

## **LITERATURE MINISTRY SEMINARY MODEL POLICY**

**FP-a 77 05 Purpose** □ The Literature Ministry Seminary is commissioned to give quality training to publishing employees at all levels, thus enabling them to better perform their duties in their soul-winning work.

**FP-a 77 10 Division Publishing Ministries Department Responsibilities** □ The Division Publishing Department shall assist the Union Publishing Ministries Department in the following functions:

1. Assist in outlining the courses of study for publishing leaders and literature evangelists to which the instruction in Literature Ministry Seminaries shall be confined.
2. Assist In the preparation and adoption of textbooks and teaching materials.
3. Assist in establishing standards for equipment, teacher qualification, buildings, etc.
4. Assist in recommending courses for the training and development of teachers.

**FP-a 77 15 Union Responsibilities** □ The Literature Ministry Seminary shall be under the general supervision of the Union Publishing Committee.

1. It shall be owned and operated by the Union with the Union Publishing Committee as its controlling board.
2. An elected Associate Union Publishing Director shall be assigned by the Union Publishing Committee to direct the Literature Ministry Seminary.
3. The Literature Ministry Seminary director shall be in charge of the general operations of the Seminary. He shall implement the policies of the Literature Ministry Seminary, supervise the staff, hold staff meetings, and be responsible for all activities of the seminary. The director and staff shall be responsible for the discipline of the students and all extra curricular activities of the seminary and shall conduct the seminary in harmony with policies and curriculum adopted by the division and the Union Publishing Committee.
4. The staff of the Literature Ministry Seminary shall be recommended by the Union Publishing Committee and approved by the Union Executive Committee.
5. Literature Ministry Seminaries shall be operated & conducted in harmony with regulations and policies adopted by the Division and the respective Union committees.
6. Union committees may formulate local educational policies for the regulation of the Seminary within

their fields. It is understood that all Division actions and subsequent regulations shall be the guiding principle in the formation of any local policies. The Union Publishing Ministries Department shall prepare a beneficial evaluating and reporting system to be submitted to the Union and Division Publishing Departments annually.

7. The financial accounts of the Seminary shall be audited at least once each calendar year by a Union auditor. Copies shall be sent to the Division Publishing Ministries Department. **b**

8. Monthly Literature Ministry Seminary statements shall be required by the Union Publishing Committee and copies sent to the Division Publishing Ministries Department.

**FP-a 77 20 Qualifications for Director** □ The Literature Ministry Seminary (LMS) director's official position or title shall be Union Associate Publishing director for LMS.

1. The LMS director shall preferably have demonstrated success as a Credentialed Literature Evangelist, Assistant Publishing Director and Conference/Mission Publishing Director.

2. The director shall be committed to the training and development of literature evangelists in successful soul-winning through Christian salesmanship.

3. It is recommended that he must be a college degree holder or its equivalent and must have ability to teach. **b**

4. He shall be willing to pursue continuing professional development and field work experience.

5. He shall have sufficient understanding of the Literature Ministry B its history, objectives, philosophy, and development.

**FP-a 77 25 Employment** □ **LMS workers**

1. The LMS director shall be appointed, employed and paid by the Union.

2. The staff shall be Union employees. Salary, allowances and benefits shall be paid by the union from the LMS Fund.

3. The wages and wage percentages shall be set by the Union in harmony with the Union and Division wage scale. Performance and years of service shall be considered in setting the wage rate.

4. Contributions to the retirement fund for LMS employees shall be covered by the Union tithe percentage contribution covering other Union employees. LMS employees are eligible for retirement benefits on the same basis as other Union employees.

5. Credentials and licences for the LMS staff shall be issued by the Union Committee.

**FP-a 77 30 Employee Transfers**

1. When a staff member is called from another area, the calling Literature Ministry Seminary shall pay the moving costs.
2. When a staff member is transferred, the calling Literature Ministry Seminary shall be bound by any previous amortization agreements.

**FP-a 77 35 Finance**

1. The Union shall set an LMS Fund for the operation of the Literature Ministry Seminary. This fund may be appropriated from a percentage of subscription sales (2 - 3%). Other sources may be appropriations from the Division, Union and Conference/Mission.
2. The yearly budget shall be prepared by the Union Publishing Director and LMS director/treasurer and approved by the Union Publishing Committee and the Union Executive Committee.
3. For an LMS to qualify for this funding, the Literature Ministry Seminary director and staff shall be devoting full time to their seminary duties and/or publishing assignments.

**FP-a 77 40 Upgrading Personnel** □ When it becomes necessary for the strength of the institution to upgrade its personnel, an appropriate course of study shall be outlined. b

The upgrading program shall be approved by the Union Publishing and Executive Committees. Subsidy shall be applied for through the Educational Aid Policy of the Division. Necessary arrangements shall be made so the teaching load at the Literature Ministry Seminary is cared for adequately.

**FP-a 77 45 Charges for Seminary**

1. In addition to the income as provided in FP-a 77 35 Finance #1, the LMS shall set standard charges for use of the facilities. These rates shall be established so as to cover operating expenses and upkeep as budgeted for the year.
2. Charges shall be established for the following:
  - a. Meals
  - b. Lodging
  - c. Meeting rooms
  - d. Apartment rental
  - e. Equipment rental
3. These rates shall apply to all groups or individuals approved to use the facilities or its equipment.
4. When classes are conducted for regular full-time Literature Evangelists, meals, lodging, and meeting rooms may be charged to the Union Literature Ministry Seminary Fund.

5. Other groups or individuals will pay in cash or be charged directly through their employing organizations.
6. When publishing leaders or publishing house personnel attend classes, their meals, lodging, meeting rooms, travel, and per diem during travel shall be paid by the employing organization.
7. Literature evangelists' travel expenses, including per diem for travel time, may be paid from the Literature Evangelist Benefit Fund.

**FP-a 77 50 Admissions**

1. The Conference/Mission Publishing Committee shall submit names of LE students to the Union Publishing Ministries Department for approval.
2. The Union Publishing Department Committee shall give final approval before a student is enrolled.

**FP-a 77 55 Admission Standards** □ The standards for admission for persons admitted to the LMS are:

1. Show dedication and interest in making a career in the Publishing Ministry.
2. Be at least 16 years of age.
3. Be committed to work as a Literature Evangelist for a minimum of two years.
4. Living in accord with the Church's standards and represent the Church in a respectable manner.
5. Personal financial obligations shall not exceed their earning ability as a Literature Evangelist.
6. Part-time and student Literature Evangelists may attend special training sessions, but shall not be eligible to attend regular Literature Ministry Seminary training classes.

**FP-a 77 60 Reporting While In Attendance** □ Literature evangelists attending the Seminary shall send their regular weekly reports to the Conference/Mission Publishing Director. Reporting Guidelines:

1. The hours reported while in training shall be counted towards the requirements in qualifying for certain LE status.
2. The Literature Evangelist may report 36 hours per week while attending the LMS.

**FP-a 77 65 Library Grants** □ The seminary may apply for subsidy from the Division Publishing Ministries Department. It shall submit to the Division the total amount spent for library books and journals during

COMMENT

Comment: I-f 77 65 - LMS Library Grants - Amended by FED 91-678

the previous calendar year.

1. The Division Publishing Ministries Department may reimburse 50 percent of the amount submitted up to the ceiling authorized by the Division Policy.
2. The expenditures shall only be for appropriate books, journals and instructional materials, print and non-print media, as customarily cataloged in the seminary library.

**FP-a 77 70 Literature Ministry Seminary Evaluation** □ An evaluation survey\* shall be conducted each Literature Ministry Seminary once every two years to evaluate its programs, past performance, future plans. Membership of the evaluation team shall be: **f d**

Union President - Chairman  
Union Associate Publishing Director for LMS - Secretary  
Division Publishing Director/Associate/Assistant  
Union Officers  
Union Publishing Director  
LMS Staff  
Local Conference/Mission Publishing Director  
GC Publishing Director/Associate (ex-officio)

\* Plans for **LMS Accreditations** may be developed in lieu of evaluation surveys where it is viable appropriate. **d**

COMMENT  
Comment: II 75 amended by FED 89-806

**Note:** *The Division may make adaptations or modifications in this policy to suit the conditions and needs of its territory.*