

COUNSEL
ON THEOCRATIC ORGANIZATION
FOR JEHOVAH'S WITNESSES

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COUNSEL ON THEOCRATIC ORGANIZATION FOR JEHOVAH'S WITNESSES

Counsel on Theocratic Organization should be studied prayerfully and carefully by Jehovah's witnesses worldwide. The counsel submitted is based upon God's Word of truth, the Bible, and is published by the Watch Tower Bible and Tract Society to aid Jehovah's witnesses in advancing the most important work in the world, the ministry of the Kingdom. As the paragraphs are studied, scriptures cited should be looked up, and their relation to the paragraph discerned. It will be profitable to study this publication in the service meetings from time to time, as well as individually.

Each person consecrated to the service of Jehovah God as His minister and having symbolized his consecration by water baptism should be given a personal copy of this booklet. The publisher of the Kingdom will receive his copy through the company servant of his local company, who will fill in the name and address of the publisher in the space provided. Following the Scriptural counsel of this booklet will insure united action by Jehovah's witnesses everywhere in the world as they expand true worship into "all nations" in this blessed "day of Jehovah".

(Name of Kingdom Publisher)

(Address)

COUNSEL ON THEOCRATIC ORGANIZATION FOR JEHOVAH'S WITNESSES

"THE Spirit of the Lord Jehovah is upon me; because Jehovah hath anointed me to preach good tidings unto the meek; he hath sent me to bind up the broken-hearted, to proclaim liberty to the captives, and the opening of the prison to them that are bound; to proclaim the year of Jehovah's favor, and the day of vengeance of our God; to comfort all that mourn." (Isa. 61: 1, 2, *A.S.V.*) Nineteen hundred years ago Jehovah's chief minister and witness, Christ Jesus, carried out Isaiah's prophecy, preaching "good tidings" at the homes and in public places. (Matt. 4: 23-5: 12; 10: 7, 12-14; Luke 4: 17-21; 10: 38, 39) Outstanding in the King's ministry was the resounding proclamation, "The kingdom of heaven is at hand."—Matt. 4: 17.

² Jesus' ministry centuries ago, however, did not completely fulfill the prophecy of Isaiah. It is now, in this "day of Jehovah" since 1914, that Almighty God will see to it that the preaching of "this gospel of the kingdom . . . in all the world for a witness" is done. (Matt. 24: 14) God continues to use his beloved Son, enthroned as heavenly King of the New World, to direct his witnesses in carrying the good news unto the ends of the earth.—Rev. 11: 15, *A.S.V.*; Acts 1: 8.

³ It matters not whether they are of one race or nationality or of another, whether in small towns and rural areas or in large cities, whether alone or with a group, the work of Jehovah's witnesses is the same. It is to preach "this gospel", make public confession of their faith and direct meek persons to true worship and life. (Ps. 145: 21; Zeph. 2: 1-3; Rom. 10: 10-15) Conditions may

vary with individuals, but the basic service to the Lord does not. Restoring true worship through the Kingdom ministry is the most important service in your community, regardless of where you may live.—John 4:24; Acts 17:22-28, 34.

⁴ Jehovah's witnesses recognize Jehovah and Christ Jesus as the "higher powers" and are guided in their service by God's Word, the Bible. (Isa. 43:10-12, A.S.V.; Rom. 13:1, 2, A.S.V.; Rom. 3:4; John 17:17) Having embraced the fundamental truths of the Scriptures, Christians will advance in knowledge by constant study, becoming mature in mind and perfectly equipped to instruct others. Remaining a babe through failure to study may cause one to relapse into sin and die. (Prov. 2:1-6; Heb. 5:12-14; 6:1-8) Knowledge is the minister's defense. Each Christian must acquire it, and "put on the whole armour of God", and thus be able to resist the Devil's attacks, gain God's favor, and find life.—Eccl. 7:12; John 17:3; Eph. 6:10-17; Jas. 4:6, 7.

⁵ To dispense knowledge of God and Christ to the household of faith and multitudes who hunger for truth, Jehovah through Christ at the temple has raised up in these "last days" the "faithful and wise servant". (Matt. 24:45-47) This servant is the association of all the remnant of Christ's anointed body members, operating under the direction of their Head and King Christ Jesus. It is entirely Theocratic, bound by God's Word, subject to Christ, God's anointed One, and guided by the spirit of Jehovah. (Col. 1:18; Acts 2:17, 18) It receives counsel on Theocratic organization through its visible governing body, composed of faithful, mature servants of God. (Acts 15:1, 2) Seeking only to advance true worship, Jehovah's witnesses heed His Word and move steadily forward in doing God's work, letting their light shine more and more in this dark world. (Matt. 5:14-16, A.S.V.) The members of God's organization, though having various duties to perform, will function in perfect peace and unity under their one Head, just as the members of a perfect human body work together harmoniously.—1 Cor. 12.

⁶ Jehovah's witnesses use as their primary legal agency to assist them in preaching the gospel internationally the Watch Tower Bible & Tract Society, a corporation formed under the laws of the State of Pennsylvania, U.S.A. This Society discharges its chartered purpose to train ministers, provide Bible helps, and generally improve the condition of the people through dissemination of Bible truths. Other corporations have been formed from time to time to care for the expanding Kingdom work, but all work in harmony with the Watch Tower Bible & Tract Society.

⁷ The Society is keenly interested in every servant of God, and desirous of helping him better his Theocratic service, share in the vindication of Jehovah's name, and prove worthy of the gift of eternal life. In keeping with the responsibility placed upon God's visible organization by the King, and out of love for all who serve Jehovah, the Watch Tower Bible & Tract Society publishes many helps besides Bibles to aid Jehovah's witnesses, such as the *Watchtower* and *Awake!* magazines, books, booklets and pamphlets. All of these should be carefully read and studied by Jehovah's witnesses everywhere, for it will help them to see and work harmoniously.

ORDINATION AND RESPONSIBILITY

⁸ Jehovah through Christ ordains his witnesses to serve as ministers, preaching good news. (Isa. 61:1-6; Matt. 28:19, 20, A.S.V.) As ministers Jehovah's witnesses follow closely the example of Jesus, whose life was devoted to the ministry. (John 18:37; 1 Pet. 2:21) Jehovah's witnesses, therefore, constitute a society or body of ministers. Their field for ministry is the world of mankind. In performing their ministry Jehovah's witnesses do a public service of tremendous value.—Ps. 22:27; Matt. 13:38.

⁹ Individually the ordained minister is responsible before God to "make full proof of thy ministry". (2 Tim. 4:5) His faith will be backed by godly works for the King, in the field of public praise. (Ps. 45:2, *Leeser*; 2 Tim. 3:15-17, *Weymouth*; Jas. 2:17, 26) His active

service to God will bear sure witness to all the world that he truly is God's ordained minister.—2 Cor. 3:1-3.

PERFORMING THE MINISTRY

¹⁰ In performing his ministry Jesus was not bound by the traditional methods of the Pharisees. Both his message and his method of work were different. By word of mouth he preached the kingdom of God publicly and at the homes of the people, to few or many. (Matt. 9:35; Mark 6:32-34; Luke 5:1-3; 8:1) The disciples followed Jesus' example in their preaching.—Luke 10:1-5; Acts 5:42; 20:20, 21.

¹¹ Jehovah's witnesses today perform their ministry in the same general ways as Jesus and his disciples. They too preach at the homes, on the streets, by public meetings and in other ways, to one person, small groups of two or three, or many. In apostolic days the gospel was preached in the then known world. At this time of the end, however, God's message must be heralded into every part of the globe. Accordingly Jehovah's witnesses have expanded the Kingdom ministry by making full use of the added means of communication developed since the first advent of Christ.

¹² Printed Bible helps, such as books, booklets, magazines and leaflets, together with the Bible itself, can be obtained to assist Jehovah's witnesses in performing their service effectively. The Bible helps serve as a substitute for the oral sermon, and enable interested persons to read and study the truth at their convenience. Literature is not sold, but placed with the public on a contribution basis. Contributions received do not cover the cost of publication and distribution of the Bible helps, many of which are given free to the people. Like God's minister Paul, Jehovah's witnesses are not 'peddlers of God's message'.—2 Cor. 2:17, *An Amer. Trans.*

¹³ It should be remembered that your work as a minister is to "feed my sheep". (John 21:15-17) This obligates you to call back on people, increase interest and conduct home Bible studies with them. Placement of literature does not remove the need for return calls, for

"sheep" require much help in grasping the whole truth. Let them read and also hear from your lips God's message of life.—Prov. 10: 21; 15: 2; Acts 15: 36.

¹⁴ *Personal Territory.* It is proper for you to hold territory near your home, letting your light shine among neighbors. (Phil. 2: 15, 16) It will permit you to serve more persons than can be reached when traveling long distances, with better attention given to near-by back-calls and Bible studies. Personal territory lends itself to effective service during weekdays, when you may have but a limited time available for preaching. If you wish to hold personal territory elsewhere in the company assignment, you may do so. In each case, territory will be obtained from the territory servant.

¹⁵ *Group Witnessing.* Two or more publishers may work together in a territory. This arrangement is termed "Group Witnessing". The territory will be assigned to one of the group who can oversee its systematic coverage by means of house-to-house, back-call and Bible-study work. Group witnessing is specially helpful to newly interested persons who are encouraged and trained in the ministry by working with others. Publishers will usually work alone from house to house in the section assigned. New ones, however, and those needing help in presenting the witness at the door or on a return call, will be greatly aided by accompanying more experienced publishers.

¹⁶ Those who attend a company book study are in a position to serve efficiently as a group, under the oversight of a company book study conductor. Service may be performed in the evening, during the day, or on week-ends. In all group witnessing territory, the individual publisher should try to follow up the interest and begin home Bible studies. The one assigned the territory will report to the territory servant on the work done.

¹⁷ Field service in conjunction with public meetings is best done by group witnessing. The territory for coverage will have been selected under direction of the company servant, and the group in all of its service activity within that territory will advertise the public

meeting. Public meeting advertising can be carried on during the entire week preceding the meeting.

5 min ¹⁸ Work in the Territory. Work should be done in the most practical and systematic manner. When working rural territory, redeem the time by doing as much steady witnessing as possible. If a rural area can be properly worked by two or three, it is not necessary for a larger group to go along. Larger groups can be assigned to more densely populated sections, and thus the entire rural territory be covered thoroughly in a minimum of actual witnessing time.

3 ¹⁹ The publisher should make an effort to witness to the occupants of every home in the assignment. When interest is found, back-calls should be made and a home Bible study started if at all possible, using the Bible and the Society's publications as textbooks. The home Bible study ought to be about one hour in length. The method of conducting the study is flexible, depending upon varying conditions. Usually the conductor will read the questions in the publication, call for answers and a general discussion of the material, and have scriptures looked up and the paragraph read as a summary. The objective of home Bible-study work is to educate others in God's Word. Such knowledge will lead them into association with Jehovah's witnesses and the doing of God's will.

4 ²⁰ If an interested person shows a desire to increase in knowledge, you should continue to call back and furnish Bible instruction. On the other hand, if the interest is not sufficient to justify the continuance of study, look for the Lord's "sheep", who thirst for the water of life. Time is valuable, and should be spent where the most good can be accomplished.

5 ²¹ You should invite and bring good-will to public meetings and all company meetings, there to gain further knowledge and become acquainted with the brethren. Be alert at all times to observe the progress of your student and, at the opportune time, explain the privilege of sharing in the Kingdom work. Take the Bible student along with you into the field, and offer kind and consid-

erate counsel. Service to God must be voluntary, prompted by love for God and his kingdom. Your work is to teach, explain, encourage and help others to serve the King. God through his spirit will move those who truly love Him to serve actively and willingly, as the servant does his part.—Ps. 110: 3; Dan. 11: 33; Acts 18: 24-28; 2 Tim. 2: 2.

J ²² A Bible study may be conducted with a newly interested one even after he has begun to preach. Such, however, will be continued only as long as necessary. Always keep in mind the need of searching for and nourishing others who hunger for truth.

1 ²³ For the convenience of the publisher who finds it advantageous to use it, the House to House Record has been provided by the Society. It may be used to record interest and not-at-homes as an aid in calling back. Some record is desirable in order that you may perform your follow-up work as efficiently as possible.

1 ²⁴ You are encouraged to share in magazine work, placing *The Watchtower* and *Awake!* in the hands of the people. This may be done on the street, from house to house, and store to store. Routes may be developed, delivering the magazines regularly to the householder or storekeeper, and later inviting them to subscribe. Public meeting advertising will be carried on in conjunction with magazine work.

J ²⁵ Sometimes preaching is done through sound equipment such as sound-trucks and loud-speakers mounted on automobiles or placed in public parks where people may assemble and hear a public Bible talk. Those using sound equipment should do so with the dignity becoming God's servants, taking into consideration the volume, location and circumstances. Always conform to local regulations for the operation of sound equipment on the streets, and other proper regulations that do not infringe on your service to the Lord. Aim to present the truth pleasingly, in a way that will honor The Theocracy, and favorably impress the listeners.

TIME AND REPORTS

²⁶ Everything Jehovah's witnesses possess, including their time, belongs to the Lord. Time, then, should be used wisely, redeemed to God's honor and the benefit of yourself and others. (Col. 4: 5) While all of God's ministers are required to serve him "day and night", doing everything as "unto the Lord", not all may be able to devote the same amount of time to the Kingdom ministry, for one reason or another. (Rev. 7: 15; Col. 3: 23) Hence, some are company publishers, while others are blessed with the privilege of full-time pioneer service. Nevertheless each one, desiring to please God and recognizing the consequences of failing to preach, will be alert to make the very most of his opportunities to preach the gospel and attend all company meetings. (1 Cor. 9: 16; Eph. 5: 16, *An Amer. Trans.*) This will mean diligence to avoid permitting the cares of this life or personal matters to crowd out vital Kingdom work, which should be sought first. (Mark 4: 19; Luke 21: 34-36; 1 Tim. 6: 6-11) It will usually require establishing some sort of personal time-schedule, allowing you to have a regular share in the ministry, week after week, seeking to expand your praise to God "more and more". (Ps. 71: 14) Your individual responsibility is to proclaim glad tidings to the extent of your ability and opportunities. In doing this, you may be assured of God's rich blessing, whether you serve as a pioneer or as a faithful company publisher. The Lord is pleased with your wholehearted service.—Mark 12: 41-44.

²⁷ In early Christian days a record of some kind must have been kept of the preaching activities of Jehovah's witnesses. Thus it could be reported to the joy of all concerned that hundreds and thousands were "added to the church". (Acts 2: 41, 47; 4: 4) The man with the writer's inkhorn made a report of his ministry in ancient times. (Ezek. 9: 11) At this end of the world, then, it is proper that you make a report of time spent in preaching and the results achieved during the preaching period.

²⁸ Company publishers are asked to report to the company organization, using the Publisher's Field Service

Report. The company servant will see to it that the complete report is compiled at the end of the month. This will be recorded locally, and also sent to the Society's office by the third day of the month following. All reports should be checked carefully for accuracy before being mailed.

²⁹ Pioneers, circuit servants and district servants will report their field service promptly at the end of each month direct to the Society's office on the form provided.

³⁰ The complete national report of field service will be published monthly in the *Informant*. The annual world-wide report will appear in the *Yearbook of Jehovah's witnesses*. Through these publications you will be kept informed of the steady progress and expansion of true worship, locally, nationally and internationally. It will be a constant source of joy and satisfaction to learn that the number of those that will make up the "great multitude" is becoming ever greater, and the name of Jehovah magnified by reason of the Lord's blessing upon your wise use of consecrated time. The record will also point to any features of the work that deserve special attention. Reports are encouraging and beneficial.

³¹ Time to be reported as field service is time actually spent in preaching the gospel to the public and persons of good-will. This will include house-to-house, back-call, home Bible-study and magazine work, advertising public meetings, use of sound equipment to preach, and other efforts put forth to minister to the public and "other sheep". It is understood that many essential services not reported as field service are performed daily by the servant of God, bringing divine favor and blessing, such as personal study, attendance at company meetings and public talks, visiting the sick and needy brethren and traveling to and from territory and meetings. Some may be called upon to aid in maintaining a presentable Kingdom Hall, assist in keeping company records, or perform various duties at an assembly. All of these services are necessary, but will not be reported as field service, since they do not constitute preaching to the public and good-will.

³² To assist the publisher in properly reporting, the following information is given regarding figures that should appear on the Publisher's Field Service Report:

³³ "Total Books": Total number of bound books placed, including Bibles.

³⁴ "Total Booklets": Total number of booklets placed.

³⁵ "Hours of Field Service": Time actually spent preaching the gospel to the public and good-will. When in the field time is to be counted from the beginning of your witness work to the end of your work. Any periods of time that are spent witnessing for the Kingdom to "the stranger" when not in actual field service may be reported too. For example, during lunch periods or to visitors at home or while traveling.

³⁶ "New *Watchtower* and *Awake!* Subscriptions": Total number of *new* subscriptions obtained.

³⁷ "Individual Magazines": Total number of magazines distributed, whether from house to house, store to store, on the streets, at work, at back-calls and studies, or anywhere else you have opportunity.

³⁸ "Back-Calls": Total number of back-calls made. Back-calls are return calls by publishers where something more is explained to interested persons regarding Jehovah's purposes. The call may be made on someone met in the regular witness work, on a person of good-will whose name is supplied by the Society or another publisher, or on an individual with whom the publisher conducts a home Bible study. The purpose of a back-call is to give an additional witness to the Kingdom and to try to develop a home Bible study where one is not in progress.

³⁹ All figures that appear on the Publisher's Field Service Report will show the total results achieved during the preaching period covered by the report. The report slip is to be turned in to the company at least once each week. You may, however, report each day you engage in field service, if you desire.

⁴⁰ *Study Reports*. One report will be made out (each month) by the publisher for each home Bible study conducted. These reports will be received by the assistant

company servant for notation on the Publisher's Record card and a compiling of the company's monthly report. Then he will turn the Study Reports over to the Bible study servant for posting his records. When the company reports to the Society, it should report only the number of *different* home Bible studies held during the month, which will equal the number of Study Reports received for that month. The Study Report will also be used to report on each company book study, as well as other company meetings, once a month.

⁴¹ Public meetings in company territory are to be reported to the Society by the company. When pioneers in isolated territory put on public meetings, one of their group should report the number on his monthly report, even though the pioneers have been assisted by a company.

⁴² When a publisher is being trained by another, or where it is deemed unsafe to travel alone, both publishers may count and report the time spent in field service; and if two are required to make a back-call together and both assist in giving a witness, both may count the time, but only one back-call is to be reported.

PIONEER PUBLISHERS

⁴³ The pioneer publisher is one devoting full time, to the extent of at least 100 hours a month or 1200 hours a year, in Kingdom preaching. The pioneer work is open to consecrated company publishers who have participated in the field service regularly for at least six months. If they find it necessary, pioneers may engage in part-time or seasonal secular employment to enable them to provide things needful for their well-being. (Acts 18:2, 3; 20:33, 34; 1 Cor. 4:12) The Society aids pioneers to continue in the service by providing literature and other witnessing equipment at special rates. Pioneers will do their work in accordance with *Counsel on Theocratic Organization for Jehovah's witnesses*, which applies to all of the Lord's people.

⁴⁴ The Society will furnish a pioneer application blank to company publishers desirous of taking up full-time

service. The pioneer application should be filled out carefully, then returned to the Society's office for consideration. With the application the publisher will submit a letter of recommendation from the company servant or one of his assistant servants. A copy of the field record for the preceding six months should be included. If, for some reason, the servant feels that the applicant requesting a letter of recommendation is not qualified to serve as a pioneer, he should write to the Society, setting forth his reasons fully.

⁴⁵ After receipt of the application, the Society will advise the applicant of his enrollment as a pioneer, if accepted. The pioneer serves as a special representative of the Society. He will receive a territory assignment from the Society, authorizing him to work with a company, or in an isolated area open to pioneers. The assignment of territory is usually based on the publisher's choice, noted on the application. During the month the pioneer is expected to keep an accurate record of his field service, and report direct to the Society's office at the end of each month.

⁴⁶ *Pioneers Serving in Company Territory.* When assigned to work with a company, the pioneer will obtain territory, as other publishers do, from the territory servant. He will cover his territory properly, witnessing from house to house with the current offer, following up interest and endeavoring to start Bible studies in the homes of persons of good-will. Whether in the field or elsewhere, the pioneer will set a proper example for his brethren by godly conduct.

⁴⁷ The primary responsibility of a pioneer is to use his time in the preaching work. He bears this obligation before the Lord; consequently a company should not expect the pioneer to care for various duties that may keep him away from field service. Nevertheless, each pioneer will work closely with the company in its Kingdom ministry, by directing interested ones to company meetings, and aiding these and other publishers in the field as he has opportunity. At the end of the month a Study Report for each home Bible study conducted by

the pioneer is to be turned in to the company. Regular attendance at company meetings and enrollment in the Theocratic ministry school (for male pioneers) is essential for their spiritual welfare. Co-operation between the company and pioneer will be pleasing to the Lord, and contribute much to the upbuilding and unity of the local organization of Jehovah's witnesses.

⁴⁸ *The Pioneer in Isolated Territory.* Pioneers in isolated territory will likewise preach "publicly, and from house to house". When good-will are found, Bible studies will be started with a real effort made to nourish and train believers to do Jehovah's will. Several interested ones may be brought together for a group Bible study of the bound books or *The Watchtower* regularly. It is hoped that the pioneer's work will result in the development of a company of publishers fully able to carry on Kingdom service when he leaves. If it is believed that a company can function in the isolated territory, the pioneer may fill out a company application form and send it to the Society's office. If none of the group is sufficiently advanced, perhaps the pioneer will be the logical recommendation for company servant temporarily, since the "overseer" should be mature and able to instruct others.

⁴⁹ Until a company is formed in isolated territory, publishers and good-will should be encouraged to attend some meetings of the nearest company, if this is possible. They should be in touch with the nearest company servant, who will communicate with the pioneer regarding the dates of the visit of the circuit servant and the circuit assembly. Those in isolated territory should then make an effort to support the circuit servant's visit to that company and receive further counsel and assistance from him. The same is true of the circuit assembly. If none of the good-will in the isolated area are able to meet with the company, the circuit servant may try to arrange to meet with them (as well as the pioneer) for a brief period while he serves the nearest company.

⁵⁰ All necessary reports in connection with witnessing in the territory will be held by the pioneer, made out properly and submitted to the Society as directed. When the territory is completed and the pioneer goes into another area, if no company has been formed these records will be sent to the Society with a report on the completed territory.

⁵¹ Whether in isolated or in company territory, the pioneer's obligation is to carefully follow up placements, establish home Bible studies with the meek and aid them to praise God.

⁵² The pioneer ministry in these last days is a vocation unmatched by any other occupation in the world. Company publishers of all ages who are free to perform pioneer service should cherish the privilege and prospect set before them of sharing every day in the work of supreme importance in this critical period of history. The greater the number of pioneers in the field, the greater will be the expansion, as more hours, back-calls and Bible studies produce more servants of God. The Society suggests the quota of at least ten percent of all publishers serving as pioneers. Each company in the world should set this figure as its goal and keep the pioneer privileges before the brethren.

SPECIAL PIONEERS

⁵³ The work of special pioneers is the same as that described under the heading "Pioneers". The Society selects from the pioneer enrollment individuals who may be able to take up the special pioneer service. Special pioneers are required to devote a minimum of 140 hours a month, or 1600 hours a year, in field service. In order for a special pioneer to qualify for monthly financial assistance from the Society, in addition to the aid received from literature placements, he will be required to devote at least 140 hours to field service and make no less than 50 back-calls during the month.

⁵⁴ Special pioneers will receive their assignment of territory from the Society. They may be sent to a town

where no company is organized, or be assigned to work in conjunction with a company needing special help. If the Society believes it necessary a special pioneer may be appointed company servant.

⁵⁵ The working of a territory assigned to a special pioneer should be done systematically. It is suggested that he cover a section of territory once every two months and thus remain in the same area, convenient to his back-calls and home Bible studies. His assignment should be covered by house-to-house witnessing at least three or four times in eight months. The principal objective of a special pioneer is the starting of home Bible studies, with the newly interested directed to the local company. Where a company does not exist, the special pioneer will work toward organizing a new company in the course of time. Special pioneers with duties of servant in a company may take out a smaller territory so as to comply with the above suggestion and in addition work with company publishers when group witnessing is organized and when public meetings are arranged. During the week, if not taking out other publishers, he can work in his assigned territory.

⁵⁶ Special forms are provided for the special pioneers, and these will be sent in once a month, setting out their field service record and making request thereon for their monthly allowance.

MISSIONARIES

⁵⁷ Pioneers who have graduated from the Watchtower Bible School of Gilead get special assignments. The president of the Society decides if they shall be sent to a missionary home, Branch office, circuit servant work, or be given some other special service. Those assigned to missionary service are provided with lodging, food, and a small allowance for each missionary's personal needs; this in addition to aid received through literature placements in the field. Instructions for pioneers and special pioneers will apply to missionaries as far as work in their missionary assignments is concerned. Their

reports are made out on Missionary Report forms and sent to the Branch office under which they are working. The Branch sends a copy of the report of each missionary home to the president of the Society every month.

COMPANY PUBLISHERS

⁵⁸ Consecrated servants of God who are unable to meet pioneer requirements are designated herein as company publishers. (1 Tim. 5:8) Nevertheless they are ministers, not full-time, like the pioneers, but in their off hours from secular work the company publishers serve God every day, using their faculties and strength to Jehovah's glory and the blessing of their neighbors. (Ps. 57:9, A.S.V.; 145:10-12, A.S.V.; Acts 18:1-4; 1 Pet. 3:15) They seek first the Kingdom and they preach the gospel to the fullest extent of their opportunities, assuming before the Lord a personal obligation to minister from house to house, through back-calls and Bible studies, and in other ways.

⁵⁹ It is suggested that company publishers endeavor to preach regularly, week after week, meeting and, if possible, exceeding the company quota of hours, back-calls and home Bible studies. By consistent and faithful Theocratic service you will find the Lord's "sheep" and soon develop a congregation of people of good-will, whom you will feed regularly through home Bible study and also by bringing them to company meetings. It is your privilege to direct willing ones into the field, and train them for godly service.

⁶⁰ Company meetings, arranged for the welfare of all of Jehovah's people in these evil times, deserve constant support by all of Jehovah's witnesses. And, whether at meetings, in the field, or elsewhere, Jehovah's witnesses will serve God in peace and unity, applying daily the wise counsel of God's Word and the instruction of the Theocratic organization. Company publishers, moreover, will be watchful for occasions to expand their ministry in the time yet remaining for announcing Jehovah's reign.

COMPANY ORGANIZATION

⁶¹ The company organization consists of a group of Jehovah's witnesses in a certain locality who meet regularly for worship and Bible study and unitedly preach the gospel in the field. A company is enrolled and organized by the Society, given its territory assignment and provided with literature and other equipment for effective service. The company organization serves as the one organization of true worship in the community, providing a place of assembly for persons of good-will who desire to learn of and serve the true God.

⁶² In each company a qualified brother will be appointed by the Society as company servant or "overseer". Other brethren will be appointed to serve as assistants to the company servant. Through the apostle Paul the Lord gives this counsel respecting ministers selected as overseers and assistants: "A bishop [overseer] then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach; not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; one that ruleth well his own house, having his children in subjection with all gravity; (for if a man know not how to rule his own house, how shall he take care of the church of God?) not a novice, lest being lifted up with pride he fall into the condemnation of the devil. Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil." (1 Tim. 3:2-7; see also Titus 1:5-9) Paul's further counsel to Timothy is: "I charge you before God and Christ Jesus and the chosen angels to observe these rules without any discrimination, and to be perfectly impartial. Never ordain anyone hastily; do not make yourself responsible for the sins of others; keep your life pure." (1 Tim. 5:21, 22, *An Amer. Trans.*) Servants in companies are designated as follows: Company servant, assistant company servant, Bible study servant, territory servant, advertising servant, accounts servant, stock servant, school servant, Watchtower study conductor and

company book study conductors. Where possible the company servant and accounts servant should be two different persons. If it appears that other servants should be appointed in the future, the Society will so advise.

⁶³ In an area where there are no consecrated brothers, but where there are consecrated sisters, the Society may form a company consisting of sisters. Thus they will be able to meet regularly for study and service. A qualified sister will be appointed to serve as company servant and other sisters as assistants. Hence the various services that require attention in the company, including all studies, will be looked after. In the Theocratic ministry school here, however, neither student talks nor instruction talks will be given. The material in the textbook under consideration should be read and oral and written reviews conducted regularly. People of good-will are to be invited to all company meetings. Undoubtedly the Lord will prosper the diligent ministry of a company of sisters and "other sheep" will be gathered. When a man is associated with the company he may be recommended for company servant provided he is consecrated, an active publisher for at least a year, and qualified according to the Scriptural requirements for an "overseer". The Society may assign a male pioneer to help the company, appointing him as company servant to take full oversight. In instances where a male pioneer associates with a company for a short period of time he should be used to conduct the *Watchtower* studies, Theocratic ministry school and service meeting, as well as the company book study. (1 Cor. 11:1-3; 1 Tim. 2:12) In small companies where qualified brothers are few, sisters may be appointed as servants to assist the company servant. In all instances sisters will seek to copy the example of godly servants in the past, such as Phoebe, commended by the apostle Paul for her good work.—Acts 16:13-15, 40; Rom. 16:1.

⁶⁴ Where there are not enough different qualified brethren to take care of all servant positions, then one or more persons meeting the qualifications may be appointed to serve in more than one position of service. Wherever possible the company servant, assistant company

servant and Bible study servant will be three different brothers. All servants appointed by the Society will accept the added responsibility before the Lord of keeping their records in proper order and up to date, and will realize their primary obligation to set a proper example by zeal and good works. (1 Tim. 4:12) Every servant is required to have his records at the company meeting place at each company meeting.

⁶⁵ All servants will work in unity under the oversight of the company servant to aid their brethren and people of good-will to serve God. (1 Pet. 5:1-11) The company servant will see to it that the Publisher's Record file is checked at the end of the second week of each month to ascertain whether any publishers have not reported field service up to that time. An effort will then be made to assist these to share in the work before the end of the month.

⁶⁶ It may be that some of the brethren are sick and in need of comfort and assistance. These should be visited. (Jas. 5:13-15) Minister to those in need and follow the example of Christ. (Matt. 20:28) The aged and infirm delight to share in God's service. If confined to their homes, they may witness to any who call, place literature and study with willing persons. Other means of witnessing, including sending literature by mail and letter-writing, can be employed by these brethren. A record of the time thus spent to "preach this gospel" will be kept and reported to the company. Servants will have in mind their welfare, as well as that of all others in the company.—Rom. 15:1, 2.

⁶⁷ *Publisher's Record File.* The number of publishers comprising a company will be determined by the number of cards in the Publisher's Record file. Each card should show fully the information requested thereon regarding the publisher. When new ones begin to preach the gospel, new cards will be made out and the date service started clearly shown.

⁶⁸ Each one of you should strive to engage regularly in the service, week after week. Your Publisher's Field Service Reports will be filed in front of your Publisher's

Record card during the month. When these cards are checked once a month, those not yet in the service can be given immediate aid to share in the service that month, and regularly thereafter.

⁶⁹ When the circuit servant visits a company, he will check the Publisher's Record file to determine the number who have been regular, and those who have been irregular, in service over the preceding six-month period. Should a number of brethren fall into the "irregular" group, the circuit servant will try to determine the cause of this weakness and put forth a special effort to instruct and encourage all of these to have part in field activity during the week of his visit and consistently thereafter.

⁷⁰ If any of you move out of the company territory, you should take your Publisher's Record card with you to give to the company servant in your new territory. A Publisher's Record card, when filled, is not to be discarded, but filed as part of the company's permanent record.

INFORMANT

⁷¹ Every month the Society will send the *Informant* to each of you through the company servant. Your name will be noted on the *Informant* or the company servant may use any other convenient method to assure proper distribution of the *Informant*. Through the *Informant* the Society makes a personal contact with you and instructs you as to how to carry on the ministry from month to month. Brethren who are ill or infirm and unable to get to meeting regularly should receive their copies. You should study your *Informant* as soon as received, make the instruction your own, and apply its counsel in the field. The company will keep a file of issues of the *Informant*, and it is suggested that you too keep a file for reference from time to time. The total number of copies of the *Informant* received monthly will generally be the same as the company quota. When an increase or decrease is necessary the company servant or the circuit servant will inform the Society and the adjustment will be made. The circuit servant will always check with

the company servant before recommending any change. The *Informant* will be sent to each pioneer direct.

⁷² If any change in these instructions should be made you will be notified thereof through the *Informant*. The latest instructions will always apply.

THE KINGDOM HALL

⁷³ The place of assembly for worship of Jehovah's witnesses is the Kingdom Hall. In some communities where a company is small and a hall is not obtainable, it may be necessary to use a private dwelling. Regardless of the type or size, however, all Kingdom Halls, in all parts of the world, should have one thing in common: they should be clean, in keeping with the clean and pure worship of God's people. Brethren should co-operate and may volunteer to aid in caring for the Kingdom Hall. The company servant will oversee its maintenance. Where possible, the yeartext should be mounted at the front of the hall. The company chart, a stock room, Theocratic library, and file for keeping records will constitute other equipment. The Kingdom Hall may be identified from the outside by a neat, appropriate sign, such as "Kingdom Hall of Jehovah's witnesses". The Kingdom Hall is truly the most important structure in the community, since its purpose relates to the Kingdom work. Keep it inviting and presentable, to Jehovah's praise and the benefit of all who gather within.

"ISOLATED" PERSONS

⁷⁴ In various places throughout the world there may be persons of good-will desirous of serving Jehovah who are not associated with a company or living in the territory of a company. It is the desire of the Society to assist these in every way possible. It would be to the advantage of all such to assemble with a company and receive regular counsel, help and instruction in order to advance in the ministry. Hence, when the Society is advised of such a person or group of persons, the territory in which they live may be assigned to the nearest company, even though it may be some distance away.

If the "isolated" brethren can attend company meetings weekly, much benefit will be gained. If circumstances prohibit this, then assembling once a month or so will prove strengthening. The company servant will see to it that they receive the *Informant* each month, mailing it if necessary, in addition to literature and other witnessing equipment. At least a *Watchtower* study should be established where brethren and good-will in the outlying section can assemble. Reports of field service are to be kept and turned in to the company regularly. Thus, through this arrangement these servants of the Lord will be in constant touch with an established company. They will be informed by the company servant of the dates of the circuit servant's visit, as well as the circuit assembly, and should put forth a special effort to support these provisions for their assistance.

⁷⁵ When the circuit servant visits the company he will investigate the prospects of forming another company in that area and, if advisable, the company application form can be sent to the Society for consideration. It must be kept in mind that one recommended as company servant is to be consecrated, baptized, able to set a proper example and willing to carry out instructions. If none is qualified to serve as company servant, then it would be best to continue association with the nearest company until a company can be organized.

⁷⁶ In some instances it may be wholly impractical for an individual or a group of "isolated" brethren to associate with or report to any company. These the Society will try to assist directly, providing them with the *Informant* and literature. A report card will be furnished and one of the group will mail this at the end of the month to the Society's office. When the circuit servant works with the company nearest this group he may take a day or so to assist them to the extent possible, informing the Society of their service and the prospects for forming a company. If deemed advisable and feasible, he may arrange to work a week with them when he next serves in that area and help them to become better organized.

⁷⁷ Should an isolated group feel able to function as a company one of their number may write to the Society's office for a company application form to be filled out and returned by the most qualified publisher of the group. The group should, however, not request to be organized with the stipulation that a pioneer be sent in to act as company servant. They should be able and willing to serve in the field and assume the responsibility to "preach the gospel" themselves.

UNITS IN CITIES

⁷⁸ In a city where a company has approximately 200 publishers the Society may divide the company into units, or units may be further subdivided with the proper regard for the best method of advancing the Kingdom interests in each section. Such subdivisions of companies and units will be designated by geographic names, as "Central Unit", "North Unit," "Flatbush Unit." The committee of the company or unit will give thorough consideration to the most effective boundary division, consulting with other servants and publishers where necessary. Then they should submit their recommendation to the Society for servants in the new unit, together with complete information as to the territory division. Or, they can await the visit of the circuit servant and consult with him in regard to the entire readjustment and have him forward information and details to the Society. In either case, the company application form should be completely and accurately filled out and submitted with the desired information.

⁷⁹ Each unit in a city will function separately, just as any company. Its reports will be made direct to the Society and the Society will send instructions and supplies to each company servant.

⁸⁰ In large cities where two or more units exist, the Society will appoint one of the company servants as the "city servant". He may be called upon by the company servants of other units for counsel in times of need, but it will be unnecessary for the city servant to make regular visits to the various units. At times the Society

may communicate with the city servant relative to service of a special nature and advise him specifically of what is desired. When a circuit servant visits a city with two or more units he will check with the city servant and discuss with him the over-all activity in the city and offer and receive any suggestions that may be helpful. If it appears needful for some good reason that another person be appointed as the city servant, the circuit servant will make recommendation to this effect. Full information should be given as to the reasons for the change, and also the qualifications of the recommended brother.

SERVANTS AND THEIR DUTIES

⁸¹ When a publisher is appointed to a position of servant, a special appointment letter will be sent to the company. This letter is to be retained as part of the company's permanent file. The company servant, assistant company servant and Bible study servant will constitute the *company committee*. Their duties will include making recommendations to the Society for servants if a vacancy occurs or the need exists for another servant between visits of the circuit servant. No selfishness, personal favoritism or prejudice may enter into the performance of their duties. (Phil. 2:3; Jas. 2:1-9) The assistant company servant and Bible study servant will work closely with the company servant, who will take full oversight of the committee and company services.

⁸² In recommending servants the committee will suggest to the Society two names for each position to be filled, setting out the full names, and noting first and second choice, along with the age, years in service, date of immersion, anointed or Jonadab, average hours, average back-calls and average Bible studies during the previous six months, with the complete and specific reasons for recommending the change. Brethren recommended should have been baptized. The same information requested above should be supplied for those recommended as company book study conductors except that only one name need be submitted for each assignment. If a new

company servant or assistant company servant is recommended, the full mailing address must also be given. Until such time as the Society makes a new appointment, the company servant or assistant company servant (in event the company servant moves) will be responsible for taking care of the duties of the servant's position vacated. The Society will not be bound by this list in making any appointments, but the list will be advisory. If the circuit servant is scheduled to visit the company soon after the vacancy occurs, the committee may await his visit and take up the matter with him.

COMPANY SERVANT

⁸³ The company servant is appointed to serve as overseer of all features of the company ministry. He will be familiar with the duties, work and records of all the other servants. Necessarily he must have a good knowledge of *The Watchtower*, *Counsel on Theocratic Organization for Jehovah's witnesses*, the *Informant* and special letters or other instructions issued by the Society, to be in position to oversee the work and service of all others. When communications are sent to the company from the Society, they will be addressed in care of the company servant. He, in turn, will read all letters addressed to the company at the first service meeting following receipt of the correspondence and see that all those addressed to other servants are turned over to them. All other servants involved should fully acquaint themselves with the contents of such communications. The company correspondence and other data to be retained for future reference should be properly filed and be accessible to those concerned. The chief work of any servant is his ministry in the field, assisting and training others. In order that the keeping of necessary records will not interfere with a servant's main work, it is proper that the company servant select others to assist. Such assistance should come from brethren who will cooperate fully with the servant whom he or she is to assist.

⁸⁴ On receipt of the *Informant*, the company servant should plan the service meetings for the following month.

He may consult with other servants as to how various articles in the *Informant* might be handled in service meetings. If the brethren have suggestions to offer regarding service meetings or other matters they may discuss these with the company servant. He will decide whether any of these suggestions should be used, having in mind a constant improvement of the service meeting and all other activities of the company. If brethren have service problems they should feel free to take them up with the company servant. Company meetings, that is, the service meeting, *Watchtower* study, Theocratic ministry school and company book studies, will be arranged by the company servant at a time convenient to the majority of the publishers. It is suggested that wherever possible the *Watchtower* study should be held on Sunday.

ASSISTANT COMPANY SERVANT

⁸⁵ The assistant company servant should be the one most qualified to look after the Kingdom interests and take oversight in the absence of the 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. The assistant company servant will aid and co-operate closely with the company servant in all matters of service, including the keeping of company records. This will take in the posting of the Publisher's Record cards, the Company Progressive Report Sheet, company chart, and other records that may be required. All records should be kept neat and accurate for ready reference and checking. He will also receive the Study Reports when they are turned in at the end of each month and as soon as he is done with them turn them over to the Bible study servant. (See paragraph 40 for further information.)

BIBLE STUDY SERVANT

⁸⁶ The Bible study servant will oversee the back-call and Bible-study activity. His chief concern will be his service in the field assisting others. If the Publisher's Record card, which he should check periodically, reveals

placement of literature with few back-calls and studies, the Bible study servant will lend aid to his fellow workers, calling back with them to build up that feature of their service. Ministers who have been efficient in starting studies will be glad to aid their brethren also in home Bible-study work.

⁸⁷ Before a home Bible study is established, a number of back-calls may be necessary, with an informal and general discussion on Scriptural subjects. If the person is interested and teachable a regular home Bible study should be in progress soon after return calls are begun. This will usually be a Bible study with one of the Society's bound books as a textbook. It may, however, be a Bible study with *The Watchtower* or one of the Society's booklets or the Bible itself, depending on literature available and other factors. When genuine interest is shown and a home Bible study started, you will report this on the Study Report, which you will turn in to the company at the end of the month. Thus the file of the Bible study servant will contain only the names of persons keenly interested in the Kingdom.

⁸⁸ The Bible study servant will keep a Study Record file. A Study Record slip will be in the file for each home Bible study conducted. These slips will be filed under the territory number, and arranged alphabetically according to the name of the householder. If it is found that interest no longer exists, the Study Record slip can be discarded. After the Bible study servant receives the Study Reports from the assistant company servant, he will post information from them on the Study Record slips. If a new study is started, a Study Record slip will be made out and inserted in the file. The Study Report will be turned in to the company both by company publishers and by pioneers. The pioneer's studies, however, will not be reported to the Society by the company, but by the pioneer himself.

⁸⁹ When a home Bible study is started you will make out a Study Record for your own use. At the end of the month you will turn in the Study Report slip to the company, along with other reports of field service.

When the Bible study servant receives this report he will make out a file copy on the Study Record slip from the information posted on the publisher's Study Report. The Study Record form will be used by both the publisher and the Bible study servant. One will serve as the *publisher's* study record and the other as the *file* study record. The publisher and the servant, each having a copy of the Study Record, will each make monthly entries on the reverse side of this slip, showing the month and year, number of studies held that month, and the average weekly attendance, which attendance includes the study conductor.

⁹⁰ If for some reason you are unable to continue your study, you or the Bible study servant should try to arrange for another to care for it. The new publisher would then receive and retain the publisher's copy of the Study Record slip, and make the monthly reports on the Study Report form to the company. If no other publisher can take this study immediately, then the publisher's Study Record slip should be turned in to the Bible study servant, and these will be kept in a separate file under territory numbers, alphabetically arranged. An effort should be made to have another publisher care for this study as soon as possible. If, however, this cannot be done, then when the territory is assigned to a new publisher these Study Record slips should be turned over to him.

⁹¹ If after earnest effort it is found that the person with whom a publisher has been holding a study loses interest, then the publisher when making out his Study Report should check the space next to the words "Not Interested", attach the Study Record slip to the Study Report, and turn these in to the company. The Bible study servant will either check further on this study or destroy all records pertaining to it.

⁹² Every publisher will want to personally assist people of good-will and not place that responsibility on another. Therefore each publisher will keep his own records of good-will people until such time as a study

is started, and then reports will be made to the company on the proper forms.

⁹³ The Bible study servant will also keep a file of the company studies. The same Study Record form will be used for the *Watchtower* study, service meeting, Theocratic ministry school, company book studies and public meetings.

⁹⁴ At the end of the month each conductor of a company study will fill out and turn in a Study Report slip on his meeting. The Bible study servant will post the Study Report on the file copy of the Study Record form. All Study Report slips should be destroyed after posting.

TERRITORY SERVANT

⁹⁵ The territory servant will look after the proper coverage of the entire assignment and encourage all publishers to work within the boundaries designated by the Society. The assignment should be subdivided into smaller sections of territory, the size of which will be determined by the type of territory, the size of the company, and other local conditions. It should be kept in mind that as far as possible the territory is to be covered at least once every six months, except in the case of special pioneers. Where it can be arranged the territory servant should prepare a large map of the entire territory assignment. It should be mounted and properly marked with the territory sections. A file is to be kept of each Individual Territory and Territory Assignment Record card, on which a record will be kept of the territory coverage. The Bible study servant will work closely with the territory servant, furnishing any information regarding studies and good-will data that may be necessary, when the territory is assigned.

⁹⁶ The territory servant will assign to you upon request open territory that you may wish to work. You will be permitted to hold the territory as long as it is properly worked. Once every six months each assigned territory should be returned to the territory servant for checking. If you wish, and unless there is some good reason for not doing so, the territory will be reassigned. The

date on which territory is to be returned is noted on the Territory Map Card. It is expected that each territory and envelope will be kept clean and presentable at all times.

⁹⁷ The territory servant will co-operate with the company servant in selecting appropriate locations for public meeting work. He will assign territory to publishers in charge of groups, whether for public meeting work or for other types of collective witnessing. The publisher in charge will return the territory assignment and report on it. When the public meetings are scheduled for a certain section of territory, it will usually be advisable for personal territory to be temporarily called in and used in group witnessing work by those supporting the public meetings. The publisher holding the territory may retain it and work with the group that will cover it in public meeting work. Publishers conducting Bible studies in the territory should make a special effort to direct interested ones to the public meetings. Pioneers in company territory will, when possible, support public meeting work and arrange to bring those with whom they study to the meetings.

⁹⁸ If it is found that a company has more territory than it can cover twice a year, this matter should be reported to the Society by the circuit servant when he visits the company. The Society may not make any changes in the assignment of territory, but will have a notation on hand to the effect that some pioneers can be used in the assignment. Where a company is covering its entire assignment two or more times a year, the company may make request to the Society for additional territory, which will be assigned if available.

ADVERTISING SERVANT

⁹⁹ The advertising servant will look after the advertising work of the company, generally assisting all ministers to keep the Kingdom message prominently before the public.—Isa. 42: 10-12.

¹⁰⁰ Public meetings deserve much advertising, with handbills and other devices, such as placards, which the company may decide to use. It will as a rule be most

effective to combine the handbill presentation with the literature offer when working from house to house. At public meetings an attractive display of literature at the exit will arouse the interest of the public in the Society's publications.

¹⁰¹ If the company's hall is equipped with a place for window displays, the advertising servant should arrange a fitting display of the Society's literature, probably in connection with signs or other material made up locally. The display and window should always be neat and clean. Its purpose is to glorify Jehovah, and attract passers-by to the message of life and the purpose of the Kingdom Hall. It is suggested that window displays be changed at least once a month.

¹⁰² The advertising servant will handle the *Watchtower* and *Awake!* magazines, receiving and providing copies for publishers desiring to use them in the field service. Those wanting magazines regularly should register with the advertising servant. The company servant will order the number needed, using the Magazine Distributors' Order Blank. This same form should be used to notify the Society of any future change in the number of magazines to be sent to the company.

¹⁰³ When magazines are received from the Society, the advertising servant will count them, then inform the accounts servant of the issue and quantity received. A simple method of doing this is to cut out the label, mark the date of issue and quantity on it, and give it to the accounts servant.

¹⁰⁴ When magazines are placed with the publishers by the advertising servant, the total money received will be given to the accounts servant each week, along with a statement showing the amount for *The Watchtower* and *Awake!* separately. Those who have registered for magazines should contribute for them as they get them from the advertising servant. Those unable to contribute may receive them on credit. Credit, however, will not be extended more than thirty days.

¹⁰⁵ Magazines are to be kept in good condition, and

distributed among the publishers at the first meeting after arrival. Publishers will at all times endeavor to place the current issues of the magazines. There is little reason for magazines to accumulate. If all co-operate in getting them into the hands of the public and good-will promptly this will be avoided.

¹⁰⁶ Territory for street and store-to-store magazine work will be prepared by the advertising servant, where territory of this nature exists. The regular territory form may be marked "Magazine Territory", numbered and assigned to publishers as is done with territory for house-to-house service. The advertising servant should check the territory periodically to see that publishers serve all important points and keep the Kingdom to the fore.

¹⁰⁷ The advertising servant must know how to offer the magazines effectively, in order to instruct other ministers and constantly improve the company's advertising work. The need of maintaining a clean, proper appearance before the public and showing tact and kindness in dealing with others cannot be overemphasized.

¹⁰⁸ One day a week can be set aside for magazine work by the company. The day selected would be one most suitable for this service, at a time, for example, when many people are in the shopping centers of the town. Magazine work on the streets, in the stores and from house to house on this special "Magazine Day" will get *The Watchtower* and *Awake!* before the public eye, and pave the way for an increase in subscriptions, back-calls and home Bible studies.

¹⁰⁹ Sound equipment of various kinds is to be cared for under the direction of the advertising servant, who will see to it that it is kept in good condition for use wherever possible and advisable.

ACCOUNTS SERVANT

¹¹⁰ The accounts servant will have charge of and keep account of all the money belonging to the company. He will do this through the keeping of four basic accounts, the "Company Cash Account", "Literature Account,"

"Magazine Account" and an account with each publisher who obtains literature on credit.

¹¹¹ The expenses for operating the local organization are to be met by voluntary contributions made by those associated with the company. The best way to receive such contributions is by means of a contribution box set up at each place where a company meeting is held. The accounts servant or his assistant will collect these contributions after each meeting and immediately make out a credit memo for entry in his accounts for the total amount received.

¹¹² Money taken in by the stock servant and advertising servant for literature and magazines should be turned over to the accounts servant at least once a week. He will give them a credit memo for the amount received and apply it to the proper account. He will co-operate closely with the stock servant in keeping records relative to literature placed by the company with pioneers at pioneer rates. He will also be responsible for checking with company publishers who receive literature on credit, collecting these amounts.

¹¹³ If the company wishes to open a bank account, the account should be opened in the name of "..... Company of Jehovah's witnesses". All checks drawn thereon should be signed by the accounts servant and countersigned by the company servant. It will not be proper for the accounts servant to make payment on any bill unless it is first approved by the company servant. Once a week monies received should be deposited in the bank by the accounts servant. Once a month a check should be sent to the Society by the company servant, using the regular remittance form. This will cover literature and magazines placed with the publishers, handbills, etc. If the company has no bank account, money should be sent in the form of a money order, bank draft or other safe method generally used in the country. All remittances should be mailed to the Society's office. Do not send remittances to depots.

¹¹⁴ It will be the duty of the accounts servant to handle all subscriptions for the *Watchtower* and *Awake!* maga-

zines, making sure that proper remittances are made by pioneers and company publishers for both new and renewal subscriptions. He will make out the Subscription Record Sheet in duplicate and send the original and the slips to the Society through the company servant, who will first thoroughly check the slips, forms and remittance for accuracy.

¹¹⁵ Invoices, statements, bills, duplicates of remittance forms, 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 or for whatever period is legally provided by the Statute of Limitations in your country, and should always be available to the auditor. Every three months the accounts should be audited by the company servant or someone designated by him. The auditor should sign the statement read to the company.

¹¹⁶ The company should at all times know the true condition of its account. At the first service meeting 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 stock servant will advise the accounts servant each month of the value of the literature on hand as determined by his inventory. The value of the stock on hand, 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, plus credit requested but not yet received from the Society for literature placed at pioneer rates, should at least equal the company's indebtedness to the Society on the literature account.

STOCK SERVANT

¹¹⁷ All company stock, including books, booklets, Bibles, bookmarks and all other supplies except magazines, will be under the supervision of the stock servant. He is

to see that a proper supply of literature is on hand and that all publishers are supplied. He will keep literature clean and dry. In some instances it may be necessary for a small amount of literature to 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 until adjustment is made for literature already received on credit. The stock servant is not required to take back worn or soiled books.

¹¹⁸ The stock servant should assist the company servant in making out orders for further supplies of literature. A duplicate of all such orders should be kept in the company files. A monthly order for supplies and literature should be sufficient if the Progressive Inventory form is used and if supplies are carefully watched. Thus, frequent small orders to the Society will be avoided. Literature is always shipped the cheapest way, not the fastest, and considerable saving can be made in shipping charges if rush orders are avoided.

¹¹⁹ 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 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 accounts records. If invoices do not properly check, the company servant will inform the Society within five days of the receipt of the shipment and give date and number of the invoice, as well as the date of the original order, and the discrepancy. Literature that is not immediately needed should be placed back in cartons, or otherwise protected from dust, light and dampness, to keep it in good condition. Move your oldest stock first.

¹²⁰ The actual-count inventory is to be taken twice a year, September 1 and March 1. On the first day of the service year each stock servant should properly fill out the inventory form supplied by the Society. Progressive inventory of the stock on hand should be maintained for each language.

¹²¹ The stock room should be open at designated times, particularly for twenty minutes before and for twenty minutes after 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 the triplicate copy. The accounts servant will always receive the duplicate copy and the stock servant will retain the original.

¹²² Pioneers will, wherever possible, obtain their literature from the company, giving cash at pioneer rates. The stock servant, co-operating with the accounts servant, will keep proper record of the literature thus placed and list the totals in duplicate on the Literature Credit Request form. The original, properly signed and checked for accuracy, will be mailed to the Society so that the company's account can be credited, and the duplicate will be kept by the accounts servant.

SCHOOL SERVANT

¹²³ The Theocratic ministry school is presided over by the school servant. All brothers are urged to enroll in the school because it will improve their ministry. The school, however, is for sisters as well, but they do not enroll for speaking assignments. The school servant will be responsible to look after the Theocratic ministry library.

¹²⁴ The method of conducting the Theocratic ministry school is set forth in a general way in *Theocratic Aid to Kingdom Publishers* (English). Use of different publications from time to time, such as "*Equipped for Every Good Work*", may require a change in the subject matter and conduct of the school. In such instances instructions will be given through the *Informant* or by special letter and all will conform to the latest instruction.

¹²⁵ The school will consist of a roll call of students, an oral review on the previous week's instruction talk,

participated in by the entire company, the instruction talk based on the lesson in the book, and one, two or three student talks, depending on the number of brethren enrolled. After each student talk counsel not to exceed two minutes will be given by the school servant. Every few weeks the written reviews will be held.

¹²⁶ The school servant will prepare the speaking schedule, giving students their assignments at least two weeks in advance. Students will prepare well and give the talks as scheduled with benefit to themselves and all in attendance. Some students may need help in preparing assignments. The school servant or others may assist them, if requested. If the school servant wishes, he may deliver student talks. In such case he will be counseled by another capable minister. This assistant may be selected by the company servant to act as an assistant to the school servant throughout in performing various duties.

¹²⁷ If the company is very small, with only one or two brothers enrolled, and it is felt inadvisable to prepare a student talk each week, arrangements can be made to give one student talk a month, or oftener if possible. However, the review and the instruction talk should be taken up weekly.

¹²⁸ Ministers should desire to speak well the language of the land in which they live. The school will help them do this. Brethren who speak a language other than that generally spoken in the country may enroll and prepare to give student talks the best they can. If they cannot speak the tongue of the land, it will be proper for them to speak in their own language on the subject assigned. A minister who speaks that language and also the native tongue may give brief counsel on the material, while the school servant will counsel on delivery. Foreign-language talks, when necessary, will be limited to one at a meeting. This training will equip brethren to give public talks in foreign languages where it is considered advisable. Those speaking only other tongues will have in mind trying to learn the language

of the land, so as to give student talks and become able ministers in that language.

¹²⁹ The school servant will be diligent to aid his fellow ministers in the field, where practical application is made of all the Theocratic ministry school instruction.

COMPANY MEETINGS

¹³⁰ The Society recommends that each company conduct the following Bible-study meetings weekly, and to distinguish them they are called: the *Watchtower* study, service meeting, Theocratic ministry school, and company book study. 'Forsake not assembling' is the divine admonition to those who would remain strong and in the truth to the end of this world. (Heb. 10: 24, 25) Company meetings should be opened and closed with prayer and, where convenient, with a song.

THE "WATCHTOWER" STUDY

¹³¹ The *Watchtower* study will consist of a question-and-answer discussion of the contents of the *Watchtower* magazine. A schedule of study appears in the magazine. The *Watchtower* study conductor, appointed by the Society, will preside at each meeting, except when it may occasionally be necessary to choose a capable brother to substitute for him. He will select a competent brother to read the paragraphs, using different ones each week where several are available, notifying them at least a week in advance. The study will be conducted in the following manner: The *Watchtower* study conductor will read the questions on the paragraph. He will call on as many of those who (by raising their hands) show their desire to comment as time permits. Several persons may comment in answer to each of the questions. Comments need not be lengthy. Scriptures cited in the paragraph under consideration should be read and commented on if time permits, and then the paragraph be read by the one selected as reader. After the reading of the paragraph, the question on the next paragraph should be read and answered in like manner. The con-

ductor may also make short comments on various paragraphs before the paragraph is read, especially if some vital point has been overlooked.

¹³² The *Watchtower* study should be one hour in length. The servant will plan the meeting so as to allow for proper coverage of the material within the hour. Before closing the meeting, brief announcements relative to the activity for the week may be made by the *Watchtower* study conductor or the company servant. In all company meetings it is desirable for brothers to read the paragraphs. However, where capable brothers are lacking, the servant may read the paragraphs himself or call upon a qualified sister to do the reading. Much of the value of the study is lost if the paragraph is not properly considered by good reading.

¹³³ The *Watchtower* study is to be carried on in the language spoken in that part of the country. Where there are several brethren who are unable to get all the benefit out of the study in that language, however, a study may be arranged in another language at another time. The conductors should be qualified ministers and appointed in the usual way. The brethren attending the foreign-language studies should also attend the regular *Watchtower* study, as well as the service meeting and the Theocratic ministry school, and try to learn the language of the land through this means. Meeting regularly with other ministers is the vital need of all of Jehovah's people. There should be no language groups carrying on meetings entirely separate from the organized arrangement.

¹³⁴ Where the company's territory is widely scattered and it will serve the best interests of the work to form an additional *Watchtower* study for brethren unable to attend the headquarters study, a separate study may be established. Additional *Watchtower* study conductors will be appointed by the Society when requested.

¹³⁵ Everyone in attendance should feel free to express himself in the *Watchtower* study and consider it a privilege to do so. This will improve his ability, broaden his knowledge, and add to the liveliness and instructive-

ness of the meeting. Diligent personal study beforehand will prepare all to share in the study.

SERVICE MEETING

¹³⁶ The service meeting, as its name indicates, is purposed to stress and improve the field service of each publisher and company. At the weekly service meeting material set forth in the *Informant*, Society's letters, reports in the *Yearbook*, field experiences and *Counsel on Theocratic Organization for Jehovah's witnesses* may be considered, in conjunction with local material about the company's service. The service meeting will increase the minister's knowledge of the Bible and instruct him in the practical application thereof in the field. Regular support of the service meeting will keep the publisher up-to-date and properly equipped for an effective public ministry.

¹³⁷ The service meeting can be made lively, interesting and practical by the company servant's planning a well-balanced meeting. This should be done as soon as possible after the *Informant* is received each month. After the service meeting is opened a brief consideration may be given to the day's text and comment. The service meeting should be one hour long, except when some special matter may require a little more time. Three or four persons, where available, ought to take part in each meeting. Sisters as well as brothers may participate in demonstrations, with a brother acting as chairman. Those taking part should confine themselves to the time allotted. *Informant* articles can be discussed by use of the question-and-answer method, similar to that used in the *Watchtower* study. The article may be presented in the form of a talk, following closely the theme and main points of the article, while bringing in related material and applying it to local conditions. Demonstrations, interviews and various other interesting methods of dealing with instructive material may be used in this meeting to make it serve its purpose.

¹³⁸ The company chart, provided by the Society and placed at the front of the Kingdom Hall, will serve a

useful purpose in the service meeting. Quotas on the chart should be taken seriously, and counsel offered by servants as to how these can be met. A company should strive to reach its quotas at the beginning of the service year and maintain them throughout. The company chart will serve to measure the company's work; it will reveal at a glance whether the company is moving forward or whether there are weaknesses that need attention from month to month.

¹³⁹ The progress of the company's work should be reported to the company each week. Announcements of assemblies, public meetings and all field activity should be made as necessary. Servants should participate in the service meeting regularly as assigned.

COMPANY BOOK STUDY

¹⁴⁰ The company book study is one by a group of brethren engaged in Bible study with the aid of one of the Society's bound books. People of good-will are invited to attend these studies. Where possible one of these book studies should be held at the Kingdom Hall and others arranged throughout the company's territory in the homes of publishers or at other appropriate places. The brethren in the vicinity should attend and support the book study regularly. It is suggested that the same evening each week, one that will meet the convenience of the majority of the company, be set aside for company book studies throughout the company territory.

¹⁴¹ The number of company book studies formed will depend largely upon the size of the company and the type of territory. In very small companies one such study may suffice. If brethren are widely scattered, however, two or more studies may be desirable to serve the needs of all.

¹⁴² Each company book study will be presided over by a company book study conductor, appointed by the Society. When a book study conductor is needed, the committee or circuit servant will recommend to the Society someone to serve, supplying the required information. The number of appointed company book study

conductors in a company should be the same as the number of studies in operation. If at times an appointed company book study conductor is unable to care for his study, he should see to it that someone else will conduct it. Should it become necessary for an appointed book study conductor to be removed, the committee or circuit servant will advise the Society, explaining the situation so that all records may be adjusted.

¹⁴³ The method of study will be similiar to the *Watch-tower* study, with questions, comments, scriptures and the reading of paragraphs. Different brethren in attendance may be called upon to read paragraphs and look up scriptures. The study is to be opened and closed with prayer and continue for approximately one hour. The conductor will adhere to the material in the book so that the greatest benefit may be derived from the study. If the Society has not provided questions on the paragraphs of the Bible textbook under consideration, the company book study conductor will prepare the questions.

¹⁴⁴ The company book-study meeting place can serve as an effective center for field service, as well as a place of Bible education. Preaching can be done an hour or so prior to the study. Public meetings might also be held in the home, advertised and supported by the group. Details of the function of the company book study and its service in conjunction with the entire company will be worked out locally by the company servant and company book study conductor, having in mind the most effective way of advancing Theocratic interests according to the condition in the company and country. It is suggested that the company servant visit different book studies to observe their progress and offer counsel for further improvement. This feature will deserve attention in the service meetings from time to time also. At the close of a company book study the servant in charge may make announcements concerning company meetings and activity, inviting attendants to take part in active service with him and other publishers.

PUBLIC MEETINGS

¹⁴⁵ The company servant will make plans with other servants involved for public meetings. Every company able to conduct public meetings is urged to arrange for them. Public meetings require support, and all publishers should advertise and attend the meetings, in addition to bringing persons of good-will and offering individual instruction to "strangers" at the close. The company servant and the school servant will select qualified speakers. It is advisable to use different speakers each week, if available.

¹⁴⁶ Speakers may be invited from near-by companies when additional speakers are required. When speakers are exchanged between companies, such arrangement should be made through the company servant.

¹⁴⁷ It appears best that a series of four talks be arranged where this can be done. If in some instances such is impractical, then fewer talks can be put on. In some places companies may find it desirable to arrange for public meetings every week. In working territory different sections are to be covered each week with the literature offer and handbills, and a diligent effort made to start Bible studies. Companies composed entirely of sisters should try to secure public speakers from near-by companies and arrange for talks in their territory whenever possible. Talks should be given at a time convenient to the public, whether on Sundays or on weekdays, morning, afternoon or evening. They may be held inside or outside in the open air.

¹⁴⁸ The public talk is to be opened with a brief announcement on the day's subject, either by an able chairman or by the speaker himself. After the discourse, a brief statement can be made by the chairman regarding the following week's talk, company meetings, and the opportunity for listeners to question and converse with the speaker or other ministers privately. Announcement should also be made of an appropriate booklet which the company may give free to those attending the talk. Opening and closing remarks should be pointed and short.

FORMS

¹⁴⁹ The Society furnishes printed blank forms for keeping company records and making various reports. These forms will be sent to the company servant on request, or as otherwise provided for. Necessary forms will also be sent to pioneers. Considerable confusion is encountered if companies print their own forms. It is therefore recommended that companies confine themselves to the forms printed by the Society rather than print forms of their own.

CIRCUIT AND DISTRICT ACTIVITY

¹⁵⁰ To provide all the help possible to Jehovah's witnesses, the Society has organized circuits and districts. A number of companies comprise a circuit, while a number of circuits make up a district. Each company will be served about once every six months by the circuit servant, and each circuit once every six months by the district servant. Circuits covering large areas in which travel is difficult may be divided by the Society into areas "A" and "B", with a circuit assembly arranged for each area within a six-month period.

CIRCUIT SERVANT

¹⁵¹ The circuit servant will be given a list of the companies in his circuit, showing the names and addresses of company servants and perhaps other interested persons. At the first of each month the circuit servant is to make up the most practical and economical routing for the month beginning sixty days later. The routing is to be made in duplicate, on the forms provided by the Society, and the original be sent to the Society's office promptly.

¹⁵² After making his routing, the circuit servant will correspond with the companies regarding the dates on which he will serve, and furnish other necessary information. The Society will not write direct to the companies on these matters. Aside from correspondence

relative to the visit and circuit assembly, it will not be necessary for the circuit servant to write to the company, or for the company to write to the circuit servant, regarding company matters. The service week will extend from Tuesday until Sunday, unless otherwise directed. The visit of the circuit servant with its numerous benefits to company publishers, pioneers and people of good-will should be looked forward to, talked about and thoroughly prepared for by the brethren.

¹⁵³ *Schedule in the Company.* The circuit servant will spend part of Tuesday in the field service working with other publishers. He may call on irregular ones or inactive persons to encourage them to attend the meetings and support company activity. Further, he will obtain data for his report and for his meeting Tuesday evening with the servants and company. Particularly should the circuit servant check records dealing with field work for the preceding six months in order to be properly equipped for a profitable discussion with the servants and the company. The stock and accounts records should be checked. If other company records require special attention, some time might be spent on them when convenient. New companies will be given aid in getting company records in order. The circuit servant's primary obligation, it should be kept in mind, is to aid fellow ministers, individually and as a company, in the field service.

¹⁵⁴ Early Tuesday evening the circuit servant will meet with the appointed servants, including company book study conductors of the company. It is best that this meeting be private. The meeting can include a discussion of the company's condition, questions by servants, and general counsel by the circuit servant. Activity for the week can be outlined, including the complete details for the service meeting, and the part servants may have to insure success of the visit. Careful planning of this meeting by the circuit servant will make it highly beneficial. About one hour will be used. The wife of a married circuit servant will not attend the servants' meeting.

¹⁵⁵ After the servants' meeting the circuit servant will speak to the entire company and those of good-will assembled. The talk, usually one hour in length, should be Scriptural, practical, easy to follow, and enthusiastically delivered. A flexible outline will allow the circuit servant to include facts and counsel regarding the state of the company, based on the records and meeting with the servants. The week's schedule should be made known and a warm invitation extended to all to support the service wholeheartedly.

¹⁵⁶ Group witnessing will be arranged every day, and all servants, company publishers and pioneers are urged to spend some time in the field during the visit.

¹⁵⁷ Some time during the week will be devoted to back-call and home Bible-study work, with the circuit servant aiding as many as he can in this important service. Evening witnessing will be practical in many areas, perhaps prior to the company book study.

¹⁵⁸ On the company's "Magazine Day", magazine service on the streets, in stores and from house to house will be carried on. The circuit servant will instruct publishers in the most effective manner of offering the magazines to the public.

¹⁵⁹ A special public talk, the outline for which is furnished by the Society, will be delivered in every company by the circuit servant. The company servant should be sure to order handbills sufficiently in advance to be used in advertising the talk during the week of the circuit servant's visit.

¹⁶⁰ The circuit servant will act as chairman of the service meeting. In the Theocratic ministry school the circuit servant will offer counsel to each student speaker and the school servant following each student talk and give counsel on the review and instruction talk at the close of the school. If the written review is scheduled during the circuit servant visit, the review will be held the following week instead, and the next week's school material taken up one week ahead.

¹⁶¹ The *Watchtower* study will be conducted according to instructions, with the appointed servant presiding.

If the meeting can be improved the circuit servant can call attention to this.

¹⁶² It is recommended that toward the close of the week's visit another meeting with the servants be held. This will provide for a review of the week's activity, discussion of features that have been attended to, and questions from servants. The report on the company, most of which should be filled out by this time, especially any recommendations to the Society, can be discussed with the servants and suggestions offered as to its use during succeeding months. The service meeting to be conducted the following week will also be planned by the circuit servant.

¹⁶³ In the final talk of the circuit servant, coming toward the close of his visit, opportunity is given to refer to the week's service and the results achieved, together with Scriptural counsel and suggestions relative to forwarding the Kingdom work and applying the benefits of the visit in the months to follow. The company should give its full support to this closing service talk.

¹⁶⁴ If a circuit servant is married his wife will accompany him and join in the field service, giving much assistance to others, primarily sisters, and setting a godly example. She may be used in service meetings in harmony with paragraph 137, and will perform her ministry throughout as directed by the circuit servant.

¹⁶⁵ The general field service program while the circuit servant is with the company is flexible, permitting adjustments according to local circumstances.

¹⁶⁶ The circuit servant should arrange his activity so as to include necessary personal study of the Bible, *The Watchtower*, and other Society publications, in order that he may advance and be fully able to instruct his brethren.

¹⁶⁷ *Company Report.* Having concluded his service the circuit servant will make a complete, yet brief report to the Society, giving a clear picture of the company on the form provided. The report should be factual and serve to strengthen the brethren in the preaching of the gospel after the visit. The circuit servant

should not be hasty in recommending a change in servants. It is better to instruct and aid servants already appointed, if they are mature, able and willing to perform their service properly, than to recommend their replacement by new, inexperienced brethren who may have more strength and energy, yet lack maturity and other qualifications of a servant. The complete report will be made in duplicate and a copy left with the company for their future use and to be filed in the company file.

¹⁶⁸ If the circuit servant believes it will advance Theocratic interests to have a new company formed in an isolated area or in a different section of a company's territory, he can have the "Company Application" form filled out and submitted with his recommendations. A supply of these forms should be part of his equipment. If he feels that a company should be removed for one good reason or another he should so inform the Society in his report, giving a thorough explanation. Enrollment or removal of a company should not be recommended hastily.

¹⁶⁹ Each circuit servant (and his wife, if he is married) is expected to devote at least one hundred hours a month in the field service. By appreciating the fact that the success of their work depends mainly upon service in the field with other ministers, it will be possible for the circuit servant to meet, and, in many cases, exceed, this quota. A full report of field service is to be made promptly at the end of the month to the Society's office.

¹⁷⁰ *Literature, Supplies and Mail.* The circuit servant will obtain literature from the company, in the same manner as is done by pioneers. Supplies and magazines will be sent to him at his current address. Supplies of forms should be ordered at least a month before he expects to need more. When sending reports or corresponding with the Society the circuit servant should use the special envelope provided by the Society. Correspondence from the Society will usually be sent to the current address of the circuit servant. However, he should estab-

lish a "permanent address" with some person in the circuit who will forward correspondence to him if necessary.

¹⁷¹ *Pioneers.* The circuit servant will help pioneers in the field, as convenient, and instruct them in bettering their presentation at the doors and on back-calls, as he does with the company publishers. He will also interview the pioneers as a group, offering counsel to help them in the work. Pioneers are requested to bring their Daily Record Sheets with them for the interview. Pioneers may ask questions and discuss their problems and look for counsel from the circuit servant. The circuit servant will inquire as to whether any are able and willing to move to another assignment where pioneer aid is needed, and so note on his report. If the pioneer is needed in his present territory, this too should appear on the report. If a pioneer is unable to see the circuit servant, the circuit servant will try to ascertain the reason why and inform the Society accordingly. A report will be made by the circuit servant regarding the service, deportment, ability, attitude and related matters for each pioneer. The Society will consider this report and file it for any future reference necessary.

¹⁷² *Accommodations and Expenses.* Brethren in a company will be privileged to provide accommodations for the circuit servant (and his wife, if married) during the week's visit. If there is no one to care for the circuit servant he will obtain his own accommodations. The circuit servant should show appreciation for the provisions and help his brethren in the household spiritually and in other ways to the degree possible.

¹⁷³ The circuit servant will keep an accurate record of his expenditures, and once a month he will send to the Society a report of all traveling, room and board and monthly personal allowance expenses. The circuit servant will receive a small allowance from the Society each month, plus whatever he receives for the placement of literature above pioneer rates. The expenses of the wife of the circuit servant, including travel, room and board and monthly personal allowance (the same as her hus-

band's) will be included on the Monthly Report of the circuit servant. The circuit servant will seek to keep expenses to a minimum.

DISTRICT SERVANT

¹⁷⁴ The circuits will be served by the district servant, who will spend Tuesday through Sunday with each circuit. On Tuesday, Wednesday and Thursday he will work with a company requiring special attention or assist the circuit servant and company at the assembly city. If he serves a company, his service may include a meeting with the servants, a talk to the company, as well as field service with his brethren. He will fill out a Report on Company form, leaving a copy with the company and sending the original to the Society. On Friday, Saturday and Sunday he will serve as chairman of the circuit assembly. If, during the first three days of his visit to a circuit, the district servant is assigned to the circuit assembly city to assist the circuit servant in preparing for the assembly, he will also serve the local company, stimulating interest in the assembly by a talk to the company, and directing and taking the lead in advertising in the field. The district servant will also counsel and aid the circuit servant in organization and other matters that should be of much benefit.

¹⁷⁵ 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 a copy of the letter sent to the company regarding the visit of the district servant. He will advise the company he will serve of the time and manner of his arrival and the details of his work while with the company.

¹⁷⁶ At the conclusion of the circuit assembly the district servant will make out in duplicate his report covering the assembly. The report should be made out before the district servant leaves the assembly city, in order that all details will be included and the report accurate. The copy is to be given to the circuit servant. He will

read it and ask any questions concerning the report before the district servant leaves for his next appointment.

CIRCUIT ASSEMBLY

¹⁷⁷ Early in May of each year the circuit servant will recommend to the Society two cities in the circuit for the subsequent year's semiannual circuit assembly. If a circuit is divided into A and B areas, then two cities will be recommended for each section. This information is to be in the Society's office by May 15. The cities should be large enough to accommodate all who will attend for the two days of field service and there should also be a probability of getting a hall capable of caring for the expected public meeting attendance. The circuit servant will have in mind covering different sections of the circuit with assemblies. About three months in advance the Society will advise the circuit servant of the city selected, the dates of the assembly and the name of the district servant. The Society will also advise the companies in the circuit concerning the assembly, by letter. Along with this letter each company will be sent two Analysis Report forms, which provide space for reporting the monthly activity of the company for the six months preceding the circuit assembly. When these are filled out, the original must be mailed to the circuit servant, in care of the company servant, at the assembly city at least one week prior to the assembly. This must be done, without fail, as it is essential that these reports be in the hands of the circuit servant before the first day of the assembly. The duplicate will be kept by the company for a comparison with the circuit averages upon their return from the assembly.

¹⁷⁸ When making up his routing for the month, the circuit servant 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.

¹⁷⁹ The circuit servant will begin to make the necessary arrangements for obtaining the hall, immersion pool, and cafeteria where advisable, sufficiently in ad-

vance 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 a local company servant, or another brother whom he knows to be capable of doing the work, to look after these duties. It may be that a day or two will have to be taken from his regular routing for this purpose, if he is not able to find someone who can handle the matter. The circuit servant will be on the lookout for capable brethren to look after various features of the assembly. These will be glad to co-operate with the circuit servant and their brethren to insure smooth operation of the assembly. Wherever possible the same brethren can be assigned to care for these duties at future assemblies.

¹⁸⁰ Funds for the conducting of the circuit assembly are provided by contributions of brethren in the circuit. Contribution boxes will be provided at the assembly for this purpose. A circuit accounts servant will be appointed by the circuit servant, whose duty will be to receive and record all circuit funds and pay all bills approved by the circuit servant. A statement of receipts and disbursements will be made up for each assembly and turned over to the circuit servant to be read at the close of his final talk to the assembly. An estimate may be submitted where final figures are not available. It may be that the company in whose city the assembly is held can provide funds for initial operating expenses and be reimbursed after the assembly. If this cannot be done, the circuit servant may write to the companies regarding the matter, advising companies who desire to assist with the initial expenses to forward remittances to the circuit accounts servant. After the first circuit assembly, usually there will be a surplus, with ample funds on hand to arrange for future assemblies without having to write to the companies again. The surplus can be sent to the Society by the circuit servant to be deposited in the circuit account and drawn whenever necessary by the circuit servant. A portion of it may be applied to "Good Hopes", at the direction of the circuit through the circuit servant. Where a circuit is divided

into areas A and B, separate accounts will be kept for each area.

¹⁸¹ Two copies of the program order blank for the assembly will be sent to the circuit servant. On these, in the space provided, he will write the names of the local brethren he has assigned to the program and the titles of their parts therein. He will send one copy to the Society and at the same time order handbills for the public talk. Along with this information he will inform the Society concerning the company to be served by the district servant and give a full account of the items requiring attention. This should be submitted on a separate sheet. If no company needs special attention, or if in his judgment the district servant can be used more effectively in working with him at the assembly city, he should inform the Society to this effect. This information is to be sent to the Society at least six weeks before the date of the assembly.

¹⁸² Prior to the opening of the circuit assembly the district servant will check with the circuit servant regarding all the details and preparations for the circuit assembly and see that these are getting proper attention. He will discuss any problem that the circuit servant might have, and counsel him accordingly. He will go over the Analysis Report forms with the circuit servant and discuss the condition of the companies. Data from these reports will be posted on his report, to be used at the circuit activity meeting Saturday evening.

¹⁸³ Specific details regarding the assembly will be furnished from time to time through the *Informant*, and will appear on the circuit assembly program.

CONTRIBUTIONS

¹⁸⁴ The Watch Tower Bible & Tract Society, as the servant of Jehovah's witnesses, assumes the responsibility of seeing that the gospel of the Kingdom is preached world-wide. To press forward with this work through Branch organizations, missionaries, special pioneers and other means, certain funds are required. The expenses

of the Society are met by general contributions, and according to the contributions received from individuals and company organizations the Society will plan its work for further expansion. It is the privilege of all persons of good-will to show their love for God and help in the Kingdom announcement to all nations by making voluntary contributions from time to time in harmony with their means to do so. The Society will acknowledge all contributions. Contributions for the work, that is, "Good Hopes", should be sent by check, money order or bank draft to Watch Tower Bible & Tract Society, Treasurer's Office, 124 Columbia Heights, Brooklyn 2, New York, or to the nearest Branch office.

¹⁸⁵ Expenses of the local company will be cared for by those associated with the company. (See paragraph 111 for further details.)

OTHER MATTERS

¹⁸⁶ Matters that affect the company and that are not covered in *Counsel on Theocratic Organization for Jehovah's witnesses* should first be carefully considered by the brethren forming the committee of the company, that is, the company servant, assistant company servant and Bible study servant. There are matters, such as halls, how much money to spend for rent, what to do with sums of money in excess of the company's needs, probably contributing it to the Society for foreign service work, funds needed for legal matters approved by the Society, and other items that might arise, that need handling by the company. Where necessary the problem can be presented to the company in the form of a resolution. Discussion can be had pro and con if it seems advisable, and then the company can vote on the resolution, which will determine the course of action the company wants to take concerning the matter.

¹⁸⁷ The company has a spiritual obligation of looking after the infirm and sick. These should be visited and comforted. Whatever the company feels it should do in the way of material help should be decided by the committee and presented to the company. The matter is

purely a local one, and if the company is in position to help it may do so.

DIFFICULTIES

¹⁸⁸ If brethren in a congregation have some personal difficulties, they always have the privilege of going to a mature brother, an appointed servant or other qualified person in the company, to seek counsel; but they cannot expect the company to bear their personal "load of responsibility". (Gal. 6:5, *Moffatt*) Difficulties among the brethren should be avoided. This is the time of unity, and no energy or time can be profitably spent in controversies.

¹⁸⁹ If a brother sees a fellow servant do that which is out of harmony with the Lord's Word and organization, 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 Scriptures as is becoming a Christian, then the representative members of the congregation who are the servants in the company, the mature ones or spiritually qualified, can decide what course should be taken. (Matt. 18:15-18) The Scriptural admonition is to have nothing to do with wrongdoers who seek to cause divisions. (Rom. 16:17; Titus 3:10, 11) The mature brethren of responsibility would so advise the congregation, disfellowshipping the wrongdoer. (1 Cor. 5:11-13) Later if genuine repentance is shown by the dismissed offender the responsible brethren may receive him back into their midst, and inform the congregation.—Prov. 17:10; 2 Cor. 2:6-11; 7:8-12; 2 Thess. 3:14, 15.

¹⁹⁰ Appointed servants must lead exemplary lives and be able to counsel their brethren on proper Scriptural procedure when necessary. If an appointed servant should be found guilty of wrongdoing, however, and it is deemed necessary to write the Society regarding his action, the one (or ones) writing should furnish the individual with a copy of the letter sent to the Society.

In all correspondence carried on with the Society, all facts and names of persons involved should be submitted, in order that the Society may be in position to act properly and intelligently on the matter being considered. If all brethren keep uppermost in mind the Kingdom work, study to mind their own business, nullify minor, trivial differences and show great mercy, forgiving one another as often as "seventy times seven", difficulties and troubles will be few indeed. Peace and unity will prevail and the company will shine forth for all in the community to behold as the one Christian organization of light and truth in the territory.—Psalm 145; 1 Thess. 4: 11; Matt. 18: 21, 22, *An Amer. Trans.*; 5: 14; Eph. 4: 25-32, *An Amer. Trans.*

GODLY DEPARTMENT

¹⁹¹ All ministers in the Lord's organization should always bear in mind that they are representatives of Jehovah God and ambassadors of the heavenly Theocratic government. Appreciating this, you will deport yourself in harmony with the righteous principles of God's Word. You should be clean in mind and body. (Isa. 52: 11; Phil. 4: 8) You should have control of your spirit and at all times use proper language. (Eccl. 7: 9; 1 Pet. 3: 10, 11) The records of the life of Christ Jesus and the acts of the apostles show that the ministers of the Lord are bold and fearless, yet not rude and unkind. (1 Cor. 4: 9-13; 2 Cor. 3: 12, *margin*; Acts 19: 8; Eph. 6: 18-20) You should be patient, long-suffering, meek, humble, and always express 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 to the side of The Theocracy. (Phil. 1: 27; 1 Tim. 4: 12, 16) Do not enter into lengthy arguments concerning immaterial matters. (Titus 3: 9) Shun the detrimental things of this world. (1 John 2: 15) Keep yourself wholly devoted to the Kingdom interests. (Titus 2: 12-14) Maintain your integrity and sin not with your tongue. (Ps. 39: 1) Obey

God, not man. (Acts 5:29) Use all your members and faculties—tongue, eyes, ears, mouth, feet, hands, mind and heart—in the service of Jehovah. Remember the wise counsel of Paul: "You must live like children of light, for light leads to perfect goodness, uprightness, and truth . . . be very careful, then, about the way you live. Do not act thoughtlessly, but like sensible men, and make the most of your opportunity, for these are evil times."—Eph. 5:8-16, *An Amer. Trans.*

CONCLUSION

¹⁹²*Counsel on Theocratic Organization for Jehovah's witnesses* will benefit the Lord's people everywhere, aiding them to work in unity and carry out their divine commission properly. In the days of the early church God's devoted ministers were sorely persecuted by Satan and his demons, who sought to break up the organization of God and stop the preaching of the gospel. But Jehovah's witnesses, though scattered, kept right on preaching. (Acts 8:1-4) They had God's Word implanted in their hearts and minds, were guided by knowledge obtained from the Theocratic organization, and were richly blessed of the Lord in their ministry. (Acts 16:4, 5) During recent years the Devil, his demons and his entire world organization have used one wicked device after another in an effort to scatter and destroy God's worshipers. In this, however, they have completely failed, for now Jehovah's people under their reigning King are stronger, better organized and more determined to keep pushing the Christian fight for true worship even to the final end of this world. The enemies of God and Christ and His people are doomed to further and complete failure in their efforts to curb expansion of true worship, for "no weapon that is formed against thee shall prosper".—Isa. 54:17.

¹⁹³In this time of great "distress of nations, with perplexity", the servants of the God of heaven and earth rejoice exceedingly to be alive and share in the vindication of His name and word. "This is the day which Jehovah hath made; we will rejoice and be glad in it."

(Ps. 118:24, A.S.V.) 'Preach this gospel of the Kingdom' from house to house, upon the streets, by means of home Bible studies and public meetings, at every opportunity and in every way. That is the way to glorify God's name, lead full Christian lives, and help a great, unnumbered multitude of persons to join the happy throng and cry aloud with us: "Salvation to our God which sitteth upon the throne, and unto the Lamb." (Rev. 7:10) Forward, then, ministers of God in all parts of the earth! "Stick to your work" of Kingdom preaching. (1 Tim. 4:16, *Moffatt*) Study the Bible daily and walk in the Kingdom light. Doing so unitedly until Armageddon, we shall, by God's grace, witness the end of this old world, enter into the peace, freedom and happiness promised and keep on worshipping Jehovah forever in His New World.