

Counselor in the bishopric

Counselors work in the same confidential bishopric workspace as the bishop: the attention list, callings, interviews, visits and agendas. On the Sundays you conduct, the conducting sheet walks you through the meeting, and the Visits page shows the visits assigned to you.

UAT test account: `counselor1@steep.l.test` · `counselor2@steep.l.test` — password from your UAT coordinator.

What you can do

- See **On track** and every bishopric module, the same as the bishop (**Access & audit** is read-only for you)
- Conduct sacrament meeting from the **Conducting sheet** on the Sundays you are assigned
- See the visits assigned to you with **Mine** and mark them done
- Schedule the interviews you hold and keep callings moving through their stages
- Edit everything on the ward site (bulletin, calendar, announcements), as all bishopric members can

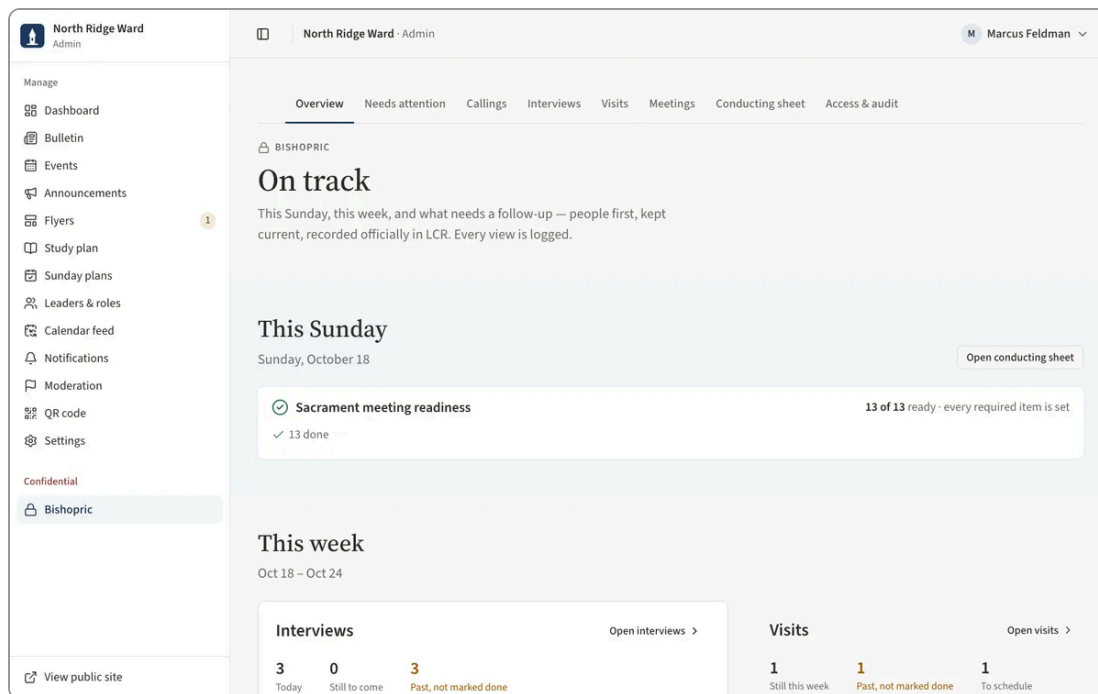
Before you start

- To sign in, choose **Sign in with Google**. UAT testers: on **Sign in to steep.l** choose **Sign in with email**, enter the test account e-mail and the password from your UAT coordinator, then **Sign in**.
- After sign-in you land on the ward's **This week**, with **Admin** and **Bishopric** in the ward menu.
- Open the confidential workspace from **Bishopric** in the ward menu (or the **Confidential** group in the admin sidebar). The tabs are **Overview** · **Needs attention** · **Callings** · **Interviews** · **Visits** · **Meetings** · **Conducting sheet** · **Access & audit** — you see only the ones your calling or grant covers. The tabs carry no lock icons; one lock sits in the **Bishopric** kicker above each page title.
- General Handbook 38.8.32: confidential Church information — membership status, temporal needs, other non-public personal information — is not stored outside Church-provided systems. Keep notes here to a few words, never record worthiness, tithing or welfare details, and record official information in LCR.

- Only the bishop's account can record the site approval in **Settings. Access & audit** is read-only for counselors: you can see which modules the executive secretary and clerk have and read the **Audit log**, and the page notes **The bishop manages module access**. The module switches under **Leaders & roles** are turned off for you as well.

01 Check “On track” before bishopric meeting

- 1 Open **Bishopric**; the overview is **On track**.
- 2 Under **This week**, find your name as interviewer in **Interviews** and the visits assigned to you in **Visits**.
- 3 Look at **Needs attention** for stale entries you own and **Meetings** for assignments past due.

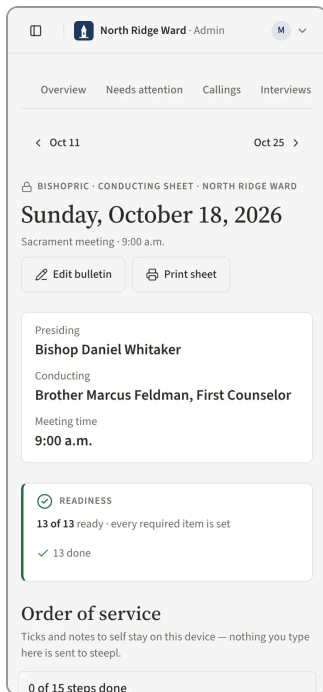


On track for the demo ward, signed in as the first counselor (sample data).

02 Conduct on your Sunday

- 1 Open **Conducting sheet** on your phone before the meeting. It opens on this Sunday.
- 2 Read **Readiness**. Anything missing links to the bulletin field — fix it there or tell the editor.
- 3 Follow the **Order of service** — one list, each step marked with a coloured edge. **Suggested wording** gives a script for the welcome and business. Tick each step as you go; it collapses — choose **Show** to look again.

- 4 **Ward business** lists the names to read; members' programs show only a bare **Ward business** line.
- 5 At the sacrament, use the **Bread** and **Water** tiles (see the next task).
- 6 Prefer paper? Choose **Print sheet** — your notes to self stay on your phone and are not printed.



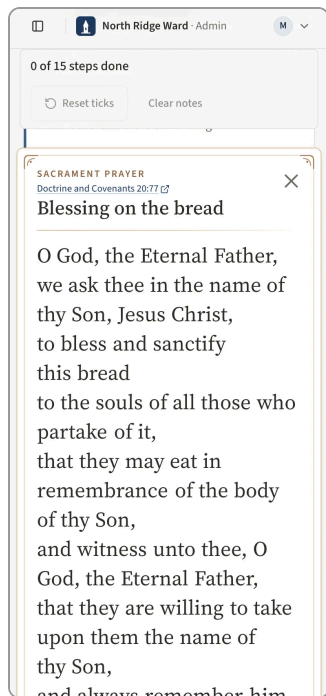
The conducting sheet in the demo ward, signed in as a counselor.

 **Handbook note.** Callings are confidential until the person is presented (GH 30.1.4). Releases are read before sustainings.

03 Follow the sacrament prayers

The sacrament step on the conducting sheet carries the two prayers, so you can follow the words as they are read.

- 1 On the conducting sheet, find **Administration of the sacrament**. It shows two square tiles, **Bread** and **Water**.
- 2 Tap **Bread** or **Water**. The box flips over into a prayer card with the prayer in large type, one phrase per line.
- 3 If the browser asks to use the microphone, allow it. The chip reads **Listening...** and each word lights up as the priest reads it.
- 4 Tap the card or the X to flip back to the sheet. The microphone stops.



The prayer card for the bread, opened by the demo first counselor.

Tip. Nothing is recorded or saved — listening happens on your device or in the browser's speech service, and only while the card is open. Without a microphone the card still shows the whole prayer.

Handbook note. If a sacrament prayer wording error is not corrected by the person praying, the bishop kindly asks for it to be repeated (GH 18.9.4) — follow along so you can tell him.

04 See and record the visits assigned to you

- 1 Open **Visits** and choose **Mine** under **Whose visits**.
- 2 Visits for this week are under **This week**; missed ones show **Overdue**.
- 3 After a visit, choose **Done**, add a short **Outcome (confidential)** if needed, and **Mark done**.
- 4 Choose **Print week** with **Only mine** for a list to take with you.

North Ridge Ward Admin

North Ridge Ward - Admin

Marcus Feldman

Overview Needs attention Callings Interviews **Visits** Meetings Conducting sheet Access & audit

BISHOPRIC

Visits

Bishopric visits to new and returning members, the sick, the grieving, and families the bishopric wants to strengthen. Ministering is arranged by the elders quorum and Relief Society presidencies, not here.

+ Plan a visit

< This week: Oct 18 - Oct 24 >

Everyone **Mine** Print week

THIS WEEK (1)

Mon, Oct 19 7:00 p.m.	Brother Dale Kimura Returning member · From attention list · Visiting: Marcus Feldman — First Counselor · with Ryan Castellano — Second Counselor · tomorrow Bring the Sunday School class schedule; invite him to sit with the Feldmans.	Done More
--------------------------	--	-----------

Reminder — General Handbook 38.8.32: confidential Church information (membership status, temporal needs, other non-public personal information) should not be stored outside Church-provided systems. Keep notes here minimal and record official information in LCR. Visible to the bishop and his counselors (plus any executive secretary or clerk with a module grant); stake leaders and platform administrators cannot open this area.

Official records are kept in Leader and Clerk Resources (LCR). Nothing here replaces them. This site is not an official website of The Church of Jesus Christ of Latter-day Saints.

View public site

Visits assigned to the demo first counselor.

Tip. If Mine shows nothing, your calling may not be linked in **Leaders & roles** yet — ask the clerk.

05 Schedule the interviews you hold

- 1 Open **Interviews** and choose **Schedule**.
- 2 Enter the **Person (confidential)** and **Kind**, choose **When**, and pick yourself under **With**, then **Schedule**.
- 3 Use **Day** to see your column for a Sunday; the **Interviewer** filter on **Week** shows only yours.
- 4 After the interview, choose **Done** and **Mark done**; add a follow-up date if one is needed.

Schedule an interview or follow-up

The person's name and any notes are encrypted. Worthiness matters stay with the bishop and are never written here (GH 9.3.2.2).

Person (confidential)

Kind: Other

When: mm/dd/yyyy, --:-- -- Length: 15 min

With: Marcus Feldman — First Course Where: Bishop's office

A room or building, not a name.

Follow up by: mm/dd/yyyy ☐ Confirmed with the member

Notes (confidential)

Follow-up reminders only. Official records belong in LCR.

Cancel Schedule

Scheduling an interview in the demo ward.

Confidential. Worthiness matters are never written here (GH 9.3.2.2).
Record nothing about tithing status.

06 Move the callings you own

- 1 Open **Callings**. Your entries show **Owner:** with your name and the next step.
- 2 Change the stage with the status list on the row, or open the card and update the next step and its **By** date (in list view, **Edit** is in the row's **More** menu).
- 3 An overdue next step shows **Overdue**. Update it after you extend a calling.

North Ridge Ward
Admin

Manage

Dashboard

Bulletin

Events

Announcements

Flyers

Study plan

Sunday plans

Leaders & roles

Calendar feed

Notifications

Moderation

QR code

Settings

Confidential

Bishopric

View public site

North Ridge Ward · Admin

Marcus Feldman

OverviewNeeds attentionCallingsInterviewsVisitsMeetingsConducting sheetAccess & audit

BISHOPRIC

Callings & releases

Callings: discussing → approved → extended → accepted → sustained → set apart. Releases: discussing → approved → member informed → accepted → released in meeting. Clear an entry once the clerk has recorded it in LCR. Proposed callings stay confidential until they are issued (GH 30.1.4).

+ Add position

AllCallingsReleases

ListBoard

CALLINGS

DISCUSSING	0	APPROVED	1	EXTENDED	0	ACCEPTED	1	SUSTAINED	0	SET APART	0
Nothing here.		Primary teacher — Valiant 9 class Sister Whitney Pemberton (Primary presidency's preference), Brother Colin Frazier (second) Primary · Owner: Ryan Castellano — Second Counselor · Next: Extend the calling by Oct 13 Overdue	Nothing here.		Ward organist Sister Miriam Adebayo Music · Owner: Daniel Whitaker — Bishop · Next: Sustain in sacrament meeting by Oct 18 On the program · Oct 18	Nothing here.		Nothing here.			

RELEASES

DISCUSSING	1	APPROVED	0	MEMBER INFORMED	0	ACCEPTED	0	RELEASED IN MEETING	0
------------	---	----------	---	-----------------	---	----------	---	---------------------	---

The demo callings pipeline in board view.

steep! — training guide · Counselor in the bishopric · printed October 18, 2026 · not an official site of The Church of Jesus Christ of Latter-day Saints

UAT checklist

Tick each flow once you have confirmed it works as described. Note anything unexpected — a wrong label, a missing button, an error — under “What did you see?” and send it to your UAT coordinator.

- ☐ Signed in as a counselor, **Bishopric** opens **On track**
- ☐ The conducting sheet opens on this Sunday; ticks collapse steps and **Show** peeks
- ☐ **Bread** and **Water** flip the box into the prayer card; tapping the card or the X flips it back
- ☐ **Mine** on **Visits** lists only your visits; **Mark done** records one
- ☐ **Schedule** adds an interview with you as interviewer
- ☐ Changing a calling's status saves with **Status updated**.
- ☐ In **Settings**, the approval card says only the bishop's account can record it
- ☐ **Access & audit** shows the module grants without **Grant** buttons and says **The bishop manages module access**.

What did you see?

Account used, date, device, and anything that did not match this guide.

steep training guide. This site is not an official website of The Church of Jesus Christ of Latter-day Saints. It is maintained by its members to assist with their callings and is not sponsored or endorsed by the Church.