

SUBJECT

SUPPLIES--MINISTERIAL

DATE ISSUED

April 13, 1973

NO.

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CHURCH ADMINISTRATION DEPARTMENT • UNITED STATES FIELD MINISTRY

## I. PURPOSE OF MINISTERIAL SUPPLY SYSTEM

In order to standardize communication between the Field Ministry and Headquarters, supply items are provided by the Ministerial Supply System.

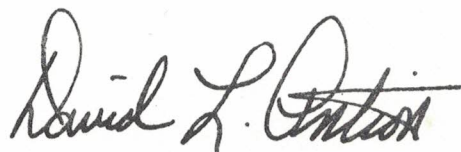
These supplies include all the special cards and forms needed for reporting attendances and the vouchers for handling special financial matters. Special supply items, such as Hymnals, headsets, and anointing bottles, are also provided since they are standard items used in every Church area but are not easily available on a local basis.

In addition, form letters, special letterhead stationery, personalized stationery, and business cards are provided.

## II. GENERAL GUIDELINES

All the supply items that are presently available are on the Supply Request Form. Should any additional items be offered as standard items in the future, they may be requested in the space that has been provided under "miscellaneous requests" at the bottom of the form. These items will then be included on the form when it is reprinted.

Those office supply items, such as plain envelopes and stationery, pens, pencils and staplers, that are purchased locally should be itemized on your monthly expense card as "office supplies."



Vice-President, Church Administration

# PROCEDURE

AC 644

WORLDWIDE  
CHURCH OF GOD

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## I. FILLING OUT THE MINISTERIAL SUPPLY REQUEST FORM

(Each of the following numbers in parentheses refers to the numbers in circles on the Supply Request Form on page 6.)

(1) Shipping Label

Please type or print your full name and address on the label and leave it attached to the top copy of the Supply Request Form.

(2) Date

Please enter the date on which the supplies are being ordered.

(3) Date Needed

Please enter the date the supply order will be needed, allowing at least two weeks for processing of the supply order.

(4) Requested by

Please enter the name of the minister who needs the supplies. This will help in any future correspondence that might be necessary regarding that order.

(5) Order

This is the amount of each item that is sent as a standard order. For the sake of simplicity in filling orders, standard amounts have been set.

(6) Check Items Needed

Please put a check (✓) to the right of each item needed in the box provided. If you need more than a standard order, please

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put the number of orders you need. For example, if you want 300 Green Master Cards, put a 3 in the box rather than a check.

(7) Stationery

Personalized stationery is only available to ministers with the rank of Preaching Elder or above. When ordering personalized stationery please check one of the three boxes below the sizes of personalized stationery:

If you have never ordered personalized stationery before, please check the box "new," and then write your name to the right of the box as you want it to appear on the stationery.

If you have ordered stationery before but would like it changed, please check the box "revised" and include a sample of your present stationery with all changes indicated.

If you have ordered personalized stationery before and would like more of the same, please check the box "rerun/no change" and include a sample of your present personalized stationery.

When ordering stationery of any type, please remember to check which size you want.

(8) Business Cards

Business cards are available to all ministers. At present only one kind of card is available: Representative--Worldwide Church of God and Ambassador College.

When ordering business cards, please check one of the three boxes below the type of card:

If you have never ordered business cards before, please check the box "new." If you wish your name and address to be different than it appears on the shipping label, please make a note of

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the change on the Request Form in the extra space under "miscellaneous requests." Be sure to include your phone number here if you wish it to appear on your cards.

If you have ordered business cards before but would like something changed, please check the box "revised" and include a sample of your present cards with the changes indicated on the sample card.

If you have ordered business cards before and would like more of the same, please check the box "rerun/no change" and include a sample of your present cards.

(9) Songbooks

When ordering songbooks please enter the number of books you need for your area in the box provided.

(10) Monoset Headsets

These are standard headsets, such as the Telex AFC-1, with the VYT-2 adjustable volume controls. When ordering headsets, please enter the number you need for your area in the box provided.

## II. MINISTERIAL SUPPLY REQUEST FORM COPIES

### First and Second Copies

These two top copies (white and yellow) are needed for processing the request. Please send in both copies together in your weekly ministerial report envelope.

The yellow copy will be included in the supply order when it is sent and the white copy will be kept on file at Shipping and Receiving.

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### Third Copy

The pink third copy is for your reference and need not be sent to Headquarters.

### III. ORDERS OR ITEMS NOT RECEIVED

In the event an order is delayed, lost or an error is made, all inquiries should be sent to C.A.D. Staff Services in the regular ministerial report envelope.

#### Unfilled

If for some reason an item ordered is unavailable or no longer used, a notation will be made on the yellow copy sent with the rest of the order.

#### Back-ordered Requests

In the event an item is out of stock or not immediately available, a notation will be made on the yellow copy sent with the rest of the order. When the item becomes available it will be sent.

#### Lost Orders

If for some reason your order does not arrive within a reasonable time, please fill out a new Ministerial Supply Request Form and make a notation of the number of the lost order on the new request. The file can then be checked to see if the order was sent.

If the original order has been sent, you will be sent notification as to the date the order was shipped. If the original Request Form was lost, the second Request Form will then be filled as usual.

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## Orders With Errors

If an error is made on an order, please return the yellow copy of the Supply Request and make a notation of the error made and the item(s) still needed. The yellow copy will be returned with the correct supply items.

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## MINISTERIAL SUPPLY REQUEST FORM

(Please Keep Pink Copy)

DATE \_\_\_\_\_ (2)  
DATE NEEDED \_\_\_\_\_ (3)  
REQUESTED BY \_\_\_\_\_ (4)

Nº 0008

**H.Q. USE ONLY**

Filled By \_\_\_\_\_  
Date \_\_\_\_\_  
Packaged By \_\_\_\_\_  
Date \_\_\_\_\_

**HERBERT W. ARMSTRONG**  
THE WORLD TOMORROW  
*A World-Wide Broadcast*  
P.O. Box 111  
Pasadena, California 91109

(1)

Postmaster: This parcel may be opened for postal inspection if necessary.  
RETURN POSTAGE GUARANTEED

CHECK ITEMS NEEDED					
CARDS:	(5)	ORDER	DISBURSEMENT VOUCHERS	(6) ✓	ORDER
Green Master Card		100	Personal Min. & Church Expense		10
White Mobile Card		100	Hall Rental		30
Church Attendance Card		100	3 T Reg. Recipient Authorization		10
Bible Study Attendance Card		100	<b>LETTERS AND FORMS</b>		
Baptism— Reinstatement Card		100	1st Visit Appointment Letter		100
New PM First Visit Card		100	Follow-up Appointment Letter		100
PM Deletion Visit Card		100	Heal Letter (No Signature)		100
Disfellowship Card		50	SAT Certification Forms		20
Change of Address Card		100	Immunization Exemption Forms		20
Min. & Church C. of A. Card		10	Sabbath — Excused Absence Forms		20
Ordination Card		10	Holydays — Excused Absence Forms		20
Monthly Expense Record Card		12	3 T Updated Budget Forms		10
Non-Fleet Auto Reimbursement Card		12	3 T Questionnaire Forms		10
Emergency Fund Expense Card		50	Elder Recommendation Forms		6
<b>STATIONERY</b>			Bible Study Question Forms		500
Personalized (P. Elders & Up)			Ministerial Supply Request Forms		2
(7) 7 1/4 x 10 1/2		500	<b>ENVELOPES</b>		
8 1/2 x 11		500	Ministerial (Yellow 1st Class)		100
Please Check Below			A.C. Return = 8		100
New			= 10		100
Revised (Include Sample)			W.C. Return = 8		100
Re-run No Change (Include Sample)			= 10		100
A.C. Letterhead 7 1/4 x 10 1/2		250	<b>OTHER SUPPLIES</b>		
8 1/2 x 11		250	Anointing Bottles		2
W.C. Letterhead 7 1/4 x 10 1/2		250	Spokesman Director's Manual		1
8 1/2 x 11		250	Song Books (As Requested)	(9)	
Interoffice Memos 8 1/2 x 6 1/2		250	Song Leading Manual		1
8 1/2 x 11		250	Jiffy Bags = 3		25
Speed Memos		50	= 5		25
<b>BUSINESS CARDS (L. Elders &amp; Up)</b>			Monoset Headsets (As Requested)	(10)	
Representative — W.T. & Amb. Col.		100	Metal Tithe Boxes		1
Representative — W.C.		100	Miscellaneous Requests		
Please Check Below: (8)					
New					
Revised (Include Sample)					
Re-run/No Change (Include Sample)					