**Dear Youngen!**

So here is my letter with my answers on key indicators, hope it helps. I first off start off with some direct quotation taken right out of PMG with things I thought were very important in blue and my thoughts in red:

**Key Indicators for Conversion**

Perhaps you have wondered which of your many duties are the most important. To be

able to answer this question, you must understand your purpose and know how effective

use of time can help you fulfill this purpose.

Your purpose is 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. Key indicators have been identified by

Church leaders to help you focus on this purpose. As you focus on these indicators, you

will help people progress toward baptism, confirmation, continued activity in the Church,

and lasting conversion.

**KEY INDICATORS:**

• Investigators baptized and confirmed

• Investigators with a baptismal date

• Investigators who attend sacrament meeting

• Lessons taught to investigators with a member present

• Other lessons taught

• Progressing investigators

• Referrals received and contacted

• New investigators

• Lessons taught to recent converts and less-active members

These indicators identify events and conditions that show a person’s progress toward

enduring conversion. A brief description of each key indicator is given below:

**Investigators baptized and confirmed:** Each person who has received the ordinances of baptism

and confirmation. Report baptisms for the week in which they take place and confirmations

for the week in which they take place.

(Don’t forget that you need to have a baptism form filled out and AT THE BAPTISM! If there is no baptism form filled out at the baptism then the baptism shouldn’t go forward. The form should be given to the witnesses who will make sure that the name written on the sheet is the name that is spoken during the baptism prayer. If the name that is spoken or that they wish to have spoken is not the name on the baptism form, the baptism should not go forward until the name that is on the baptism form is the person’s true and legal FULL name which will be used in the prayer during baptism.)

**Investigators with a baptismal date:** Each investigator who has agreed to be baptized and

confirmed on specific dates.

(If you have a baptism date with someone who has to be at church every single week in order to make that baptism date and he misses a Sunday, you no longer have an investigator with a baptism date. You must go back over to the person and re-set a date that will be doable with the said person. As soon as that is completed you now have an investigator with a baptism date again.)

**Progressing investigators:** The total number of investigators who have been taught two or

more lessons and are keeping commitments such as to pray, read from the Book of Mormon,

attend church, and prepare for baptism and confirmation. Investigators who are willing to continue learning about the gospel but are struggling to keep commitments are not progressing investigators as defined here. They are classified either as new investigators or other investigators.

(Just because you have an investigator at church, does not mean that he is progressing. I didn’t count anyone a “progressing investigator” though unless he HAD been to church. So this number for me usually was a number somewhere between “investigators with a date” and “investigators at church”.)

**Investigators who attend sacrament meeting:** Each investigator who has attended sacrament

meeting.

(Remember that it says “Sacrament Meeting” and not “priesthood” or anything else… They MUST be present for the sacrament in order to receive the number, and they do not have to stay for any other classes to receive the number. Important.)

**Lessons taught to investigators with a member present:** The total number of lessons taught to all

investigators with a member present. A lesson typically includes the teaching of one or

more gospel principles from the lessons, an opening and closing prayer, and invitations

to make commitments. It is not necessary to teach all the principles of a lesson to consider

it a complete lesson. The effectiveness of your teaching can be measured by whether

investigators are growing in their faith in the Savior, repenting of their transgressions, and

earnestly preparing to receive the ordinances of baptism and confirmation. Report only

those lessons at which you were present. Report the total number of lessons taught, not

the number of investigators who received lessons.

(I loved to teach PM families for this reason. Get a lesson with a member present as well as a lesson taught to a recent convert/less active member most of the time- two birds one stone.)

**New investigators:** The total number of individuals who have received a lesson and accepted

a specific return appointment.

**Referrals received and contacted:** The total number of referrals you have contacted and either

taught or asked for a specific return appointment. Once you contact a referral, the referral is

moved from the referral pool and either becomes a new investigator, is marked for further

follow-up, or is dropped. A referral is also considered contacted if after many attempts

you cannot reach the person or you find that the address is incorrect. These referrals are

sent back to the mission office with a note describing why contact could not be made.

Total referrals received refers to all the referrals you received that have not yet been

contacted (referrals from members, investigators, Church headquarters, and so forth). For

reporting purposes, the number of referrals that have not yet been contacted carries over

from week to week. Each new referral is added to this number and each referral contacted

is subtracted from it. Remember, however, that “referrals contacted” refers to the number

contacted in the week being reported.

**Lessons taught to recent converts and less-active members:** The total number of lessons taught to

converts who have been members for less than one year and to less-active members.

**Other lessons taught:** The total number of lessons taught to investigators without a

member present.

**Contacts:** Number of new people that you make contact with and invite them to hear the message that you share.

As you set goals and make plans, evaluate what you do in terms of how your efforts

will add to the numbers of people represented in each of these key indicators. Your goal

should be to have increasing numbers for every key indicator.

You will do many things that are not described in the key indicators, such as street

contacting or personal and companion study. These important activities contribute to one

or more of the key indicators. For example, when you teach those you find through your

own efforts, you add new investigators to your teaching pool. Also, the quality of your

personal and companion study will improve your ability to teach by the Spirit, which will

bless your new and progressing investigators. The power of your finding and teaching

will influence every key indicator. Evaluate all you do based on whether it adds to the

numbers of people in these categories. If you and your companion cannot see how a

proselyting activity might help increase the numbers of people in one or more key

indicators, you need to question whether the activity is worth your time.

**END QUOTE FROM PMG**

Okay let me go over this list as a funnel, with the numbers feeding into one another; I will change the list so that it looks like a funnel to further help you understand.

**KEY INDICATORS:**

1. Contacts
2. Other lessons taught
3. Lessons taught to recent converts and less-active members
4. Referrals received and contacted
5. New Investigators
6. Lessons taught with a member present
7. Investigators who attend sacrament meeting
8. Progressing investigators
9. Investigators with a baptism date
10. Investigators baptized and confirmed

So the numbers at the top should be your largest numbers and they should get smaller as you go further down the funnel. Now I will break this group into three sections to help us understand where we might be having problems

1. . Contacts
2. Other lessons taught
3. Lessons taught to recent converts and less-active members
4. Referrals received and contacted
5. New Investigators

I would label this group, numbers 1-5, as “Finding” with “New investigators” being the bottom of the first mini funnel letting us know how well we did overall that week or transfer at “Finding”.

1. Lessons taught with a member present
2. Investigators who attend sacrament meeting
3. Progressing investigators

I would label this group, numbers 6-8, as “Teaching” with the “Progressing investigators” being the overall reflection of how well you did overall that week or transfer with your “Teaching”.

1. Investigators with a baptism date
2. Investigators baptized and confirmed

This would be my final grouping, numbers 9 and 10, which would make up the group I would call “Baptizing” with the “Investigators baptized and confirmed” being the overall reflection of how well you did overall that week or transfer with your “Baptizing”.

It is a correct assumption that someone cannot successfully “Baptize” if they don’t successfully “Teach”, and they can’t successfully “Teach” if they cannot “Find”. Thus you hear that a missionary’s job is to “find”, “teach”, and “baptise”- always in that order. So you will not see someone baptizing weekly and failing to find, will not happen. So you can always isolate the problem, fix it, and move down the funnel until you are a baptising machine.

I’m going to come up with some artificial numbers so that we can see what it “takes” to baptize weekly as well as to let us be able to gauge where we might be alright as well as where we might be lacking.

1. Contacts
2. Other lessons taught
3. Lessons taught to recent converts and less-active members
4. Referrals received and contacted
5. New Investigators
6. Lessons taught with a member present
7. Investigators who attend sacrament meeting
8. Progressing investigators
9. Investigators with a baptism date
10. Investigators baptized and confirmed

Let’s work up, as if this was a “weekly report”, and what the numbers should be. Let’s just put a 1 for baptisms. If we baptized at least one person in that week we can say that we were a success in “baptizing”, fair enough? Well then how many should we have with a date? You have to be at sacrament meeting a number of times before you can be baptized, whatever that number is you should have at least that number with a baptism date. So if you have at least 2-3 people with a date, you are good. If you are looking at your numbers and you have this, congrats you are baptizing weekly and your “Baptizing” grouping is solid. If you do not hit these numbers then it is safe to say that you have a problem with this grouping and you should focus on fixing it. I have a section where I gave tips on how I went about fixing this section below.

Now let’s look at the “teaching” grouping and see what the numbers should most likely be around so that we can tell if we lacking in this grouping. The numbers should be getting bigger the further up the funnel you get. With “progressing investigators” it is safe to say that not everyone that that is progressing will have a baptism date, but would be ideal. If that is the case then this number should be equal to if not larger than “investigators with a date” which we said should be around 2-3 people. So progressing you might be able to get it done with 2-3 people progressing if you can manage to give them all dates, if not you should see this number get bigger- maybe as large as 2-5 people progressing. Now let’s look at investigators at church. Once again this number can be the same number as progressive investigators but once again could be larger, possible 2-7 investigators at church. Now I will let you know something about lessons with a member present VS investigators at church, these two numbers almost always reflect each other if done correctly. If I got 7 lessons with a member present I ended up getting 7 people at church, 4 lessons, 4 people, etc etc. So with this number, it should be almost a reflection of the number you want for investigators at church, which in this case would be 2-7. If you are not getting these numbers and think that this might be your problem, I have a paper that I have written called “Master Teacher; Reaching Edification” that I had written specifically for this grouping. If read and applied it will fix the lessons with member present as well as progressing investigators. For my tip on how to increase the investigators at church read my tip below, (As well as a letter that I wrote to you in the past that I am attaching to this, as well as my “Master Teacher” paper that I am also attaching)

Now for the last grouping called “Finding”. The big one here is “New investigators” and this number should be bigger than lessons with a member present at least as big. I would think that that would mean somewhere in the ball park of 5-10 new investigators is what you should be hitting every single week. Now the next three are all ways to find those new investigators, “Referrals”, “Recent converts/less active” (and I add “Part Member” to that group as well) and “Other lessons taught”. I would think that % wise 10% of your new investigators should come from “referrals”, 10% should come from “RC/PM/ and LA”, and 80% should come from “Other lessons”. That would mean that you might get one new investigator from a “Referral” and you might get one from a “RC/LA/PM”, but the bulk (3-8) should be coming from “other lessons”. This has been the case historically from mission to mission. Now you can spend your time trying to fill up your new investigators using just the first two forms of getting new investigators or you can use “other lessons” and actually baptize weekly. Now with that being said, USE TIME WISELY! If you know that the first two forms yield less investigators put less time in those and more into other lessons, MEANING. You need between 1-5 lessons on average to get a new investigator correct? So your referrals should be between 1-5, not much more than that. If you find that it is much larger than that, than you are wasting time. Same thing with the RC/LA/PM lessons, they should be around 1-5 per week, and if you find that it is a lot larger than that, you need to ask yourself how much time you are wasting. Finally “Other lessons” should be where you get the bulk of your new investigators and should reflect the largest number. If the numbers hold true and you take on average 1-5 lessons to yield a new investigator and you have already gained 2 new investigators from referrals and the LA/PM/RC groups collectively, that means you have 3-8 new investigators left to find. That would mean you would need to have anywhere between 15-40 other lessons taught a week in order to fill the remainder of your other lessons. This isn’t impossible, most all missionaries that I have talked to from all over the world can teach between 15-40 other lessons a week. Mine on my mission I think were usually between 20-30.That is only around 3-5 other lessons taught in a day, not a lot if you figure you are out from 10 in the morning until 9 at night. Now with that said, we need to look at “Contacts” and how many people we need to “contact” before we reach this goal of “other lessons” each specific day. If you want to teach 3-5 other lessons a day, it is a good bet that you will have to contact ATLEAST 10-20 people for each one of those lessons you have to teach. HOLY CRAP?! REALLY! Yep, you need to contact an awful lot of people. That would mean you need to contact between 30-100 people every single day. If you knock on a door and no one answers, that’s not a contact. If you knock on the door and someone yells at you from behind the door, that IS a contact. Like I said before, contacting 60 people a day via knocking door to door was common on my mission. So we would end up with between 180-400 contacts every single week. Even when I was in Pottstown PA which only had 20 thousand people in the town, we tracked out that place a couple times a transfer when I was there! I knocked on every single door in that town at least half a dozen times in 4.5 months. Did I run into the same people a lot? Of course I did! Were some of them mad? Of course! Did I care? NO! Because I was baptizing! HARD HARD HARD WORK! You want to baptize weekly, it ALLLLLL starts with HARD HARD HARD HARD work with “contacts”. If you are not reaching these numbers then you are having a problem with “Finding” and you can look below for some tips that might help you with finding.

**FINDING TIPS:**

I give some tips on how to do the RC/LA/PM in my Master Teacher as well as the letter I wrote so if you are curious about that, refer to those writings. If you still would like more advice ask me and I will compile more information on those aspects of finding. As far as contacts are concerned, it’s in your Christ like attributes. Nothing burns you more like Christ then tracking long hours each day. Focus on working on your Christ like by reading the questionnaire at the end of chapter 6 in PMG to improve your “contacts”. As well I would suggest writing in your planner “finding times” in which you do nothing but find people, tract, whatever, for at least 2-5 hours EACH DAY! If you are not finding people via contacting for at least 2-5 hours each day you will never be able to reach your goals. Those things will help you improve your finding. I personally prayed over a map of my area each night and morning asking specifically where he wanted me to go finding to get those that were ready. Promptings came in many ways pointing me to streets, intersections, even stores, with amazing results.

**Teaching Tips:**

As far as teaching, once again, re read the letter I am attaching as well as my “Master Teacher”. The only other bit of advice I can give would be that I found that once I learned how to “Walk People through the Garden of Gethsemane” and connect that to taking the “sacrament” I found that my sacrament attendance went through the roof. If you would like me to write out a copy of the gist of that lesson I would be more than pleased to give it to you. Let me know!

**Baptising Tips:**

Baptising people! Once again, read those two things over again as well as this piece of advice that really helped me out! A couple things- first your area book. Make sure that thing is updated EVERY SINGLE DAY! You don’t upkeep your area book the Lord will not give you baptisms, as easy as that. Another would be making your apartment spotless, make sure the spirit can always be there, like it is a temple clean. The last bit of advice that helped me in this grouping was this. Carry around with you multiple copies of the “Baptismal Form” that you have to fill out for people getting baptized. When you commit people with power to be baptized after a hopefully awesome lesson and they say “yes”, PULL OUT THAT BAPTISM FORM AND FILL IT OUT WITH THEM ON THE SPOT RIGHT THEN! We live in a world of contracts and when you fill the contract (form) out with them RIGHT AWAY they will feel the importance of the decision they are making as well as it giving them a renewed commitment to fulfill what they said they would do when they said “I will be baptized”. I found that if I could get people to fill out that form after committing them to be baptized that the number of people that I had “fall out” and not keep their commitment to be baptized after saying they would drop dramatically. It also shows you immediately how committed this person really is when they say “yes I will be baptized” when you try to start to fill the form out and they go “wow wow wow! Slow down here!” then you know you need to backtrack, bring the spirit back into the room with power and commit them again. If you cannot get them to fill the form out with you, chances are they will fall through on their baptism commitment. The form costs like 5 cents, don’t worry about filling it out and having to thrown one away, you give away more money in pass along cards that do NOTHING then you ever will in baptism forms that get thrown away because someone fell through the cracks, trust me! That really helped solid up people that I was teaching by having them fill out that baptismal form AS SOON as I said “will you follow the Lord’s calling and be baptized on such and such a date” and they said “yes”, I then immediately pulled out the form and filled it out with them. It works. Now I will attach the old letter and my teaching paper. Let me know if you want more specific advice about any one item okay Sister English? Love ya, you hang in there and have fun!

Love ya- Micah