### B. Story: by Thomas S. Monson, "True to our Priesthood Trust"

(Thomas S. Monson, "True to Our Priesthood Trust," Ensign, Nov 2006, 56-59)

"Fifty-one years ago I heard William J. Critchlow Jr., then president of the South Ogden Stake who would later become an Assistant to the Quorum of the Twelve, speak to the brethren of the general priesthood session of conference and retell a story concerning trust, honor, and duty. May I share the story with you. Its simple lesson applies to us today, as it did then.

"[Young] Rupert stood by the side of the road watching an unusual number of people hurry past. At length he recognized a friend. 'Where are all of you going in such a hurry?' he asked.

"The friend paused. 'Haven't you heard?' he said.

"I've heard nothing,' Rupert answered.

"Well,' continued [the] friend, 'the King has lost his royal emerald! Yesterday he attended a wedding of the nobility and wore the emerald on the slender golden chain around his neck. In some way the emerald became loosened from the chain. Everyone is searching, for the King has offered a reward ... to the one who finds it. Come, we must hurry.'

"But I cannot go without asking Grandmother,' faltered Rupert.

"Then I cannot wait. I want to find the emerald,' replied his friend.

"Rupert hurried back to the cabin at the edge of the woods to seek his grandmother's permission. 'If I could find it we could leave this hut with its dampness and buy a piece of land up on the hillside,' he pleaded with Grandmother.

"But his grandmother shook her head. 'What would the sheep do?' she asked. 'Already they are restless in the pen, waiting to be taken to the pasture, and please do not forget to take them to water when the sun shines high in the heavens.'

"Sorrowfully, Rupert took the sheep to the pasture, and at noon he led them to the brook in the woods. There he sat on a large stone by the stream. 'If I could only have had a chance to look for the

King's emerald!' he thought. Turning his head to gaze down at the sandy bottom of the brook, suddenly he stared into the water. What was it? It could not be! He leaped into the water, and his gripping fingers held something that was green with a slender bit of gold chain [that had been broken]. 'The King's emerald!' he shouted. 'It must have been flung from the chain when the King [astride his horse galloped across the bridge spanning the stream and the current carried] it here.'

"With shining eyes Rupert ran to his grandmother's hut to tell her of his great find. 'Bless you, my boy,' she said, 'but you never would have found it if you had not been doing your duty, herding the sheep.' And Rupert knew that this was the truth." (In Conference Report, Oct. 1955, 86; paraphrasing, capitalization, and punctuation altered.)

The lesson to be learned from this story is found in the familiar couplet: "Do [your] duty; that is best; Leave unto [the] Lord the rest!" (Henry Wadsworth Longfellow, "The Legend Beautiful," in *The Complete Poetical Works of Longfellow* [1893], 258).

To you who are or have been presidents of your quorums, may I suggest that your duty does not end when your term of office concludes. That relationship with your quorum members, your duty to them, continues throughout your life."

**C. Application** - In an emergency situation your two best tools are your brain and your pocket knife. Consider for a moment the importance of knowing what your job is and having the tools to do it. This section will have your responsibilities (job description) in it, forms required for your specific duties, ideas that you have or research that you do. This section answers the question, "What."

**D. Activity** - Meet as a Quorum and write down the five most important duties that you have in your position and the tools you might need to accomplish those duties.





## IV. History

### A. Scripture: Alma 37:2

2 And I also command you that ye keep a record of this people, according as I have done, upon the plates of Nephi, and keep all these things sacred which I have kept, even as I have kept them; for it is for a wise purpose that they are kept.

### B. Story: “President Hinkley Writes in his Journal”

(Gordon B. Hinckley, “Seek Ye the Kingdom of God,” Ensign, May 2006, 81–83)

“I am now trying to deal with the many books and artifacts that I have accumulated over the years. In the course of this process I found an old journal with sporadic entries from the years 1951 to 1954. At that time I was a counselor in my stake presidency and had not yet



been called as a General Authority.

As I read through this old journal, I recalled with appreciation how, through the kindness of the Lord, I came to know very intimately and well all of the First Presidency and members of the Quorum of the Twelve. Such an opportunity could not now be had by anyone because the Church is much larger.

The journal contains entries such as the following:

“March 11, 1953—President McKay discussed with me the April conference program for mission presidents.

“Thursday, March 19—Joseph Fielding Smith asked that I get one of the Brethren to illustrate handling of Saturday night missionary conferences. ... I believe that Spencer W. Kimball or Mark E. Petersen should take care of it.

“Thursday, March 26—President McKay told an interesting story. He said, ‘A farmer had a large tract of land. When he grew old it became too much for him. He had a family of boys. He called the boys around him and told them they would have to carry the load. The father rested. But one day he walked out into the field. The boys told him to go back, they did not need his help. He said, “My shadow on this farm is worth more than the labor of all of you.”’ President McKay said that the father in the story represented President Stephen L. Richards, who was ill, but whose contribution and friendship Presi-

dent McKay valued so highly.

“Friday, April 3, 1953—Attended temple meeting with General Authorities and mission presidents from 9 a.m. to 3:30 p.m. More than 30 mission presidents spoke. All want more missionaries. All making good progress.

“Tuesday, April 14—President Richards at office, had a pleasant visit with him. He appears tired and weak. I feel he has been preserved by the Lord for a great purpose.

“Monday, April 20, 1953—Had an interesting visit with Henry D. Moyle of the Council of the Twelve Apostles.

“July 15, 1953—Albert E. Bowen, member of the Council of the Twelve, died after more than a year of serious illness. Another of my friends has gone. ... I got to know him well. He was a wise and steady man. Could never be rushed, and was never in a rush. Extremely deliberate—a man of uncommon wisdom, a man of great and simple faith. The old, wise heads are passing on. They were my friends. In my brief time I have seen many of the great men of the Church come

and go. Most of them I have worked with and known intimately. Time has a way of erasing their memory. Another five years and such names as Merrill, Widtsoe, Bowen—all powerful figures—will be forgotten by all but a few. A man must get his satisfaction from his work each day, must recognize that his family may remember him, that he may count with the Lord, but beyond that, small will be his monument among the coming generations.”

**C. Application:** How valuable would information be like that to new leaders? Wouldn't it be nice to have a history of past leaders in your position, the tips and tricks they found that made their Quorum successful? Wouldn't it be wonderful to see pictures of what it was like 10 or twenty years ago. Wouldn't it be fun to see what your leaders today, wrote when they were your age in your position? Fill this section with photos, journals, notes, event evaluations, meeting minutes and the like. This section answers the question, “What Happened.”

**D. Activity** - Write down things you would have liked in this section from past leaders, any questions you could ask them if they were here or write a letter to the person who will fill this position next.

# SECTION IV HISTORY

# SECTION V

## RESOURCES

### V. Resources

#### A. Scripture: 1 Ne. 17: 9-10, 16

9 And I said: Lord, whither shall I go that I may find ore to molten, that I may make tools to construct the ship after the manner which thou hast shown unto me?

10 And it came to pass that the Lord told me whither I should go to find ore, that I might make tools.

16 And it came to pass that I did make tools of the ore which I did molten out of the rock.

#### B. Story: "The Brother of Jared sees the Finger of the Lord"

##### THE BOOK OF ETHER CHAPTER 3:1-9

*The brother of Jared sees the finger of the Lord as he touches the sixteen stones—Christ shows his spirit body to the brother of Jared—Those who have a perfect knowledge cannot be kept from within the veil—Interpreters are provided to bring the Jaredite record to light.*

1 And it came to pass that the brother of Jared, (now the number of the vessels which had been prepared was eight) went forth unto the amount, which they called the mount Shelem, because of its exceeding height, and did molten out of a rock sixteen small stones; and they were white and clear, even as transparent glass; and he did carry them in his hands upon the top of the mount, and cried again unto the Lord, saying:

2 O Lord, thou hast said that we must be encompassed about by the floods. Now behold, O Lord, and do not be angry with thy servant because of his weakness before thee; for we know that thou art holy and dwellest in the heavens, and that we are unworthy before thee; because of the fall our natures have become evil continually; nevertheless, O Lord, thou hast given us a commandment that we must call upon thee, that from thee we may receive according to our desires.

3 Behold, O Lord, thou hast smitten us because of our iniquity, and hast driven us forth, and for these many years we have been in the wilderness; nevertheless, thou hast been merciful unto us. O Lord, look upon me in pity, and turn away thine anger from this thy people, and suffer not that they shall go forth across this raging deep in darkness; but behold these things which I have molten out of the rock.

4 And I know, O Lord, that thou hast all power, and can do whatsoever thou wilt for the benefit of man; therefore touch these stones, O Lord, with thy finger, and prepare them that they may shine forth in darkness; and they shall shine forth unto us in the vessels which we have prepared, that we may have light while we shall cross the sea.

5 Behold, O Lord, thou canst do this. We know that thou art able to show forth great power, which looks small unto the understanding of men.

6 And it came to pass that when the brother of Jared had said these words, behold, the Lord stretched forth his hand and touched the stones one by one with his finger. And the veil was taken from off the eyes of the brother of Jared, and he saw the finger of the Lord; and it was as the finger of a man, like unto flesh and blood; and the brother of Jared fell down before the Lord, for he was struck with fear.

7 And the Lord saw that the brother of Jared had fallen to the earth; and the Lord said unto him: Arise, why hast thou fallen?

8 And he saith unto the Lord: I saw the finger of the Lord, and I feared lest he should smite me; for I knew not that

the Lord had flesh and blood.

9 And the Lord said unto him: Because of thy faith thou hast seen that I shall take upon me flesh and blood; and never has man come before me with such exceeding faith as thou hast; for were it not so ye could not have seen my finger. Sawest thou more than this?

**C. Application:** What can we take from this story that will help us in our quorum leadership? If we are going to save our Quorum we will need all the help we can get. This section is for that help. Seek out resources of your own from people, places, equipment, training, ideas. Consistently fill your notebook with things that help you. This section answers the question: "How?"

**D. Activity:** Have the YM try to draw something on a sheet of paper blindfolded or in the dark. And then give them a flashlight or take off blindfold draw it again and discuss the differences. What kind of resources does a person in your position need to fulfill their calling?

### VI. Index and Table of Contents

Having a table of contents at the beginning of the notebook and each section will help you find things right away. If you can't find what you need when you need it you might as well not have it.

**Activity:** Allow the leaders a few moments to write in their table of contents at the beginning and for each section. Then, when everyone is finished have them find something that strikes them as fun or important to them personally, and have them index it for future reference. Demonstrate the importance of personalizing your binder and being able to find things that mean something to you. After your calling has ended, you will take this out and provide a new index for the next leader to fill out and personalize.

#### Conclusion:

As you can see, having a binder filled with these things can make your calling easier. To maintain your book, look through it on a weekly basis, take out what is no longer needed and research any questions you have had, put items from the calendar on you family calendar, move current meeting minutes to history, add photographs or handouts to the appropriate places, and prepare or evaluate events and don't forget to index important information.



Illustration of a man kneeling in prayer, looking up at a bright light source in the sky. © 2012 LDS Church.