

Festival Guidebook
for
Pastors
and
Advisors

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Pastor's Duties	1
Preface	4
The Advisor and the Local Church	4
Paperwork	6
Arranging Housing	26
Trouble-Shooting	30
Feast-sites Worldwide	33

PASTOR'S DUTIES

This special section outlines the duties of church pastors regarding the Feast. It is vital that you understand and implement the guidelines given here. The remainder of the Guidebook gives instructions in detail on the clerical and advisory functions of the Festival Advisor. Since those are delegated duties, it is not so vital that you absorb that information.

I. INSTRUCTING MEMBERS ABOUT THE FEAST

Schedule several sermons or sermonettes during the autumn and winter to prepare members for the Feast.

Early in the calendar year, a sermon or sermonette on saving second tithe would be appropriate, and especially helpful for new members.

The week the Festival Attendance Information forms are distributed a sermonette should be given, based on the Festival Attendance Information form, which members must fill in to register for the Feast. See page 14 of the Guidebook for details.

Closer to the Feast, reminders should be given regarding hotel reservations, deposits, check in and check out, dealing with problems during the Feast, etc. Section III of the Guidebook gives much detail on this subject. Don't let members in your area encounter problems from a lack of understanding of this basic material!

Other topics such as the proper example in the use of alcohol, in childrearing, and other areas of conduct will be covered in the Pastor General's Report, the Worldwide News, and other publications. You can base sermons on that material to help the members prepare to rejoice in the fear of God (Deut. 14:23; Lev. 23:40).

II. REVIEW OF TRANSFER REQUESTS

As discussed in an earlier instruction memo, you will be asked to approve plans of members requesting to transfer overseas. As pastor of the local congregation, you are responsible for evaluating all transfer requests. Since the Feast is one of the few times in the year that most members can do extensive travelling, we want to accommodate their desires as much as possible. However, some members make unwise plans or do not realistically evaluate the amount of money needed for international travel. We expect you to review any genuinely questionable transfer plans with the members. You have the responsibility and authority to deny the transfer if

the members should not attempt such a trip for financial or personal reasons.

Once the transfer requests have been received in Burleigh Heads, we will have to assume that the pastor of each congregation agrees with the plans of the members.

Be on the lookout for the following situations, which have caused problems in the past:

- A. New Members or PM's: Some may not yet understand enough about the Feast or may not have saved enough second tithe to attend the Feast. Counsel with them carefully, or have the Festival Advisor help them, to determine where they should attend, if at all.
- B. Teens Attending the Feast: In the September 2, 1986 Pastor General's Report, Mr. Larry Salyer wrote:

Teenagers should not be attending the Feast alone. Rare exceptions to this rule have to be made in extenuating circumstances, but pastors should use caution in permitting this. Teenagers attending without their parents should be treated as adult prospective members and should live up to that standard.

- C. Groups of Singles Transferring Together: Whether baptized or not, these groups have occasionally given rise to reports of overly-boisterous parties and other such misconduct. This type of report can cast a pall over the entire Feast, both within and without the Church.

If you are not confident that the members of the group, either individually or as a whole, will uphold the proper standard of conduct, DO NOT allow them to transfer. Instead, they should attend their assigned site.

III. POLICY TRANSGRESSIONS

As explained earlier, following policies regarding housing and other subjects is vital to the success of the Feast. It shows the willingness of God's people to follow His Government, and that unity provides a witness to the communities in which we gather. When the policies are not followed by members, our image in the community suffers and our negotiating strength can be severely damaged.

When it comes to your attention (through your Festival Advisor, another member, or the Festival Co-ordinator) that a member has broken a point of policy, it is your job to follow up and correct the situation. This should

be treated as any other transgression of Church government.

IV. MEMBER STATUS PROBLEMS, CHANGES OF ADDRESS, ETC.

The Festival Attendance List should be an accurate list of the members and prospective members in your area, and should reflect any recent changes. Please compare these listings with your local records and clarify any discrepancies.

If there are any name or address changes, please fill out an Address/Name Change form with all available information, or clearly write the new information on the Festival Attendance List.

Send in Status Change Cards for anyone who is no longer a member, or who has been baptized or made a prospective member. Please list status changes only on the cards, and write only "see card" on the Festival Attendance List next to the name. Be sure to contact us about anyone who doesn't appear on the Festival Attendance List whom you feel should appear, or vice versa.

Should someone need to change their church area or be made a church area exception, that information should be put on the listings. Any change of church area that is not caused by a change of address must be approved by at least the receiving pastor, if not both. If a name is written in on the bottom of the Festival Attendance List, we will have to assume that person attends in your area. If not, for instance if a visitor turns in a Festival Attendance Information form, please make that clear on the Festival Attendance List.

If you have someone on your Festival Attendance List who does not actually attend services in your congregation, and whom you suspect attends another congregation in your area, please call the other pastor to be sure. Do not simply assume it to be the case. It may be that the member is not attending either congregation regularly and needs to be visited.

Anyone who has moved from the area will be left on your Festival Attendance List until they turn in their own change of address card of their new area. However, if they still appear on the Festival Attendance List long after you feel they should have had their address changed, call our office and we'll try to straighten out the problem.

If you have any questions or problems with member status and updating, please let us know.

Those who do not turn in Festival Attendance Information forms within the first few weeks may simply be ill, or out of town, or totally undecided on their plans.

Encourage all who haven't yet made their plans, or who are uncertain about going, to confirm their arrangements as soon as possible. Further counselling may be necessary in some cases.

PREFACE: The Purpose of a Festival Advisor

The Feast of Tabernacles is the largest annual convention on the face of the earth. With the large number of sites, and the numerous activities at each, it is without question the most complicated. Yet every year it occurs seemingly without major difficulties.

The major key for this success is the Government of God, flowing from Jesus Christ through His Church. When we as a group submit ourselves to that Government, a unity of purpose and of action keep major problems from arising. That submission to God's Government is necessary for every member, but especially for those in leadership positions such as the Festival Advisors.

The Festival Office in Pasadena under the direction of Church Administration, sets the policies governing the operation of the Feast. The pastor and Festival Advisor contribute on the local level by explaining, and where necessary enforcing that policy, and by handling as many problems as possible.

This manual was written to provide or introduce all the tools you will need to perform your tasks. It is constantly being revised and brought up to date, so even if you were familiar with last year's copy, you will need to study this one just as thoroughly. If you have any questions on the material, contact the Festival Office in Burleigh Heads. We'll be happy to help you.

The procedures and systems outlined in this manual are to be used in all churches in Australia. With the tremendous size and complexity of our efforts, it is absolutely vital that these tasks be completed according to established procedure. Any changes you feel may be necessary must be cleared through our office before being used.

Thank you for your service! With your help, this year's Feast of Tabernacles will again be the "best ever!"

SECTION I: YOU AND THE LOCAL CHURCH

Become familiar with everyone in your local church. This is one of the first and most important things to do as a Festival Advisor. A personal acquaintance with the members in the area will tell you quickly who will need assistance from you and who won't.

Groups to whom you should be especially accessible would be:

Widows	Large Families
Handicapped	Elderly
Low Income	

We will provide help through the Festival Co-ordinators for those in these groups, whose needs are generally more pressing than those of the rest of the congregation. See page 29 in Section III for more details. In general, however, encourage them to finalize their housing and travel plans as soon as they can.

You must attend your assigned Festival site. As problems arise during the Feast, either with housing or transportation (these are the most common), you need to be available to give advice and help solve some of these difficulties.

Both you and your pastor should let everyone in the congregation know where you plan to stay during the Feast. Members should be instructed to call you or your pastor first for assistance during the Feast. Those who are transferring to another site will need to contact the Festival Co-ordinator at that site if they need assistance with housing problems.

Many years of experience show that the VAST MAJORITY of problems which arise at the Feast can be headed off by proper planning and preparation on the part of the members, and by your effort in helping them understand the processes they need to undergo in case of a difficulty. This should be the main thrust of your efforts as a Festival Advisor.

Make yourself available each week to the brethren so you will be able to help them with their plans. Ask your pastor to make any announcements you may have about the Feast so the members will be reminded of what is ahead.

You must work closely with your pastor. The Festival Advisor is not an assistant to the Festival Office, but to his pastor in Festival matters. The pastor should stay current on Festival progress at all times, and be fully informed on any Festival-related problems in the church area.

If the church area is a large one, you may need someone to help you handle the paperwork and other duties. Consult your pastor so he can choose someone to assist you.

Some members tend to wait until the last possible minute to plan, either which site to attend or their housing and travel arrangements. Please assist your pastor in encouraging all the brethren to make their plans as soon as possible. Your pastor should decide how many reminders to use in this area. For most churches, encouragement by way of occasional announcements will get the job done. For others, more frequent reminders are necessary. Be sure to mention in such

announcements that you able to help those who are running into difficulties.

Many single members find it necessary or desirable to share transportation or housing for the Feast. There may be several of these in your area. Of course, it is best if they can find a friend to share with. If not, you will need to help by searching for another party in your church, or even a neighbouring church congregation.

SECTION II: PAPERWORK

The following is a brief summary of the various Festival forms and how they are to be used.

Festival Attendance Information form (sample on page 8)-- this form is to be completed by all heads-of-household. It is to be passed out as the members are coming into services on the Sabbath designated by Ministerial Services and subsequent Sabbaths. The information from these forms is to be transcribed onto the Festival Attendance List. These completed forms will also act as a file copy of the information the pastor has sent the Festival Office. They should not be sent to the Festival Office.

Festival Attendance List (samples on pages 9 and 10) -- this is a computer printed sheet, listing the names and addresses of all people in the church area who are recorded on the computer as member heads-of-household or prospective members.

The information from the Festival Attendance Information forms is to be transcribed onto the appropriate spaces of this sheet. The Festival Attendance List is then returned to the Festival Office, where it is used as the basis of input for the Festival computer system.

From information supplied on the first edition of the Festival Attendance List the computer produces a second edition, which lists members' information and transfer approvals.

This second edition is then sent to the Festival Advisor (via the pastor), and is used for noting changes and updates. The system is designed so the Festival Attendance List cycles several times before the Feast. (When a computer list is sent to the Festival Office, changes will be made and a new list sent to the pastor as soon as possible.)

This list, like all member lists, is confidential -- it should not be left lying around for general perusal. It should be used only by the pastor, his assistant and the Festival Advisor.

Some Festival Advisors have mentioned that they would find an additional copy of the Festival Attendance List handy for

worksheet purposes. There is no problem with supplying second copies, so if the need arises, the pastor should not hesitate to ask.

Festival Volunteer Information form (sample on page 11)-- this should be handed out with the Festival Attendance Information form. Completion of this form is optional. Completed forms should be given to the Festival Advisor to process onto the Festival Attendance List. The Festival Advisor should then give the forms to the pastor for his comments, and then sent directly to the appropriate Festival Co-ordinator. They should not be sent to the Festival Office.

NOTE: Whereas the Festival Attendance Information form is given only to heads-of-household, the Festival Volunteer Information form should be given to everyone who wishes to volunteer for duties at the Feast.

International Festival Application/Questionnaire (sample on pages 12 and 13) -- this form is to be completed by those members who wish to transfer to a Festival site outside the area administered by the regional office at Burleigh Heads. Members should obtain the forms from the Festival Advisor. Full instructions are on the form (also see page 23).

NOTE: This form is to be completed in addition to the Festival Attendance Information form, and NOT in place of it.

FESTIVAL ATTENDANCE INFORMATION

WORLDWIDE CHURCH OF GOD - AUSTRALIA

IMPORTANT: FILL IN THIS FORM AND RETURN IT TO YOUR FESTIVAL ADVISOR. DO NOT MAIL.

NAME: _____ ADDRESS: _____ _____	PLAIN TRUTH SUBSCRIBER NUMBER _____ HOME PHONE NO. _____ () _____ WORK PHONE NO. _____ () _____
--	---

NUMBER AND AGES OF THOSE ATTENDING: Number in your family who will attend the Festival. <i>(Please do not include children or spouse who will not attend services at the Feast, nor family members who are completing their own Festival Attendance Information forms.)</i>						
DIVIDE THE FAMILY INTO AGE GROUPS:	0-4	5-12	13-18	19-49	50 OR OVER	TOTAL No.
				SINGLE	MARRIED	
				_____	_____	

PLEASE TICK ONE:	<input type="checkbox"/> I plan to attend my assigned Feast site <input type="checkbox"/> I wish to transfer (see below) <input type="checkbox"/> I won't be attending this year (explain below)
------------------	--

SPECIAL NEEDS: List NUMBER of people in each case		
<input type="checkbox"/>	(A) Will require transport at the Feast (for those attending their assigned site only.)	
<input type="checkbox"/>	(B) Hard of Hearing	<input type="checkbox"/>
	(C) Confined to Wheelchair	

REASON YOU WISH TO TRANSFER OR WILL NOT BE ABLE TO ATTEND THE FEAST: _____ _____ _____ _____	
IF YOU WISH TO TRANSFER, PLEASE ANSWER THE FOLLOWING QUESTIONS:	
1. DO YOU HAVE SUFFICIENT FUNDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. IN WHAT YEAR DID YOU LAST TRANSFER? 19.....	
3. WHAT ARE YOUR FIRST TWO TRANSFER CHOICES? (List below)	
1ST CHOICE: _____	2ND CHOICE: _____

TO BE COMPLETED BY PASTOR:			
TRANSFER CATEGORY	<input type="checkbox"/> (A) MUST GO	<input type="checkbox"/> (B) STRONGLY RECOMMEND	<input type="checkbox"/> (C) RECOMMEND <input type="checkbox"/> (D) APPROVE IF ENOUGH SPACE
PASTOR'S SIGNATURE: _____			

Sample of first edition of Festival Attendance List (not actual size) -- as it should be completed by the Festival Advisor.

FESTIVAL ATTENDANCE LIST		** CONFIDENTIAL MATERIAL FOR PASTOR USE ONLY **										3/3/87	PAGE 1
CHURCH AREA: GOLD COAST		NUMBERS IN PARTY		AS ASSIGNED		FIRST CHOICE		SECOND CHOICE		XFR		UNT	
ASSIGNED TO: BRISBANE		10-4	15-11	13-14	15-16	17-18	19-20	21-22	23-24	25-26	27-28	29-30	
ADAMS, MR-MRS JAMESON WILLIAMS ROAD PALM BEACH O L D 4220 7764391812		/	/	2	4	2 MW	✓						
AFFROS, MRS DIANNE HOPKINS ROAD CHILLINGHAM N S W 2484 7396741244				/	/	P			AT PATERSONS WE				
ALSOE, MRS WENDY UNIT 1 BERKLE ROAD BURLEIGH WATERS O L D 4220 8129776433				/	/				RODARIA ZZ				
ARCHER, MRS DOREEN 12 AVA STREET LABRADOR O L D 4215 6674000235				/	/	C			LONAYKA LO	GOSFORD GO			
ATKINSON, MR WILLIAM P O BOX 214 BURLEIGH WATERS O L D 4220 7910003246				/	/				CADE / FEG / JRM / WPO	CAQUINDRA CA	BERTH RE		
BASTLEY, MRS NANCY 4569 GOLD COAST HWY SOUTHPORT O L D 4216 8214764900										NOT ATTENDING			
BERKELEY, MR-MRS HORGAN 4569 GOLD COAST HWY SOUTHPORT BURLEIGH HEIGHTS O L D 4221 670405621		2	/	/	/	6-22					AMMAN AM		
BINTLE, MRS SANDRA P O BOX 2693 MILLMERRIE N S W 2484 84300021968				/	/						CULLERA RE		
BRAY, MRS GLADYS 20 NINETEENTH AVE PALM BEACH O L D 4221 6032196457										IN OTHER PARTY			

Sample of second edition of Festival Attendance List (not actual size).

FESTIVAL ATTENDANCE LIST				** CONFIDENTIAL MATERIAL FOR PASTOR USE ONLY **				17/4/87		PAGE 1	
CHURCH AREA: GOLD COAST											
ASSIGNED TO: BRISBANE											
NAME	ADDRESS	PHONE	NUMBERS IN PARTY			AS ASSIGNED	TRANSFERS		FIRST CHOICE	SECOND CHOICE	EXR
			10-11	12-13	14-15		16-17	18-19			
ADAMS, MR-MRS JAMESON	WILLIAMS ROAD	0 T. D.	1	1	1	2	4	18W	BRISBANE		
	PALM BEACH	4220									
	7/63/91832										
APPROX. MRS DINANE	HOPKINS ROAD								ST. PETERSBURG	ST. PETERSBURG	A
	CEILINGHAM	2484							*APPROVED*		
	N S W										
	7396741244										
ALSOE, MRS WENDY	UNIT 1 HERALD ROAD								ROTONDA		
	DELICIA VILLES	4220							*SEE FOOTNOTE*		
	0 T. D.										
	812977643										
ANCHER, MRS DOREEN	12 AVA STREET								LONNVILA	LOGSFORD	B
	LABRADOR	4215							*SORRY FULL*	*APPROVED*	
	0 T. D.										
	6674000235										
ANKERS, MR WILLIAM	ERLEIGH AVENUE								CHALMERS	BETH	
	0 T. D.	4220							*SORRY FULL*	*SORRY FULL*	
	7910003246										
BAITLEY, MRS NANCY	4569 GOLD COAST HWY								*NOT ATTENDING*		
	SOUTHERN	4216									
	0 T. D.										
	8214764900										
BERNARD, MR-MRS JOSEPH	4 STANBRO CROSSING		2	1	1		1	6	18DSE	ANNAN, JORDAN	A
	HURLEIGH HEIGHTS	4221								*APPROVED*	
	0 T. D.										
	6704050621										
BINTE, MRS SANDRA	P O BOX 2691								QUEENSLAND		
	MULLUMBIDJY	2484							*SEE FOOTNOTE*		
	N S W										
	84300021968										
BRV. MRS GAUDY	20 NINETEENTH AVE								*IN OTHER PARTY*		
	PALM BEACH	4221									
	0 T. D.										
	6032196457										

FESTIVAL VOLUNTEER INFORMATION

WORLDWIDE CHURCH OF GOD - AUSTRALIA

IMPORTANT: FILL IN THIS FORM AND RETURN IT TO YOUR FESTIVAL ADVISOR. DO NOT MAIL. A SEPARATE FORM MUST BE COMPLETED FROM EACH VOLUNTEER.

NAME _____ AGE _____
 ADDRESS _____ POSTCODE _____
 PHONE: HOME () _____ WORK () _____ FESTIVAL SITE _____

HEAD OF HOUSEHOLD
 If you did not complete your own FESTIVAL ATTENDANCE INFORMATION form, but were included on someone else's form, state here the name of that person:

OPPORTUNITIES
 PLEASE TICK THE BOX AGAINST EACH OF THE OPPORTUNITIES FOR WHICH YOU WISH TO VOLUNTEER:

<input type="checkbox"/> (D) Pre-Feast Set Up Crew	<input type="checkbox"/> (L) Business Office	<input type="checkbox"/> (T) Hall Crew
<input type="checkbox"/> (E) First Aid	<input type="checkbox"/> (M) Transport	<input type="checkbox"/> (V) Stage Crew
<input type="checkbox"/> (F) Hymn Pianist	<input type="checkbox"/> (N) Parking	<input type="checkbox"/> (W) Video Operator
<input type="checkbox"/> (G) Special Music	<input type="checkbox"/> (P) Security	<input type="checkbox"/> (X) Photographer
<input type="checkbox"/> (H) Chorale Singer	<input type="checkbox"/> (Q) Usher	<input type="checkbox"/> (Y) Baby Sitting
<input type="checkbox"/> (J) Flower Arranging	<input type="checkbox"/> (R) Mother's Room	<input type="checkbox"/> (Z) After-Feast Take Down Crew
<input type="checkbox"/> (K) Activities Assistant	<input type="checkbox"/> (S) P.A. System	

EXPERIENCE AND QUALIFICATIONS
 IN THE SPACE PROVIDED BELOW, PLEASE GIVE FULL DETAILS OF ANY EXPERIENCE OR QUALIFICATIONS YOU HAVE IN THE OPPORTUNITIES FOR WHICH YOU HAVE VOLUNTEERED

PASTOR USE ONLY
 COMMENTS AND RECOMMENDATIONS

 SIGNATURE OF PASTOR _____

WORLDWIDE CHURCH OF GOD

International Festival Application/Questionnaire

Date submitted

Instructions: 1. Use this standard application form to apply for permission to attend any Festival site outside the area administered by your regional office. (Exception: transfers between the U.S. and Canada.) See the February 15, 1988 Worldwide News for a listing of sites worldwide and the office in charge of each.

2. Fill out the application **legibly and completely**, and submit it to your pastor for his approval. He will mail your application to the Festival Office (or your regional office). Groups traveling together should fill out individual applications and submit them to their pastor together. If a portion of the group is from a different church area, write their names on the back page of this form under "Special Considerations."

3. A non-refundable **application fee** must be attached to your application. Refer to the Worldwide News site descriptions to note the payee and the appropriate currency.

4. **APPLY EARLY.** Most regional offices will respond to early applicants before the Days of Unleavened Bread, and many sites will be filled by that time.

5. Read the site descriptions in the Worldwide News carefully, noting costs of food and lodging. Check with a reputable travel agent for an estimate of travel expenses before filling out the application. The "Estimated Feast Expenses" area is for your convenience, but will be reviewed by the regional offices to insure that all applicants have adequate funds.

6. If you would like to be considered for more than one site within a region, such as in the British Isles or the Caribbean, list your choices. **Do not apply to more than one regional office at a time.** If your requested site is unavailable, you may then apply for any available site through normal channels.

7. Do not make firm travel plans until receiving your approval. Hotel accommodation details and other site information will be sent with your approval letter. A housing deposit may be required for acceptance to sites where housing is booked by the office.

8. If you have a **change of address** between now and the Feast, you must notify the regional office in charge of the site you are applying for.

Head of household's name		Plain Truth subscription number	
Mailing address		Home phone number	
City	State/Country	Zip/Postal code	()
Assigned festival site		Local church area	State/Country

Household Information

List all names of those included in this application

Number of adults	Number of children	Total people attending services
Ages of males at time of Feast	Ages of females at time of Feast	
Citizenship of those listed above		
Are all adults baptised?	<input type="checkbox"/> Yes	If no, list name and church status
	<input type="checkbox"/> No	

Check if applicable: Elder Deacon Deaconess

Transfer Request Must be in same region (see #6 of instructions)

1st site choice	2nd site choice - if any
Place of last international transfer	Year transferred
Have you previously attended the site you are applying for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what year(s)?	
Explain reason for requesting transfer this year	
Planned arrival date at site	Planned departure date from site

Estimated Feast Expenses

Important! Travel (to and from):

Please designate currency:

U.S. Dollars

Other:

Food:	
Lodging:	
Entertainment:	
Emergency Reserve:	
Other:	
Total Expenses:	
Total Funds Available:	

Regional Office Use Only

<input type="checkbox"/> Approved	Received	Notified	Initials
<input type="checkbox"/> Denied	Registration number		
<input type="checkbox"/> Deposit due	Amount due	Amount received	Initials
<input type="checkbox"/> Deposit receipted	Date receipted	Date returned	Initials
<input type="checkbox"/> Deposit returned	Received	Processed	Initials
<input type="checkbox"/> Applicant cancellation			

Application/Questionnaire continues on back of page

Special Considerations

If you want to be considered with a group, list the names of those in your group who applied separately.

If housing is assigned at the site you are applying for, check one of the boxes:

I wish to room with:

I prefer single occupancy

Please arrange a roommate for me (not available at all sites)

Questionnaire

Instructions: Volunteers are needed at many overseas sites. If you would like to **serve** at the Feast, answer the following questions and list the names of those in your group who qualify. **Note: This is not a guarantee that you will serve at the Feast. You will be notified if a service responsibility has been assigned to you.**

Do you or any of those in your group:	Yes	Name(s)
A. Give opening and closing prayers at services?		
B. Lead songs in your church area?		
C. Assist with ushering?		
D. Assist with offering collections?		
E. Sing in a church choir? <input type="checkbox"/> Soprano <input type="checkbox"/> Alto <input type="checkbox"/> Tenor <input type="checkbox"/> Bass		
F. Regularly provide special music at services?		
G. Play the piano to accompany hymns?		
H. Play the piano to accompany special music?		
I. Handle electronic equipment at services?		
J. Assist with the P.A. (microphone/speaker) system?		
K. Assist or have experience assisting a Festival Business Office?		
L. Use a typewriter? Words-per-minute:		
M. Have license as a: <input type="checkbox"/> Doctor <input type="checkbox"/> Nurse		
N. Have license as a: <input type="checkbox"/> First Aid Technician <input type="checkbox"/> Emergency Medical Technician		
O. Have a water safety certificate?		
P. Have any other skills usable at the Feast? (explain below)		

Explanations/Comments/Questions

Member Certification

Please remember to enclose application fee.

I certify that the information on this Application/Questionnaire is correct, and that I and my dependents are in adequate health and have sufficient funds to cover expenses:

X

Head of household's signature

Date signed

Pastor's Approval

Please mark through any service areas on the questionnaire you feel the applicant is not qualified to perform. Base your recommendation for transfer approval on the applicant's attitude and health, as well as the financial and service information provided.

Pastor's name (print)	X Pastor's approval signature	Phone number ()
-----------------------	--------------------------------------	------------------

Regional Office Use Only

Approved

Day assigned:	Opening night	1	2	3	4	5	6	7	8	Date assigned
Services(s) scheduled (A-P above)										X Initials

SCHEDULE

The first edition of the Festival Attendance List will be sent to pastors early in the year, with three weeks to account for everybody in their congregations. Once the lists are returned to the Festival Office, it will take several weeks to process them and approve transfers. The second edition of the list will then be sent out, with transfer approvals on it.

The Festival Office will cycle the lists as many times as the pastor feels is necessary for his area. That is, each time a list is sent to the office it will be processed, and a new edition produced and sent to the pastor.

GIVING DIRECTIONS TO THE BRETHREN

On the Sabbath when the Festival Attendance Information forms are handed out either the pastor or Festival Advisor should give a sermonette covering the following points:

1. The importance of attending the Feast.
2. Those who legitimately can't attend.
3. The importance of diligently saving and budgeting second tithe and sending in a tithe of the tithe.
4. The availability of second tithe assistance. A supply of 2nd Tithe Assistance Application forms will be sent to the pastors just prior to Unleavened Bread.
5. Transfer procedure. It should be emphasized that members must not proceed with travel and accommodation plans until after they have received definite transfer approval. (For transfer procedure, see page 20.)
6. Members should be exhorted to volunteer for opportunities at the Feast by completing a Festival Volunteer Information form. Each volunteer must complete an individual Festival Volunteer Information form.
7. The importance of completing and returning these forms without delay should be emphasized. Even if a member is undecided on where he intends to attend the Feast, he should still complete a Festival Attendance Information form now. This way the Festival Office can have a more accurate total count of attendees earlier, enabling it to better assess transfer requests. The person who is undecided about a transfer should initially indicate on his form that he will be attending his assigned site. Then, when he later makes up his mind about a transfer, he can lodge a second Festival Attendance Information form with his request.

This way those who are slow in making decisions will not penalize those who know where they want to transfer, and would like to start making plans and accommodation bookings earlier. It should be emphasized that the longer members delay requesting a transfer, the less chance they have of obtaining approval -- depending of course on the space available at the various sites.

8. The Festival Attendance Information form should be reviewed. Some of the things that should be emphasized are:

--Members visiting a church area other than their own should wait until they return to their home congregation to hand in this form. (However, visitors can be encouraged to pick up a form so they can complete it and hand it in as soon as they return to their home area.)

--The PLAIN TRUTH subscriber number is needed only for people whose names are not pre-printed on the Festival Attendance List. They should leave this blank and if their names are not listed the Festival Advisor will ask them for the appropriate number the following week.

--Home and work telephone numbers are an aid to the Festival Advisor should he need to make contact.

--In the section "Number and Ages of those Attending," only those in the household who will be attending the Feast with you should be listed. Unconverted mates who will not go to services, or anyone who plans to attend with another family or on their own should not be listed. The total number attending should be broken down into the various age groups. This is to assist the Festival Co-ordinator in planning Feast activities.

--Members who have any of the "Special Needs" which are listed on the form should write in the appropriate boxes the number of people in their household who have those needs.

NOTE: The only people who should request transport at the Feast are those who will be attending their assigned site and who cannot afford to provide their own transport. No one should transfer to another site and then expect the Church to provide them with transport. If a member cannot afford to arrange his own transport at another site he cannot afford to transfer. Exceptions must be referred to the Festival Office for approval.

--Reason for transferring or not attending -- members should be asked to clearly write out their reasons. If the members wish to transfer, they must verify in the boxes provided whether they have sufficient funds to transfer. No member should consider transferring

without first ensuring he has sufficient funds to do so.

--Transfers -- list two choices (see "Transfers" later for more complete information). Attend only one site.

--The members should be exhorted to do everything possible to complete the Festival Attendance Information forms before they leave that day. However, please do not pressure the members into turning in their forms the first Sabbath if they are not yet ready, but remind them to do so by the third Sabbath.

PROCESSING THE FESTIVAL ATTENDANCE INFORMATION FORMS

After the forms have been collected, the Festival Advisor should do the following:

--Go over the forms carefully for transfer information and other details. Make sure the forms accurately reflect the family sizes, needs and circumstances of the members in the congregation. Call any members whose forms are unclear or seem to be inaccurate. Check to make sure people have not been shy in listing their legitimate needs. This is where his knowledge of the congregation will come in.

--Go through the Festival Attendance List and check off all the forms he has received so far. He should note who is missing and contact them as soon as possible. He may wish to fill in the name and address section of a form for each household not yet responding, and give that form to the particular member the next time he sees him in church.

--Give all forms that have transfer requests on them to the pastor.

--Give all forms on which members have ticked "I won't be attending this year" to the pastor.

--The pastor will process the transfer requests and hand the forms back to the Festival Advisor. (See "Transfers" section, beginning on page 20 for instructions to the pastors regarding procedure for processing the transfer requests.)

The completed Festival Attendance Information forms should be kept in a folder and referred to when necessary. They should NOT be sent to the Festival Office. After the Feast, if the pastor does not wish to retain them in his files, they should be destroyed by burning or shredding. They may be sent to the Festival Office at that time with a request they be shredded.

PROCESSING THE FESTIVAL ATTENDANCE LIST

- A. The Pastor's Role: As soon as the pastor receives the first edition of the Festival Attendance List he should carefully check it against his Local Member File and PM File. Changes of address should be clearly written onto the Festival Attendance List. All other file changes (such as change of church area, PM deletion, deceased, etc.) should be advised to Ministerial Services using the correct update cards. These updates should be sent without delay, so they can be entered into the computer before the second edition of the Festival Attendance List is produced.

If he has someone on his attendance list whom he suspects attends another congregation, he should call the other pastor to be sure. It may be that the member is not attending either church regularly and needs to be visited.

When the pastor receives the second and subsequent Festival Attendance Lists from the office he should also check them for accuracy.

After completing this checking and updating process, the pastor should then give the Festival Attendance List to his Festival Advisor.

- B. The Festival Advisor's Role: Take all the Festival Attendance Information forms and carefully transfer the information from them onto the Festival Attendance List (see sample on page 9). Check the data after writing it down to be sure it's correct. The Festival Advisor should use his best possible penmanship. This will make the data that much easier to enter into the computer, and save more time.

The following points should assist the Festival Advisor in completing the Festival Attendance List:

--Check that the address on the Festival Attendance List is the same as the address given on the Festival Attendance Information form. If it differs, he should clearly write the new address onto the Festival Attendance List. Also, he should be sure to advise the pastor of these address changes so he can update his own files.

NOTE: In some cases a member's postal address will appear on the Festival Attendance List, whereas he will write his residential address onto the Festival Attendance Information form. In such situations, the address on the Festival Attendance List should not be changed -- unless the member specifically requests it.

--Be sure to add the names and addresses of those who do not appear on the list. This should be done at the end

of the list rather than jamming them in alphabetically between other names. He should make every effort to obtain the PLAIN TRUTH subscriber number for each new entry and write it on the Festival Attendance List with the name and address.

IMPORTANT: When a name is added to the end of the Festival Attendance List it is most important that a notation be included to explain what the status is of that person. That is, is the person a new PM, a co-worker, child of a member attending independently of the head-of-household, member moved from another area, or whatever. The more information the Festival Advisor can supply about these people, the simpler will be the task of identifying them on the Church file.

--"Special Needs" should be written onto the list in the "Needs/Volunteer" column using the following codes:

Will require transport at the Feast	-- A
Hard of hearing	-- B
Confined to wheelchair	-- C

If two people on the one form are both hard of hearing their needs should appear on the Festival Attendance List as "2B."

--A husband and wife who are both prospective members will be listed separately on the Festival Attendance List. The notation "In other party" should be written beside the wife's entry, and transfer the relevant family information from the Festival Attendance Information form to the husband's section of the Festival Attendance List. Likewise, a son or daughter of a member will be listed separately if he or she is a prospective member. If he will be attending with his parents, then his details should be entered onto the Festival Attendance List under the name of the head-of-household. The son's name should then have the notation "In other party" written beside it.

--Children who are not prospective members, and who will be attending the Feast independently of the head-of-household should be listed separately at the bottom of the Festival Attendance List. A notation should be added clearly identifying them as children of members attending the Feast independently of their parents.

--People who will be attending their assigned site need only have the "Attending Assigned Site" column ticked.

--For all transfer requests it is important the two-letter Site Code be included in the appropriate columns (see page 41 for a complete list of codes).

--Those wishing to transfer within Australia, or to Malaysia, Sri Lanka or India must have their first and

second choices written in the appropriate columns. transfer category into which the pastor has placed them must also be noted in the "Transfer Category" column, using the following codes:

Must Go	-- A
Strongly Recommend	-- B
Recommend	-- C
Approve If Enough Space	-- D

(This does not apply when the requested transfer is to an overseas site other than Malaysia, Sri Lanka or India. People wishing to transfer to an overseas site other than Malaysia, Sri Lanka or India do not need to receive a transfer category from the pastor.)

If the category is "Must Go," there is no need to write a second transfer choice onto the Festival Attendance List.

--If someone is not able to attend, write "Not Attending the Feast" in the first-choice-site column on the Festival Attendance List for them, PLUS the reason for not attending. The codes for these reasons are: Financial (UF); Health or age (UH); Prison (UP); Suspended from attending services (US); and Unconverted mate (UU). Some could be coded "UU" or "UF," so you will have to judge which to use. "Too new to save 2nd tithe" would be classified under "UF." Don't forget to give the number of adults and children for families in these five categories.

--Every name on the Festival Attendance List must have the appropriate blanks completed. If names appear on the Festival Attendance List for people who are not in that area, they should be highlighted with an explanatory note. If the Festival Advisor is unsure about certain individuals on the list he should check with the pastor as to how the list should be noted before it is returned to the Festival Office. He should not simply ignore any names on the list.

He should make every effort to find those who did not fill in forms and turn them in within the first few weeks. They may be ill, or out of town, or undecided on their plans. Since attendance at the Feast of Tabernacles is commanded by God for all members, unless ill health or other problems keep them away, he should encourage all members to confirm their arrangements as soon as possible.

Further counselling may be necessary in some cases. As was mentioned earlier, even if a member is undecided on where he plans to attend the Feast, he should complete a Festival Attendance Information form without delay. This will give us a more accurate count of those

planning to attend each site, and thus enable us to assess transfer requests.

If the member does not supply him with the information needed to complete the Festival Attendance List, the Festival Advisor should make an educated guess. He should be sure to fill in all the appropriate blanks and tick the "As Assigned" column. Even though changes may later be necessary, this will help the Festival Office to determine how many transfers can be permitted to each site.

When the Festival Advisor has finished processing the Festival Attendance List he should give it back to the pastor. The pastor should check it before returning it to the Festival Office.

SUBSEQUENT FESTIVAL ATTENDANCE LISTS

When the second and subsequent editions of the Festival Attendance List are received in the mail with the transfer approvals on them, the Festival Advisor should check them against the file of Festival Attendance Information forms to make sure that all the data was entered correctly. Any changes or corrections to the list should be made in a red pen. (This will enable the changes to be seen more easily.)

Also, he should check the far right-hand side of the list for "***." This symbol means there was insufficient information supplied on the original Festival Attendance List for this person. The Festival Advisor should contact him and obtain the necessary details. If you did supply all the necessary information for this person on an earlier list then the Festival Advisor should write it in again (in red), along with a note that it was put on a previous Festival Attendance List.

If a change (such as an urgent transfer request) is sent to the Festival Office by means other than the Festival Attendance List -- whether by telephone or memo -- it is most important that changes are noted on the Festival Attendance List, along with mention that the request has already been communicated to the Festival Office.

TRANSFERS

Each member applying for a transfer within Australia, or to Malaysia, India or Sri Lanka must list two site choices. However, no one should plan to attend more than one site during the Feast.

PASTORAL REVIEW

The Festival Attendance Information forms for all those requesting to transfer are to be given to the pastor by the Festival Advisor. The pastor of the local congregation is responsible for overseeing the transfer plans of the members. If for any reason he disagrees with those plans, he should counsel those particular members privately. The pastor has the right to disallow any unwise transfer request if he wishes. Once the transfer requests have been received in the Festival Office, it will be assumed that the pastor agrees with the requests.

There are a number of different procedures for handling transfer requests, depending on which part of the world the member wishes to transfer to. These procedures are listed below.

TRANSFERS WITHIN AUSTRALIA

Each year a large number of members request transfers within Australia. Ideally, the Festival Office would like to be able to approve all of these requests. However, due to the limitations of the size of some venues, this is not possible.

In an effort to be as fair as possible there is a four-level priority system. It is the responsibility of the pastor (with the assistance of his Festival Advisor if he so chooses) to evaluate each application to transfer within Australia and categorize it according to the following guidelines.

A. Must Go--Festival job: Some members are requested to transfer to a particular site to serve in a certain capacity. This does not apply to someone who plans to volunteer for choir, parking, or some other area after being approved to transfer.

--Health reason: There are some who can't tolerate the weather at a few of the sites. This should be a definite physical need, not just a desire to go where it is warmer, cooler, wetter, dryer, more mountainous, more level, etc.

--Family need: This could include a health condition or death of a close family member, or other emergency-type situation which may come up. This does not apply to family reunions, which in general should be planned for non-critical sites, and which fall under categories B, C or D.

--Financial: On occasion, it is less expensive for a member to transfer than to attend the assigned site. This should be applied only to those with low second

tithe, not to those with sufficient funds. All these members should discuss this matter with the pastor.

--Unconverted mates: Some insist on attending a particular site and will not allow the converted mate to go elsewhere. If forcing the issue will cause undue friction, this will be considered a priority.

The above category is quite clear-cut in its definition. The pastor should not apply the "Must Go" category to any case not covered above without first discussing this with the Festival Office. The following three categories are not so clear-cut. But they will help the pastor give some kind of priority to the various transfer requests.

- B. Strongly Recommend--This category is for people who do not fit into the "Must Go" category, but whom the pastor feels should still be given a very high priority.
- C. Recommend--For people for whom a transfer would be good, but not essential. Lower priorities should be put into this category.
- D. Approve If Enough Space--The lowest category of all, for people who transfer every year and for whom a year at their assigned site would be good.

Once the pastor has categorized the requests to transfer within Australia, he should give them back to the Festival Advisor. The Festival Advisor should then place the category code (A, B, C or D) which the pastor has allocated in the "Transfer Category" column of the Festival Attendance List beside the names of all those wishing to transfer within Australia.

Members Transferring Together: All transfer requests to most sites will be approved. At sites where some requests must be denied, there is some danger of separating groups of families or friends. However, if a group would like to be accepted or denied together to a particular site write us a note with the first Festival Attendance List. We will review those notes when approving transfers.

Approval of Transfers: As soon as he receives the second and subsequent editions of the Festival Attendance List, members can be advised of the outcome of their requests to transfer within Australia. Transfer approvals and denials will NOT be sent from the Festival Office to individual members. It is up to the pastor to ensure this information is passed on at the local level. This is a task he should carry out himself in such a way that he is seen to positively support decisions made at a higher level.

IMPORTANT NOTE: Those who wish to transfer to sites within Australia must wait until receiving transfer approval before arranging their housing. This approval will come via the Festival Attendance List.

Transfer Appeals: You may appeal a denial or request a "must-go" transfer into a "full" site. Call the Festival Office, or attach a note to the Festival Attendance List as you mail it back the second time, giving the circumstances involved and your recommendation. We will usually agree with you and grant the approval, but the request must fall within the priorities listed earlier.

TRANSFERS OVERSEAS -- SITES ADMINISTERED FROM AUSTRALIA

The overseas sites administered from Australia are Singapore; Ahungalla, Sri Lanka; Lonavla, India and Honiara, Solomon Islands. The procedure for handling transfer requests to these sites is exactly the same as for transfers within Australia.

After approval has been granted for a member to transfer to Singapore, Sri Lanka, India or Solomon Islands he will automatically be sent an approval package.

TRANSFERS OVERSEAS -- SITES ADMINISTERED FROM OVERSEAS OFFICES

The procedure for applying to a site administered by an overseas office is as follows:

1. The member registers his request to transfer to an overseas site on his Festival Attendance Information form. In making this request he must first be sure he has sufficient funds to make the return trip.
2. The Festival Advisor gives the member an International Festival Application/Questionnaire. After completing this form the member returns it to the pastor for his review and recommendation. The pastor should carefully consider the contents of the February 8, 1988 instruction memo from headquarters in making his recommendations. Once this has been done, the Festival Advisor records the request on the Festival Attendance List, and the pastor sends the International Festival Application/Questionnaire to the Festival office in Pasadena or the regional office at Burleigh Heads for forwarding overseas.

Final approval for the transfer will come from the office in charge of the site. The member should wait until his approval arrives before committing himself to travel and accommodation arrangements.

PROCESSING THE FESTIVAL VOLUNTEER INFORMATION FORMS

As has already been mentioned, the Festival Volunteer Information forms should be handed out with the Festival Attendance Information forms. Those people who wish to volunteer for opportunities should complete one of these forms -- one person per form.

When the forms are completed they should be handed back to the Festival Advisor. After checking the forms have been fully and correctly completed, the Festival Advisor should transcribe this information onto the Festival Attendance List in the "Needs/Volunteer" column using the relevant codes.

If there are two or more people in the one household volunteering for the same job (for example, Hall Crew--coded T) then he should fill in this column with "2T."

The Festival Advisor should then pass all of the Festival Volunteer Information forms to the pastor.

The pastor should check the forms, and make any appropriate comments and recommendations in the space provided. The Festival Co-ordinators will be relying heavily on the local pastor's comments about the suitability of an individual in the duties for which he has volunteered, especially specialized or sensitive duties. Festival Co-ordinators would benefit greatly if pastors would take a little extra time to include meaningful comments.

The Festival Volunteer Information forms should then be sent directly to the appropriate Festival Co-ordinators. They should not be sent to the office. If a volunteer is requesting to transfer, his Festival Volunteer Information form should not be sent to the Festival Co-ordinator until after the transfer has been approved.

The "Volunteer" information will appear on the Festival Attendance List for the Festival Co-ordinator's easy reference (with computer print-outs listing all volunteers, by duty category, being supplied to him for his site). He will be able to use the Festival Volunteer Information forms to obtain more specific details on individual volunteers.

CONTACTING THE FESTIVAL OFFICE

If the pastor or Festival Advisor have questions or suggestions, they may write to the Festival Office at the following address:

Worldwide Church of God
Festival Office
P.O. Box 202
Burleigh Heads
QLD 4220

Or, if you need a quick reply, you may call (075) 35 4233.

DO NOT TELL MEMBERS TO CALL US. If they have a question that you cannot answer, you should call and request information. We do not answer member call requests. We simply don't have the manpower. Be sure you are able to serve the brethren by providing ample information, and contact us right away if you need more.

SECOND TITHE ASSISTANCE

The pastor of the local church is responsible for making recommendations for all those in his area requesting second tithe assistance. He may ask the Festival Advisor to help members fill in the forms, but the final counselling, recommendation and mailing must be carried out by the pastor. See the Second Tithe Assistance Section of the Ministerial Manual for further details.

SECTION III: ARRANGING ACCOMMODATION

In order to effectively handle their own accommodation arrangements, members will need to be aware of the basic principles of hotel facilities and price structures. Your Festival Advisor must become familiar with this material also in order to advise them.

NOTE: Members who are transferring must not make accommodation arrangements until their transfer approvals come through. Those attending their assigned site may go ahead without delay.

HOTEL BASICS

One look at any hotel and motel guide will show room rates are anything but constant. They fluctuate with the seasons and for special events, like school holidays and long weekends, and they increase every year.

Rooms facing the water or on the ground floor are usually more expensive than rooms upstairs or facing the parking lot. Special rooms (suites, or just extra-large rooms) are often 50% higher and more.

The number of people as well as the number of beds will change the rate. The cheapest rate, of course, is for one person in a room with one bed. Two persons in the same bed are cheaper than two people in two beds, because of increased linen and maid service costs. Each person in addition to the first two in a room adds a certain amount to the double-occupancy rate.

There are also children's rates to take into account. Some places will allow two children under 16 free in a room with two parents while others say that children of any age are free with their parents, and so on. The point of this is that members should have in mind what they are looking for before seeking a reservation, and BE SURE of what they are getting and the price for the facilities BEFORE accepting the room.

FEATURES AND EXTRAS

Cots are available at most establishments, although they are usually limited in number. If these are needed, they should be requested when making the reservation, NOT upon check in.

A number of people in the Church have trouble climbing stairs. Establishments with no steps and with rooms equipped for wheelchair occupants are always in demand, but are not always numerous at Festival sites.

RESERVATIONS MADE EASY

A. Investigation

What are your family's needs? Do you need a special type of facility, such as for a wheelchair occupant? Or is a standard hotel room ample for you? Remember to take into account the need for privacy of various family members, especially teenagers; but remember too that the Feast is only eight days and we can sometimes get by with less than the ideal.

Don't forget the needs of other Church members. Many cannot afford to attend the Feast without a low-cost unit including kitchen facilities. If there is a shortage of this kind of housing at your site, and you have no special need for it, please leave it for others.

In general, you should stay in the nicest facility you can reasonably afford. This will give you a better foretaste of the Kingdom of God, and leave the less-expensive facilities for others.

You must make arrangements to leave your pets with a friend, in a kennel, or at home. (The obvious exception would be those trained to aid the blind or deaf.) If this is impossible, then you must arrange in advance with your hotel or motel to have pets in your room. Remember, you cannot expect maid service if you leave your pet unattended in your room. Also, any damage or other problems caused by the pets must be your responsibility. In no way can the Church be involved or held responsible.

B. Reservations

Contact the establishment directly, except where announcements have advised otherwise.

Ask for the particular type of room you need, especially if there is a variety of rooms available. Confirm the price for the total number of rooms and people involved.

Ask for a written confirmation of the reservation. Some chains give a confirmation number instead, which will give a record of your reservation. This is just as good as a written confirmation.

When you receive your confirmation, check it for accuracy. Verify the number of adults and children, the type of room, extra facilities, the rate, and the dates reserved for you. If there are any inaccuracies, contact the establishment and ask that changes be made as necessary. You should get an updated confirmation reflecting any changes.

C. Deposits

Most of us will be travelling some distance to the Feast, and there is always the chance that we won't arrive on time. To have put down a deposit -- usually equal to one night's rent -- holds the room until noon the next day if necessary. For most of us, that's pretty good insurance.

Be sure to consider the cancellation policy of the hotel if you need to cancel and request a refund. The cancellation policy should be spelled out on the confirmation.

D. Changes

If your plans change in a way that will affect the dates, number of people, type of room, or price, contact the housing establishment and update your reservation. If you don't do this, you may find when you arrive that the facility you had reserved is no longer adequate, and you may have to search all over town for a room.

C. Check In and Check Out

When checking in, be sure the facility you are given is the one you reserved, and that the price is the price you were quoted. Once you're satisfied with the facility, you could pay for the full eight days in advance, or a few days at a time.

Do not try to check in before early to mid afternoon, since the maids will still be cleaning the rooms during the morning. Call ahead to verify that your room will be available if you plan to check in earlier than 2:00 p.m.

When checking out, verify that the daily room rate was correctly charged, and that extra room charges (telephone,

meals, etc.) are accurate. After paying, be sure to keep a copy of the "folio," or list of charges and payments. It should show your final payment, and a zero balance at the bottom.

If you have any problems during the Feast with your housing, first try to resolve them with the management. If that doesn't help, see your Festival Advisor. If you have transferred, contact the Festival Co-ordinator at the site.

ON-SITE ASSISTANCE

The Festival Co-ordinator at each site is responsible for handling any problems which arise at the site with respect to housing. He will also notify the pastors and Festival Advisors in the area about any important matters which arise. The pastor or Festival Advisor should contact him directly about:

- a. Members unable to find housing suitable for them.
- b. Complaints that "all the hotels are booked."
- c. Problems with specific hotels, such as rate changes.
- d. Other problems.

He will advise you on what to do, or contact the hotel in question himself if necessary. If a member has asked for a list of hotels with vacancies, and you provide such a list, check back with the member to make sure he has secured a reservation.

If members have similar problems at transfer sites, please call the Festival Co-ordinators at those sites for help.

NOTE: Do not allow the members to call the Festival Co-ordinators directly. These men could not handle the volume of telephone calls generated by all the members. Please ask the members to direct all housing problems to you.

SPECIAL HOUSING NEEDS OF MEMBERS

Most members need very little assistance in finding housing, but we must assist those few who need a specific type of housing in order to attend the Feast. These include the following:

A. Handicapped or Disabled

1. Confined to a wheelchair.
2. With a walking disability that requires the use of cane(s), crutch(es), walker, or other support; or that limits the number of steps the person can climb.
3. Blind or deaf, especially those who use "seeing-eye" or "hearing-ear" dogs.
4. With a health condition making a kitchen mandatory.

B. Financially Limited

1. Second tithe assistance applicants: only those you plan to "strongly recommend" for approval. (See the second tithe assistance instructions for details.)
2. Those whose family size and income makes a very low-cost unit (perhaps including a kitchen) a necessity.

C. Elderly: Only those elderly who fit in the above categories.

Members should not make these arrangements without consulting with their pastor or Festival Advisor. Instead, you should seek out those who would fit the guidelines mentioned above, and help them get started.

The Festival Co-ordinator of your assigned Festival site will be able to help locate housing suitable for this "special-needs" group. It is your responsibility to help brethren in this group find housing reservations before the majority of the brethren do so.

Shortages exist in differing types of housing (that is, kitchens, very low-cost housing, or wheelchair-accessible units) at each site. The Festival Co-ordinator can explain which types are most critical at your assigned site.

NOTE: Members in this category are expected to attend their assigned site. These brethren should carefully "count the cost" of transferring, taking into account the extra distance, their unfamiliarity with the site, and not being with the home church area. Brethren in these categories who desire to transfer may reserve their housing early at their transfer site only if there is no housing suitable for their needs at the assigned site. Otherwise, they should make their reservations, along with the other members. The pastor or Festival Advisor will have to call the Festival Co-ordinator at the requested transfer site to confirm that such housing is available.

If you have a specific question about housing at your site for brethren in this category, call your Festival Co-ordinator or the person he designates as his local housing officer.

SECTION IV: TROUBLE-SHOOTING

The first thing to remember about problems members encounter is that proper preparation and education will help solve many of them in advance. The next thing to remember is that when problems do occur, the Festival Advisor should be the one they contact for a solution if they are unable to solve the problem themselves. The brethren should be instructed not to call the Festival Office, but to contact their Festival

Advisor for answers. The Festival Office simply doesn't have the manpower or the time to answer all questions from members. If a member has a question the Festival Advisor can't answer, the Festival Advisor or the pastor should call the Festival Co-ordinator -- not the member. If necessary, the Festival Co-ordinator can call the Festival Office.

Following are the basic steps which can be taken when problems arise. Of course, this is a very brief way of stating the solutions, but the basic information needed to implement these steps has already been covered in the previous sections. The point is for the member to solve as many problems as possible (especially during the Feast), then for the Festival Advisor or the Festival Co-ordinator to get involved, and for the Festival Office to be included only in major difficulties.

POSSIBLE PRE-FEAST HOUSING PROBLEMS:

1. Not finding suitable vacancy at selected site (price, facilities, space, etc.).
 2. Failure of establishment to confirm reservation.
 3. Failure of establishment to acknowledge deposit.
 4. Failure of establishment to confirm rate.
 5. Cancellation by member with refund requested.
 6. Cancellation by establishment -- no reason given.
 7. Price adjustment by establishment -- no reason given.
1. WHAT SHOULD THE MEMBER DO TO SOLVE ANY OF ABOVE PROBLEMS?
 - a. Call the establishment and speak to the reservation clerk or manager.
 - b. Write the establishment and request missing records, more information, etc.
 - c. Call another establishment if no relief found.
 - d. See the local Festival Advisor if there is no relief.
 2. WHAT STEPS SHOULD THE FESTIVAL ADVISOR TAKE?
 - a. Check the steps performed by the member.
 - b. Encourage the member to follow the above cycle if possible.
 - c. Perform any steps the member is unable to perform.
 - d. If no help is obtained, call the Festival Co-ordinator and discuss the specific problem with him.
 3. WHAT STEPS SHOULD THE FESTIVAL CO-ORDINATOR TAKE?
 - a. Check the steps performed by local Festival Advisor and member.
 - b. Encourage the local Festival Advisor to follow above cycle if possible.
 - c. Perform any steps not possible from local level.
 - d. Personally seek an answer to member's problem by

calling or visiting establishment in question or searching out more appropriate housing.

POSSIBLE ON-SITE ACCOMMODATION PROBLEMS (during the Feast)

1. Cancellation of reservation by establishment.
2. Price hike by establishment.
3. Failure of establishment to recognize deposit.
4. Change in room type from confirmation description.
5. Unacceptable room.
6. Cancellation of reservation by member.
7. Policy disagreement or misunderstanding between member and management.

1. WHAT SHOULD THE MEMBER DO ABOUT THESE PROBLEMS?

- a. Attempt to discuss the situation with the manager.
- b. Show confirmation or other proof of price, room type, or deposit.
- c. Request change to a more suitable unit.
- d. Call the Festival Advisor if possible or needed.
- e. Call Convention Bureau or Festival Co-ordinator.
- f. Move to an alternate housing establishment if all else fails.

2. ADVISOR, MINISTER OR FESTIVAL CO-ORDINATOR DECISION CYCLE

- a. Check the steps that the member performed.
- b. Encourage the member to complete any steps not already performed.
- c. Perform any steps the member is unable to perform.
- d. Act as mediator.
- e. Advise the member to change the establishment if necessary.
- f. Report the situation to the Festival Co-ordinator and to the Festival Office after the Feast.

If these procedures are unclear, or if at any point they break down, please call the Festival Office. The Festival Office will try to help in any way it can.

AUSTRALIAN FEAST SITES 1988

1. CALOUNDRA, QLD.

Festival Co-ordinator: Bill Sidney

Venue: Caloundra Civic Centre
Minchinton Street
Caloundra

Churches Assigned: Brisbane North, Bundaberg,
Caboolture, Cairns, Clermont,
Darwin, Gympie/Maryborough,
Mackay, Rockhampton, and
Townsville.

2 COFFS HARBOUR, N.S.W.

Festival Co-ordinator: Russ Couston

Venue: Coffs Harbour Community Indoor
Sports Stadium
Bray Street
Coffs Harbour

Church Assigned: Brisbane South, Gold Coast,
Grafton, Ipswich, Toowoomba and
Warwick.

3. GOSFORD, N.S.W.

Festival Co-ordinator: Terry Villiers

Venue: Central Coast Leagues Club
Dane Drive
Gosford

Churches Assigned: Bathurst, Blaxland, Newcastle,
Sydney North and Sydney South.

4. HOBART, TAS.

Festival Co-ordinator: Rod McQueen

Venue: Laetare Gardens
37 Hopkins Street
Moonah

Churches assigned: All Tasmanian churches.

5. MELBOURNE, VIC.

Festival Co-ordinator: Bill Bradford

Venue: Robert Blackwood Hall
Monash University
Wellington Road
Clayton

Churches assigned: Adelaide, Ballarat, Bendigo,
Geelong, Mt. Gambier, Melbourne
East, North, South and West.

6. PERTH, W.A.

Festival Co-ordinator: Bob Regazzoli

Venue: Cockburn Civic Centre
Cnr Rockingham Road and
Coleville Tce
Spearwood

Churches assigned: All Western Australian churches.

7. ULLADULLA, N.S.W.

Festival Co-ordinator: Peter Whitting

Venue: Ulladulla Civic Centre
Princes Highway
Ulladulla

Churches assigned: Canberra, Morwell, Temora/Wagga,
Wodonga and Wollongong.

OVERSEAS FEAST SITES 1988

(Services in English unless noted otherwise.)

A. Sites Administered From Australia

Requests for transfer to these sites should be handled according to the instructions on page 23.

SINGAPORE

SRI LANKA -- Ahungalla

SOLOMON ISLANDS -- Honiara

INDIA -- Lonavla

BURMA -- Sa Khan Gyi (In Burmese, NO transfers)

-- Kya In (In Burmese, NO transfers)

B. Sites Administered by Overseas Offices

Requests for transfer to these sites should be handled according to the instructions on page 23.

SITES

TO TRANSFER, CONTACT:

NEW ZEALAND & SOUTH PACIFIC

Rotorua, New Zealand

Festival Office
Ambassador College

Korolevu (Tentative), Fiji

P.O. Box 2709
Auckland 1

Mua, Tonga

NEW ZEALAND

(In Tongan, NO transfers, tentative)

UNITED STATES

Amman, Jordan

Festival Office
300 West Green Street
Pasadena, CA 91129
U.S.A.

Chiang Mai, Thailand

Anchorage, Alaska

Big Sandy, Texas

Biloxi, Mississippi

Chattanooga, Tennessee

Corpus Christi, Texas

Dayton, Ohio

Eugene, Oregon

Jekyll Island, Georgia

Lihue, Hawaii

Mount Pocono, Pennsylvania

Norfolk, Virginia

Palm Springs, California
Pasadena, California
Pensacola, Florida
Rapid City, South Dakota
Redding, California
Saint Petersburg, Florida
Saratoga Springs, New York
Spokane, Washington
Tucson, Arizona
Tulsa, Oklahoma
Vail, Colorado
Wisconsin Dells, Wisconsin

CANADA

Halifax, Nova Scotia
Niagara Falls, Ontario
Penticton, British Columbia
Regina, Saskatchewan
Victoria, British Columbia

Festival Office
P.O. Box 44, Station A
Vancouver, B.C. V6C 2M2
CANADA

QUEBEC

Sherbrooke, Quebec

Festival Office
114 Pendennis Drive
Point-Claire, Quebec
H9R 1H6
CANADA

CARIBBEAN

Paradise Island, Bahamas
Christ Church, Barbados
Hamilton, Bermuda
Roseau, Dominica
St. George's, Grenada
Georgetown, Guyana
Montego Bay, Jamaica
Castries, St. Lucia
Crown Point, Tobago

Caribbean Festival Office
G.P.O. Box 6063
San Juan PR 00936
PUERTO RICO

DENMARK, BLACK AFRICA, U.K.

Bredsten, Denmark
Winneba, Ghana
Way
Trabolgan (Tentative), Ireland

Mombasa, Kenya
Naro Moru, Kenya

*Sliema, Malta

Cape Maclear, Malawi

Benin City, Nigeria

Douglas, Isle of Man
Bournemouth, United Kingdom
Paignton, United Kingdom
Scarborough, United Kingdom

Festival Office
Worldwide Church of God
Elstree House Elstree
Borehamwood Herts
WD6 1LU
UNITED KINGDOM

GERMANY, CZECHOSLOVAKIA

Brno, Czechoslovakia
Bonndorf, Germany

Festival Office
Ambassador College
Poppelsdorfer Allee 53
D-5300 Bonn 1
WEST GERMANY

ITALY

Castelvechio-Pascoli, Italy

Italian Department
300 West Green Street
Pasadena, CA 91129
U.S.A.

THE NETHERLANDS

Hoogeveen, Netherlands

Festival Office
Ambassador College
Postbus 444
3430 AK Nieuwegein
THE NETHERLANDS

FRANCE

Port d'Albret, France
Cap Haitien, Haiti

French Department
300 West Green Street
Pasadena, CA 91129
U.S.A.

GUADELOUPE

Saint-Francois, Guadeloupe

Festival Office
Le Monde a Veneir
B.P. 418
97163 Pointe-a-Pitre Cedex
Guadeloupe, WEST INDIES

MARTINIQUE

Tartanes, Martinique

Festival Office
Boite Postae 710
97207 Fort-de-France Cedex
Martinique, WEST INDIES

PHILIPPINES

Baguio City
Cagayan de Oro
Cebu
Manila

Festival Office
Worldwide Church of God
P.O. Box 1111
Makati, Metro Manila 3117
PHILIPPINES

SOUTH AFRICA

Grand Baaie, Mauritius
Durban, South Africa
George, South Africa
*Hawston--Sonesta, South Africa
*Livingstone, Zambia
Mutare, Zimbabwe

Festival Office
Ambassador College Agency
P.O. Box 5644
Cape Town
8000 SOUTH AFRICA

*NO transfers

ACAPULCO

Acapulco, Mexico

Worldwide Church of God
P.O. Box 5057
SAN YSIDRO, CA 92073

STH AMERICA & PUERTO RICO

Villa Gesell (Tentative), Argentina

Maitencillo (Tentative), Chile

Antigua (Tentative), Argentina

Trujillo (Tentative), Peru

Spanish Department
300 W Green Street
Pasadena, CA 91129
U.S.A.

2/88

Palmas del Mar, Puerto Rico

Venezuela (Tentative)

COLOMBIA

Malgar, Colombia

Festival Office
Apdo Aereo 11430
Bogota 1DE
COLOMBIA

SPAIN

Cullera, Spain

Spanish Department
300 West Green Street
Pasadena, CA 91129
U.S.A.

1988 FEAST SITE CODES

Sites Administered from Australia

CA Caloundra
CO Coffs Harbour
GO Gosford
HB Hobart
ME Melbourne
PE Perth

UD Ulladulla
SI Singapore
SL Sri Lanka
HN Honiara, Solomon Islands
LO Lonavla, India

Sites Administered from Overseas Offices

U.S.A.

AM Amman, Jordan
CM Chiang Mai, Thailand

WA Anchorage, Alaska
WX Big Sandy, Texas
WB Biloxi, Mississippi
WJ Chattanooga, Tennessee
WC Corpus Christi, Texas
WD Dayton, Ohio
WE Eugene, Oregon
WG Jekyll Island, Georgia
WH Lihue, Hawaii
WM Mount Pocono, Pennsylvania
WN Norfolk, Virginia
WL Palm Springs, California
WP Pasadena, California
WQ Pensacola, Florida
WR Rapid City, South Dakota
WS Redding, California
WZ Saint Petersburg, Florida
WF Saratoga Springs, New York
WK Spokane, Washington
WT Tucson, Arizona
WO Tulsa, Oklahoma
WV Vail, Colorado
WW Wisconsin Dells, Wisconsin

GERMANY & CZECHOSLOVAKIA

XZ Brno, Czechoslovakia
XG Bonndorf, Germany

ITALY

XF Castelvecchio-Pascoli, Italy

THE NETHERLANDS

XH Hoogeveen, Netherlands

GUADELOUPE

W7 Saint-Francois, Guadeloupe

MARTINIQUE

W9 Tartanes, Martinique

SOUTH AFRICA

ZM Grand Baaie, Mauritius
ZD Durban, South Africa
ZG George, South Africa
ZV Hawston-Sonesta, South Africa
ZL Livingstone, Zambia
ZR Mutare, Zimbabwe

STH AMERICA & PUERTO RICO

ZO Villa Gesell, Argentina
ZE Maitencillo, Chile
ZQ Antigua, Guatemala
ZX Trujillo, Peru
ZJ Palmas del Mar, Puerto Rico
Zl Venezuela

CANADA

XC Halifax, Nova Scotia
XN Niagara Falls, Ontario
XP Penticton, British Columbia
XR Regina, Saskatchewan
XV Victoria, British Columbia

CARIBBEAN

W1 Paradise Island, Bahamas
W3 Christ Church, Bardados
XL Hamilton, Bermuda
XM Roseau, Dominica
W2 St. Geroge's, Grenada
W6 Georgetown, Guyana
ZT Montego Bay, Jamaica
W4 Castries, St. Lucia
W5 Crown Point, Tobago

DENMARK, BLACK AFRICA & U.K.

XY Bredsten, Denmark
ZA Winneba, Ghana
XK Trabolgan, Ireland
XA Mombasa, Kenya
ZN Maro Moru, Kenya
ZK Sliema, Malta
ZW Cape Maclear, Malawi
XW Benin City, Nigeria
XS Douglas, Isle of Man
XT Bournemouth, United Kingdom
XD Paignton, United Kingdom
XJ Scarborough, United Kingdom

FRANCE

XB Port d'Albret, France
W8 Cap Haitien, Haiti

QUEBEC

XQ Sherbrooke, Quebec

NEW ZEALAND 7 PACIFIC

ZF Korolevu, Fiji
ZZ Rotorua, New Zealand
YG Mua, Tonga

PHILIPPINES

ZB Baguio City, Philippines
ZC Cagayan de Oro, Philippines
ZS Cebu, Philippines
ZY Manila, Philippines

ACAPULCO

ZP Acapulco, Mexico

COLOMBIA & SPAIN

ZH Melgar, Colombia
XE Cullera, Spain

Memo

To: ALL PASTORS

DEPT

DATE
8.1.1988

From: Bill Winner

DEPT

Subject: Festival Guidebook

Greetings. Enclosed with this memo you will find copies of the new Festival Guidebook for Pastors and Advisors. There is one copy for yourself plus one for your Festival Advisor. This new guidebook supercedes the old Festival Guidelines section of the Ministerial Manual and also the old Guidebook for Advisors. Please ensure the superceded material is destroyed.

While there are a number of minor changes in the wording of this new manual, the general policies and procedures remain unchanged from 1987. However, please ensure your Festival Advisors carefully read the guidebook in its entirety and are thoroughly conversant with the procedures therein. It is most important for the smooth running of the Festival preparations that these procedures are followed precisely.

We have not yet received the complete list of international Feast sites from Pasadena. As soon as we receive this list we will send it to you as additional pages for your guidebooks.

We are currently waiting on the Festival forms to return from the printers. However, it is our hope to have the Festival forms distributed in the churches on the Sabbath of January 30. You will then have three weeks to gather the necessary information and return the completed Festival Attendance Lists to us. We will then do everything possible to have the second edition of the Festival Attendance List back to you, with transfer approvals on it, early in March. Sufficient copies of this memo are enclosed so that you can give a copy to each of your Festival Advisors.

Thank you for your help with this.

Kind regards,



WDW/sa

Enclosures

cc Festival Advisors

Memo

To: ALL PASTORS

DEPT

11.5.^{DATE}1988

From: Ministerial Services

DEPT

Subject: International Feast Transfer Forms

Greetings. We imagine that, by now, most of the Australians who intend applying to transfer overseas for the Feast will have already sent in their International Transfer forms.

If you do receive any further International Transfer forms from the members, we would be grateful if you would not send them to us. Instead, please send them direct to the office administering the site requested by the member. Thanks for your help with this.

Regards,



ABG/sa