

# ORGANIZATION INSTRUCTIONS

(as amended)

For the promotion of the Kingdom interests the Society deems it necessary to make some minor changes in the ORGANIZATION INSTRUCTIONS. The instructions set out below take the place of the ones heretofore issued.

What is said here concerning the organization in the United States will apply to all parts of the earth.

The territory embraced in the United States is divided into zones, each having from five to twenty companies. The zones are designated alphabetically according to states, beginning with Alabama. The zones will be numbered from one to the number of zones within the state. Where the zone in one state laps over into some other state adjoining, the zone will still be considered as of the state in which it originates.

Zone organization will be made up as follows: A servant for each zone, whose duties are set out below. Each separate and distinct company to have a company servant; other servants to be appointed, where the size of the company requires it, as follows: territory servant, secretary, treasurer, stockkeeper, sound servant, back-call servant, and advertising servant, or any others that the Society may hereafter indicate. All of these shall be the assistants to the company servant and in turn all assistants of the zone servant.

## Appointments

All servants, including conductors of study meetings, will be appointed by the Society. Each company may recommend to the Society persons qualified to serve in the respective positions. A committee composed of mature brethren may be selected by each company to canvass the situation carefully and submit a list of names of persons and send such to the Society's office. Such may be of the anointed or Jonadabs. The Society will not be bound by this list; but the list will be merely advisory. The zone servant will carefully take into consideration the qualifications of the members of the various companies and send in to the Society his recommendations of persons best qualified to act in the places indicated. The personnel of the servants of each company and the zone servants will be subject to change at any time by the Society. There will be no disposition to make a change so long as the organization is working to the advancement of the Kingdom and the glory of the Lord. Each one appointed to serve should do everything as unto the Lord for the advancement of the Kingdom, having in mind the responsibility of faithfulness to the Lord. The zone servant will, from time to time, recommend to the Society's office at headquarters any

changes in any company that appear to be to the advantage or advancement of the Kingdom, and in making recommendations will state his reasons for so doing.

In any city or subdivision of a zone that has a company of more than 200 publishers said company shall be divided into units, and this without regard to language or color or nationality. No unit should contain more than 200 publishers, and when a unit exceeds that number the Society will subdivide it, establishing another unit.

The territory of the company shall be subdivided to the best advantage to cover it, having in mind local conditions affecting the method of carrying forward the witness work in the territory.

## Co-ordination

In order that there may be full co-ordination and complete harmonious action the jurisdiction of the various servants shall be as follows: The zone servant shall have general supervision of the field activities of the entire zone. The company servant will have supervision of the company service units, subject to the zone servant and, in particular, subject to the Society headquarters at Brooklyn. The servant in each unit, the servant of each company, and the zone servant shall all work together harmoniously and all be subject to the Society's direction.

## Duties of Zone Servant

He shall, at stated intervals, visit all the companies within the zone. Where a company is made up of two or more units, there shall be a general meeting of all the units to be attended by the zone servant, and, where it appears necessary for the zone servant to do so, he may visit the units separately. *new para. here.*

The zone servant should become thoroughly acquainted with the publishers within his zone, check their service records, note the spirit of co-operation of each, and particularly note the ones best qualified to serve in the respective positions, and from time to time send such recommendations to the office at 117 Adams Street, Brooklyn.

When visiting a company he shall notify that company by and through its servant two weeks in advance. His schedule for visiting companies may be arranged or altered to meet the most urgent needs or requirements. He will have in mind always, however, the conservation of energy and time and saving of expense.

The zone servant has no authority to appoint a person to serve in any position, nor to remove one. He will recommend appointments or changes and send such rec-

ommendations to the Society. It shall be the duty of the zone servant to personally interview each servant within the company or unit, check his work, and see that it is being done in accordance with the instructions, and wheresoever possible the company servant should accompany the zone servant at such interview with servants, each one having in mind at all times the necessity of complete unity in action to the best interests of the Kingdom. If conditions are such in any company that more than one meeting is required, the zone servant may arrange for the same together with the company servant, appointing time and place.

Upon visiting a company the zone servant will have a general meeting of the company and all the units of the company and submit and discuss before such meeting the instructions issued by the Society relative to field service. He shall then take up and give proper attention to all matters requiring attention that relate to the publishing of the Kingdom message within the territory of that company.

~~The zone servant may spend as much as one week with a company.~~ All the time of the zone servant not required to aid the respective companies or units shall be devoted to house-to-house service in publishing the Kingdom message as a pioneer. He may take with him newly interested ones and demonstrate to such the proper manner of the publishing work. Since most of the meetings will be held in the evenings, the zone servant will be enabled to devote most of every day in the pioneer service, and all evenings to back-calls except the evenings on which he is required to meet with the companies.

## Counsel

The zone servant should familiarize himself with the duties of all the servants of the company in order that he may render such aid or counsel to them as may be required and proper in harmony with the Society.

## Chairmen of Meetings

Meetings attended by the zone servant may be presided over by the zone servant or by some other mature brother selected by the company at the time of the meeting for that purpose.

## Study Meetings

When the person assigned to conduct a meeting is not able for any reason to perform his duty, he shall assign a substitute for that particular meeting.

Those assigned to conduct the study meetings will closely follow the Watchtower outline or instructions as to conducting such study meetings. His duty shall be



to keep order and to propound the questions and to conduct the meeting in an orderly and efficient way. To submit to the vote of the company the question of whether or not *Watchtower* instructions shall be put into practice by the company, such as reading the paragraph, is entirely out of order. For the one conducting to occupy much time talking is also out of order. As a sum-up to all questions discussed, the *Watchtower* paragraph, or the paragraph in the textbook used, germane to the question, shall be read. The conductor will see to it that each person who speaks to a question makes his speech short and to the point and avoids speaking of immaterial matters or things that do not relate to the question under consideration. All study meetings shall be limited to one hour. Service meetings may continue more than one hour when necessary.

It shall be the duty of the zone servant to ascertain the residence of each one of the publishers and endeavor to organize a separate study within the bounds of a territory where ten or more persons are within close range of each other. Otherwise stated, there should be such study classes throughout the territory as will enable everyone to participate in the study meeting. Such study meetings may be held in private homes, or, upon advice of the Society, where the number requires, in a hall provided by the company for that purpose. The zone servant will, together with the company servant, make up a list of such study meetings, and forward the same with his monthly report to the Society, which report shall state the name of the publication studied and the average attendance at each meeting place. Traveling long distances at much expense to the publishers should be avoided.

#### Model Studies

The Society issues a Model Study booklet which enables the newly interested to learn how to study the Bible. Such study together with the phonograph and a Model Study booklet should be encouraged. When interested persons meet together in a private home such study will be arranged by the publisher. All studies should be led by consecrated men, but, where all in attendance are women and there is no consecrated man present qualified to conduct such model study, a consecrated woman may take the chair, keep order, use the phonograph, and have someone present read the questions, and then the one in the chair will read the answer as set forth in the booklet, together with the scriptures cited. A model study presided over by a woman as above stated is not contrary to the scripture which says, "I suffer not a woman to teach." All model studies begun by pioneers should be turned over to the company when the pioneer moves to another community, and then a consecrated man if available in the company will conduct the study. As soon as possible the newly in-

terested will be encouraged to participate in the field service and to attend the regular company studies.

#### Forms

The Society furnishes printed blank forms upon which reports are to be made by the various servants. These forms are so marked as to designate the one who makes out the report and to whom the report shall be delivered as soon as made. These forms will be sent to the respective company servants to be distributed amongst the other servants of the company as required.

#### Reports

Each servant of the company will fill out his report at regular intervals and hand the report to the company servant, which in turn shall be delivered to the zone servant or to the Society, as required.

#### Obligations

Necessarily the publishing work will entail a certain amount of expense upon those who are devoted to the Lord. General expenses are met by contributions; and since the obligation is upon the Society to direct the work, all contributions for the support of the work should be made to the Society; but such voluntary contributions may be handed to the zone servant, who shall receipt for the same and report the same to the Society. It will be the privilege of all consecrated persons, the anointed and the Jonadabs, to manifest their love for the Lord and the advancement of his kingdom by making voluntary contributions from time to time in harmony with their means or ability so to do. The zone servant will not be privileged to receive personal contributions, but all contributions received by him will be reported to the Society, together with the name of the contributor, and the Society will acknowledge to the contributor the receipt of such contribution. There will be no exceptions to this rule.

In order to keep the expenses to the minimum it will be the privilege of the consecrated to entertain the zone servant during his visit to the respective companies. The zone servant will be compelled to arrange for his own accommodations otherwise where the consecrated are too poor or fail to provide such entertainment. The zone servant will provide his personal expenses out of what he derives from his pioneer work, reporting all his expenses each month, and where it is necessary the Society will provide a reasonable amount to cover expenses. Each one of the consecrated will have in mind at all times that all money required to carry on the work comes from voluntary contributions, and each one will put forth his best endeavor to keep the expenses down to the minimum.

#### Publishers

It should be kept in mind that the sole purpose of this organization and its activities is to carry out the commandments of Jehovah and the Lord Jesus Christ, to publish the name of Jehovah and his kingdom under Christ. When the zone servant sees that any publisher is becoming negligent in respect to performing his duties as a publisher, it will be the duty of the zone servant to encourage or aid such derelict publisher to put forth a more strenuous effort in obedience to the Lord's commandments.

#### Service Meetings

Every company or unit of a company should have a weekly service meeting devoted to the application of the announced campaigns by the Society to the local organization. The company (or unit) servant should preside at all service meetings except when the zone or regional servant is serving the company. Together with the assistant servants he should give due consideration to the various features of the field activity.

#### Company Servant

The company (or unit) servant will receive communications from the Society regarding service and will submit the instructions to his respective assistants, and all communications addressed by the Society to the company shall be read to the company at the first meeting thereafter, or at the weekly service meetings. When the assistant servants need additional help to take care of their work, they should consult the company servant, who will select some active and capable publisher to assist in carrying out the duties, subject to the zone servant's approval on his next visit.

#### Secretary

Every company composed of two or more publishers should have a secretary, whose name and address should be on record in the Society's office, so that communication to the company can be made either through the company servant or through the secretary.

The general duties of the secretary are to assist the company servant in all matters pertaining to the records of the activity of the company and individual publishers, to co-operate in compiling reports, checking and sending in subscriptions, and such other work as may be required.

#### Treasurer

The treasurer will have charge of all the company's funds and keep a proper record thereof. He shall make no payment of any bill unless first approved by the company servant, as far as the local organization is concerned, all checks drawn against the company account being signed by the treasurer and countersigned by the company servant. The expenses for operating the local organization are to be met by voluntary contributions on the part of those associated therewith. A contribution



box should be provided at all meeting places, to receive such contributions.

Once a month monies received as contributions for the Society's literature should be turned over to the company servant to be sent to the Society in the form of a postal money order or bank draft. All remittances should be mailed direct to the Watch Tower Bible & Tract Society, 117 Adams St., Brooklyn, N. Y. Do not send any remittances to depots. Do not send currency through the mail.

In some instances it may be necessary that a small amount of literature be given publishers on credit, with the understanding that they will turn in the contribution for same as soon as placed with the people.

Periodically, and especially before the zone servant's visit, the books of the treasurer should be audited by the company servant or someone designated by him to do so.

#### Stockkeeper

All company stock, including books, unused lecture records and supplies, will be under the supervision of the stockkeeper. He should see that the literature is kept clean. He is not required to take back worn and soiled books.

He should assist the company servant in making out orders to be sent to the Society for further supplies of literature. He should try to anticipate the company's requirements far enough ahead to allow two to four weeks for delivery, depending on the distance the company is located from the Society's office. Literature is always shipped the cheapest way, not the fastest.

All money received by the stockkeeper for literature should be turned over to the treasurer for banking, the stockkeeper receiving from the treasurer a proper receipt for same.

When stock is received from the Society, all cartons should be opened and checked against the order and the invoice received. The invoice, properly checked, is to be turned over to the company servant, who will file it with the treasurer for entry in his books of account. If invoice does not properly check, advise the Society promptly, giving number of invoice and date of original order, and discrepancy.

A physical inventory should be taken twice a year, and on the 30th of September each company servant should see that the stockkeeper has properly filled out the inventory form supplied by the Society, which form should be sent to the Society, showing the amount of literature on hand, amount of cash on hand and the value of literature held on credit by the publishers.

The stockkeeper should keep his literature and reports in such order that the zone servant when making his regular visits can readily check the company's statement with the literature on hand.

The stock room should be open at designated times, so that the publishers will always know when they can get literature.

#### Territory Servant

Every company should have a good workable system of assigning territory. New companies, or those that have a poor system or none at all, will be supplied with a detailed outline of a workable system for handling territory, by the Society upon request.

The territory servant shall assign to each publisher, upon request, such territory as may be required and is convenient to the publisher, giving particular attention to the assignments close to the publisher's home.

All assigned territories should be returned to the territory servant at the end of three months, whether completed or not. If not completed and the territory servant wishes to make a reassignment, he may, if the publisher wants him to; but if the territory and company servants believe that in the interests of the Kingdom work it would be better for someone else to cover the territory, the assignment may be canceled.

The territory and back-call servants should closely co-operate, so that names of interested parties are given to the publisher when given an assignment of territory.

The assignment of territory to be covered by the company is made by the Society, and the territory servant should see that the entire assignment is systematically covered and that the publishers work within the boundaries designated by the Society. Certain portions that are not considered desirable by publishers are likely to be overlooked unless the territory servant sees that these are issued to publishers or periodically worked by witnessing parties.

#### Sound Servant

The sound servant will co-operate in every way with the company and territory servants, seeing that the territory is thoroughly covered with sound equipment. Sound-cars and transcription machines owned by the company should be scheduled and kept active every day in the week wherever possible, and particularly during week-ends. Phonographs owned by the company should be loaned to publishers. Where publishers have phonographs and do not use them often, the sound servant may be able to make arrangements for such to be loaned to other publishers who can use them from time to time. The sound servant should take care of the lecture records in use, checking them from time to time to see that those that are worn and do not reproduce well are destroyed and proper replacements made. He should see that equipment is available for all brethren making back-calls and that needed records are on hand for this purpose. Records are to be kept in an orderly fashion and easily obtained when called for by a publisher. Special note should be made

to see that every publisher using the phonograph has the current introduction records.

#### Back-Call Servant

The back-call servant will have a list of interested persons, including Watchtower and Consolation subscribers, furnished by the Society, who are not regular publishers. These names will be arranged in territory order. The back-call servant should check the publishers' record cards and see which publishers are making back-calls and make sure that the names of those being called on are turned in eventually for filing. These should be visited once during each campaign.

Special effort should be made by the back-call servant, co-operating with the various publishers, to get these interested persons together in a model study. Where unusual interest is located, arrangements should be made, if convenient to the household, to start a public model study and advertise it thoroughly in that vicinity, and after going through several series of the recorded lectures a study class should be organized. Where public model studies are arranged, post cards may be addressed to all the back-call names within a reasonable distance of the meeting place, inviting them to the series.

#### Advertising Servant

The duties of the advertising servant will include: arranging information marches in conjunction with the company servant to see that public meetings are properly advertised; seeing that there are on hand sufficient folders for public meetings; handling placards and signs; seeing that bookmarks and announcements are printed concerning Watchtower studies and service meetings; seeing that electric signs and other signs posted throughout the city and in homes have proper publicity matter in them. In fact, all matters pertaining to advertising the Kingdom should have the attention of the advertising servant, co-operating with other servants of the company, when they are involved.

#### Regional Servant

Each regional servant will be assigned 25 zones. The Society will route him to each of these twice a year, with a week for each zone, from Friday until Wednesday night. Each zone servant will be notified in advance of the regional servant's visit, so that proper arrangements may be made for a general assembly of all companies in the zone on the Sunday of the week appointed. Friday and Saturday the regional servant will meet with the zone servant at the point where that brother is serving and ascertain from him the conditions in the zone and generally prepare for the meeting with the zone and company servants on Saturday evening. At this meeting he will consider



reports and other conditions pertaining to the Kingdom activity in the zone, giving such counsel and aid as is necessary. All company servants and their assistants should be present at this meeting.)

If there are any companies that need special attention, arrangements can be made to visit these the following Monday, Tuesday or Wednesday. The Society may have some definite instructions covering such special appointments, also, which will be forwarded to the regional servant at the time of his appointment. The zone servant will accompany him on these visits.

Complete reports will be sent in by him weekly regarding the conditions in the zone, and particularly the companies needing special attention. Recommendations by the regional servant in regard to the activity of the zone servant and servants of the companies should be included in his report. Specific changes recommended in any company personnel should be made in writing and turned over to the zone servant for forwarding to the Society with his company organization report. The regional servant will make no changes in personnel. All instructions set out in the general "organization" should be closely followed.

The regional servant will travel and carry on his work the same as the zone servant, and all the instructions relative to zone servants regarding expenses and appointments will apply to the regional servants as set out in the "organization".

#### Zone Assemblies

The zone servant will make all arrangements for the zone assembly. The regional servant will take charge of the general field activity on Sunday morning and early afternoon. Thereafter the regional servant will meet with all the publishers and instruct them in the various details of the service, particularly any points where they are weak, or in other matters that need special attention in harmony with the Society's "Organization Instructions". Additionally, the regional servant will conduct a *Watchtower* study, and all the publishers of the zone should attend this and participate therein.

*one sentence added*  
**Public Meeting.** It seems advisable to take advantage of the zone assembly to arrange for a public witness, using the Society's latest recorded lectures. This meeting may be had just preceding the service instruction by the regional servant, or at other convenient time. Saturday afternoon and evening should be used to advertise this meeting by means of information marches and distribution of folders. Additionally, folders may be distributed by the publishers Sunday in connection with their door-to-door witnessing.

**Immersion.** Now that the gathering of the Lord's "other sheep" is so manifest, it seems fitting that arrangements be made for these to symbolize their conse-

cration to Jehovah by water baptism. This can be arranged at a time most convenient to all. Due to the need of conserving time, no elaborate service need be arranged; record P-36 may be played, and such other brief comments as are necessary made.

### Pioneers

**PIONEERS WORKING COMPANY TERRITORY:** Pioneers (which name includes special pioneers) are under the direct supervision of the Society and report to the Society. They will receive all instructions relative to their work from the Society. Pioneers working in territory assigned to a company will be told by the Society which city or other designated section in the company territory they should work. The specific territory in which they are to work, however, will be obtained from the territory servant of the company. The pioneer has the ~~same~~ privilege as any other publisher in the selection of territory not already assigned. The same rule pertaining to the handling of territory by company publishers applies to pioneers when working in company territory, namely, territory assigned must be returned immediately upon completion, and in any event within three months, to the company, either for cancellation or for re-assignment. All back-call slips received and new names obtained must be turned in for the company records when the territory is finished.

Pioneers working company territory must report progress of their back-calls and model studies to the company, the same as the company publishers, so that the newly interested may be in direct touch with the local organization.

**Pioneer requirement** as to hours is 150 a month; special pioneers, 200. A full report as to their field activity is sent to the Society once a month.

Pioneers are not required to work in witnessing parties arranged by the company. However, if they desire to have a part in week-end witnessing parties they may do so. Pioneers should always have with them the address of the Kingdom Hall and invite newly interested people to attend the company studies and service meetings.

**PIONEERS IN ISOLATED TERRITORY:** These pioneers will receive their assignment of territory by county direct from the Society and will make all reports to the Society on the work they accomplish. The purpose of pioneer service in isolated sections is to try to establish companies that will carry on the Kingdom work after they leave. It is the obligation of every pioneer to follow up all interest he finds by making back-calls and conducting model studies. He should also show the newly interested ones the need of assembling together to study *The Watchtower* and other publications. When there is a group of such interested ones the pioneer should advise the zone servant and have

him aid in getting the group organized, or the pioneer himself may suggest one best qualified in the group to act as company servant and have this person write the Society expressing the desire to have a company formed. The Society will furnish the necessary material and enroll the company and instruct the zone servant to make regular visits. Hundreds of new companies can be started by pioneers if they give this matter the proper attention.

When a pioneer leaves a territory he should forward *back-call* slips with the names of all interested persons to the zone servant, if he knows his address, or, if not, to the Society. These slips will then be furnished to the next pioneer working the territory, or the zone servant will call on them if he has time to give them attention. Hereafter, when county assignments are sent to pioneers they will be advised of the zone in which the county is located and the name and address of zone servant. When convenient for pioneers to attend a zone assembly they should do so. *one paragraph added*

#### Co-operation

There should be close co-operation between pioneers and companies at all times, as both have uppermost in mind the advancement of the Kingdom interests. Resident publishers have the privilege of working the territory nearest their home, and at no time should a pioneer insist that such territory is his. Kingdom interests will be advanced by complete co-operation one with the other.

### Conclusion

These instructions may be changed or added to from time to time as conditions require, and in that event due notice will be sent to the respective companies.

This organization method is prepared and published by the Society only as a confidential communication to the anointed and the other sheep of the Lord who are fully consecrated and devoted to the Lord. The enemy is always on the alert to interfere with the Lord's service, and it is our duty to see to it that the opportunities of the enemy to so interfere are reduced to the minimum. There should be full and complete unity between all the publishers, which means all who are devoted to the Lord. Everyone should have in mind that his greatest privilege is to render full allegiance and support to the kingdom of Jehovah under Christ Jesus. Have in mind that this is God's righteous government which will administer blessings to all who love and serve him and it is our privilege and bounden duty to see to it that we safeguard every interest of the Kingdom and advance the same to the glory of the Lord.

WATCH TOWER BIBLE & TRACT SOCIETY  
By

*J. Rutherford*

President