

POLICY

AC 643

WORLDWIDE
CHURCH OF GOD

SUBJECT

HOLY DAY OFFERINGS

DATE ISSUED

Sept. 10, 1973

NO.

3.3.4

CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

Holy Day offerings should be collected during the local Holy Day Services. The minister in charge is responsible to the Vice-President of Church Administration for carrying out the offering instructions. These instructions apply only to the Holy Day offerings and do not affect procedures for the processing of regular tithes and offerings.

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I. SPECIAL ANNOUNCEMENTS PRIOR TO COLLECTION OF OFFERING

These announcements will make all processing of the offerings much more effective, including the preliminary count made in each area.

- A. A reminder to the congregation to remember their special HDO envelopes should be made on the Sabbath prior to the Holy Day.
- B. At the time of collection, an announcement requesting that the amount of offering be indicated on the envelope in the space designated will make the preliminary count easier and more accurate.
- C. A complete name and address must be on the envelope if credit is to be given. We want to receipt each donation correctly, but "John Jones, New York City" is not enough information to enable us to do so.

II. PROCESSING REQUIRED IN THE LOCAL AREA

A preliminary count of the offering from each area must be made. This count will give the Church Pastor information about the local offering and will provide Headquarters with early financial statistics.

- A. Tabulate the amounts marked on the envelopes. Count the loose cash and coin. Add the envelope total, the amount of loose cash and coin and any loose checks (checks not enclosed in an envelope) for the total offering amount.
- B. Envelopes containing coin:

Because of the possibility of coins breaking loose in the package and jingling, and because of the weight of coin which adds to postage cost, all coins should be removed from the envelopes.

PROCEDURE

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1. Open the envelopes containing coin and remove only the coin. Leave all other contents in the envelope.
2. Carefully indicate how much coin is removed from each envelope. Mark each envelope exactly as shown in the following diagram.

1⁷⁵ COIN
REMOVED

FESTIVAL
AREA _____

DATE

4-17-73

640713-0042 3

MR-MRS MARK L BARNES

RT 3 BOX 156

LOST CREEK WV 26385

CITY

STATE ZIP

AMOUNT

10⁷⁵

3. Combine coin removed from envelopes with other loose coin.
 4. Bundle all coin-removed envelopes together.
- C. Write a personal check to cover the amount of the loose cash and coin. Label this check "ANONYMOUS CASH/COIN." This amount will include the coin removed from envelopes. Do not mail loose cash or coin, but deposit the amount into your personal account.

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III. THREE-PART PACKAGE TICKETS

Special package tickets for the Holy Day offerings will be sent to each Church Pastor three weeks before the first Holy Day of each season.

- A. A package ticket is to be completed for each package mailed to Pasadena.
1. 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 the package is mailed, be sure to also mail the second copy of the package ticket to Headquarters in the airmail envelope provided.
 4. Retain the third copy for your own permanent record.

IV. PACKAGING AND MAILING

A. Packaging

1. Select a sturdy box of the proper size. Keep the package as small as possible. A regular T & O shipping bag may be used if all envelopes will fit into one bag.
2. Band envelopes into groups of 30-50 envelopes.
3. Combine the following items into one packet:
 - a. Copy "1" of completed package sheet
 - b. Coin-removed envelopes
 - c. Loose checks
 - d. Adding machine tapes or other back-up paperwork which was used to tabulate amount of offering
 - e. Personal check covering loose cash and coin

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4. Place all envelopes and the special packet into the box or bag. If a box is used, fill in any extra space with packing material.
5. Wrap the package securely.

B. Mailing

1. Mail the package as soon as possible. The offering should be mailed the same day it is collected, if at all possible.
2. Mailing address

Use the address assigned to your region. **DO NOT** use the names of Ambassador College, Worldwide Church of God or any name directly associated with this Work on the package or in the address. See Section VII for the correct mailing address.

3. Return address
Use your personal return address.
4. Use the Postal Registry system.

Send the package via REGISTERED AIR MAIL--RETURN RECEIPT REQUESTED. Do Not use the Certified or Insured mail system.

V. PHONE REPORT

- A. Report the attendance and the amount received for each offering.
 1. The calls should be made between 8:00 a. m. and 5:00 p. m. California time on the day following the Holy Day.

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2. Use our WATS number (800) 423-4444 for all calls originating outside the state of California. For calls from within California use (213) 577-5230.
 3. In case the WATS number is busy, you may use (213) 577-5230 or (213) 577-5232.
- B. This telephone report provides vital preliminary statistics needed for financial planning and must be received no later than 5:00 p. m. on the day after the Holy Day.

VI. SUPPLIES

The following supply items are available and will be sent to you just prior to each Festival season:

1. HDO Package Tickets and return envelopes
2. Holy Day offering envelopes

VII. 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