

WHO SHOULD FILL OUT VISIT CARDS

H.O. POLICY FOR SENDING LIT TO DISFELLOWSHIPED PEOPLE

MAINTAINANCE OF WORLDWIDE CHURCH OF GOD CHURCH HOMES

WORLD HEADQUARTERS
PASADENA, CALIFORNIA

~~HOW TO USE MINISTERIAL ASSISTANTS~~

HERBERT W. ARMSTRONG
PRESIDENT and PASTOR

June 16, 1969

OFFICE OF
RODERICK C. MEREDITH, Second Vice-President

Dear Fellow Ministers:

Greetings again from Pasadena! The pace here at College has slackened considerably as the year-end round of activities, examinations and weddings has been completed, but many of us are still as busy as ever in one sense. We have hundreds of College applications to go over and make decisions on before August, as well as ~~meetings on Divorce and Remarriage cases~~ and our other regular responsibilities, so there is certainly no lack of work to do!

I understand that Mr. Ted Armstrong returned last night from Bricket Wood. He had gone over there from Big Sandy last Monday in order to be there for graduation, which was held on Friday. Mr. Herbert Armstrong has not returned as yet, however. I believe he is planning to go to Jerusalem before returning to Pasadena.

The response to Mr. Armstrong's semi-annual letter has been very encouraging so far. After the returns began coming in week before last, we set new all-time records for letters received in one day on three consecutive days! The old record was broken on Thursday, June 5, when we received over 25,000 letters, and then Friday, a new record was set when we received over 26,000 letters. Then, Sunday's mail count of 36,574 was an all-time high for a Sunday. The weekend record was also set as the total number of letters received on Sunday and Monday of last week was the highest ever. In the five-day period from Thursday, June 5, through Monday, June 9, we received over 102,000 letters -- an average of over 20,000 per day! When you realize that until then, the most letters we had ever received in a single day was 18,604, the five-day average is even more remarkable! At the end of last week we had a letter count for the week of 105,493 which was a new weekly record!

The peak of the semi-annual returns has now been reached, and the mail count has begun to decline, but the returns should continue to

come in for at least another couple of weeks. So far, we have added about 80,000 regulars to the subscription list of TOMORROW'S WORLD in addition to the Co-Workers who are automatically on the list, but we expect this figure to climb as the returns continue to come in.

The mail income has been very good also. It now stands at about 42% for the first half of June, but the "other income" figure has brought the overall total for the month down to 3%.

This same situation is seen when we look at the overall totals for the year. The mail income for the year, which is about 26%, is not too bad, but the "other income," which includes loans and all other income -- such as Holy Day offerings, will settlements and property and stock donations -- is very low. The total income for the year is only about 15% -- still only half of what it should be -- and we are nearing the middle of 1969! As this trend continues month by month, the situation grows more and more serious, and I think all of you can see that unless it is reversed soon, the Work may have to take even greater cutbacks than we thought we would earlier this year. It would certainly be a shame for us to have to cut back even further!

Perhaps I should clarify one more point about the "other income" for the year. It does, as I mentioned, include Holy Day offerings, but these are not at all responsible for the deficit figure. Actually, Holy Day offerings have been up almost 60% this year! Most of the brethren seem to be preparing in advance for the Holy Days now, and we have been very pleased with the Holy Day offerings on the three Holy Days we have had this year. The reason, then, that the "other income" has been so low is that we have had fewer large donations of stock or property this year and fewer loans. Loans are figured into the income because they are available for us to use as income -- we just keep a part of them as reserves in order to pay back those requesting repayment. We began 1969 with loans totalling about \$5,800,000, but as a result of our efforts to reduce the amount of those loans on our books, about \$1,820,000 of that amount was converted into gifts. Then, an additional \$1,315,000 was put on a long-term basis, leaving a balance of only \$2,825,000 on our books as demand loans -- some of which have come in since the beginning of the year. Actually, as a result of our not asking for loans, we have received about half as many new loans this year as we received in the same period last year.

We have had to go slowly in adding new television stations because of the needs in other areas of the Work, but we have been able to add a station from time to time. We were very happy to hear recently that we have added a station in Portland, Oregon. The station, KOIN, which is the CBS

affiliate in Portland, can also be picked up in Eugene, and since Eugene does not have a CBS affiliate, many in that area watch Station KOIN. The first program will be aired on June 22, and we have a good time -- Sundays at 5 p.m.

We continue to have requests for copies of the Crime booklet from police departments around the nation. One police department in a small Ohio town recently requested 5,000 copies for distribution. And a representative of a new tourist attraction on Fisherman's Wharf in San Francisco, "Marine Wonderland", recently requested copies of our booklet, "Whale of a Tale," for distribution to its customers. They would sell the booklets if we would give our permission, but we would never allow that, of course. We will send them a few copies, but we can't continue to supply them with booklets. Those interested will have to write in to the College for the booklets.

It is interesting that we are having more and more requests for literature from those who see the value of the booklets and want to put them into the hands of others. As our television program becomes more widely known, it is very possible that various television stations will come to us offering to air a certain series as a public service, free of charge to us. It is encouraging to see that God is opening such doors to us at this time, but we know it will not last for long. Eventually it will be difficult for us to remain on the air at all when this world finds out what we really believe and what we stand for. We should be very thankful for the favor that God is giving us at this time, overall, which has enabled us to carry on the Work without any real persecution thus far.

Some of you may have heard about Mr. George's difficulties in India in setting up an office there. He went over there in December, but his wife and family remained here, planning to join him later. Because of certain travel restrictions, however, they have not been able to join him as yet, so he is returning to Pasadena for a few weeks. We hope that this problem can be worked out later on.

Some more news of the Foreign Work is that we may start an office in Barbados sometime in the future. Mr. Dart is going down there with Mr. Apartian in July, and they will look into the possibility at that time.

An office there would service all of the English-speaking islands in the West Indies. The Church at Barbados is now up to about 200 in attendance, and the Bible Studies on Trinidad and St. Lucia are running about 50 and 35 respectively. The PLAIN TRUTH subscription list in the West Indies is fairly large, though, and an office in Barbados would be very helpful.

I have a few baby announcements to give you. Mr. and Mrs. Bruce Gore announced the birth of their daughter, Valerie Jo, on May 28. She weighed 7 pounds and 12 ounces.

Mr. and Mrs. George Patrickson announced the birth of their son, Ronald Paul, on May 19. He weighed 5 pounds and 9 ounces.

And three days after Mr. Vern Stranberg's ordination as a Local Elder on the Day of Pentecost, his wife gave birth to their first son (after three girls.) They named him Karl Kurt.

Congratulations to all of you on these new additions!

Now I have some instructions for all of you. ~~Some have been asking whether the men on the local visiting teams should fill out NCR visit cards for their visits.~~ In those areas which have had local visiting teams previously, they have used visit cards which are identical to the regular type but which are single cards without the NCR slips. The policy will be that the unordained lead men should use the single-copy visit cards. The local pastor should go over these very carefully to see what type of visits are being made and what type of advice is being given by the unordained men. These unordained men should not turn in a "Visit Summary Card" to Headquarters.

~~The Local Elders not in our employ, however, should turn in a "Visit Summary Card" each week.~~ And we want copies of the visit slips on all visits made by these elders. Therefore, the elders not in our employ should use the regular visit cards with two NCR slips. For those of you who need to order a supply of the special visit cards without NCR slips, they are listed on the "Supply Request Form" as "Visiting Card -- no slip for Foreign."

I need to point out that in recent months, we have been receiving an increasing number of visit requests by people who are not at all interested in baptism or Church attendance but who are interested only in Ambassador College. They just want to ask questions about the College.

You can usually determine from their letters why they are requesting a visit, but in some cases, you will not be able to determine they are interested only in the College. All of you should just be aware of this situation and be especially discreet when you are not sure of the person's interest. We should fulfill their request by visiting them, but be careful not to offend them by introducing yourself as a minister or by bringing up religion when they do not bring it up. Such persons should just be deleted after the first visit if they are obviously not interested in the Church.

2 Some have misunderstood our policy about sending literature to disfellowshipped persons. Since in most cases a disfellowshipped person does not want our literature at the time he is disfellowshipped, we automatically stop all his literature when the "Disfellowship Card" comes in. Then, if the person writes in to request literature, we send it to him based on your recommendations of the "Disfellowship Card." Some who are bitter against God's Church should not receive literature of any kind. Others should not receive the Co-Workers letters because of their content. Others who may not have ever been converted may continue to tithe and may want to remain as a Co-Worker. These could receive all literature except The GOOD NEWS. Since we want to avoid problems arising from sending literature to disfellowshipped persons, we have asked for your recommendations regarding what we should send to those who might request it. Another policy is that we automatically reinstate all literature when a person is reinstated as a member of God's Church.

As a result of our sending specific visit requests directly to the local ministers rather than sending "Visit Information Forms," you would have no way of knowing the race of a person requesting a visit without sending the "Dear Friend Completion Letter" -- which we are revising, by the way. This might especially be a problem in those areas where we have Negro elders to visit the Negroes requesting a visit. If the race situation would cause this factor to be a problem in your particular area, you could just use the "Dear Friend Record Completion Letter" in every case rather than calling those nearby since you cannot always determine a person's race over the telephone without asking the question specifically. In most areas, however, this probably will not present a problem.

3 For all of you who are living in Church-owned homes, I need to clarify our policy regarding maintenance expenses. In discussing this with Mr. Portune recently, we both felt that those of you with this added blessing and benefit should take care of any normal and necessary maintenance expenses yourself -- with the exception of major expenses, such as repainting the house, etc. This means that you should pay for

minor plumbing expenses, lawn upkeep and minor repairs to the house, as well as any needed minor repairs on Church-owned furniture or appliances.

And I have an important announcement to make regarding the ENVOY. An order card will be included in the June issue of The GOOD NEWS, which is being mailed out now, but the details about ordering ENVOYS were not included. Please announce to the brethren the following points regarding ordering ENVOYS this year:

1. The 1969 ENVOY will be delivered at the Feast this year. Therefore, Mr. Armstrong has said that it would be fine for everyone to use second tithe in purchasing one. This use of second tithe will perhaps be the most important and most helpful purchase that the brethren make out of second tithe!
2. Everyone should order his ENVOY and send in the full amount right away. We are now printing it and need the money to pay the expenses. It will cost us a great deal more than \$10 to print each copy, so we would certainly appreciate it if some would voluntarily contribute more than this amount. We don't want anyone to cut himself short and take away from the second tithe he needs in order to keep the Feast, and we would not want to cut into the amount that some would normally turn in as excess to help the widows and others attend the Feast, but if some could send in an extra \$5 or \$10 without doing either of these, it would certainly help out!
3. The check or money order should be made payable to Ambassador College rather than to the ENVOY. Also, in order to help us keep our donation records separate, everyone should send in a separate check or money order for the ENVOY payment rather than including it in the same check with tithes and offerings. It would be fine, however, to enclose the payment and ENVOY order card in the same envelope with tithes and offerings as long as it is a separate check or money order.

Since those of you employed by the Work do not save second tithe, you should pay for your copy of the ENVOY out of your own pocket and not request an extra \$10 for this purpose when you send in your second tithe request for the Feast.

4 7 On another matter, I need to give some specific guidelines regarding the use of ministerial assistants. Since a large number of

new full-time assistants are being sent out this summer, this is an especially good time to consider this. We cover, in detail, in Advanced Public Speaking how an assistant should respond to the minister over him and serve him, if called upon to do so, with a willing attitude. We have not said a great deal, however, from the other point of view, and many of you who were once in Advanced Public Speaking and heard these things are now Preaching Elders with assistants serving under you. As a result, some have perhaps misunderstood how they should use their assistants.

We have noticed again and again that the inexperienced, immature young men that we send out as assistants often begin to shape up, mature and grow after they are put "under the gun," so to speak. The weight of responsibility that has been put on some -- usually as a result of circumstances -- has many times been the catalyst that caused them to begin to think and act like mature adults. They have responded to the challenge and in doing so gained the measure of self-respect that we all need in order to produce as we should.

On the other hand, when assistants are considered by the ministers as mere errand boys and are treated as such, they usually respond accordingly. They often have a difficult time thinking of themselves in any other way, and they, therefore, think and act like errand boys. Some ministers have perhaps treated their assistants in this way without realizing it and without realizing that they were actually holding back and limiting their assistants by their attitude and approach toward them. I would like each of you to examine your attitude in this regard and to ask yourself if you have denied your assistant the self-respect he needs and the opportunity to think of himself as an adult, mature man.

Remember that we have invested 40 to 50 thousand dollars in each of these men as graduates of Ambassador College. In every case they began their Ambassador career at the bottom and had to prove themselves before being promoted from the gardening crew or custodian crew to a more responsible job, such as in Mail Reading. In most cases, these men do not need to begin all over in proving they will do menial tasks such as mowing your lawn or babysitting. In fact, in some cases their having to do some of these things too often can actually keep them from developing into mature, responsible men who can hold their head up to their wives. I am not saying that assistants should never mow your lawn or, in a pinch, babysit for you. But it would often be better to join him in mowing the lawn, since most of you need the exercise anyway. This would considerably speed up the yard work, yet not make your Ambassador-trained assistant feel too much like a "peon."

Remember, too, that the assistant has his own life to lead and that he cannot be "on call" 24 hours per day. He should be given the opportunity to make his own plans for his day off, and to a certain extent, for his free time each day. Some assistants spend hours each week hanging around waiting for the minister. Put yourself in his shoes, and give him the consideration that you would appreciate if you were the assistant. ~~As much as possible schedule his work time in advance so that he knows what to expect.~~ Be organized!

When you do have a personal errand that you need him to run for you, such as picking up your laundry, your approach can be very important. Don't take the approach of assuming he should do it, but ask ~~him if he would mind doing it.~~ The result will be the same whether you tell him to do it or ask him to do it as a favor to you -- you get your laundry picked up either way -- but how he personally feels about doing it will be far different!

The same principle applies to having an assistant's wife babysit for you. Actually neither you nor your wife have ANY authority over the assistant's wife in her own personal life in regard to the way that she uses her time. If you ask her to babysit for you from time to time, it should be in the form of a request to a mature, adult woman who is happy and willing to do it at your request -- not because she has to do it. ~~Your wife should never correct the assistant's wife or tell her what to do.~~ If you have something that needs to be brought to her attention, either have the assistant tell her, or tell her personally. Certainly, she should want to be around you and your wife -- and be most willing to help out occasionally. This will help her to be a better minister's wife later, and we at College have encouraged the young women to do this. But don't always "demand."

~~In most cases, your wife and the assistant's wife should be on a first-name basis, and their relationship should be that of friends.~~ An assistant's wife should naturally respect and should be seeking to learn from the minister's wife. The point is, the minister's wife has no direct office over the assistant's wife though the newer, younger woman should want to help and respect her senior in this field ministry situation. If the minister's wife is an older woman, the relationship might be more of a mother and daughter type relationship, and she would naturally not be called by her first name, but she, too, should use discretion in telling the assistant's wife what to do. Rather, she should advise the younger woman in matters where her advice is asked for, recognizing that it is up to the assistant's wife whether she will take the advice. I have especially emphasized the wives' roles because some have had a problem in this regard in the past.

As much as possible, for their own good, the assistant and his wife should be independent of the minister and his wife. They should not be dependent on the minister to take them shopping, etc., but they should be able to live their own lives. Unless the way the assistant is using his spare time and conducting his own personal life is detrimental to his job or is affecting his spiritual well-being, let him live his own life! If he feels that everything he does and that every area of his life is subject to your review and approval -- possibly even including the kind of shaving cream he uses and the way his wife fixes her hair -- he cannot develop the maturity and self-respect that he needs in order to become his own man and stand on his own two feet!

Again I want to emphasize that the most important point in this discussion is your attitude and approach toward your assistant. In every way be aware of his feelings, and seek to build up his confidence and self-respect wherever possible. You must correct him from time to time, of course, but as was emphasized at the Conference this year, you can do this without first establishing that he is a "dirty dog." You certainly should "evaluate" him regularly on his sermonettes, visiting techniques, etc., as a matter of helping him improve. In other words, use the positive approach in dealing with your assistant in every way. Give him the benefit of the doubt. Be open to his suggestions as long as they are given in the right spirit. Let him know that you appreciate him. Build him up, encourage him, and inspire him to put forth his best effort. Help him to become mature by treating him as if he were mature and letting him realize you expect him to be mature.

I hope that all of you will follow these guidelines and principles in using your assistants. I'm sure that most of you already do, but for the benefit of those who may not, I wanted to discuss it with you.

That winds up another letter. Encourage the brethren to remember to pray for Mr. Armstrong and Mr. Ted Armstrong on their trips -- as well as for the income of the Work! May God continue to be with and bless all of you in your responsibilities!

Your brother in Christ,



Roderick C. Meredith

P.S. Dr. Hoeh wanted me to announce that we are looking for a Home Economics teacher for the Pasadena Campus. She would not necessarily

have to be available for this September, but we would consider her any time she would be available. She should have at least a M. A. and should have had experience as a Home Economics teacher on at least the high school level and preferably on the college level. She should have the physical capacity and character and personality traits which would assure that she could carry a full teaching load. We would prefer a woman between the ages of 30 and 50 -- a converted, balanced, dedicated woman who is married and whose husband's career would not be jeopardized in any way but might be enhanced by moving to this area. If any of you have a woman in your area who you feel would meet these qualifications, please send the information to Dr. Hoeh through your regular Ministerial Report.