

# RADIO CHURCH OF GOD

WORLD HEADQUARTERS

PASADENA, CALIFORNIA 91109

HERBERT W. ARMSTRONG  
PRESIDENT and PASTOR

Broadcasting  
The WORLD TOMORROW

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OFFICE OF  
RODERICK C. MEREDITH, Minister

Dear Fellow Ministers:

Greetings again from Pasadena! We have been having, as you may have heard, very rainy weather for the past week or so, but today is just simply gorgeous! Yesterday, Thanksgiving, was also a pretty day although we did have a few showers in the afternoon. So the normal, clear winter weather is returning to Southern California for which we are very, very thankful indeed.

Everything is coming fine here at Headquarters, but all of you certainly should pray earnestly for the semiannual letter as the receipt of both mail and money for the last month or two has been way down! In fact, you should tell your congregations also to pray about this. But, Mr. Armstrong's semi-annual letter is now being mailed out and -- with our fervent prayers -- good results should certainly be forthcoming if we do our parts.

Another matter which calls for urgent prayer and concern is that Mrs. Herbert W. Armstrong has been having a severe breaking out of shingles for several days now, and has been in a great deal of pain. It would perhaps be best not to mention this to your Churches -- since some new members don't "understand" when our own ministers or their wives get sick. But I know all of you will want to know and remember her a great deal in your personal prayers to God.

The new Churches that have been approved are starting off in fine style with 143 attending on the first Sabbath in the Manhattan Negro Church and a total of 170 attending the first Sabbath in my old home town, Joplin, Missouri.

Now, for some GOOD NEWS I know you will all be very thankful and grateful to hear! Mr. Armstrong has authorized me to directly inform all of you that we will now establish a policy of allowing each minister, when possible, to have a two-week paid vacation every year. Ministers are to be regarded in the same category as other employees who have to work during the Feast of Tabernacles time. Therefore, you may now feel free to plan such a vacation trip each year in order to visit your parents and



in-laws in order to show them their grandchildren, to get together again or whatever you feel is the best way to use this time as a real change from the regular work best fitted to send you back again with renewed energy and enthusiasm in the service of Christ. Some of you, of course, may wish to take this two-week period off in two or three portions -- by visiting your parents for one week in the spring or summer and then having an additional week for deer hunting in the fall. That is up to you. But, of course, you should check either with your District Superintendent or Headquarters to find out when would be the proper time to take off and never do so when there is any emergency in the area of your personal responsibility. And, of course, the time may come when we will be so busy that none of us will be able to take any time off whatsoever.

Meanwhile, though, I personally know that many of you have felt "guilty" about approaching any of us Evangelists or Mr. Armstrong regarding such a vacation knowing that it was not "standard" policy. Yet, some of us in the top echelon do take off from time to time and now we want to make this a standard and uniform privilege for all. Therefore, let me say for Mr. Armstrong and all of us that we want you to enjoy to the full the time you do take off, really appreciate it as a necessary change and period of rejuvenation, and then come back recharged and revitalized with additional driving force to put into your part of the Work of Almighty God!

Perhaps by my next letter we can send out instructions as to a standard approach to getting this time off and keeping track of it. But, for the time being, let me say that you should definitely get the approval of your District Superintendent as to when to take off and then I want to instruct each minister to be responsible to let Headquarters know the exact dates you will be missing from your area and who will be your replacement. Also, I want each District Superintendent also to send in this same information so that we are sure to get it and that there is uniform agreement as to the responsibilities being handled in any given area and the number of days off the man is taking at any given time. Then, we will inform the Personnel Department of this and they will record it on your vacation time off. That way, it will be fair to everyone and uniform.

Of course, there will be special exceptions when some of us will be so busy we simply should not take any time off in a particular year. Other exceptions will occur when Mr. Armstrong deems it wise to send some of our top men on educational trips to Europe of a longer duration than two weeks -- such as have been taken by Mr. Raymond Cole, Mr. Portune, and others. These trips, of course, are a time of learning and accumulating knowledge which are actually part of the Work and very necessary from time to time.



To clarify any further questions in advance, let me state the half-day or occasional entire day off per week certainly does not, of course, need to come out of this vacation time off. Taking perhaps, an extra day going or coming from the Feast or the Ministerial Conference to see some educational site might not fall in this category either. But, anytime one of you took from two to four or five days off at a time going or coming to the Feast, Conference or for any other reason, then this should be counted as part of the two-week ministerial vacation period! After all, let us remember that we are in the WORK of God!

Now for some more very happy news! At least, this news will be happy to many -- and I hope that all of us can rejoice with them and in Christ's overall wisdom in this area. This regards the coming Ministerial Conference.

Again this year, only the Evangelists and District Superintendents -- with a few stated exceptions -- will be coming in to Pasadena for the Ministerial Conference. Now that we have exactly 179 ministers and Elders scattered around the earth, it would be fantastically expensive to try to bring everyone in! I am sure that we all can understand that and see the wisdom in this decision. However, Mr. Armstrong has decided that because of the reduced number of men we will bring in all wives of those coming this year to the Conference! I know many of you wives and "help meets" will really rejoice in this!

Beside all Evangelists and District Superintendents and their wives coming in, Mr. and Mrs. John Portune, Mr. and Mrs. David Wainwright and Mr. and Mrs. James Wells will be coming from Britain. Mr. and Mrs. Colin Wilkins, Mr. and Mrs. Ernest Williams, Mr. and Mrs. Bill Winner, Mr. and Mrs. Dean Wilson, Mr. and Mrs. Frank Schnee, and Mr. Ortiguero, Jeremiah Ortiguero and his wife will all be coming in from overseas.

Additional ministers and wives coming from the United States include Mr. and Mrs. Leroy Neff, Mr. and Mrs. Dennis Luker, Mr. and Mrs. Guy Engelbart, Mr. and Mrs. Arthur Craig, Mr. and Mrs. Arthur Mokarow, Mr. and Mrs. Jim Friddle, Dr. and Mrs. Charles Dorothy, Mr. and Mrs. Ronald Kelly, Mr. and Mrs. Roger Foster, Mr. and Mrs. Burk McNair, Mr. and Mrs. Harold Jackson, Mr. and Mrs. Ben Chapman, Mr. and Mrs. Tony Hammer and Mr. and Mrs. Dale Hampton.

That's it!

As you can see, that includes most of our Pastor-rank ministers that did not get to come in last year, a few of our leading Preaching Elders and most of the top faculty men from Big Sandy so as to keep the two Colleges together which is necessary anyway. So I know that all of those left behind will rejoice for those who get to go as well as they themselves!



This year, the Conference will begin on Tuesday afternoon, January 4, at 2:00 p.m. and extend until Wednesday noon, January 12. So all of you men should make your plans accordingly, and write us if you will need additional expense money to travel in to the Conference. Along this line, however, I would suggest that you try -- if it can be worked out -- to leave your children behind during the Conference. Most of you have done this anyway, as it is obviously wise when possible in most cases. During the Conference period, the ministers and wives are caught up in such a whirl of activities that they are not able to spend much time with their children anyway, and I am sure that many of your wives will enjoy the real "vacation" with just the two of you together again if you can work it out to have some Church family keep your children during this time -- perhaps paying them something for it at least on the food bill.

In helping us plan for the Conference, all of you -- including those not coming -- should send in any ideas and suggestions for the Conference and especially your questions about Bible principles or things in the Work that need to be discussed. Please get in these questions and suggestions immediately so that we can organize them and make this year's Conference a real success!

Now for some INSTRUCTIONS:

A number of Spokesman Clubs are continuing to start without permission from Headquarters! This must STOP immediately! Be sure that you write us or Mr. Elliott directly to get permission before starting any new Spokesman Clubs in your area.

Also, many Club Directors are not attending their Clubs regularly, but leave it to the President to fill in for them. This tends to demoralize Club progress and many appear to be bogging down. I know that many of you ministers are exceedingly busy, and if you have an able Club President -- perhaps one on the way to becoming an Elder -- he may occasionally fill in for you. However, this should not be done regularly. The way to handle it would be simply to turn the Club over to a very competent Local Elder or Headquarters-trained man who was about to be made a Local Elder. Otherwise, if you are going to have a Club, you had better first see if you have time to direct the Club or else postpone it.

Another matter concerns the making and selling of NAMEPLATES in Club Business. There is no need, fellows, as we have been saying over and over and over! -- to keep on working with new "gimmicks" in the Club such as stickers, badges, nameplates, etc. Also, some Clubs are continuing to try to find new "gimmicks" to make money. One Club requested permission to sell paddles at the Festival. Another was apparently planning



to sell nameplates at the Festival without asking permission. Some Clubs have made money. But then they feel they must spend it on some type of "gadget." So they buy silver sets, tape recorders, timing devices and other such equipment.

Again, remember the purpose of the Club is NOT to sell things or make money or get involved in gimmicks and gadgets! It is to develop speech, leadership, service and character! So direct your Club to go slow on or cut out entirely these gimmicks, and when you feel some such project is truly worthwhile and balanced, even then be sure that you get permission from Headquarters before starting any "big deal" whatsoever. Otherwise, we will have Clubs all over the earth rushing out to keep up with YOUR CLUB in nameplates, stickers, gadgets, etc.

Another problem is that many Clubs are continuing to adopt proposals to print various things without first getting permission from Headquarters! We have especially instructed all of you NOT to authorize the printing of any Club materials without first getting permission from Headquarters. The same situation as I outlined above with other gadgets and gimmicks would be multiplied if all the Clubs around the earth were free to print and interchange all kinds of "Memorize the Bible" sheets and other materials which are quite often incorrectly presented or executed!

Now, in regard to your regular ministerial work -- as well as Spokesman Club coordination -- many of you have been giving Headquarters "deadlines" to meet. Ministers will write in to me and say they are going to ordain so-and-so by a certain date if they do not hear from me. This is, in effect, giving me a "deadline" which I must meet or else! Well, the or else is going to have to be turned around the other way, fellows! And I think all of you can see why. From now on, do not give us any of these "deadlines"! If it is a matter of ordaining a Deacon, you may simply wish to let us know about it because it may be approved by the District Superintendent apart from Headquarters. But, even then, do not give us what amounts to a "deadline" in the way you word this information! And in starting any new Churches, Bible Studies or Spokesman Clubs, you simply send us the information and recommendations and we will tell you when they may begin! If there is some urgent necessity, you may, of course, wish to write in again and let us know about this -- or even wire us or call us on the telephone. But do NOT say you are going to do it anyway unless we reply by your "deadline"! I am sure this needs no further explanation, but be sure that you remember!

Another matter concerns your Ministerial Reports and other "paper work." Many are continuing to get behind with this type of thing. Let me admonish



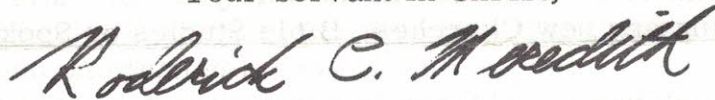
all of you in this situation to think deeply about really ORGANIZING these tasks! If you are filling out your visit cards consistently right after the visits, perhaps having your wife alphabetize them through the week while you are gone, you should have very little difficulty in making out your Ministerial Report at the week's end. It is simply a matter of doing things on time, doing them neatly and in an organized fashion. We do get reports, however, of some men who devote an entire day simply to making out the Ministerial Report from their one- or two-Church area. Normally, it should never take that long! So do learn to organize, get your wife or secretary to do a lot of the alphabetizing and this type of routine thing through the week and then cut the actual reporting and paper work time to a minimum.

You will all be happy to know that we are working on a system -- which we will let you know about soon -- to cut down even further on the time you spend on these reports. But, meanwhile, I do want to urge all of you to get these things organized and get your reports in on time!

Finally, let me say that the problems I have outlined above obviously only refer to a small number of ministers here and there in each given case and in no way detract from the wonderful accomplishments of Christ's ministry as a whole! We certainly are pleased and grateful for the attitude, the growth and the real accomplishment of nearly all of you men in the field! Your reports, our Church visits and the Feast of Tabernacles all in itself all tell the same story. God's Church is certainly GROWING, not only in numbers, but in real depth of understanding, conversion and YIELDEDNESS and RESPONSIVENESS as part of the most wonderful and happy "team" on earth -- the physical "body" of Jesus Christ.

So keep up the good work! And, as all championship teams should, let us keep pressing on to even greater growth and accomplishment in the most meaningful crusade that has ever been conducted in the history of man.

Your servant in Christ,



Roderick C. Meredith

P.S. It has just come to my attention that several of our members in the Dakotas have got the idea that they should move to Minneapolis, Minnesota, as the "place of safety"!

Mr. McDowell, Mr. McMichael and others concerned, please look into this matter and correct this error before it spreads!

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RODERICK C. MEREDITH, Minister

December 24, 1965

Dear Fellow Ministers:

Greetings from Pasadena! Everything is fine here in Pasadena and we are having very beautiful weather with alternating showers and sunshine -- with plenty of fresh air. Mrs. Armstrong is much better and is regaining her weight and energy.

This is a special letter -- and I will not attempt here to go into the regular Ministerial news and instruction. This letter will directly apply ONLY to the ministers within the United States as it involves the new Zip Code visiting procedures and a new system of Ministerial Reports. But it is being sent to all of you in Canada and overseas for general information and the District Managers -- in consultation with Mr. Ted Armstrong -- may wish to incorporate these procedures later as the number of Churches grows in each of these respective areas.

Actually, men, the news I have for you is truly a BLESSING! Just as I was able to announce in my last letter regarding the standard vacation policy in the future, now I am able to announce an additional blessing for each of you which involves removing a great deal of the tediousness from a "chore" which at least several of you have had a hard time performing it seems!

From now on, all Ministerial Reports in the United States will be made out and typed here at Pasadena!

This involves making an entire department out of a group of very efficient employees operating under the direction of Mr. Hill and me, and under the direct supervision of Mr. Dan Porter. It has now been approved by Mr. Armstrong to establish this office as a full department -- and before long the entire department will be set up in the Leishman Building near our present Radio Church of God offices there.

This new department will be called the Church Administration Department. Some bright boys, no doubt, will begin to refer to our people as the employees of "Cad"! But "Cads" are not, they will certainly be saving all of you men literally hundreds of yours in the months and years to come!



Let me tell you a little bit about what this Department does and will be doing. First, it will now begin typing and processing your Ministerial Reports. Second, it is responsible to assist Mr. Hill and me in designing the Church Area boundaries according to the Zip Code System and working out the details with the field Ministers. Three, it channels all routine requests to all departments concerned from the field Ministers. Fourth, it processes baptisms, dis-fellowships, changes of address, prospective member letters, second and third tithe receipts, etc. Fifth, it is responsible for keeping up-to-date lists of Church attendances, addresses of halls and Ministers, and making suggestions to Mr. Hill and me regarding the establishment of new Churches, new Bible Studies and the assigning of Manpower in the field -- based on the above information and on a regular manpower evaluation system (M.E.S.) we have worked out.

Knowing more about this new Department, I am sure all of you will rejoice with me in the hundreds of hours of time it can save us all and in the increased efficiency it can help bring in our service to Jesus Christ. Certainly, it will free us from many hours of paper work and enable us to spend more time on ministering to God's people.

Now for INSTRUCTIONS for the new Ministerial Report procedures:

Enclosed is a supply of the new Visiting Cards and the new Summary Check List cards. A larger quantity of each will be shipped shortly. The new Visiting Card is made of NCR paper. By writing on the paper original, you have an automatic carbon copy on the card beneath for your files. As all the paper originals and cards are chemically treated with this NCR substance, you must be sure to separate each card and paper original set before writing on them, or you will ruin about four other sets. We recommend purchasing a small clipboard to provide a hard surface on which to fill out the cards. Ideally, the cards should be filled out immediately after the visit in your car. Perhaps down the street and around the corner. The Visiting Card is to be filled out according to page 22 in the Visiting System Manual, with three exceptions.

1. You are to put on the Visiting Card exactly what you want to appear on the Ministerial Report. Think carefully and describe the highlights of the visit, the problems and attitudes.
2. If the person visited is a new prospective and this is your first contact with him or her, you must mark an "X" through "first Visit" in the top, right corner of the card.
3. You must NEATLY PRINT all information on the card. This is very important! Try to bear in mind that someone at Headquarters must type the Ministerial Report from your handwriting, so make every effort to make it legible.



4. If deep problems and complications arise, you may wish to type an additional "Problem Report" on any one person or family occasionally -- reserving all the details of the problem for your own future record. Normally, two carbons of these should be made and sent to Headquarters -- one for us and one for the District Superintendent which will be forwarded to him with that week's report. This system will cause you to be concise in reporting all normal visits, and will save both your time and ours. But perhaps one to four or five times a month a detailed problem arises among some of the members. This should be typed up as explained above -- and a copy sent for us and your District Superintendent so we will be aware of the problems and also be able to give you any possible help or guidance.

After returning to your home or office from visiting, tear off the paper originals and place them in a container, and place the card in your master file as you normally do. At the beginning of the week place the Church Attendance Card for the previous Sabbath with all the paper visit originals for the previous week and send them to Headquarters in your ministerial envelope, along with all other cards and information you would normally send in.

We have supplied you with a "Summary Check List Card" that must be filled out and sent in with each envelope. On it, you should write your name and the name of each ordained full-time man and second man in your area who is a visiting leader, and list the total number of visits made by yourself and by each man in the previous week. You should list, in addition, the number of baptism, dis-fellowship, change of address and other cards you are including in your envelope, as well as the number of wedding, funerals and anointings you performed that week. If you have any comments about sickness in the family, special problems, Church socials, new Church or Bible Study plans, requesting time off, etc., type these on a sheet which you entitle "Additional Information" and include it in the envelope with the cards and any "Problem Report" if there is one.

There should be a separate envelope sent in for each Church for which you are responsible. Each envelope should include the Church Attendance Card, 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 noon. Since all this involves no more than 15 minutes, no Ministerial envelope should ever need to be late.

After the Ministerial Reports have been typed at Headquarters, xeroxed copies will be sent to the District Superintendents and to each minister.



You should begin using these new cards on the 2nd of January and send in your information under the new system on Sunday, January 9th for the first time. The last Ministerial Report that you will type will be for the week ending January 1st. At this time please send us all your old style, unused visiting cards and destroy all unused copies of the Ministerial Report Forms, or use them as scratch pads!

Before closing, I want to list the advantages which I feel sure this system will afford in making out our Ministerial Reports:

1. It will save highly trained Ministers valuable time and energy from much of the routine chore of making out these reports.
2. It will result in more efficiency by having the reports typed by trained and supervised typists rather than by a Minister who may not be so good a typist or by the various "secretaries" he has to latch on to from time to time.
3. The reports will be more standardized and neatly typed and therefore easier to handle, process and read for us all.
4. The Ministers will be forced to be more concise in their reports. Therefore fewer records will need to be kept and less time will be consumed by all.
5. Now, with this almost automatic system, all reports should definitely be in on time with a minimum of effort and frustration on the part of God's Ministers!

Finally, let me urge all of you to give us whole-hearted cooperation in introducing this new system! Do your part to get adjusted to this new system immediately. Once you do, it will of course become very simple, quick and easy. Also, if you have any sincere objections or recommendations regarding the system, by all means let us know! We will constantly be working with it and working out the "kinks" in the system so that it will be continually more efficient.

We can sure be thankful that God has at last made possible the removal of so much of this chore from the shoulders of you field Ministers, and I sincerely hope that you will be encouraged by this in every way and better able to serve in the Work of Jesus Christ from now on. Let us show our appreciation in this way!

Your servant in Christ,



Roderick C. Meredith