

**COVER**

## REVISIONS OF PLANS

The Field Secretary must also help decide when a situation needs immediate and perhaps drastic revision of plans such as occurred in one area where it would have been foolish and unreasonably costly under the circumstances to continue the contact work.

## FIELD SECRETARY REPORTS

Weekly: Each week a summary of the weekly reports (Form #143) is to be made out and sent in with all the Hunters' weekly reports (Form #144). A sample report blank is attached.

Final Summary: When an area is finished, the Field Secretary prepares the final recapitulations to be sent in to the Office. The names are to be arranged in these recapitulations similarly to the attached sample. The completed cards, showing the results of the contact work for a given area, are sent by the Field Secretary to the Office, together with the summary report.

## MINISTERIAL STUDENT GRADES

It is the duty of the Field Secretary to grade each student on his field performance on Form #149, giving an average grade.

S A M P L E

Summary Report

HUNTERS' ACTIVITIES

(State): \_\_\_\_\_

Workers: \_\_\_\_\_

Time Spent: \_\_\_\_\_

Date this Report: \_\_\_\_\_

There were approximately \_\_\_\_ cards to call on. When the work was completed, a summary of the cards showed the results of the contact work to be thus:

Studying with workers ..... \_\_\_\_\_

Reading by selves ..... \_\_\_\_\_

Not interested, but leave on mailing list ..... \_\_\_\_\_

Opposed, take off mailing list ..... \_\_\_\_\_

Total SDA's contacted ..... \_\_\_\_\_

Not at Home or Unable to contact ..... \_\_\_\_\_

Takeoffs:

Moved, etc ..... \_\_\_\_\_

Deceased ..... \_\_\_\_\_

Not SDA's ..... \_\_\_\_\_

Duplicates ..... \_\_\_\_\_

=====

Of the \_\_\_\_ cards, contact was made with \_\_\_\_ SDA's. Of these:

Studying with workers ..... %

Reading by selves ..... %

Not interested, but leave on mailing list ..... %

Opposed, take off mailing list ..... %

===== %

To further summarize the \_\_\_\_ cards for this territory:

SDA's contacted ..... \_\_\_\_\_

Not at home or Unable to contact ..... \_\_\_\_\_

Names to take off mailing list ..... \_\_\_\_\_

From this area, \_\_\_\_\_ moved to \_\_\_\_\_,  
\_\_\_\_\_ to \_\_\_\_\_.

Reported by: \_\_\_\_\_

PAGE MISSING

PAGE MISSING

## INSTRUCTIONS FOR CONTACT WORK

“. . . and after will I send for many hunters, and they shall hunt them from every mountain, and from every hill, and out of the holes of the rocks.” Jeremiah 16:16.

This, then, is the grand commission of those privileged to have a part in the Hunting Campaign. Especially does it apply to those assigned to the Contact Work, for more often than not they must literally hunt for the people!

### RESPONSIBILITIES

The Contact Worker is to make house-to-house calls, endeavoring to create interest for private studies. At the time of the contact he will, if circumstances permit, give a study.

Names With Addresses: This type of contact is not difficult. Just follow the city map!

Without Addresses: About the only way to locate such names is to inquire. The Post Office is usually the best place to start, but if they cannot give you any information, then you might try small stores, filling stations, the Police Station, the Water Department, the Town Hall, or perhaps even the Voting Lists.

Rural Names: In places where you have a great many rural names with routes and box numbers, a wise investment might be a county map which shows the rural mail routes. These can be obtained by sending the name of the county where you are working and .55¢ to: Director, Division of Postal Funds, Post Office Department, Washington 25, D.C. If you do not have enough rural addresses to justify sending for such a map, then again the only thing to do is to inquire. If you cannot get any information from the suggestions listed in the foregoing paragraph, you might try asking individuals. In small rural communities everybody knows everybody else, and farm folk are generally friendly and cooperative.

When you have once located a difficult address and the individuals prove to be interested, please write down specific directions on the reverse side of the 3 x5 cards so in case another Worker passes that way, he can locate the home without difficulty. This will save time and expense.

### UNABLE TO LOCATE:

If it is impossible to locate any name on the mailing list, use the letter and post card which inquire if the individual is interested. See Exhibits A and B.

EXHIBIT A

Dear Friend:

Recently you have received mail from the Davidian Seventh-day Adventists, whose publications are called "The Shepherd's Rod." We are representatives of this people, and your name has been given to us as being that of a Seventh-day Adventist. Will you please check the enclosed self-addressed and stamped card as to whether or not you want us at your home?

If you check that we should not call, we will not look for you. Please mail the card back to us even if you do not want us to call at your home, otherwise we will try to locate you.

In case you do want to investigate our teachings, please put instructions on the card as to how we may reach your place, for we do not have a street address for you;. Also, designate the hours we are most likely to find you at home.

Sincerely yours to have a part now in "the closing work for the church, the sealing time of the 144,000." (3T 266)

(Representing Davidian Seventh-Day Adventists)

EXHIBIT B

If you do not want us to call you, check here	<input type="checkbox"/>
If you want us to call, please check here	<input type="checkbox"/>
Directions:	
Kindly mail this card, which is already stamped and addressed.	

## APPROACH

Approach the house in a businesslike manner, with a spring in your step. Let them know that you mean business and that you are not out just for the air or the scenery. Many women are home alone during the day, and will not admit male callers under any pretext. Therefore, and for other reasons, the wives of the Hunters are to accompany their husbands to the doors.

## NOT AT HOME

If no one answers your knock, inquire of the neighbors or someone who should know whether the people you are looking for live there, if they are Seventh-day Adventists, and when they will most likely be home. Leave you name card and a piece of literature each time you call and find no one at home. Try to contact them again when they should be home, especially Sunday morning. Inquire about them from your other contacts, as they may be able to give you some good leads. After a person has been called on in the daytime and once in the evening, and possibly a third time, the representative is to leave a "Not at home" card. See Exhibit C.

## EXHIBIT C

<p>_____</p> <p>_____</p> <p>_____</p> <p>Dear Friend:</p> <p>We are sorry not to have found you at home, but shall be glad to call again at a time convenient for you if you will fill in the date and time below and mail this addressed card.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Representing Davidian 7<sup>th</sup>-Day Adventists)</p> <p>You may call on me _____ at _____ (A.M; P.M)</p> <p style="text-align: center;">(Date) (Time)</p>
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## AT HOME

When there is someone home, the most important thing is to S-M-I-L-E!! Let them know that yours is a joyous religion, that you are proud to be able to share it with them, and that you are happy in the Christian experience it has brought you. Find out if they are the people you are looking for. Identify yourself, tell what you represent, and state your mission clearly, so that they will not have cause to accuse you of deception or evasiveness.

## PROVERY AND ILLNESS

If you should see a real need, such as for groceries, offer to buy what is needed. Approach them from the angle that we are going to help them in whatever way we can, whereas the church is only looking for money from them. This approach must be used very wisely. You can always offer to pray for those who are sick, and see what you can do to help them. Let them know about the work we are doing for the church.

## DON'T GIVE UP TOO EASILY

As long as your contact will be kind enough to talk with you, use every means you can to plead with him. He may yield to listen to a study later. Do not give up too easily or too quickly when a person says he is not interested.

## MAILING LIST

You should be able pretty well to determine whether the individuals with whom you are conversing are interested in receiving the literature. If you cannot, then carry on the conversation until you can tactfully ascertain whether they wish their names removed from the mailing list. We feel now that we should no longer keep on the mailing list those who do not read the literature. You can offer your contact a copy of Timely Greetings, Vol. 1, No; 12, "If Only 144,000 Saved, What Chance For You?" or some other appropriate leaflet. If he takes it and promises to read, well and good.

## STUDIES

The approach and method must be governed by the circumstances surrounding each individual contact. If possible, ascertain what the various persons are most interested in, and approach them from that angle. The Worker is to give the main points of the message and is to try to cause each prospect to make his decision. After three or four studies have been given, the Worker should hand each prospect the card for enrollment in the Introductory Bible Correspondence Course. See sample card.

Sample Enrollment Card

Davidian Bible Course  
Mt. Carmel Center  
Waco, Texas

Dear Registrar:

Please enroll me in your introductory Bible correspondence course.

Name and Address:

GENERAL OUTLINE OF STUDIES

1. NEW LIGHT and ELIJAH THE PROPHET

A. Scriptures: Matthew 20  
Malachi 4:5, 6

B. Chart to use: 11<sup>th</sup> Hour Call

C. Literature to leave: "The White House recruiter"  
"The 1950 General Conference Special"

D. Points to stress: This is probably the study that will be given by the Hunter on the initial contact with an interested individual. Bring out the fact that there is an addition to the Third Angel's Message, and that the work will be finished by the laymen. Stress the need of personal investigation and the importance of present Truth to salvation.

2. PURIFICATION OF THE CHURCH

A. Scriptures: Zechariah 6  
Isaiah 66:15-20  
Ezekiel 9

B. Chart to use: The Church to and Back from the Wilderness

- C. Literature to leave: “Timely Greetings,” Vol. 2, No. 22  
“Timely Greetings,” Vol. 1, No. 52
  - D. Points to stress: Show the struggle within the church and the change of leadership in the study on Zechariah 6. Ezekiel 9 should be dealt with as the “Judgment of the Living,” rather than stressing the “slaughter.” It is the separation of the good and the bad as shown in the parables.
3. THE LAYMEN’S MOVEMENT
- A. Scriptures: Hosea 1 and 2
  - B. Chart to use: The Old and New Testament Church History Depicted by One Family
  - C. Literature to leave: “Timely Greetings,” Vol. 2, No. 21
  - D. Points to stress: Prove that the present call for reformation is a laymen’s movement.
4. THE HARVEST
- A. Scripture: Matthew 13
  - B. Charts to use: The Harvest  
The Harvest Period and the Close of Probation
  - C. Literature to leave: “Timely Greetings,” Vol. 2, No. 11
  - D. Points to stress: Show the time when the wheat and the tares are to be separated. Handle this from the angle of the church purified and the laymen finishing the work.
5. DANIEL 2 and THE KINGDOM
- A. Scriptures: Daniel 2  
Some of the clearest and most pointed texts on the Kingdom.
  - B. Charts to use: The Great Image of Daniel 2
  - C. Literature to leave: “Timely Greetings,” Vol. 1, No. 15  
“Timely Greetings,” Vol. 1, No. 31

D. Points to stress: Handle this subject from the angle of “the church purified” and show that God’s Kingdom has Its beginning while the nations of earth today are still standing and that It brings this present world to an end.

6. THE 144,000 and THE GREAT MULTITUDE

A. Scriptures: Revelation 7  
Revelation 14

B. Chart to use: Holding the Four Winds

C. Literature to leave: “The Shepherd’s Rod,” Vol. 1, pocket-sized edition.

D. Points to stress: Show why and how long the winds are held. Stress the first fruits and prove that God is not limited in His power to save.

7. THE BEASTS

A. Scriptures: Daniel 7  
Revelation 13, 17 and 18

B. Charts to use: The World’s History in Prophetic Symbols  
The Harvest Period and the Close of Probation

C. Literature to leave: “Timely Greetings,” Vol. 2, Nos. 17, 18

D. Points to stress: Point out events soon to transpire in the political world, and the destruction of sin and sinners. Show that the beast’s wound has been healed and that there is a need of starting the reformation all over again – wounding the beast so that he will never recover; that these events, one following the other are to separate the church from the world as a shepherd separates his sheep from the goats; that the church becomes a pre-millennial government of its own, as is pointed out by the stone smiting the image and bringing the world to an end.

8. THE TITHE and (if not previously presented) ELIJAH THE PROPHET

A. Scriptures: Malachi 3 and 4

B. Literature to leave: “Timely Greetings,” Vol. 2, No. 30

C. Points to stress: Show where the Storehouse is today, and the blessings pronounced upon those who bring their tithes to It.

The studies may have to vary somewhat to meet the needs and understanding of the individuals, but you should complete substantially what the outline contains. At the end of your series of studies and before you move on from each area, give us a complete report of how each one is responding and how well established he is. This is important.

#### TEACHING ONLY THAT WHICH IS PUBLISHED

If questions arise that are not answered in the publications, rather than trying to answer them according to your opinion, write to the Office and find out if there is any light on them. If there is none, we shall let you know; and if there is, you will receive the information. Thus only will we all see “eye to eye” (Isaiah 52:8) and teach alike.

#### TIRADES

When the ministers give a tirade against the message, it may be well for the workers to give their next study to their interests on the points the minister brought out. Clarify for them the points misrepresented.

#### SPIRIT OF PROPHECY

Henceforth, in all your studies use the Spirit of Prophecy references only as reinforcement to points when necessary. Make it clear that you are proving the message from the Bible, not from anything else. Understand that the fresh message which we have today (the announcement of the Judgment for the Living) supersedes the message of yesterday (the Judgment for the Dead).

If you try to prove your points from the writings of Sister White to those who do not believe in them, not only will you possibly turn them away from the message, but you will also cause them to conclude that you are trying to teach the Spirit of Prophecy in which they have no faith. The Denomination itself declares that about one-half the members reject the Spirit of Prophecy. The more you hold to the Bible and nothings else, the better off you will be.

#### SDA MINISTERS AT STUDIES

Sometimes you will not be able to avoid meeting the ministers in the homes of the people, for as long as the members invite you to give studies in their homes, you must continue to do so. But do not allow any intruder or minister to interrupt you while you are giving a study. Be polite and tactful, but firm. Tell them that you have the floor and that they are to be but listeners until you have finished; that after the study is completed they may ask questions if they wish. If after you get through, the minister insists upon a discussion, rather than going around the bush, so to speak, corner him with the teaching of the Denomination on the horses of Revelation 9 and hold him to that point. Have him admit who is teaching heresy before he can say that we are. Perhaps then your listeners may see the

inconsistency in the Denomination's teachings. Do not let the minister take you to something else. Avoid getting around to who Jezreel or who this one or that one may be. Tell him that is not the point or the message. Stick to the Bible, as we're dealing with It, not with Sister White's writings. With the help of the Lord you will get along all right with the ministers, for after all, Truth will triumph.

#### LITERATURE

After each study, leave a tract or leaflet that deals with the subject. To keep your supply replenished, order these in advance of your needs.

#### INDIVIDUALS NOT ESTABLISHED IN SDA DOCTRINES

We would suggest that you not spend your time in trying to establish individuals in the Seventh-day Adventists doctrines rather than teaching the Shepherd's Rod.

#### COLORED STUDENTS

If you encounter opposition to your studying with a mixed group of colored and white persons, then perhaps you should make it a practice not to have a mixed group together for a study. So far as your studying alone with the colored brethren is concerned, though, we do not believe you will have trouble. Right now the number of colored workers is not sufficient to meet the need. Assure the colored prospects that we do our best for all brothers and sisters in every way possible, but our efforts are limited because the harvest is great and our laborers few – indeed very few.

#### MOVING TO NEW AREAS

Since time is short and the work great, also laborers few, it is important that all move quickly, guarding carefully that no one remain in one place longer than absolutely necessary. Place your request for a new assignment with the Field Secretary at least two weeks in advance of your next move.

#### BINDING OFF

When you bind off your work, assure the newly established ones that they will not be forsaken, but that after the Workers leave, we shall do our best for them to help them in their advanced step in Truth.

## COMMUNICATIONS

### REGULAR LETTERS

Every Worker should write to the Office and Field Secretary of his activities twice a week. Carbon copies to the Field Secretary are acceptable to save time.

#### ADDRESS

Keep the Office and Field Secretary posted as to where you can be reached at all times. In every letter you write, give your full address. If you are soon to move on to a new area, state the date you expect to arrive there.

Where you move, you should notify the Office not only of your new address, but also of the telephone number and name of the place; that is, the name of the courts, rooming house, motel, or wherever you are staying. This is requested so that the Office might quickly contact you should the necessity arise.

When your address is General Delivery, always give your house number and a telephone number (if possible) where you can be reached. We need to know your whereabouts at all times.

#### CONFIDENTIAL ITEMS

Such items should not be included in the body of Office letters. Label envelope confidential.

#### CORRESPONDENCE

File copies of Workers' correspondence with other than the Office may be sent in for filing if the Worker so desires.

#### INFORMATION

Always give the date you arrive at a place and the date you leave. Include in your letters information regarding contacts made, responses, doctrinal questions and material needs, and anything else the Office ought to know. In your twice-weekly letters always tell the total number of students whether they attend all the studies or not. Even if you write only a postal card, state the exact number of prospects each time you write. When writing about experiences with your different prospects, always give the full name and address, including initials. When referring to them in later letters, even after the name has already been sent in, don't say just Mr. and Mrs. so-and-so, but give the first name or the initials of each person referred to. This is necessary so that the Office can keep the records straight.

## ITINERY

Keep the Office posted of all your expected moves well ahead of time.

## REPORTING UN-ADVENTISTS ACTIVITIES

We are particularly interested in all anti-Rod activities, notes on anti-Rod sermons, interesting experience, difficulties encountered, suggestions for improving methods, and so on. Please send in the notes on anti-Rod sermons separate from the body of your letters.

## EMERGENCY MESSAGES

### AIR MAIL SPECIAL DELIVERY

Air Mail Special Delivery should reach the Office within 24 hours after being posted from most points in the United States and costs only 20¢ for a Special Delivery stamp, plus 6¢ for an Airmail stamp. Special Delivery mail must be plainly labeled as such, and you should also put: "Phone 2-7671" on the outside of the envelope so that the Post Office will notify the Office to pick up the letter. Be particular not to send an Air Mail Special Delivery unless it is an absolute emergency, and only then if regular Air Mail is not adequate, for someone has to make an extra trip to town in order to pick up a Special Delivery and in some cases we have found such letters to contain nothing that could not just as well have come out with the rest of the mail and thus have saved a trip.

Be sure to furnish all necessary information in any emergency message. For instance, in the death of a Davidian inform the Office if a Davidian Minister is wanted by the family to officiate, etc.

### TELEPHONE or TELEGRAPH

Make phone calls to the Office only in an emergency, in cases where you need an immediate reply and the Office can give an answer at once. These are to be sent collect. Avoid phoning or wiring when Air Mail Special Delivery will do, and even that only if regular Air Mail is not adequate. More can be said in a letter.

Always put the call through to the Field Secretary or to Sister Houteff – person-to-person.

Organize the important things you want to ask about before you phone, and have them listed on paper at hand. Sift out all unnecessary words, and try to limit your time to the allotted 3 minutes. When wiring, see that telegrams are worded to convey your message accurately and completely.

## MISCELLANEOUS

### NOTATIONS

In order to avoid the possibility of little slips of paper in your letters being overlooked, please make all your notations on letter size paper. You can have several small notes on a page.

### ONION SKIN PAPER

You are requested not to write or type on both sides of onion skin paper. It is hard on the readers' eyes, and there is therefore no economy in it.

### QUESTION AND ANSWER SERVICE

Do not try to answer any question you may be confronted with if you are not positive that you can do it. It is better to say plainly that you do not know the answer and thus maintain the questioner's confidence in you. Tell him that you will gladly write to the Office and find out for him or if he wishes, he may write for himself. Type any question on an Inter-Office Communications (Form #148, see attached sample), making a carbon copy. Rush both copies to one of the following departments, depending on which one it pertains to:

Correspondence Department, Division 1  
Accounting Department  
Circulation Department  
Mrs, V.T. Houteff

We shall immediately send back the answer. This is our policy with all the workers and we want you to remember this "special service."

### STATIONERY

When writing to the Office, it is not necessary for you to use the General Association letterhead and envelopes you have on hand; please use plain paper and envelopes to us instead as they are less expensive. Use the letterhead stationery for official business letters only.

### BUSINESS INVOLVEMENTS

No Davidian Hunter or Minister is authorized either to endorse or to negotiate business transactions of any kind for other Davidians, for the individuals may consider you agents for the Association. The Association will in no way be liable for losses that might occur in transactions that ministers or workers may advise or negotiate for others. You are employed as ministers, not business agents.

FORM #146

FIELD WORKERS  
INTER-OFFICE COMMUNICATION

NOTE: SEND 2 COPIES TO THE OFFICE

CITY, STATE: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: THE GENERAL OFFICE  
MT. CARMEL CENTER  
WACO, TEXAS

VIA:  
 REGULAR MAIL  
 AIR MAIL  
 SPECIAL DELIVERY  
 TELEGRAPH  
 TELEPHONE

DEPT.  
\_\_\_\_\_

QUESTION:

(OVER IS MORE SPACE IS REQUIRED)  
\_\_\_\_\_

ANSWER:

DATE: \_\_\_\_\_

## REPORTS

It is necessary that the Office have complete information regarding the Workers' activities, etc. The Reports listed herein have been devised to be accurate and all-inclusive without being bulky or unnecessarily detailed. We do not want to burden any of the Hunters needlessly with Reports and thus take up too much of their time, so all Workers should fill out these forms briefly but completely, and promptly. This part of the work is as essential as any other.

### DAILY CALLING SHEET (Form #142)

This report is for the Contact Worker's use, and almost self-explanatory. The names and addresses to be called on for the day will be listed on the Calling Sheets. As the Hunter makes each contact, he will check the proper column as to Attitude or Statistics, together with any brief comments necessary in the Remarks column. This information will be placed on the 3 x 5 Cards.

### INDIVIDUAL ACTIVITIES REPORT (Form #144)

It is always a good idea to follow the instructions printed on the reports you fill out! The front side of the Weekly Report is self-explanatory. Be sure to fill it in accurately. The following are definitions of some of the terms used on this form:

Homes Called On: Include as "Homes Called On" those places you stop where to your knowledge the people are Seventh-day Adventists. Place these on the list even if there is no one at home. Do not count information stops at filling stations, etc.

Contacts: Include as "Contacts" only those with whom you were able to speak, and who are old enough to comprehend what you say. You should count the husband or wife as one person. Contact only when you get to speak to them also, to get their decision.

On the "Report of Students," (the reverse side of the Weekly Reports), you are to list all the persons with whom you are studying. As long as an individual is attending your studies, his or her name should appear. However, Davidians who have already been fully established before the arrival of the Hunters, should not be included on the Weekly Reports. Always remember to designate whether the students are white or colored. Be sure also to give the complete name and address of everyone with whom you are studying, and a few words about their progress and present attitude. If





you discover that you have been spelling their names wrong on past reports, make the correction, and remark that it is a correction of an incorrectly spelled word. Also make notations if there are any changes of address, etc. Keep reports neat, and make differentiations very clear so that the Office will know exactly what you mean. Leave a couple of spaces between names and addresses of students, and a couple of lines between each category. The following are definitions of the various categories:

**Definitely Interested:** These are persons who you believe are favorable toward accepting the message, and who will probably do something about it, such as paying their tithe or teaching it to others.

**Studying, But Questionable:** List as “Questionable” those individuals who seem somewhat interested — who will attend studies, and promise to read, but will probably never do anything about the message even if they believe it. Give their attitude each week on the Report as you again see them.

**Dropped Out:** When some drop out whom you have listed on the previous week’s report, you should list them in this category and give the reason as nearly as you can why each person dropped out. In order to do this, you will have to keep copies of your Weekly Reports to refer back to. These names need not appear anymore on your reports unless, of course, they start again to attend.

Remember always in your reports that the Office is not concerned with figures so much as they are with results. If a Hunter is reporting a great many “Homes Called On,” “Contacts,” “Studies” and “Students,” and then gets few if any results, can you blame the Office for wondering if something is the matter?

#### ON TIME, PLEASE

Since some have sent in their Hunter’s Reports late, we are adding this reminder with the hope that it will help you to remember to send them in on time always. You have to make out these reports anyway, so why not make them out on time? When the Weekly Reports are late they do not mean much to us, and our map graph cannot be kept up-to-date. So remember to send your Activities Report to the Field Secretary each Sunday, or at the very latest, Monday morning.

#### EXPENSE BOOK

Workers are urged to use a daily cash expense book provided by the

Office. This book is to be turned in at the end of the month with the Financial Report. The Expense Books and Reports are patterned after conventional salesmen's records, and so, Davidian Ministers being the men who hope someday to be among those "men wondered at," surely should be able to keep their records as well as ordinary salesmen do! Since we have to keep records of the Hunters' expenditures, we must have their cooperation.

#### CREDIT ENTRIES

Do not make credit entries in the expense books. They are for cash expenditures only.

#### DAILY EXPENSE RECORD

Follow carefully the attached sample. There is an expense page provided for each day of the month. Each time you make an expenditure, list the amount in the proper column. If it is not listed, write it in. List personal items as miscellaneous.

#### MILEAGE RECORD

On the next to the last page there is space for recording your speedometer reading at the beginning and at the end of the month. Please fill in this mileage record each month.

#### MOVING

On the day you leave one area to work in another, please make a notation to that effect on the top of the page in your expense book on the exact day you move. This will be helpful to the Office in making the separate cost reports on each area worked.

#### NOTES

To insure prompt attention to your needs, please do not write notes, changes of addresses, literature orders, etc., on report blanks, or in the Expense Books. Instead, use separate paper or Inter-Office Communications for that purpose.

#### SUMMARY PAGES

(See attached sample.) The Summary page of the expense book is provided for the Hunter's convenience. The only thing that the Office requires that you fill out on this page is the Speedometer Reading. The other is optional. The Cash Summary page should be filled out carefully so that you will always know how much cash you have to account for.

### FINANCIAL REPORT (Forms #147 AND #147-A)

#### ACCOUNTS

Each of the Hunter's financial business is handled through his Bank of

Palestina account. Whenever you need to draw funds you should indicate this by sending with your request an exchange check against your individual account and we will then send you a General Association check in return. Palestina checks can be obtained from the Office. Keep a supply on hand. Send these and letters pertaining to such matters direct to the Accounting Department separate from your other correspondence.

#### BANK STATEMENTS

Around the 20<sup>th</sup> of each month the Bank Statements are sent to each Hunter, together with all bills paid and all paid vouchers, as well as, credit memorandums, so that he will know exactly what transactions occurred in his bank account.

We do not think any one will have any difficulty in understanding his Bank Statements if he will follow this formula each month when he tries to reconcile his statement with the cash he has on hand:

Amount to be accounted for (shown on the Financial Standing Report which accompanies the Bank Statement.

Plus: All money he has received since the date of the Bank Statement.

Less: All expenses for the present month.

Should equal cash in his pocket.

The amount of money shown in red on the Bank Statement is the amount that has been drawn in advance for the expenses for the month. When one reconciles his Bank Statement according to the formula above, he should find that he is able to account for the red balance and therefore is not actually in debt. If any one has the opinion that he has not been given credit for some things, let us know specifically what they are, and we will correct the error. It is our sincere hope that these explanations will clarify everything for each Hunter and relieve all of any anxiety they may have been having over their finances.

#### CHARTS (Attention: Accounting Department)

Whenever Field Workers order charts for somebody else, and do not enclose a Bank of Palestina check for the same, a Cashier's Check should be drawn on their Field Bank Account for the same so that the charge will not be made either to Accounts Receivable Publishing, or to their salary.

#### CREDIT CARDS

Texaco Credit Cards are provided so that Hunter's will not have to carry so much cash with them. These cards are good for gas, oil, tires, etc. at

any filling station of the company they represent. However, in those instances where you can save by paying cash, do so, otherwise, use your credit card. Show on your monthly Financial Report the amount charged and return with your report the carbon copies of bills issued on credit cards. Be very careful to see that each one is kept and is sent in with your monthly expense report. Also, each time you receive a carbon copy of a bill, check it over carefully and if the figures are well-nigh illegible, please mark them plainly so that our records may always agree with those of the gasoline company.

#### HUNTERS WORKING TOGETHER

Even though two workers may be traveling together, they should make out separate reports except in the cases of husbands and wives. In order to save time and possible confusion in the keeping of the records at the Office, Hunters are asked to avoid loaning to and borrowing from each other. It would be better to keep the Office informed of your needs in time so that we can hasten to you the needed funds. When some of the other workers reimburse you for room and board, deduct the amount from these items on your expense report, and list the name of the payee. He should report the expenditure as his expense.

#### ON TIME, PLEASE

All money sent to the Field Workers is charged to the Worker. In order to receive credit the Worker is to report promptly at the end of the month on a Financial Report blank. (See attached samples.) These should be mailed to the Office the first of each month. If they are delayed there is naturally a delay in getting the payroll out and in the paying the bills on time. Fullest cooperation is needed in this and it will be greatly appreciated. So remember to send your Expense Report to the Accounting Department on the first of each month so they can be checked before the 10<sup>th</sup>.

#### SALARY

When your monthly Financial Report reach us, your account will be credited with your salary and other credits shown on your report.

#### TITHES RECEIVED

The individuals who may hand tithes to the Workers should be informed that the Workers are sending the tithes to the Office for which a receipt will be directly mailed to the donors. To avoid possible delays in their receiving the receipts, and to eliminate any possible [TEXT NOT READABLE] keeping either by the Workers or by the Office, the Worker should immediately report it to the Office, including a Bank of Palestina check on his Field account for the amount of the tithe remittance if he keeps the money.

If for any good reason a Hunter thinks it best to refrain from accepting an individual's tithe, inform him of the Office address and suggest that the tithe be sent direct.

## FILLING OUT THE REPORT

Form #147 is for Hunters with families living at Mt. Carmel, and Form #147-A is for Workers without dependents. The section which covers the family expenses, however, is filled out by the Office. The rest of the respective forms are identical and are to be filled out the following way:

### Personal

Place the rent and board expenses separately in the first column, and the total of both in the last column. (Rent and board is not subject to tax while the Hunter is in the field – only while he is at the home base, so this is not included as salary.) List the remaining personal expense items like-wise, giving the total in the last column. Income Tax and Accounts Receivable are filled in by the Office. Accounts Receivable includes items sent for from Mt. Carmel, such as medicines, etc.

### Other Expenses Not Personal

Place here all the listed expenses. All benevolent expenses such as offerings, gifts, flowers, etc., will go in the space provided for Miscellaneous. Always place the totals in the right-hand column.

### Transportation

Be sure to place the cash and charge items in the proper columns, and to separate car repairs from gas and oil. Repairs include anything for the upkeep of the car, including tires, wash, etc. Add expense totals of cash and charge accounts, and place in the last column. Then add all the total figures in the right-hand column for the grand total.

OUR WORK IS GREAT AND THE MEANS LIMITED. EACH HUNTER IS EVER TO REMEMBER THAT HE IS BEING SUPPORTED BY THE SACRIFICES OF POOR FOLK, SOME OF WHOM MAY EVEN HAVE TO MISS MEALS TO MAKE ENDS MEET. GOD EXPECTS HIS SERVANTS TO BE TRUSTWORTHY IN ALL THINGS: AND MANAGEMENT IS ONE OF THE MOST IMPORTANT RESPONSIBILITIES. EACH ONE SHOULD THEREFORE BE VERY CAREFUL AS TO HOW HE SPENDS THE LORD'S MONEY. WE SHOULD READ L-VI PRAYERFULLY AND CAREFULLY OURSELVES AND TAKE IT TO HEART, LEST WE BE FOUND GUILTY.

## CARD REPORTS

Before a Worker is sent into a new territory, the Office or Field Secretary will send him all the names for that area on 3 x 5 cards. The

Hunter is to sort these cards by cities, and then by streets, with the aid of city maps, and make the Calling Sheets in the best order to be followed in making the calls. (You can perhaps get a city map before reaching a new city by writing to the Chamber of Commerce.)

Arrange a file with the following classifications on guide cards:

1. Studying
2. Reading by self – Interested
3. Not Interested
4. Requested Take-Off
5. Take-Offs (such as deceased, moved, etc.)
6. Not home, and Unable to contact.

Each day as Calling Sheets are completed and brought home, record the Hunter's initials (so the Office will know who made the contact or gave the study), the date, and the result of the call on each card, then file the cards alphabetically behind the correct guide card classification. Give a brief but complete history of the calls made, and list by title the studies given. Record also any favorable or unfavorable appointment card replies. On the cards filed under "Take-Off," please state the reason, such as deceased, moved, etc., so we can inform the Circulation Department. Also show the amount of literature given to students on the cards, especially sets.

Hunters are to get all the new names possible. Make cards for new names and addresses obtained. Specify on the card that it is a new name, so that it can be added to the files in the Circulation Department and the individuals will begin receiving the literature. (Use the City Directory of Commerce, drug stores.) Be sure the names are Seventh-Day Adventists. Give complete names and addresses as far as possible. The Office is unable to check on addresses or to fill out incomplete ones. You are much closer to this information than is the Office, so do your best to get all the necessary information.

When you have finished an area, send the cards to the Field Secretary. He will prepare a report for the Office from them.

If you are assigned to visit some of the newly established believers, you will be given cards with the names and addresses on them. On these write your initials, the date any comments as to the person's reaction and attitude, and return them to the Office immediately after you call on the individual.

#### CHANGES OF ADDRESSES

Report all such items and anything else the Circulation Department may

need to know which comes to your attention.

**EXCESS LITERATURE**

Whenever you find that more than one copy of the literature is being mailed to a home, notify the Circulation Department so that the files can be corrected. Give the names and addresses of those to whom the literature is being needlessly sent. See that there is only one copy of the literature to each home.

<b>BANK OF PALESTINA</b> Mt. Carmel Center, Texas	No. _____
	_____ 20 _____
<b>PAY TO THE</b>	
<b>ORDER OF</b> _____	<b>\$</b> _____
	<b>DOLLARS</b>
<b>DEPARTMENTAL CHECK</b>	<b>DEPARTMENT</b> _____
	<b>PER</b> _____

## GENERAL INSTRUCTIONS

### ACCIDENTS

The Office will not be liable for accidents incurred if the driver traveled at an excessive speed (more than lawful).

### APPEARANCE

Conform to the Lord's standards at all times so that your appearance cannot ever be questioned. Keep the hair cut, the face shaved, and the clothing tidy and clean. God requires His representatives to dress in such a way as to commend their religion both to the high and to the low, to the rich and to the poor. Dress neither extravagantly nor shabbily. Our dress ought to be such that the very poorest will not feel out of place in our presence, and the richest will not feel ashamed in our company. Stay in the middle of the road under all circumstances.

### ASSIGNMENTS

When a Hunter is assigned to an area, he is expected to remain in that area and do his best to complete the task assigned him. There have been numerous instances of unnecessary traveling which, when added up, aggregate not just hundreds of miles. The Office is therefore constrained to request that each Hunter confine his traveling to his own assigned area and keep the mileage at a minimum always, without slighting his work. Approval for all out-of-area trips must be secured from the field Secretary before going on the trip. The Office does not feel that it should be liable for the expense involved on personal trips (i.e., anything other than company business), or where Workers are not sent, even if they think they are on company business.

### AUTOMOBILE INSURANCE AND LICENSE PLATES

Even though a Hunter's license plates may be for some state other than Texas, the Office can take out car insurance for him from here because his home address is Mt. Carmel Center.

To secure Texas license plates, the Office needs the Certificate of Title and the receipt for last year's plates. It is not necessary to have the car inspected when it is out of state, but it must be inspected when the car is brought into Texas.

### CERTIFICATES OF FELLOWSHIP

It is an Office policy that wherever there is a company of Davidians, each one must recommend the applicant for a Certificate of Fellowship.

### CONFIDENTIAL

Workers are to keep strictly confidential all plans and expected moves. They are to write to no one about the plans.

## DAVIDIAN RESIDENTS

When in the territory where Davidians are residing, Hunters can augment their working force by permitting self-supporting volunteers to help in the work. First, however, make arrangements with the Office, and be sure that all understand as to whether or not they will be paid for their expenses.

If the situation should ever arise that one of you would be living with believers, then be sure not to put a burden on the family to provide your support also. Always pay your share of the expenses. Clean up after yourself and avoid sleeping in late, thus interrupting the family schedule. Follow the admonition in Gospel Workers, page 106, and make yourself helpful. Don't demand special care, or you may make them wish you had never come. Above all, don't set yourself up to try to start a revival and reformation in the family, and avoid gossip as you would the plague. Safeguard all important papers and confidential matters. Do not neglect your host, but at the same time, put first things first – don't neglect your work.

## EXPECTANT MOTHERS

The Office does not wish to assume any responsibility for any unforeseeable mishaps that might occur to expectant mothers; so in view of this, expectant mothers will not be sent out into the Field. Should a Hunter's wife become an expectant mother while engaged in Field Work, she is to return home at the end of the fourth month of pregnancy.

## FUNERALS

It is an Office custom to keep on file a copy of each Davidian funeral service and obituary a Worker is asked to conduct. He may send to the Office for suggestions and model services if he wishes.

## GENTILES

Whenever the majority who attend public meetings are non-Adventists, and if the Workers go to the expense of paying hall rent primarily to accommodate these Gentiles, a collection should be taken from them to pay for the use of the hall. Our work at this time is primarily in behalf of Adventists, but if some Gentiles are longing to receive the Truth, we should let them have some of the "crumbs" when it is possible without having to neglect the church members.

## HEALTH

Some have been going too hard. Don't put in too long hours, and see that you get the proper amount of rest and regular meals. By having to give studies in the evenings, we realize that your time is full and perhaps it is hardly possible for you to retire at a scheduled time. We hope, though, in order to safeguard your health, you will watch against wearing out yourselves unnecessarily, and that you will try to get to bed on time by eliminating all unnecessary talking, etc.

### HEALTH: (Two Workers Together)

Since no two persons can eat or live alike, Hunters who are working together must be careful that neither one forces the other into some particular way of eating or living. Fanaticism in anything is bad, but to impose it on others is even worse: Office admonition to the Workers at all times is that they be considerate and tolerant of one another, never imposing personal views or habits on another; that they wisely and carefully attend to their own diet. Diet and Truth go hand in hand – one sustains the physical, the other sustains the spiritual. These plus harmony and contentment are success and victory.

### HEALTH REFORM

Anyone meeting the need to discuss the subject of health reform should use The Entering Wedge tract and the Medical Letter – the latest on the subject. No one is authorized to preach on health reform, for that is not the most important burden of our message.

### HELPING OUT

If a Hunter wants his influence among his contacts to be effective, he should offer to help them in their work whenever the opportunity presents itself. It will pay both at present and in the long run. If you do not believe it, try it.

### HITCH-HIKERS

We want to caution you against picking up hitch-hikers under any circumstances. It is too risky in this day and age.

### HUNTERS' SUGGESTIONS

Any ideas or suggestions for the improvement of methods used in the Hunting Campaign should not be worked out independent of the Office, but should first be approved by the Office if it is expected to run the business. Some suggestions have proved beneficial in the past.

So that the Hunters can operate in orderly fashion, all must work concertedly together, and with the full knowledge of those who are held responsible for the direction of the work. By this we certainly would not be understood to mean that we would in any sense squelch in the Hunters the spirit of seeking improved ways of working, but the Workers ought not to “run off” on their own without discussing their plans with those who have the overall planning and integration of the work as their responsibility. Such a course would result only in chaos and waste. In unity there is strength. All are encouraged to be alert for any improved methods that may be feasible. Those methods which would involve changes are to be represented to the Office, and a copy sent to the Field Secretary. Such suggestions will be promptly considered.

Now is the time to educate ourselves to labor as that group of God's servants of whom it is said, ". . . they shall run like mighty men, they shall climb the wall like men of war; and they shall march every one on his ways, and they shall not break their ranks; neither shall one thrust another; they shall walk every one in his path: and when they fall upon the sword, they shall not be wounded." Joel 2:7, 8.

#### HOUSING

Hunters are to make their living quarters as inexpensive as possible, yet respectable.

#### HOUSEHOLD ITEMS NEEDED

Bedding, linens, and utensils are necessary to take with you wherever you go. But travel as lightly as possible.

#### IF TAKEN TO COURT

Should the conference men take you to court, tell the Judge truthfully what you are doing, that you are calling on the Seventh-day Adventists people, and those who let you in, you give Bible studies to. Do not be afraid of anything. If the court should try to advise you to stop your campaign, tell them politely that you are serving God, and as long as the people let you in their homes you will have to go in and present your message. Thos who do not want you in their homes, you do not bother.

#### INDIVIDUALS WANTING TO COME TO CARMEL

No one is to be encouraged to come to Mt. Carmel unless you first get permission from the Office.

#### INFANTS AND CHILDREN

It is not recommended by this Office that Hunters take their infants or children with them to do Field Work. There are too many obstacles in doing so; namely, it is too difficult to rent rooms with children, and if they are of school age their schooling will be jeopardized. Thus not only would the children and parents suffer, but also the work at hand.

#### INFORMATION SEEKERS, HOT TO HANDLE

Do not give out any information to those who are only seeking a stick with which to beat you. The following topics are the ones they will most generally quiz you about:

Jezreel: You will doubtless meet the questions as to who are Jezreel, antitypical King David, Ezekiel, etc. When such questions are put to you, simply tell your inquiries that you never heard Brother Houteff claiming to be any of these, and that if they want to know more they should write the Office. (The attached card is self-explanatory.)

## TO WHOM IT MAY CONCERN:

As Jezreel's secretary, Mr. John Doe is authorized to pick up any mail for Jezreel.

V.H. Jezreel, H. B.

Name-Ingatherers: When you are asked what you know about the Bible salesmen and the gathering of names and addresses, tell your questioner that you never sold Bibles and if they want any information, they will have to find the salesmen and ask them. Then ask a question or two of your own – Why are they so concerned and afraid of our getting the names and addresses? Do they want to keep the laity entirely in ignorance? Point out that they won't be able to do so anyway, so why try?

“The 1950 General Conference Special”: Whenever you are confronted with the accusation that this tract is deceptive, etc., you do not need to defend it. Simply tell your accusers that the title does not indicate who wrote it, but that the contents of the tract do so openly, especially on page 36. The title means just what it says – that it is a tract that was distributed especially for the 1950 General Conference session. Never try to defend it by referring to Jesus' arriving in Jerusalem after He had said He was not going. “The General Conference Special” needs no such explanation.

## LITERATURE ORDERS

Place all literature orders with the Office.

## MINISTERIAL STUDENTS

Believing that in your work you may meet more than one potential ministerial student, keep a supply of International Student Relief Letters on hand to distribute with discretion.

Anyone requesting the opportunity to join the Ministerial Class at Mt. Carmel must have his records examined as to his faithfulness in tithe-paying, etc., and he must be able to furnish three good references establishing his records of having a genuine Christian reputation.

Each student will be required to save enough to fit himself up with the necessary equipment and clothing to start him out in field work. He will not be sent out until he does.

No individual will be sent into Field Work if he shows that his stand-

ard of living will be higher than the Institution can morally or financially afford to pay.

#### NAME INGATHERING

Even though you may think you have the names of all the Seventh-day Adventists where you are, it is possible that you do not, so make it your business to request names of Adventists. It might be well with discretion to stress the name-ingathering aspect. Let them know you are gathering names.

#### OPPOSITION

When meeting opposition, follow Christ's example. He used a different procedure with the common people than He did with the Scribes and Pharisees.

With the common people He was ever gentle and patient; He never condemned them, but kindly pointed out the way of salvation. But it was another story with the Scribes and rulers; they were not ignorant of the Saviour's work and mission and their questions were for the most part merely traps. With them Christ was plain and even cutting at times. Rather than answering their "trap" questions, He first gave them a question to answer. His ministers are to do likewise.

If you perceive that one is asking you a "trap" question, before you answer his question, first give him a question on some point that is irrefutable. Don't be discourteous, neither let them make you appear foolish.

In dealing with those who are opposed, and especially the ministers, hold them to one point; don't let them jump around. Familiarize yourself with a few references and if they can't see light on one, or at the most two, don't waste your time with them.

Examples: Jeremiah 30:1-3 (or one of the many other definite and specific Kingdom references.)  
Isaiah 66:15-21  
Trumpets (Arabian horses)  
Woman of Revelation 12 (Christian church only?)  
Answerer No. 1, page 83 (Loud Cry)  
Testimonies, Vol. 5, p. 211 (Purification)

#### OUTSIDE WORK

No Hunter is to engage in other work or be employed otherwise than by the Institution during his Hunting engagement. The Institution is paying the needful expenses, and expects each Hunter's full time and devotion. If any Worker has some question on this, he should communicate with the Office.

## PERSONAL PROBLEMS

In your work you are likely to meet with many different characters again and again, so we wish to caution you against letting them confide in you their marital troubles, especially when you are making calls alone. The Devil is always ready to try to hook a man by means of some foolish woman. And when the husband is not an Adventist, or there is family difficulty, it is possible he may become angry at you, thinking that you are causing trouble in his home. Be careful, therefore, about this matter. If anyone should divulge their marital problems to you for any reason, immediately tell them that problems of that kind are not in your line and they should contact the Office for any needed information. Tell your inquirers that they may, if they wish, write directly to Mt. Carmel, giving the details, and the matter will receive personal attention. If you have to do anything at all, advise the persons involved to do all they can to hold the family together.

## SELECTIVE SERVICE

Whenever any of the Hunters who are of draft age receives communication from his Selective Service Board, and if he expects help from this Office, he should contact us for detailed information as to how he should answer before appearing at or writing to his Board. Whatever you do, please send a copy of your Selective Service letters for your file in the Office.

## SEVENTH-DAY ADVENTIST CHURCH

Every Worker should attend church whenever possible. This is one of the best ways of making every Seventh-day Adventists aware of the controversy, especially in places where you do not have all the names. Try causing a stir by mingling with the people, cautiously passing out a few tracts or “Timely Greetings,” off the church premises. This will perhaps cause the minister to tirade against “The Shepherd’s Rod,” and may cause the interest of the laity to be aroused.

It is our policy never to flood a church with literature by distributing it any place on the church premises, either inside the church or outside on church property. When this is done you can expect the members and ministers to become angered, so it is better to abstain from passing out the literature in their church. This includes placing any of our publications in church hymnals also. Such action is not Christian courtesy, and if any of you should be caught doing this, we could not uphold you in any way. Remember that the Adventists are after us Davidians to catch us on something or another, so while we must be courageous, we must also be tactful and by all means truthful at all times.

Should you meet a church member who suspects some visitor to be a Davidian, do not let on that you do not know the individual. Let them imagine that every visitor is a Davidian.

## SEVENTH-DAY ADVENTIST MINISTERS

Since the ministers have received instructions from the General Conference on how to counteract the activities of the Hunters, we will necessarily have to work in such a manner as to make our efforts effective.

Whenever the ministers request that the visitors stand up in church, it is not necessary for you to do so in cases where they wish to identify the Davidians.

If a tirade against the message is given, we would appreciate your taking notes on the sermon and conveying them and the minister's name to us as soon as possible after the service.

If any of the ministers wish to have a special meeting with you, tell them that the only meeting you will have with them will be in the church with the laity present. Also inform them; "We already had a secret meeting with the Conference men in Los Angeles, and you know what they made of it. We will not have this repeated." It is, of course, a different matter when the minister is willing to talk as layman to layman, not as a judge for others.

## SOCIAL ACTIVITIES

Since Hunters are bound to meet with every kind of situation at one time or another, we are adding these few words of caution to the unmarried ministerial students who are taking field training in order to help them avoid certain pitfalls that might lie ahead of them.

Your field training does not, you realize, include taking young ladies for rides in your car. As a minister you must carefully guard your reputation and retain the respect of all. If necessary, you could explain to any young woman who might wish you to give her a ride, that your car and your time are not in reality yours, but the Association's, and that you are not supposed to put either one to any other purpose than the work.

Be assured that we have confidence in you boys, and the only reason that we mention such cautions is because of our deep interest in your success. We are trying to give you the benefit of what has been taught by experience.

## SOLICITATIONS

No Davidian Hunter or Minister is authorized to solicit funds from Davidians for any purpose in the name of the Association.

## THIEVES

We wish to caution you against the many thieves who are about everywhere. Some of the workers' cars have been broken into and contents

stolen, and we do not wish this to be your experience. Do not leave anything of value in sight in your car even though it is locked. Some have already suffered a loss when thieves pried open a window on their parked and locked car. Rather than leaving your car out on the street at night, find a reputable garage where you can leave it overnight with the assurance that your car and its contents will be safe.

**TIME HUNTERS ARE EXPECTED TO SERVE**

Those Hunters, including ministerial students, who have applied for field duty and are given an assignment are expected to remain on that assignment until it is entirely completed or until he has been officially released from it.

**TITHE REMITTANCE SLIPS**

These are to be handed to the newly established believers who are ready to pay their tithes. Explain to them that when they send one in to the Office, a new one will be sent to them with their receipt. (See attached sample.)

Form No. 2  
Rev. 8-23-'50

Remittance Slip

Name: _____		Date: _____
Address: _____		
Tithe, First ..... \$ Tithe, Second & Offerings ..... Charts ..... SRod, Vol. 1 ..... SRod, Vol. 2 ..... Bequeathment..... Mercantile Purchases..... On Account ..... ..... <div style="text-align: right; margin-top: 10px;">Total      \$</div>		Do not write in this space  (For Accountant's use only)  Date: _____ Ident.: _____ Amount: _____ Clerk: _____ <u>Note:</u>





