

Thank you for accepting the assignment to speak in Sacrament Meeting on the subject of:
_____ on _____ (date). Speaking in Sacrament Meeting is a sacred assignment that should not be taken lightly. Elder Dallen H. Oaks of the Quorum of the Twelve Apostles recently provided instruction regarding Sabbath day observance, focusing special attention on Sacrament Meeting, the ordinance of the Sacrament, gospel teaching, and sacred music. Quoting President Joseph Fielding Smith, Elder Oaks reminded us that “This is an occasion when *the gospel should be presented, when we should be called upon to exercise faith, and to reflect on the mission of our Redeemer, and to spend time in the consideration of the saving principles of the gospel,...*” Accordingly, would you please remember the following as you prepare:

1. You have been assigned to speak for approximately 10 minutes. Please prepare your remarks so that you do not exceed this time limit. This will allow the other speakers the same consideration, while still leaving time for arranged music and ward and stake business. We will also be able to close Sacrament Meeting on time, thus respecting wards who follow us.
2. Please make certain you understand the spirit of what you have been assigned to speak about, then prepare your talk under the direction of the Holy Ghost.
3. It is encouraged and appropriate for you to use the scriptures as you teach from the pulpit. Please refrain from having the congregation “follow along” as you read.
4. Conference talks are a wonderful resource; however, quoting too extensively from the same talk would be similar to re-giving someone else’s talk. A talk personally prepared under the direction of the Spirit will connect more with the members and touch more hearts.
5. Pray earnestly that the Spirit will prompt you as you speak, and then adequately prepare so that the Spirit may give you voice.
6. Teach pure doctrine, bear strong testimony, and always stay in the Church “mainstream.”
7. Please dress in a manner that perfectly models what you might see the speakers in General Conference wearing.
8. Please be in your seats on the stand 5-10 minutes prior to the start of the meeting.

Once again, we are grateful for your faithfulness in fulfilling this assignment. We promise that the Lord’s blessing will be upon you as you speak if you will worthily prepare and follow the above guidance.

With warmest regards,