

The Bulletin



of the Worldwide Church of God and Ambassador College

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FEBRUARY 24, 1976

Herbert W. Armstrong UPDATE

Nassau, Bahamas, February 16, 1976

Mr. Armstrong arrived yesterday, Sunday, from London after preaching on the Sabbath in Bricket Wood and conferences on Friday with Frank Brown, Bob Fahey (up from South Africa for a few days) and other members of the English ministry. It is reported that all things are settling down in England and that Mrs. Plache was attending Sabbath services.

This afternoon Mr. Armstrong and I had a press interview. Representatives from two daily newspapers, the *Guardian* and the *Tribune*, were present, as well as a weekly paper. There was also a reporter there who writes (strings) for *Time Magazine*, the *Daily Mirror* from London and other such publications. Excerpts from the interview will probably be played at some time during the week.

Later this afternoon I attended a dinner with some 75 high school students present. These were leaders from their particular schools and they were a well turned out, intelligent group. Mrs. Edwards, who is a member of the Church, and an outstanding musical figure in the Bahamas, sang on the occasion to the delight of all.

Tomorrow morning at 11:00 we shall be received by the Governor General, and at 12:00 o'clock Mr. Armstrong will be the guest speaker at the Rotary Club. In the evening he will speak before some 200 outstanding people, including architects, land surveyors, lawyers and accountants.

On Wednesday evening there will be a dinner

which will be attended by the Prime Minister and other outstanding members of the entire community. On Thursday Mr. Armstrong will be received by the Prime Minister and will be guest speaker at the Kiwanis Club (another service organization).

On Friday and Saturday evenings he will speak before some 2,000 people (as estimated by Mr. Bass and Mr. Mather) who have been working very hard to make this campaign a success. The plan now is for Mr. Bass and Mr. Mather to speak to the hold-over crowd for Sunday evening so as to give them an opportunity to perhaps immediately increase their base here in Nassau. This will work also to our immediate benefit, because Sunday afternoon at 4:00 p.m. Vladimir Horowitz, the renowned pianist, will be appearing at Ambassador Auditorium — Mr. Horowitz' first appearance in the Los Angeles area for almost 25 years. A long-awaited event, to say the least.

Mr. Armstrong's next trip will more than likely be to Hawaii for both a *Plain Truth* readers' meeting, as well as Saturday Sabbath services on March 13, followed by a three or four day visit in Seoul, Korea (as a preliminary to a full-scale campaign later in the spring). On March 20, under the direction of Mr. Colin Adair in Manila, Mr. Armstrong will have a one-day public appearance. He will also attend the investiture of Dr. Angeles as President of Angeles University in Angeles City, Philippines. Angeles University conferred Mr. Armstrong's first honorary degree about one year ago.

Later in the month, we shall spend several days in Tokyo, Japan. In that connection we have just learned over the weekend that our very dear friend and close associate, Dr. Ohama, died. Dr. Ohama was very instrumental in involving us in Japanese affairs. He was the former President of Waseda University, Tokyo (Japan's largest private univer-

sity) and worked on many special assignments throughout his long career for the Japanese government, including a very active and important role in bringing about the reversion of Okinawa to Japan. He had personally arranged for Mr. Armstrong's first meeting with the late and former Prime Minister Eisaku Sato. Recently, he had willingly accepted our invitation as Chairman of the still-to-be formed Ambassador International Cultural Foundation of Tokyo, Japan. His wife is also one of Japan's leading citizens, as Mr. Armstrong has often mentioned in public. She is a very important leader in women's suffrage and women's political activities and has held a very prominent position for some time which is akin to a registrar of voters, and the office entails responsibilities of clearing potential candidates of high government office. Japan will miss him, as shall we. Dr. Ohama has also visited at Ambassador College on two different occasions.

Over the same weekend, we lost yet another friend. The new Israeli Consul General in Los Angeles, Mr. Givton, died suddenly of a heart attack, only a few short months after his being posted to Los Angeles. We had the good fortune to meet Mr. Givton for the first time in Israel, where he was the Director General of the Ministry of Tourism — working directly under Minister of Tourism, Moshe Kol. Only this past August he attended the dinner given by the Ambassador of Japan in Israel in honor of the delegation from the Japanese Diet and Mr. Armstrong. Since his arrival in Los Angeles he had visited Ambassador Auditorium, attended the Panov ballet performance at the Auditorium, attended the dinner in honor of the Panovs following their opening night and was one of four members of the Los Angeles Consular Corps honored by Mr. Armstrong and the Ambassador International Cultural Foundation at a special pre-Panov buffet at my home last November. He, too, will be missed by Israel and us. I know that Mrs. Ohama and Mrs. Givton have your deepest sympathy and personal condolences, and the sympathy of the institutions as well as Mr. Armstrong and myself, has already been communicated.

— Stanley R. Rader

AICF UPDATE

Greetings again to everyone!

I have just returned from a fact finding trip to England with Frank Brown, followed by a flying visit to Europe with Francis Bergin. The reason

The Bulletin



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for these visits was to ascertain the commercial viability of *HUMAN POTENTIAL* in those areas.

As many of you know, we have been distributing *Plain Truth* via newsstands in Europe for some years now, so we have excellent contacts with the major distributors and retailers. However, because *Plain Truth* carried no cover charge it was impossible for some companies to distribute because they had corporate policies against free giveaways. W. H. Smith in England fell into this category, which was unfortunate for us as they are the largest and most influential group in Britain. I am extremely pleased to be able to inform you that they have agreed to handle *HUMAN POTENTIAL* through their 400 retail outlets as well as supply many thousands of retailers (15,000) through their wholesale operation. This, together with the approval from distributors we have worked with for years, will give us maximum display for our launch issue.

We had the same result in Europe gaining the full support of major newsagents for the display and promotion of *HUMAN POTENTIAL*.

Some time was spent in London with the J. Walter Thompson advertising agency who are handling our international media programs and

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WORLDWIDE CHURCH OF GOD

WORLD HEADQUARTERS
PASADENA, CALIFORNIA 91123

Herbert W. Armstrong
President and Pastor

Garner Ted Armstrong
Executive Vice-President

February 19, 1976

To all fellow ministers and key personnel in God's Work:

GREETINGS! In only a matter of days, I will be on my way to Egypt again -- our video pod and crew left today. All of this will be covered in the "Personal" in the WN, so I won't go into the details except to say that I do not by any means relish the prospects of the trip -- there's always the potential for sickness as well as the time away from Headquarters which places additional strains and demands on our radio and television schedules, as can be imagined.

However, we have had tremendous cooperation from all members of the Cabinet and other government and business officials in Egypt, and even if the Sadat interview does not materialize, and I myself do not have to go to Egypt, we are still going to put together a complete in-depth documentary which will be released in the United States sometime within the next few months.

We had a very successful trip to Edmonton and Vancouver, British Columbia last weekend.

As you probably know by now, Mr. Dean Wilson, after 14 years of service is finally going to be brought back to Headquarters for one school year and then go on to Australia and take over the Directorship of the Work there. I'm sure official announcements will come from Mr. McCullough in the International Division, but since both Mr. McCullough and Mr. Kelly accompanied me on the recent trip and Les assured me he had already contacted the men concerned, including Denny Luker in Australia, I thought I should mention it here.

The Work in Australia has continued to prosper and grow under Denny's direction for the past four years. However, when the original assignment was made he and Lee Ann requested that they return to the United States within five years. We have planned the moves so everything coincides perfectly.

Mr. Ronald Kelly will be moving up to Vancouver, B.C. and assume the Directorship of the Canadian Work during the summer of 1976. Ron, as you know, has been in Ambassador College in his various capacities (including Dean of Faculty, Dean of Students, Assistant to the Deputy Chancellor, all of which he held at one time or another) for the last 11 years! Naturally, moves of this nature, involving men of this length of tenure are rather profound for the families involved.

However, on all counts, the men involved in the moves are enthusiastically looking forward to the changes, and to new challenges and opportunities in God's Work.

Such moves as this, which can be made over a period of months with deep and profound consultation with all parties involved are far more beneficial for God's Work than we can perhaps realize. In all cases, each one of these men has done an exemplary job -- an outstanding job -- and I believe they deserve every credit and appreciation for the manner in which each has served.

The last few weeks and months have been a period of intensive letter writing for me -- beginning with our December 24th letter which resulted in a whopping increase for the month of January (much needed!), which went to members, co-workers, donors AND, during a much later mailing (two weeks in January) to a selected group of our "regular" list!

Initially, the response from the letter sent to members, co-workers and donors resulted in a large increase in "income" for the month of January alone.

A different letter, a little more stylized with different pieces of literature offered to certain randomly selected groups (such as the booklets, Come Help Humanity, Principles of Healthful Living, and Pale Horse of Revelation) was then sent during the first couple of weeks of January to the entire "regular" list! This massive mailing of literally millions of copies of letters is just now beginning to be felt.

In a report dated February 17, I was told that out of an initial mailing of 1,177,782 we were receiving our very first few responses (58,124 so far) for a 4.9% response figure. This resulted in 37,996 responses from "regulars," 4,885 of which contained money for a 12.9% figure adding up to over \$31,000 for an average donation of \$6.47 from these first-time contributors.

However, this is only the first stage of the returns -- and the report will not be by any means complete for approximately another month because of the additional delay due to being forced to mail such letters third class, and the number of weeks it requires as a result.

I believe you all read the letter I sent in the last Bulletin concerning the administration of Second Tithe. I am expecting to be in Texas for a few days prior to my departure to Egypt and will have opportunity for discussion with Mr. Sherwin McMichael concerning the "Tithe of a Tithe" income.

Additionally, I sent another letter just the other day to donors which was intended to be informative and newsy to give those in the "donor" category (who may only have contributed once within a year or so, and even then a comparatively small amount) inside information on

happenings within the Work. I concentrated mostly on the Mid-East, and the upcoming trip, as well as other newsy happenings within the Work.

Bob Fahey just gave me some exciting news from Rhodesia. (Bob is here at Headquarters for a brief visit at Mr. McCullough's request following his trip to England which represented more than half-way from Johannesburg to Pasadena, and, in telephone conversation while in Britain, Mr. McCullough asked Bob to come the rest of the way for talks here.) He has some exciting news concerning television in Rhodesia and South Africa which will be contained elsewhere in this Bulletin or the next.

You ought to see the stacks of letters coming in resulting from the brief appearance I made on "Hee-Haw." Richard Rice says the letters have literally come pouring in, and many stacks of them have come to my own desk, plus excerpts and additional summaries.

They are 95 to 98 percent overwhelmingly enthusiastic and in favor of such things, with dozens of them asking when am I going to do it again or will this be a regular thing! A tiny handful of old soreheads, including one person who said I had "committed the unpardonable sin" thought all such foolishness was hideously beneath the dignity of a minister, and one person in particular was outraged that I would appear on a program showing all that flesh.

I contemplated writing him back a letter and asking him what in the world was he doing watching it!

However, from all the reports from local churches and many of you pastors, plus the tremendous amount of letters coming in, it appears that it was in fact a good thing to do, and I do hope that additional invitations will be opened, not only from an entertainment point of view but, more importantly, from the more appropriate talk show type of appearances such as Merv Griffin, Johnny Carson, or the like.

Of course, if any such thing as this develops in the future, I will keep you informed.

Some exciting plans are in the mill for the upcoming months for the Ambassador Auditorium. These include the possible appearance of Dr. Carl Sagan, Professor of Astronomy at Cornell and nationally and internationally known advocate of America's space program, as well as Dr. Wernher von Braun at a later date, and possibly featuring one or two of the astronauts.

AICF will present these eminent dignitaries in cooperation with the Jet Propulsion Laboratory and in direct connection with the Viking landing on Mars scheduled for July 4th.

We are hoping to obtain permission from the dignitaries for televising the presentation in the Auditorium, and I will then be

able to use, segmentally, the four separate presentations in television programs on space exploration.

The talks will feature mock-ups and models of the various space capsules, the space shuttle, display of the moon rocks, space suits and the like, and should prove to be very attractive to the surrounding communities. Advertising will consist primarily of announcements in newspapers and perhaps over local radio and in the form of printed brochures distributed by ourselves, as well as notices to surrounding colleges, universities and high schools.

Plans are well under way for the upcoming Conference to include all pastors of churches as we had previously specified in the Bulletin dated February 10, 1976 but with the express understanding that ALL elders -- whether in our employ or not -- are most definitely encouraged to come if they can do so at their own expense, and any of you fellows who wish to bring your wives and can fully afford to do so are very definitely encouraged.

Plans are progressing very well toward one of the most thorough and informative Ministerial Conferences in the history of God's Work -- and we are already looking forward to a Conference in a climate of a far more settled nature, with many of the really major far reaching doctrinal and administrative decisions behind us, but with meaningful clarification and explanation of some of the gray areas which are needing concise and definitive statements from Headquarters. The conference theme will be "The Work of the Ministry." We will be emphasizing the purpose, goals and objectives of a minister's life and responsibility.

I'll remind you again that any input any of you have prior to the Conference which you feel should be a part of the agenda to be sure to submit them through normal channels as soon as you can.

It's a gray drizzly day here in Pasadena, with a few of our number laid low by the flu, but otherwise all seems to be going very well. My father had an exceedingly busy week in the Bahamas meeting all the leading government officials and other community leaders, in preparation for his two-night campaign on Friday and Saturday nights of February 20 and 21. He is to return on the 22nd, and Sunday night's campaign will be conducted by Mr. Clarence Bass.

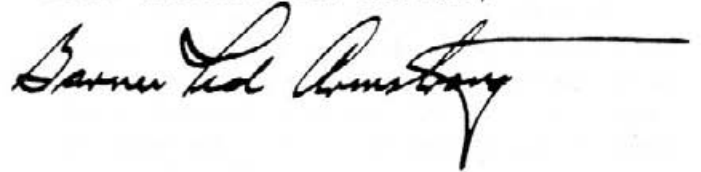
Details will be coming in the WN and these pages as they develop. The media in the Bahamas has been very extensive with full-page newspaper coverage and on all television and radio channels repeatedly!

Everyone is expecting a fine turnout and quite an impact on the Work in the Bahamas -- and I'm sure Mr. Bass and all those there with him are very excited over the prospects of having such a widely publicized campaign occur to stimulate growth.

Thanks again for all the personal notes of encouragement -- especially with regard to recent sermon tapes, and even a few areas intended to be constructive criticism. Several have requested that my father send a taped sermon around to all the churches, and I will try to remind him of this on the next occasion or so when he speaks here at Headquarters so he can design a sermon which will be fundamentally aimed at the ENTIRE Church!

That's about it for now -- thanks again for all the encouragement and the continual help from all of you in the field!

Your brother in Christ,

A handwritten signature in cursive script, reading "James Earl Ramsey". The signature is written in black ink and features a long, horizontal flourish extending to the right.

AICF UNDATE

(Continued from page 70)

promotions. These will all be coordinated through their New York office, but obviously programs have to be built to meet the needs of different areas such as Britain and Europe.

Messrs. Brown and Bergin are already working on registration of *HUMAN POTENTIAL* and the establishing of our offices in London, as well as selecting experienced circulation and advertising staff. Many of Europe's top writers and journalists have already been commissioned to write articles for *HUMAN POTENTIAL*, some of which we have already received. They are really tremendous, the type of articles you cannot put down until every word is thoroughly digested. These, together with articles from around the world, will ensure the international tone of the magazine as well as being very instrumental in the success of the magazine in Europe.

— Jack Martin
H.P. General Manager

Mail Processing

In this issue of *The Bulletin*, we would like to share some of the highlights from letters we've received commenting on Mr. Ted Armstrong's recent appearance on the national television program, "Hee Haw." The overall response to the program has been very favorable, with a substantial number of persons hoping to see him do further appearances similar to it — or different types of appearances on other nationally televised programs.

A large portion of the letters received from members expressed a pride in having Mr. Ted Armstrong appear on the program. Even though "Hee Haw" is basically a country-comedy type program, its viewing audience is sizeable and the publicity from such an appearance is worth a great deal. Many members commented that they felt Mr. Armstrong's songs were excellently performed and that he handled himself with a proper informality but still maintained dignity.

Quite a large number of viewers wanted a copy of any records we produced. Especially popular was the song, "The Working Man's Name."

As of February 16th, we have received approximately 400 letters — a very good response. It's also significant that so many people responded spontaneously, without initiation from us. That

makes the large number of letters received even more outstanding.

Here are two samples of the letters we have received:

"I saw you on Hee Haw last night and you were great!! I have written and sung country music for several years and I don't know of any singer I like better than you. I love that song you sang, 'The Working Man's Name,' and I would like to know if you have any records out and if you do, where I can buy them. It really surprised me that you would do that. I really think you are a great singer, as well as the best speaker I have ever heard."

"This is a note to express our joy in seeing you on Hee Haw. I'm sure this kind of exposure to the masses of people across the nation can do nothing but good for the Church and the Work in our time."

Mail Update

The mail count for February is beginning on a positive note. Through the 13th we have received 97,590 pieces of mail, which is an increase of 39% compared to last year at this time! Total mail received for the year now stands at 299,550 pieces.

A Look Backward

In certain specific areas January was an outstanding month and we would like to give you a quick review of the progress we noted. One area was the letters addressed to the *Plain Truth*.

These letters took a dramatic swing upward during January, compared to the same month a year ago. In fact, we saw a 263.3% increase which helped to lift our "Media Mail" totals to an overall 10.6% increase. (Media Mail is primarily the "white mail" from radio, television, the magazines, and booklets.) This fine increase to *Plain Truth* mail was due largely to the internal advertising of publications we have done in the magazine.

The WATS area has also shown a very good increase during January. Registries totaled 59,519, which is an increase from December — and compared to January 1975, is a marvelous 145% increase. Expanded television coverage and new programming are major reasons for the fine response figures.

Until next time,

— Richard Rice

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of the Worldwide Church of God and Ambassador College

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PASTORAL
SUPPLEMENT

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FEBRUARY 24, 1976

PRINCIPLES OF TIME MANAGEMENT

by James Young and Ivan Sell

In our student days, it seemed we were all concerned with time and the use of time.

We had time cards and time schedules and time tables. We had to be to class on time and turn in our assignments on time and be at meals on time.

We might remember the caricature student who has his schedule in one hand, his watch in the other and who is taking two quick extra steps to catch up and keep in time with his schedule.

We don't want to look into time management again from those angles, as we have all done in the past. But, time and its use is still an important part of our lives. This time let's look into time from a broader view and a little more deeply and in a way that fits the circumstances and needs of our present job.

Tempus Fugit

There have been many attempts to define time, and many profound statements made about it and its use.

One thing that most time commentators are all in agreement about is that there is a tendency to let it slip through our fingers. They also agree that time is relentlessly on the move and that we have to skillfully make use of it as it moves on by.

It seems that from ancient days, these swift characteristics of time have prompted the commentators to voice time-truths that are still very applicable to us today.

One writer rhetorically asks, "Can we call back yesterday — can we bid time return?"

Another, looking into the distance with his hand above his eyes, comments that "time with its

mighty strides will soon reach another generation."

In a Psalm David said that "we spend our years as a tale that is told," and this author in the same frame of mind wrote, "in all the actions which a man performs, some part of his life passes" (Ps. 90:9, KJV).

This truth is chisled on sundials and inscribed in Latin on grandfather clocks, above the ticking pendulum that seems to swing so slowly, *TEMPUS FUGIT*, time flies.

So we have to learn and develop time management skills that will enable us to make the most of time as it moves by.

Time Relationships

One problem with time studies is that they tend to look at time abstractly or study it isolated in its clock-calendar-time card manifestations. It helps us get a better understanding of time if we look at it in its various relationships. One vital relationship is the time-action relationship, since all actions are done in the dimension of time.

We've all heard the cry, "I can't seem to get enough done. There just isn't enough time to do everything." This is the time-action relationship being expressed usually in the form of a wail or lament.

When we look at time in combination with other things, in this case, action, we are able to discover the mechanism that governs the relationship and so understand what speeds it up and what slows it down and thereby gain more control over its use.

Suppose, to illustrate the point, that you are in a complex lunar vehicle or an ultra modern tank, and that you can only drive this vehicle by observation through a T.V. monitor and are not able to look through a windshield. Let's say that atmospheric or battle conditions make this necessary.

Now suppose you look at the TV screen and all you get are zig-zag lines flashing across. Would you release the brakes, accelerate and move the vehicle forward?

The chances are you would not, because you couldn't see where you were going and would therefore not move the vehicle into action.

Let's say you sit there a while and the screen begins to clear up. Instead of only zig-zagging lines, you can now begin to make out the landscape ahead. It's quite blurry and not too distinct but you can begin to make it out. Would you move the vehicle now? Chances are, depending on the urgency of the circumstances, you might start to initiate a little action but would move very cautiously and perhaps haltingly and slowly.

Now, let's suppose your engineer discovers the loose wire or malfunctioning transistor, promptly sets things right and your screen and the landscape breaks into brilliant clarity of view.

Would you move the vehicle now? In all probability, with such a clear view ahead you could move off swiftly and with confidence.

Let's look at the length of time involved in these three situations.

In the first example, it would have taken you "forever" to get the job done since you couldn't move the vehicle.

In the second situation, you could have covered the ground and eventually got the job done but it would have taken a long time.

In the clear picture situation, you could have completed the action in a minimum amount of time. This illustrates the mechanism that governs the time-action relationship. You can't act without a picture. Of course, in the human realm, the pictures take place in our minds, but the principle holds true that you can't act without a picture.

No picture, no action — takes forever to get the job done. Indistinct pictures, haltingly slow actions take a long time to do the job. Clear, distinct pictures, swift confident action — job done in minimum time. So we can see that the time used in relationship to an action is in many ways in direct proportion to the clarity of the mental picture held.

This is what slows down or speeds up the time action relationship.

Principle Application

How can we put this principle into use in our time management skills? For the sake of clarity, let's express the equation again.

If you have a clear and definite mental picture of the situation you are about to undertake, you can move through the job with swift and confident action with a minimum of your time consumed.

The application of this time truth depends upon the skill of forming clear mental pictures of the job in hand.

Preoccupation is a fact of life. Someone being "lost in thought" about something else while in a meeting or in counseling situations happens all the time. Daydreaming or relaxed musings about the future might be very necessary. But the mental habit of having full alertness and focused attention while getting the facts of a situation and formulating a mental picture of it is a vital skill of time management. Any technique that helps us to do this helps us with our time skills.

You can probably think up several techniques that will help get you a clearer mental picture of any situation.

Here are a few samples:

In a situation where you will have to take actions now or in the future, try and practice the habit of full alertness and focused attention.

When a situation is unclear or ambiguous, it's useful to take the time to ask clarifying questions or ask for a clearer explanation. Many times it's human not to do this in case people should think you are stupid or dim witted. However, most people like a chance to explain their points or point of view a second time. They gain a sense of fulfillment in putting their point *over*. So to call back, or to ask clarifying questions, or to hold out for a clear explanation is a wise investment of time.

Another simple technique is to put down a situation or a problem in writing. This gives it concreteness and shows up the gaps in the picture which can then be filled by collecting the necessary information. As the mental picture clarifies, action can be taken and the time leak is stopped.

Time-Human Relationship

We have taken a look at the time-action equation and seen how it can be controlled. Now, let's look at the time-human relationship. It's amazing how time seems to be always linked with cards and clocks and calendars and in some ways only very indirectly with humans themselves. Let's focus and fuse time and humanity into a very direct and principle combination and put the clocks and

cards and calendars into secondary places. For time, as we know it, is primarily something that is for human use and not an abstraction.

Take sound for example. We could strike a note and create a sound. The sound would be meaningful only in relationship to something that could use or interpret it, usually an ear. Time studies, focused on time as a single isolated element and not as a relationship, seem to miss this point. So, let's take a look at the time-human equation and see its vital importance in time management.

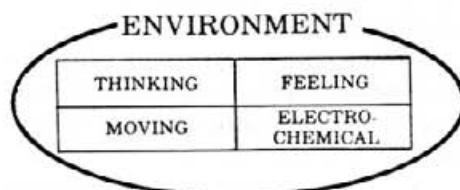
Definitions

To see how the time-human equation works to save vast amounts of time for us, we have to first clearly define the two parts of the equation. We have a clear definition of time as it is expressed in minutes, hours, days and so on. To see how this relationship equation works to save time for us, we need a clearer definition of the human part of the equation.

The Grid Principle

We will have to ask a very philosophical question for the very practical purpose of managing time. The philosophical question is: Can we define the human part of our time equation? The answer is, we can do it very practically with the grid principle. This will save time. The grid principle is very simple. If you wanted to draw or define a landscape on paper — you could set up a pane of glass between you and the landscape. On the glass, you have horizontal and vertical lines which divide it up into ten squares. You have similar squares on your paper. You look through the glass and draw what you see onto your paper with the squares as a guide. If you have a finer grid of 20 or 30 or a hundred squares, the quality of your picture should improve accordingly. The trick is to choose the right size of grid for the job you are doing. We have chosen a five part grid to describe this time management equation. We tried but it wouldn't come out seven.

It works like this — we have a four part grid through which we view the human part of our equation for time management purposes. A fifth part of our view lies outside the grid. It is very simple and looks like this.



With this grid view of humanity in relationship to time, let's look at the equation in action.

We have covered the first part already in the time-action equation. If the thinking part is clouded or confused, little or no action will be taken and a lot of time consumed.

Let's move to the second square marked — feeling. If the emotions are upset, and full of doubt, fear, negativism, hopelessness, depression and so on, work and action will be diminished and much time wasted spinning wheels. So, if a job is taking forever and, seemingly, can't be finished, or if the hours and days are flying by and nothing is being accomplished, take a look at this part of your grid self. In many cases, this is the cause of a time hemorrhage. Knowing where to look in order to spot the trouble is the key. With a little attention to this department, the outlook brightens, the sun shines again. And as the momentum of positive emotions pick up, so does the action, and time use again becomes efficient.

Moving is the label we have given to this third grid view. It's a simple term to cover muscular activity. This has a direct bearing on time use through energy loss. As we lose energy, thinking becomes harder and action slower, and therefore, more time is consumed in doing the job. So, as we plug up the energy leaks, we also stop the time leaks. Again, knowing where to look is the key. Let's look through this third grid window into any meeting on any given day and see the human energy crises in action. Look at the tension in some faces, necks and shoulders as well as backs, legs and arms. There are gritted teeth, clenched hands, and nervous laughter. Vital human energy is unnecessarily burning up at a tremendous rate. As we learn to spot these energy burning factors and control them, we don't feel so exhausted at the end of the day. We feel better so we work better, and get more done in less time.

The electro-chemical grid is hard to look through with a machine or a microscope. It deals with the human physiology and its relationship to energy, and so with time consumption.

Try getting a job done in a minimum amount of time with a dull headache. How about tackling a tricky problem after a greasy spoon hamburger lunch with french fries and beer. It will take a long time. Clear meditation and swift action with constipation don't go together.

When we know where to look, then by experience and habit we can isolate and eliminate the negative physiological factors that take the edge off our energy and drain it away. Consequently, our energy picks up, we feel better, work better,

and less time is consumed. All these four factors have a profound influence on each other.

The environmental part of the diagram lies outside the grid to indicate its external influence.

It seems that environment has a great bearing on the amount of time it takes to do a job. How many times have you started and restarted a job as it is punctuated with phone calls, friendly interruptions, loud noises and so on.

Again, knowing where to look is the key. This part of the grid gives us an important view on time consumption. As you plan your periods for peak personal production and output to take place in an environment that is right for you, time consumption is kept to a minimum.

To each his own — you might work well in a background of friendly noise or with clanging phones or on a quiet balcony or with music playing softly in the background. The key is in eliminating the unproductive time consuming environment.

By reviewing the squares of this time grid occasionally, when things seem to be really dragging — you can spot and stop the time leaks quickly and do more in less time.

Legal Department

Greetings from the Legal Department.

Pursuant to a conversation between Mr. Wayne Cole and Mr. Frank Brown, Mr. Cole agreed to the need of a column regarding current legal matters. Mr. Garner Ted Armstrong then approved the concept. I do feel there are many legal questions that we have discussed personally that might well have been of benefit to the rest of the men in the field. Experience has taught me that if one minister has a question, the chances are that several others have encountered a similar experience and have the same question. Also, as it is always interesting to communicate with old friends in the field, it is with real enthusiasm that I undertake this opportunity.

There are many recurring questions, so at this time I do not foresee any shortage of material to write about. However, in order to make certain that the subject matter is pertinent and of current interest to you men in the field, I would request that you send me any questions you might have. That is, questions of a legal nature that you feel might be of general interest to the field ministry.

The first matter, howbeit brief, that I would like

to comment on is that of divorce problems. There has been an influx of telephone calls from members regarding divorce problems. Unfortunately, our office is by no means staffed so that we are able to undertake the counselling of all these individuals regarding the legal implications of their divorces.

Therefore, we simply have to advise these people to first retain the aid of local legal counsel. Inasmuch as it is advisable for the member to be represented by an attorney anyway, you can see that this is the practical thing for them to do. If this is not done, we would be spending hours of time giving legal advice that the local attorney would probably have to repeat anyway. Also, many times certain questions regarding divorce will hinge upon local procedures which would necessitate a research project for us to answer authoritatively.

In retaining an attorney, the member should request of him that he be willing to consult with the attorneys for the Church on the matter in the event religious issues do arise. If the attorney feels that there is not anything that can be done regarding religious issues, or is otherwise not interested in consulting with us, I would suggest that the member select another attorney.

The two exceptions to the foregoing would be, first, if you felt after hearing all the facts of the case that the possibilities of adverse publicity for the Church were great, then you yourself could call and we could discuss the matter.

The second exception would be the type of divorce matter that directly involved religious issues. These customarily arise over questions of child custody or where a nonmember spouse is attempting to use religion as a grounds for divorce.

In cases such as these it is advisable to mail us copies of the relevant court papers, assuming a suit has been filed. Of course, you should call also if the circumstances make it advisable.

In cases falling within the exceptions, it may even be that we would like to aid the member in selecting a local attorney if the member was agreeable. We would then submit to the attorney written briefs that we have concerning certain cases pertaining to constitutional law as it applies to religious disputes and various practical hints of how to handle the matter during trial.

We feel that the foregoing procedure will prevent duplication of efforts and still permit us to be of service in aiding members in one of our areas of expertise.

—Ralph K. Helge

ADMINISTRATIVE UPDATE FOR U.S. MINISTRY

Receipts for Money Donated Locally

It has been brought to our attention that occasionally individuals have donated money to a local congregation for local projects and then wanted receipts for it from Headquarters. This is not possible because of I.R.S. restrictions. To receive a receipt and be able to claim a tax deduction for the money given, the money must be sent directly to Headquarters. (See Pastoral Instruction 2.24.1 on Local Funding Tax Deduction.)

Reporting Expenditures On Expense

By now, you all have read the new pastoral instruction on the Expense Reimbursement System (3.2.7). We would like to expand one point in recording of expenditures on expense. Some of you have received memos from us asking for further clarification on certain items you purchased. In order to alleviate the need for this, please explain the expenditure fully on the comment section of the worksheets. This will enable us to know exactly what the item was and what it was for.

Open Forum

THE SABBATICAL OPPORTUNITY

The ministerial sabbatical is a tremendous opportunity! I know, I'm in the middle of one right now. It won't be too long until next year's group will be chosen and notified. For this reason I'd like to relate some of the benefits of "coming in for a year."

That phrase for some may still somehow be seen as a threat or viewed apprehensively or at least with mixed feelings. But really, for the majority coming in, the sabbatical is an exciting, rewarding experience. It's a chance to really unwind and relax. That's a process that may take months for some. It's a chance to make new friends among your fellow ministers and possibly see old friends too. You've got time to read all those books you've bought and never read. You can reintroduce yourself as husband and father of your particular tribe.

If you have an academic bent there are some stimulating classes being offered. Most of the fellows take Dave Antion's Pastoral Care & Counseling-Marriage & Family Counseling class and find it quite meaningful and relevant. Dennis Pyle's Church Administration class is a chance to find

out who that omnipresent phantom "CAD" is and to discuss the current firebrand issues. Another popular course is Gunar Freibergs' Hebrew Prophets-N.T. Eschatology. Gunar traces the origin and nature of prophecies in the O.T. and the N.T. plus those we've come up with ourselves.

There are some other courses not as many of the ministers are taking, but are just as exciting and rewarding. Keith Crouch's Biblical Scholarship is a fascinating analysis of the development of background literary studies of both the Old and New Testament. If you're keen on Greek or Hebrew then you'll find Dr. Grabbe's classes beneficial. And for a provocative and masterfully organized presentation of the history of Israel, take Dick Paige's Ancient Israel.

If these aren't enough, then the Continuing Education seminar classes should fill any interest you may have.

Then you must take advantage of the fabulous series of AICF concerts at the Auditorium so you, like yogurt, can be cultured.

If you have gotten the very slight impression I'm a sabbatical enthusiast — you're right! (If I purposely flunk my sabbatical maybe I'll get to stay another year?!!!)

Congratulations to all of you having the opportunity of coming in next year!

— Ken Smylie
Pasadena, Calif.

BOOK SHELF

JOURNALS FOR MINISTERS PART 2: BIBLICAL STUDIES

Biblical studies is a very prolific field for Western theologians and exegetes. Consequently a considerable number of journals are devoted to this area. The present article will introduce you to representative English language periodicals that deal with biblical studies, as well as related theological topics, on a regular basis.

How can journals on biblical studies be useful to you? There may be a fuller treatment of exegetical discussions in a journal article than commentaries can provide. For example, "Hebrews 6:4-6 and the Peril of Apostasy" is a nineteen page article that appeared in *The Westminster Theological Journal*, Fall, 1973. A commentary might have a few paragraphs or a couple of pages on a three verse passage.

Sometimes a journal will have a theme issue on one book of the Bible, such as *Southwestern Journal of Theology*, Fall, 1975, on the book of Hosea. The articles cover aspects of Hosea that seldom are included in commentaries, e.g., "Preaching

from Hosea to a Nation in Crisis," "The Relevance of Hosea."

Many journal articles will be thought-provoking to you and encourage additional personal study. Generally, the contributors are theologians sincerely attempting to advance knowledge and understanding on a particular subject they have investigated. While there may be doctrinal viewpoints expressed or implied, the articles are not emotionally polarized, polemically inspired, or devotionally sentimental. Popular religious magazines (e.g., *The Watchtower*, *Unsearchable Riches*, *Signs of the Times*) tend to be written on those planes.

Journals represent forums for scholarly inquiry. The published articles are not intended to be last word doctrinal statements, simply a documentation of latest understanding from individual theologians.

Scholars frequently critique each other's contributions in articles or shorter responses. Major sections of journals are concerned with book reviews, which exemplifies the importance scholars place on peer evaluation. The reviews constitute another benefit of biblical studies journals. You can regularly become aware of what new books may interest you personally while learning about each title's strengths and weaknesses and its relation to other literature on the subject.

Research Journals

In the previous article, three major audience categories for periodicals were described (popular, professional/mediating, and research). Research journals are edited for specialists, and the articles will usually be too technical to be of wide appeal to ministers. Their value is greater in an academic context rather than the field ministry. Three examples of research journals in biblical studies are: *Journal of Biblical Literature*, *New Testament Studies*, and *Vetus Testamentum*. Some sample articles that have appeared in recent issues of these journals are: "Reminiscence and Redaction in Luke 15:11-32," "Liturgical Citations in the Synoptics," "The Camp of Dan and the Camp of Yahweh."

While the articles in research journals can be described as "heavy" reading, it would be unwise to dismiss them from further consideration. Leading scholars contribute to research journals and the editorial quality is very high. If you have a theological library in your vicinity, examine the back volumes of each research journal. You may discover a surprising number of understandable and valuable articles. On an issue by issue basis,

however, a personal subscription probably would not be warranted.

Professional/Mediating Journals

The remaining journals listed at the end of this article are professional/mediating. They contain less technical articles than the research category and will be more relevant to ministers serving in the field. Many professional/mediating journals are published by theological schools, and this connection reflects an editorial perspective:

Journal	School	Perspective
Bibliotheca Sacra	Dallas Theological Seminary	Dispensational
Interpretation	Union Theological Seminary in Virginia	Presbyterian
Southwestern Journal of Theology	Southwestern Baptist Theological Seminary	Southern Baptist
Westminster Theological Journal	Westminster Theological Seminary	Calvinistic

The editorial viewpoint of each journal is useful to recognize. That factor by itself is not determinative of quality.

Interpretation, subtitled "A Journal of Bible and Theology," enjoys a high reputation among theologians. It has leading scholars on its editorial advisory council and attracts excellent contributors. Its readership is diverse, including professors, pastors, and seminary students. The January, 1976, issue included: "The Inheritance and the Problem of Adjacency: An Essay on I Kings 21," by Davie Napier, President of the Pacific School of Religion, and "The Treacherousness of Tradition," by James D. Smart.

The other three theological school journals have interesting articles (some have been mentioned earlier), but in general those periodicals do not quite measure up to *Interpretation's* standard. *Bibliotheca Sacra* always has a number of articles on biblical themes ("The Creation Account in Genesis 1:1-3," "The Purpose of Penology in the Mosaic Law and Today"), but sometimes the dispensational element (and fundamentalism) can color a contribution.

The Evangelical Quarterly, edited by F. F. Bruce, and *Journal of the Evangelical Theological Society* both have readable articles ("Orthodoxy and Heresy in John 10:1-27 and 15:1-17," "Parties in the Church of Jerusalem as Seen in the Book of Acts").

It would be well to explore the full range of journals on biblical studies rather than limit oneself to just the easier, "evangelical" periodicals.

Theology Digest publishes condensations of significant articles selected from more than 400 theological journals. It includes more articles on theology than biblical studies, and some topics are primarily of interest to Roman Catholic theologians. However, *Theology Digest* performs a useful service.

The Expository Times, founded by James Hastings in 1889, has a number of articles in biblical studies, valuable surveys of recent literature, and a regular feature called, "From Desk to Pulpit." The level of scholarship varies from article to article (some contributors are outstanding theologians; others are parish ministers). The journal, published in Great Britain, does not have the eye appeal of many American periodicals, but the shorter length articles have been useful to ministers for almost a century.

Value Judgments

In biblical studies, the leading journals are in the research category. There are many more than the three mentioned in this article, especially those with contributions in German and French. Unless you have a special interest in the highly technical articles, you would best consult research journals in biblical studies in a library.

The professional/mediating journals are broader in scope than just biblical studies, but they will be of greater reading interest to ministers than the research journals. *Interpretation* is a first choice for regular reading. *Expository Times* may also be quite helpful.

Although you will find constructive articles in biblical studies in all the journals on the list, try to check the backfiles of journals in a theological library. There is no substitute for firsthand acquaintance.

— John A. Kossey
Assistant Librarian,
Pasadena

Note: *News and Views* has succeeded the *Journal of the Academy of Parish Clergy*. It is published six times per year by the Academy of Parish Clergy, 409 Greenfield, Oak Park, Illinois 60302. (The *Journal of the Academy of Parish Clergy* was mentioned in the previous article.)

JOURNAL LIST

- Bibliotheca Sacra*. \$5. Quarterly. Bibliotheca Sacra, Subscription Secretary, 3909 Swiss Ave., Dallas, Texas 75204
- Evangelical Quarterly*. \$9. Quarterly. Wm. B. Eerdmans Publishing Co., 255 Jerrerson Ave., S.E., Grand Rapids, Michigan 49502

Expository Times. \$12.00. Monthly. T. & T. Clark Ltd., 38 George St., Edinburgh, EH22LQ

Interpretation. \$8. Quarterly. Interpretation, 3401 Brook Rd., Richmond, Virginia 23227

Journal of Biblical Literature. \$20. Quarterly. Society of Biblical Literature, University of Montana, Missoula, MT 59801

Journal of the Evangelical Theological Society. \$5. Quarterly. Vernon Grounds, Conservative Baptist Theological Seminary, University Park Station, P.O. Box, 10,000, Denver, Colorado 80210

New Testament Studies. \$12. Quarterly. Cambridge University Press, 32 East 57th St., New York, NY 10022

Southwestern Journal of Theology. \$4. Semi-annual. Circulation Manager, Fleming Library, Fort Worth, Texas 76122

Theology Digest. \$6. Quarterly. Theology Digest, 3634 Lindell Blvd., St. Louis, MO 63108

Vetus Testamentum. \$32.50 Quarterly. E. J. Brill, Leiden, The Netherlands

Westminster Theological Journal. \$7.50. 3 times a year. J. B. Paist Jr., Westminster Theological Seminary, Chestnut Hill, Philadelphia, Pennsylvania 19118

Your Mind Matters by John R. W. Stott. InterVarsity Press, Downers Grove, Illinois 60515. 64 pages. \$1.25 paperback.

"Our age, declares TIME magazine, is the Age of Unreason. Logic is a dirty word and thinking a bad habit. In fact, the whole fabric of secular society is being rent with this 'new cult of madness.'

"And Christians? Is our way of life simply a religious extension of this bent toward mindlessness? Is our faith only a matter of the heart? Do we turn off our brains when we turn on to God?

"John R. W. Stott, Rector of All Souls Church in London and author of the best-seller *Basic Christianity*, examines this issue in the light of scripture. His careful answer provides a much needed corrective to a society super-saturated with emotion."

So reads the back jacket of Stott's *Your Mind Matters*. Stott raises some penetrating and provocative questions. Such as, What is the place of the mind for the Christian enlightened by God's Spirit? Should the Christian avoid intellectualism? Is it experience, rather than doctrine, that really matters?

John Stott is a fascinating writer who reflects much thought and insight of the Christian's

responsibility in using, developing, and appreciating his God-given mind.

The first chapter, entitled "Mindless Christianity," presents a brief survey of the "Christian" scene today. He highlights three prominent attitudes: 1) those who emphasize ritual and its proper performance 2) those concentrating on social and political action 3) those who make experience the major criterion of truth.

Stott's stated purpose is to summarize the place of the mind in the Christian life or, put negatively, the misery and menace of mindless Christianity.

In the second chapter the author marshalls a number of arguments — both secular and Christian — why it is important for us to use our minds. If you ever get caught short of a sermon topic this would make a great one — with the added advantage of scriptures included.

The third chapter, "The Mind in the Christian Life," presents his main thesis and describes six aspects of Christian life and responsibility in which the mind occupies an indispensable place.

Stott concludes with some cautions against jumping out of the frying pan into the fire; that is, in his words, "against abandoning a superficial anti-intellectualism in favor of an arid hyper-intellectualism."

Stott's plea is not an extreme view of man's mind and intellect but an effort to better define and focus on its God-appointed place, fulfilling its God appointed role.

Mmmmmmm! It's good reading — try it.

— Ken Smylie
Pasadena, Calif.