

AMENDMENTS TO ORGANIZATION INSTRUCTIONS

Regional, zone and company servants and pioneers should strike out in "Organization Instructions (as amended)" the portions of paragraphs here referred to as being changed, and should henceforth refer to the amendments herein printed covering deleted portions and additional instruction. Paragraphs are numbered A-1, A-6, etc., under the respective headings. On original "Organization Instructions" sheet make notations of these additions, under proper subheadings. If you wish you can cut out these amended paragraphs and paste them at the proper place.

Duties of Zone Servant

Paragraph 1, change to read—

(A-1)—He shall, at stated intervals, visit all the companies within the zone. Where a company is made up of two or more units, he will visit each unit separately, there being no necessity of serving the entire company as a whole.

Paragraph 6, delete the first sentence. (A-6)

Paragraph 7, new instruction—

(A-7)—The full-time zone servant will serve two companies each week, one during Sunday, Monday and Tuesday, and the other during Thursday, Friday and Saturday. Wednesday will be set aside for making reports. The only exception to this is on the occasion of a zone assembly. Then an entire week will be spent with the regional servant in preparing for the zone assembly and taking up other matters pertaining to the service work that need attention. If it seems advisable to spend one week with any one company a recommendation may be made to the Society to that effect in advance.

Paragraph 8, new instruction—

(A-8)—Where the interest in isolated pioneer territory and remote sections of the company territory justifies it, one week or more may be set aside by the zone servant to organize this interest into an active service organization, scheduling the time set aside for this purpose on his monthly appointment sheet and making a complete report to the Society at the conclusion of the visit.

Study Meetings

Paragraph 4, new instruction—

(A-4)—The studies mentioned above are to be book studies to which interested people attending model studies in the various areas may be brought. These studies should be under the direction of a competent study conductor, who will also hold the territory in the vicinity of the study and arrange to take all those attending into the field one or more times a week. The study conductor will supervise the assignment of territory, back-call service and magazine work, both street and routes, in that particular area and generally have charge of the witness work under the direction of the company servants.

Treasurer

Paragraph 1, add the following—

(A-1)—At least once a week the stockkeeper and advertising servant will turn over to the treasurer the monies received as contributions for the Society's literature and magazines. Separate records will be kept of the money received on the company book account and on the magazine account.

Paragraph 2, add new sentence—

(A-2)—The company servant should use the regular remittance forms, showing the proper accounts to be credited, such as company book account, magazine distributors' account, donations, etc., when remitting.

Stockkeeper

Paragraph 8, new instruction—

(A-8)—The stock room should be open at designated times, so that the publishers will always know when they can get literature. Adequate supplies should be provided for each study group and turned over to party assigned to serve as assistant to the stockkeeper at each study. The company servant may designate someone attending each study group to care for the stock, as an assistant to the stockkeeper.

Territory Servant

Paragraph 2, add new sentence—

(A-2)—He shall see to it that adequate territory provisions are made for study groups.

Paragraph 4, insert—

(A-4)—Insert the words "and study conductors" after "servants".

Back-Call Servant

Paragraph 1, change to read—

(A-1)—The back-call servant should check publishers' record cards and study conductors' reports and ascertain 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.

Paragraph 2, change first sentence to read—

(A-2)—Special effort should be made by the back-call servant, co-operating with the study conductors and various publishers, to get these persons together in a model study.

Advertising Servant

Paragraph 2, new instruction—

(A-2)—The duties of the advertising servant will include arranging for magazine street work and routes in conjunction with the company servant. His duty will also include the handling of *Watchtower* and *Consolation* magazines, seeing that they are promptly delivered to the magazine publishers. He will arrange for assignments to publishers at busy street intersections or other strategic points in the company territory. He should closely watch the activity so that sufficient distributors' copies are received from the Society, making such adjustments in the order from time to time as are necessary on the regular magazine distributors' order blank provided by the Society. He should watch the company's magazine account with the Society, and also the account

with each publisher, not allowing them to become out of bounds. As money is received by him for the magazines it should be turned over to the treasurer, to be sent to the Society for credit on the magazine account and receipt obtained therefor.

Regional Servant

Paragraph 1, change to read—

(A-1)—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 Thursday until Tuesday 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. On Thursday, Friday and Saturday the regional servant will meet with the zone servant at the point where the brother is serving and ascertain from him the conditions in the zone, check up the activities of each company from the information supplied by the company servant on the form provided by the Society for that purpose, and generally prepare for the meeting with the zone and company servants on Saturday evening. The zone servant will mail each company a blank form to be filled in and returned to him two weeks in advance of the zone assembly. At the Saturday 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; also pioneers and any other publishers in the zone who may wish to attend are welcome. It will be profitable for all who can do so to attend this meeting.

Zone Assemblies

Paragraph 2, add new sentence—

(A-2)—Saturday afternoon and evening should be spent primarily in magazine street work and in the house-to-house witnessing; all publishers should engage in this.

Pioneers

Paragraph 7, new instruction—

(A-7)—Provisions are made whereby the zone servant may devote a week or more with pioneers in organizing interest in their territory into company organizations. When the zone servant is not available the pioneer will proceed as in paragraph 5. Pioneers should attend zone assemblies if at all possible and fully co-operate with the zone servant, so that the Kingdom interests will be advanced.

Co-operation

Paragraph 1, insert—

(A-1)—Insert the words "zone servants" after "between".