

POLICY

AC 643

WORLDWIDE
CHURCH OF GOD

SUBJECT

FIRST TITHE AND OFFERINGS

DATE ISSUED

Sept. 10, 1973

NO.

3.3.1

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

The Church Pastor is responsible for packaging and mailing the tithe and offering each week. Specific instructions are necessary to provide the safest and most expeditious way of getting God's finances into the mainstream of the Work.

There are occasions when it is not possible for him to handle the packaging and mailing. When this happens, the one who has been delegated this responsibility should read and understand the mailing instructions. The packaging and mailing should not be delegated to another individual on a regular basis.

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CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 1

I. PACKAGING AND MAILING INSTRUCTIONS

- A. Select the proper size mailing bag. If possible, use only one bag per mailing.

Note: If you are using the lightweight "Mail Lite Shippers" which have the clear plastic padding, please also use the paper liners supplied with each shipment of bags from Headquarters. This liner or other wrapper will eliminate the possibility of the contents becoming visible in case the outer paper cover of the bag is torn. The package ticket should also be placed inside the liner.

- B. Carefully wrap all envelopes containing coins with rubber bands to prevent rattling or the possibility of broken envelopes. Band all envelopes into groups of 25-30 pieces each.
- C. Insert the first copy of the package ticket into the bag with the envelopes.
- D. After inserting bundles into the mailing bag, fasten the open end with several staples. Tape seams and ends securely with heavy packaging tape. Do not use masking tape or other tape which will not absorb ink. Due to postal regulations, the specific tape used must not be glossy or slick (including masking tape), as these types will not accept the postal stamp.
- E. Use the mailing address assigned to your region. Use your own name and home address as a return address. **DO NOT** use WORLDWIDE CHURCH OF GOD, AMBASSADOR COLLEGE, or any other name that can be directly associated with the Work in either the mailing or return address.
- F. Print the address directly on the packages. (Labels can be torn from the package.)

- G. **Mail all packages by REGISTERED MAIL, RETURN RECEIPT REQUESTED.** (Certified or insured mail is handled with routine postal work and does not receive the protection given registered mail.)

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CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 2

- H. Be sure to mail each package the Monday morning following each Sabbath. This schedule results in us receiving the mail Wednesday or, at the latest, Thursday. If we do not receive your package or notification of delay within this time limit, we will of necessity call for clarification.

II. THE PACKAGE TICKET

A. Purpose of the package ticket

The package ticket was developed and designed to provide a careful and accurate documentation of the tithe packages and contents as sent to Headquarters from each Church area on a weekly basis.

B. Uses for the package ticket

1. A package ticket is to be completed for each package mailed to Pasadena.
2. The package ticket is also to be used to inform Headquarters anytime the tithes from a Church are not collected or to explain any delay in mailing.
3. Unusual circumstances, such as a number of Churches meeting together on the Sabbath, should be explained by each Church Pastor concerned via a message on a package ticket.

C. Completing the package ticket

1. Complete the three-part package ticket for each package being mailed. Fill in all information requested.
2. Enclose the first copy of the package ticket in each package (registry number not required on this copy).
3. At the same time each package is mailed, be sure to also mail the second copy of the package ticket to Headquarters in the airmail envelope provided.

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NO.

3. 3. 1

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

page 3

4. Retain the third copy for your own permanent record.

III. SUPPLIES

The following supply items are available and should be requested via the regular Ministerial Supply Request Form:

1. "Mail Lite Shippers"
2. Paper lines for the above shipping bag
3. Package tickets
4. Airmail return envelopes for the package ticket

IV. MAILING ADDRESS SCHEDULE

The following Mailing Address Schedule provides the address to which all tithe packages and Holy Day offerings should be mailed.

REGION:

MAILING ADDRESS:

Headquarters
Portland
Big Sandy

Courier Insurance, Inc.
Box 905
Monterey Park, California 91754

Chicago
Kansas City

Worldwide Advertising, Inc.
Box 1138
Hollywood, California 90028

Cincinnati
Atlanta
Washington, D. C.

Bradley Advertising, Inc.
Box 3943, Terminal Annex
Los Angeles, California 90051

Caution: If at any time you need to mail a package and you are not sure of the exact mailing address, check the Mailing Address Schedule. If the information is not available to you, please call (213) 577-5230 (Pasadena Mail Receiving) for the information.