

Approval of Stake President of an Immediate Early Release

There are two types of early release requests:

EARLY RELEASE IN THE FUTURE (ANOTHER MEMO)

In this scenario, the missionary's mission is to be shortened, but it is not to be ended until a future date. This situation is addressed in a separate memo.

IMMEDIATE EARLY RELEASE (THIS MEMO)

This action refers to changes to an assigned end date that results in both an early release from their current assignment and their mission. *(Do not use these instructions unless the missionary is being released from his or her mission in conjunction with the termination of his or her assignment.)*

- Using Google Chrome, log into SMMS (<https://servicemissionary.churchofjesuschrist.org/>) and log in.
- In the Action Items section, click on “Modification Requests Due”.
- Scroll down to the name of missionary in the list and click on “Assignment ID” to left of the missionary's name.
- To release the missionary from their mission on the proposed date, click on the small blue “Edit” under Service Assignment End Date **on the left side of the page**. Enter the End date just as proposed and click on “Save”. [*IMPORTANT: If you click on the “Approve Request” button on the right side of the page, the missionary's assignment will end, but their mission will not, leaving them serving without an assignment.*] **Please see the screenshot on page 2.**

When a Senior Service Missionary is released, Chapter 24 of the General Handbook instructs priesthood leaders to issue a formal release and to invite them to speak in Sacrament Meeting. See <https://seniormission.org/docs/end-of-missionary-service.pdf>.

Approval of Stake President of an Immediate Early Release

Immediate End of Assignment and Mission

Service Missionary Management

Missionaries Opportunities

Missionary Assignments

Las Vegas Temple - Non-Ordinance (02-2143701)

Assignment
01-604287-1240487

Creation Date
24 Jun 2022

Status
Active

Start Date 28 Mar 2022 **End Date** 28 Mar 2024 **Proposed End Date** 5 Jan 2024

Opportunity
Temple Administrative Office (02-00604287)

Work Days
Sun Mon Tue Wed Thu Fri Sat

Hours per week
8

Notes
Imported from PeopleSoft

Person Type
Senior Service

Age

Gender
Female

Mission Start Date
28 Mar 2022

Actual Release Date
28 Mar 2024

Service Assignment Start Date
28 Mar 2022 [Edit](#)

Service Assignment End Date
28 Mar 2024 [Edit](#)

Provision Start Date
[Edit](#)

Language Spoken
eng

Home Location
Pahrump, Nevada

Phone
707-228-8535

Email
jamclark@me.com

Membership Unit
Las Vegas Nevada Blue Diamond Stake (2081083)

Person Assigned Unit
Las Vegas Nevada Blue Diamond Stake (2081083)

Stake President
David Vance Walker

Senior Service Missionary Group
NASW Area Las Vegas Senior Service Missionary Group (430013)

SMO Senior Missionary Coordinator
Layne Thomas Rushforth

[Edit Assignment](#) [End Assignment](#)

Last Change: 5 Jan 2024 (Don Armstrong)

Requested Change
Assignment end date changed from 28 Mar 2024 to 5 Jan 2024

[Approve Request](#) [Deny](#)

Approval Pending 5 Jan 2024
Assignment end date changed from 28 Mar 2024 to 5 Jan 2024

[Cancel Request](#)

Created by Don Armstrong on 5 Jan 2024

Annotations:

- Click on Edit link to change "Service Assignment End Date" to match the Proposed End Date on the right (circled in blue).
- To end the mission and the assignment at the same time, IGNORE THESE OPTIONS