

Visiting Programme

INTER-OFFICE

To: All Visiting Programme Personnel.

Date: 4th September, 1969

Department:

Subject: See below.

From: Raymond F. McNair

OFFICE FILE

CONFIDENTIAL

It has recently been brought to my attention that one or two assistants on the Visiting Programme have been careless in their handling of information from the Visiting Programme office files. On one occasion recently, one assistant revealed to other students and employees what he had read on a card from a previous visit to a prospective member. You should all understand that information you may have to read on visit cards in connection with visiting is highly confidential and should not be discussed with anyone outside of the Visiting Programme.

I also understand that assistants have occasionally given visit cards to secretaries or other students to type out. One instance involved a secretary who was not and never had been a student and was totally unaware that the ministers ever kept a record of visits. On another occasion recently a member asked the leadman not to put certain information in his "report". These cards are for the personal use of the ministry and any information you may record from a visit is to be kept strictly confidential.

R F McNair

VISITING CARD

- 1) TITLE: Circle the applicable title distinctly and print full name of person.
- 2) ADDRESS: Important: Fill in full home address, and Postal Code where applicable on all Visiting Cards.
- 3) DATE: Write day, month and year. Write the month in LETTERS, not figures. (e.g. OCT or DEC)
- 4) TIME: Time spent in actual visiting with the person. (Example: 1 $\frac{1}{4}$ hours.)
- 5) STATUS: "M"=Member, "PM"=Prospective. Circle appropriate one. If other (curious, interested) write "Other" above "M" and "PM". If disfellowshipped, write "Disfellowshipped" above the "M" and "PM".
- 6) FIRST VISIT: Circle if this is the first visit to a new Prospective.
- 7) CORRESPONDENCE COURSE: Give Lesson number. If not taking, write "NO".

MR. MRS. MISS	(1)	DATE: (3)	/	TIME: (4)	HRS.	M (5)	PM	1st (6) VISIT
(2)		ON CC# (7)		NEXT VISIT		RED (8)		YELLOW
		CHURCH AREA (9)				REQUEST		
LEADER/2ND	(10)	(11)	H	O	CH	PH	ATT. CHURCH	YES NO OCC
ATTITUDE:	(14)	(12)	(13)					
REMARKS:	(15)							
ADVICE GIVEN:	(16)							
Headquarters Copy (17)								

Figure No. 2

- 8) NEXT VISIT: Circle "RED" if revisit needed within 3-7 days, "YELLOW" if revisit within 3-6 weeks, and "REQUEST" if person will call when next visit is desired (antagonistic mate, etc.). (See page 14.) If revisit when normal visiting cycle would require, do not circle anything.
- 9) CHURCH AREA: Name of Church or Outlying Bible Study person is attending or will attend if and when baptized. If in Tour Area, specify.

C O N F I D E N T I A L, do not distribute, duplicate or discuss with others freely.

SOME POINTS TO SECOND MEN

26th June, 1966

- I. Work hours
 - A. Never just take off from work when asked to go visiting, without supervisor's permission.
 - B. Time spent visiting in no way relieves you of the responsibility to normal work time, unless granted by your supervisor.
 - C. Second men are normally paid for visiting time. This is actual visiting time, travel time only. Meal time and personal time while out (such as personal shopping) is not counted.
- II. Meaning of Visiting Programme Assignment
 - A. Does not automatically elevate you above other students.
 - B. Is a time of test and trial in which you may not qualify. In the past, many have not remained on the programme.
 - C. Does not automatically mean you will eventually become a minister.
- III. Use of Transport Cars
 - A. It is human nature to mistreat things which do not belong to us. Don't do this to college cars.
 - B. All lunch remains and other trash must be removed from cars before returning them to transport.
- IV. Action on a Visit
 - A. Two extremes to avoid
 - 1. Seizing the lead.
 - 2. Retiring into a dark corner saying nothing, letting your mind drift off, or falling asleep.
 - B. Learn to add to lead man's main flow and emphasis.
 - 1. Comment mostly during social talk.
 - 2. Avoid interrupting when lead man is driving to a point.
 - 3. Avoid initiating totally new topics. Add to the lead man's points.

CONFIDENTIAL

TRANSPORT

Driving principles.

AMBASSADOR COLLEGE

PASADENA, CALIFORNIA

HERBERT W. ARMSTRONG, *Chairman*

March 15, 1970

MEMO TO ALL ELDERS, EMPLOYEES AT PASADENA,
STUDENTS WHO DRIVE CARS, DRIVERS OF AC FLEET:

It's time we become SERIOUSLY ALARMED!

I have a memo from Mr. Schreiber -- and Mr. Davis in our Insurance section -- that we are now having a VERY HIGH rate of accidents.

I have cautioned all elders with emphasis to guard against over-fatigue due to long hours driving -- and against driving after drinking. I'm happy to note NONE of the recent accidents was caused by these neglects. Nevertheless I reemphasize the caution for your protection.

Last year we enjoyed holding FIRST PLACE in the National Safety Council's standing for a fleet of our size. BUT NOW we are in serious danger of having our INSURANCE RATE jumped!

Recent accidents -- since December 1 -- have caused total damage of \$10,108.83, of which the insurance company paid \$7,140.83, and Ambassador College paid \$2,968.00. Most of these were due to PURE CARELESSNESS! In two cases, other party ran stop sign and YIELD sign. Do you TRUST THE SIGNS? DON'T. Look both ways EVEN WHEN ON A THRU STREET OR FREEWAY. As one man put it, you have to watch out for the other fool. Some were hit by other driver in the rear. Whether stopped or driving, WATCH REAR VIEW MIRROR. Always "look out for the 'other fool.'" Others were due to CARELESSNESS, backing out of driveway into parked car or a post, or hitting pole in Transportation driveway, or backing into corner of garage. That's about as necessary as Mrs. Webb backing out of her driveway at 65 when the driving instructor leaped out. Two cases of "LOST CONTROL" -- on curve -- on freeway! Or, backing into another car. ANY EXCUSE?

Please! -- don't you think I have enough other troubles to be concerned about just now? REMEMBER! When I say "drive safely" I mean "KEEP ALERT" every second while driving -- or while stopped. And watch the other car -- at thru streets with "STOP SIGNS" -- thru your left-rear-view and right-rear-view mirrors -- in front of you -- behind you -- to each side of you. NEVER TAILGATE! And watch the "other fool" who's tailgating too close behind you. When driving, YOU ARE IN FAR GREATER DANGER than I am flying in our fan-jet Falcon. If Captains Cox, Spencer, and Black flew only as "carefully" as some of you seem to drive, then I really would fear getting killed. They check EVERYTHING before takeoff. They KEEP ALERT every second in the air. HOW ABOUT YOU?

I hope this is "'NUFF SAID"!!!!



INTER-OFFICE

To: All Single Sermonette Men

Date: 5.5.72

Department:

Subject: Sabbath Service Dating

From: Raymond F. McNair

It has recently come to our attention that certain abuses have taken place in the use of College vehicles on the Sabbath.

Reports indicate that on occasions some of you men have allowed your dates to drive you back from an outlying church area. One girl is supposed to have driven her date back on six different occasions!

We ministers feel that men on the sermonette list should be responsible enough to realise they should not let their dates talk them into driving College vehicles to and from outlying church areas on the Sabbath -- regardless as to whether the girl has a College licence or not!

I have asked C.A.D. to enclose a previous memo I have written to refresh your memories as to our policy regarding sermonette opportunities on the Sabbath. Notice especially our recommendation that College students travel as a foursome -- rather than as a couple.

Regards,

FILE COPY
PLEASE RETURN TO C.A.D.



MINEX. FILE

INTER-OFFICE

To: All on Sermonette List.

Date: 14th March, 1971.

Department:

Subject: Meal Allowances & Travelling Expenses. From: Raymond F. McNair

The current meal allowance available for anyone giving a sermonette in a distant Church is £1.50. In addition, you can be reimbursed for petrol and other travel expenses incurred.

As I mentioned in an earlier memo, these meal allowances and travel expenses should be authorized by C.A.D. You should not approach the Accounts Department directly.

With the establishment of two new Churches recently, it has been decided to extend the availability of meal allowances to those giving sermonettes in any Churches -- other than London and Bricket Wood.

In addition, an extra meal allowance will now be available to any sermonette man who is accompanied by his wife. Although it is not strictly necessary and has never been required as a matter of policy for a man to take his wife along, some prefer to do so, and this will permit married men with busy schedules to be with their wives a little more.

To assist them on these occasions, a further £1.50 will be available to help defray the cost of an extra meal.



INTER-OFFICE

To: All Single Sermonette Men

Date: 31st December, 1971

Department:

Subject: Sabbath Service Dating

From: Raymond F. McNair

It has recently come to my notice that a certain misunderstanding has arisen regarding sermonette men taking dates to various church areas where they are scheduled to speak. Some are under the impression that they must not only check with the Dean of Students whether or not they may take a date, but also whom they may take to an out-lying church.

In the past there have been certain abuses where some have taken large groups of students to other churches when Mr. Herbert Armstrong or a visiting evangelist is due to speak here at Bricket Wood. Also from time to time there may be a sermon given here that we particularly want as many of the students to hear as possible.

We ministers feel, however, that men on the sermonette list should be responsible enough to realize this and make sure beforehand that neither a visiting minister will be here nor a special sermon is scheduled before taking a large group to another church. We don't feel it is necessary for you to "check out" who you plan to take with you -- either as a date or as a group.

Certainly, you should always check with the minister you are scheduled to speak with to find out if the subject you plan to speak on is suitable. At the same time he will be able to tell you whether or not he can take you in his car, whether you should take a train or come by car if one is available.

If you are able to come by car and plan to bring a date it is certainly best if you can go as a foursome.

We hope this clears up any misunderstanding that may have arisen as a result of anything we have said or someone thought we said.

Regards,

