WATCH TOWER BIBLE AND TRACT SOCIETY

AND THE

PEOPLES PULPIT ASSOCIATION

HOME AND OFFICE RULES

THE BETHEL HOME RULES

"Let all things be done decently and in order."—I Cor. 14:40.

Bethel means "The House of God." We have every reason to believe that the Lord established this house as a temporary habitation for those laboring in His Cause. Christ is the Head of this House; the Peoples Pulpit Association holds the legal title to it, and the President of the Association, by virtue of his office, is the officer in charge upon whom the responsibility for the management and control thereof devolves.

God rules all of His creation by fixed laws, and in harmony with this arrangement it is proper that the Bethel Home have fixed rules, and that all of its occupants strive to keep those rules to the glory of the Lord.

No one has a RIGHT to be in the Bethel Home. It is a great privilege to be here. All members of the Bethel Home must be fully consecrated to the Lord and must have taken the Vow of faithfulness before they can become members.

STEWARD. The Bethel Home shall have a Steward, who shall be a brother in Present Truth, fully consecrated to the Lord, and who has taken the Vow. He shall be appointed by the President and hold his position at the pleasure of the President, and shall perform all his duties subject to the direction of the President, acting in person or through his duly constituted representative.

It shall be the duty of the Steward to purchase all supplies for the kitchen and food supplies for the table, and such other supplies, such as coal, etc., as may be necessary; to look after the plumbing, the water pipes, water supply, electric lights, gas, and the heating of

the premises and see that the laundry is properly operated and that some one is there to look after it. He shall see that the heating apparatus is inspected from time to time.

All bills for purchases made by him must be examined, approved or O. K.'d by him before they are presented to the Treasurer for payment. He may have an assistant for the purpose of aiding in purchasing certain kinds of supplies for the house, and this Assistant Purchaser may be a sister who possesses special qualifications for purchasing and who shall be designated by the President and act when requested so to do. The Steward shall look after the store room, the storing of food, and report to the President or his Representative from time to time as necessity requires, and he shall perform such other services as may be consistent with the position which he holds, and which may be requested of him by the President or his Representative.

MATRON. The Bethel Home shall have a Matron, who shall be a sister in Present Truth, fully consecrated, and who has taken the Vow of faithfulness. She shall be appointed by the President and shall hold her position at his pleasure. It shall be the duty of the Matron to have general supervision over all the bed chambers or rooms, and to see that they are properly cleaned and supplied with linen, and that the bedding, linen, etc., is mended and kept in proper shape. She shall know who is occupying each room or chamber in the Home. She shall assign the various ones to the rooms, subject always to the advice of the President acting in person or through his Representative. No one shall sell or remove any of the Association's property from the Home without the knowledge and consent of the President or his Representative.

When guests are visiting in the Home the Matron, upon advice of the President acting in person or through his Representative, shall assign them to the proper chamber or sleeping quarters, and in the absence of both the President and his Representative, the Matron shall make such assignments upon her own initiative.

All the house laundry shall be under the supervision of the Matron and she shall see that it is gathered up and placed at the proper places to be sent to the laundry, and when laundered, that it is returned and placed where the same belongs.

She shall have supervision over the unmarried sisters, and shall visit their rooms from time to time and see to their welfare. Each sister in the Home shall care for her own room, except in cases where she is unable to do so, in which case she shall report to the Matron, who shall assign some one to the care of the room. No one shall change from one room to another without the knowledge and consent of the Matron being first obtained, the Matron always acting under the advice of and subject to the President. Any members of the family desiring additional supplies for their room shall apply to the Matron.

The cleaning and caring for rooms or bed chambers and halls shall be under the supervision of the Matron, and for this work she shall have such assistants as may be deemed necessary and proper, it being understood always that the occupants of every room will make the care thereof upon the Matron or others as little burdensome as possible.

Rooms, when occupied by members of the Home, are private. No one has the privilege of entering another's room without first knocking at the door and being invited to enter; the exception, however, being that the Matron at any time may enter any rooms necessary, and the Steward may go into any brother's room when it is necessary to attend to anything therein, or to any sister's room provided the Matron or the sister in the room is first informed.

No one will visit in another's room without invitation. No brother shall visit in a sister's room, and no sister shall visit in a brother's room. The parlor is provided for that purpose.

DINING ROOM. The dining room shall be under the supervision of a brother designated as Head Waiter. He shall see to the seating of all the members of the family at the tables, and assign them to their seats, subject always to the President. He shall see that the necessary waiters or waitresses are provided to serve the tables. He shall see that the tables are kept in proper shape and

supplied with clean linen, which shall always be obtained from the Matron. The dishes for the morning and noon meal shall be washed or cleansed by the attendants of the dining room, and those for the evening meal shall be washed or cleansed by others taking turns therein as they may be assigned to said service. The dishes and various cooking utensils used in the kitchen shall be washed or cleansed by certain brethren to be designated from time to time by the Steward or the President's representative. Any brother who without reasonable cause or excuse refuses to perform such work will be deemed out of harmony with the good government of the Home and subject to a request to withdraw from the Home.

When the Head Waiter is not occupied with duties as above described, then he shall perform such other duties about the premises or in connection with the Society's work to which he may be assigned by the President or his Representative.

MEAL HOURS. From the 15th. day of December to the 15th. day of March, the meal hours shall be as follows:

Breakfast, 7:30 A. M.
Dinner, 12:15 P. M.
Supper, 5:45 P. M.

From March 15th. to December 15th.:

Breakfast, 7:00 A. M.
Dinner, 12:15 P. M.
Supper, 5:45 P. M.

Subject to change on special occasions.

On Sundays breakfast shall be at 8:00 A. M. and the noon meal at 12:30. No evening meal to be served, but lunch shall be placed on the counter for those who desire to help themselves. The cooking of the noon meal on Sunday will be done by voluntary service. The Steward will see to it that a good substantial meal is supplied at noon for all who remain in the Home over Sunday.

Those who fail to appear at the breakfast hour will not be permitted to come to breakfast at the second table, except those who are serving at some part of the house during the meal. The second table is for those only who are serving, except those who are unavoidably detained by engagements, who will also be served at the second table. Over-sleeping, or the desire to sleep longer in the morning, will not be considered a just excuse for being "unavoidably detained." All meals shall be served in the dining room; except, however, in the event of illness, upon the advice of the house physician or the President proper food may be served to those who are ill; and except, further, that any one may serve a lunch in his or her room after office hours in the evening with the understanding that they provide it themselves.

The kitchen shall be under the direction of the Chef, who shall have the necessary assistance. No one will be allowed in the kitchen unless he has some business there.

The folding of tracts, addressing of envelopes, reading proof or preparing copy, etc., etc., is expected to be done in any and all rooms by the occupants, as the occasion may require. All such work shall be done between the hours of 8:30 A. M. and 10:00 P. M. At 10:30 the lights will be turned out, and every one is expected to retire. At five minutes prior thereto the lights will be flashed to indicate that the retiring hour is approaching.

Guests will always be welcome at the Home, and our friends will be entertained to the extent of our ability. Any one may invite a guest for one meal, but when invited for more than that, the consent of the Matron or the President's Representative should be obtained. No one may be invited to be a guest of any member of the family for more than one week at a given time.

All members of the family will show our guests due consideration and kindness, even though it may inconvenience some of us thus to do. We will always be willing to share our rooms with a guest if such becomes necessary.

Preference will be given to seating guests at the table. Any member of the family will gladly surrender his or her seat at the table to accommodate a guest. When a member of the family invites a guest to dine, he or she will surrender his or her own seat in favor of the guest, if such be necessary. It is the desire of all to be hospitable,

having in mind the admonition of St. Paul with reference to hospitality.

A sister shall always be in charge of the door and respond to calls. Any one calling as a guest of the family or to see some member thereof shall be requested by the attendant at the door to be seated in the parlor until provision be made to assign such guest to a room or until the person to be seen may be notified. Guests or visitors will not be permitted to pass through the House unless attended by some member of the family. Guests will be admitted at 122 Columbia Heights. All bundles, packages, etc., shall be delivered at 124 Columbia Heights basement and placed in such position that the owner can see the name.

TELEPHONE. The telephone is for the use of the Home. Business calls must always be given preference. The telephone shall not be used for any other purpose except during the noon hour and before and after business hours. The conversations over the telephone should be pointed and brief, and when the desired information is obtained conversation should cease and the instrument be immediately released.

TELEGRAMS. Telegrams received at the Bethel Home addressed to individuals should be delivered to such addressee unopened. If they be addressed to the Society they shall be delivered to the President's office to the one in charge, there opened and copied and a copy delivered to the one in the Home or Office who should be informed concerning the contents.

The President's Representative acts for the President during his presence and during his absence, and his acts shall have the same force and effect as if the President were acting himself. Any one having a complaint to make will make the same to the President.

All who become members of the Home are subject to the rules of the Home. Let brotherly love abound and let each member of the family strive to make every other member as comfortable and as happy as possible, each manifesting the spirit of the Lord.

OFFICE RULES AND REGULATIONS

The Following Rules and Regulations Will Apply at the Tabernacle

The work at the Tabernacle shall be under the supervision of one brother, who shall be designated as Manager of the Tabernacle. He shall be appointed by the President.

The work at the Tabernacle shall be divided into the following departments, to-wit: Printing, Subscription, Colporteur, Pilgrim, Correspondence, Mailing and Shipping. All other work at the Tabernacle will be incidental to some of these departments. The Manager of the Tabernacle shall have general oversight and superintendency of all the departments and all branches of the work at the Tabernacle, except that of the Treasurer's office. He shall have power to change any person from one department to another as the needs of the work require. If any one in any department is in need of help he shall apply for such assistance to the Tabernacle Manager. Each clerk or helper or assistant shall be assigned to his or her respective place by and with the advice and consent of the President. The incoming and outgoing mail shall be under the supervision of the Tabernacle Manager, and all outgoing letters must be passed over and signed at his desk.

PRINTING DEPARTMENT. This department shall be under the immediate direction of one designated as Printing Clerk. He shall issue orders for paper and supplies, and for the printing of all such things as are necessary, all of which orders shall be O. K'd by the Tabernacle Manager or the Representative to the President before the same are sent out. He shall perform such other duties as may be requested by the Tabernacle Manager. In connection with the Printing Department, all bills shall be audited by one designated as Auditing Clerk.

SUBSCRIPTION DEPARTMENT. The work of this department shall be under the immediate control of one designated as Subscription Clerk. It shall be the duty of this clerk to enter all subscriptions for THE WATCH TOWER and do such other work as is incidental thereto. In connection with this department the stencils shall be cut, and the one doing this work shall be designated as Stencil Clerk.

COLPORTEUR DEPARTMENT. The one having immediate charge of the work of this department shall be designated as Colporteur Clerk. Those who aid him in such work shall be known as assistants. This department shall assign territory to colporteurs; keep all accounts with colporteurs; receive and cause to be filled orders for books, pamphlets, etc., that are handled by colporteurs in the field; issue requisition to the Shipping Department for the shipment of same; attend to the correspondence relating to this department, and do such other things as are customary in the department under the direction of the Tabernacle Manager.

PILGRIM DEPARTMENT. The one having charge of the work of this department shall be designated as the Pilgrim Clerk, and those working with him shall be designated as assistants. This department shall make out the assignments or routes of all the pilgrim brethren, notify the classes of such visits, receive orders for advertising and arrange for the printing and shipping of the same through the proper channels, and shall issue requisition for the shipment of whatsoever material must be sent out from the office, and, generally, attend to the correspondence pertaining to said department, and perform such other duties as the Manager may request.

CORRESPONDENCE DEPARTMENT. The correspondence shall all be under the direction of the Manager, and he shall assign the various ones to said work, each one of which shall be known as a Correspondence Clerk. The mail shall be properly divided, opened, read and answered as promptly as possible.

MAILING DEPARTMENT. This department shall be under the direction of a brother designated as Mailing Clerk, and those aiding him shall be known as assistants. This department shall attend to the wrapping and mailing of THE WATCH TOWER; likewise BIBLE STUDENTS MONTHLY, and such other things as are usually mailed from this department.

SHIPPING DEPARTMENT. This department is now situated in the basement of the Tabernacle and shall continue there. It shall be under the immediate direction of a brother to be known as Shipping Clerk, and those rendering aid to him shall be designated as assistants. All incoming shipments to be stored in the basement shall be received and receipted for by the Shipping Clerk, or one of his assistants. The Shipping Clerk shall be in charge of all stock kept in the basement. It shall be the duty of the Shipping Clerk and those under him to pack and ship out books, Bibles, papers, pamphlets, advertising matter, etc., only upon requisition from the department ordering the same. No one shall take from the basement anything that is kept in stock there without a requisition being first presented to the Shipping Clerk or the one in charge.

SALES ROOM. The sister of sales room shall be under the direction of a sister, who shall be designated as Saleslady, and those relieving her shall be known as assistants. In this department shall be kept in stock a supply of Bibles, SCRIPTURE STUDIES, Booklets, Motto Cards, Pamphlets, etc., according to the custom of the past. All retail purchases by anyone shall be made in this department, and if the desired article is not there, but in the basement, the Sales Department may issue a requisition to the Shipping Department therefor.

MISCELLANEOUS. All departments, clerks and helpers shall be under the supervision of the Tabernacle Manager, who may at any time he deems it for the best interest of the work change anyone from one department to another, or call upon one department to assist another. Should anyone desire to be excused for a portion of the time from the office, he or she should first report to the Manager and receive permission from him.

OFFICE HOURS. The office hours shall be from 8:30 A. M. to 12 M. and from 1:15 P. M. to 5:30 P. M., except the sisters, whose hours shall be in the afternoon from 2:00 P. M. to 5:30 P. M. No one shall be permitted to work in the office for a period less than a whole day, except in the discretion of the President or the Manager.

The office is private during office hours, and only those who are employed in the office shall be admitted there during such hours, except officers of the Society or their secretary or representative, or members of an official committee may be admitted at any time. Visitors may be shown through the office at certain hours, under the direction of the Tabernacle Manager, who shall either accompany them himself or assign some person so to do.

TELEGRAMS. All telegrams relating to the business of the Society shall be received at the Tabernacle office during business hours on week days, and immediately opened and copied. The original shall be delivered to the President's Representative, who shall make notation thereupon as to what disposition he has made of it. A copy shall be delivered to the Tabernacle Manager and a copy also to such department as the Manager may deem necessary. All telegrams received after office hours and on Sundays and holidays shall be delivered to the President's office to anyone in charge there. Telegrams shall be immediately opened and referred to the President's Representative or the office Manager or held until either the President or these two named shall be consulted. The outgoing telegrams relating to the Society's business shall be signed "Watch Tower Bible & Tract Society." No telegrams shall be sent out without the O. K. of the Manager or the President or his Representative.

PRESIDENT—His Representative. The President is the executive officer of all the affairs of the Society, including the office at the Tabernacle. It shall be his duty and privilege to call for information at any time from any department or from the Tabernacle Manager that he may deem proper and necessary.

Provision is made for a Representative of the President; and when acting as such his acts are to have the same force and effect and be respected the same as if the President were acting in person. It shall be the duty and privilege of the Representative of the President, by virtue of his office, to visit the various departments at any time and call for such information as may be deemed proper. If any differences arise between any persons at the Tabernacle or any questions that cannot be readily decided, the same shall be submitted to the Representative of the President, who in turn shall submit the same to the President if available. If the President is not available then the Representative to the President shall decide, and his decision shall be final.

It is understood that no member of the Board of Directors has any authority to give orders or directions about the work individually; that the Board acts in an official capacity when in session as a board, and while any member of the Board is engaged in office work he will be subject to these rules the same as though he were not a member of the Board.

The Treasurer's office, while maintained at the Tabernacle, is not considered a part of the Tabernacle force, and not under the supervision of the Tabernacle Manager. The Treasurer, as such, has no authority to give orders concerning the work of the Tabernacle. His duties are confined to his office: to the keeping of the books, receiving money, paying bills, etc.

No one of any department shall be privileged to contract debts or obligations, by giving orders or otherwise, for material to be sent into the Tabernacle, unless the same is O. K.'d or approved by the Tabernacle Manager.

All expense accounts connected with the Tabernacle, before the same are presented to the Treasurer, must first have the approval of the Tabernacle Manager or the Representative to the President.

Each person in the office shall treat the other in a kind, considerate manner, and with due respect as a Christian.

Knowing that God is orderly, and desiring ourselves to be like Him, we recognize the necessity for fixed rules. Therefore, in order to be helpful one to another, and having in mind that our chief duty is to prepare ourselves for the Kingdom of the Lord, we heartily agree to all the terms of these rules and regulations, and by the Lord's grace will observe them.

Any person who takes a position in the office will first consent to be governed by these rules, and will be governed by them, and each one recognizing that we are responsible to the Lord for our stewardship will do all in our power for the order, good government and progress of His work.

Brooklyn, Feb. 1, 1930.

"Be ye followers of me, even as I also am of Christ."—1 Cor. 11:1.

MY MORNING RESOLVE.

My earliest thoughts I desire shall be:

"What shall I render unto the Lord for all His benefits toward me? I will take the cup of salvation and call upon the name of the Lord [for grace to help]. I will pay my Vows unto the Most High."—Psalm 116:12-14.

Remembering the Divine call, "Gather My saints together unto Me; those that have made a covenant with Me by sacrifice" (Psalm 50:5), I resolve that by the Lord's assisting grace I will today, as a saint of God, fulfil my Vows, continuing the work of sacrificing the flesh and its interests, that I may attain to the Heavenly inheritance of joint-heirship with my Redeemer.

I will strive to be simple and sincere toward all.

I will seek not to please and honor self, but the Lord.

I will be careful to honor the Lord with my lips, that my words may be uncurious and blessed to all.

I will seek to be faithful to the Lord, the Truth, and the brethren and all with whom I have to do, not only in great matters, but also in the little things of life.

Trusting myself to Divine care and the Providential overruling of all my interests for my highest welfare, I will seek not only to be pure in heart, but to repel all anxiety, all discontent, all discouragement.

I will neither murmur nor repine at what the Lord's providence may permit, because

"Faith can firmly trust Him, come what may."