

ORGANIZATION INSTRUCTIONS

FOR

THE KINGDOM PUBLISHER



ISSUED BY THE
WATCH TOWER BIBLE AND TRACT SOCIETY
BROOKLYN, N. Y.

These instructions should be studied carefully by every publisher for The Theocracy. As the servant of the Lord reads each paragraph he should look up every scripture. These organization instructions are based on Jehovah's Word of truth. "Thy Word is truth." (John 17: 17) From time to time it will be found profitable to study this publication in the service meetings.

Each publisher over the age of twelve who has shown his devotion to the Lord and Jehovah's kingdom by giving a witness for the Kingdom for a period of three months, or who has reached the company's quota of hours in his first or second month of witnessing, should be given his personal copy of this booklet. Every publisher should be fully acquainted with organization instructions and follow the Lord's Word in the preaching of the Kingdom message.

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ORGANIZATION INSTRUCTIONS FOR THE KINGDOM PUBLISHER

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JEHOVAH'S purpose in these last days of Satan's wicked and cruel rule is to have a witness given concerning the Kingdom. Jehovah will vindicate his name through the Kingdom and "shall reign for ever". (Ps. 146: 10) "The kingdom of heaven is at hand" was Christ Jesus' telling message over 1900 years ago. (Matt. 4: 17) This same message must be heralded forth today with even greater force and power. Christ Jesus, the King appointed by Jehovah, has taken to himself his great power and begun his reign. (Rev. 11: 17) "The kingdom of the world [the new world] is become the kingdom of our Lord, and of his Christ: and he shall reign for ever and ever." — Rev. 11: 15, A.S.V.

² Now, prior to the battle of Armageddon, the "Commander to the peoples" will see to it that those who love righteousness will have an opportunity to hear the truth concerning the Kingdom. (Isa. 55: 4, A.S.V.) God's Word declares: "This gospel of the kingdom shall be preached in the whole world [Gr. *inhabited earth*] for a testimony unto all the nations; and then shall the end come." (Matt. 24: 14, A.S.V.) "Go ye therefore, and make disciples of all the nations." (Matt. 28: 19, A.S.V.) Jehovah's Word will never fail.

³ His servants for restoring the true worship of God in the earth recognize Jehovah's Theocratic arrangements for accomplishing this work. (John 4: 24; Acts 17: 22-28) They know too that the "higher powers" are Jehovah and Christ Jesus and appreciate that anyone who "withstandeth the ordinance of God" resists the power of God and will receive unto himself judgment. (Rom. 13: 1, 2, A.S.V.) The obedient servant, therefore, finds his Guide in the Word of God, follows Theocratic organization instructions, and delights in gaining knowledge and wisdom, for knowledge is his defense. To have this valuable information as set forth in the Bible and to preach it to others means life eternal. — Eccl. 7: 12, A.S.V.; John 17:3.

⁴ For dispensing this knowledge to the spiritually hungry ones Christ Jesus, on coming to the temple for judgment in 1918, appointed a tried "faithful and wise servant". (Matt. 24: 45-47) This servant is "The Society", that is to say, the association of all the remnant of Christ's anointed body members, which association acts through its visible governing body under Christ Jesus, the Head of the "servant" or "Society". The Society is Theocratic, because subject

to its Head Christ Jesus and guided by the spirit which Jehovah God poured out upon it by Christ Jesus, and also because it acts and decides through its visible governing body. (Col. 1:18; Acts 2: 17, 18) The Society is the visible part of Jehovah's Theocratic organization under Christ Jesus, and the Lord's "other sheep" take refuge under that Theocratic organization and are subject to it. They assist in the work of the visible part of the organization, in proper submission thereto. (Isa. 61: 5, 6) Recognizing the forward movement of Jehovah's Theocratic organization, his faithful servants upon the earth want to keep apace with it by making greater proclamation of the glorious Kingdom by letting their light shine. — Matt. 5: 14-16, A.S.V.

⁵ What is stated in this booklet is for the aid of Jehovah's remnant and their companions and applies to all publishers, companies and branches throughout the earth. (Heb. 13: 17) It should be kept in mind that the sole purpose of *Organization Instructions* is to help each Christian minister in carrying out the commandments of Jehovah, preaching the gospel, making known His name, and maintaining integrity, and to eventually share in the full vindication of Jehovah's name and Word. So that we may share in this we must adhere faithfully to our Commander's instructions. (1 Pet. 2: 13, *Rotherham*) The commission is clear; it is plainly set forth in Isaiah 61: 1, 2; Matthew 24: 14; 28: 19, 20; 2 Corinthians 2: 14-17.

THE PUBLISHER

⁶ Upon the earth today there are many persons who are looking for a new world of righteousness. Those with right heart toward God, Christ, the Shepherd, will gather. He says: "Other sheep I have, which are not of this fold: them also I must bring, and they shall hear my voice: and they shall become one flock, one shepherd." (John 10: 16, A.S.V.) This scripture indicates that there will be two groups of persons closely associated together under the direction of the one Shepherd. Concerning the smaller group, named by

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Jesus as the "little flock", there is but a "remnant" left upon the earth today. Those of this "little flock" are called to be members of Christ's body; they are the spirit-begotten sons of God and are called to a high calling to be joint-heirs with Christ in his heavenly kingdom. (Luke 12: 32; Rom. 8:14-17; 1 Pet. 5:10; 2 Pet. 1:3, 4) The "other sheep" that Christ speaks of will finally form the "great multitude" described in Revelation 7: 9. (Matt. 21: 8, 9) These "other sheep" desire to be associated with the remnant of God's people today the same as the "stranger" class desired to be with God's people in the days of natural Israel. According to God's Word, they had a right to be associated with God's Theocratic organization, there to serve and worship the Most High. — Ex. 12: 37, 38, 43-49, A.S.V.; Num. 9: 14; Deut. 5: 12-14; Mal. 3: 5.

⁷ The great Shepherd Christ Jesus gathers together all of his "sheep" as he said he would. They become one flock, all Christian men, women and children, desirous of unitedly performing God's worship and work. In some places in the Scriptures these ministers of the gospel who make known the name and Word

of God and his good works are called "publishers". In this booklet the term "publisher" will be used in referring to all ministers of Jehovah God and their duties. — Deut. 32: 3; Isa. 52: 7; Mark 13: 10; Luke 9: 60, A.S.V.; Acts 13: 49.

⁸ In order to qualify as a publisher of the Kingdom, one must have faith in God and his purposes. (Heb. 11: 6) He must make a full consecration to God to do His will. (1 Thess. 4: 3, *Goodspeed*; Ps. 40:6-10) If you have done this, then you must be a publisher. (1 Cor. 9: 16) You must love the Lord with all your heart, mind, soul and strength. (Mark 12: 30) You must accept the responsibility of preaching "this gospel of the kingdom" unto "whosoever will" hear the truth. (Rom. 10: 13-18; Rev. 22: 17) Having once put your hand and heart to this work, you can never turn back; for to do that would mean your eternal destruction. — Luke 9: 59-62; Heb. 6: 4-6.

⁹ You, the publisher, having studied God's Word, know that henceforth you can no longer be a part of this world, though in it. (John 17: 14) Having separated yourself for Jehovah's service, you will receive persecution from the Devil's organization. (Matt. 5:10, 11; 2 Tim. 3:12) This is expected because the servant is no greater than his Master. (John 15: 16-20) Come persecution, or even death itself, the Theocratic publisher will be faithful even unto

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death. (Matt. 24:9; 1 Pet. 4:12, 13; Rev. 2:10) Jesus said: "These things have I spoken unto you, that ye should not be caused to stumble. They shall put you out of the synagogues: yea, the hour cometh, that whosoever killeth you shall think that he offereth service unto God. And these things will they do, because they have not known the Father, nor me." — John 16: 1-3, A.S.V.

¹⁰ Anyone engaging in the Lord's service participates in it out of love, not for any selfish gain, nor from coercion. (1 Pet. 5: 2) The preaching of the gospel must be spontaneous and from the heart. Service to God comes because of love. The scripture says that one might gain the whole world but if he has not love it profits nothing. (Luke 9:25) The publisher can be pleasing to the Lord only if he manifests this love toward all creatures, giving everyone he meets the opportunity of hearing that the kingdom of heaven is at hand. — John 13:34, 35; 14: 21, 23; 17: 26; 1 John 4: 17,18,21; 5:3.

METHOD OF WORK

¹¹ The publishing of the Kingdom is the same world-wide. Christ's method was preaching. He did his talking in the homes, towns, villages, and the countryside, in the synagogues, meeting-places, and by the seashore, to individuals and to multitudes. (Matt. 9: 1-10; Mark 6: 32-34; Luke 4:14-21; 5:1-3; 8:1) Jesus preached publicly and from house to house. The disciples followed his example in this. (Luke 10: 1-5; Acts 5: 42) The apostle Paul said: "I ... have taught you publicly, and from house to house, testifying both to the Jews, and also to the Greeks." — Acts 20: 20, 21.

¹² Having equipped yourself with the knowledge of the truth, being an able minister and user of the "sword of the spirit", you go forth doing the same publishing work today, world-wide. (Eph. 6: 17) An impressive witness can be accomplished by the individual publisher's talking to a small group of two or three, or, as in most instances, to only one person, answering his questions and dealing with the person individually. You will become more and more proficient in such work as you devote your time to doing it; you will gain maturity. So that you may help each individual gain a clear and full knowledge of the truth, arrangements should be made for back-calls and home book studies. In order to arrange for this private study, you must first go from door to door to find those seeking truth

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and righteousness, and then make it your business to call back on them to give further instruction. — Jas. 1: 27, *Murdoch; Lamsa; Luther.*

¹³ The Watch Tower Bible and Tract Society provides literature — Bibles, magazines, books, booklets, and leaflets — at the approximate average cost of production and distribution world-wide so that you can leave with interested persons something to read and study until you make your next visit. In addition to publications, recordings of Bible lectures are available from the Society and can be run for persons interested at the first visit to their homes or at any time later that is convenient to the hearers. Records can be loaned to interested persons for a week or longer so that they may run them in their own homes as opportunity affords. Let them read and hear. — Matt. 13: 16, 17; Isa. 43: 9.

¹⁴ You, as a good publisher interested in the welfare of the people in your territory, will keep a record of what you do at each home as you go from house to house, the type of person you meet at each place, what literature was placed, or any other information, as well as the house number, apartment number, and street. When you arrange to make a back-call this information will be to your and the householder's advantage. In territories where streets are not named and houses not numbered, you should record as much information as you possibly can that will enable you to locate interested persons when you return to such territories for back-calls. Territory should be thoroughly covered. This can be done properly by the use of the House to House Record form, because then you can call at the houses where no one was at home, make back-calls on the interested, and follow up all placements of the literature, the very next time you are in that territory. The ultimate goal of every publisher should be to get a book study started in the homes of the people with one of the latest bound books. (Dan. 11: 33) These studies should be of one hour's length. Feed the people regularly, bringing them the knowledge of Jehovah God and his Son Christ Jesus. — John 21: 15.

¹⁶ After four or five weeks of study in a book, these goodwill persons should be informed of the *Watchtower* magazine studies and service meetings. You should bring the "other sheep" to the regular meetings of the company and acquaint them with other brethren. Shortly thereafter they should be given details on your work as a minister and invited to share in the witness work with you. (2 Ki.

10: 16) That which those of good-will learn from God's Word they will soon want to tell others. The publisher's responsibility is not only the dissemination of knowledge, but he is also charged with making disciples of all the nations, that is, aiding the interested people of all nationalities in doing discipling work. (Acts 18: 24-28) Paul went to Greeks and Jews alike to aid them in receiving the knowledge of the truth. (Acts 17: 17, 18) We do well to follow his course, for some said: "We will hear thee again of this matter . . . Howbeit certain men clave unto him, and *believed*." — Acts 17:32-34; see also 1 Corinthians 11:1; 2 Timothy 2: 2.

¹⁶ The public speaking method was widely used in Jesus' day; so the publishers do well to use this method today. — Mark 4:1; 6: 34; Luke 19: 47; Acts 5: 20, 21, 42. (See *Public Meetings*, paragraph 125.)

¹⁷ To do the Lord's work time is required. It should be budgeted, seeking first the Kingdom. (Eph. 5: 16) The publisher must have time for house-to-house witnessing, back-calling, conducting book studies, doing magazine work and all forms of witnessing activity, as well as for attending meetings to study with the Lord's people.

¹⁸ *Individual Territory Assignment.* The best place to have a territory is near your home. When you have time off from home duties and work, you will not have far to travel to the territory where you will preach the gospel. This assignment of territory should be obtained either from the Society or from a company organization. (See *Territory Servant*, paragraph 80.) By having a designated territory of your own, you will be able to work every house according to the description given above, using the House to House Record form. Back-calls will be convenient, and book studies can be held at places not too far distant from your home. You will thus be able to use more time for actual witnessing and reduce traveling time.

¹⁹ In many parts of the earth a publisher might find it convenient to hold two individual territory assignments, one in a city and another a rural territory, one of which will be convenient to his home.

²⁰ *Group Witnessing.* All publishers should engage in group witnessing when convenient. The newly interested persons are encouraged greatly by witnessing with groups, and that is where the real training of the publisher may be accomplished. *Group witnessing* means about four to six persons working a section of territory under the direction of a "cap-

tain" publisher, the one who holds the territory. Group witnessing should never be organized just for the purpose of covering territory, but when group witnessing is planned territory should be selected with the thought in mind that the group will go back to the same territory at least three or four week-ends or three or four evenings, whichever time is selected. The territory should be sufficiently large that the same group can go back to such territory on at least four different occasions within one month's time. On the first visit to the

territory by the group, regular house-to-house witnessing will be done, using the House to House Record form and making notations as described on the form. Sometime during the following week arrangements should be made by this same captain and his group to go back to that territory in the evenings (or at some convenient time) and make back-calls. Evenings so devoted are termed "back-call nights". On such occasions the publisher should call back at all of the homes where literature was placed or interest was shown the previous time there. This would include all placements of literature, not merely the placement of bound books. If making such back-calls takes up all of the time then available for service, well and good; but if not, then the publisher should call at places where no one was at home at the time he engaged in the door-to-door witnessing, as shown on the House to House Record form, using all the time in that manner.

²¹ On the next visit by the group to the territory a new portion of the territory should be worked (except in the case of public meeting territory; see paragraph 128), and toward the close of the day, if it was impossible to make all of the back-calls on the back-call night, then the publisher should make back-calls on all interested persons before going home. The publisher will also try to call on all persons who were not at home at the time of the previous week's work, this before leaving the territory. Definite hours should be set by the publishers before beginning work, so that everyone will know where and when to meet at the close of the witnessing period.

²² This procedure of covering group-witnessing territory and making back-calls should be continued week by week until all the assignment is thoroughly covered. Such an arrangement should be carried on in city territory, as well as in rural districts.

²³ Where a captain is assigned to handle a group of publishers who wish to work in a group-witnessing terri-

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tory, the captain should gather up all of the House to House Record forms at the end of each day's work. Each publisher should write his name at the top of the form so that when he returns on a back-call night or the next week for further door-to-door work with the group the captain may hand him his House to House Record form to follow through with as described above. In this manner they will not be lost or left at home, but the group captain will be responsible for these record forms until the territory is completely worked.

²⁴ *Covering territory.* There are two ways of working territory. In cities the publisher can go around the blocks or squares, or he can go straight down the street for several blocks until he reaches the other boundary of the territory. The latter appears to be the more satisfactory method when using the House to House Record form, because then each house on the street is listed in numerical order. After working all the streets that run in one direction in a territory, perhaps north and south, then you can work the cross streets, which may run east and west, having a separate record for the full length of each street in the territory. By working straight through a territory on one side of the

street there will be no confusion in following up calls listed on the House to House Record forms. The Society urges that each publisher keep the House to House Record and use it week after week until a territory is completed. When working rural territories local conditions should govern as to how many publishers should be assigned to the group.

²⁵ Any territory, whether individually assigned or handled by a group, should not be considered completely worked unless every occupied home has been called on and the publisher has been able to speak to someone in the home or has made a special effort to talk with someone in the home.

²⁶ Magazine work is another method of service that may be engaged in by all the publishers. This includes the distribution of the *Watchtower* and *Consolation* magazines on street corners, from store to store, in regular route work, and from house to house. (See paragraph 93.)

²⁷ Sound equipment is also used in the publication of the Kingdom message. Sometimes preaching is done through sound-trucks, with loud-speakers mounted on ordinary automobiles, or by loud-speakers placed in public parks where people may assemble to hear a public lecture, or by use of the phonograph and records in regular witnessing work. (See paragraphs 95 and 96.)

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²⁸ Every servant of the Lord is qualified naturally to preach and teach the gospel of the Kingdom. In addition, Jehovah's witnesses have used and will use, by the Lord's grace, any lawful method whereby public proclamation of the kingdom of God can be made.

²⁹ So that systematic coverage of all the territory with the Kingdom message may be accomplished and a record kept, it is requested that all those proclaiming the message of the Kingdom report their witnessing work. All time, that is, the number of hours, spent in proclaiming the Kingdom message to strangers or newly interested ones, either publicly or from house to house, in the many different ways described above or outlined by the Society hereafter, should be reported as time in the field service. It is good to have a record of how much preaching of the gospel each publisher does and how each publisher aids other people through back-calls and book studies, as well as at public meetings, and what literature was placed from house to house.

³⁰ There are many other services rendered to the brethren by publishers in the interests of the Kingdom work, but these are not counted as *field* service and therefore no time is reported for these on the field service reports.

³¹ How long should this gospel of the Kingdom continue to be preached? Just as long as the Lord directs. From His Word we have every indication that this message should continue on until the battle of Armageddon, when every vestige of Satan's organization shall be removed from the earth, until the houses are uninhabited. (Isa. 6: 11) Jesus preached the gospel even unto death. As for the apostles, it is stated: "And daily in the temple, and in every house, they ceased not to teach and preach Jesus Christ." (Acts 5: 42) When

one territory was thoroughly worked and a good witness had been given, Jesus instructed: "Let us go elsewhere into the next towns, that I may preach there also; for to this end came I forth." — Mark 1: 38, A.S.V.

³² When a publisher finds interest in a home he should continue to preach the Kingdom there for just as long as the persons show a keen desire to learn the truth and gain knowledge of the Lord's Word. If, on the other hand, the person is not worthy of your good works, then you should abide there no longer. The publisher should be able to spend his time more profitably in other homes. The work is to feed the "other sheep", and not to engage in controversies. All publishers do well to follow the advice of the

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Lord, "When ye come into an house, salute it. And if the house be worthy, let your peace come upon it: but if it be not worthy, let your peace return to you . . . when ye depart out of that house or city, shake off the dust of your feet." — Matt. 10: 11-14.

³³ Our work is to feed the "other sheep". Let us look after *them*.

PIONEER PUBLISHERS

³⁴ Any publisher may make application to become a pioneer if that publisher can arrange his affairs so as to spend a minimum of 150 hours in the field service each month. The Society aids such publishers to continue in pioneer service by providing literature and other equipment for field service at special rates. A pioneer is enrolled by the Society upon acceptance of his application. With his application for pioneer service he must submit a letter from a company servant, assistant company servant, back-call servant, or a servant to the brethren, stating that the publisher is well known, is faithful in service and devoted to the Lord, and that the servant recommends such publisher for pioneer privileges.

³⁵ The same instructions concerning publishers herein before set out apply to the general pioneer. He has the choice of any territory that is open for assignment, either isolated territory or with a company. The pioneer, however, receives his assignment of work from the Society and makes a monthly report to the Society and becomes the Society's special representative.

³⁶ The interest of all publishers is alike, namely, to care for the "other sheep" and bring them unto the Lord's organization. If working in isolated territory, the pioneer's desire should be to start a new company, properly educating the new brethren in the door-to-door work and all field activity by giving personal instruction. Many new companies can be started by pioneers if they give the new publishers proper instruction on company organizations.

³⁷ In many instances pioneers will be assigned as servants in various companies. Such service rendered in connection with a company should not interfere with their regular pioneer service, but should be accepted as added

privileges, and they should try in every way to instruct the local publishers to become more efficient. If a pioneer should be a company servant, the company publishers should not feel as though the pioneer should do all of the work around

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the hall and care for all the details of necessary records in the company. The company publishers should be anxious to assist the pioneer and to relieve him of all these burdens so that the pioneer can devote all his time, or as much as possible, to the door-to-door, back-call and book-study work and to training new publishers and aiding other publishers to become more efficient in their service. Pioneers are not assigned in a company to relieve the company of its "labors of love", but they are appointed to aid, instruct and guide the local brethren; and the brethren should be thankful to the Lord for whatever assistance is provided through his organization. Good co-operation should be shown toward one another. — 1 Cor. 16: 10. 11.

³⁸ In working isolated territory, all the necessary reports in connection with the proper working of the territory will be held by the pioneer, such as back-call files and study conductor's reports. When the territory is completed and the publisher desires to go into some new territory, if no company has been formed these records will be sent to the Society with the report on the territory completed.

³⁹ When a pioneer works in a territory already assigned to a company, then all such reports will be directed to the company, such as the follow-up reports on back-calls made, the working back-call slip and study conductor's reports. He will obtain the regular territory assignments from the company and have such checked every three months by the territory servant. The same is true of his back-call files. All interested persons will be directed to the company meetings.

SPECIAL PIONEER PUBLISHERS

⁴⁰ What has been said concerning publishers and the method of work applies to the special pioneer publishers the same as to all other publishers. From the general pioneer rolls the Society selects publishers and invites them to engage in the special pioneer work. To be enrolled with this group of publishers, one must put in a minimum of 175 hours. He may put in many more hours a month if physically able. The Society expects him to devote all his time to the Kingdom service, none to any secular work.

⁴¹ In addition to the minimum of 175 hours, the special pioneer publisher is required to make at least 50 back-calls every month. He will receive an assignment of territory from the Society, either a city or territory not assigned to any company or a portion of company territory. So that this publisher may stay on in the special work, the Society

assists him financially if he meets the requirements in hours and back-calls and carries on the other work connected therewith in an efficient manner. Special publishers are expected to do their work in their assigned territories. They will be visited by the servant to the brethren when he is in their vicinity.

⁴² When a special pioneer is assigned to work in a large city where a company already exists, the Society will select the section of the city the pioneer is to work. If the Society is not certain as to what section to assign, instructions will be given the special publisher to consult with the company servant, assistant company servant, back-call servant, and territory servant as to what portion of the city to set aside for his individual activity and then notify the Society.

⁴³ Two or more special publishers will be sent to the same assignment. They will live together, if possible, so as to reduce expenses. Their assignment of territory will not be considered worked thoroughly until they have gone over it four times, taking care of all the back-calls possible by following up the information recorded on their House to House Record forms and conducting as many book studies as can be arranged for.

⁴⁴ In company territory the special pioneer publisher will work in close harmony with the local company organization, directing all new interest to the local company rather than to a separate unit. The special pioneer publisher will turn in to the company the regular back-call follow-up slips and study conductor's report slips. Every three months he will make a report to the territory servant of the work accomplished and do all things required of a company publisher with the exception of turning in to the company his monthly report, which goes to the Society.

⁴⁵ Where special pioneers are working territories not connected with a company, all of these records that are necessarily made out by any publisher will be held by the special pioneers and turned in to the Society when the territory has been completed if no company has been formed (except House to House Record forms, which are for sole use of the publisher).

⁴⁶ It should be the aim of all special pioneer publishers to aid the newly interested ones and either organize them into a company or direct them to a company already established. If special pioneers organize a company before or after covering a territory at least four times in six months,

they should endeavor to remain in that territory for a sufficient length of time after the company has been established to be sure that the brethren are fully appreciating their privileges, are strong in the Lord and can go ahead without any further assistance or training. Probably one of the special pioneer publishers will be recommended as company servant so as to get all records properly arranged and in good order before leaving the territory to undertake a new assignment. It is not the purpose of special pioneer service to send

publishers into a territory to cover it four times in six months with literature and then leave; but their principal objective is to find the people of goodwill, nourish and feed them, get them organized for field service, and establish them in the true worship of God. This takes long hours of undivided attention and shows forth the true love of a Christian toward the "other sheep".

⁴⁷ When the special pioneer finds someone in his territory ready to go out into the field service, he should take him out in the work with him, giving him individual instruction, showing him how to work from door to door with the House to House Record form, and how to do magazine work, back-call and book-study work. He will not merely tell the new publisher how it is done, but he will take the new publisher along with him and give him individual instruction. The work is that of education and special training, and both publishers will be permitted to count time in the field service during this period of training and instruction. By each special pioneer publisher taking care of his new interest in this manner, strong company organizations will be built up to take care of further interested ones found in that territory right up until the battle of Armageddon.

⁴⁸ As long as the Lord prospers this particular service work and the funds necessary to defray some of the expenses of the special pioneer publishers are provided through contributions to the Good Hopes Fund, this work will be carried on and used in the expansion of the witness work. — 2 Cor. 9:9, 10.

⁴⁹ All persons graduating from the Watchtower Bible College of Gilead will automatically be put into the special pioneer service, or they may be given other special service. Any general pioneers who might be invited to attend Gilead should always consider the fact that the future service upon graduation will require a minimum of 175 hours and at least 50 back-calls per month, along with all the other privileges

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that go with such, including foreign assignments or any other work the Society invites such publisher to take up.

⁵⁰ Special pioneer service will be arranged for in all countries where it is possible and, if there are no local publishers there that are qualified to take up the special pioneer work, the Society will try to send special pioneer publishers into such countries where it deems a greater witness should be given.

COMPANY PUBLISHERS

⁵¹ All persons of good-will toward Jehovah God and his Kingdom of righteousness by Christ Jesus are invited to be servants of the Most High. Not everyone in the Lord's service can be a pioneer or a special pioneer publisher, but everyone who has made a consecration to serve God can and is required to be a publisher or minister of the gospel. (Acts 18: 1-4) Each one can talk and make expression of what he believes to others, and by so doing becomes a publisher. (1 Pet. 3: 15) He accepts the command and privilege to proclaim this

gospel of the Kingdom in all the world for a witness. Each company publisher should devote as much time to field service as possible, and try to put in some time every month. Each company publisher should try to reach at least the local company's quota of hours in field service and, upon reaching this, should strive for as many hours extra as possible, together with twelve back-calls each month, and always conduct at least one book study each week. The company publisher receives his instructions concerning this service from the Society and through the company organization.

COMPANY ORGANIZATION

⁵² The position of fundamental importance in a company organization is that of being a Kingdom publisher. The minister of the gospel receives his appointment to serve from the Most High, through His Son Christ Jesus.

⁵³ Where a group of these devoted ministers come together to study and to worship the Most High, it is well and Scripturally proper for the Society to make appointment of servants so that the group of publishers may be well cared for and their united efforts organized to do the most good. Such a group is a company organization. Each separate company is to have one of the elder brethren to act as company servant and other elder brethren as other servants. (Acts 20: 28) All servants in a company are ap-

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pointed by the Society, and all companies should have the following servants: company servant, assistant company servant, back-call servant, territory servant, advertising servant, accounts servant, stock servant, school servant, and study conductors. If it appears that other servants should be appointed for other work, the Society will advise.

⁵⁴ All servants appointed are assistants to the company servant, and all servants in the company are to co-operate with and serve their brethren. (1 Pet. 5: 1-11) The company servant should have in mind the welfare of all publishers; therefore he will check the publisher's record file at the end of the second and fourth weeks of each month so as to ascertain which publishers were not able to get into the field service. The names of publishers unable to engage in the field service should be distributed among the servants and study conductors, and these brethren should see these persons, visiting them at their homes if they have not been attending meetings. It may be that they have been sick and need the comfort and assistance of some elder in the company. Be careful not to fall into the bad practices of the false shepherds. (Ezek. 34: 1-10) It is not only the desire of the servants in the company to assist the "other sheep" who have not as yet associated themselves with the congregation, but the servants' interests should be toward those already associated with the company. The Lord says concerning visiting the sick and comforting the brethren in time of need: "Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me." (Matt. 25: 40) Where one of the brethren is found to be sick, report it to the company servant, so that some of the congregation may visit the sick and help him. (Jas. 5: 13-15) The aged and infirm should not

be neglected but helped in every way possible and visited the same as the "other sheep" are, the people of good-will. Assistance should be rendered in aiding all persons of good-will and brethren to engage in field service. Always remember, the elders in the company have an obligation toward all associated with the congregation, as well as finding new interest in the territory. — Matt. 25: 34-40.

⁵⁵ In small groups where there are not enough different individuals to take care of these various servants' positions, then one or more elders may be appointed to serve in more positions than one, so that the work assigned to those servants will be accomplished, even in small companies. Wherever possible the company servant, assistant company

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servant and back-call servant will be three different brethren. All of these servants appointed by the Society are responsible to keep their company records in proper order and up to date. The work to be done on company records can be accomplished in most instances by spending approximately twenty minutes thereon before and after meetings, or at home. However, each servant is required to have his records at the company meeting-place during each company meeting.

⁵⁶ The Society will recognize as a company organization any group of publishers in isolated territory that will report a minimum of eight hours field service per month. In some instances there may be only one person wholly devoted to the Lord in a territory, and if he devotes at least eight hours a month to field service he will be considered and dealt with as any company organization.

⁵⁷ Every company organization should have as its purpose the reconstruction of the true worship of the Almighty God in the territory assigned, as well as the aiding of the people of good-will to come to the Lord's organization to there praise and worship Jehovah. — Isa. 61: 3, 4.

APPOINTMENTS

⁵⁸ All servants, including conductors of regular company study meetings, will be appointed by the Society. To expedite the selection of local servants, the company servant, assistant company servant and the back-call servant will constitute a committee of three brethren for the making of recommendations to the Society whenever necessary. Each one of the committee should be a mature brother who is regularly active in field service and has one purpose in view, namely, advancing Theocratic interests. (1 Tim. 3: 1-13, *Goodspeed*) No selfishness, personal favoritism or prejudice may enter into the performance of their duties, — Phil. 2:3; Jas. 2: 1-9.

⁵⁹ Each time the servant to the brethren visits the company, which will be about twice a year, this committee will have Just previous thereto met and filled out the Company Information form in duplicate. They will also have

prayerfully and carefully canvassed the names of the company publishers and suggested the names of two mature persons who are capable of filling each place of service in the company. A first and second choice of the persons best qualified to serve as company servant, and two for each other office of the servants and *Watchtower* study con-

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ductor in the local company organization, and a list of company book study conductors, will be filled in on the Company Information form.

⁶⁰ When a company servant or any other servant in a company moves away, resigns, or is otherwise withheld from performing his assigned duties, it becomes necessary for the company committee of three (or the ones remaining) to recommend another brother. The committee will suggest to the Society two names, setting out the full names and giving first and second choice, along with age, years in service, date of immersion, anointed or Jonadab, average hours, average back-calls, and average back-call book studies during the previous six months, with the reason for recommending the change. If a new company servant or assistant company servant is recommended, the complete mailing address must be given. Until such time as the Society makes a new appointment, the company servant or assistant company servant will be responsible for taking care of the duties of the service position vacated. The Society will not be bound by this list in making any appointments, but the list will be advisory.

⁶¹ In a city where a company has more than 200 publishers reporting regularly, the Society will subdivide it without regard to language and nationality and establish units. Where companies or units are subdivided, recommendations may be made by the committee of the company (or unit) as to what they consider proper subdivision of the territory and who they believe should act as servants of the newly formed units.

⁶² Units which comprise a company in any one city will function as entirely separate units. The reports by each unit will be made direct to the Society, and the Society will send instructions and supplies to each unit servant. There is no necessity for all units in a city to meet together unless they are so instructed by the Society. The same is true concerning servants of various units.

⁶³ In cities where there are units the Society will appoint a company servant, who may also be one of the servants in a unit, and he may be called upon by the servants of other units for counsel in times of need; but it will be unnecessary for the company servant to make regular visits to the various units. Each time a servant to the brethren serves a city having two or more units, he will check on the activity of such company servant and counsel him and make a recommendation of someone to act as com-

pany servant when necessary in the same manner as he does it for the various units.

COMPANY SERVANT

⁶⁴ The company (or unit) servant will receive all communications from the Society and will convey the instructions to his respective assistants. All communications addressed to the company by the Society shall be read to the company at the first meeting thereafter, or at the weekly service meeting. He will see that all communications are properly filed for future reference. He will see that a copy of the *Informant* is supplied to each publisher (regular or irregular) by writing the names of the publishers on the *Informant* copies and then distributing them. If a company is receiving too many or not enough copies of the *Informant*, the company servant will advise the Society to make an adjustment in the quantities sent. He will see that each publisher is supplied with the latest testimony card properly, and neatly filled out. He is a servant to those in the company and it is not within his prerogative to withhold Society instructions from the publishers.

⁶⁵ The company (or unit) servant is to take the initiative in all branches of the service — house-to-house witnessing, back-calls, book studies, public meeting campaigns, magazine work, and sound work — and to see that they are properly carried on. He is to check over the work of each of the various servants at least twice a month to see that it is properly done. He has no authority to set aside any servants; where he deems such action necessary he will take the matter up with the committee of three, who will make recommendations to the Society. When any of the assistant servants need additional help to take care of his work, he will consult the company (or unit) servant, who will ask some active and capable publisher to assist in carrying out the duties.

⁶⁶ In companies where there are no brothers who are consecrated to serve the Lord, a consecrated, spiritual-minded, mature sister will be appointed as company servant and other sisters as assistants. She will look well to all the duties of that service until such time as a man who is fully devoted to the Lord associates himself with the company. If a brother is a field worker for at least a year and is capable of directing the work, then a recommendation setting out the qualifications and giving the Society all the facts should be sent to the Society suggesting

a change. (1 Tim. 3: 6, *margin*) When a competent male pioneer associates with the company that has a sister serving as company servant, the sister should call upon that pioneer to conduct the *Watchtower* studies and service meetings and ministry school in her stead while he is present with the company. — Acts 16: 13-15, 40; 1 Cor. 11: 1-3.

⁶⁷ The company servant should plan all service meetings and should welcome suggestions so as to improve such meetings. Publishers should be

instructed in the different ways of presenting the Kingdom message. No arbitrary rules should be laid down as to how the message is to be presented at the door or as to the use of the phonograph equipment. Publishers may vary the presentation of the message. The company servant will arrange for *Watchtower* studies, Theocratic school, company book studies, and back-call nights at a time convenient to the majority of the publishers. The company servant, together with all the assistant servants and study conductors, should work with the publishers, regular and irregular, so as to aid and educate them in better carrying on the work effectively. (For further details and the reporting of time see paragraphs 37 and 134.)

ASSISTANT COMPANY SERVANT

⁶⁸ Every company composed of two or more publishers should have an assistant company servant. His name and address will be on record in the Society's office so that communications with the company may be sent through him if necessary. This servant should be the most mature and capable brother in the company next to the company servant, so that in the absence of the company servant all Kingdom interests will be looked to just the same.

⁶⁹ The general duties of the assistant company servant are to assist the company servant and co-operate with him in all matters of service and see that the records of the activities of the company and individual publishers are properly kept. He will keep and post the publishers' record cards, the company progressive report sheet, the company chart, and the monthly record of studies and attendance, and will keep the file of the company appointment letters, *Informant*, and such other records as may be required by the company.

BACK-CALL SERVANT

⁷⁰ The back-call servant should help all publishers to increase their back-call and book-study activity, as well as

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keep the records of this activity. He should check the publishers' record cards and ascertain which publishers are not making back-calls or conducting book studies. He and all other servants should then try to aid them in this important work, helping all publishers to be regular in reporting back-calls and book studies.

⁷¹ He is responsible for keeping a working file and a permanent file of names of all interested persons in the company territory, using the forms provided by the Society. A sufficient supply of forms should be on hand for use by publishers in properly reporting back-call activity, also studies. The working file is composed of names and addresses of interested persons listed on working back-call slips that are filed under the number of the territory in which they are located, and arranged alphabetically. (Acts 9: 10, 11, 17-19) Whenever a territory is assigned to a publisher, that publisher should be given all the names in the corresponding working file to call on.

⁷² A permanent back-call slip file (or duplicate set of slips) should always be kept by the back-call servant, arranged according to territory numbers and alphabetically by name in each territory. When the working set is handed to the publisher, a slip should be inserted in the permanent file showing which publisher has the territory assignment and the working file of back-call names. The publisher's writing his name and the territory number on the back-call follow-up slip will make it easy to post the records on the permanent file slips. When the back-call servant has received three follow-up slips on a newly interested person he will make a permanent slip, so as to check on further back-calls.

⁷³ When a territory is returned, all back-call names (old ones and new ones that were added to the file by the publisher through finding more interest) will be turned over to the back-call servant. Every time a publisher renews his territory he will also turn in all back-call slips, with the up-to-date information posted on the working slip, to the back-call servant for checking against the permanent file. These working back-call slips will be returned to the publisher if he continues to hold the territory. Back-call slips should be renewed every three months, at the same time that territory is renewed.

⁷⁴ If a publisher's territory is returned, the back-call slips should also be returned; but the publisher may hold out back-call slips containing the names of persons upon

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whom he wishes to continue to call. As long as the publisher continues to make a weekly call and reports the same so that the back-call servant knows the slip is out, the publisher may hold the individual slip even though the territory and all other back-call slips have been turned in to the company or even reassigned. If the publisher ceases to conduct the book study or stops making the back-calls, he will turn in the slip or slips to the back-call servant, so that the records will be complete, both in the permanent and the working files.

⁷⁵ He will also keep a book study file, in addition to having a record of all back-call book studies on the permanent back-call file. This file of studies is made up of the study conductor's reports filed alphabetically under the name of the person conducting each study. The file should be divided into three groups: company studies, company publishers' book studies, and pioneers' book studies. In the first group the back-call servant will file by study conductor's name all the reports on the *Watchtower* studies, service meetings, Theocratic school, company book studies, and public meetings conducted. In the second group, alphabetically arranged, will be the monthly reports of all back-call book studies conducted by company publishers in the company territory. In the third group will be filed the slips for back-call book studies conducted by pioneers in the company territory. All of these study conductor's reports the back-call servant will have received from the assistant company servant, who first makes the posting on his sheet of monthly record of studies and attendance. These reports will be kept for twelve months.

⁷⁶ From time to time publishers should be given instructions as to the use of the various back-call forms. This should be done at service meetings or privately, so that the work may be done correctly. Demonstrations showing the various features of the back-call work, the book studies, and the use of the House to House Record form should be carefully prepared for service meetings.

⁷⁷ He should also keep in close touch with all publisher-conducted back-call book studies in company territory, including those of the pioneers, supplying conductors with the study conductor's report forms so that proper reports can be made to the company monthly. Where some publishers have more book studies than they can handle each week, the back-call servant should try to have some other publisher assist in caring for this new interest.

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⁷⁸ Public meetings need the co-operation of the back-call servant. He should see to it that all interested persons within a reasonable distance of public meetings are notified of the meeting, either by a personal visit on the part of a publisher or by letter or postcard. Where public meeting territory is worked four to six times, many interested will be found, back-calls made and book studies started. After the series of public meetings is concluded, these individuals should continue to have attention.

⁷⁹ The back-call servant should always see to it that the good-will interest in any territory is properly cared for after the territory has been thoroughly covered, either by an individual caring for the assignment, by group witnessing, or by the public meeting campaign. (See paragraphs 34, 15 and 20.)

TERRITORY SERVANT

⁸⁰ The assignment of territory to be covered by the company is made by the Society. (Gal. 2: 7-9) The territory servant should see that the entire assignment is systematically covered and that the publishers work within the boundaries designated by the Society. The assignment from the Society should be subdivided into small sections of from about 300 to 500 homes, each sufficiently large to keep one publisher occupied for three months of door-to-door, back-call and book-study work at the company quota of hours. He should have a large map of his entire territory mounted and properly marked up in territory sections, if such is available, showing all the territory sections in relationship to one another. He should have a file of each individual territory and a record card showing to whom the territory was assigned, the date assigned, the date returned, and how many times worked. He should cooperate fully with the back-call servant, handing the territory to the back-call servant when assigning it to a publisher. The back-call servant will then give the publisher the back-calls and territory.

⁸¹ The territory servant shall assign to each publisher upon his request any open territory that the publisher can conveniently reach from his home and that he will try to cover in three month's time, except special pioneers, who

should cover their territory four times in six months. Assignments close to the publisher's home are most desirable, and publishers should be encouraged to take such assignments. (See paragraph 18.) All publishers to whom terri-

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tory is assigned should be allowed to retain such territory as long as they are properly working it, but once every three months the territory servant will check with the publisher on the assignment made and will renew the assignment if the publisher makes such a request. Publishers should return territory according to dates indicated thereon.

⁸² The territory servant will co-operate with the company servant in selecting appropriate locations for the public meeting series. He will assign territories to captains of groups who wish to engage in group witnessing. Where a captain retains a territory used for group witnessing he can ascertain from the captain what was really accomplished in the assignment.

⁸³ When public meetings are scheduled for a certain section of the territory, all individual territories should be temporarily called in and used in group witnessing work by all the publishers supporting the public meetings. The only exception to this will be where the assignment has been made to a special pioneer group, and then the special pioneers and the company servant will work out some arrangement. If the special pioneer wants his particular territory covered in a public meeting series or requests assistance from the company in putting on the public meetings, he will work that out with the company servant.

⁸⁴ If it is found that a company has more territory than it can cover at least twice in a year, the matter should be reported to the Society by the servant to the brethren visiting the company. The Society may not make any change in the assignment of territory, but will have a notation on hand to the effect that some pioneers or special pioneer publishers can be used.

⁸⁵ Where a company is covering its entire territory four or more times in a year, the company may make request to the Society for additional territory, which will be assigned if available.

ADVERTISING SERVANT

⁸⁶ This servant will look after all the general advertising work in connection with the company. It will be his duty to keep the Kingdom message prominently before all Unpeople in the territory, accomplishing this by advertising public meetings thoroughly, arranging for magazine work, the use of sound equipment, and generally aiding all publishers in the use of the advertising material. — Isa. 42: 10,12.

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⁸⁷ Public meetings should be thoroughly advertised. He will work closely with the company servant and other servants in the company to see that

handbills are always on hand and are properly distributed on street corners and from door to door. At the public meetings proper displays of literature should be made on a table at the exit.

⁸⁸ Where the company has its own Kingdom Hall with a place for a window display, he should change the window display of the Society's literature every month. An assistant to the advertising servant can be appointed to look after these additional duties. In the Kingdom Hall itself the advertising servant, as well as other brethren who are congenial and good mixers, should be alert to always welcome the "stranger". (Heb. 13:2) He should see to it that all visitors who come to the hall for the first several times are provided with a *Watchtower* magazine at all *Watchtower* studies, or introduce them to some publishers that have magazines and have these visitors sit with the publishers so as to get full benefit out of the meeting, as well as making it possible for some of the "strangers" to meet the brethren.

⁸⁹ He should see that sufficient bookmarks are always on hand in the stockroom, so that the Kingdom Hall will be properly advertised through the placement of every bound book.

⁹⁰ Any special events that need publicity should be handled through the advertising servant.

⁹¹ Magazines are handled by the advertising servant. He should see that all publishers desiring magazines for street work, route work, store-to-store work and house-to-house work are supplied. All publishers who want magazines regularly should be registered with the advertising servant, and the proper number of magazines, both *Watchtower* and *Consolation*, will be set aside for those publishers. He will receive the monies for these magazines and will turn the funds over to the accounts servant each week, showing the accounts servant how much to apply to the *Watchtower* and *Consolation* accounts. He will keep the magazines in good condition, seeing to it that current issues are distributed to the publishers immediately for their use in magazine work. He will consult with the company servant as to the quantity of each issue of *The Watchtower* and *Consolation* required.

⁹² Magazines, when received, should be counted and a report made to the accounts servant as to the name of the

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magazine, the issue, and the quantity received. Registered magazine publishers should contribute for the magazines as they get them from the advertising servant; but those who cannot contribute then may have them on credit. The advertising servant will notify the accounts servant, and the accounts servant will make the collection from the publisher. Credit on magazines may not be extended to any publisher for more than thirty days.

⁹³ He will outline territories for assigning publishers to street work or store-to-store work. The regular territory forms may be marked "Magazine Territory", numbered, and then assigned the same as the territory servant will assign

territory for house-to-house service. Territories assigned publishers for magazine work must be renewed every three months. The advertising servant should check the publishers' record cards to see that they are properly serving their territories, by observing what magazines are being placed by the publishers.

⁹⁴ He should be well acquainted with the methods of presenting the magazines on the street corners, showing the publisher how to approach the people and offer them the magazines. He should know how to offer magazines in store-to-store work and how to build up routes. He will be responsible to educate the publishers in these fields of service.

⁹⁵ Sound equipment comes under the jurisdiction of the advertising servant. He should see to it that the phonographs are kept busy in the field work. Phonographs are effective in the presenting of the gospel in most territories, but not essential in preaching the Kingdom. The advertising servant should not be insistent that the phonograph be used a certain way, but the publishers may use the phonographs as they see fit in accord with instructions issued by the Society. He should try to keep the sound equipment in good repair, and it may be returned to the Society for repair when the servant is unable to fix it.

⁹⁶ Phonograph records should be kept in proper order and loaned out to publishers at their request. Company publishers conducting book studies should be encouraged to borrow recorded lectures from the company and loan such to the people of good-will with a phonograph and let them run the series for their friends at their convenience. Phonographs may be loaned for this purpose, or the people may play the records on their own equipment if they have any. (See paragraphs 13, 26 and 27.)

ACCOUNTS SERVANT

⁹⁷ The accounts servant will have charge of all monies handled on behalf of the company and will keep a proper record thereof, using the Society's forms and system in so doing. He will also handle all subscriptions for the *Watchtower* and *Consolation* magazines, seeing to it that the proper subscription slips are used and neatly and completely filled out. He will make out transmittal forms in duplicate and send the original and the slips and remittance to the Society through the company servant. The duplicate copy of the transmittal form will be filed in the company files.

⁹⁸ He shall make no payment of any bill unless it is first approved by the company servant. (See also paragraphs 157 and 158.) If the company has a sufficiently large turnover of money to justify opening a bank account, the account should be opened in the name of "..... company of Jehovah's witnesses" and all checks drawn thereon should be signed by the accounts servant and countersigned by the company servant.

⁹⁹ The expenses for operating the local organization are to be met by voluntary contributions on the part of those associated with the company. A contribution box should be provided at all company meeting-places to receive such contributions.

¹⁰⁰ At least once a week the stock servant and advertising servant should turn over to the accounts servant the monies received for the literature account, the magazine account, and the company cash account.

¹⁰¹ Once a week monies received as contributions for the Society's literature (books and magazines) should be deposited in the bank by the accounts servant, if a bank account is held by the company, and once a month a check should be drawn for the corresponding amount and properly signed and countersigned and turned over to the company servant to be sent to the Society. Or, if the company has no bank account, money should be sent in the form of a money order or bank draft or by means of a safe method generally used in your country. The company servant should use the regular remittance form, showing the proper accounts to be credited, such as the literature account, magazine account (indicating whether for *The Watchtower* or *Consolation* when remitting). All remittances should be mailed direct to the Watchtower Bible and Tract Society, Incorporated, 117 Adams Street, Brooklyn 1, New York; or, in

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foreign countries, remittances should be mailed to the Society's Branch offices. Do not send any remittances to depots. Company servants should not hand remittances to the servants to the brethren.

¹⁰² All contributions for the work, that is, "Good Hopes" and donations made by the company or individual publishers to be used in advancing the message of the Kingdom far and wide in all lands, should be sent by check, money order or bank draft to the Watch Tower Bible and Tract Society, Treasurer's Office, 124 Columbia Heights, Brooklyn 2, New York, using the address exactly as written above; or, in countries where there are branches, such should be mailed to the Branch offices.

¹⁰³ Invoices, statements, bills, and any other memoranda relative to the accounts of the company should be filed in proper order by the accounts servant. Such records should be kept for at least seven years, and should always be available to the auditor. Every three months the books of the accounts servant should be audited by the company servant or someone designated by him to do that.

¹⁰⁴ At the first service meeting of each month a statement of the accounts should be read to the company. In preparing this statement the accounts servant should show all receipts and expenditures for the month and should also indicate whether there is sufficient stock of literature on hand to cover the company's indebtedness (if any) to the Society. The value of the stock on hand (not including cash items) plus the total cash on hand and/or money in transit to the Society, not applied as yet to the account, plus the value of literature

held by publishers on credit should at least equal the company's indebtedness to the Society on the book account.

¹⁰⁵ When the accounts are audited every three months, the auditor should sign the statement read to the company. The company should at all times know the true condition of their account. (See paragraphs 108 and 111.)

STOCK SERVANT

¹⁰⁶ He is to see that all company publishers are supplied with the necessary literature and that a proper supply is on hand for their use. All company stock, including books, booklets, new (unused) phonograph records, Bibles, *Kingdom News*, and all other supplies except magazines, will be under the supervision of the stock servant. He should see that the literature is kept clean and dry. In some instances

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it may be necessary that a small amount of the literature be given publishers on credit with the understanding that they will turn in the contributions for the same to the accounts servant as soon as the literature is placed with the people. Additional credit should not be extended to publishers until they remit for literature already received on credit. The stock servant is not required to take back worn and soiled books.

¹⁰⁷ He should assist the company servant in making out orders to be sent to the Society for further supplies of literature. He should try to anticipate the company's requirements by using the progressive inventory form, and he should allow two to four weeks for delivery, depending on the distance from the Society's office the company is located. Literature is always shipped the cheapest way, not the fastest. He will order literature once a month when necessary, and, whenever possible, 100 pounds or more, in order to save on shipping charges.

¹⁰⁸ All money received by the stock servant for literature should be turned over to the accounts servant once a week or oftener for banking. The stock servant will receive a credit-memo receipt for the same from the accounts servant, and will retain such in his files.

¹⁰⁹ When stock is received from the Society all packages should be opened by the stock servant and checked against the order and the invoice received. The invoice, properly checked and signed by the stock servant, is to be turned over to the company servant immediately, who will file it with the accounts servant for entry in his books of account. If invoices do not properly check, the company servant will advise the Society within five days of the receipt of the shipment and give date and number of the invoice, also the date of the original order, and the discrepancy.

¹¹⁰ The actual-count inventory must be taken twice a year. At the end of August each company servant should see that the stock servant has properly

filled out the inventory forms supplied by the Society, which forms (showing the amount of literature on hand, amount of cash on hand, and the value of literature held on credit by the publishers) should be sent to the Society promptly. The company will keep a duplicate; and this report on the inventory of stock, with the statement of the company's indebtedness to the Society on that date, should also be read to the company. (See paragraph 104.)

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¹¹¹ A progressive weekly inventory of the stock on hand should be maintained for each language, this by deducting the placements of literature from and adding the stock received weekly to the stock on hand at the beginning of the week. Where foreign-language stock moves slowly a monthly inventory of such stock can be kept. The stockroom should be open at designated times, particularly for twenty minutes before and for twenty minutes after all meetings, so that the publishers will always know when they can get literature. Publisher's order blanks are furnished, so that a record may be kept of the movement of literature. These will be written in duplicate for cash orders and in triplicate for literature placed on credit by the stock servant. When literature is received on credit the publisher will receive a copy; the accounts servant will always receive the duplicate copy, and the stock servant will retain the original. The accounts servant will be responsible for collecting for literature issued on credit.

SCHOOL SERVANT

¹¹² Preaching the gospel is the work of all publishers of the Kingdom. To be more able ministers should be the desire of all consecrated persons. (Isa. 50: 4; 2 Tim. 2: 2, 24) The school servant will conduct the study in Theocratic ministry, using the publications provided by the Society. Every male person associated with the company organization should enroll in the Theocratic ministry school. Every servant should be pleased to be enrolled and thus improve his presentation of the Kingdom message. All persons in the company are welcome to attend the school and thus be edified by the instruction and counsel received. — 1 Sam. 10: 10, 11; 19: 20; 2 Ki. 4:38.

¹¹³ The method of conducting the school is set forth in the book *Theocratic Aid to Kingdom Publishers* (English) and in other publications in many languages. The school servant should speak his native tongue well and be able to give good counsel to those delivering the student talks in the school. He should arrange the speaking schedule of the students and always act as chairman of the meeting. His counsel is not necessarily confined to the classroom. He should be anxious to help all publishers, brothers and sisters, in the door-to-door presentation of the gospel, as is the privilege of all servants. He will also look after the company's Theocratic library and see that it is kept in order. This need not be anything elaborate, but he will

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arrange to have such books in the library as will be of benefit to the Theocratic publishers.

¹¹⁴ These instructions concerning the Theocratic school are applicable to the publishers in all countries in whose language the Society has published material for use in the studies of the Theocratic ministry school.

COMPANY MEETINGS

¹¹⁵ Every company should have regularly scheduled meetings for the purpose of enabling the servants of the Lord to keep the proper things in mind, such things as are set forth in the Word of the Lord concerning his righteous acts, all of which will enable them to carry on their ministry work according to Jehovah's will. (Phil. 4: 7-9) Every one of the Lord's servants and people of good-will should attend the meetings of the company regularly; for by careful study 'we shall not be fashioned according to this world, but be transformed by the renewing of our minds, that we may prove what is the good, and acceptable, and perfect will of God'. (Rom. 12:1, 2; 13:11-14) To this end the Society recommends that every company have a weekly study of the *Watchtower* magazine, company book studies, service meetings, and public meetings. — Heb. 10: 24, 25.

¹¹⁶ The *Watchtower* study should be held once each week. This is the most important meeting of the company, and everyone should attend. A schedule of studies is prepared by the Society. The *Watchtower* study conductor appointed by the Society will preside at each meeting, and will select two brethren who are capable readers where such are available. (Neh. 8:8) He will conduct the *Watchtower* study in the following manner: Have one of the brothers selected read the question(s) on the paragraph; the persons attending the meeting who wish to answer may raise their hands and the conductor will call on two or three persons to answer each of the questions in their own words; scriptures cited in the paragraph under consideration should be read if time permits; and then the paragraph will be read by the brother appointed. The reading of the paragraph is the final sum-up on the questions asked, after which the question (s) on the next succeeding paragraph should be read and answered in like manner. The *Watchtower* study should be one hour in length. (In companies where brothers are lacking, the conductor may propound the questions and have another brother read the paragraphs; or, if the

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conductor is the only brother qualified to read orally, he will do all the reading and also conduct the study.)

¹¹⁷ If the study conductor observes that a wrong answer has been given and he wishes to present the proper thought before the paragraph is read, he may do so. He is also privileged to make brief comments on any paragraph before the paragraph is read if some points in the question were not fully answered and he has additional information to give to the company that was not covered.

¹¹⁸ Everyone attending the *Watchtower* study should feel free to participate in the study, and all should do so for their own benefit.

¹¹⁹ *Company book studies* should be arranged for throughout the company territory, so as to enable everyone to participate in a book study at some time during the week. It is suggested that the same evening be set aside for all company book studies throughout the territory, if possible. These book studies are held in private homes and in the local Kingdom Hall. Each of these studies should be under the direction of a competent study conductor who is appointed by the Society. The method of study is the same as that used in consideration of the *Watchtower* magazine. If the Society has not provided questions on the paragraphs in the book under consideration, then the study conductor will prepare questions therefor. All study conductors should be good field publishers and should take as many as possible of those attending out into the field at least once a week. If it is found convenient for the study conductor to hold territory near the study, so that the brethren can join him in the field-service work for an hour or so before the study, that would be good. All interested persons in that territory or near-by territories should be directed to that book study by the publishers' bringing them. It would be well for the study conductor to act as the captain of some witnessing group, either in a territory near his book study or in any other territory that might be assigned to him by the territory servant to be used in group witnessing.

¹²⁰ Book studies should be one hour in length and arranged for a time convenient for those attending the particular study. The study conductor should time his study and hold to the material in the book, so that at least ten pages of a book are covered in an evening's hour of study.

¹²¹ *Service meetings* should be arranged for by every company, and held weekly at a time convenient to the majority of the company publishers. At the service meetings the ma-

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terial set forth in the *Informant*, Society's letters on service, field experiences published in *The Watchtower*, reports in the *Yearbook*, and *Organization Instructions*, should be reviewed occasionally, as well as any other helpful advice given by the Society for the publishers.

¹²² The service meetings can be made very interesting by the company servant and his assistants *planning* a well-balanced service meeting. This meeting should be an hour in length. During the meeting at least three or four different persons should conduct a portion of the program. *Informant* articles can be discussed by use of the question-and-answer method similar to that used in the *Watchtower* studies; or the articles may be presented in the form of a discourse, bringing in related material other than that presented in the *Informant*, and applying it to local conditions. All activities so far as field service is concerned should be brought to the attention of the brethren at the service meetings. Demonstrations on the various forms of activity are always very helpful and instructive if they are well prepared before the service meetings by the publishers participating in the demonstrations. Sisters, as well as brothers, may be used in the demonstrations.

¹²³ The progress of the company's work should be reported each week and suggestions presented to the publishers as to where improvements can be made. Announcements of assemblies, public meetings and all manner of field activities should be made as necessary. All the servants in the company should participate in the service meetings by sharing in conducting portions of the program each month. All good publishers can be used in programs and demonstrations. Persons enrolled in the Theocratic school may be used from time to time to present certain articles in the *Informant* or give short talks on assigned subjects.

¹²⁴ The service meeting should be an educational meeting, beneficial to all persons attending. Upon leaving the service meeting each publisher should feel that he is better equipped with knowledge and information for his field work.

¹²⁵ *Public meetings* should be arranged for by every company, thus giving the people in the territory an opportunity of hearing a clear discussion of Jehovah's purposes at length. The company servant, along with his assistants, will arrange for public meetings, because all servants are involved in making such meetings successful. The publishers of the company should support the public meetings by attending the meetings and aiding the people of good-

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will through giving individual instruction at the close of the meetings, not only by advertising in the field. The best speakers in the company over 18 years of age, and who are publishers, should be selected to deliver the public lectures. These can easily be ascertained by regularly attending the Theocratic school and observing which are the best speakers. In presenting a series of talks there should be a different speaker used each week. In small companies two speakers may alternate if they are the only qualified ones available. Only good speakers should be used.

¹²⁶ Speakers may be invited from a near-by company, where additional competent speakers are required. Speakers may be exchanged between companies.

¹²⁷ The public meetings should be arranged in a series; that is, when a territory is selected for a public meeting witness at least four talks should be given before the series is concluded. Lectures should be given at a time convenient to the public on Sundays or weekdays, morning, afternoon or evening. They may be held indoors or outside in the open air. If it is found that good interest is developed through the publicity and house-to-house witnessing, then the meetings should continue for a series of eight lectures. It should be the purpose of all public meetings to eventually start book studies or build up present book studies in that territory for the benefit of the people of good-will.

¹²⁸ Advertising the meetings is the most important part of the work. Jehovah's servants should try to cover a territory four times in four weeks. By so doing they can certainly let the people know what the purposes of the Lord

are. The group witnessing work ties in very well with the public meeting witness. There is only one thing done differently in connection with public meetings, and that is that the *same* territory is covered each week. If the series is four lectures, then the territory should be covered four times in four weeks. The publisher always has a good introduction when calling back the second, third and fourth times in that number of weeks because of the new subjects introduced at the public meetings. It gives him something to talk about. Not only that, but new offers can be made each time the territory is covered. Back-call nights can be arranged for and the general procedure for group witnessing carried out in public meeting territory.

¹²⁹ In most instances the public meetings will be hold on Sundays, and then they should be thoroughly advertised on Saturdays as well as Sundays. On Saturdays thorough

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advertising of the meeting should be done by putting out leaflets from door to door in addition to the regular literature offer in assigned territory and by handing out leaflets to the people in the magazine work and when going from store to store. On Sundays the publishers should prepare to stay in the field service all day, devoting the mornings to covering the territories not covered Saturday in house-to-house witnessing with the current campaign literature and advertising material or such offer as seems to be advisable.

¹³⁰ Each of the meetings should be opened by a brief announcement on the day's subject. The speaker may be introduced by a chairman or by himself. After the hour's discourse, the chairman should announce the next week's meeting and briefly state that any questions that have come up in the minds of persons attending the meeting will be answered immediately thereafter by the speaker or others of Jehovah's witnesses present. This will be done individually, rather than from the platform.

¹³¹ If the company so desires, at the close of the meeting a booklet may be given free to those attending if they wish to obtain a copy and do not already have it. Announcement to that effect should be made. The booklet distributed should have further information in it concerning the subject discussed by the speaker of the afternoon. A cordial invitation should be extended to all present to attend the *Watchtower* studies or other studies of the company anywhere in the vicinity.

¹³² Meetings are important for the edification of the Lord's people and, therefore, all meetings should be attended and supported by the servants of the Most High. — 1 Thess. 5: 11, 21.

FORMS

¹³³ The Society furnishes printed blank forms upon which reports are to be made by the various servants and publishers or by which records are kept. These forms are so marked as to designate the one who makes out the report

and the one to whom the report should be delivered. These forms will be sent to the respective company servants, to be distributed among the other servants of the company, the publishers of the company and the servants to the brethren, as required. Necessary forms will also be sent to pioneers and special publishers. No company should print their own forms. If the work requires, the Society may issue

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new forms or discontinue the use of others. Such notice will be set out in the *Informant* or other communications.

REPORTS

¹³⁴ Each publisher in a company will fill out his various reports after each day of service and turn such in to the company. The making of back-calls and conducting of book studies are the work of all publishers, men and women, and they should be reported. It is best for only one publisher to go to a home at a time. It is proper, however, that two persons conduct one back call or book study when a publisher is being trained in this work, in which case both count time. Two persons may also go on one back-call or book study where it is deemed unsafe to travel alone, both counting time. Only one person reports the back-call or book study. When one is giving special instruction to another in house-to-house work, both may count time. Time spent in traveling to territory up to one hour a day may be reported as field service; however, if more than one hour was spent traveling during the day, the publisher may report only one hour, plus the time actually consumed in witnessing.

¹³⁵ At the end of the month each publisher will turn in study conductor's reports for book studies conducted. Every company, pioneer and servant to the brethren will make out a report and send it to the Society at the end of each month, showing the work accomplished during the month. All reports should be checked before they are turned in. All reports for the month should be turned in no later than the third day of the month following. (Also see paragraphs 17, 29 and 47.)

¹³⁶ The *Informant* will make a general report of the progress of the work throughout the country. The Society's *Yearbook* will give the world-wide report.

SERVANTS TO THE BRETHREN

¹³⁷ Servants to the brethren are special representatives of the Society and will be sent from company to company on a schedule. The duty of the servant to the brethren is to aid the company servants and publishers in the great work of discipling all nations. First, he will check over all the records of the company and give advice and counsel to all servants and study conductors in the company on service matters. Second, he will personally instruct the company publishers in the field service by taking as many publishers as possible from house to house, assisting them with back-

calls and book studies. Third, he will check with, counsel and make a report on all special pioneers working in or adjacent to the territory of the company he is serving.

¹³⁸ So that all publishers may get full benefit of his counsel, he will speak to the company at different times on matters relative to the local conditions and show how the Scriptures have application today. During his stay not only will he serve in his capacity as a servant to the brethren, but he will act as company servant, and the appointed company servant should be with him for as much time as possible so as to observe how the company servant's work is to be done.

¹³⁹ Each company will be notified by the Society as to the length of the visit of the servant to the brethren. Very small companies will be visited for two days. Companies of from 19 to 50 publishers will be visited for three days; companies of from 51 to 100 publishers, six days; and companies of more than 100 publishers, two weeks. Notification of these visits will be sent two months in advance of the date of the visit, so that proper advertising can be prepared for public meetings and details taken care of for any special service arrangements, as well as gathering the information together for the Company Information forms that will be handed to the servant to the brethren by the company servant.

¹⁴⁰ The servant to the brethren is not required to serve any company on a Monday. He needs one day a week to make reports to the Society concerning his visits, prepare his studies, and notify the companies he is to visit two weeks or ten days prior to the date of his arrival, giving the company the approximate time and manner of his arrival.

¹⁴¹ When the servant to the brethren arrives in the community or at the home of the servant for the company he serves, he should be handed the Company Information forms in duplicate, completely filled out by the company servant, assistant company servant and back-call servant. He should be given access to all of the company records so that while he looks over this form he can check the records themselves. The company servant or the assistant company servant should try to arrange his affairs so that he can be with the servant to the brethren all day for the first day of the visit. Other servants in the company should try to spend at least a half hour with the servant to the brethren at some time during that day, and the various servants can notify the company servant as to when they expect to

be at the Kingdom Hall or company headquarters meeting-place to go over the records and the Company Information form with the servant to the brethren. The best work can be accomplished if the servant to the brethren deals individually with each servant, as well as with the company servant or assistant company servant, while going through the records.

¹⁴² He will make such corrections on the original and the duplicate copy of the Company Information form as may be necessary. The original copy will be mailed with the report of the servant to the brethren to the Society the duplicate will be kept by the company servant as part of the permanent company files for periodic checking by the company servant and other servants to ascertain what progress is being made in the company and to see whether suggestions left by the servant to the brethren have been carried out.

¹⁴³ The Company Information form will be studied by the Society's servants in the office, and the list of names of persons recommended for service will be given careful consideration in connection with the making of any other appointments of local servants. If the Society believes it advisable in the interests of the Kingdom to appoint any new servants, notification will be sent; otherwise, the servants holding the respective positions of service will continue in their positions, advancing the Kingdom interests.

¹⁴⁴ During his stay, the servant to the brethren will not conduct the Theocratic school or the *Watchtower* study, but he will sit in on these meetings and offer such counsel as necessary at the close of each meeting.

¹⁴⁵ When the Theocratic ministry school is conducted during the visit by the servant to the brethren, each appointed speaker and the school servant will carry out their parts, and the servant to the brethren will offer counsel to each student speaker and the school servant after the school servant concludes his counseling.

¹⁴⁶ When the servant to the brethren visits the small companies, spending only two days, he will check their records thoroughly and instruct the servants regarding their company duties the first day. In the evening he will have a meeting with all of the servants and book study conductors. The following day will be devoted to personal instruction by the servant to the brethren to the various publishers in the company, and in the evening he will address the company.

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¹⁴⁷ When the servant to the brethren visits companies of from 19 to 50 publishers, his routine will be the same as above except that he will give two talks to the company, one on the second and one on the third day at a time convenient to the publishers and previously arranged for by the company servant.

¹⁴⁸ In companies where a six-day or two-week visit is necessary, he will spend the first day going over the records and having a meeting with the servants and study conductors. Thereafter whatever the company servant has scheduled as to the time of meetings will be satisfactory to the servant to the brethren and he will endeavor to accommodate himself to any local arrangements. He will, acting as company servant, arrange the details for the next service meeting and instruct those taking part.

¹⁴⁹ If the service meeting or *Watchtower* study of the company falls on the same evening as the meeting of the servant to the brethren with the servants and study conductors, the meeting of the servants should precede the regular *Watchtower* study or service meeting and the meeting should go ahead as scheduled. If the *Watchtower* study and the discourse of the servant to the brethren fall on the same evening, the *Watchtower* study will be conducted by the regular appointed study conductor either before or after the lecture of the servant to the brethren, according to the convenience of the local brethren. If the servant's talk is to be given on the service meeting evening, the servant to the brethren will act as company servant and see that announcements concerning local field arrangements are made, carrying on a thirty-minute service meeting. This will be followed by his discourse for one hour.

¹⁵⁰ If the company is conducting one or more public meeting series during the visit by the servant to the brethren, he will co-operate fully in taking the lead as company servant, participating in the field service and speaking at one of the public meetings, following the outlines provided by the Society. He will adjust his other meetings with the company so as not to interfere with the scheduled public meetings. (See paragraphs 41 and 84.)

OBLIGATIONS

¹⁵¹ In order to keep the expenses to the minimum in connection with the services of the servants to the brethren, it will be the privilege of the consecrated to house them during their visits to the companies. If there is no one who

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can take care of the servant to the brethren, he will obtain his own accommodations. The servant to the brethren will keep an accurate record of all of his expenses and make a proper report to the Society monthly. All servants of the Society should be careful as to expenses, knowing that the money used has been contributed by the brethren at a great sacrifice to themselves in many instances and that the contributions made were offered voluntarily to be used in the advancement of the Kingdom interests. Everyone should endeavor to keep expenses down.

¹⁵² The Watch Tower Bible and Tract Society, as the agent of Jehovah's witnesses, assumes the responsibility of seeing that the gospel of the Kingdom is preached worldwide. To press forward with this work through branch organizations and special pioneer publishers, certain funds are required. According to the contributions received by the Society through the brethren and company organizations, the Society will plan its work for further expansion. All of the expenses of the Society are met by the general contributions made. It is the privilege of all consecrated persons, anointed and Jonadabs, to manifest their love for the Lord and to help in the advancement of the Kingdom work by making voluntary contributions from time to time in harmony with their means to do so. The Society acknowledges all contributions upon their receipt.

¹⁵³ No personal contributions will be accepted from the companies by the servants to the brethren, as all of their expenses are taken care of by the Society. Anyone desiring to contribute for the work should send his contribution directly to the Watch Tower Bible and Tract Society, Treasurer's Office, 124 Columbia Heights, Brooklyn 2, New York, or to a Branch office, and receive acknowledgment of the same.

OTHER MATTERS

¹⁵⁴ There are some questions that will come before the Lord's people that are not covered in *Organization Instructions*. The following scriptures give advice on procedure: Acts 6:1-7; 15: 1-29; Deut. 1: 9-18. It will be observed in considering these scriptures that the course to follow did not originate with the congregation; rather, specially appointed servants of the Lord, either apostles or elders. Those already appointed as overseers gave prayerful and careful consideration to the matter and came to certain conclusions and then presented the matter before the congregation for

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their consideration. Many beneficial suggestions can be made by the congregation and embodied in a final decision by the responsible ones, as was originally done by apostles and elders.

¹⁵⁵ All matters pertaining to service, clearly outlined in *The Watchtower*, *Organization Instructions*, *Informant*, or by Society's letters are to be adopted without being submitted to the congregations, because the Lord's people recognize Jehovah's organization and that he uses his "faithful and wise servant" on earth to direct service matters. Companies may always write the Society about their problems when not certain how instructions apply.

¹⁵⁶ There are some questions that may arise in a congregation that are not covered in Theocratic *Organization Instructions*. These matters should first be carefully considered by the committee composed of the company servant, assistant company servant and back-call servant. Nothing should be submitted to the companies for consideration or approval unless there is some good Theocratic reason for doing so. The committee, having carefully and prayerfully weighed all the facts from a Theocratic standpoint, will select one of their number to present the matter to the congregation. After the matter for consideration has been clearly presented and the questions to be decided clearly stated, then the meeting should be opened for discussion by the assembled brethren. Proper notes should be made of the suggestions given by members of the congregation and after Scriptural and other sound advice has been given, then the congregation should be assured that the committee will give the matter further consideration. Privately, the committee should draw up a resolution to be adopted by the congregation. The resolution should be presented to the congregation and they can then vote for or against. In this manner a local matter can be handled Theocratically. The company will have been properly considered and any suggestions they had will have been given due thought.

¹⁵⁷ Matters that the company will have to decide are such as: what kind of hall they should have; how much money they can spend; or they may wish to direct certain parts of the general contributions made each month to a legal fund; or they may decide that certain sums of money contributed in excess of a certain amount should be sent to the Watch Tower Society at the end of each month as a contribution for advancement of the work. The servants in the companies should realize that the funds they handle

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belong to the company, and when it comes to making expenditures other than the routine expenditures a resolution should be drawn up and passed upon by the congregation. All of such resolutions should be filed permanently in the company files.

¹⁵⁸ Generally, legal funds are not maintained by companies. The only legal matters that a company should support financially are those that they know the Society would support by taking the case to higher courts. Such cases have already been described in the booklet *Freedom of Worship* (in English). It would not be for the company to decide whether to take a case that deals with freedom of worship to higher courts. This the Society will do, but the company might wish to set aside certain funds to fight the case, thus bearing part of the burden of the expenses involved in court cases. The brethren should not be assessed to bear any such expenses. The matter of such expenses involved in freedom of worship cases can be called to the attention of the brethren and they can decide whether or not a special contribution box marked "Legal" should be had at the meeting-place and direct that such contributions be used for a particular case. Solicitation or begging for funds should never be done by any company. This special legal account should be handled by the accounts servant and a regular report made out.

¹⁵⁹ Before any steps are taken in fighting a case involving the witness work that might incur the expending of large sums of money by contracts for lawyers' fees, it is advisable to communicate with the Society.

¹⁶⁰ If a company is too small or too poor to bear its own burden in some legal case, the servants should consult the Society immediately.

¹⁶¹ There are many types of cases in which the Society and the company are not obligated, and therefore the brethren should not be asked to support such either individually or as a group. Personal matters are not the matters of the company. Divorce cases, child custody cases, husband-and-wife controversies, employment controversies, and other similar cases, are no business of the companies and they should not be involved.

¹⁶² If brethren in a congregation have some personal difficulties, they always have the privilege of going to some mature brother, an elder in the company, and seeking advice and counsel; but they cannot expect that the company will bear their burdens when the burdens are personal. (Gal.

6: 5) Difficulties among the brethren should be avoided. This is the time of unity and no energy or time can be profitably spent in controversies. All servants in the companies have their respective duties to perform and each one should be diligent in performing his duties and helping all the brethren carry out their obligations to the Lord faithfully. Each one will look to the Lord for guidance and direction, as well as to the Lord's organization, and follow out instructions, all of which are given for his aid and comfort.

¹⁶³ If a brother sees a fellow publisher do that which is out of harmony with the Lord's organization and His instructions, he should not gossip among others; but he would do well to go to his brother and in a kind manner call his attention to his shortcomings. If an individual associated with a company persists in wrongdoing and does not act according to the Lord's Word and direction as is becoming of Christians, then the representative members of the congregation who are the servants in the company, the mature ones or elders, can decide what shall be done with such person. (Deut. 21: 18-21; Matt. 18: 15-18) The Scriptural admonition is to have nothing to do with such an individual. (Rom. 16: 17; Titus 3: 10) The elders would so advise the congregation. (1 Cor. 5: 11-13) Later if genuine repentance is shown by the dismissed offender the elders may order that he be received back in their midst. — Prov. 17: 10; 2 Cor. 2: 6-11; 7: 8-12; 2 Thess. 3:14, 15.

¹⁶⁴ If any servant persists in wrongdoing and it is deemed necessary to write to the Society, the one writing the letter should furnish the accused one with a copy of the letter that goes to the Society. The servant to the brethren is not sent to a company to straighten out personal difficulties, but to look well to the interests of the entire company. If he can help someone by giving Scriptural advice, he will be pleased to do so; but his obligation to the company and the publishers is to aid and instruct them to the end that all may be better servants and witnesses of the Most High. If the brethren dwell together in peace and unity there will be no difficulties.

DEPARTMENT

¹⁶⁵ All publishers and servants in the Lord's organization should always have in mind that they are representatives of Jehovah God; they are His servants, used to help restore the true worship of Jehovah in the earth. Appreciat-

ing that they are His representatives, they should deport themselves in harmony with the Lord's Word. They should be clean in mind and body. (Isa. 52:11; Phil. 4:8) Each one should have control of his spirit and, in presenting the gospel of the Kingdom, should use proper language. (Eccl. 7:9; Eph. 1: 26; 1 Pet. 3: 10, 11) The records of the Acts of the Apostles and of the life of Christ Jesus show that the ambassadors of the Lord are bold, yet never rude. (1 Cor. 4: 9-13; 2 Cor. 3: 12, marginal reading; Acts 19: 8; Eph. 6:18-20) The Christian should be patient, long-suffering, meek, humble, and always expressing faith and love for God by good works. (Jas. 2: 26) A Christian's action in his own home should be

above reproach. (1 Cor. 7: 10-17; 1 Pet. 3:1-11) Let your daily lives be examples, so that you may be able to gain others for Christ's sake. (Phil. 1: 27; 1 Tim. 4: 12, 16) Do not enter into long-winded arguments concerning immaterial matters. (Titus 3:9) Shun the things of this world. Keep yourself wholly devoted to the Kingdom interests. (Titus 2:12-14) If individuals desire to take a different course from that of bringing praise and honor and glory to Jehovah's name, let them do so; but you should not join them in such a wrongful course. (1 Pet. 4: 1-6) Maintain your integrity and sin not with your tongue. (Ps. 39: 1) Let us obey God, not man. (Acts 5: 29) Peter said: "But the end of all things is at hand: be ye therefore of sound mind, and be sober unto prayer: above all things being fervent in your love among yourselves; for love covereth a multitude of sins: using hospitality one to another without murmuring." — 1 Pet. 4: 7-9, A.S.V.

CONCLUSION

¹⁶⁶ *Organization Instructions*, as published by the Society from time to time, has always been beneficial to the Lord's people in that it has aided the publishers of the Kingdom to work at unity with one another. These instructions are in full accord with the way the early church was organized. (Acts 16: 4, 5) We see how appointments were made by the apostles and how those appointed took hold of their responsibilities with zeal and gladness, having in mind always the honoring of Jehovah and the beloved Son, Christ Jesus. (Acts 15: 22-32) At times when great persecution fell upon the church and they were scattered abroad and went everywhere, they did not cease preaching the gospel, but when scattered they preached wherever they were. (Acts 8: 4) During the past years, particularly from 1939

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to 1945, the Devil and his world organization, through its governments, have tried to scatter the Lord's people. In this the adversary of Jehovah failed, because all the servants of the Most High, the anointed and companions, the "other sheep", have stayed under the direction of the "Commander to the peoples". — Isa. 54: 17, A.S.V.

¹⁶⁷ Today those in the earth who are helping in restoring the true worship of God know that "Jehovah hath become king. Let the earth exult, let the multitude of coastlands rejoice." (Ps. 97: 1. *Rotherham*) Those who love Jehovah seek him as their Guide, and he has expressed his will concerning creatures through his Word. All servants of the Most High must study the Bible diligently, and by so doing they gain the mind of God. The course that the righteous servants have had marked out for them is set forth in Psalm 97: 10-12, A.S.V.: "O ye that love Jehovah, hate evil: he preserveth the souls of his saints; he delivereth them out of the hand of the wicked. Light is sown for the righteous, and gladness for the upright in heart. Be glad in Jehovah, ye righteous; and give thanks to his holy memorial name."

¹⁶⁸ Those who love Jehovah cannot love what he hates. (1 John 2: 15-17) It is the privilege of everyone who comes to a knowledge of Jehovah to publish

His name and Word. Having come to a knowledge of the gracious purposes of Jehovah, everyone of right heart will look well to the interests of the Kingdom and advance the same to the honor and glory of the Almighty God. (Titus 3:8) Be diligent therefore, and remain steadfast in your integrity. "Do all things without murmurings and disputings: that ye may be blameless and harmless, the sons of God, without rebuke, in the midst of a crooked and perverse nation, among whom ye shine as lights in the world; holding forth the word of life." — Phil. 2: 14-16; 2 Cor. 4: 1-6, A.S.V.

Watch Tower B. & J. Society.

AMENDMENTS TO ORGANIZATION INSTRUCTIONS

October 15, 1946

CIRCUIT ARRANGEMENT

¹⁶⁹ All companies in the country will be arranged in circuits of approximately twenty companies each where this is possible; some circuits may have less where the geography and transportation facilities make it advisable. A servant to the brethren will be assigned to each circuit and will serve each company in the circuit in regular order, spending one week with each. Districts composed of twenty-four circuits, or less, will be formed. A district servant will be assigned to each district and his duty will be to serve each circuit in the district once every six months. The week-end of the district servant's visit, from Friday to Sunday, will be set aside for an assembly of all publishers in that circuit, the assembly to be held in some city previously selected.

SERVANTS TO THE BRETHERN

¹⁷⁰ The following paragraphs relative to the servant to the brethren work replace paragraphs 59, 139, 141-143, and 146-148 of *Organization Instructions*.

¹⁷¹ The servant to the brethren will be sent a letter advising him which circuit he has been appointed to serve. He will also be supplied with a list of all companies in the circuit, showing the names and addresses of the company servants. He will be kept advised of any changes. On the first of the month he will make up his routing for the month beginning 60 days later, arranging to serve each company one week regardless of size and serving every company in the entire circuit once before serving any the second time, unless otherwise

directed by the Society. The most practical and economical routing will be worked out. The service week will always be from Tuesday morning until Sunday evening. Route sheets will be provided. The routing is to be made in duplicate and the original sent to the Society promptly.

¹⁷² As soon as he has made up his routing he will advise all those companies of the dates he will be serving them and the time and manner of his arrival. The Society will not notify the companies of this. Aside from this correspondence and that relative to the semiannual circuit assembly it will be unnecessary for the servant to the brethren to correspond with any company in the circuit regarding company matters. Companies will not take up service matters with the servant to the brethren once he has finished serving them, until the time of his next visit. He is concerned with a company only when serving it and at the circuit assembly.

SCHEDULE IN THE COMPANY

¹⁷³ The servant to the brethren will spend Tuesday in the field service, working with other publishers and calling upon irregular or inactive persons to encourage them to attend the meetings. Early Tuesday evening there will be a one-hour meeting of the servants in the company. This will consist of discussing briefly the general activity of the company, ascertaining from the servants the cause of any weaknesses, and arranging the week's activity. At this meeting the servants may ask any questions regarding their duties. The company records have received thorough consideration in recent years, so that beyond briefly checking to see that they are properly kept and answering any questions that the servants may have it will not be necessary to give much time to these. If it appears that a company's records require additional checking or adjustment, this shall be done when it is not convenient to be in the field service. New companies organized will be given assistance in getting their records in order.

¹⁷⁴ Following the servants' meeting there will be a meeting , of the entire company and all persons of good-will to hear a discourse by the servant to the brethren. He will tell them what plans were made at the servants' meeting and encourage all of them to come into the service with him. Before or after this meeting he will plan the service meeting for the week and assign portions to the various brethren who will participate.

¹⁷⁵ Group witnessing will be arranged for every day during this visit, and all servants as well as all publishers, including pioneers, should arrange to spend some time with the servant to the brethren in field service while he is with the company. (See paragraphs 20-23 of *Organization Instructions*.) He will see what can be done to assist those no longer associating, but not opposed to the work, calling personally on them at their homes and trying to get them interested in the company's activity. Where the company is very small and the publishers to assist are few, the servant to the brethren will get all the names of persons of good-will from the back-call file and call on these, endeavoring to get them to attend meetings during his visit and become regularly associated

with the company. He should visit "whosoever shall call upon the name of the Lord". — Rom. 10: 10-18.

¹⁷⁶ At least one evening of the week is to be devoted to back-call and book-study work, and the publishers should be shown the advantage of coming out and engaging in this feature of the work to receive instruction. (See paragraphs 20 and 23 of *Organization Instructions*.) One evening will be taken up by the service meeting, of which the servant to the brethren will be chairman. This meeting and the ministry school will be conducted according to paragraphs 121-124, 145 of *Organization Instructions*. Evening house-to-house witnessing, particularly booklet work, will be arranged for one evening. As many new publishers as possible, together with all in the company, should engage in this. On Saturday afternoon and evening there will be street magazine witnessing, store-to-store work, or some other feature of Kingdom activity convenient during this time.

¹⁷⁷ The servant to the brethren will deliver a public lecture in every company. (See paragraphs 125-131, 150 of *Organization Instructions*.) The regularly scheduled *Watchtower* study will be conducted according to *Organization Instructions*, paragraphs 144 and 149. Near the close of the week's visit the final discourse of the servant to the brethren will be delivered to the assembled company and all persons of good-will. This talk will include final counsel on what he has observed during his week's association, with practical suggestions on the company's future activity.

¹⁷⁸ In many instances the servant to the brethren may be accompanied by his wife, Where this is true, the wife will zealously join in all features of field service during the week and co-operate to the full in aiding others in the service, setting a proper example at all times. She will give personal field instruction to other publishers as directed by her husband.

¹⁷⁹ Having completed his service to the company, the servant to the brethren will make a report to the Society. This should be a comprehensive report giving a clear and simple picture of conditions in the company as well as showing what he did to assist them. When accompanied by a wife, he will report her activities of assistance as well. The servant to the brethren will also give consideration to the needs of the company and determine whether or not additional servants may be required or whether there should be a change in any of the present servants. He will study carefully the *Watchtowers* on this point and thus be in position to make recommendations in accord therewith. Any recommendations for change in servants should be accompanied with full reason. This entire report will be made out in duplicate, the original being sent to the Society promptly and the duplicate being left with the company for the benefit of the brethren.

¹⁸⁰ *Expenses.* When visiting the various companies the servants to the brethren will be diligent to see that they do not become an imposition upon any household. When he and his wife travel together the household need not feel they have to provide an elaborate arrangement for their care. The servant to the brethren and his wife will share one room and keep to a minimum the

household duties by doing everything possible for themselves and thus enabling all the household to engage in the service during that week. In some cases the traveling brethren will have trailers and will be able to provide their own accommodations. (See paragraph 151 of *Organization Instructions*.)

¹⁸¹ The servant to the brethren will keep an accurate record of his expenses, and once a month he will send in a report of all traveling, room and board, and monthly personal allowance expenses. The personal allowance for the servant to the brethren will be 25/- per month plus whatever money he receives for the placement of literature above the cost at pioneer rates. If a wife undertakes this work with the servant to the brethren, her field service expenses for travel, room and board will be included in his report, as well as her monthly personal allowance, which will be the same as her husband's.

¹⁸² *Quota.* Each servant to the brethren is expected to devote at least 125 hours per month in the field service. The wives of these brethren are likewise expected to meet this quota. By always keeping in mind that the success of their service depends mainly upon the amount of time they are able to devote in the field personally instructing other brethren it will be possible in many cases for these brethren to exceed this quota.

¹⁸³ *Obtaining Literature.* The servant to the brethren will obtain literature either from pioneers in the vicinity or upon order from the Society. If it is necessary to obtain literature from companies, he will pay the company the pioneer rates for the literature and send in to the Society a list of this literature signed by both himself and the company servant. The company account will be credited for the difference between pioneer and company rates. Pioneer supplies and magazines will be sent to the servant to the brethren at his permanent address, which he should establish somewhere in the circuit.

¹⁸⁴ *Pioneers.* It will be the obligation of pioneers, special and general, to find out when the servant to the brethren is due to serve the nearest company and co-operate with arrangements for a meeting with him sometime during the week, in addition to working with him in the field. The servant to the brethren will discuss their service activities with them and see to what extent they are carrying out organization instructions, giving them such counsel as he believes advisable. He will make a report to the Society on their activity as pioneers, giving his observations on their ability and making any recommendations he believes advisable regarding their assignment.

DISTRICT SERVANT

¹⁸⁵ All circuits will be served by the district servant. He will spend from Tuesday morning until Sunday evening with each circuit, on Tuesday, Wednesday, and Thursday working with the company or companies requiring special attention, and on the week-end serving as chairman of the circuit assembly giving instruction to all the assembled companies of the circuit. Monday will be his day for making reports and for traveling to the next circuit.

¹⁸⁶ The Society will send the district servant his routing about two months in advance, listing the various circuits he is to serve. Prior to his going to the circuit the Society will also supply him with copies of the letters sent to the companies advising them of the visit by the district servant. The district servant will advise the companies he will be serving of the time and manner of his arrival.

¹⁸⁷ In most instances there will be only one company that requires the service of the district servant each time, and he will spend the entire three days with them. However, in cases where there are two or more companies requiring attention, the Society's letter will indicate the day or days to be spent with each. The schedule of the district servant while visiting these companies is flexible. In every case he should assist the publishers in the field and assemble the company some evening during the stay to give such counsel and instruction as the conditions therein require. During this time the district servant will be available in cases of emergency when his assistance might be needed in preparing for the assembly.

¹⁸⁸ Early on Friday the district servant will arrive at the city where the circuit assembly is to be held. He will be chairman of the assembly and take oversight of all arrangements in harmony with the instructions outlined for it. Following the assembly he will make a report to the Society on it and what was generally accomplished there to aid the brethren, including a report of the activity of the companies in the circuit. A copy of this will also be left with the servant to the brethren.

CIRCUIT ASSEMBLY

¹⁸⁹ Early in October of each year the servant to the brethren will select two cities in the circuit for the purpose of holding the semiannual circuit assembly and advise the Society of these by October 15. These cities should be large enough to accommodate all who will attend for the two-day field service, and there should also be a probability of getting a hall capable of accommodating the expected attendance at a public meeting. In due course the Society will advise the servant to the brethren of the city selected, the dates of the assembly, and who will be serving the assembly as district servant. The Society will also advise the companies in the circuit of the assembly by letter. Along with this letter, to each company will be sent two forms which provide for the monthly activity of the company for the previous six months. These will be filled out, the original being mailed to the servant to the brethren one week prior to the assembly and the duplicate to be kept on file with the company for a comparison with the circuit averages upon their return from the assembly.

¹⁹⁰ When making up his routing for that month the servant to the brethren will arrange to spend the week of the assembly at the city selected for it. This will not be considered the regularly scheduled visit to this company, however.

¹⁹¹ The servant to the brethren will begin to make the necessary arrangements for obtaining the hall, immersion pool and cafeteria (where advisable) sufficiently in advance to allow for all arrangements to be properly

cared for. If he is not close enough to the city to make these arrangements, he may designate the local company servant or another capable brother to care for this.

¹⁹² Two copies of the program for the assembly will be sent to the servant to the brethren as sample forms. On these forms he will write down the names of the local brethren he has assigned, and their subjects, in the spaces provided and will send one copy to the Society, together with an order for programs. At the same time he will order handbills for the special talk. Along with this information he will advise the Society of the company or companies requiring special attention of the district servant, and the reason. This information should be forwarded to the Society at least six weeks before the date of the assembly.

¹⁹³ When the district servant arrives early Friday he will go over the six-month reports from the companies with the servant to the brethren and discuss the conditions of the various companies. He will post the reports on his circuit report and this he will use in his circuit activity meeting Saturday evening.

¹⁹⁴ The general program will be as follows, with all necessary preparation to be made in advance: Friday evening the entire circuit will assemble for one half-hour of songs and experiences. A brother from the circuit will handle this part of the program and will select experiences to be presented that are practical and beneficial. The service meeting will follow, the servant to the brethren acting as company servant. Previous to this he will have selected the material to be considered at this meeting. (See paragraphs 121-124 of *Organization Instructions*.) Being familiar with the various companies he will be in good position to line up a very practical service meeting. The servant to the brethren will select those brethren from the various companies in the circuit to be used on the program for this meeting and will give them instruction to the end that their presentations may be effective. The district servant will sit in on this meeting, and if there are portions not properly presented he will counsel the servant to the brethren later in private.

¹⁹⁵ The servant to the brethren will have made the current school assignments for the review, instruction talk and the three student talks for the Theocratic ministry school which will follow the service meeting. The district servant will serve as school servant, counseling on each student talk and then giving counsel on the conduct of the review and instruction talk following the counsel for the last student speaker.

¹⁹⁶ Saturday morning all the brethren will assemble for field service instructions, and then they will engage in all features of witnessing, in every case advertising the special public talk to be given the next day. In the evening there will be an assembly for a few songs, which will be followed by the two-hour circuit activity meeting, of which the district servant will be chairman. All publishers and persons of good-will are invited to attend. All servants of the companies will assemble in the front of the hall for this discussion. Using the report from all companies in the circuit as a guide the district servant will plan

and follow a systematic outline for this meeting. He will inquire of the servants as to the progress of their company in the various features of the work, bringing out the cause of any weaknesses that may exist and offering practical suggestions for overcoming them. Brethren with good suggestions should be encouraged to present such to the entire assembly. The discussion at this meeting is not to be limited to the servants, but is an open and frank discussion with everyone in attendance feeling free to comment, having in mind the advancement of the Kingdom.

¹⁹⁷ It may be possible to establish limited co-operation between companies so that the weak and small companies may combine to put on public meetings. Also, several companies might arrange to put on a series in some out-of-the-way, isolated city in their circuit. Territory adjustment problems might be discussed and recommendations made for boundary adjustment to make it more convenient for publishers to associate with a company organization. All of this will be brought out in the discussion at the circuit activity meeting.

¹⁹⁸ If this discussion can be terminated within one hour or an hour and a half, the remainder of the two-hour period will be utilized by the district servant's giving a talk, flexible enough to permit summarizing and working in some of the suggestions applicable to the circuit. This meeting should be of a practical nature, so as to be of the greatest possible benefit to all who attend.

¹⁹⁹ On Sunday morning there will be an assembly for a discourse on baptism, to be delivered by the district servant from an outline provided by the Society. This will be followed by the immersion. If it is impossible to arrange for the above, this service will be omitted. Following field instructions the morning will be devoted to field service inviting persons to the public lecture.

²⁰⁰ Brethren should arrange to bring persons to the public talk which will be held Sunday afternoon or evening. The local company servant or *Watchtower* study conductor, if capable, should be selected to be chairman of the public meeting on Sunday. The discourse to be given by the district servant will be a special talk for the circuit assembly, the outline being provided by the Society. At the conclusion of this talk announcement will be made of the starting of a series of talks to be sponsored by the local company and to begin the following week at the local Kingdom Hall or some other hall acquired for the purpose.

²⁰¹ The current *Watchtower* study will be conducted by the servant to the brethren. Everyone should be prepared to participate. If the district servant has any observations on the conduct of this meeting, he will advise the servant to the brethren later. The assembly will conclude with two half-hour discourses, one by the servant to the brethren and the final talk by the district servant, who will bring in a report of the activities of the circuit assembly. The district servant will confer with the servant to the brethren to decide what essential points each one is to cover.

²⁰² With the close of the assembly the brethren should return home determined to bring about suggested improvements locally. They will follow up

with any publishers who started at the assembly and assist them to continue active and regular. Wholehearted co-operation by all companies and each individual publisher in this program of intensified Kingdom activity will be manifest in the reconstruction and expansion work throughout the world as well as in the increased effectiveness of the individual Kingdom publisher.