

COMMITTEES
OF
FIRST CHURCH
OF CHRIST, SCIENTIST
HOBOKEN, N. J.

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The scope of their work.

"Then came to Him the mother of Zebedee's children with her sons, worshipping Him, and desiring a certain thing of Him.

And He said unto her, What wilt thou? She saith unto Him, Grant that these my two sons may sit, the one on thy right hand, and the other on the left, in thy kingdom.

But Jesus answered and said, Ye know not what ye ask. Are ye able to drink of the cup that I shall drink of, and to be baptized with the baptism that I am baptized with? They said unto Him, We are able.

And He saith unto them, Ye shall drink indeed of my cup, and be baptized with the baptism that I am baptized with; but to sit on my right hand, and on my left, is not mine to give, but it shall be given to them for whom it is prepared of my Father.

And when the ten heard it, they were moved with indignation against the two brethren.

But Jesus called them unto Him, and said, Ye know that the princes of the Gentiles exercise dominion over them, and they that

are great exercise authority upon them.

But it shall not be so among you: but whosoever will be great among you, let him be your minister;

And whosoever will be chief among you, let him be your servant."

Matthew 20: 20-27

"Christian Science demands order and truth. To abide by these we must first understand the Principle and object of our work, and be clear that it is Love, peace and good will toward men.

We are brethren in the fullest sense of that word; therefore no queries should arise as to "who shall be greatest".

Let us serve instead of rule, knock instead of push at the door of human hearts, and allow to each and every one the same rights and privileges that we claim for ourselves.

Misc. Writings: 215, 303

FOREWORD

"Order is Heaven's First Law".

Rdr. p. 87

To know one's task and where to begin, enhances progress, insures individual freedom of performance and makes excellency the sure reward of sincere devotion. To this end this folder is dedicated.

*"Whatsoever a man soweth
that shall he also reap."*

LABORS OF LOVE

The tasks of Committees

An outline of their activities.

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GENERAL RECOMMENDATIONS

I. Metaphysical aspect.

The metaphysical aspect is paramount in all committee work. It is the primary requirement for successful performance.

II. Appointments.

The Board of Trustees appoints all committees-assistants. (Article VI:20 Church By-laws.)

III. Jurisdiction.

All jurisdiction is Principle's. For its temporal exercise see also Church By-laws Article I:5.

IV. Reports.

For the information of the Church and the Board of Trustees the following manner of reporting should be observed by all committees:

1. To the Board of Trustees monthly. Reports should be in the hands of the clerk not later than the Wednesday preceeding the second Monday of each month.
2. To the Treasurer where and as specified.
3. To the Church assembled in corporate meeting:
 - (a) In April for the quarter ending March 31st.
 - (b) In October for the half year ending September 30th.
 - (c) In January for the fiscal year ending December 31st.

V. Inventories.

Reports (3.) should be accompanied by inventories. The chairman of each committee should present the report in person at corporate meetings. In case of absence the clerk should receive the report not later than the Wednesday preceeding the second Monday of the month.

VI. Committee Meetings.

Regular meetings for the transaction of business should be held by committees whenever specified.

In order to make decisions of a committee valid, the members should attend in full or those assembled constitute a majority. "*All God's servants are minute men and women.*" (Misc. p. 158). Records of proceedings are essential, and should be kept in a book provided for this purpose.

Besides containing a brief account of the business transacted, these records should reflect progress by demonstration as unfolded to the various committees in their several fields of labor.

Upon request these minute books should be put to the disposal of the Church assembled in corporate meeting or the Board of Trustees.

VII. Increase of Personnel.

All committees may increase their membership by proposing to the Board of Trustees suitable persons for appoint-

ment. It should, however, be reserved to the Board of Trustees to notify the proposed person. Such proposals should be in written form.

VIII. Expenditures.

All expenditures of committees must first have the approval of the Board of Trustees, before they are incurred, except where stated otherwise.

ASSISTANT COMMITTEE ON PUBLICATION.

The duties of an assistant committee on Publication are not onerous but simple. They are first to scan all newspapers and other publications in our field and without delay send to the office of the Christian Science Committee on publication for the State of New Jersey, clippings of any item relating to Christian Science or to our beloved Leader. In the second place to keep the above mentioned office informed of any aggressive act of any public official prejudicial to our Cause, and thirdly, to attend to any other matter which may be called to the Assistant's attention through either the State Committee's office or the office of the Manager of all Committees on Publication (of The Mother Church) in Boston, Mass.

Reports should be made as outlined in General Recommendations IV: 1, 3.

Circular letters received from the State Committee should be properly filed as well as all other correspondence pertaining to this Committee's work.

AUDITING COMMITTEE.

The scope of this committee's work includes the following:

1. The audit of financial reports of officers and committees each month.
2. The checking of all inventories filed with the clerk as requested in General Recommendations V.

The reports of this committee besides containing such recommendations as it may be led to make, should be in conformity with General Recommendations IV: 1,3.

BUILDING COMMITTEE.

At the present stage of our Church's progress the task of this committee is in its metaphysical aspect paramount to the most important of activities.

The material progress in the accumulation of an ample building fund is proportionate to the faithful performance of the metaphysical work.

Reports should be made consonant with General Recommendations IV: 1,3.

At the appointed time this committee naturally concerns itself with the accomplishment of the purpose of its existence.

CIRCULATING LIBRARY COMMITTEE.

The task of this committee abounds in opportunities to circulate the books of the "*Science that operates unspent*",
(My. p. 353.)

To do it efficiently it is necessary to keep a record of all books,

- (a) on hand
- (b) circulating and
- (c) sold on the instalment plan.

Replacements or additions should also be recorded and reported on the blank provided therefor.

The appearance of the books should always be clean and inviting. The inside of the front cover contains a label with rules

pertaining to circulation and should be brought to the attention of the users.

The system of recording circulating books, now in use, is of proven efficiency, and accuracy in keeping is all that is necessary.

Reports should be made as outlined in General Recommendations IV: 1,3; V.

The treasurer should be advised monthly (General Recommendations IV: 2) through the librarian of all sales. Money received should be turned over to the treasurer once a month.

Records are kept best when kept personally.

A substitute should be provided when necessary, and conversant with the task.

The Circulating Library should be accessible before and after each service for such a length of time as is required.

FINANCE COMMITTEE.

See Article VI, Section 18 of Church By-laws.

HOUSE COMMITTEE.

The House Committee supervise the work of the caretaker in charge of the building and ground owned by First Church of Christ, Scientist, 414 Hudson Street, Hoboken, N. J.

Co-operating with him, the committee should see to it,

1. that the building's exterior and interior and in particular the Auditorium and Reading Room are kept clean and in good repair;
2. that the provisions for the seasonal changes relative to window screening, shading, staircase covering, heating system, etc. are made at their proper time;
3. that the lighting facilities are at all times adequate and in serviceable condition.

The good condition of the Christian Science Hymnals is also a part of the committee's responsibilities.

All expenditures in connection with the

upkeep of the property must have the sanction of the Board of Trustees. In case of immediate necessity such as damage to property, the House Committee may upon its own responsibility take all necessary steps and report to the Board of Trustees at the earliest possible moment.

Reports of the general progress should be made as outlined in General Recommendations IV: 1.3; V.

LECTURE COMMITTEE.

For information see folder issued annually by The Christian Science Board of Lectureship of The Mother Church, The First Church of Christ, Scientist, in Boston, Mass.

It is further contingent upon the Lecture Committee to make the following provisions:

1. Engagement and introduction of lecturer through co-operation with the Board of Trustees.
2. Transportation for lecturer to and from lecture hall.

3. Suitable auditorium and instruction of caretaker as to date, time and requirements for lecture.
4. Adequate publicity through newspaper advertisements, lecture invitations, posters, etc. and sufficient supply of authorized Christian Science literature for distribution after lecture in co-operation with the Usher, Literature Distribution and Printing & Stationery Committees.
5. Adequate number of ushers.
6. Remuneration of lecturer and caretaker of auditorium through co-operation with treasurer.
7. Stationing of Police Officer at place of lecture.

LIBRARIAN- READING ROOM COMMITTEE.

The Librarian, assisted by the Reading Room Committee, attends the Reading Room and serves the interest of visitors.

Guidance is found in The Mother Church Manual Article XXI: 2, 3, the By-laws of this Church Article X: 35, 36 and in the following points of import:

1. Observance of opening and closing hours as agreed upon by the Board of Trustees.
2. Keeping of records of literature
 - (a) on hand
 - (b) sold
 - (c) ordered } from The C. S.
 - (d) received } Publishing Society
 - (e) used or issued for any other purpose.
3. Reporting of sales on the blanks provided therefor.
4. Delivery of cash received to the Treasurer on the 8th, 15th, 22nd and the end of each month.
5. Reporting of activity in the manner outlined in General Recommendations IV: 1, 2, 3, V.
6. Provision for Substitute.
7. The supply of authorized Christian Science literature should always meet the need.

A study of the amount needed and of the frequency of sales and wise ordering in accordance with the findings, will result in gratifying economies.

The following is recommended for contemplation:

Large sales can be made with a SMALL investment in stock. This is accomplished by turning over the SMALL stock several times a month and reordering as often as is thus made necessary—always though in the SMALL quantity. The consequence is then that the small sum needed to purchase stock is always available through the sale of this stock and being reinvested several times a year, equals in the end a large investment made once a year, though at a much smaller cost.

LITERATURE DISTRIBUTION COMMITTEE.

Progress in our Cause has always been corresponding to the quality of both the Healing and Literature Distribution Work.

Every phase of Christian Science activity is paramount in the importance of consecrated effort.

But none affords the exceptional facilities and privileges of emanating Truth, as does the one of Literature Distribution.

Through the wise provisions of our revered Leader, the means at our command are ample.

The sub-committees of the Literature Distribution Committee are just so many advance agents clearing away through intelligent organization and distribution — and always as unfolded to meet the need of the hour — the prejudices and misconceptions, that would delay the onward march of Christian Science, into new fields of labors of love.

The textbook and our literature invariably preceeded the growth of the movement anywhere.

The details of organization are for the committee to work out.

The progress of the work, however, depends much upon,

1. the frequency of business meetings,
2. the regular distribution of literature — where permission has been obtained — either by,
 - (a) personal visits or
 - (b) mailing lists which may include every trade and profession as well as masonic and other social organizations;
3. the measure of co-operation between committees and churches through the formation of joint committees.

For reports see General Recommendations IV: 1, 3, V.

A study of both the Scriptures and Mrs.

Eddy's Writings will reveal an abundant measure of food for thought in connection with this work.

MEMBERSHIP COMMITTEE.

See Article VII, Section 24 of Church By-laws.

Special attention should be given also to Section 26 Article VII and reports furnished to the Board of Trustees Jan. 1st and July 1st of each year.

MUSIC COMMITTEE.

This committee provides, with the approval of the Board of Trustees and in accord with the Manual of The Mother Church (Article XIX) the music for our church services.

They engage for this purpose a capable soloist and organist as well as their substitutes.

An adequate supply of appropriate church music for both organist and soloist comes

also within the scope of this committee's activity.

Reports about the progress of this branch of church work should be made as outlined in General Recommendations IV: 1,3; V.

PRINTING & STATIONERY COMMITTEE

The provision of an ample stock of stationery and printing supplies, the custody of same and the distribution to the various committees upon written request is but one phase of this committee's work.

The getting up of report blanks, letter-heads, lecture cards and invitations, etc. etc. in keeping with established standards and practices in the paper and printing industries and in co-operation with the committees concerned, will not only result in uniformity but also introduce economy and avoid duplication.

The placing of orders with but one firm in each line will enhance the benefits aimed at.

For reports see General Recommendations IV: 1,3; V.

SUNDAY SCHOOL COMMITTEE

The Sunday School Committee is composed of the teachers and the superintendent of Sunday School, the latter being chairman of the committee.

The scope of its work is clearly stated in Article XX of the Manual of The Mother Church, as well as in Article IX: 31-34 inclusive of our Church By laws.

The number of teachers should always be adequate.

The committee should meet regularly for business transactions and as often as is in the interest of the welfare and progress of this all important work.

The Secretary of Sunday School is appointed by the committee subject to approval by the Board of Trustees and should perform such duties as may be required.

For reports see By-laws IX: 32 and General Recommendations IV: 3.

USHER COMMITTEE.

The welcome of the members, regular attendants and visitors to our church services and meetings constitutes a chief point of interest to the Usher Committee.

Its specific duties in the performance of this welcome as well as in the order of church services and meetings are specially defined in Article VI: 20 of the Church By-laws and in the folder "Ushers" Assignment Notice":

Reports should be made in writing in accordance with General Recommendations IV: 1,3.