

CHURCH OF GOD
OFFICE AND VISITING SYSTEM
MANUAL

Prepared by the
Superintendent of Ministers
and His Staff

December 1966

RADIO CHURCH OF GOD

WORLD HEADQUARTERS
PASADENA, CALIFORNIA

HERBERT W. ARMSTRONG
PRESIDENT and PASTOR

December 20, 1966

OFFICE OF
RODERICK C. MEREDITH, Minister

Dear Fellow Ministers:

Today, as I write this, is the fourteenth anniversary of my ordination into Christ's Ministry. There were five of us ordained on that memorable December day in 1952 -- Herman L. Hoeh, Raymond C. Cole, Richard D. Armstrong, Dr. C. Paul Meredith and myself.

We five were privileged to have part in this first ordination service for Ambassador College graduates -- the "first fruits" of God's College, so to speak.

Up until our graduation, only two Elders had remained faithful in the Philadelphia Era of God's Church. Only three local congregations still existed. Now, there are 210 Elders and Ministers and 145 local Churches -- probably even more by the time many of you receive this manual. Thousands of people are now being served every week through the local Churches around the world.

We have come a long way.

But with this growth has increasingly come the need for organization and efficiency. No operation the size of this Work can be effective unless it is thoroughly organized in all its phases. We have now had much experience, counsel, thought and prayer to enable us to become more efficient servants of our God.

This very manual is one of the products of that experience. It is to be used and respected. It is to be studied and REVIEWED regularly, thereby saving many mistakes and a myriad of unnecessary questions and doubts.

Regard this manual very highly. Remember that it comes from the earthly Headquarters of the Living Christ as He works through His human servants today. We send it to you with the warmest personal regards and concern. We know that, rightly used, this manual can be a tremendous help, guide and time saver as you join with us in performing the Work of God.



Roderick C. Meredith
Superintendent of Ministers

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PURPOSES AND ADVANTAGES OF THE OFFICE AND VISITING SYSTEM

I. This creates one uniform system for visiting and for the filing and maintaining of Member information for all Churches throughout the United States.

- A. All forms, equipment and procedures are standard throughout the United States.
- B. All Local Church area files are part of an integrated system based on the main Member file at Headquarters, and the Local Minister is assisted by Headquarters in maintaining those files.
- C. The exchange of visiting information on Members moving to a new area is facilitated.
- D. Visits of Members and Prospective Members are organized in a minimum amount of time and are grouped together.
- E. The Minister is daily in close contact with the problems, the growth, and the development of his Church area.
- F. Any Minister transferred to any new area within the United States is immediately able to begin serving the people using an already existing visiting and filing system with which he is thoroughly familiar.

II. Each Church area is clearly defined by definite boundaries.

- A. Requests for visits, baptisms, and Member problems are sent quickly to the Minister responsible. This omits any questions about overlapping areas, unclear boundaries, or persons responsible.
- B. The Local Minister can know exactly which Church a newly baptized Member and a Member moving to a new area should attend.

III. Headquarters has closer contact with and control over the Churches in the Field.

- A. All correspondence between the Ministry in the Field and Headquarters is channeled through the Superintendent of Ministers and his staff via the Weekly Ministerial Reports.

No information from the Field is sent to various and sundry departments at Headquarters, and no information from various and sundry departments at Headquarters is sent to the Field Ministry without the knowledge of the Superintendent of Ministers.

- B. No telephone calls are to be made from the Field directly to any department at Headquarters such as the Legal, Transportation, Circulation, etc. Any Minister in the Field having anything of an emergency nature that would warrant a long distance call to Headquarters must call the Superintendent of Ministers or the Assistant Superintendent of Ministers ONLY. Otherwise he should write the party he wishes to contact and send the information to Headquarters in his Weekly Ministerial Report.
- C. The Superintendent of Ministers is able to make better decisions, having at hand all the available facts, for the benefit of the Ministry and the people in God's Church.

THE BASIS OF THE OFFICE AND VISITING SYSTEM

Several years ago, the United States Post Office revealed an entirely new concept of defining areas throughout the country to promote the efficiency and the speed of handling the mail. Ten years and millions of dollars were spent to map out the entire United States and to set up this system based on five-digit numbers called the ZIP Code (Zone Improvement Plan). This system affects every citizen in the United States.

A ZIP Code is a five-digit distribution code designed to speed mail deliveries by cutting down on the steps required to move the letter from the sender to the addressee. It increases the utilization of electronic data processing equipment used by publishers, direct mail advertisers, banks, insurance companies, and other large volume mailers by allowing these companies to presort the mail by ZIP Code for the Post Office. This has saved the Post Office vast sums of money and man hours previously spent in manually sorting the mail at each stop along the way to its destination. This presorting is meaningless unless areas for the already presorted mail are also designated. Geographical areas throughout the United States have been mapped out, which correspond to the ZIP Code number.

The system works as follows:

1. The first numeral of the ZIP Code designates one of the ten National Service areas. In the case of the ZIP Code, 90028, the "9" designates an area consisting of the states of California, Oregon, Washington, Alaska, and Hawaii. (See Figure #1, Circle 1.) If your ZIP Code begins with the number "6," it designates an area consisting of the states of Illinois, Missouri, Nebraska, and Kansas. (See Figure #1, Circle 2.)
2. These ten National Service areas are further broken down into Sectional Centers and Zoned cities. There are 552 Sectional cities and 207 Zoned cities.
3. The Sectional Centers are less populated areas. (See Figure #2.) The number "935" designates the Sectional Center of Mojave, California. The "9" designates the West Coast National Service area and the "35" the Sectional area which includes not only the small city of Mojave, but all the small towns within the area outlined in black on the map. The Post Office has designated these Sectional areas according to the terrain (mountains, deserts, rivers, lakes, etc.) and the accessibility of roads through a given area.
4. At first glance Sectional area "935" appears to be poorly planned. It would seem that the upper part of the area could be better served from the Fresno Sectional area. But a quick check shows that the Sierra Nevada Mountain Range is situated right on the boundary line of the areas on the map. Easy access from Fresno to the upper Sectional

ZIP CODE NATIONAL AREAS

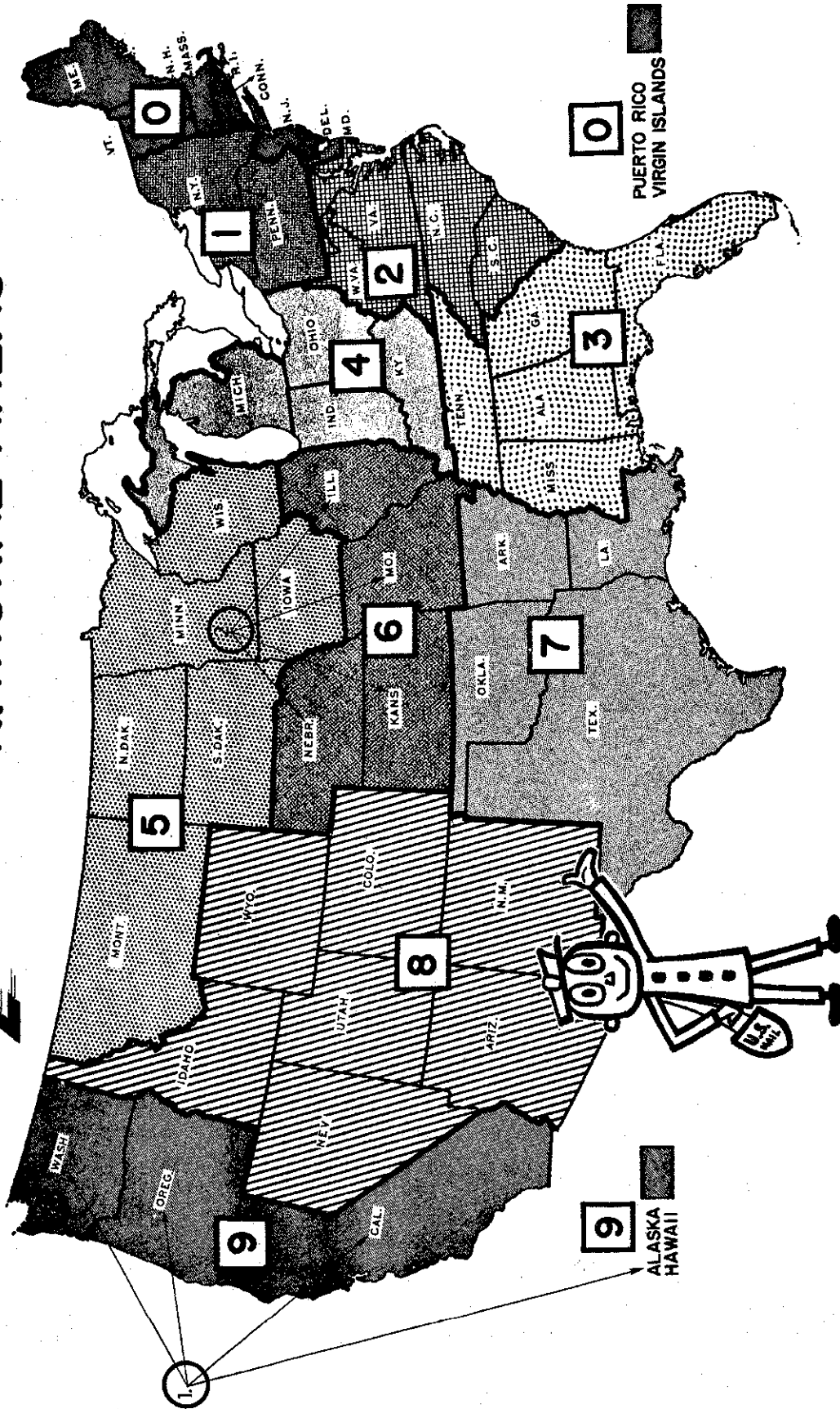


FIGURE #1

NATIONAL **ZIP** CODE

AREA 9

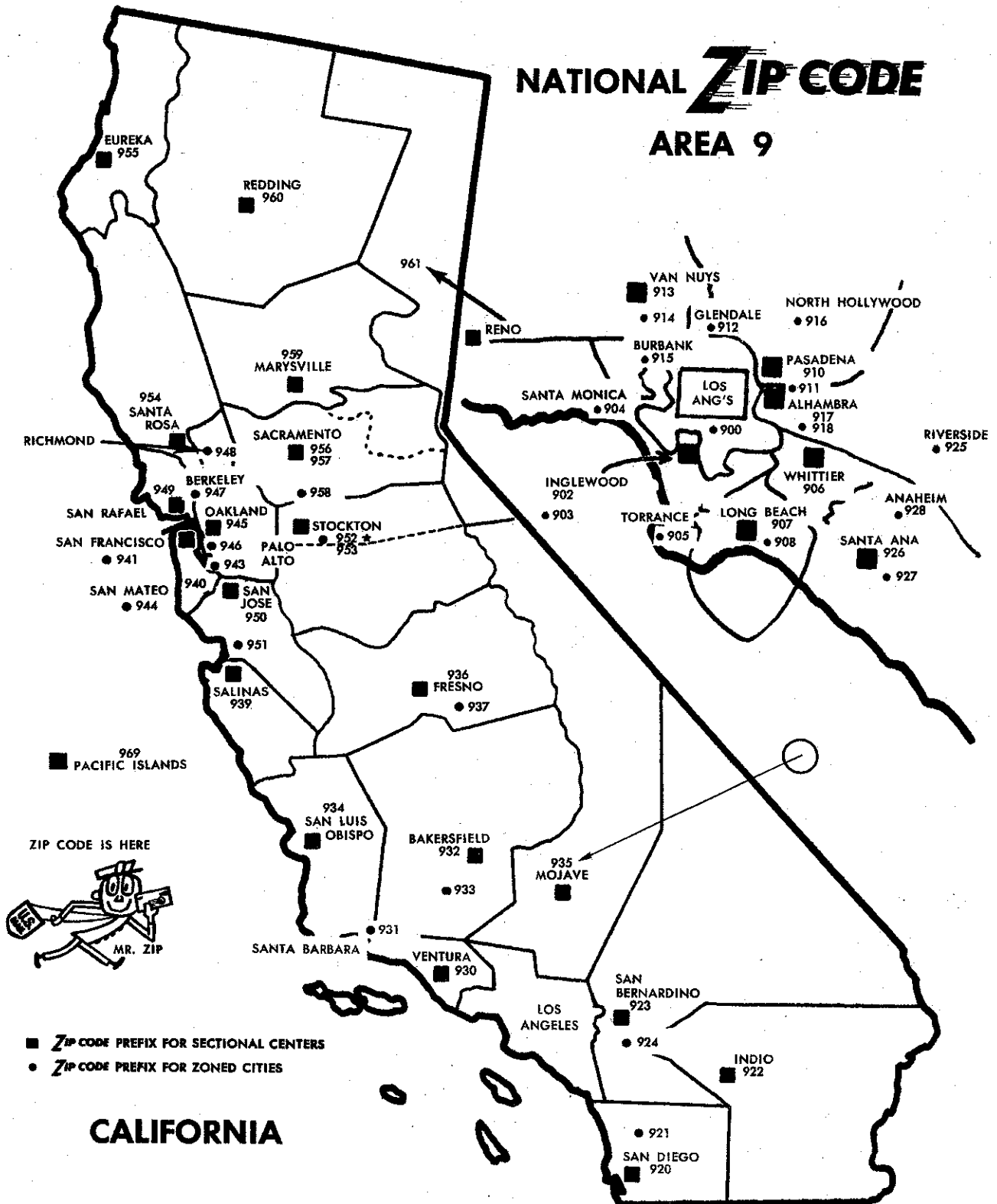


FIGURE # 2

area of "935" is therefore impossible. The Post Office is interested in delivering the mail as quickly and as easily as possible, and has designated these Sectional areas to accomplish just that!

5. Within a Sectional area cities are coded in order alphabetically. The last two digits of the ZIP Code correspond to the alphabetical order of the small towns in that area. (See Figure #3.) The Sectional area code for Bakersfield, California is "932." Listed under Bakersfield, California in the ZIP Code book are all the small towns in that Sectional area in alphabetical order from 93201 through 93287.

6. A Zoned city is a heavily populated city, such as Los Angeles or Chicago, that for the past twenty years has been using local zone numbers to facilitate mail delivery within the city. (Example, Los Angeles 28, Calif.) In the ZIP Code, 90028, our National Service area (the West Coast) is located by the first numeral "9." The second two digits "00" identify Los Angeles, a Zoned city, and the last two digits "28" designate the Hollywood zone in Los Angeles. (See Figure #4.)

7. To summarize, the first numeral of the ZIP Code designates one of ten National Service areas. The next two digits designate either a Zoned city or a Sectional area, and the last two digits represent either a small postal zone within a large city or a small town alphabetically arranged within a Sectional area.

Now take another look at Figures #1, #2, and #4. Here is the entire United States broken down into groupings of states in geographical areas. States are broken down into Sectional areas, and cities are broken down further into zones. All of this is designed to save time and money, and to facilitate travel in a homogeneous area.

This has all been planned, mapped out and paid for by the United States government. The whole United States is all set up ideally for a vast, efficient, nationwide campaign! National districts are all arranged. These districts are broken into states, which are broken into sections based on the accessibility of transportation and delivery AND population; and the cities are broken into zones. We are now required by law, being a LARGE corporation, to maintain all our mailing lists by ZIP Code. Our Co-Worker files and our entire PLAIN TRUTH and GOOD NEWS mailing lists are currently in compliance with this regulation.

We have a nationwide radio and direct mail campaign proclaiming the Gospel of the Kingdom of God. We have Ministers and Assistants covering the entire United States, following up our vast campaign, counseling, visiting, and serving all the people God is calling in this age!

THIS ZIP CODE SYSTEM IS THE BASIS OF OUR NEW VISITING SYSTEM THROUGHOUT THE UNITED STATES!

Numerical List of Post Offices by ZIP Code

ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office
91743	Guasti	92255	Midland	92396	Winchester	93256	Pixley	93563	Valyermo	94040	Modesto
91744	La Puente	92256	Morongo Valley	92397	Wrightwood	93257	Porterville	93564	Fresno, CA	94044	Parma
91750	La Verne	92257	Niland	92398	Yermo	93260	Posely			94060	Pekin
91752	Mira Loma	92258	North Palm Springs	92399	Yucaipa	93261	Richgrove			94061	Rose
91754	Monterey Park	92259	Ocotillo	92400	San Bernardino	93262	Sequoia National Park	93601	Ahwannee	94066	Saunder
91759	Mt. Baldy	92260	Palm Desert	92500	Riverside	93263	Shafter	93602	Aubrey	94070	Sausal
91760	Norco	92262	Palm Springs			93265	Springville	93603	Badger	94074	Say
91761	Ontario	92266	Palo Verde			93266	Stratford	93604	Bas Lake	94080	Sotom
91763	Montclair	92267	Parker Dam	92601	Atwood	93267	Strathmore	93605	Big Creek	94086	Suisun
91766	Pomona	92268	Pioneertown	92621	Brea	93268	Taft	93606	Biola	94100	Suisun
91770	Rosemead	92270	Rancho Mirage	92624	Capistrano Beach	93270	Terra Bella	93607	Burrell	94300	Palmd
91773	San Dimas	92272	Ripley	92625	Corona del Mar	93271	Three Rivers	93608	Cantua Creek	94400	San Jo
91775	San Gabriel	92273	Seeley	92626	Costa Mesa	93272	Tipton	93609	Caruthers		
91780	Temple City	92274	Thermal	92629	Dana Point	93273	Traver	93610	Chowchilla		
91786	Upland	92276	Thousand Palms	92630	El Toro	93274	Tulare	93612	Clovis	94501	Altam
91789	Walnut	92277	Twentynine Palms	92631	Fullerton	93276	Tupman	93614	Coarsegold	94507	Altam
91790	West Covina	92280	Vidal	92640	Garden Grove	93277	Visalia	93615	Cutler	94508	Ana
91800	Alhambra	92281	Westmorland	92646	Huntington Beach	93280	Wasco	93616	Del Rey	94509	Ana
		92282	White Water	92650	Irvine	93282	Waukena	93617	Dinkey Creek	94510	Be
		92283	Winterhaven	92651	Laguna Beach	93283	Weldon	93618	Dimuba	94511	Be
		92284	Yucca Valley	92655	Midway City	93284	Wheeler Ridge	93620	Dos Palos	94512	Bi
				92660	Newport Beach	93285	Wofford Heights	93621	Dunlap	94513	Br
				92666	Orange	93286	Woodlake	93622	Firebaugh	94514	By
				92670	Placentia	93287	Woody	93623	Fish Camp	94515	Cal
				92672	San Clemente	93300	Bakersfield	93634	Five Points	94516	Cal
				92675	San Juan Capistrano			93625	Fowler	94517	Cl
				92676	Silverado			93626	Frant	94520	Con
				92677	South Laguna			93627	Heim	94525	Cro
				92678	Trabuco Canyon			93628	Hume	94526	Da
				92680	Tustin			93630	Kerman	94528	Di
				92683	Westminster			93631	Kingsburg	94530	El
				92686	Yorba Linda			93633	Kings Canyon	94533	Fai
				92700	San Bernardino				National Park	94536	Fri
				92800	Anaheim			93634	Lakoshore	94541	Ha
								93635	Los Banos	94547	He
								93637	Madera	94548	Kn
								93640	Mendota	94549	Lai
								93641	Miramonte	94550	Liv
								93643	North Fork	94553	Ma
								93644	Oakhurst	94556	Mc
								93645	O'Neals	94557	Mc
								93646	Orange Cove	94558	Na
								93647	Orosi	94560	Ne
								93648	Parlier	94561	Oa
								93649	Piedra	94562	Oa
								93650	Pinedale	94563	Or
								93651	Prather	94564	Pir
								93652	Raisin	94565	Plt
								93653	Raymond	94566	Plt
								93654	Reedley	94567	Po
								93656	Riverdale	94568	Po
								93657	Sanger	94569	Po
								93660	San Joaquin	94570	Rh
								93661	Santa Rita Park	94571	Rh
								93662	Seima	94572	Ro
								93664	Shaver Lake	94573	Ru
								93665	South Dos Palos	94574	Sa
								93666	Suttana	94575	Sa
								93667	Tollhouse	94576	Sa
								93668	Tranquility	94577	Sa
								93669	Wishon	94580	Sa
								93670	Yettam	94583	Sa
								93700	Fresno	94584	Se
										94585	Su
										94586	Su
								93901	Salinas	94587	Un
								93920	Big Sur	94590	Va
								93921	Carmel	94595	Ve
								93924	Carmel Valley	94596	W
								93925	Chualar	94599	Yo
								93926	Gonzales	94600	Oa
								93927	Greenfield	94700	Be
								93928	Jolon	94800	Rh
								93930	King City		
								93932	Lockwood		
								93933	Marina	94901	San
								93940	Monterey	94920	San
								93950	Pacific Grove	94923	So
								93953	Pebble Beach	94928	Bo
								93954	San Lucas	94924	Bo
								93955	Seaside	94925	Co
								93960	Soledad	94928	Co
								93962	Spreckels	94929	Di
										94930	Fa
										94932	Fa
								94002	Belmont	94933	So
								94005	Brisbane	94934	Ha
								94010	Burlingame	94937	In
								94014	Daly City	94938	La
								94018	El Granada	94939	La
								94019	Half Moon Bay	94940	Mi
								94020	La Honda	94941	Mi
								94021	Loma Mar	94946	Ni
								94022	Los Altos	94947	Ni
								94025	Menlo Park	94950	Oh
								94030	Millbrae	94951	Pe
								94035	Moffett Field	94952	Pe
								94037	Montara	94956	Pe
								94038	Moss Beach	94957	Pe

POSTAL ZONE MAP of LOS ANGELES, CALIFORNIA

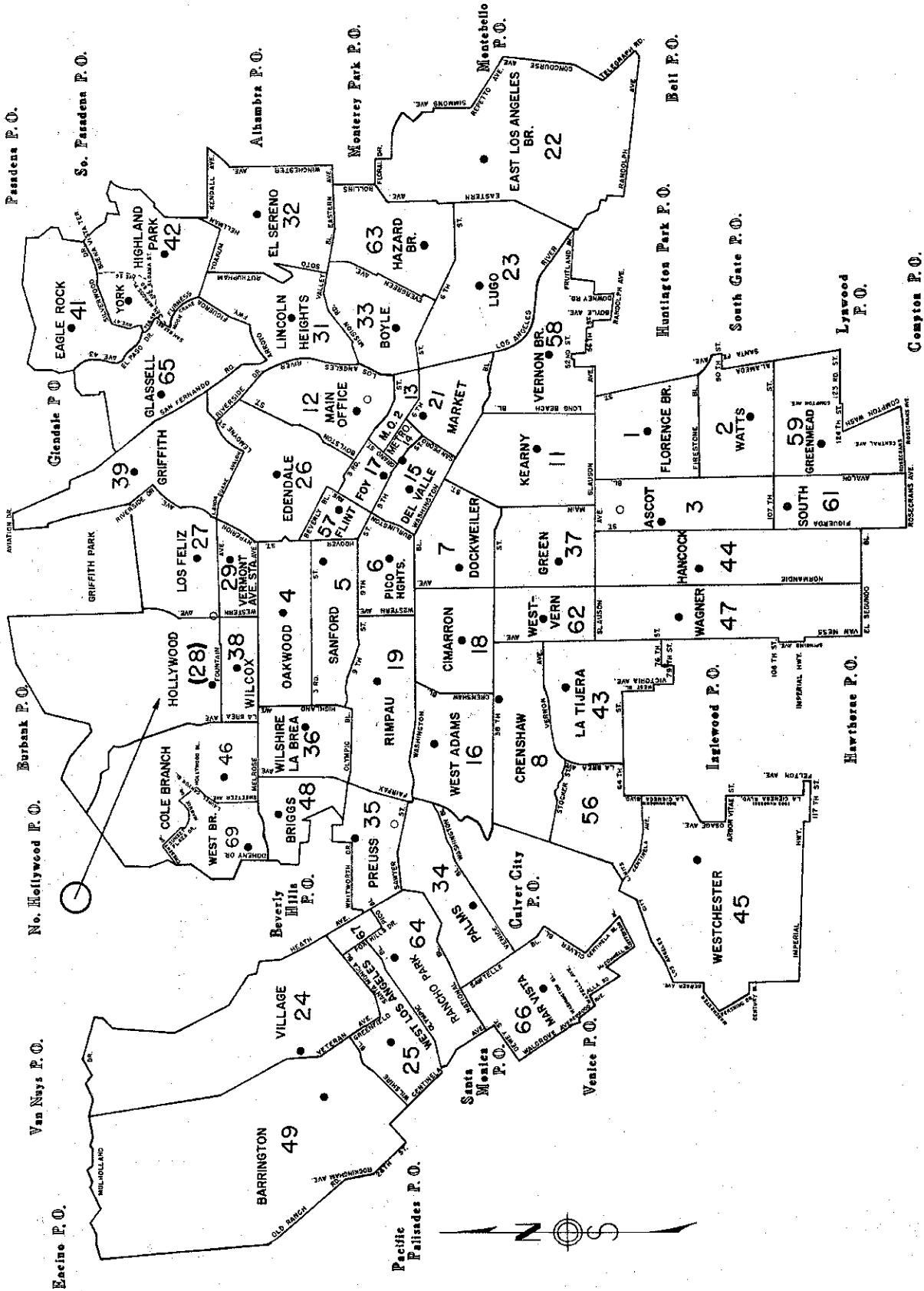


FIGURE # 4

HOW THE OFFICE AND VISITING SYSTEM IS SET UP

Definite boundaries have been established for each Church area in the United States. These boundaries are determined primarily by the ZIP Code Sectional areas.

It becomes necessary in some cases to divide the Sectional areas. This has been indicated on the map by a broken line. (See Figure #5, Line 1.) This is the Church area ZIP Map for the Church of God in Fresno, California. The heavy black lines (see Figure #5, Line 2) are definite Church boundaries. The broken lines indicate divided Sectional areas. Anyone having a ZIP Code that begins with "937" is assigned to the Fresno Church, since "937" is the ZIP Code for the Zoned city of Fresno. The divided areas involve persons whose ZIP Codes begin with "932" or "936." In these divided Sectional areas, the Members are assigned to the nearest Church, mileage-wise or time-wise as determined by the Minister in the Field in conjunction with the Superintendent of Ministers at Headquarters.

To avoid dividing the ZIP Code Sectional areas wherever possible, we have assigned all the Members in one Sectional area to one Church, if the difference in travel distance for the Members between two Churches does not exceed twenty-five miles. For example, a Member lives one hundred miles from the Pittsburgh Church and seventy-five miles from the Harrisburg Church. The conditions of the highways are the same from both Churches. He lives in a ZIP Code Sectional area most of which is nearer to Pittsburgh. To avoid dividing the area, he would be assigned to the Pittsburgh Church. Where the difference in travel distance for the Member has exceeded twenty-five miles, the ZIP Code Sectional area has been divided between the two Churches.

Members in areas with definite ZIP Code Sectional boundaries must attend the Local Church within those boundaries. Members in areas with divided ZIP Code Sectional boundaries must attend the Local Church assigned. The Local Minister's cooperation is essential to insure that families attend the proper Church. No Member is to be permitted to attend the "Church of his choice."

Of course, there are and will be exceptions to these rules. For example, it may be necessary to have a Deacon living in one Church area attend services in another Church area to assist in strengthening that Church. There may be a divorce and remarriage case that would be handled best by assigning the man to a different Local Church from the one attended by the woman. There may be extenuating circumstances because of age, illness, or travel arrangements. There may be a Member who lives outside of any established Church area who attends services occasionally.

All these exceptions can be easily handled. The Local Minister need only explain the problem and send it to Headquarters in his Weekly Ministerial Report. Exceptions must be kept to a minimum, and all exceptions must be cleared through Headquarters.

FRESNO, CALIF. CHURCH AREA

NATIONAL **ZIP CODE** AREA 9

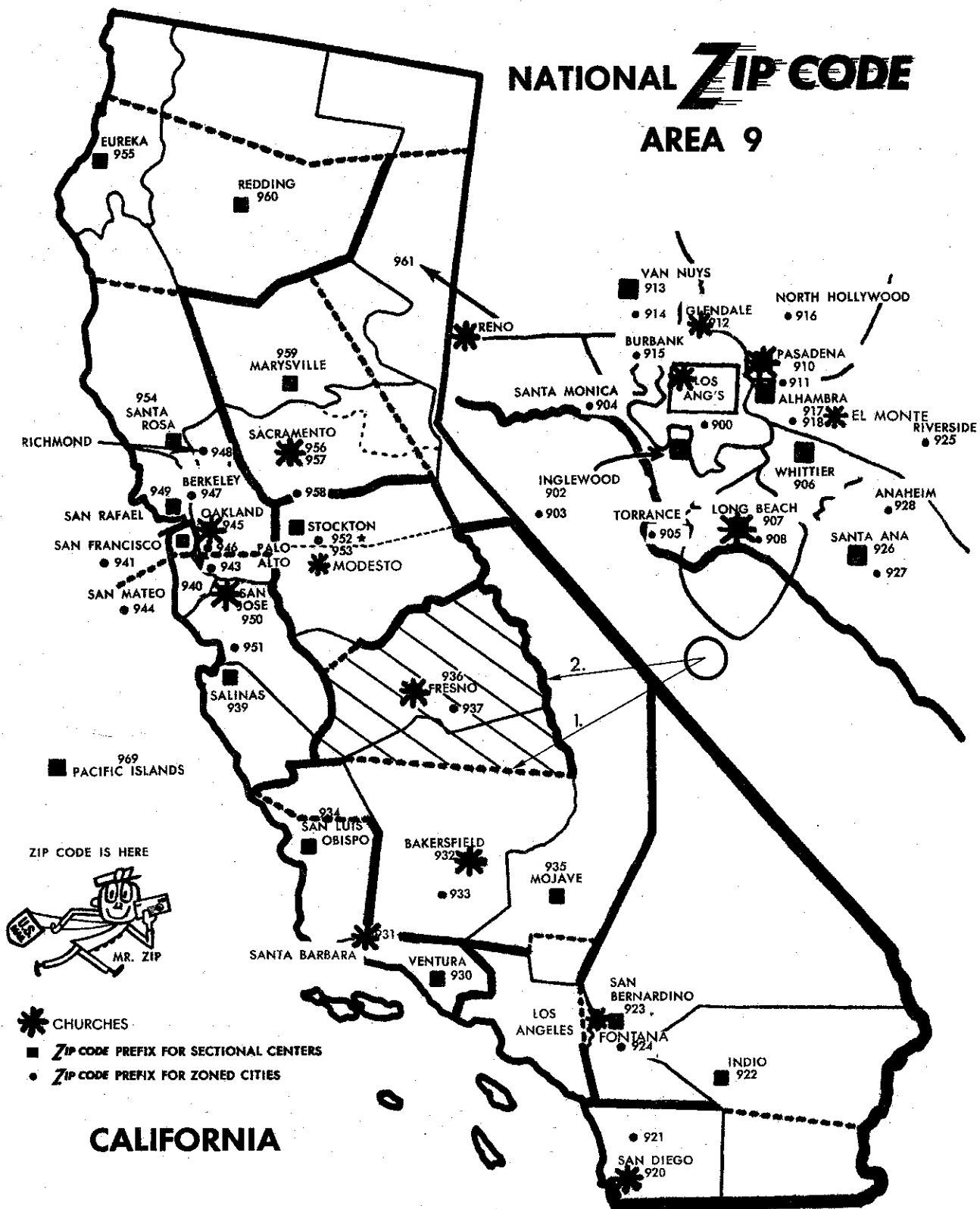


FIGURE # 5

The Ministers will be sent ZIP Maps of the states in their Church areas with boundaries defined by the ZIP Code Sectional areas, just as the example of the Fresno Church in Figure #5. Also he will be sent xeroxed road maps showing what cities and towns the Sectional areas of his Church area include. (See Figure #6.) On the maps sent to the Ministers, the boundaries are drawn in contrasting color, and each Church is designated by an asterisk. In addition to these maps, the Ministers will be sent maps of the Zoned cities in his Church area. (See Figure #4.)

The PLAIN TRUTH and The GOOD NEWS mailing lists at Headquarters are maintained in numerical order by ZIP Code. To pull Member cards for any Church area in the United States is now a fifteen-minute operation instead of a time-consuming ordeal employing maps, magnifying glasses, etc. This is done by pulling all the cards, as in the case of the Fresno Church, whose ZIP Codes begin with "937." This takes about two minutes since these cards are in one place numerically in the file. Next, we pull those cards whose ZIP Codes begin with "932" and "936." (See Figure #5.) All of the Members in these two ZIP Code Sectional areas do not attend the Fresno Church since "932" is divided between Fresno and Bakersfield, and "936" is divided between Fresno and Modesto. These Member cards are processed by an IBM sorting machine, and the cards of the Members attending the Fresno Church are separated from the others by their Local Church code number which was added to their cards when they were assigned to attend the Fresno Church. (Several years ago each Local Church was assigned a number to simplify the task of keeping records. The numbers were given in chronological order as near as possible to the dates the Churches began.) (See Figure #7.) This entire process is finished in a matter of minutes, and a complete roster of all the Members attending the Fresno Church is available.

Each Minister is provided with three complete rosters of the Member and Prospective Member families within the newly defined boundaries of his Church. These are typed on IBM cards. Two of these rosters are presorted in alphabetical order by last name, and one is presorted in numerical order by ZIP Code. These cards are known as the . . .

- 1) Master Alphabetical Card (See Figure #8.)
- 2) Mobile ZIP Card (See Figure #9.)
3. Mobile Alphabetical Card (See Figure #10.)

The Master Alphabetical Cards will be maintained in the Master File, a metal filing cabinet provided for the Minister by Headquarters. (See Figure #11.) This file is to be kept in the office of the Minister at all times. Active cards from this Master File must never be removed from the office. The Mobile Alphabetical Cards and the Mobile ZIP Cards will be maintained in the Mobile File, a metal lock-box also provided for the Minister by Headquarters. (See Figure #12.) This file is to be kept in the Minister's automobile and locked at all times when it is not in use by the Minister. Additional Mobile Files can be provided for all Assistants visiting a majority of the congregation full time.

When the Minister and his Assistants receive files from Headquarters, they must immediately fill in the information necessary to complete the Master Alphabetical Cards and the Mobile ZIP Cards according to the instructions in Figure #8 and Figure #9.

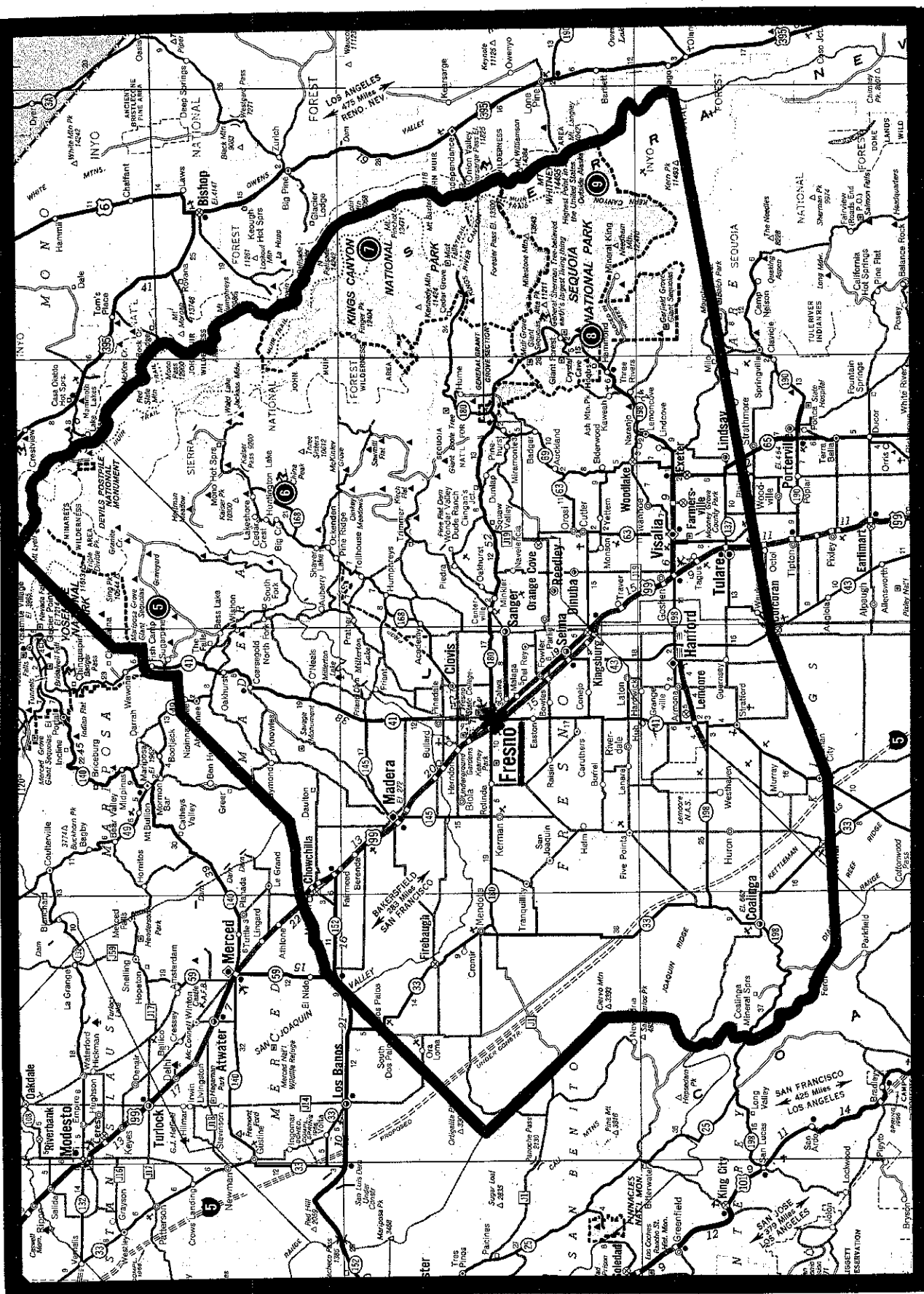


FIGURE # 6

CHURCH LIST BY NUMBER

001 - Eugene, Oreg.	050 - Phoenix, Ariz.	099 - Dayton, Ohio
002 - Portland, Oreg.	051 - Birmingham, Ala.	100 - Baltimore, Md.
003 - Salem, Oreg.	052 - Mobile, Ala.	101 - Brooklyn, N.Y.
004 - Pasadena, Calif.	053 - Philadelphia, Pa.	102 - Leeds, Eng.
005 - Big Sandy, Tex.	054 - Vancouver, Can.	103 - Des Moines, Ia.
006 - San Diego, Calif.	055 - Medford, Oreg.	104 - Knoxville, Tenn.
007 - Tacoma, Wash.	056 - Tucson, Ariz.	105 - Columbus, Ohio
008 - Corpus Christi, Tex.	057 - Indianapolis, Ind.	106 - Fayetteville, N.C.
009 - Saint Louis, Mo.	058 - Toledo, Ohio	107 - Charleston, W.Va.
010 - San Antonio, Tex.	059 - Evansville, Ind.	108 - Midland, Mich.
011 - Chicago, Ill.	060 - Belfast, Ire.	109 - Modesto, Calif.
012 - Fresno, Calif.	061 - Chicago, Ill.	110 - Winnipeg, Can.
013 - Denver, Colo.	062 - Cincinnati, Ohio	111 - Durban, S.A.
014 - Houston, Tex.	063 - Johannesburg, S.A.	112 - Martinique
015 - Shreveport, La.	064 - Reno, Nev.	113 - Ottawa, Can.
016 - London, Eng.	065 - Atlanta, Ga.	114 - Joplin, Mo.
017 - Liberal, Kans.	066 - Grand Rapids, Mich.	115 - Victoria, Can.
018 - Pueblo, Colo.	067 - Boise, Idaho	116 - Manhattan, N.Y. (N)
019 - Dallas, Tex.	068 - Brisbane, Aust.	117 - Kansas City, Kans.
020 - Milwaukee, Wisc.	069 - Detroit, Mich.	118 - Youngstown, Ohio
021 - Philippines	070 - Minneapolis, Minn.	119 - Paterson, N.J.
022 - Fontana, Calif.	071 - Amarillo, Tex.	120 - Frankfurt, Ger.
023 - Pittsburgh, Pa.	072 - Odessa, Tex.	121 - Newcastle-on-Tyne, Eng.
024 - Springfield, Mo.	073 - Bricket Wood, Eng.	122 - Fort Smith, Ark.
025 - Peoria, Ill.	074 - Greensboro, N.C.	123 - Tupelo, Miss.
026 - Bristol, Eng.	075 - Richmond, Va.	124 - Saskatoon, Can.
027 - Glendale, Calif.	076 - Glasgow, Scot.	125 - Huntsville, Ala.
028 - Akron, Ohio	077 - Lexington, Ky.	126 - Bismarck, N.D.
029 - Long Beach, Calif.	078 - Danville, Ill.	127 - Albuquerque, N.M.
030 - Seattle, Wash.	079 - Newark, N.J.	128 - Hamburg, Ger.
031 - Manhattan, N.Y.	080 - Harrisburg, Pa.	129 - Cape Girardeau, Mo.
032 - Sydney, Aust.	081 - Asheville, N.C.	130 - Fargo, N.D.
033 - Oklahoma City, Okla.	082 - Fort Worth, Tex.	131 - Belleville, Mo.
034 - Tulsa, Okla.	083 - Lakeland, Fla.	132 - Perth, Aust.
035 - Birmingham, Eng.	084 - Miami, Fla.	133 - Salt Lake City, Ut.
036 - Los Angeles, Calif.	085 - Toronto, Can.	134 - Fort Wayne, Ind.
037 - Manchester, Eng.	086 - Duluth, Minn.	135 - Dusseldorf, Ger.
038 - Sacramento, Calif.	087 - Nashville, Tenn.	136 - Uniontown, Pa.
039 - El Monte, Calif.	088 - Buffalo, N.Y.	137 - Texarkana, Tex.
040 - Wichita, Kans.	089 - Omaha, Neb.	138 - Louisville, Ky.
041 - Little Rock, Ark.	090 - Columbia, Mo.	139 - Macon, Ga.
042 - Memphis, Tenn.	091 - Edmonton, Can.	140 - Calgary, Can.
043 - Melbourne, Aust.	092 - Spokane, Wash.	141 - Houston N., Tex.
044 - La Grange, Ill.	093 - New Orleans, La.	142 - Kelowna, Can.
045 - South Bend, Ind.	094 - Jackson, Miss.	143 - Paris, France
046 - Santa Barbara, Calif.	095 - Newcastle, Aust.	144 - Manchester, N.H.
047 - Kansas City, Mo.	096 - San Jose, Calif.	145 - Munich, Ger.
048 - Oakland, Calif.	097 - Wheeling, W. Va.	146 - Anaheim, Calif
049 - Bakersfield, Calif.	098 - Richland Center, Wis.	

FIGURE # 7

MASTER ALPHABETICAL CARD

- 1) TITLE: MR = Mister, MRS = Married Woman, MR-S = Mr. and Mrs., MISS = Unmarried Woman.
- 2) NAME: These green cards (with the full name) are to be kept in order alphabetically by last name.
- 3) ADDRESS: Full home address, street name and number, apartment number, city, state and ZIP Code.
- 4) RACE: "W" = White, "N" = Negro, "O" = Oriental, "X" = Other--can be further explained on the card under the Comment Section.
- 5) MILEAGE AND TIME: 5-10. "5" = five miles from the office; "10" = ten minutes in traveling time from the office.
- 6) STATUS: "M" = Member, "PM" = Prospective Member, Circle appropriate one.
- 7) ATTENDS CHURCH: "YES," "NO," "OCC" = Occasionally. Circle appropriate one.
- 8) DATE BAPTIZED: A. Always put man's baptism date on top half of designated area.
B. Always put woman's baptism date on bottom half of designated area.

①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭
MR-S LARRY F JOHNSON			MILEAGE		STATUS		DATE BAPT.		M		PM		
586 E WASHINGTON BLVD APT 9			ATT. CH. YES NO OCC		DATE		BAPT. A B						
PASADENA CA 91104			VISIT		A.M. P.M. EVE. SUN.		CC						
PHONE			CHILDREN										
COMMENT													

- 9) MINISTER'S INITIALS: The one who baptized the man, woman, or both.
- 10) VISIT TIME: "A.M." = 8-12, "P.M." = 12-6, "EVE." = After supper, "SUN." = Sunday.
- 11) CORRESPONDENCE COURSE: Write "YES" or "NO." Do not write in the number of the lesson, because this continually changes.
- 12) PHONE NUMBER: List Area Code also.
- 13) NUMBER OF CHILDREN: Age and sex not necessary.
- 14) COMMENTS: Use for pertinent information. Examples: Bad road to house--don't travel when wet; antagonistic husband; note map on back of card; visit only on Wednesday afternoon; smoking habit; divorce and remarriage problem; explain "Other" for race; etc.
- 15) BACK OF CARD: Can be used to draw maps or record pertinent information.

FIGURE # 8

NATIONAL ZIP CODE AREA 6

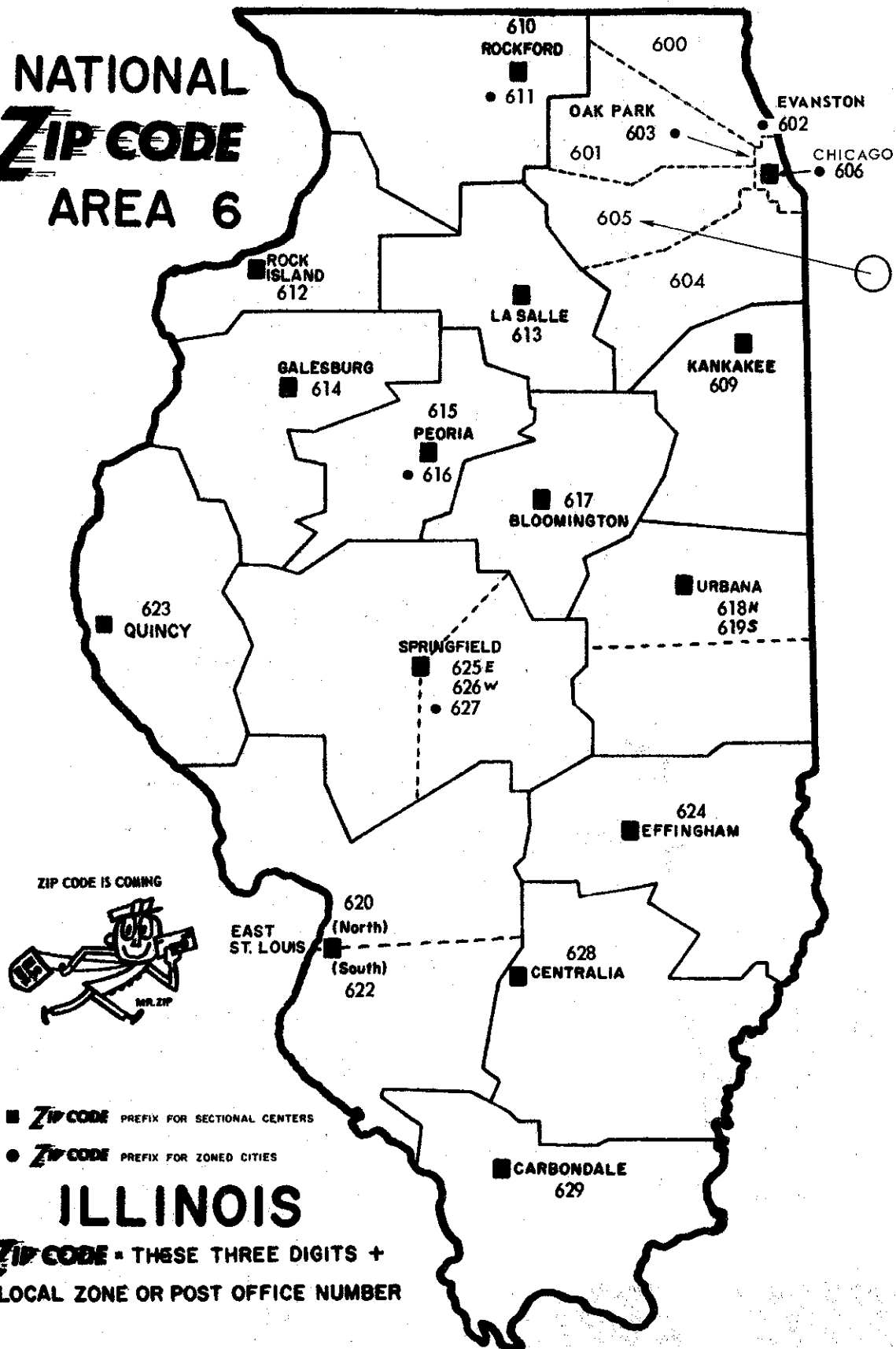
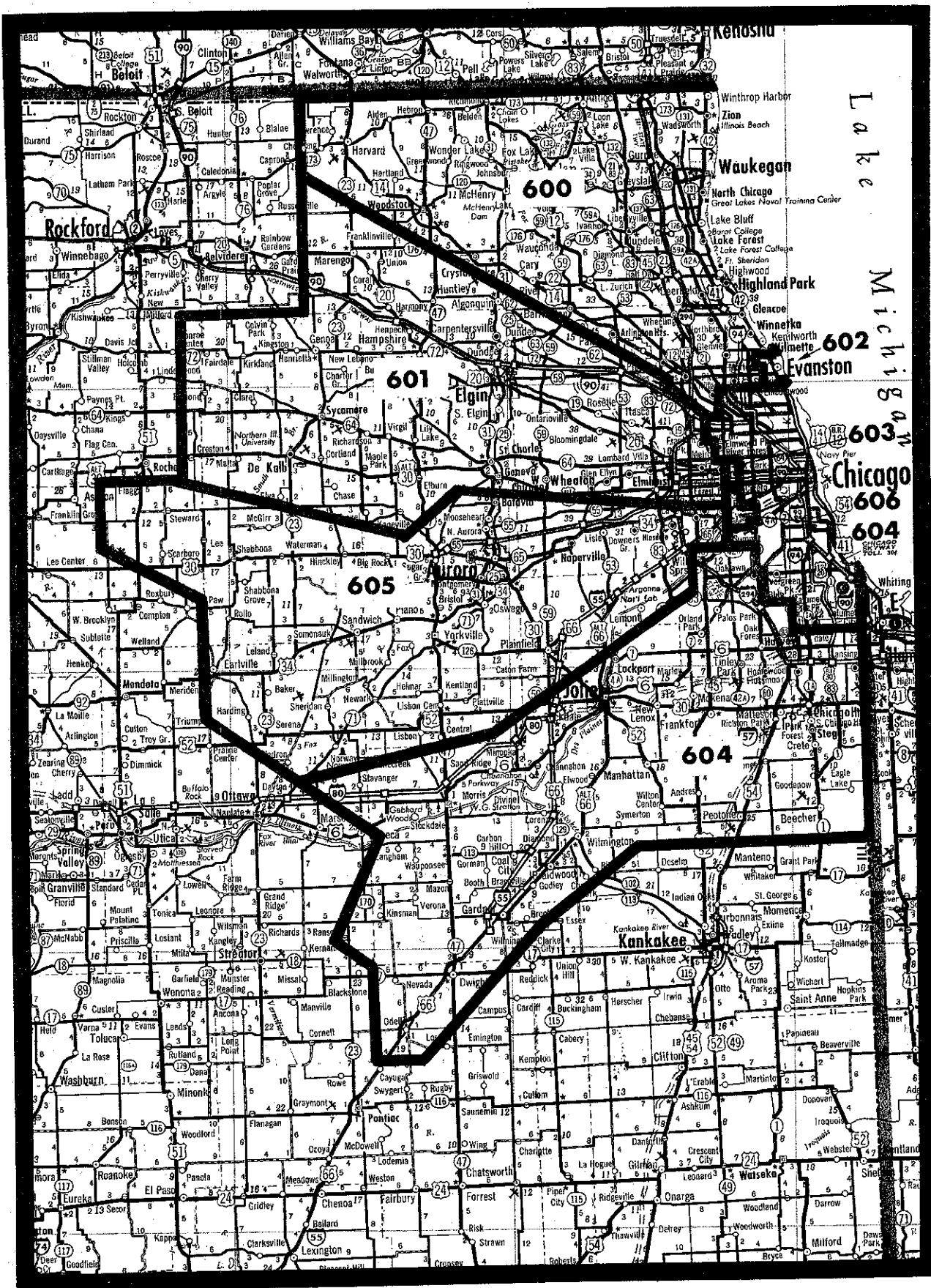


FIGURE #14

ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office	ZIP code	Post Office
59529	Hogeland	59832	Drummond	60053	Morton Grove	60421	Elwood	60919	Cabery	61063	Pe
59530	Inverness	59833	Florence	60056	Mount Prospect	60422	Flossmoor	60920	Campus	61064	Pe
59531	Joplin	59834	Frenchtown	60060	Mundelein	60423	Frankfort	60921	Chatsworth	61065	Pe
59532	Kremlin	59835	Grantsdale	60062	Northbrook	60424	Gardner	60922	Chebanse	61066	Rc
59533	Landusky	59836	Greenough	60064	North Chicago	60425	Glenwood	60923	Cheneyville	61067	Ri
59535	Lloyd	59837	Hall	60067	Palatine	60426	Harvey	60924	Cissna Park	61068	Rc
59537	Loring	59840	Hamilton	60068	Park Ridge	60429	Hazel Crest	60925	Clarence	61070	Rc
59538	Malta	59842	Haugan	60069	Prairie View	60430	Homewood	60926	Claytonville	61071	Rc
59539	Regina	59843	Helmville	60070	Prospect Heights	60431	Joliet	60927	Clifton	61072	Rc
59540	Rudyard	59844	Heron	60071	Richmond	60437	Kinsman	60928	Crescent City	61073	Rc
59541	Simpson	59845	Hot Springs	60072	Ringwood	60438	Lansing	60929	Cullom	61074	Rc
59542	Turner	59846	Huson	60073	Round Lake	60439	Lemont	60930	Danforth	61075	Rc
59543	Wagner	59847	Lolo	60075	Russell	60441	Lockport	60931	Donovan	61077	Sc
59544	Whitewater	59848	Lonepine	60076	Skokie	60442	Manhattan	60932	East Lynn	61078	Sh
59545	Whitash	59850	Maxville	60080	Solon Mills	60443	Matteson	60933	Elliott	61079	Sh
59546	Zortman	59851	Milltown	60081	Spring Grove	60444	Mazon	60934	Emington	61080	So
59547	Zurich	59852	Niarada	60082	Techny	60445	Midlothian	60935	Essex	61081	St
Helena, MT		59853	Noxon	60083	Wadsworth	60447	Minooka	60936	Gibson City	61084	St
59601	Helena	59854	Ovando	60084	Wauconda	60448	Mokena	60938	Gilman	61085	St
59630	Austin	59855	Pablo	60085	Waukegan	60449	Monee	60939	Goodwine	61087	Wt
59631	Basin	59856	Paradise	60090	Wheeling	60451	Morris	60940	Grant Park	61088	Wt
59632	Boulder	59857	Perma	60091	Wilmette	60452	New Lenox	60941	Herscher	61089	Wt
59633	Canyon Creek	59858	Phillipsburg	60093	Winnetka	60453	Oak Forest	60942	Hoopston	61090	Wt
59634	Clancy	59859	Plains	60096	Winthrop Harbor	60453	Oak Lawn	60944	Hopkins Park	61091	Wt
59635	East Helena	59860	Polson	60097	Wonder Lake	60460	Odell	60945	Iroquois	61100	Ro
59636	Fort Harrison	59862	Potomac	60098	Woodsstock	60461	Olympia Fields	60946	Kempton	Rockford, IL	
59638	Jefferson City	59863	Ravalli	60099	Zion	60462	Orland Park	60947	La Hogue		
59639	Lincoln	59864	Ronan	60101	Addison	60463	Palos Heights	60948	Loda	61201	Ro
59640	Marysville	59865	Saint Ignatius	60102	Algonquin	60466	Palos Park	60949	Ludlow	61230	Al
59641	Radersburg	59866	Saint Regis	60103	Bartlett	60468	Park Forest	60950	Manteno	61231	Al
59642	Ringling	59867	Saltese	60104	Bellwood	60469	Peotone	60951	Martinton	61232	Al
59643	Toston	59868	Seeley Lake	60106	Bensenville	60469	Posen	60952	Melvin	61233	An
59644	Townsend	59869	Snider	60108	Bloomington	60470	Ransom	60953	Milford	61234	An
59645	White Sulphur Springs	59870	Stevensville	60109	Burlington	60471	Richton Park	60954	Momence	61235	At
59647	Winston	59871	Sula	60110	Carpentersville	60472	Robbins	60955	Onarga	61236	Ba
59648	Wolf Creek	59872	Superior	60111	Clare	60473	South Holland	60956	Papineau	61237	Bu
Butte, MT		59873	Thompson Falls	60112	Cortland	60474	South Wilmington	60957	Paxton	61238	Ca
59701	Butte	59874	Trout Creek	60113	Creston	60475	Steger	60959	Piper City	61239	Ca
59710	Alder	59875	Victor	60115	De Kalb	60476	Thornton	60960	Rankin	61240	Co
59711	Anaconda	Kalispell, MT		60118	Dundee	60477	Tinley Park	60961	Reddick	61241	Co
59713	Avon	59901	Kalispell	60119	Elburn	60479	Verona	60962	Roberts	61242	Co
59714	Belgrade	59910	Big Arm	60120	Elgin	60480	Willow Springs	60963	Rossyville	61243	De
59715	Bozeman	59911	Bigfork	60121	Elmhurst	60481	Wilmington	60964	Saint Anne	61244	Ea
59720	Cameron	59912	Columbia Falls	60129	Esmond	60482	Worth	60966	Sheldon	61250	Er
59721	Cardwell	59913	Coram	60130	Forest Park	60501	Argo	60967	Stockland	61251	Er
59722	Deer Lodge	59914	Dayton	60131	Franklin Park	60504	Aurora	60968	Thawville	61252	Fu
59724	Dell	59915	Elmo	60134	Geneva	60510	Batavia	60969	Union Hill	61254	Ge
59725	Dillon	59916	Essex	60135	Genoa	60511	Big Rock	60970	Watseka	61256	Ha
59727	Divide	59917	Eureka	60136	Gilberts	60512	Bristol	60973	Wellington	61257	Hi
59728	Divide	59918	Fortine	60137	Glen Ellyn	60513	Brookfield	60974	Woodland	61258	Ho
59728	Elliston	59919	Hungry Horse	60140	Hampshire	60514	Clarendon Hills	Rockford, IL			
59729	Ennis	59920	Kila	60141	Hines	60515	Downers Grove	61001	Apple River	61260	Joy
59730	Gallatin Gateway	59921	Lake McDonald	60142	Huntley	60518	Earlville	61006	Ashton	61261	Lyi
59731	Garrison	59922	Lakeside	60143	Itasca	60519	Eola	61007	Baileyville	61262	Lyi
59732	Glen	59923	Libby	60144	Kaneville	60520	Hinckley	61008	Belvidere	61263	Ma
59733	Goldcreek	59925	Marion	60145	Kingston	60521	Hinsdale	61008	Belvidere	61264	Ma
59734	Grant	59926	Martin City	60146	Kirkland	60525	La Grange	61010	Byron	61265	Mo
59735	Harrison	59927	Olney	60147	Lafax	60530	Lee	61011	Caledonia	61270	Mo
59736	Jackson	59928	Polebridge	60148	Lombard	60531	Leland	61012	Caledonia	61272	Ne
59737	Jeffers	59929	Proctor	60150	Malta	60532	Lisle	61012	Capron	61272	Ne
59738	Laurin	59930	Rexford	60151	Maple Park	60533	Lyons	61013	Cedarville	61273	Or
59739	Lima	59931	Rollins	60152	Marango	60534	Lyons	61014	Chadwick	61274	Or
59740	McAllister	59932	Somers	60153	Maywood	60536	Millbrook	61015	Chana	61275	Pr
59741	Manhattan	59933	Stryker	60157	Medinah	60537	Millington	61016	Cherry Valley	61276	Pr
59742	Maudlow	59934	Trego	60160	Melrose Park	60538	Montgomery	61018	Dakota	61277	Pr
59743	Melrose	59935	Troy	60170	Plato Center	60539	Mooseheart	61019	Davis	61278	Pr
59745	Norris	59936	Troy	60171	River Grove	60540	Naperville	61020	Davis Junction	61279	Re
59746	Polaris	59936	West Glacier	60172	Roselle	60541	Newark	61021	Dixon	61280	Re
59747	Pony	59937	Whitefish	60174	Saint Charles	60542	North Aurora	61024	Durand	61281	Sh
59748	Ramsay	North Suburban, IL (n.o.)		60176	Schiller Park	60543	Oswego	61025	East Dubuque	61282	Sh
59749	Sheridan	60002	Antioch	60177	South Elgin	60544	Plainfield	61026	Egan	61283	Ta
59750	Silverbow	60003	Arlington Heights	60178	Sycamore	60545	Piano	61027	Eleroy	61284	Ta
59751	Silver Star	60004	Barrington	60180	Union	60546	Riverside	61028	Elizabeth	61285	Th
59752	Three Forks	60005	Barrington	60181	Villa Park	60548	Sandwich	61029	Emerson	Li	
59753	Trident	60006	Cary	60182	Virgil	60549	Serena	61030	Forreston		
59754	Twin Bridges	60007	Crystal Lake	60183	Wasco	60550	Shabbona	61031	Franklin Grove	61301	La
59755	Virginia City	60008	Deerfield	60184	Wayne	60551	Sheridan	61032	Freeport	61310	An
59756	Warsburg	60009	Des Plaines	60185	West Chicago	60552	Somonauk	61033	Galena	61312	Ar
59757	Waterloo	60010	Fox Lake	60187	Wheaton	60553	Steward	61037	Galt	61313	Bk
59758	West Yellowstone	60011	Fox River Grove	60188	Winfield	60554	Sugar Grove	61038	Garden Prairie	61314	Bu
59759	Whitehall	60012	Glencoe	60190	Winfield	60555	Warrenville	61039	German Valley	61315	Bu
59760	Willow Creek	60022	Glenview	60191	Wood Dale	60556	Waterman	61040	Haldane	61316	Ce
59761	Wisdom	60025	Glenview	60200	Evanston	60557	Wedron	61041	Hanover	61317	Ch
59762	Wise River	60029	Golf	60200	Oak Park	60558	Western Springs	61042	Harmon	61318	Co
Missoula, MT		60030	Grayslake	60300	Oak Park	60559	Westmont	61043	Holcomb	61319	Co
59801	Missoula	60031	Gurnee	South Suburban, IL (n.o.)		60560	Yorkville	61044	Kent	61320	Da
59820	Alberton	60032	Hartland	60401	Beecher	Chicago, IL		61046	Lanark	61321	Da
59821	Arlee	60033	Harvard	60402	Berwyn	60600	Chicago	61047	Leaf River	61322	Da
59823	Bonner	60034	Hebron	60406	Blue Island	Kankakee, IL		61048	Lena	61323	Do
59824	Charlo	60035	Highland Park	60407	Braceville	60901	Kankakee	61048	Lindenwood	61324	Eld
59825	Clinton	60040	Highwood	60408	Braidwood	60910	Aroma Park	61050	McConnell	61325	Gr
59826	Condon	60041	Ingleside	60409	Calumet City	60911	Ashkum	61051	Milledgeville	61326	Gr
59827	Conner	60042	Island Lake	60410	Channahon	60912	Beaverville	61052	Monroe Center	61327	Hi
59828	Corvallis	60043	Kentworth	60411	Chicago Heights	60913	Bonfield	61053	Mount Carroll	61328	Ka
59829	Darby	60044	Lake Bluff	60415	Chicago Ridge	60914	Bourbonnais	61054	Mount Morris	61329	La
59830	De Borgia	60045	Lake Forest	60416	Coal City	60915	Bradley	61057	Nachusa	61330	La
59831	Dixon	60046	Lake Villa	60417	Crete	60917	Buckingham	61059	Nora	61331	Lei
		60047	Lake Zurich	60418	Custer Park	60918	Buckley	61060	Orangerville	61332	Lei
		60048	Libertyville	60419	Dolton			61061	Oregon	61333	Lo
		60050	McHenry	60420	Dwight			61062	Pearl City	61334	Lo

FIGURE #15



PROSPECTIVE MEMBERS

All persons writing to Headquarters requesting baptism or visiting will be sent a special form on which they must fill in the following information: name, address and ZIP Code, telephone number, race, directions to their home--the best time of day and the best day of the week for visiting--whether or not they listen to the Broadcast--how long they've been listening--which booklets and articles have been received--whether or not they receive The PLAIN TRUTH or the Correspondence Course, how long they have received them--and a brief outline of subjects they would like to discuss with Mr. Armstrong's representative.

They must then return the completed form to Headquarters, or it will be assumed they no longer are interested. If the form is returned, the name, address and ZIP Code number will be typed on the Master and Mobile Cards. These three addressed cards, along with the special information form that was returned to Headquarters, will be sent to the appropriate Minister. Any pertinent information from the original letter can be added to the card by him. After his first visit, the letter and form can be disposed of. This eliminates many cumbersome, odd-sized letters and envelopes from the Local Minister's files.

When the Minister receives the Prospective cards and the information form, he will file the IBM cards in his Master and Mobile Files and attach a blue plastic clip to the green Master Alphabetical Card. After the first visit of the Prospective has been made, the special information form from Headquarters should be discarded and the blue clip should be removed from the card.

All letters received in the Local Church areas requesting baptism or visiting must be sent to Headquarters with the Weekly Ministerial Report to be processed as previously explained. This saves time and confusion in the Field and promotes uniformity and efficiency in the Visiting System.

If a new Prospective calls the Minister directly or is introduced to him by a relative or friend personally, he should type up his own file cards for the individual and fill out and send to Headquarters a New Prospective Member Card to complete our records. (See Figure #18.)

When a Prospective Member is baptized, the Minister will change his status on his Master Alphabetical Card and on his Mobile ZIP Card and will type or print his baptism date on these cards. Then the Minister will fill out a Baptism Card for the new Member and send it to Headquarters with his Weekly Ministerial Report. (See Figure #19.) These cards must be filled out completely and remember to SIGN them. Husbands and wives should be included on the same card, if baptized at the same time. Be sure to indicate rebaptisms as such.

NEW PROSPECTIVE MEMBER CARD

- 1) TITLE: Circle the applicable title distinctly and print full name of person.
- 2) ADDRESS: Fill in full home address, street name and number, apartment number, city, state and ZIP Code.
- 3) TAKING PT: Check "YES" or "NO."
- 4) PT ADDRESS: Indicate any different address other than the home address given in #2. This includes mailing address, parents' or relatives' addresses.
- 5) DATE: The date person became a Prospective Member.
- 6) RACE: Write "WHITE," "NEGRO," "ORIENTAL," specify "OTHER."
- 7) HOW CONTACTED: Called directly, introduced by relative or friend personally, met in Church, Member's home, etc.

NEW PROSPECTIVE MEMBER CARD	
MR. 1	DATE: 5
MRS. _____	RACE: 6
MISS _____	HOW CONTACTED: 7
STREET: 2 _____ APT. #: _____	INVITED TO CHURCH: YES <input type="checkbox"/> 8 NO <input type="checkbox"/>
CITY: _____ STATE: _____	IF "NO," GIVE REASON 9 _____
ZIP CODE: _____	_____
TAKING PT: YES <input type="checkbox"/> 3 NO <input type="checkbox"/> IF RECEIVING PT UNDER DIFFERENT	_____
NAME OR ADDRESS THAN ABOVE, PLEASE INDICATE: 4 _____	_____
REMARKS: 10 _____	_____
_____	_____
MINISTER: 11 _____	CHURCH AREA: 12 _____

- 8) INVITED TO CHURCH: Check "YES" or "NO."
- 9) IF "NO," GIVE REASON: Unless actually ready for baptism, answer should generally be "NO." Give brief idea how far along the person is.
- 10) REMARKS: Any additional information on this person that might be helpful to LAD or to any other department at Headquarters that may later check this card for information.
- 11) MINISTER: Signature of the Minister who is sending in the card.
- 12) CHURCH AREA: Where the person would attend if invited to Church.

FIGURE #18

BAPTISM CARD

- 1) TITLE: Circle the applicable title distinctly and print full name of person. Circle Mr. and Mrs. if both baptized at same time.
- 2) ADDRESS: Fill in full home address, street name and number, apartment number, city, state and ZIP Code.
- 3) TAKING PT: Check "YES" or "NO."
- 4) PT ADDRESS: Indicate any different address other than the home address given in #2. This includes mailing address, parents' or relatives' addresses.
- 5) BAPTISM DATE: Month, day and year.
- 6) DRAFT STATUS: I-A, IV-F, etc.
- 7) RACE: Write "WHITE," "NEGRO," "ORIENTAL," specify "OTHER."

BAPTISM CARD			
MR. <u>1</u>			
MRS.			
MISS	Last <u>2</u>	First	Middle
STREET: <u>2</u>		APT. #: <u>2</u>	
CITY: <u>2</u>		STATE: <u>2</u>	
ZIP CODE: <u>2</u>			
TAKING PT: YES <input type="checkbox"/> <u>3</u> NO <input type="checkbox"/> IF RECEIVING PT UNDER DIFFERENT NAME OR ADDRESS THAN ABOVE, PLEASE INDICATE: <u>4</u>			
REMARKS: <u>11</u>			
BAPTIZED BY: <u>12</u>			
CHURCH ATTENDING: <u>13</u>			

- 8) MATE'S STATUS: Check "YES" or "NO" if mate is already baptized.
- 9) MATE'S FIRST NAME: John, Mary, Mark, Judy, etc.
- 10) OLD ADDRESS: Give if person has moved in last 60 days. Important: Be sure to include ZIP Code of old address.
- 11) REMARKS: Any information that may be helpful to Headquarters or to anyone who may later check this card for information.
- 12) BAPTIZED BY: Minister's signature.
- 13) CHURCH ATTENDING: Write the name of the Church or Outlying Bible Study the newly baptized Member will attend. If there is no Church or Bible Study close enough, specify the District Tour Area.

FIGURE #19

If the Minister ascertains that a Prospective is not growing toward baptism and decides to eliminate him from his files, he should fill out a "Deletion Card" for the individual, send it to Headquarters, and destroy his other cards. (See Figure #20.)

At the end of each month, a report should be sent to Headquarters by each Local Minister stating the number of new Prospectives in his area that he has not yet been able to visit. This should be done on an "Additional Information" sheet.

DISFELLOWSHIPS AND REINSTATEMENTS

A new Disfellowship Card has also been designed to conform to the IBM card format. (See Figure #21 for instructions in filling out this card.) When a Member has been totally disfellowshipped this card is to be completed by the Local Minister and sent to Headquarters with his Weekly Ministerial Report. This card is not to be sent in to Headquarters regarding Members that the Minister has placed on probation, although these are to be mentioned on the visit slips he turns in.

When a disfellowshipped Member is reinstated as a Member of God's Church, the Minister will fill out his name, address and ZIP Code, date and race only, on a Disfellowship Card and write the word "reinstated" in large letters across the card. This is then to be sent to Headquarters with his Weekly Ministerial Report.

REPORTING FUNERALS

For deceased persons who were attending Church, the Local Minister should send in his green Master Card with "DECEASED" written on it. If the mate will still be attending, he should type up a new Master Card for his files with only the living mate's name and address, and on the original Master Card he sends to Headquarters he should write "DECEASED--mate still attending," and list the mate's status.

If the Minister performs a funeral for a child or other person not on his records, he should be sure to mark it on his Summary Check List Card (explained later) for that week, but he does not need to make any further report to Headquarters. If any additional information or comments are necessary regarding a death or funeral, they should be written on an "Additional Information" sheet and sent to Headquarters.

DELETION CARD

- 1) TITLE: Circle the applicable title distinctly and print full name of person.
- 2) ADDRESS: Fill in full home address, street name and number, apartment number, city, state and ZIP Code.
- 3) DATE DELETED: Month, day and year.
- 4) RACE: Write "WHITE," "NEGRO," "ORIENTAL," specify "OTHER."
- 5) CHURCH AREA: Church area from which person is being deleted.
- 6) LAD ANSWER FUTURE LETTERS: Check "YES" or "NO."
- 7) ONLY FORWARD FUTURE LETTERS: Check "YES" or "NO."
- 8) REASON DELETED: Give any additional information on this person that might be helpful to LAD or to any other department at Headquarters that may later check this card for information.
- 9) DELETED BY: Minister's signature.

DELETION CARD			
MR. 1			DATE DELETED 3
MRS. _____	Lost 2	First _____ Middle _____	
MISS _____		APT. # _____	RACE 4 _____
STREET _____			CHURCH AREA 5 _____
CITY _____	STATE _____		
ZIP CODE _____			
1. SHOULD FUTURE LETTERS FROM THIS PERSON BE ANSWERED BY LAD: YES <input type="checkbox"/> 6 NO <input type="checkbox"/>			
2. SHOULD FUTURE LETTERS JUST BE FORWARDED TO YOU AND NOT HANDLED BY LAD AT ALL: YES <input type="checkbox"/> 7 NO <input type="checkbox"/>			
REASON DELETED 8 _____ _____ _____			
DELETED BY 9 _____ _____			

FIGURE #20

DISFELLOWSHIP CARD

- 1) NAME: Give applicable title and print full name of person. If Mr. and Mrs. are both disfellowshipped, put on same card.
- 2) ADDRESS: Fill in full home address, street name and number, apartment number, city, state and ZIP Code.
- 3) DATE: When disfellowshipped -- month, day, year.
- 4) RACE: Write "WHITE," "NEGRO," "ORIENTAL," specify "OTHER."
- 5) LITERATURE: Check the appropriate box:

- A. Remove from all Mailing Lists at Headquarters.
- B. Can receive PLAIN TRUTH only.
- C. Can receive CO-WORKER letter and PLAIN TRUTH.
- D. Can receive Correspondence Course: "YES," "NO."

①	Name: _____	③	Date: _____
②	Address: _____ _____ _____	④	Race: _____
	Zip Code: _____		
⑤	A Remove from all lists <input type="checkbox"/> C Can receive CW letters and PT <input type="checkbox"/>		
	B Can receive PT only <input type="checkbox"/> D Can receive CC Yes <input type="checkbox"/> No <input type="checkbox"/>		
⑥	Reason: _____ _____ _____		
⑦	A Is mate a Member? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	B If mate is a Member, what is his/her status now? Mem <input type="checkbox"/> Disfellow <input type="checkbox"/>		
	C If mate is not a Member, can he/she continue lit? Yes <input type="checkbox"/> No <input type="checkbox"/>		
⑧	Disfellowshipped by: _____		

- 6) REASON: Specify reason this person was disfellowshipped: Bitterness, rebellion, heresy, sex problems, demon problems, racial hatred, lethargy, never converted, senile, mental illness, etc., and explain.

- 7) MATE INFORMATION: Check the appropriate box:

- A. Is mate a Member? "YES," "NO."
- B. If mate is a Member, what is his/her status now?
"Mem" = Member, "Disfellow" = Disfellowshipped.
- C. If mate is not a Member, can he/she continue to receive our literature? "YES," "NO."

- 8) DISFELLOWSHIPED BY: Signature of Minister.

FIGURE #21

CHANGES OF ADDRESS

The Members and Prospective Members attending God's Church should periodically be urged to promptly send in their Changes of Address to the Local Minister in order to keep the new ZIP Visiting System operating smoothly. It is important to have the correct addresses on file for visiting, anointing, etc. The Change of Address Card is for this purpose. (See Figure #22.) The Deacons will have these Change of Address Cards available each week before and after services and will turn the completed cards in promptly to the Local Minister. The Local Minister should make the Changes of Address on his Master Alphabetical Cards, as well as on the cards in his Mobile File, and should type new cards to keep his file current, when the old cards become illegible or messy.

Each man who has a Mobile File in a Local Church area should check with the local area office at least once a week for Changes of Address and additions or deletions to his file. These files are the backbone of the Visiting System and must be maintained accurately.

The Minister must send these completed Change of Address Cards to Headquarters with his Weekly Ministerial Report to assist Headquarters in maintaining accurate records. If a Member or Prospective Member moves out of his Local Church area, the Minister must send the green Master Alphabetical Card, with all Visiting Cards and any other information attached, to Headquarters along with the Change of Address Card. This enables Headquarters, after typing new Master and Mobile Cards, to quickly channel this information to the Local Minister in the Church area into which the individual is moving. With this information, the Minister in the new Church area will be able to better serve this individual.

Each Local Minister should include in his Weekly Ministerial Report the names of all the new people who have recently moved into his Local Church area from another Local Church area and should list their former address as well as the current address. This should be done on a Change of Address Card with the word "transfer" written in large letters across the card. This will insure a continual, efficient flow of information on Members and Prospective Members moving from one Church area to another.

REPORTING MARRIAGES

To report a marriage, the Local Minister should fill out Change of Address Cards listing the old address and new address, and for the woman, her former name. Then he should write "MARRIAGE" in large letters across the cards and send them to Headquarters with his Weekly Report. If either party is moving out of his area, he should send all visiting information to Headquarters and follow the normal Change of Address procedures.

If any additional information or comments are necessary regarding a marriage, they should be written on an "Additional Information" sheet and sent to Headquarters.

CHANGE OF ADDRESS CARD

- 1) OLD ADDRESS: Give applicable title and print full name of person.
Fill in full home address, street name and number, apartment number, city, state and ZIP Code. Even though the place for the ZIP Code is not designated, it is very important that it be included.
- 2) NEW ADDRESS: Give applicable title and print full name of person. Fill in full home address, street name and number, city, state and ZIP Code.
- 3) DATE: The date the change of address becomes effective.
- 4) BY: Put in the appropriate Church area.
- 5) PHONE: New phone number if known.
- 6) STATUS: "M" = Member, "PM" = Prospective Member. Circle the appropriate one.

OLD ADDRESS	
NAME 1 STREET CITY STATE	DATE 3 BY 4
NEW ADDRESS	
NAME 2 STREET CITY STATE _____ ZIP _____	PHONE 5
6 M PM	

GLOBE 24393

FIGURE #22

USE OF STATE ZIP CODE DIRECTORIES

To aid the Local Minister in finding accurate ZIP Code numbers for persons in his Church areas, State Postal ZIP Code Directories of his Church areas will be provided for him from Headquarters. In these Directories, every city and town in the state is listed in alphabetical order with the ZIP Code to the right of it. (See Figure #23.) Any person living in Andover, New York, would have ZIP Code, 14806. To find the ZIP Code of a person who lives in Brooklyn, New York, it is necessary to turn to the Appendix in the back of the Directory for New York State (all street names and street numbers are listed for large cities). (See Figure #24.) The first three digits of the ZIP Code for Brooklyn are "112." (See top right of Figure #24, Circle 1.) If a person lives on Bank Street, his ZIP Code is 11236 (see Circle 2). If he lives at 2000 Avenue "Z," his ZIP Code is 11235 (see Circle 2). In Changes of Address or in any case where there is a question regarding the correct ZIP Code of an individual, the Minister can readily find the correct ZIP Code in the Postal ZIP Code Directory of his state if he knows the street address and the name of the city in which the person lives.

FURTHER MAINTENANCE OF THE OFFICE AND VISITING SYSTEM

Once a year each Local Minister will be sent an up-to-date list of all the Members and Prospective Members that Headquarters has on file for his Church area, for the purpose of checking and updating his files and to reconcile any differences with Headquarters. When this is received, the Minister should compare the list with his green Master Alphabetical Cards. If he doubts the veracity of his files, before beginning on the list he should have his congregation fill out letters with their correct addresses to insure that he has current information. The United States Post Office occasionally makes some minor changes in ZIP Codes. The Codes on the Headquarters list will be up-to-date. If the Codes on his file cards differ, he should change his cards. If a person is a Member, having a mate who is a Prospective, only the Member will be on the Headquarters list. Be sure to check carefully the race (N = Negro).

If the Minister does not have someone listed on the Headquarters list, or if status, race, or address differs, write this information on the Headquarters list. He should list any that he has in his files that are not listed on the Headquarters list on the bottom or back of the Headquarters list, along with their status, race, and baptism information. At this time, he should send in any old visit information he may have on persons he knows are no longer in his Church area. He should also list those who for some reason (such as blind, in old folks' home, etc.) are not receiving The GOOD NEWS. This would be one reason for him having someone in the local files not on the Headquarters list. These files are the backbone of the Office and Visiting System. It is VERY IMPORTANT that they be kept up-to-date and that the Headquarters records match them as nearly as possible.

New York

Cold Sp.

Post Office	Zip Code	Post Office	Zip Code	Post Office	Zip Code	Post Office	Zip Code	Post Office	Zip Code
Academy, Sta. Albany	12208	Auburn		Birdsall	14713	Bulls Head, Sta.		Central Valley	
Accord	12404	Main Office Carriers	*13021	Black Creek	14714	Rochester	14611	Central White	
Acra	12405	Main Office Boxes	13022	Black River	13612	Bullville	10915	Sta White Pl	
Adams	13605	Rural Routes	13021	Blasdel, Br. Buffalo	14219	Burdett	14818	(see append	
Adams Basin	14410	Audubon, Sta. New York	10032	Blauvelt	10913	Burke	12917	Centuck, Sta.	
Adams Center	13606	Aurisesville	12016	Bliss	14024	Burlingham	12722	Ceres	
Addison	14801	Aurora	13026	Blodgett Mills	13738	Burlington Flats	13315	Chadwicks	
Adelphi, Sta. Brooklyn	11238	Ausable Chasm	12911	Bloomingburg	12721	Burnt Hills	12027	Chafee	
Adirondack	12808	Au Sable Forks	12912	Bloomingdale	12913	Burt	14028	Champlain	
Afton	13730	Austerlitz	12017	Blooming Grove	10914	Bush Terminal, Sta.		Chappaqua	
Air Force, Br. Niagara		Ava	13303	Bloomington	12411	Brooklyn	11232	Charlotte, Sta.	
Falls	14306	Averill Park	12018	Bloomville	13739	Bushwick, Sta. Brooklyn	11221	Charlotteville	
Akron	14001	Avoca	14809	Blossvale	13308	Buskirk	12028	Chase Mills	
Alabama	14003	Avon	14414	Blue Mountain Lake	12812	Butterfield, Br. Utica	13502	Chateaugay	
ALBANY (see appendix)		BABYLON (see app.)	*11702	Blue Point	11715	Byron	14422	Chatham	
Albertson	11507	Bainbridge	13733	Blue Ridge, R. Sta.		Cadosia	13742	Chaumont	
Albion	14411	Bakers Mills	12811	Schraon Lake	12870	Cadyville	12918	Chautauqua	
Alcove	12007	BALDWIN (see app.)	*11510	Bluff Point	14417	Cairo	12413	Chazy	
Alden	14004	Baldwin Place	10505	Blythebourne, Sta.		Calclum	13616	Chocktowago	
Alden Manor, Br. Floral		Baldwinsville	13027	Brooklyn	11219	Caledonia	14423	Chelsea	
Park	11103	Ballston Lake	12019	Bahemia	11716	Callicoon	12723	Chemung	
Alder Creek	13301	Ballston Spa	12020	Boiceville	12412	Callicoon Center	12724	Chenango Brid	
Alexander	14005	Balmat	13609	Bolivar	14715	Calverton	11933	Chenango Fork	
Alexandria Bay	13607	Bangall	12506	Bolton Landing	12814	Cambria Heights, Sta.		Cherokee, Sta.	
Alfred	14802	Bangor, Ind. R. Sta. North		Bombay	12914	Jamaica	11411	Cherry Creek	
Alfred Station	14803	Bangor	12966	Boonville	13309	Cambridge	12816	Cherry Grove	
Algonquin, Br.		Bank Plaza, Sta. Merrick	11566	Borough Hall, Sta.		Camden	13316	Cherryplain	
Newburgh	12552	Bardonia, Br. Nanuet	10954	Jamaica	11424	Cameron	14819	Cherry Valley	
Allegany	14706	Barker	14012	Boston	14025	Cameron Mills	14820	Chester	
Allentown	14707	Barnes Corners	13610	Bontanical, Sta. Bronx	10458	Camillus	13031	Chestertown	
Allerton, Sta. Bronx	10467	Barneveid	13304	Bouckville	13310	Campbell	14821	Chestnut Ridge	
Alma	14708	Barrytown	12507	Boulevard, Sta. Bronx	10474	Campbell Hall	10916	Lockport	
Almond	14804	Barryville	12719	Bovina Center	13740	Camp Drum (MOJ of		Chichester	
Alpine	14805	Barton	13734	Bowling Green, Sta. New		Watertown)	13603	Childwold	
Alplaus	12008	Basom	14013	York	10004	Camp Smith, Br. Peekskill	10566	Chilson	
Altamont	12009	Batavia		Bowmansville	14026	Canaan	12029	Chinatown, St	
Altmar	13302	Main Office Carriers	*14020	Bradford	14815	Canada Lake	12030	New York	
Alton	14413	Main Office Boxes	14021	Brainard	12024	Canajoharie	13317	Chippewa Bay	
Altona	12910	Rural Routes	14020	Brainardsville	12915	Canal Street, Sta. New		Chittenango	
Amagansett	11930	Bath	14810	Branchport	14418	York	10013	Chittenango St	
Amawalk	10501	Bath Beach, Sta.		Brandreth	12888	Canandaigua	14424	Church Street,	
Amenia	12501	Brooklyn	11214	Brandywine, Sta.		Canarsie, Sta. Brooklyn	11236	York	
Ames, Ind. R. Sta		Bay, Sta. Brooklyn	11235	Schenectady	12304	Canaseraga	14822	Churchville	
Canajoharie	13317	Baychester, Sta. Bronx	10469	Brant	14027	Canastota	13032	Churubusco	
Amherst, Br. Buffalo	14226	Bayport	11705	Brantingham	13312	Candor	13743	Cicero	
Amityville	11701	Bay Ridge, Sta. Brooklyn	11220	Brant Lake	12815	Canadua	14717	Cincinnati	
Amsterdam		Bay Shore		Brasher Falls	13613	Canisteo	14823	Circleville	
Main Office Carriers	*12010	Main Office Carriers	*11706	Breesport	14816	Canton	13617	City Island, St	
Main Office Boxes	12011	Main Office Boxes	11707	Brentwood	11717	Cape Vincent	13618	Claremont Parl	
Rural Routes	12010	Bayville	11709	Brevoort, Sta. Brooklyn	11216	Capitol, Sta. Albany	12224	Bronx	
Ancram	12502	Beacon	12508	Brewerton	13029	Carle Place	11514	Clarence	
Ancramdale	12503	(see appendix)		Brewster	10509	Carlisle	12031	Clarence Cent	
Andes	13731	Bayville	11709	Briarcliff Manor	10510	Carmel	10512	Clarendon	
(Andover)	(14806)	Beaumont	10911	Bridge, Sta. Niagara		Caroga Lake	12032	Clark Mills	
Angelica	14709	Beaumont	12409	Falls	14305	Carthage	13619	Clarkson	
Angola	14006	Beaver Dams	14812	Bridgehampton	11932	Cass, Br. Buffalo	14206	Clarksville	
Annapdale-on-Hudson	12504	Beaver Falls	13305	Bridgeport	13030	Cassadaga	14718	Claryville	
Ansonia, Sta. New York	10023	Beaver Meadow	13735	Bridgewater	13313	Cassville	13318	Classon, Sta. I	
Antwerp	*13608	Beaver River	13306	Brier Hill	13614	Castile	14427	Claverack	
Oxbow Ind. Rural Sta	13671	Bedford	10506	Brighton, Sta. Brooklyn	11235	Castle, Sta. New		Clay	
Apalachin	13732	Bedford Hills	10507	Brighton, Sta. Rochester	14610	Rochelle	10801	Clayton	
Appleton	14008	Beechwood, Sta.		Brightwaters	11718	Castle Creek	13744	Clayville	
Apulia Station	13020	Rochester	14609	Brisben	13741	Castel Hill, Sta. Bronx	10462	Clearfield, Br.	
Aquebogue	11931	Belfast	14711	Bristol Center	14419	Castle Point	12511	Buffalo	
Arcade	14009	Bellerose, Sta. Jamaica	11426	Broadalbin	12025	Castleton Corners, Sta.		Clemons	
Ardan	10910	Belleville	13611	Broad Channel, Sta. Far		Staten Island	10314	Cleveland	
Ardonia	12505	Bellevue, Sta.		Rockaway	11693	Castleton-on-Hudson	12033	Cleverdale	
Ardley	10502	Schenectady	12306	Broadway, Sta. Long Island		Castorland	13620	Clifton	
Ardley-on-Hudson	10503	BELLMORE (see app.)	*11710	City	11106	Cathedral, Sta. New York	10025	Clifton Springs	
Argyle	12809	Bellona	14415	Brookport	14420	Cato	13033	Climax	
Arkport	14807	Bellport	11713	Brocton	14716	Catskill	12414	Clinton	
Arkville	12406	Bellvale	10912	BRONX (see appendix)		Cattaraugus	14719	Clinton Corner	
Arlington, Br.		Belmont	14813	Bronville, Ind. Br.		Cayuga	13034	Clintonville	
Poughkeepsie	12603	Bemus Point	14712	Yonkers	10708	Cayuta	14824	Cintonville	
Armonk	10504	Bergen	14416	Brookfield	13314	Cazenovia	13035	Clackville	
Arverne, Sta. Far		Berkshire	13736	Brookhaven	11719	Cedarhurst	11516	Clyde	
Rockaway	11692	Berlin	12022	BROOKLYN (see appendix)		Celoron	14720	Clymer	
Ashland	12407	Berne	12023	Brooklyn Naval Base,		Cementon	12415	Cobleskill	
Ashokan	12408	Bernhards Bay	13028	Sta. Brooklyn	11251	Center Berlin, Ind. R. Sta.		Cochecton	
Ashville	14710	Bethel	12720	Brooktondale	14817	Berlin	12022	Cochecton Can	
Astoria, Sta. Long Island		Bethpage	11714	Brookview	12026	Centereach	11720	Coeymans	
City	11102	Bible School Park	13737	Brownville, Sta.		Center Moriches	11934	Coeymans Hall	
Athens	12015	Bidwell, Sta. Buffalo	14222	Brooklyn	11212	Centerport	11721	Cohocton	
Athol	12810	Big Flats	14814	Brownville	13615	Centerville	14029	Cohoes	
Athol Springs	14010	Big Indian	12410	Brushton	12916	Central, Sta. Jamaica	11435	Cold Brook	
Atlanta	14808	Big Moose	13307	Bryant, Sta. New York	10036	Central Bridge	12035	Colden	
Atlantic Beach	11509	Billings	12510	Buchanan	10511	Central Islip	11722	Cold Spring	
Attica	14011	BINGHAMTON (see appendix)		BUFFALO (see appendix)		Central Square	13036	Cold Spring Ha	

Zip Code			Zip Code			Zip Code			Zip Code			Zip Code			Zip Code		
112			112			112			112			112			112		
Brooklyn (Con't)			Brooklyn (Con't)			Brooklyn (Con't)			Brooklyn (Con't)			Brooklyn (Con't)			Brooklyn (Con't)		
Argyle Rd (East 13th St)			Avenue Q (Quentin Rd)			Bay 13, 14, 16, 17, 19,			Bowling			Box			Boynton Pl		
0-7299	27	1	530	18	1	1099	23	20, 22, 23, 25, 26, 28	1	2399	29	1	2399	29	1	2399	29
0-7699	27	531	1599	30	1100	3008	29	29, 31, 32, 34, 35, 37,	51	2400	35	1	2400	35	1	2400	35
		1600	2399	35	3009	out	34	38, 40, 41, 43, 44, 46 to	out	out	35	1	2400	35	1	2400	35
		2400	out	35	Avenue R	1	1199	54	14	14	35	1	2400	35	1	2400	35
0-7349	27	Arion Pl	06	08	1	1200	3064	Beach Pl	11	36	36	1	2400	35	1	2400	35
0-7299	27	Arkansas Dr	34	08	1200	3065	out	Beach 37, 38, 40, 42 to 51	11	36	36	1	2400	35	1	2400	35
0-7599	27	Arlington Ave	07	08	3200	out	34	Beach Reservation	11	36	36	1	2400	35	1	2400	35
0-8999	27	1	240	07	Avenues T and U	1	1199	Beacon Ct	11	36	36	1	2400	35	1	2400	35
		241	out	08	1	1200	3199	Beadle	11	36	36	1	2400	35	1	2400	35
		Arlington Pl	16	08	1200	3199	29	Beard	11	36	36	1	2400	35	1	2400	35
		Ash	22	08	3200	out	34	Beaumont	11	36	36	1	2400	35	1	2400	35
		Ashford	07	08	Avenues T and U	1	1199	Beaver	11	36	36	1	2400	35	1	2400	35
		Ashland Pl	01	08	1	1200	3299	Bedell Lane	11	36	36	1	2400	35	1	2400	35
		170	out	17	1200	3300	out	Bedford Ave	11	36	36	1	2400	35	1	2400	35
		Aster Ct	29	17	3300	out	34	71- 679	11	36	36	1	2400	35	1	2400	35
		Astor Ct and Walk	35	17	Avenues Y and W	1	1199	681- 723	11	36	36	1	2400	35	1	2400	35
		Atkins Ave	08	17	1	1200	3399	725-1029	11	36	36	1	2400	35	1	2400	35
0-7899	27	Atlantic Ave	01	17	1200	3400	out	1031-1535	11	36	36	1	2400	35	1	2400	35
0-7899	27	1	346	17	Avenue X	1	499	1537-2005	11	36	36	1	2400	35	1	2400	35
		347- 733	348- 752	17	1	500	3186	2006	11	36	36	1	2400	35	1	2400	35
0-7899	27	735-1081	754-1130	38	1	3187	3399	2640	11	36	36	1	2400	35	1	2400	35
		1083-1453	1132-1518	16	1	3400	out	3665-4443	11	36	36	1	2400	35	1	2400	35
		1455-1727	1520-1800	13	1	61	550	4445- out	11	36	36	1	2400	35	1	2400	35
		1729-2463	1802-2464	33	1	551	3399	4448- out	11	36	36	1	2400	35	1	2400	35
		2465-2957	2466-2950	07	1	3400	out	Beekman Pl	11	36	36	1	2400	35	1	2400	35
		2959-3599	2952-3598	08	1	61	550	Belmont Ave	11	36	36	1	2400	35	1	2400	35
		NS 3600	out Jamaica	08	1	3400	out	201	11	36	36	1	2400	35	1	2400	35
		Atlantic Ave (Sea Gate)	24	08	1	282	14	699	11	36	36	1	2400	35	1	2400	35
		Atlas Terminal	27	08	1	753	35	1599	11	36	36	1	2400	35	1	2400	35
		Atwater Ct	23	08	1	754	3399	1600	11	36	36	1	2400	35	1	2400	35
		Aubrey Ave	27	08	1	3400	out	1731	11	36	36	1	2400	35	1	2400	35
		Auburn Pl	05	08	1	3400	out	1731	11	36	36	1	2400	35	1	2400	35
		Aurelia Ct	10	08	1	3400	out	1731	11	36	36	1	2400	35	1	2400	35
		Autumn Ave	08	08	1	3400	out	1731	11	36	36	1	2400	35	1	2400	35
		Avenue A	1	08	1	3400	out	1731	11	36	36	1	2400	35	1	2400	35
0-7899	27	9600	9599	36	1	399	01	1731	11	36	36	1	2400	35	1	2400	35
0-8199	27	Avenue B	34	01	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		Avenue C	18	01	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		Avenue D	1	01	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		1	3299	26	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		3300	5999	03	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
0-8299	27	6000	out	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
EETS		Avenue F	18	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		Avenue G (Glenwood Rd)	1	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		2000	4399	10	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		4400	4599	03	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		4600	5999	34	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
336	05	6000	out	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
out	38	Avenues H and I	1	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	08	1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	13	2000	4399	10	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	11	4400	out	34	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	01	Avenues J and K	1	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	07	1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		2000	4399	10	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
33	16	4400	7499	34	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
469	13	7500	out	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
1500	03	Avenue L	1	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
out	10	1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	01	2000	3999	10	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		4000	7499	34	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
1299	18	7500	out	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
out	26	Avenue M	1	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	26	1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	13	2000	3499	10	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	29	3500	7499	34	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	10	7500	out	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
		Avenue N	1	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
666	08	1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
out Jamaica		2000	3199	10	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	12	3200	7499	34	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	34	7500	out	36	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	10	Avenue O	1	04	1	400	out	1731	11	36	36	1	2400	35	1	2400	35
	36	1	1999	30	1	400	out	1731	11	36	36	1	2400	35	1	2400	35

NEW CHURCH AREAS

Whenever a new Church is begun, the areas involved will be reapportioned, and new boundaries will be drawn. ZIP Maps and xeroxed road maps of the new Church area, and lists of all Members and Prospectives who should attend the new Church will be sent to the appropriate Ministers. A complete new set of supplies will be sent to the Minister of the new Church area. The Ministers in other already established Church areas, whose areas will be altered by the new Church, will receive lists of all those who will be transferring from their area to the new Church and redesigned maps defining their area. They should send the green Master Alphabetical Cards, Visiting Cards, white Mobile Cards and blue Mobile ZIP Cards for all the persons no longer in their Church area to Headquarters. These cards will be channelled from Headquarters to the Minister of the new Church area.

THE WALL MAP (OPTIONAL)

Each Minister can obtain locally from the Superintendent of City of Engineers or a good map company, a large city or street map which covers the major portion of his Church area. He can have it mounted on cellotex or some similar backing. He will locate on this map each Member and Prospective Member in his Church area. (See Figure #25.) A red map pin will be used to designate Members, and a blue map pin will be used to designate Prospective Members. Both the red and the blue map pins will be supplied by Headquarters.

Borders should be drawn around cities, towns or even zones in large cities where that information is available. This will give the Minister a break-down of important sections within his Church area.

The purpose of the wall map is to enable the Minister to see the physical locations of Members and Prospective Members at a glance. As Churches grow, the Minister can see clearly where it is best to establish meeting halls and can better advise Headquarters in establishing new Churches and dividing existing Churches. The map will serve to familiarize the Ministers with roads, highways and the geographical perspective of his Church area. The wall map is an optional, not a mandatory part of the Office and Visiting System.

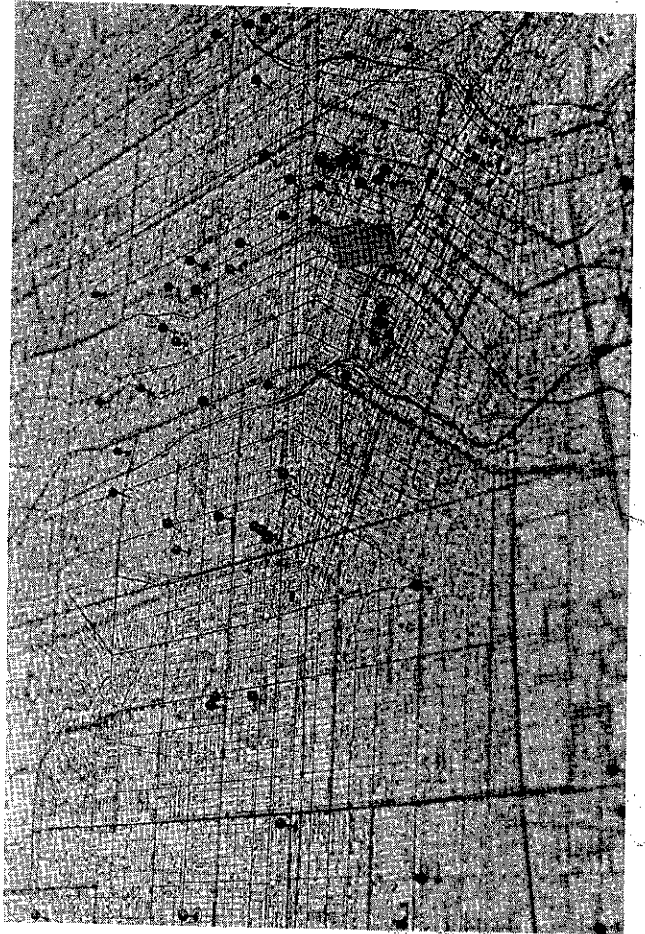
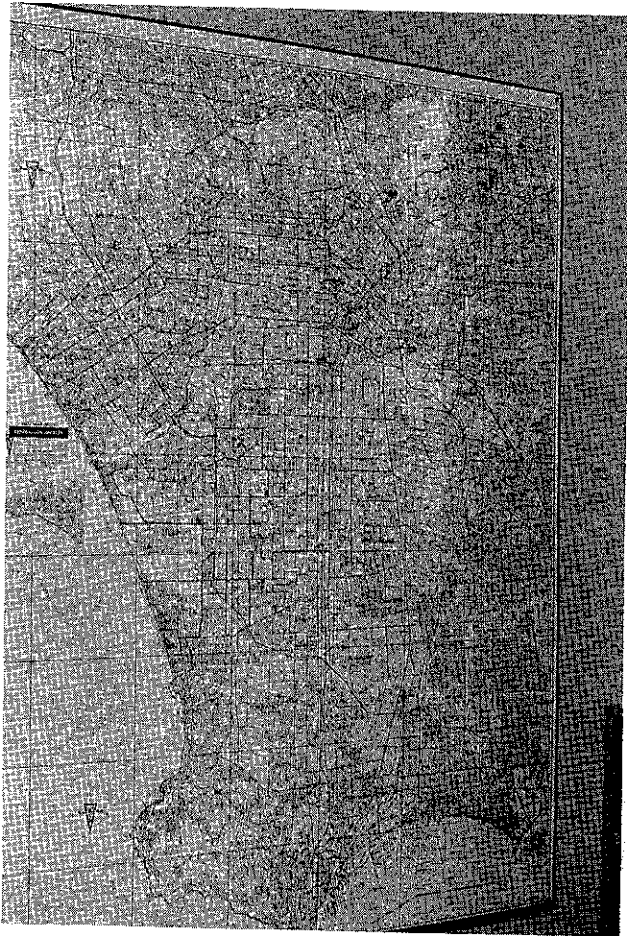


FIGURE #25

DISTRICT TOUR AREAS

A District Tour Area is an area outside of an established Church area, such as Montana. These areas are assigned by the Superintendent of Ministers to the Local Field Minister with the closest adjacent Church area, for the purpose of making District Tours two or three times a year to visit new Prospectives and Members who do not have the opportunity of attending a Local Church.

All letters and Visit Information Forms from new Prospectives in his assigned District Tour Area will be sent to the Local Minister. When he decides to make a Tour he should be sure to include all of those new Prospectives and as many Members or formerly visited Prospectives as he can conveniently work into his schedule. He should use the "Itinerary Letter" (see Figure #34) to line up his visits by mail ahead of time. Before planning a Tour, he can write to Headquarters for a current listing of all Members and Prospectives on file, if such a listing would aid him in planning the Tour.

The Local Minister should maintain a separate Master File in his office for his District Tour Area. All letters and Visit Information Forms should be kept in the back of this Master File. In addition, the Minister should maintain a Mobile File that can be taken with him when he makes his Tour. In case of inclement weather or cancellations, this will enable him to make changes in his schedule while on the Tour.

While District Tour Areas are not Church areas, all Changes of Address and transfer information will be handled by Headquarters and the Local Minister in the same way a Church area is handled. (See section on Changes of Address and transfers.)

REPORTING ORDINATIONS

When a new Deacon, Deaconess, or Elder is ordained, or a Minister is raised in rank, the Minister responsible for the ordination should fill out an Ordination Card and send it to Headquarters. (See Figure #26.) These should be filled out completely and sent in promptly. Be sure to include a recent photo (Elders and above) and a background and personal comment write-up which can be used to introduce the ordained man in The GOOD NEWS.

MINISTERIAL CHANGES OF ADDRESS

Since it is necessary that Headquarters receive immediate notification of any change in the address or phone number of a Minister or full-time Second Man, as well as any change in the address of a Church or Bible Study, a Ministerial Change of Address Card has been designed. (See Figure #27.) In the past, Members of the executive team at Headquarters have been unable to contact men in the Field because changes in phone numbers and addresses have not been promptly reported. Paychecks, News Reports, Comments, copies of The PLAIN TRUTH and GOOD NEWS have also been returned or gone astray for the same reason.

It is vitally important that this card be sent in immediately following any change.

THE CONFIDENTIAL BOOK

The Confidential Book contains the names and addresses of all the Ministers and the addresses of the Churches of God and Offices around the world. This information is highly confidential, and every effort must be made to keep it from falling into the hands of outsiders. Since the overwhelming majority of the Local Ministers have no more than a rarely occasional use for this information, the following policy has been adopted:

1. A copy of the Confidential Book will be sent to all ordained men and all Offices around the world three times each year (February, after the Ministerial Conference; July, after graduation and summer assignments; November, after the Feast of Tabernacles).
2. All District Superintendents and Offices overseas will receive Xeroxed copies of all changes in the Confidential Book as they are received here at Headquarters. For information on the latest changes the LOCAL MINISTERS should check with their District Superintendents.
3. Upon receipt of each new copy of the Confidential Book, the outdated version must be burned, shredded, or otherwise totally destroyed. Strict compliance with this request will aid in avoiding unnecessary problems, should this information fall into the wrong hands.

ORDINATION CARD

- 1) NAME: Print full name of person.
- 2) ADDRESS: Fill in full home address, street name and number, apartment number, city, state and ZIP Code.
- 3) DATE ORDAINED: Month, day and year.
- 4) PLACE ORDAINED: Feast, College, Local Church, etc.
- 5) CHURCH AREA ASSIGNMENT: The name of the Church to which this person is assigned.
- 6) RACE: Write "WHITE," "NEGRO," "ORIENTAL," specify "OTHER."
- 7) FORMER RANK: If the person has held a former rank in God's Church, please specify.

ORDINATION CARD			
NAME ① <div style="display: flex; justify-content: space-between; font-size: small;"> Last Name First Middle </div>		DATE ORDAINED ③	
ADDRESS ② <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div> <div style="text-align: center; font-size: x-small;">Zip Code</div>		PLACE ORDAINED ④ <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div>	
RANK ⑨ <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div> DEACONESS <input type="checkbox"/> DEACON <input type="checkbox"/> LOCAL ELDER <input type="checkbox"/> PREACHING ELDER <input type="checkbox"/> </div> <div> COMMENTS ⑩ <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div> <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div> <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div> <div style="text-align: center; font-size: x-small;">⑪</div> </div> </div>		CHURCH AREA ASSIGNMENT ⑤ <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div>	
ORDAINED BY ⑫		RACE ⑥ <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div>	
		FORMER RANK ⑦ <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div>	
		OCCUPATION ⑧ <div style="border-top: 1px dashed black; height: 10px; margin-top: 5px;"></div>	

- 8) OCCUPATION: For those who are not employed by the Church, give occupation.
- 9) RANK: Check the appropriate rank to which this person has been ordained.
- 10) COMMENTS: Any additional information that may be helpful to Headquarters.
- 11) PHONE: Important: List the phone number here since there is no other designated space for it.
- 12) ORDAINED BY: List the names of the Ministers who performed the ordination service.

FIGURE #26

MINISTERIAL CHANGE OF ADDRESS

- 1) NAME: Print full name of Minister or Assistant.
- 2) RANK: Local Elder, Second Man, etc.
- 3) DATE: Date changes will become effective.
- 4) CHECK ONE: Only one address, phone and time change should be sent in on one card. A home address change and a mailing address change should not be included on the same card, neither should a Church hall change and Bible Study hall change be on the same card, etc. A separate card should be used for each change.
- 5) OLD ADDRESS: Fill in all old information completely. If there is a hall or address change, did the time or phone number change? If so, specify in New Address Section.
- 6) NEW ADDRESS: Fill in all new information completely. Should a change of address be made and the new phone number is not yet known, be sure to send in the new address immediately and under the "Phone:" section write "will send in later."

<u>MINISTERIAL CHANGE OF ADDRESS</u>					
NAME 1		RANK 2		DATE 3	
Last		First			
<u>CHECK ONE:</u> 4					
HOME ADDRESS C/A	<input type="checkbox"/>	B. S. HALL C/A	<input type="checkbox"/>	HOME PHONE CHANGE	<input type="checkbox"/>
MAILING ADDRESS C/A	<input type="checkbox"/>	CHURCH TIME CHANGE	<input type="checkbox"/>	CHURCH PHONE CHANGE	<input type="checkbox"/>
CHURCH HALL C/A	<input type="checkbox"/>	B. S. TIME CHANGE	<input type="checkbox"/>	OTHER CHANGE	<input type="checkbox"/>
5 <u>OLD ADDRESS</u>			6 <u>NEW ADDRESS</u>		
_____			_____		
_____			_____		
Zip Code: _____			Zip Code: _____		
Phone: _____			Phone: _____		
Time: _____			Time: _____		
Church Area: _____			Church Area: _____		

FIGURE #27

MINISTERIAL REPORT PROCEDURES

All correspondence between the Ministry in the Field and Headquarters is channeled through the Superintendent of Ministers and his staff via the Weekly Ministerial Report. At the beginning of each week, all information that is to be sent to Headquarters should be prepared for the yellow airmail Ministerial Envelope. Nothing should be sent directly to various departments at Headquarters.

There should be a separate envelope sent in for each Church for which you are responsible. Each envelope should include the Church Attendance Card, white visit slips, Summary Check List Card and other cards and information for one Church only. The deadline for these to be in the mail is MONDAY MIDNIGHT.

CHURCH ATTENDANCE CARD

The Church Attendance Card has been designed to conform to the IBM card format. The information on this card is to be filled out by a Deacon according to the instructions given in Figure #28 and given to the Local Minister each time a Church service or Bible Study is conducted. Please be sure to write in the first initial and last name of the individual giving the sermon or sermonette, as occasionally a Deacon or leading local man gives a sermonette, and we have no idea as to his identity if initials only are given.

Under the Bible Study section of the card, we need the name of the Study instead of the location of it. Example: Akron, instead of Northern Building. A copy of this completed Church Attendance Card is to be included with each Weekly Ministerial Report.

MINISTERIAL SUPPLY REQUEST FORM

A Ministerial Supply Request Form (see Figure #35) has been designed to enable the Local Ministers to easily request from Headquarters all office and visiting supplies they need to function effectively in their areas. This form is made of NCR paper similar to the Visiting Card.

This form only should be used to request supplies from Headquarters. The information at the top should be filled out and the name and address of the Local Minister requesting the supplies should be clearly printed or typed on the attached address label. Since any correspondence with Headquarters is the responsibility of the Local Minister, no deacons should be ordering supplies and no supplies will be sent to the address of a Deacon.

After completing the form, both copies should be sent to Headquarters. The front sheet (white) is for Headquarters records and the NCR copy (blue) will be returned to the Local Minister with the supplies he has requested. Upon receiving the supplies, the Local Minister should carefully check them against the blue NCR copy of the form to insure he has received all that he has requested, and should return the blue NCR copy to Headquarters in his next Ministerial Letter marked "OK" if everything was received intact or he should specify any items he did not receive.

When ordering Visiting Cards, the Local Minister should be sure to order the appropriate cards.

Personalized stationery is only for Preaching Elder rank Ministers and above. When requesting this stationery, the Local Minister should designate how he would like his name printed; whether he would like first initial, middle initial; first name, middle initial; or first name and middle name, etc.

Holy Day Envelopes should be requested 3-4 weeks in advance of the occasion and the Local Minister should carefully estimate the amount he needs and specify this amount on the Supply Request Form.

When requesting business cards, attach samples of the old business cards to the Supply Request Form with any changes in address or phone numbers.

When requesting Song Books, the amount should be specified.

Anything that is needed in a local area and is not specified on the form should be clearly listed under the Miscellaneous section.

DATE of this request

NAME of Minister or Assistant

Name of CHURCH AREA

MINISTERIAL SUPPLY REQUEST FORM**HERBERT W. ARMSTRONG***The WORLD TOMORROW**A Worldwide Broadcast*

P. O. Box 111

Pasadena, California 91109

Postmaster: This parcel may be opened for postal inspection if necessary.
RETURN POSTAGE GUARANTEED

CHECK ITEMS YOU NEED

FILES:	Red Plastic Clips		
Metal Master File	Yellow Plastic Clips		
Metal Mobile File	Blue Plastic Clips		
Metal King Size Mobile File	Red Map Pins		
CARDS:	Blue Map Pins		
Green Master Alphabetical Card	STATIONERY:		
White Mobile ZIP Card	Personalized (Preaching Elders & Up)		
Blue Mobile Alphabetical Card	7½x10½	8½x11	
NCR Visiting Card--2 Slips for U.S.	Plain Letter Head 7½x10½	8½x11	
NCR Visiting Card--1 Slip for HQ Dist.	Plain Paper 7½x10½	8½x11	
Visiting Card--No Slip for Foreign	Inter-Office Memos 8½x6½	8½x11	
New Prospective Member Card	LETTERS AND FORMS:		
Baptism Card	Dear Member Record Completion Letter		
Deletion Card	Dear Friend Record Completion Letter		
Disfellowship Card	Dear Member Appointment Letter		
Change of Address Card	Dear Friend Appointment Letter		
Ordination Card	Itinerary Letter		
Ministerial C. of A. Card	Hanky Letter (HWA Signature)		
Church Attendance Card	Heal Letter (No Signature)		
Summary Check List Card	Monthly Hall Rental Forms		
Minister's 2nd Tithe Requisition Card	Ministerial Supply Request Forms		
Minister's 3rd Tithe Requisition Card	ENVELOPES:		
Member's 2nd Tithe Requisition Card	Ministerial (Yellow Airmail) C-14		
Third Tithe Authorization Card	Radio Ch. Return Address #8	#10	
Third Tithe Termination Card	Tithe Envelopes		
OFFICE SUPPLIES:	Holy Day Envelopes *How Many:		
Office and Visiting System Manual	Plain Envelopes #8	#10	
2nd & 3rd Tithe Procedure Manual	BUSINESS CARDS:		
2nd & 3rd Tithe Receipts	Representative--WT. & Amb. Col.		
State Postal ZIP Code Directory	Representative--Radio Ch. of God		
State ZIP Maps & Zoned City Maps	SONG BOOKS: *How Many:		
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FIGURE #35

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BAPTISM AND REINSTATEMENT CARD

NAME:

Circle the applicable title(s) distinctly and print the full name of each baptized, rebaptized, or reinstated member. Be sure to specify "Jr." or "Sr." whenever applicable. If both husband and wife are baptized together, circle both "Mr." and "Mrs." and give the full name of each on the same card. However, this should not be done if they separate due to a D & R situation, since they will be living at different addresses. In this case you should use separate cards. (Many wives are receiving their literature under their husbands' name, and many people write to Headquarters writing their name several different ways. This is why we are asking for the full name of each individual -- to avoid duplications and making errors in changing the status of the wrong person.)

2) ADDRESS: Fill in the full home address, street name and number, apartment, city, state, and ZIP code. If they receive their literature at an address different from their home address, put that address here rather than the home address. (The computer has only the address where the individual receives his literature.) Also, be sure to use separate cards for divorced or separated mates baptized together.

3) OLD ADDRESS: If the person has moved within the last two months, please give us his old address. It is especially important that we have the correct address of all members.

4) RACE: Write "W" for White, "N" for Negro, "L" for Latin, "O" for Oriental, "I" for American Indian or specify any other.

5) LITERATURE: Occasionally a wife will be baptized and her husband will be antagonistic, or she might be married to someone stationed overseas who wants to be on the mailing list for the PLAIN TRUTH as well as the wife, but at two different addresses. In such cases, please specify any special address in the space provided.

6) BAPTISM DATE: Give the date the person was baptized, rebaptized, or reinstated here.

BAPTISM AND REINSTATEMENT CARD				BAPTISM DATE	
(GIVE FULL NAME)					
1	*Mr. Last First Middle			6	
	Mrs. Last First Middle			7	
	*Miss Last First Middle			8	
2	STREET APT. #			9	
	CITY STATE			10	
	ZIP RACE			11	
3	OLD ADDRESS: Give old address if person has moved in last 2 months			12	
4	LITERATURE: Should this person receive their literature under a SPECIAL address because of antagonistic relatives, military service, etc.? YES <input type="checkbox"/> NO <input type="checkbox"/>			13	
	If yes, please give that special mailing address if different from above:			14	
	BAPTIZED BY			CHURCH AREA	

- 7) BAPTIZED--REBAPTIZED--REINSTATED: Check appropriate one. The "rebaptized" box should apply to a person who has been rebaptized into God's Church after having been previously considered a member of God's Church. If a disfellowshipped person has been rebaptized and reinstated, check both.
- 8) RELATIONSHIP: Check the appropriate box. This is important, especially in solving literature and donation problems. Sometimes a "Jr." and "Sr." will be living at the same address.
- 9) MARITAL STATUS: Occasionally a "husband" and/or "wife" is baptized and at that time they separate because of a D & R situation. Occasionally the woman will change her name to her maiden name or to that of her former mate. In this case, her legitimate name (her maiden name or that of her former mate) should go in the regular name and address section and circle "Mrs." or "Miss" depending on whether or not she was previously married. Just the full name of the mate she separated from should go here in the space provided. If he is baptized with her, all of his baptism information should go on a separate card as well. This will help us find the correct person in the computer and avoid duplications and errors in changing the status of the individuals. Any further comments on complicated situations should be put in the remarks sections of the card.
- 10) MATE A MEMBER: "Yes," "No," "Disf." = Disfellowshipped. Check appropriate one.
- 11) NAME OF MATE: If the husband and wife were not baptized together or if one of the mates is not a member, or was baptized some time previously, we need the name of that mate to avoid duplications and making errors in changing the status of the wrong person.
- 12) REMARKS: Use this section for further information on special addresses, relatives living at the same address, D & R situations, etc.
- 13) BAPTIZED BY: Signature of the minister responsible for the baptism or reinstatement.
- 14) CHURCH AREA: Give the name of the Church the baptized, rebaptized, or reinstated person will attend.

SPECIAL NOTE: A person who is baptized or reinstated will automatically be put on the GOOD NEWS list. A rebaptized person will be put back on the GOOD NEWS list if he had ever been removed.

FINAL INSTRUCTIONS: This is not a visit card and should not be counted as a visit. Also this card is designed for the minister to fill out. Therefore, please do not give the card to the one being baptized to complete.

DISFELLOWSHIP CARD

(NCR)

- 1) NAME: Circle the applicable title distinctly and print the full name of the one individual being disfellowshipped. If both husband and wife are disfellowshipped, be sure to use separate cards. The reason for this is that the information concerning one mate is quite often different from the other. Do not use this card for suspensions or those on probation. Either they should be back in God's Church soon or they should be disfellowshipped in a short period of time. Also, do not use this card to "disfellowship" prospective members or teenagers who are attending Church. If they need to be removed from the mailing list and/or if they need to be "marked," just send in the information on an Inter-Office Memo.
- 2) ADDRESS: Fill in the full home address, street name and number, apartment, city, state and ZIP code. If they receive their literature at an address different from their home address, put that address here rather than the home address. (The computer has only the address where the individual receives his literature.)
- 3) ENROLLED ON 3T: Occasionally a widow who is enrolled on third tithe will be disfellowshipped. If this occurs, be sure to check this box. This will help us, along with other means, to terminate the widow from our 3T roles and help prevent another check being sent out when it shouldn't have been.
- 4) RACE: Write "W" for White, "N" for Negro, "L" for Latin, "O" for Oriental, "I" for American Indian or specify any other.
- 5) DATE: Give the date you visited and disfellowshipped the person.
- 6) TIME: Give the time spent in visiting with the person (example: 1½ hours).
- 7) NOT A VISIT: Occasionally you may decide to disfellowship a person without having to visit him again. Normally he probably should have been disfellowshipped at the last visit, but some may require a little more time to see if they are going to bear any fruit. If you are sure, however, a person should be disfellowshipped without contacting them once again, you should fill out the whole card and check the box for "Not a Visit." And of course this slip would not be counted in your number of visits for the week.

DISFELLOWSHIP VISIT CARD			
*Mr. 1 *Mrs. Miss	(GIVE FULL NAME)	DATE 5	TIME 6
		NOT A VISIT <input type="checkbox"/> 7	
	Last 2 First Middle	LITERATURE (Check box if applicable) <input type="checkbox"/> This individual should under no circumstances, receive any of our literature unless I am contacted beforehand.	
STREET	APT #	IF MARRIED — Give mate's full name: Last First Middle	
CITY	STATE 4	IS MATE A MEMBER? YES <input type="checkbox"/> NO <input type="checkbox"/> DISF <input type="checkbox"/>	
ZIP	RACE	PLACE CONTACTED H O CH PH	
NOTE: If mate is being disfellowshipped, put on separate card. <input type="checkbox"/> CHECK IF PERSON IS ENROLLED ON 3T.			
DISFELLOWSHIPED BY 11 ASST 12		13	
REASON DISFELLOWSHIPED (Check only ONE): <input type="checkbox"/> Never Converted, <input type="checkbox"/> Lethargy, <input type="checkbox"/> Sex Problem, <input type="checkbox"/> Rebellion, <input type="checkbox"/> Drunkenness, <input type="checkbox"/> Bitterness, <input type="checkbox"/> Heresy, <input type="checkbox"/> Demon Problem, <input type="checkbox"/> Other			
GIVE ATTITUDE, AND FURTHER EXPLANATION OF REASON DISFELLOWSHIPED 15			
CHURCH AREA 16		DISTRICT 17	

- 8) LITERATURE: When a person is disfellowshipped he is automatically taken off all our mailing lists. Some will soon begin to realize this and will request to be put back on. We will put them back on the mailing list for the PLAIN TRUTH, TOMORROW'S WORLD, and the Correspondence Course if and when they specifically request them. We will even send them any booklets and reprints they may request, but they will not receive the GOOD NEWS or the Co-Worker letters under any circumstances as long as they are disfellowshipped.

However, if you know an individual is using our literature to hurt God's Work in any way, be sure to check this box and briefly explain the situation in the comments or remarks section. We will not automatically put any disfellowshipped person back on the mailing list upon their request if you have checked this box. We will always contact you beforehand and await your decision. (Note: Those who are only suspended or who are put on probation for a short time should not be removed from the mailing list. This causes complications. Therefore, you should not request that they be removed from the mailing list unless they are finally disfellowshipped. Then you should send in a disfellowship card on them, and they will automatically be removed from the mailing list.)

- 9) NAME OF MATE: Many wives are receiving their literature under their husband's name, and many people write to Headquarters writing their name several different ways. This is one of the reasons we are asking for the full name of the mate--to avoid making errors in changing the status of the wrong person.

- 10) IS MATE A MEMBER?: "Yes," "No," "Disf." = Disfellowshipped. Check appropriate one if applicable.

- 11) DISFELLOWSHIPED BY: Name of person in charge of visit and responsible for disfellowshipping this individual.

- 12) ASSISTANT: Name of Ministerial Assistant. If none or not a Visit, write "none"; if wife, write "wife."

- 13) PLACE CONTACTED: Circle appropriate one: "H" = Person's home, "O" = Minister's office, "CH" = Church, "PH" = Phone contact.

- 14) REASON DISFELLOWSHIPED: Check only one of the 9 categories. This reason should be the main, overall reason why the person was disfellowshipped. We realize some being disfellowshipped may have more than one problem, but we only want the main problem checked. If "Other" is checked, explain in the comments section of the card. (Note: A member should not be disfellowshipped for senility. However, if they should be removed from the mailing list, just let us know by Inter-Office Memo and we will do so.)

- 15) GIVE ATTITUDE, AND FURTHER EXPLANATION OF REASON DISFELLOWSHIPED: This information is helpful to Headquarters, as well as other Ministers when disfellowshipped members move from one church area to another. It is profitable to have the former minister's comments to consider future reinstatement possibilities, etc. (Note: Reinstatement information is now combined with Baptism information to make up the new "Baptism and Reinstatement Card.")

- 16) CHURCH AREA: Give the name of the Church the disfellowshipped person used to attend.

17) DISTRICT: Give the name of the District in which this church area is located.

NCR COPY: This card has been made NCR. The top slip or copy should be sent to Headquarters, the middle slip to your District Superintendent, and the bottom card is for your files.

FINAL INSTRUCTIONS: When preparing your Ministerial Report on Mondays, please separate these from the rest of your visit slips, and send them in together. They should, of course, be counted in the number of visits you made during the week unless you disfellowshipped the person without making another visit or contact.

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