

Winning at Work



"Why Labor-Management Strife?":
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Winning at Work

*Looking for work? Choosing a job or career?
Thinking of changing your present occupation? Few
decisions in life carry more long-term consequences.*

Why Management

What we behold in the world today, both in the fields of management and labor as now set up, is simply organized competition and greed. This has produced only strife. It has impeded real progress. It has robbed both employer and employee.

Why? What's wrong?

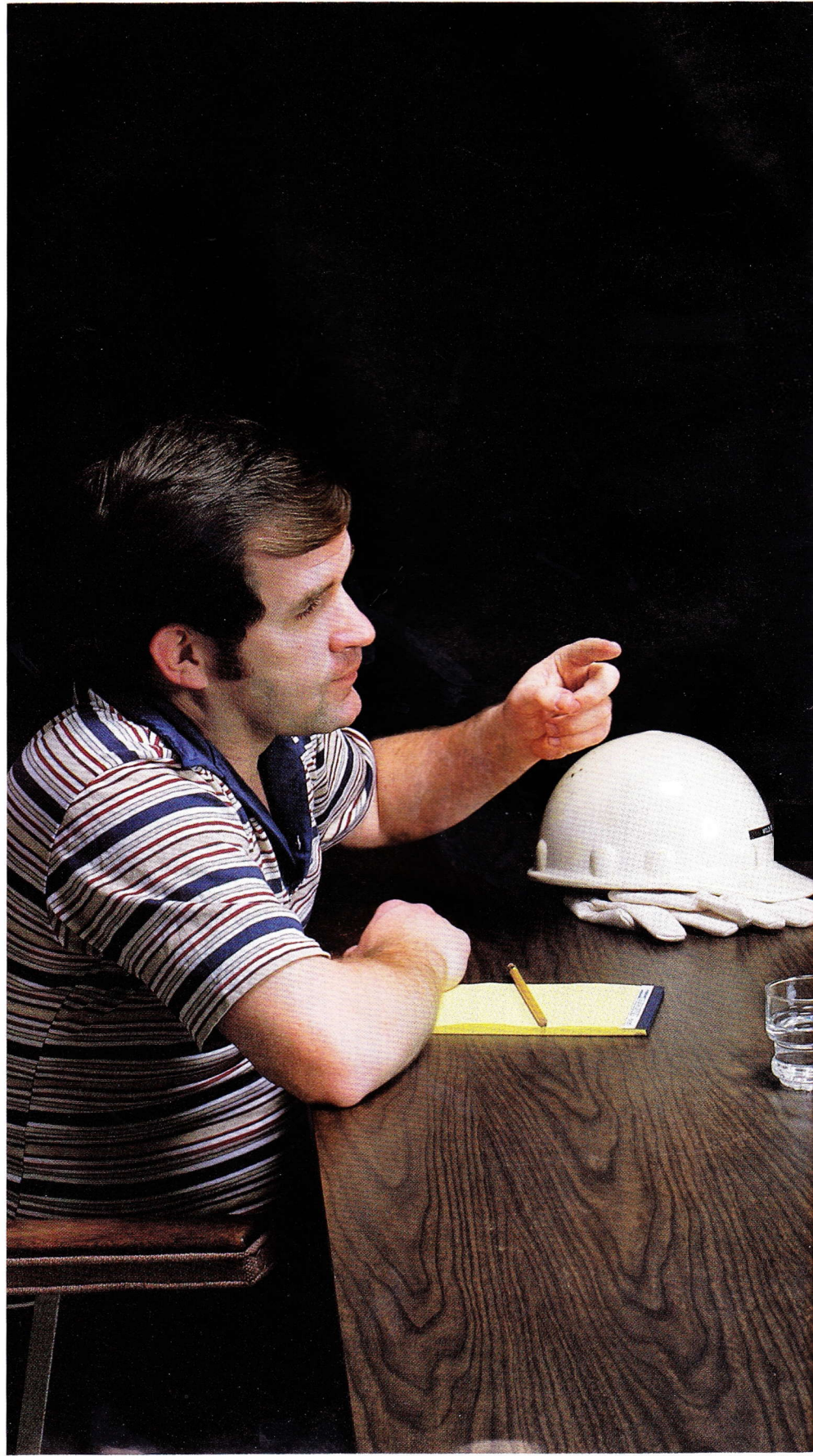
Men have been governed by human passions and not by God. They're on the getting way instead of God's law—the giving way, the serving way. In the world today men do not know how to find happiness and freedom from fears and worries or from the cares of this life.

Happiness is something that one can never reach out and take. It is something that you can have only by giving, and the more you give the more you have. It comes only by finding God's basic inexorable, spiritual law—the way of love, the way of giving, of serving, of doing good. The true basis of happiness is spiritual, not material.

"Seek ye first the kingdom of God," said Jesus Christ. The government of God, the government of the very Eternal Creator who created every force and every energy, who rules the entire universe—seek first his kingdom in your life and every physical, material blessing will be added, but the spiritual blessings will come first.

If you do this, you will have actually to live by every word of God, and that is your Bible. You'll have to study the Bible to find out how to live, and actually live by it. But you won't be living the way the rest of the world lives if you do.

If you do this you'll be filled with a dynamic power from without. Most of us only have what we find within and what we find around us—in other words, our fellow humans or neighbors; but we're not conscious of an above.



nt-Labor Strife?



We're only conscious of the within and the around. And within, the well is dry. And around we find only competition, strife, consternation and contradiction.

But there is an above, and we need to tap the above. We need to receive and be filled with this dynamic power from above—from God Almighty—the very Spirit of God, the spirit of love and of understanding and wisdom, the spirit of faith, the spirit of patience, of power for self-mastery. If you do, your life will be energized, it will become successful, it will become full and complete, it will become happy. And you'll be prosperous in the long run.

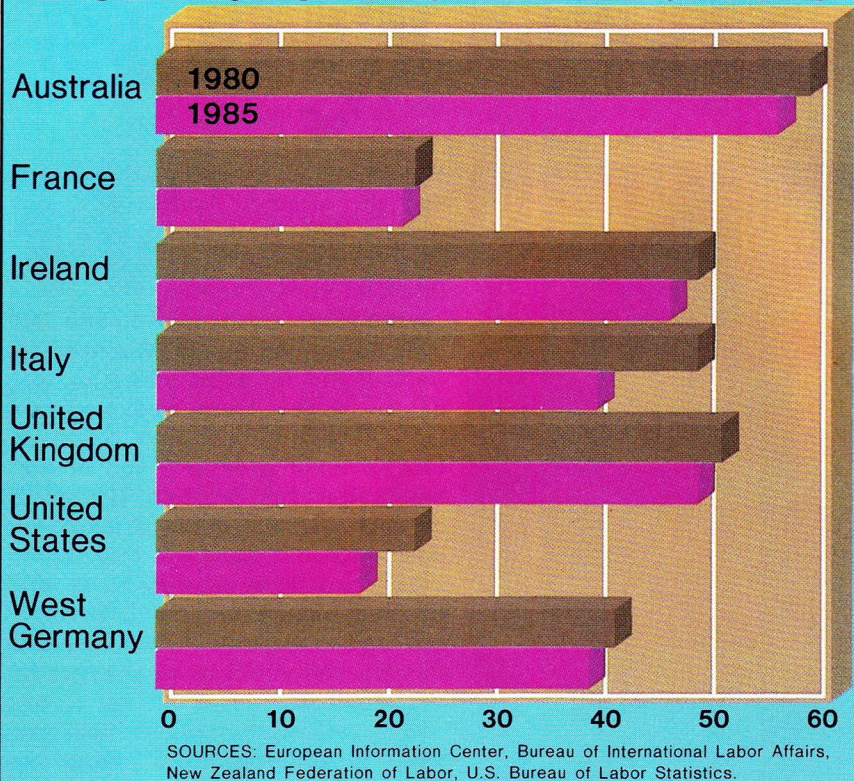
You will study, and you will use your God-given mind, studying first to find the true way of life, to show yourself approved before God. You will devote yourself, secondarily, to your job, your work, your profession. What you set your hand to do, as God commands, you'll do with your might, with all of your energy.

You'll be industrious. If you work for a man you'll serve to the very best of your ability. If men work for you, if you're an employer, you'll be just as interested in their welfare as your own. You'll free your mind from all anxious concern and worry and fears, for you'll have the spirit of faith, relying upon the guidance and help of God Almighty. You'll do your best. You'll trust God with the result, and you'll find real peace and happiness and joy first of all. The result will be material prosperity, as well as happiness, within God's reasonable due time.

That's the recipe for success, for usefulness, for prosperity, for real and lasting happiness, for the full, abundant life. Very few people follow Jesus' formula and so very few people are happy, very few people are prosperous.

Nearly everyone today seeks first the material prosperity, and people become so engrossed in the

PERCENTAGE OF UNIONIZED LABOR FORCE



cares of this life and the deceitfulness of riches—if they succeed in acquiring them at all—that they seem never able to find very much time for seeking the kingdom of God or to be governed by the laws of God.

Most people today are in ignorance of the true formula for success, accomplishment, prosperity; for the happy, joyous life. Most people don't even know what success is. Many people seem to believe that happiness is something that comes from material possessions. Their chief concern in life is to earn a better living, seek more money to find happiness by acquiring material possessions.

In this chase for that elusive money a large majority find the pursuit so difficult that they become overcharged with the cares of earning a living; trying to make ends meet. And this overwhelming majority never realize their goal. They remain either poor or in debt and worried, and the happiness

Declining union membership in many industrialized countries has concerned union leaders. Some are abandoning the confrontation of the past in favor of cooperation with management to reach goals that are beneficial to both sides.

In Great Britain, the Electrical, Electronic Telecommunications and Plumbing Union, known as the Electricians, dropped many traditional union demands. Instead of striking to settle disputes, they now advocate binding arbitration. They are also allowing less rigid job classifications so employers can have more flexibility in assigning jobs to workers.

Electricians leader Eric Hammond has said that "cooperating with companies and contributing to their prosperity" is where the future of British trade unionism lies. "The

Cooperation Works Best

key to winning our battle [to keep the union alive] is to convince employees and managers that they need trade unions."

Management, too, is taking a new look at its dealings with the unions.

At Vauxhall, General Motors' British Subsidiary, John Fleming, chairman and managing director, learned the value of cooperation after a bitter strike in 1979. "That strike made management and unions alike wake up to the fact that if we didn't get our act together, we'd no longer have a

company," he told *Fortune* magazine.

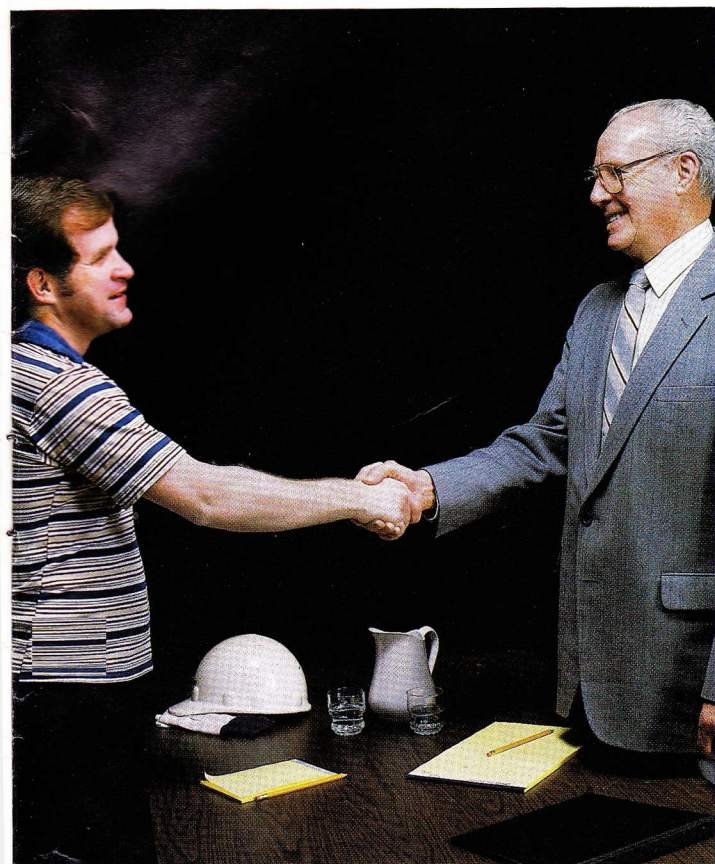
One GM official in the United States echoed those feelings. "We've had an adversarial relationship with the union for years, almost since infancy," he told *Insight* magazine. "And what we're finding is—and we're not alone, the industry itself is finding—that we've just got to plain work together, or we aren't going to have any work at all."

Even nonunionized companies are discovering the advantages of cooperation with their employees. Korean-owned

companies in the United States are encouraging managers to foster cooperation between themselves and workers.

The results can be measured in economic terms. The average American worker at a Korean-run plant produced \$94,000 in goods in 1984, well above the \$87,000 produced in comparable plants owned by U.S. companies.

Cooperation, not competition and strife, is the true route to prosperity and happiness for both labor and management.



they seek becomes as elusive as the money. They slave away their lives; yes, empty, worried, unhappy lives.

But a few of those who seek first the material riches of this world—and only a very few do have the talents, the qualities for material success and the accumulation of money—that few prosper and pay the price. They generally have ability, and they are the ones who have studied and prepared themselves, who have exercised vision, industry, perseverance, determination—yes, they have all of those qualities.

So those who are prospered by God, because they sought first the kingdom of God—that is, to diligently live under the laws of God's government—they're not the only ones that prosper materially. No, the few successful ones who seek first and usually only the material riches, many of them also prosper in the world.

Now, there are two kinds of mate-

rial prosperity. One, that prosperity which is acquired by those who seek first and only the material assets. Unfortunately, some of these worldly rich have been unjust. They and their big industrial and agricultural corporations have taken advantage of their positions and paid their laborers

coming upon you! Your riches are corrupted. . . . You have heaped up treasure in the last days. Indeed the wages of the laborers who mowed your fields [the farm worker is here singled out—it might also be the factory worker], which you kept back by fraud, cry out; and the cries of the reapers have reached the ears of the Lord of [hosts]. . . . Therefore be patient, brethren, until the coming of the Lord. . . .”

In other words, when God sends Jesus Christ to this earth, he is

Most people today are in ignorance of the true formula for success, accomplishment, prosperity . . .

too little. And that prosperity found by those who seek God's

way of life first, and who claim God's promise that the material blessings will be added—and they are added in due time if you trust God and if you're diligent.

In this world a common pastime of some is to envy the rich, to grumble, to gripe, and to complain, to hate the rich. What does God say about that?

Turn to Psalm 37:7-8. Here's what God says to you: “. . . fret not thyself because of him who prospereth in his way. . . . Cease from anger, and forsake . . . evil.” Yes, what shall it profit a man though he gain the whole world—seeking riches in this world—and then lose his own soul? That kind of riches is false and soon left behind.

What should the man who is oppressed by an employer do? You'll find the answer in James 5:1-4, 7, *New King James Version*: “Come now, you rich, weep and howl for your miseries that are

going to straighten out all of those things, and he's coming in our time and our generation.

God's instruction is to be patient until the coming of Christ, to wait until God restores justice. But, a lot of men say, “Oh, if we did that we wouldn't get anywhere.” Probably they don't know God and don't trust God. But if you will trust God, your faith will not be in vain, and you will really find the true riches in the end.

By seeking first only material acquisitions, the majority have failed to acquire them. They've worn away their lives in a vain pursuit. While the few, even at the cost of hard work—study, application and perseverance—have succeeded. But neither group has found happiness. Neither those who did gain their great wealth in this manner, nor those who've been cheated out of it. It just does not bring happiness either way because material wealth is not the source of happiness. Spiritual wealth is the real source of happiness. □

ISN'T IT incredible? On one hand the world enjoys an unprecedented zenith of technological advancement and a plethora of goods, yet on the other hand millions are unemployed or unemployable.

What a paradox that humans have succeeded in building computers that have tailored a new scientific age, but at the same time humanity has failed to solve social evils!

Dawn of a New Age?

Computers are making strong inroads into nearly every aspect of life. Some find the prospect exciting—others find it unnerving. The fact is that the ability to use a computer is rapidly becoming a job requirement.

Computers are being invited into the home, under the guise of video games or budget planners. They may serve to monitor a domestic security system, turn on the coffee pot, regulate the thermostat or manage the business portfolio.

In the decades since the inception of digital computers, the electronic machines have flooded the marketplace, the work environment, the domestic scene—no aspect of one's daily activities goes untouched.

Not only do computers help regulate air traffic, navigate spacecraft and manufacture automobiles, they now forecast weather and monitor your bank balance—as well as facilitate correction of typographical errors in magazine articles like this one!

Whether you live in South Africa, Switzerland or the South Pacific, computers probably make transactions quick, convenient and reliable, every time you place a travel reservation, buy clothing at a department store or food at a grocery market.

We are heading into a society based significantly on information. *The Wall Street Journal* quoted one computer expert as saying, "Information is becoming our most valuable commodity."

But a Massachusetts Institute of Technology computer professor

Computers: Changing the Way You Work

The computer is radically changing traditional concepts of work. What might this mean as far as your employment is concerned?

places firm limits on this proposal: "The assertion that all human knowledge is encodable in streams of zeros and ones—philosophically, that's very hard to swallow. In effect, the whole world is made to seem computable. This generates a kind of tunnel vision, where the only problems that seem legitimate are problems that can be put on a computer."

Absolutely true—the most important knowledge is not encodable—it is revealed spiritual knowledge.

Nevertheless, we should know how to cope even with material knowledge and the technological changes taking place around them.

In the early 1970s computers were limited to big business and data processing centers. Today more than half of all Americans earn their living exchanging various types of information—and the computer helps immensely. One major result has been more jobs available for women—a trend that will continue.

Computerized automation is shifting manufacturing and industry from developed countries to Third World nations where labor is cheaper.

"We are in a 'megashift' from an

industrial to an information-based society," states John Naisbitt in *Megatrends: Ten New Directions Transforming Our Lives*. "By the year 2000 the Third World will be manufacturing as much as 30 percent of the world's goods."

In the early 1980s a group of U.S. Congressmen commissioned a study into the American work force and discovered that 20 to 30 million U.S. workers will be displaced from their jobs, as manufacturing companies—auto, steel and rubber industries—are forced to turn to automation and relinquish actual production to foreign competition.

"The speed and force of this change will be awesome," the report declared, especially in the psychological and emotional shock of those who fear they may not find employment again.

Thousands of new jobs, however, will be created mostly in information systems, said *Fortune* magazine, "but they'll be so different that today's laid-off worker will be hard pressed to fill them."

The new brand of computer technology not only affects engineers and scientists. It affects the physician, the lawyer, the executive, the administrator, the sales-



Computerized technology has replaced many workers. At the same time, it has also created new jobs and career opportunities. To the left, an automobile assembly line where production is performed by robots. Above, increasing numbers of schools are helping young students prepare to deal with the world of computers.

man, the designer—whether in the factory, the office, the laboratory or the classroom. The application of computer technology to office and factory affects almost every job and almost every aspect of work.

How will the computer explosion affect you? It will fundamentally change the relationship between a worker and his or her task. Work becomes abstract, the electronic manipulation of symbols.

Skilled workers will be required to handle information on paper and in computers rather than take a direct hand in producing goods—robots will do much of that.

As robotics take over certain dull, mundane jobs, more highly trained personnel will be needed to maintain, repair, program and supervise the machines.

People prepared for new jobs will find factory work freed from

much of the curse of dull repetition, leaving workers more time to be creative.

Time will tell whether that creativity will be used in this age of man for good or for selfishness and greed—thereby multiplying unhappiness!

For those not willing to accept the challenge, the change will be painful. Middle-aged blue-collar workers who know only welding or painting may not be easily trainable for the new role.

Computer Literacy

To participate fully in an information society, computer literacy will be as important as reading literacy. All this, of course, if the nations can prevent war in the meantime.

In his book *The Unprepared Society*, Donald N. Michael wrote, "Ignorance of computers will ren-

der people functionally illiterate as does ignorance of reading, writing and arithmetic.”

Computer literacy is the fourth basic skill, says one innovative school superintendent, who wants his students to be as comfortable using the computer as their parents are using pencils, paper and books.

“We all have to lose our awe of this tool, the computer,” declared a university professor. “We are no longer in awe of the telephone or the electric drill.”

The worker’s first survival skill

will be knowing how to operate keyboards and computers of all kinds for many purposes.

What if you have been out of school or college for many years and your employer has no retraining program? You will have to take steps yourself to become computer literate.

Since a large number of countries are inadequately prepared to retrain their work forces, national strategies for retraining displaced workers cannot be relied upon. Computer literacy—that is, in short, being knowledgeable about the computer world—will become a prime job requirement. How can you prepare for the future, even if others don’t?

Acquiring the New Literacy

The most common misconception appears to be that one must know how to program a computer in order to use it at all. That is not true. One should know how computers and programs work, but need not know how to design either—just as

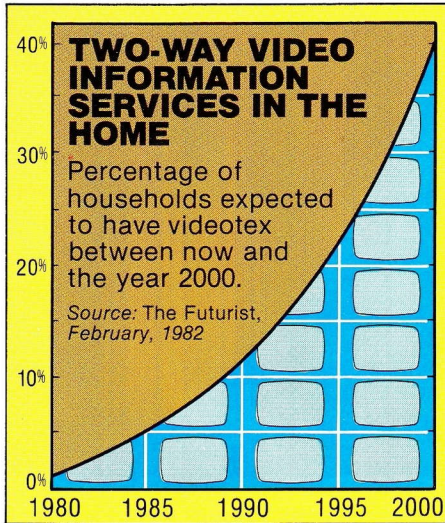
a racecar driver understands his machine, but need not be a mechanic or roadway designer.

With rising numbers of programmers on the job, thousands of programs—the operational material (software) that tells the computer what to do—have already been written and are ready for use. Programmers use math, common sense and logic to write programs in a computer language, but you need not repeat this process in order to use the software.

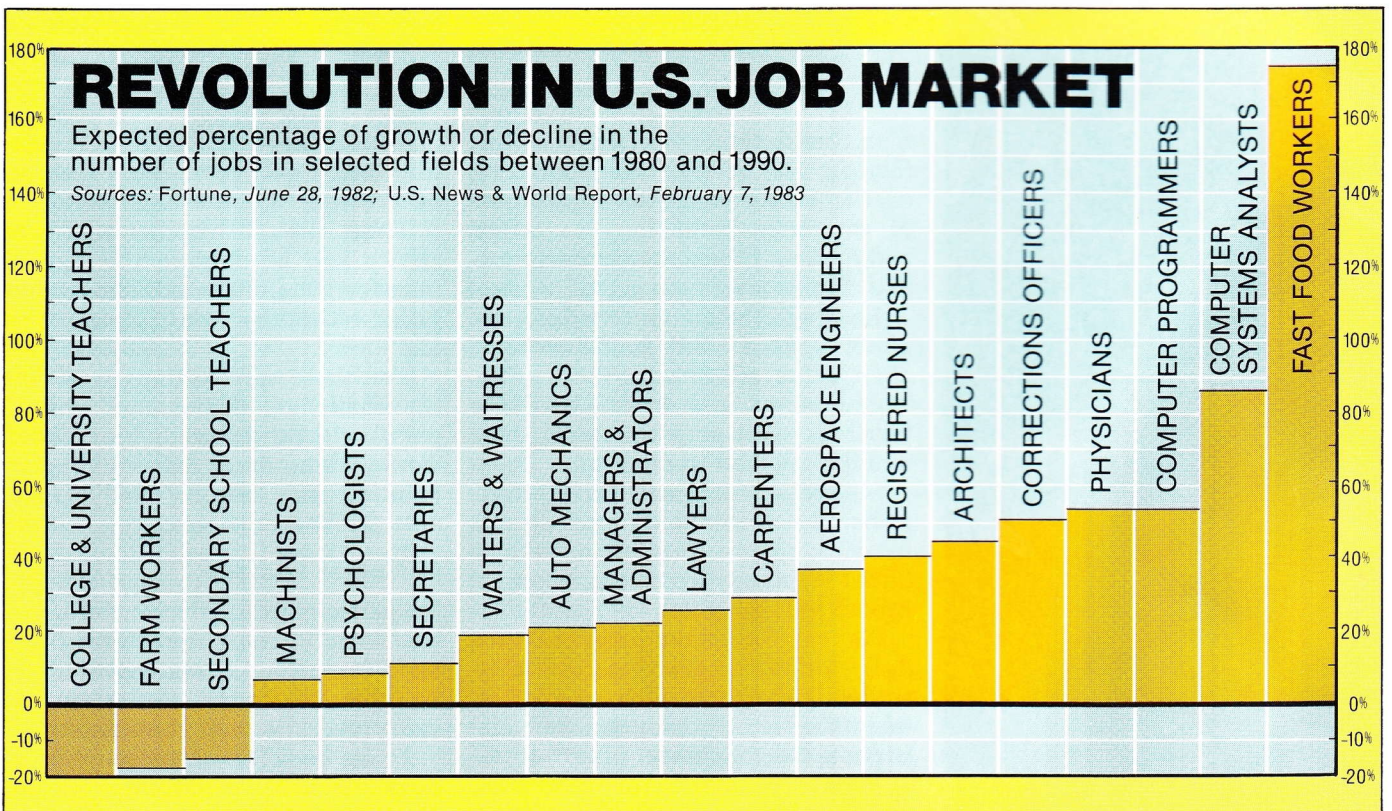
Designers try to make their software as easy to understand as possible. Admittedly, some programs are not that easy to operate. And computer literacy means more than tapping a few letters on a keyboard.

Some computer scientists sum up computer literacy like this: “Learn enough about a programming language to write a simple program, be able to do word processing (edit, move and print out text), draft a simple budget using calculation-type software and know the principles behind the terms such as magnetic tape, compiler, CRT, disk drives, terminals, hardware, memory and others.”

Another professional says liter-



FUTURE INNOVATIONS — Technology has affected employment demands in many fields, above. Videotex, left, provides at-home shopping and banking.



Computers That Take Out Trash

If you were staying at the University of Michigan Hospital in Ann Arbor, your food and linen would be carried by a robot. The hospital staff includes robots that carry regular loads of supplies.

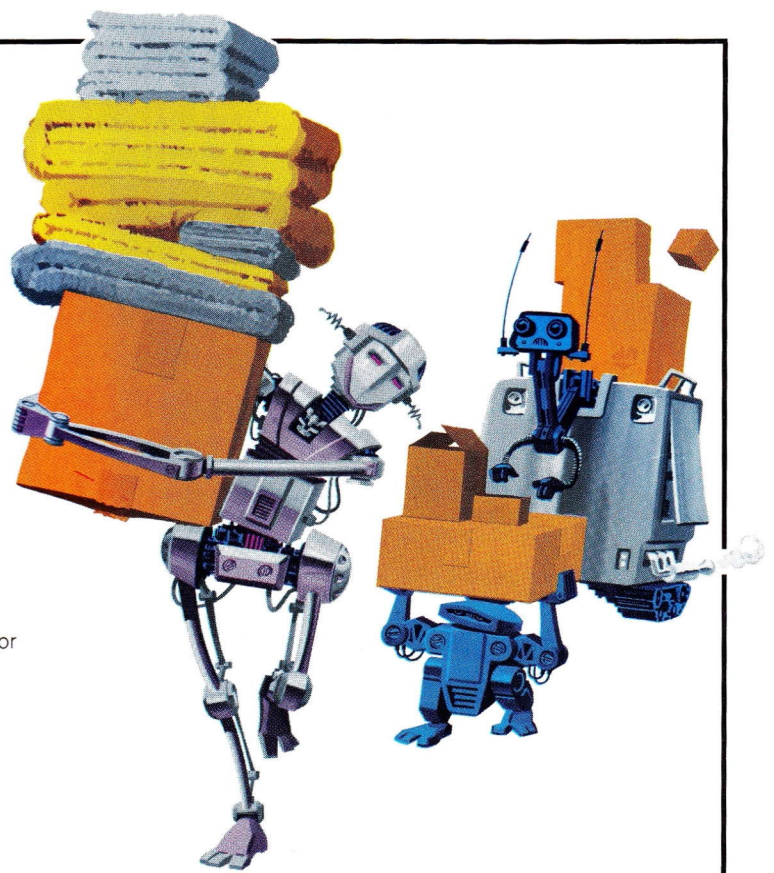
The "robocarriers," made in Switzerland, are modified versions of robots already being used in Germany and Switzerland. They look like long, stainless steel boxes with yellow bumpers, and can carry up to 800 pounds (360 kilograms) each. They travel on special radio-controlled pathways, work 18 hours a day and don't take coffee breaks.

The robots are programmed to take out the trash, take away dirty dishes and deliver heavy loads and routine hospital needs. They are almost totally self-sufficient. When their batteries are low, they drive to a barn and plug

themselves in for a recharge. They drive through their own mini-carwash, and, when requested by human hospital staff using special terminals on each hospital floor, deliver drugs or supplies to any floor of the hospital using their own elevator. Most patients won't see them, though, for they are restricted to service areas.

As new hospitals are built in high-tech nations, designers will consider using robocarriers. Automated machinery is already being used by about 30 hospitals in the United States for such things as delivery of mail and laboratory specimens—even some surgical procedures.

Concern has arisen that the robocarriers will replace human workers. But Robert MacKenzie, the design



coordinator of the hospital's robots, said, "Employee numbers are not going down; but [employees] are shifting from direct menial labor to other areas of need." He said that there would be the same number

of employees in the new hospital with the robocarriers as in the old hospital. The shift is from unskilled labor to increasingly specialized, highly trained labor—a trend likely to continue.

ILLUSTRATION BY KEN TUNELL

acy should mean being able to use a computer as an everyday tool to solve problems and to do the tasks that help you the most. It should mean being comfortable with a computer keyboard.

Living in a computerized society will require one to think even more about and assess unfamiliar concepts, to reason and draw conclusions, to make judgments then act on the new understanding.

One expert says the intelligent person of the future will be the one who will be able, with a computer's

help, to locate information, not store it in his head.

Merely reading or hearing about computers, however, does not constitute literacy any more than reading about numbers makes students mathematically literate. You learn by hands-on operation. If you don't have access to a computer, try enrolling in a computer course at a college or trade school, or join a community computer club.

If you are in college, study major disciplines of mathematics, com-

puter science, electronic engineering—even satellite engineering.

Or, if you have to, march into a computer store and declare, "I know nothing about computers—can you please show me how they work?"

If there's a computer in your office, ask if someone may teach you about its operation. One study estimates office workers today could save 15 percent of their time if they only used the technology now available. Perhaps a computer is available for you. □

Make a Job Out of Getting a Job

Here are eight steps you can take to better your chances for finding gainful employment.

Dealing with unemployment is a job in and of itself.

If you are unemployed, the first step you must take is not to allow your confidence to be seriously eroded.

When the Shock Wears Off

Confidence is the key to getting yourself back into the working sector.

Typically, those who have just been laid off or dismissed find it difficult to believe that they no longer have work to do. Then, as the shock wears off, a certain complacent numbness sets in.

Some few see their new state as a temporary "extended holiday" from work. Most others experience the helplessness and frustration of



standing in long lines at government employment offices. Many begin to despair that they may never find work again. Others turn to destructive behavior—drunkenness or verbal, even physical abuse of their spouses or children.

In one U.S. study covering a 34-year period, Johns Hopkins University sociologist M. Harvey Brenner observed that for every 1% increase in the national unemployment rate, across the country there was a 4.1 percent increase in suicide, a 3.4 percent increase in state prison admissions and a 5.7 percent increase in the homicide rate.

Some societies are less sympathetic to the problem of unemployment than others. In Italy, for instance, someone who is unemployed is viewed as simply waiting for the right economic opportunity. In Japan unemployment is a disgrace.

If you are recently unemployed, here are some steps you can take to avoid many of the pitfalls of being jobless.

Eight Steps to Take

- Immediately assess your financial situation. Work out a new budget that is painfully realistic. Talk with a public credit counseling service if you can't work out a budget for yourself. Notify your creditors and see if arrangements can be made to lower some payments.
- Prepare for at least six months of unemployment. In many nations it isn't unusual to be unemployed for more than a year. This has been the case with nearly one out of every four members of the French work force.
- Make a job of getting a job. Set goals and objectives. Know what kind of job you want. This will narrow your job search. Public libraries or government employment agencies can help you out with pamphlets or other information detailing job descriptions and requirements.
- Get out of the house at the appropriate times. Keep in a rou-



tine of getting up early. Don't sit around watching television all day. Meet people. Make it known that you *want* a job. Expand your informal connections to various job sectors through friends and acquaintances. If these people can't offer you a job, ask them for leads or introductions to those who might be able to help. Don't be afraid to ask.

In many cases, private recommendations go further than those from government employment agencies. And many businesses

would rather turn to a bit of nepotism than be swamped by the masses of individuals answering a job advertisement for a single position. Often, it is "who you know" that counts.

- Knock on some doors. Bypass the common first step—Personnel Office—if possible. Try to get in to see those who do the hiring. Leave a neatly prepared summary of your qualifications, experience, education and personal information with each manager.

If you live in the United States

or Canada, you can determine who the managers are by going to your library and asking the reference librarian for listings such as *Poor's Register of Corporations, Directors and Executives* or some other such list of who runs what firm. If you live in other lands, ask for equivalent lists. Or call the company directly and ask, "Who is the manager of this firm?"

By being your own employment agency, you will more quickly be employed in one of those 4 out of 5 vacancies that traditionally are usually only known by employers and who fill them by word of mouth.

- Accept the possibility that you may have more than one career in your lifetime. Employment studies indicate that in the future, one may have as many as three or four careers in a lifetime. Make the most of your time by reading about those fields that are up and coming. Where are they located? If available, seek to get into job training programs in those fields. Be prepared to relocate if absolutely necessary.

- Take advantage of government job training programs and seminars. Look upon your situation as a time for self-assessment and education in new skills.

- Above all, do not underestimate the power of prayer. Many consider God as a last resort. When all else has failed and there is nowhere else to turn, they seek the help of the one to whom they should have turned first. Be persistent. God knows your needs before you ask. But you must ask (Matt. 6:8, Jas. 4:2). Then step out in faith and with knowledge into the new job opening. □

Good Jobs— YOU Can Find Them

Here is how to locate and keep the job you need. Others have done it. So can *YOU!*

Vast numbers of people are working today. How do they find and keep their jobs?

Some of you reading this article are right now in desperate need of a job. Your rent is past due, your money is gone, and you may not know where your next meal for yourself and your family is coming from.

You *can* locate a job! Here is a way to find one. Read this carefully!

Finding Available Jobs

In many areas, employment officials note jobs go begging for lack of qualified takers. And many are not menial tasks, but positions offering satisfaction and opportunity for growth.

While many in your area may be looking for a job, there are definite ways to improve *your* chances of finding a *good* job.

Available jobs go to those who know how to get them!

Employment agency officials report that those who tramp up and down the streets, visiting companies in a hit-or-miss fashion in the hope of "turning up something," waste most of their time and seldom find a job.

There are definite steps to take in finding a job. Here they are.

Analyze Your Abilities

Your first step in finding a job is to analyze your experience and your ability. You need to find out how many different types of work you can do successfully.

Ask yourself, "What jobs have I done successfully? What work have I done that others have commended me for doing exceptionally well? What machinery and equipment am I qualified to operate? What vocational training have I received in school or in the armed forces?"

Make a list of the abilities and skills you have to offer to an employer.

Most people underestimate their working potential. It's amazing how many different jobs a human being can do.

Plan a Course of Action

Don't go out blindly hunting a job from door to door. You will save yourself many fruitless, heart-breaking hours if you *first* take the effort to find out the exact name and location of business concerns who hire people who have your abilities and skills.

There are definite, precise ways to find the names and addresses of

the companies you might work for. Also the names of their key personnel who have the power to hire you and put you to work.

One very practical way to find a job involves looking at the classified ads of your newspaper. Jobs are often listed in newspaper ads, trade journals and professional publications. This gives you an immediate source of available jobs, often with telephone numbers to call.

Then there are the employment agencies. They often place "Help Wanted" ads in the newspapers. You can also get their names and addresses from the business section of the telephone book. These agencies make money by providing the job-seeker with information about available jobs.

Whenever someone is hired through the agency, there is a fee that must be paid. Sometimes, especially when there is a great need on the part of the employer, he will pay all or part of the fee. Usually, however, in the United States it is the new employee who pays the fee. There is, of course, no charge when you are not hired.

You can go also to a public library and have the librarian help you find books relating to employment. While you are there, look carefully through the pages of the telephone book. Take down the telephone numbers and addresses of any companies that have work you are able to do. Get yourself a city map if you need it, to easily locate these possible places to work.

Note carefully that directories listing businesses and industries usually give the names of key personnel who hold important company positions. Call these key personnel and ask them for an interview. You could easily land a job before your first week of search is over.

Ask yourself, "Where is the strongest need for people with my background?"

Make a list of the organizations that look like prospects. List them in order. Check off those you'd like to work for.

You should be able to locate job prospects in half a day. These concerns do not have to be advertising

for help for you to find a job. Employers are impressed by people who have the ability, drive and initiative to go out and find a job for themselves.

Don't overlook the job opportunities at a new office building. Remember that every new office building or factory that goes up needs workers, everything from maintenance crews to business executives. By a little thinking, you can often make a list of at least a dozen jobs you are qualified to do in just one new office building alone. Why not have the employers hire you? If you are on your toes, you can land one of the better jobs.

Remember that the government is also an employer. There are usually many job openings available. Study the civil service announcements at your post office. Also there are civil service or government employee newspapers in many localities that often announce government job openings.

Don't make the mistake of overlooking your most obvious source of information—friends, neighbors, relatives and business acquaintances who may be able to help you get a job. Ask them for specific information—names, companies and addresses.

What to Know About Your Prospective Employer

Realize you may be working for your next employer for a long time to come.

Find out the answers to the following questions before you ever go for your first interview. Is the company reliable? (Some are not.) Is the job temporary or permanent? Is it only seasonal? You may find most of these answers in chamber of commerce directories.

Find out how much of a demand there is for a company's product. Is it needed by a great number of people?

If people depend on this industry, your future job will be more secure.

Not only know the products of the company, but also know the general financial standing. Know the names of certain men in high positions in the company, and the history and background of the company.

After finding out the names and locations of various concerns, be there at quitting time. The kind of workers you meet will tell you a lot about a company's efficiency and hiring practices. Find out whether this company is a good company to work for.

Prepare for the Interview

"At interview time," first impressions are important. Be neat! Be clean!



Employment agencies represent one avenue that should not be overlooked in seeking work.

Another very important point is to prepare what you expect to say in advance. Be able to give honest answers to direct questions, such as: "What sort of job are you looking for? What is your experience? Why did you leave your last job?"

Make your answers short, but not so short that you leave out important information.

Tell your prospective employer what you can do. Don't underestimate yourself! If you can do the job, tell him *you can*—not that you think you can.

Prepare a one- or two-page, easy-to-read summary of your educa-

tion, your experience, your skills and abilities. Give him this résumé.

Emphasize experience that shows you are qualified for the kind of position you are applying for.

Take plenty of time to write it. Seek advice from those qualified to give it. Few people realize that for job-hunting there is hardly a more useful tool than a good résumé, yet most people skip it or do it badly.

Your résumé must be neat, but do not make it elaborate or expensive-looking. Your public library will have information to help you prepare your résumé.

In a few instances you may want to have a printer run two or three hundred copies to mail to key personnel. Your prospective employer may offer you more than you would dare to ask, so always leave your salary requirements open for negotiation.

Sell Yourself!

When you go for an interview, don't be afraid to tell the personnel director you have investigated the company, and you know the company is financially sound. He will be pleased to hear it. Employers are impressed by the rare individual who is able to show such initiative, enthusiasm and real zeal. They **NEED** this type of individual.

Also be able to honestly tell him you want to work at this company

because you have talked to the employees and have found that they enjoy working there.

Be dynamic! Be forceful! Your personality, your interest in the company, your resourcefulness, your friendliness, may be the deciding factors in "landing" you the job.

Look your interviewer straight in the eye. Tell him in a straightforward manner you have prepared long and hard for this type of work. Tell him you believe in doing as much as possible for him and the company, that you like this kind of work and you are prepared to go

“all out” in making a success on this job!

Tell your prospective employer how you can help him, not how he can help you. Remember the company is buying your services, your experience and your abilities. An employer wants to hire you only if you can make him money. Sell him your ability to make him money. Prove to your employer your services will be profitable to him!

Be factual! Get to the point and say clearly and concisely what sort of abilities you have to offer and what your experience is. Do not reel off endless details about your jobs you held years ago.

Employers also look for loyal, cooperative employees who do not complain and criticize their last employers. Employers want well-adjusted, happy people *who got along well as part of a team with their last employers* and fellow workers. They want someone who is willing to work, and do as he or she is told.

A word of caution.

Most interviewers will turn down any job applicants who launch into a philosophical spiel about their “eagerness,” their “willingness to work,” “character” and “ambition.”

Also, an interviewer almost always turns down any job applicant who discusses his personal difficulties. They are hiring money-making producers, not problems.

Be Persistent

Make job-hunting a full-time job. Begin looking for a job early in the morning. Don't quit until closing time. You will work for your em-

ployer 40 hours a week. Why not work at least that much for yourself? Job researchers insist the job-hunter should be able to make nearly one application an hour, nearly 40 a week for nonexecutive jobs. They state that jobs on the executive level require much longer interviews.

Set a goal of a certain number of applications a day until you land your job.

Call up and ask to speak with the directors of the various company divisions, the lab directors or the



Perseverance is a necessity more than ever in today's tight job market.

shop foreman. If you have good qualifications, the lab director may hire you even if there is no opening at the moment. He must look ahead to future needs. Show initiative, drive. Put forth this effort. Prospective employers are impressed by initiative.

Most job-seekers stop with the interview, when many a job could be secured by a follow-through.

Keep going back. Some employers make it a policy to hire an individual only after his second or third visit. They want a person who is persistent.

Sometimes a thank-you note to the interviewer for the time he gave you, or a telephone call in a week or so, may remind your prospective employer of your qualifications and determination and win you the job.

Look Ahead

Once you get the job, keep alert to what's going on in your organization. Know how you are doing and what your boss thinks of you. You should usually know how long your job is going to last.

If you see that the end of your present job is in sight, IMMEDIATELY begin laying the groundwork to find another job.

In today's tight labor market, don't ever quit your job unless you already have somewhere else to go. It's far safer to find another job while you still have one than when you don't.

Don't ever turn an offer down flat because it doesn't meet your every requirement. Be willing if necessary to accept a position that requires traveling, or be willing

to take company training.

If you are in an area where there aren't any jobs available, then you must be willing to go to another city where there are jobs. You may well have no other choice.

The unskilled often find it difficult to find jobs. Remember, if you are physically able to work, you are never too young or too old to learn a trade. □

“THERE is no more miserable human being,” wrote William James, “than one in whom nothing is habitual but indecision.”

You don’t need to tell that to Louis Jones! He’s always had trouble deciding what to do, and he’s having trouble now.

Louis, 36, has a wife, two small children and a not-so-well-paying factory job in a town hit by recession. Louis doesn’t see much future in his present job—or in his town, for that matter.

A buddy with whom Louis occasionally has a drink has enthusiastically told him that a lot of higher-salaried positions are opening up in a major city to the south, in an area with a nicer climate and cheaper housing (Louis would dearly like to purchase a home for his family).

Louis is wrestling with himself over what to do. He and his wife grew up in the area where they live now, and if he moved his children would have to change schools. He may not have enough skills to get one of those jobs in the other city. And it would cost a lot to move.

Still, the potential income at the other jobs sounds good, and Louis is growing tired of the hard winters in his part of the country. And he might be able to buy a house. Maybe a change of scenery right now is just what he needs to get going and do something with his life.

“Oh,” Louis moans to himself, “what should I do?!”

Which Way to Go?

“Louis Jones” could be any of us! He could be black, white, Chicano, Oriental—it doesn’t matter. Each of us is prone, more or less frequently, to make decisions that need to be reconsidered! How many of us are befuddled—perhaps held back from seizing opportunities—by inability to make wise decisions and carry them out? How often have we regretted it when the proverbial

WE CAN Make Better Decisions!



ship came in for somebody else? If only we could be in the right place at the right time!

The inability to make right decisions is the major cause of personal problems. But not only personal problems. The frightening world perils that now threaten human life



with extinction are also caused by inability to make right decisions! Momentous matters are placed in the hands of national leaders!

Former U.S. President Warren Harding described the pressure when he reportedly burst out to a friend: "I listen to one side and they seem right, and then . . . I talk to the other side and they seem just as right, and there I am where I started . . . what a job!"

Everyone needs the wisdom to make better decisions—to move toward the goal of saying and doing the right thing every time. Should you get married? Should you pursue higher education? Do you have grounds to sue someone over that disagreement? How should you respond to that accusation? Can you make that green light before it changes? Is this purchase really a good idea?

Every move we make during the day is a decision that determines, to whatever degree, what our future life is going to be like.

Making wise decisions is not a matter of chance. Some people are not just "lucky" while others are "unlucky." Success in choices depends on basic, identifiable factors, and successful people are either ac-

cidental or intentionally using the right principles in making their choices.

If we know the right principles and apply them, we eliminate most of the elements of chance. Success is assured because we have eliminated the risks.

Where can we learn the principles of good decision-making?

Perhaps you personally are right now facing a major decision, but you are paralyzed, unsure of which road to take.

You know you've got to

Get all the facts.

Make sure you have all the vital information needed before you decide anything.

do something, but what should you do? Are there principles you can apply? What should Louis Jones decide about his potential move and job change?

Let's look at some important considerations in decision-making.

Making Wise Decisions

The Bible, as longtime viewers of the *World Tomorrow* telecast and readers of *The Plain Truth* know, contains much helpful advice on how to live successfully. If we read this book carefully, we can gain the wisdom to make right decisions.

• *Ask God for overall direction and wisdom.* The Bible tells us not to trust in ourselves, but rather to trust in the God who stands back of his promises.

Even King Solomon, the wisest man who ever lived, admitted to God, "I am a little child; I do not know how to go out or come in" (I Kings 3:7, *New King James*).

James 1:5 says, "If any of you lacks wisdom, let him ask of God, who gives to all liberally and without reproach, and it will be given to him."

So God's help in making wise

decisions is based on one's willingness to trust what the Bible says and do what God commands.

There are other important steps to good decision-making, but this one is the most important of all. Unless we follow it, we continue to trust in our own wisdom, just as we may have throughout our lives. And we will continue to lack all the vision necessary to steer a completely successful course through life. Only God has that vision.

• *Get all the facts.* Are you sure you understand the entire situation correctly? Make sure you have all the vital information needed before you decide anything.

For instance, Louis Jones needs to evaluate his own town and the area to which he is thinking of moving. Perhaps better jobs are also available in his own town. Has he asked anyone in authority at his own company about more training, or expressed the desire to take on more responsibility and become a more valuable employee? Maybe with certain night schooling Louis could qualify for promotions or raises or better positions.

How do Louis' wife and children feel about the move? Is the job situation really any better in the new city? How much higher are salaries? How much cheaper is housing? How much will the move cost? Can he afford it? Is the new city suffering from or beginning to suffer from recession, just like his town? What are schools for his children like in the new area?

Until you have answered as many of the legitimate questions about your situation as possible, you don't have all the information you need to make the best decision.

• *Consider the long-range impact of the decision.* Look at the possible consequences from every angle. You may discover an important consideration you have overlooked.

If Louis moves, he and his wife will be leaving many family members and lifelong friends behind. Are they willing to do that? They will also be leaving familiar scenery and climate. Some people who move to milder climates even find that they miss the harsher winters. On the other hand, new challenges and new responsibilities may help

Louis break out of a personal rut and recharge him with new enthusiasm.

It helps to make a written list of pros and cons applying to any decision. This forces you to take the time necessary to consider the entire decision in detail. It keeps you from treating lightly any unpleasant effects that could result. Do the positive benefits outweigh the negative possibilities?

• *Decide what your personal goals are.* Identify your most important priorities in any situation. Goal-setting is the very first law to life success. Perhaps you have never set real goals, or you have trouble deciding what goals to shoot for. More information on goal-setting is found in our helpful booklet *The Seven Laws of Success*. It details the all-important process of goal-setting and the other basic principles that lead to success in life.

Make sure the long-range results of any decision you are contemplating are in line with your overall life goals.

• *Be willing to change.* One of the hardest things for any of us to do is admit that we might be wrong. But admitting error is the first step to positive change.

How many of us, for example, have held to preconceived notions that we later—sometimes too late—learn to be false? How many of us have lamented, “If only I’d known then what I know now”?

Since you are looking to God for overall guidance, ask him to bring to your attention any influencing factors of which you are not aware.

I know a certain person who spent several years working at unsatisfying, unprofitable clerical jobs, assuming that clerical and secretarial work was all she could do. Later, events pushed her to explore a previously unrecognized creative talent in a completely different field, the florist business.

The change was a revelation to her! She made the right decision—to follow what she now realized she

was good at and wanted to do. She pursued the training she needed and today happily serves both her family and her community, providing floral designs to customers from her home.

She is my wife!

Louis Jones, if he evaluates his situation, may learn that he has underestimated his talents and is capable of doing more challenging work. Perhaps he will realize that he has just been waiting for something to drop from the sky and change his circumstances, without much effort on his part. Successful people create their own opportunities! Maybe Louis will conclude that he has simply been afraid to change—his situation, though not the best he could create if he tried, has grown comfortable. Maybe he procrastinates.

King David of ancient Israel prayed to God: “Who can understand his errors? Cleanse me from secret faults” (Ps. 19:12). He admitted he could be wrong. We should do the same—and then be willing to change when God shows us errors in our thinking.

• *Get wise counsel.* “Where there is no counsel, the people fall,” intimates Proverbs 11:14, “but in the multitude of counselors there is safety.” Learning all you can about the factors affecting a decision includes talking to people who have sound understanding and accurate information.

Louis’s buddy—the one with whom he occasionally has a drink—may not be the best authority on the employment situation in other areas of the country. Louis might do far better to check with chambers of commerce, government reports, state employment departments and people living in the area who have firsthand experience in his field (such as trade unions). He should also talk to people who really know him well.

The wisest counsel of all, of course, comes from God (Jas. 1:5). Louis should study the Bible to see what God says about his situation

and, about the kind of work he is seeking. You’ll be amazed how often the Bible offers pointed advice applying to the exact issues you are trying to decide.

• *Don’t rush into anything.* Have you ever been pressured by a salesperson into buying something? A sales technique is to make you think you must purchase now because the deal won’t be available later.

That may be true in some cases, but more often than not the same item will be for sale later. The best strategy is to “sleep on it,” as the old saying goes. Don’t leap into something—a purchase or any other decision—without having a chance to think about it first.

Maybe our friend Louis, after he has followed all the previous steps, should just wait a few days—or a few weeks. It never pays to make hasty decisions. Other considerations may come to his attention that he still hadn’t thought of before. He should certainly talk the problem out completely with his family.

On the other hand, perhaps Louis tends to put off action. Maybe he lets life blow him where it will. In that case, he needs to take the following step sooner.

• *Make a definite decision.* Once you have followed the previous steps, you can confidently arrive at a definite course of action. You can make the choice. You’ve asked God for wisdom. You’ve checked all the facts and looked at the problem from every angle. You’ve talked to authorities and you know you’re not just making a snap judgment. Now you—and Louis—can make a firm commitment.

• *Stick to your decision.* Another law of success is perseverance. Once you’ve made your decision, stand by it and work diligently for the desired end. If you have acted in accord with God’s laws and followed all the other steps, you can have faith in the decision. God will help things work out for your good! □

“My dad taught me always to think twice before making any decision.”

So said championship golfer Nancy Lopez in a television interview. Nancy is successful not only because she plays excellent golf, but because she lives by her father's advice.

Successful people can look back on a string of sound decisions. But failures are haunted by their mistakes with thoughts like: “I wish I hadn't done that. I could have made better choices.” Or: “I didn't think I'd have much use for typing later in life.

Some bad choices you might make, whether intentionally or unintentionally, may not be so easy to recover from. Examples would be dropping out of school or getting pregnant. Or abusing yourself with drugs and alcohol.

Teens today may have to make some choices that are more difficult than the ones their parents faced as teenagers. Opportunities tempting you with drugs and sex are more prevalent. Also, deciding on a career in this rapidly changing world is not as easy as it used to be.

If you don't think twice and make decisions for yourself, you could be led into making a serious blunder. Blindly following the crowd and letting others make decisions for you can result in your paying the consequences.

So here's the formula. Following any one or combination of the following four points will help you make better informed, sound and mature decisions.

How to think twice

1. *Look ahead.* Or, “look before you leap.”

One of my teachers had a sign on his desk that read: “Consider the End.” It impressed students to think about the end result of their actions.

If you're a girl, suppose a boy

THINK TWICE

Facing a tough choice as a youth? Here's the formula for making great decisions!

you like wants to be around you all the time. He's always calling and coming over. You're interesting to him, so he likes to get close. What if he starts pressuring you to have sex? What will you do?

If you're smart, you'll look down the road a month, two—even nine. Project ahead by asking a lot of “what if” questions. How will premarital sex affect your mind, body and future? Is it worth sacrificing your personal values and your rela-

done what you are thinking about doing. And they've been either happy or disappointed with their decision.

Where are they now? What do they say now about their decisions?

For example, what about getting married? I have counseled several people with marriage problems who have told me that they wish they hadn't married so young. Most said they weren't ready for the responsibility of family and



tionship with God in exchange for acceptance? What will your decisions lead to?

2. *Look around and behind.* There is nothing new under the sun. Somebody somewhere has

children. They wish they could have had more education, perhaps traveled and then married later.

3. *Weigh the pros and cons.* If what you want to do will cost a lot of money or takes a lot of your

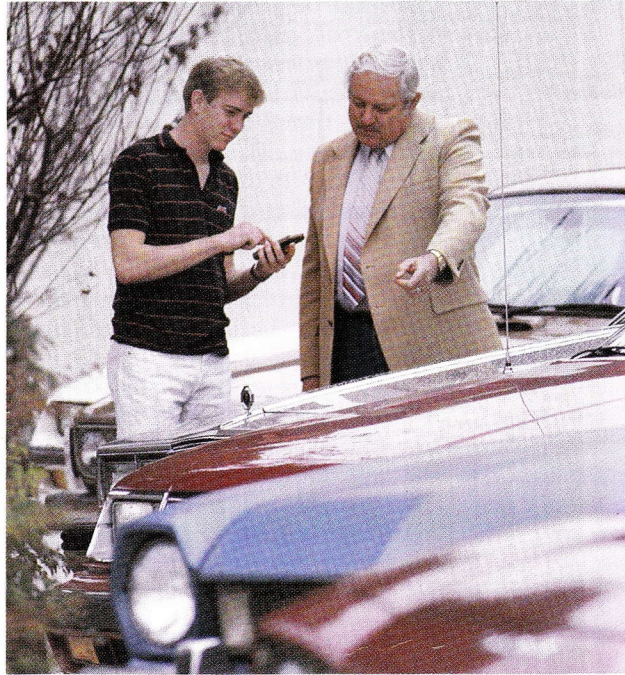
time, get all the facts. Take a sheet of paper and draw a line down the middle. In the left column list all the good things you can think of.

Let's talk about buying a car, for example. A car will get you around—to school, work and any place you want to go. It may be fun.

Then, in the right column list all the negatives. Put down the cost of the car itself. Then the price of gas,

hours because you need to support the car. If you didn't have the car, you wouldn't need all that extra work.

The sensible answer emerges when you make this kind of list. Under these circumstances, the benefit may or may not be worth the long-term expense. Making out this pro/con list is making you think twice.



oil and routine maintenance.

Don't forget the cost of repairs. If the car is older, believe me, it will need parts replaced and that will set you back plenty even if you install some of them yourself. Whenever your car needs repair, you'll be without the benefit of getting around in it while you fix it. And then write down the cost of insurance—it's not cheap for a teen.

Perhaps you need the car to get to work after school and weekends. But you will have to work extra

for assistance. For example, say you want to become an electrical engineer. Consult with them about what courses you should take to reach your goal. They will tell you how vital it is for you to take all the science and math courses you can so you do well in technical school. Talk to students who have taken courses you're unsure about—what do they have to say?

The book of Proverbs in two places states, "In the multitude of counsellors there is safety" (Proverbs 11:14, 24:6). The more

help you seek, the safer you'll be.

In Proverbs 15:22 we are told that "without counsel purposes are disappointed; but in the multitude of counsellors they are established." Get an independent opinion about whether it would be smart to do what you propose. It's a good idea not to make up your mind until you get advice.

The book of Proverbs itself can help prevent you from having to learn the hard way. It's loaded with important information for young people. A sampling of subjects covered includes morality, friends, the work ethic, speaking and listening, seeking counsel, common sense, money management and many more. Think of the Proverbs as one of your more important advisers.

Why decisions?

You are a free moral agent. This means that you have the right to make choices. It's a right no one can take away from you.

God sums up success and failure as a matter of choice: "I call heaven and earth as witnesses today against you, that I have set before you life and death, blessing and cursing; therefore *choose life*, that both you and your descendants may live" (Deuteronomy 30:19, *New King James*).

God lays out guidelines that assure happiness, health and success to His people. He also warns about what happens if those rules are ignored. In Deuteronomy 28 He lists curses—the natural consequences of making poor decisions. We can pick what we want, but He wants us to choose life.

God made you capable of making decisions because you will be happiest when it's your idea to choose the best course. You wouldn't have it any other way. □

If You Had a Boss Like Mine

One of our local supermarkets has installed computerized cash registers. The registers are supposed to operate at the speed of light if everything is working well.

One day recently it wasn't.

Something wasn't interfacing with something else, and the computers were making all kinds of mistakes. Consequently, the line of customers was getting longer and angrier, and the hapless cashiers were becoming more and more frustrated.

By the time the old gentleman in front of me reached the head of the line, he was beside himself with impatience. As the register buzzed, clicked and flashed in a futile attempt to make sense of its own signals, the old fellow had had enough.

"Last time I shop here!" he growled at the beleaguered but innocent cashier.

"Good!" snapped the frustrated young woman.

The man slammed down his items and stormed out of the store.

"You shouldn't have said that," remarked the other cashier. "You know the management doesn't allow us to be rude to the customers."

"Who cares what they think? This is my last day anyway. I'm starting a new job next week."

"Lucky you," said the other girl. "Wish I was."

A Typical Attitude

Unfortunately, these young women are typical of many workers. They are miserable at their jobs. Certainly, some companies are filled with happy employees eager to do a fair day's work, but such places seem to be the exception. Rather, the halfhearted, do-as-little-as-possible approach

management is selfish and unreasonable.

Obviously, nobody chooses to work in a situation like that. But we can't always choose. Sometimes an employee has little choice but to put up with the difficult conditions, because any job is better than none at all.

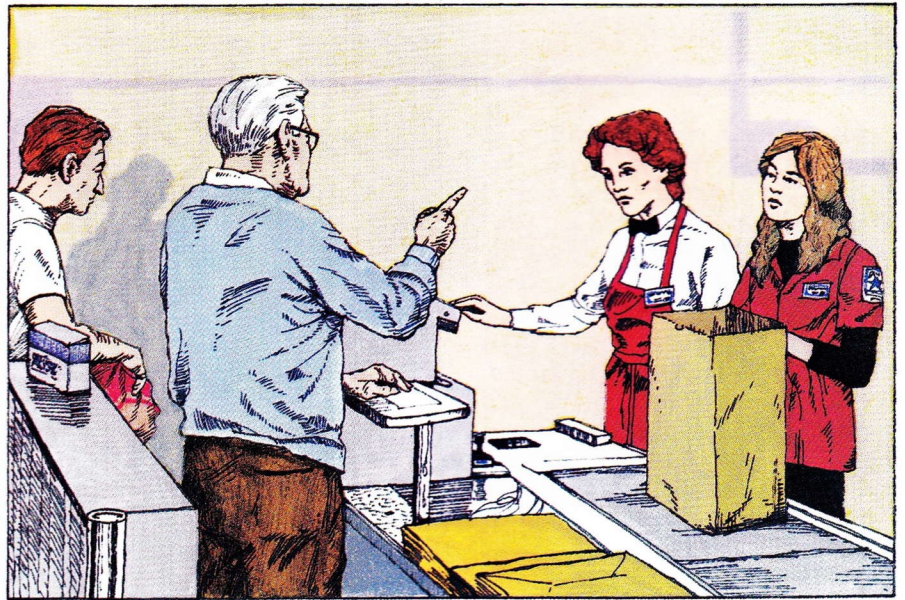
Maybe you are in that position. If so, what should your attitude be? Have you no choice but to join the ranks of grumbling, mumbling, turned-off, resentful people who hate every minute they spend at work and who look forward only to quitting time?

Does the Bible say anything about that? It ought to. Most of us who work spend between a quarter to a third of our waking hours at our place of employment. That is a large portion of our lives — lives that should be spent overcoming and building character.

The Bible and the Worker

The Bible *does* have something to say about work—quite a lot, in fact.

We recognize that not all our



seems to be most common today.

Perhaps you are like that.

"Yes," you'll say, "but if you had to work where I do—if you had a boss like mine—" Well, OK, there is that side to it. Indeed, many employment situations are hard to get excited about. Conditions are uncomfortable. Wages are low. The work is boring, and the

readers are free to act. They live in countries where unemployment is rife, or maybe in the developing Third World countries where jobs—any jobs—are few and far between. Or perhaps because of age and lack of education, a change for the better is almost impossible.

So if you aren't happy at work, or if you are trapped in an employ-

ment situation that is far from ideal, this brochure is for you.

First, remember this: It is not a sin if, through no fault of your own, you cannot be what this world calls successful. Or if you are in a bad employment situation. Get out of it—improve yourself—if you can. But if you can't, you need not feel that you are a failure. Valuable "growing time" need not be squandered in self-pity and frustration.

The Bible tells us, "Whatever your hand finds to do, do it with your might" (Ecclesiastes 9:10).

Why? Because "there is no work or device or knowledge or wisdom in the grave where you are going" (same verse).

Anything you are going to learn and anything you are going to do—or, what is more important, any character you are going to build—has to be done while you are alive. Therefore, the time you spend at work had better be used constructively. That doesn't only mean getting ahead and making money.

God initially set before the human family the opportunity to inherit eternal life and a level of achievement and prosperity beyond the wildest dreams of even the most successful business tycoons.

But before He will give us that kind of life, He needs to know we will use it properly. There will be no room for dishonesty, laziness, selfishness and smoldering resentment in the kingdom of God. These things must be overcome, with God's help, now. The apostle Paul once wrote some advice to Titus, the minister in charge of the church on the island of Crete. The Cretans had a bad reputation for laziness and dishonesty (Titus 1:12). The members had to overcome this.

"Exhort servants to be obedient to their own masters," wrote Paul, "to be well pleasing in all things, not answering back, not pilfering,

but showing all good fidelity, that they may adorn the doctrine of God our Savior in all things" (Titus 2:9-10).

Yes, but, some of the Cretans may have thought, the way my boss speaks to me, it's all I can do not to be rude in return. And why should I be honest when everybody else where I work steals all the time? And I get paid whether I work hard or do nothing, and everybody else does as little as possible.

But it isn't just a case of pleasing your boss. While it is good if those over you consider you to be a reliable employee, that should not be your main reason for being that way.

"Servants, obey in all things your masters according to the flesh," wrote Paul to the church at Colosse, "not with eyeservice, as men-pleasers, but in sincerity of heart, fearing God" (Colossians 3:22).

You aren't just going to work to serve people who may not appreciate you. You should also have the attitude that you are working for God. He always appreciates honest, hard work, and He will reward it.

So Paul continues to the Colossians: "Whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ" (verses 23-24).

Paul wrote something very similar to the people of the church at Ephesus: "Servants, be obedient to those who are your masters according to the flesh, with fear and trembling, in sincerity of heart, as to Christ; not with eyeservice, as men-pleasers, but as servants of Christ, doing the will of God from the heart, with good will doing service, as to the Lord, and not to men, knowing that whatever good anyone does, he will receive the

same from the Lord, whether he is a slave or free" (Ephesians 6:5-8).

Whom You Really Work For

It's clear, isn't it? An employment opportunity—any employment opportunity—provides a chance to show *God* what kind of worker you are.

Are you honest, or do you steal your employer's goods? What about his time? Are you late? Do you quit early? Do you try to give him value for your wages? Do you try to respect him, even if he is hard to get along with?

You should! "Servants, be submissive to your masters with all fear, not only to the good and gentle, but also to the harsh" (I Peter 2:18).

The Bible shows us we should see beyond the immediate problems. The character you are building will stand you in good stead in your future responsibilities in the kingdom and government of God. If your work gives you many hours a week to build that character, thank God for it, and don't waste the time.

Work as if you are working for Jesus Christ himself. You can be sure He is watching.

Don't succumb to the temptation of joining the millions of frustrated people who have to drag themselves to work each day. Watch your attitude—not the clock! One whose sights are set on the kingdom of God can make even the most tedious of jobs an opportunity to overcome laziness, selfishness, resentment and dishonesty.

Why waste a quarter to a third of your life?

Ask God to help you rise above the difficult circumstances.

Then one day you will hear your *real* boss—Jesus Christ—tell you the words you want to hear most: "Well done, good and faithful servant" (Matthew 25:21).

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