

## Priesthood Approval to be a Missionary in MRS

### Ways to get into MRS

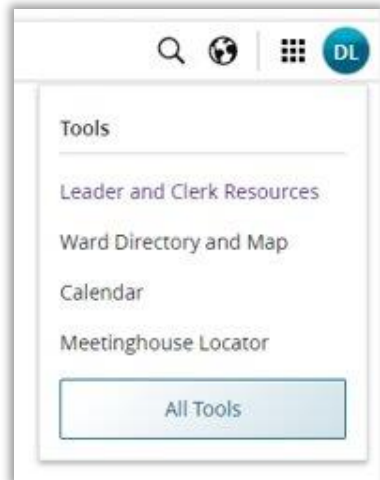
There are two primary ways a priesthood leader might get into MRS. The first, and hopefully most common, is to use the email they were sent when the recommendation was first completed (in the case of the bishop) or when the bishop completed his approval (in the case of the stake president). The second alternative is to use the Leader and Clerk Resources (LCR) page to access the Missionary Online Recommendation System (MRS) to get to the Leadership Portal where they can approve the senior service missionaries who are waiting for their approval.

### Starting in MRS.

Using Google Chrome, log into <https://mrs-leadership.churchofjesuschrist.org/>. If you use this method, skip to page 3.

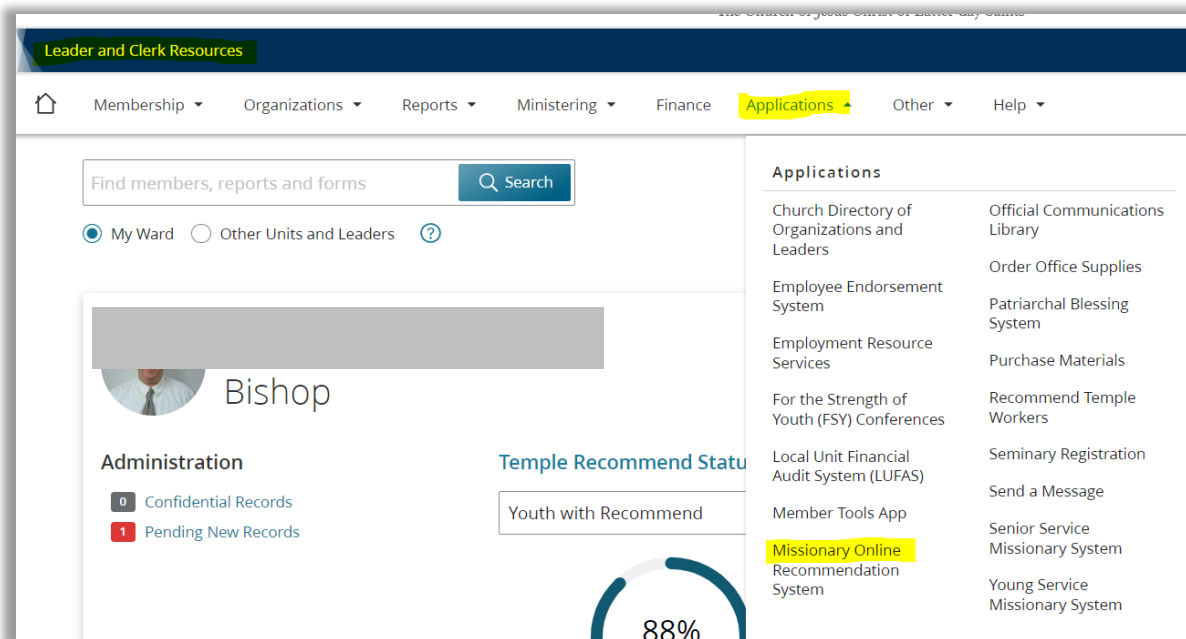
## Getting into LCR

From the Church Homepage click on the 9-box icon at the top right of your screen. Choose Leader and Clerk Resources.



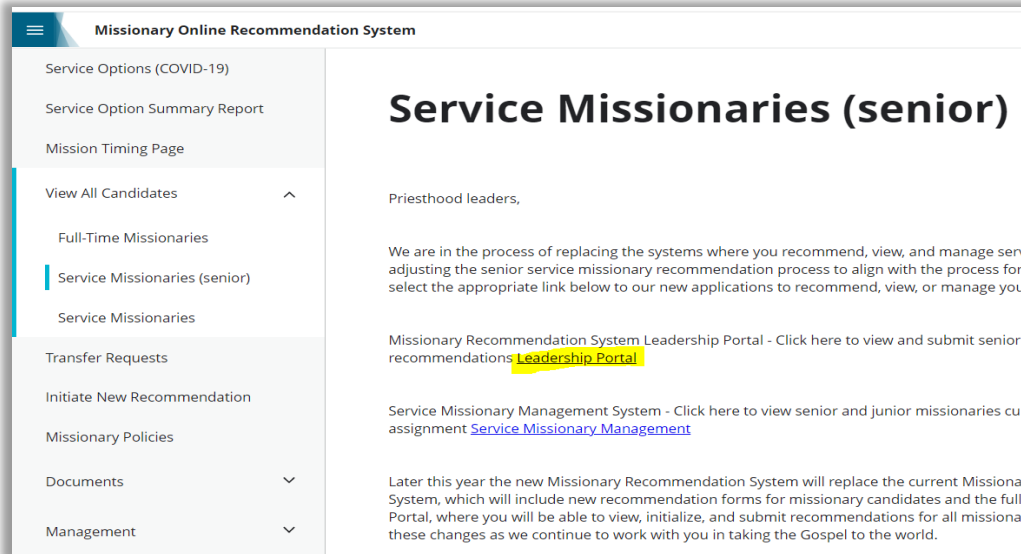
## Starting MRS

In LCR, under the Application drop-down choose Missionary Online Recommendation System.



## Getting into the Leadership Portal

Choose to view all Service Missionaries (senior) and then click on the Leadership Portal.



## Leadership Portal List of applicants




This is a list of all the senior service missionary candidates for your unit (ward or stake).

Leadership Portal

Candidates 5 Resources Access and Settings

All Candidates and Missionaries  
5 results

Include Returned Missionaries

Missionary ↑	Submitting Unit	Type	Step	Status	Date	Action
 [Redacted Name]	Hig [Redacted] Ward (120480)	Service Missionary	Priesthood Leadership - Stake	Ready for Stake President	17 Jul 2022	Yes
Dil [Redacted]	Hig [Redacted] Ward (358932)	Service Missionary	Completing Forms	Incomplete Forms	12 Jul 2022	No
Ho [Redacted]	Hig [Redacted] Ward (2155230)	Service Missionary	Priesthood Leadership - Ward	Ready for Bishop	03 Aug 2022	No
 [Redacted Name]	Hig [Redacted] Ward (358932)	Service Missionary	Priesthood Leadership - Stake	Ready for Stake President	06 Aug 2022	Yes
 [Redacted Name]	Hig [Redacted] Ward (358932)	Service Missionary	Priesthood Leadership - Stake	Ready for Stake President	06 Aug 2022	Yes

## Choose applicant.

Click on the name of an applicant to see more details. For those where you can take action (Yes in the *Action* column, found to the right with a filled in circle and an exclamation symbol to the left of the name), clicking on the name will take you to the Bishop or Stake President Checklist screen.

**Leadership Portal**

Status: Ready for Bishop

Date Started: 02 Aug 2022

Submitted to Bishop: 02 Aug 2022

Type: Service Missionary

**Bishop Checklist**

- Standards of Worthiness
- Interview Questions
- Recommend Summary
- Priesthood Leader Comments

Submit Recommendation

**Unit Information**

**Submitting Unit**  
Timpanogos Ward

**Home Unit**  
Timpanogos Ward

**Funding Unit**  
Timpanogos Ward

**Membership Unit**  
Timpanogos Ward

Cancel Recommendation

## Four Steps

There are four steps to be taken before a priesthood leader can choose Submit Recommendation. They are shown as a checklist on the left side of the page with dashed circles until each is completed.

## Standards of Worthiness

Click on Standards of Worthiness to take the first step. This screen offers advice and counsel concerning worthiness.

**Leadership Portal** Candidates 3

Candidates / [Redacted] / Standards of Worthiness

## Standards of Worthiness

### Missionary Standards of Worthiness

#### Introduction

The First Presidency and Quorum of the Twelve Apostles have established standards of worthiness for missionary candidates. The standards include (1) issues to report and (2) special circumstances that may affect or preclude missionary service.

Click on Complete to continue.

Leadership Portal Candidates 3

- Violations of the law or activity that has resulted in, or may lead to, legal action. This may include convictions, current legal probation, parole, or incarceration.
- Debt without definite arrangements to repay.
- Tattoos that are gang related, sexual in nature, or visible when wearing normal missionary attire.
- Same-sex attraction (without engaging in same-sex sexual activity). This information is for mission presidents in helping the missionary while serving.
- Same-sex sexual activity when 16-years-old or older.

[Complete](#) [Close](#)

## Interview Questions

Click on Interview Questions to take the next step. This screen offers advice and counsel about interviewing, example interview questions (some which are directed at young missionaries, not senior missionaries), and an appendix with Preach My Gospel and other references on important principles.

Leadership Portal Candidates 3

Candidates / Interview Questions

### Interview Questions

#### Interviewing Prospective Missionaries

#### Interviewing Prospective Missionaries

For many members of The Church of Jesus Christ of Latter-day Saints, missionary service is a significant milestone in their lifelong spiritual growth. Church leaders desire that this sacred time of service be a joyous and faith-building experience for every mission-

Click on Complete to continue.

Leadership Portal Candidates 3

intent and Spirit of the Lord, their lives will be filled with joy and peace" ([Preach My Gospel: A Guide to Missionary Service \(2004\)](#)).

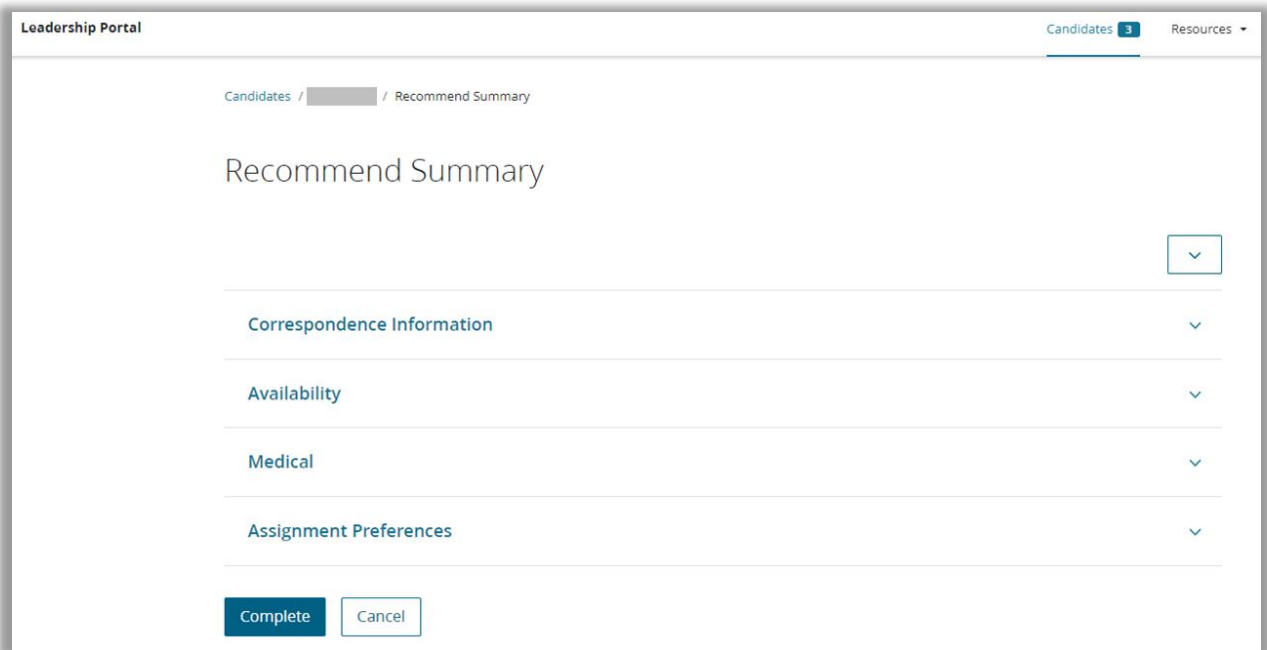
#### Honesty and Integrity

"Be honest with yourself, others, and God at all times. Being honest means choosing not to lie, steal, cheat, or deceive in any way. you are honest, you build strength of character that will allow you to be of great service to God and others. You will be blessed with mind and self-respect. You will be trusted by the Lord and will be worthy to enter into His holy temples.

[Complete](#) [Close](#)

## Recommend Summary

Click on Recommend Summary to take the third step. This screen allows you to review the information from the recommendation. Click on the down caret (v) to show the details.



The screenshot shows the 'Leadership Portal' interface. At the top right, there are tabs for 'Candidates' (with a count of 3) and 'Resources'. The breadcrumb trail reads 'Candidates / [redacted] / Recommend Summary'. The main heading is 'Recommend Summary'. Below this, there is a list of expandable sections: 'Correspondence Information', 'Availability', 'Medical', and 'Assignment Preferences'. Each section has a small downward-pointing caret icon to its right. At the bottom of the screen, there are two buttons: a dark blue 'Complete' button and a white 'Cancel' button with a grey border.

Click on *Complete* to continue.

## Priesthood Leader Comments

Click on Priesthood Leader Comments to take the final step. This screen requires you to answer a few questions and allows you to enter additional confidential comments. You can also click Save to remember the information and allow you to leave this screen and return later. The stake president's screen also allows him to review the bishop's comments.

The screenshot shows the 'Leadership Portal' interface. At the top right, there are tabs for 'Candidates' (with a '3' indicator) and 'Resources'. Below the navigation, the breadcrumb path is 'Candidates / [Candidate Name] / Priesthood Leader Comments'. The main heading is 'Priesthood Leader Comments'. There is a 'Review Bishop's Comments' link with a dropdown arrow. Below that, the section is titled 'Complete Stake President's Comments' and contains two checklist items:

- \* I have reviewed and confirmed all the completed information with the missionary candidate. I agree that, to the best of my knowledge, the personal medical history of the missionary candidate is truthful and complete
- \* I have conducted a thorough interview and determined the candidate is worthy to hold a temple recommend (if applicable) and willing to serve where assigned. (For long-term volunteers, holding a temple recommend is not a requirement)

Click on Complete to continue.

The screenshot shows the 'Leadership Portal' interface. At the top right, there are tabs for 'Candidates' (with a '3' indicator) and 'Resources'. Below the navigation, the breadcrumb path is 'Candidates / [Candidate Name] / Stake or District President's Confidential Comments'. The main heading is 'Stake or District President's Confidential Comments'. There is a text input field with a character count of '0/60'. Below the input field, there is a checkbox and the text: 'Check this box if you have any confidential comments about the candidate's circumstances. (Some of the candidate's answers may require confidential comments.)'. At the bottom, there are three buttons: 'Complete' (in a dark blue box), 'Save', and 'Cancel'.

## Approve

When you have completed all four items on the checklist, the Submit Recommendation button will be available. Click on this button to move the recommendation to the next step. When a bishop clicks it, an email is sent to the stake president, and it is available for him to act. When the stake president clicks it, the member is approved as a senior service missionary and the information is sent to the Service Missionary Management System (SMMS) for Assignment approval.


## Additional Items of Interest

## Seeing Status

When a stake president looks at a member whose recommendation is ready for the bishop, the stake president will be able to see how far along the recommendation is through the checklist.

**Leadership Portal**

Candidates / [REDACTED]



<b>Status:</b>	Ready for Bishop
<b>Date Started:</b>	03 Aug 2022
<b>Submitted to Bishop:</b>	03 Aug 2022
<b>Type:</b>	Service Missionary

### Bishop Checklist

- Standards of Worthiness
- Interview Questions
- Recommend Summary
- Priesthood Leader Comments

### Unit Information

**Submitting Unit**  
Highland [REDACTED] Ward ([REDACTED])

**Home Unit**  
Highland [REDACTED] Ward ([REDACTED])

**Funding Unit**  
Highland [REDACTED] Ward ([REDACTED])

**Membership Unit**  
Highland [REDACTED] Ward ([REDACTED])



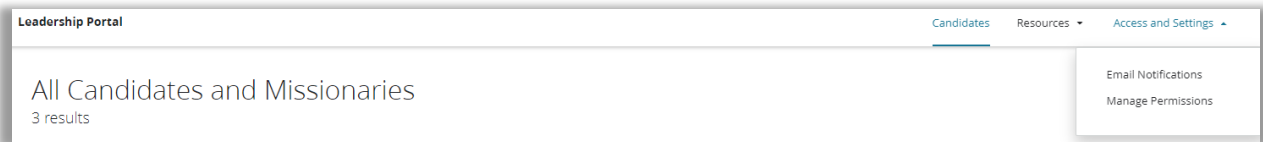
Once a bishop has approved a recommendation, he will continue to see it in his view of recommendations until it has finished all approvals. He cannot, however, see the checklist status.

The screenshot shows the 'Leadership Portal' interface. At the top right, there are navigation links for 'Candidates', 'Resources', and 'Access and Settings'. The main heading is 'All Candidates and Missionaries' with '3 results' below it. A checkbox labeled 'Include Returned Missionaries' is present. Below this is a table with the following columns: Missionary, Submitting Unit, Type, Step, Status, Date, and Action. The table contains three rows of data.

Missionary ↑	Submitting Unit	Type	Step	Status	Date	Action
[Redacted]	Highland Ward	Service Missionary	Completing Forms	Incomplete Forms	12 Jul 2022	No
[Redacted]	Highland Ward	Service Missionary	Priesthood Leadership - Stake	Ready for Stake President	06 Aug 2022	No
[Redacted]	Highland Ward	Service Missionary	Priesthood Leadership - Stake	Ready for Stake President	06 Aug 2022	No

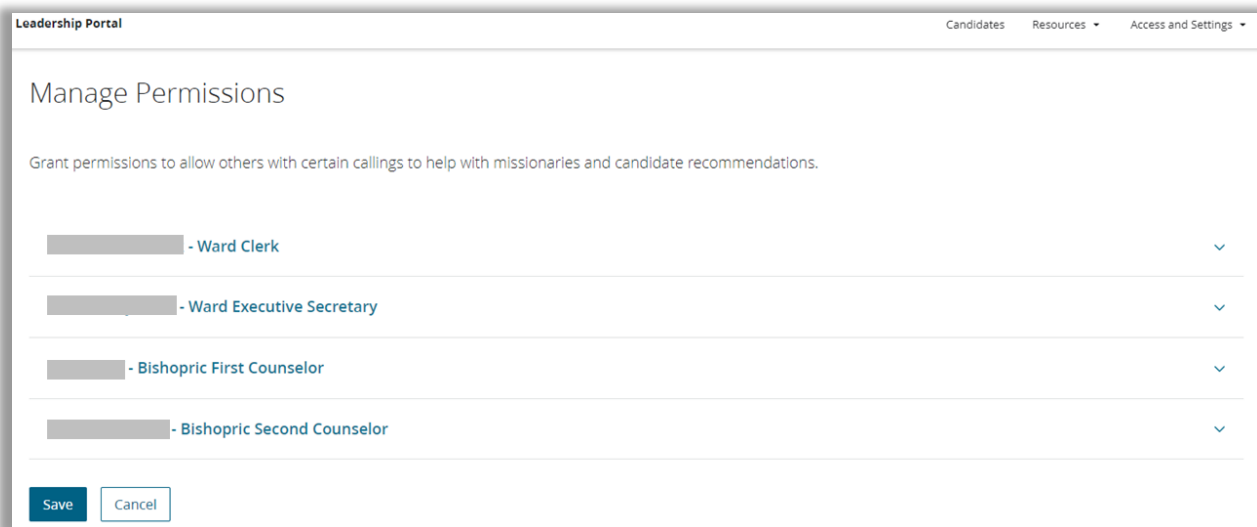
## Granting others Access to MRS

The bishop or the stake president can grant MRS access to others. He does that through the Access and Settings pull-down, choosing Manage Permissions.

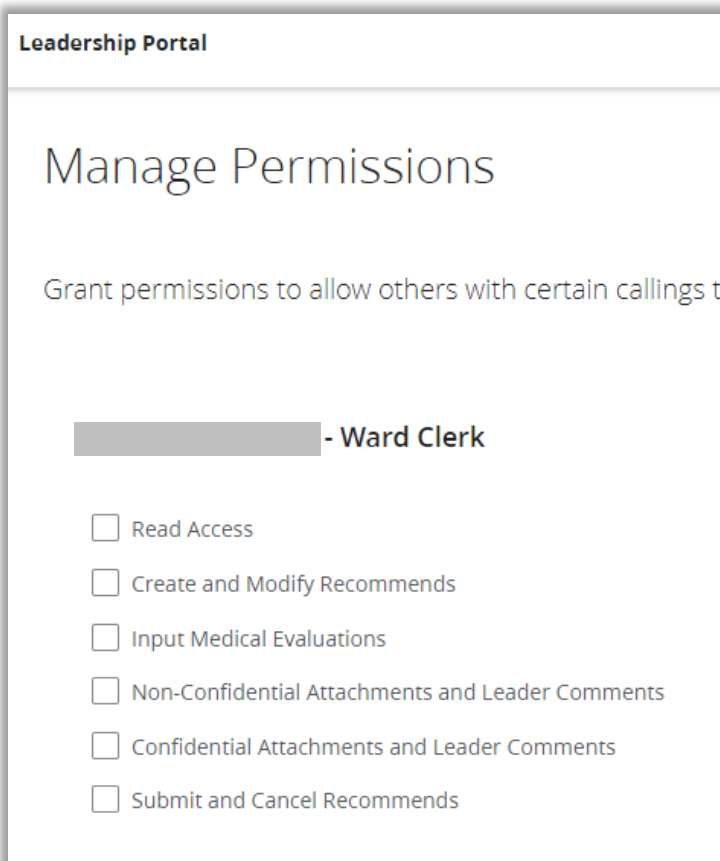


## Manage Permissions

Each person will be listed with a drop-down caret to the right of their name.



Clicking on the name will show you the possible permissions to be granted.



Someone who has not been granted access will receive the following message when trying to access the Leadership Portal.

