

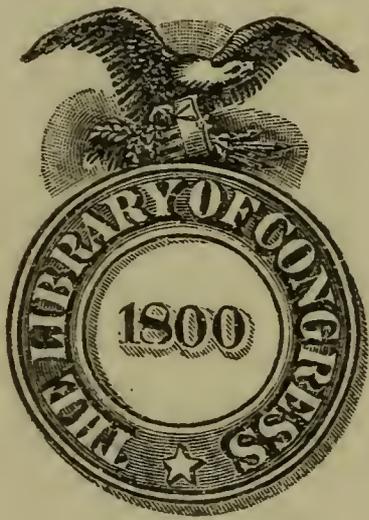
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CLERICAL SYSTEM

WILLIS V. DICK



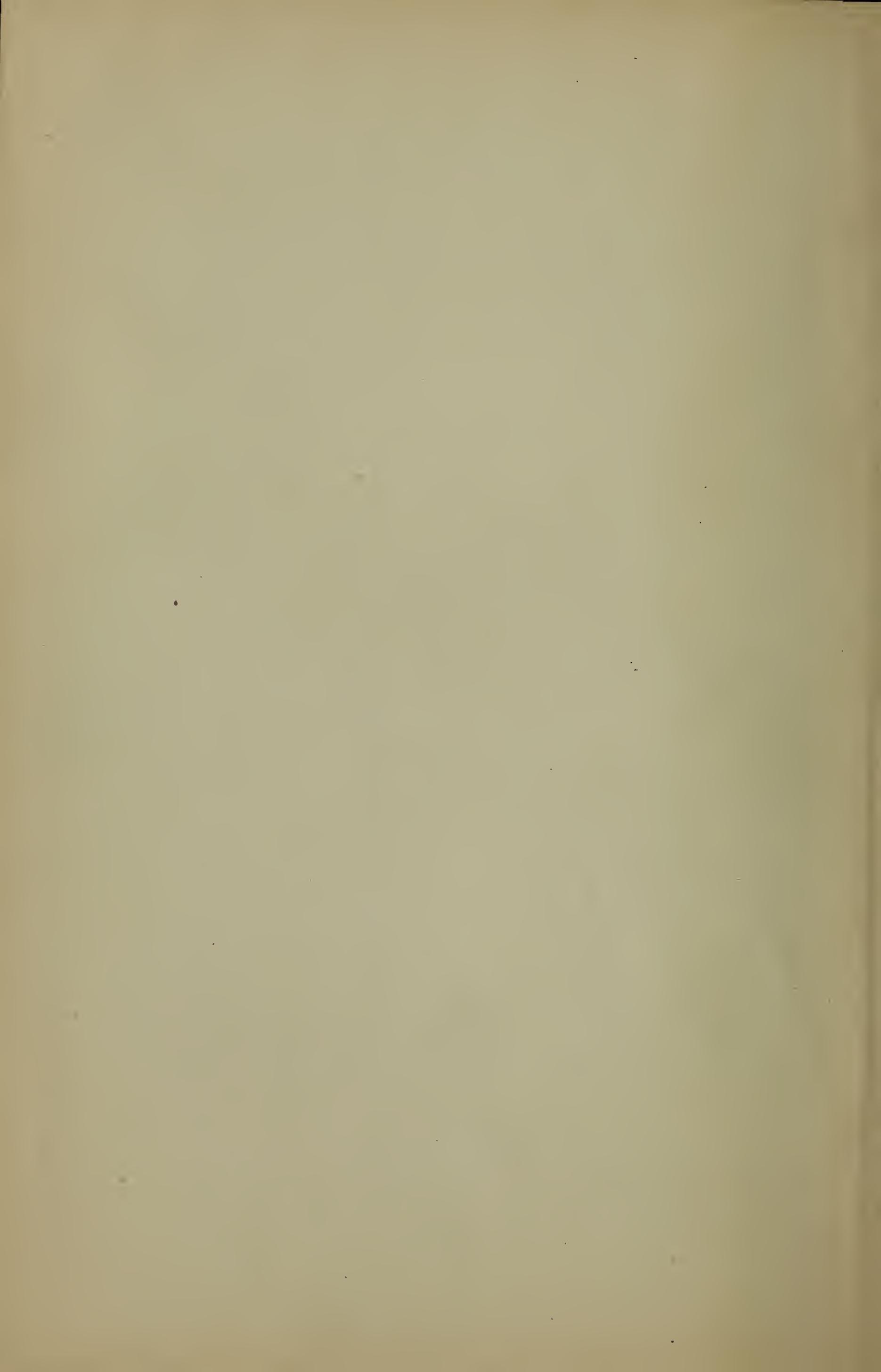
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CLERICAL SYSTEM

ECONOMICS

OF

LIBRARY, PERIODICALS, SERMONOLOGY,
CORRESPONDENCE, ADMINISTRATION,
AND BUSINESS

A CABINET CLASSIFICATION OF LITERARY WEALTH,
HOMILETIC MATERIAL, SPECIAL STUDIES,
AND OFFICE WORK

INSCRIBED TO YOUNG MINISTERS OF ALL DENOMINATIONS,
STUDENTS, AND ALL PROFESSIONAL PEOPLE
WHOM IT MAY INTEREST

BY

WILLIS V. DICK

Designer of the "Clerical Cabinet" and "Ready
Sermonizer Series"

*"Economy is . . . the growth of experience, example,
and forethought."*—Smiles

CINCINNATI: JENNINGS AND PYE
NEW YORK: EATON AND MAINS

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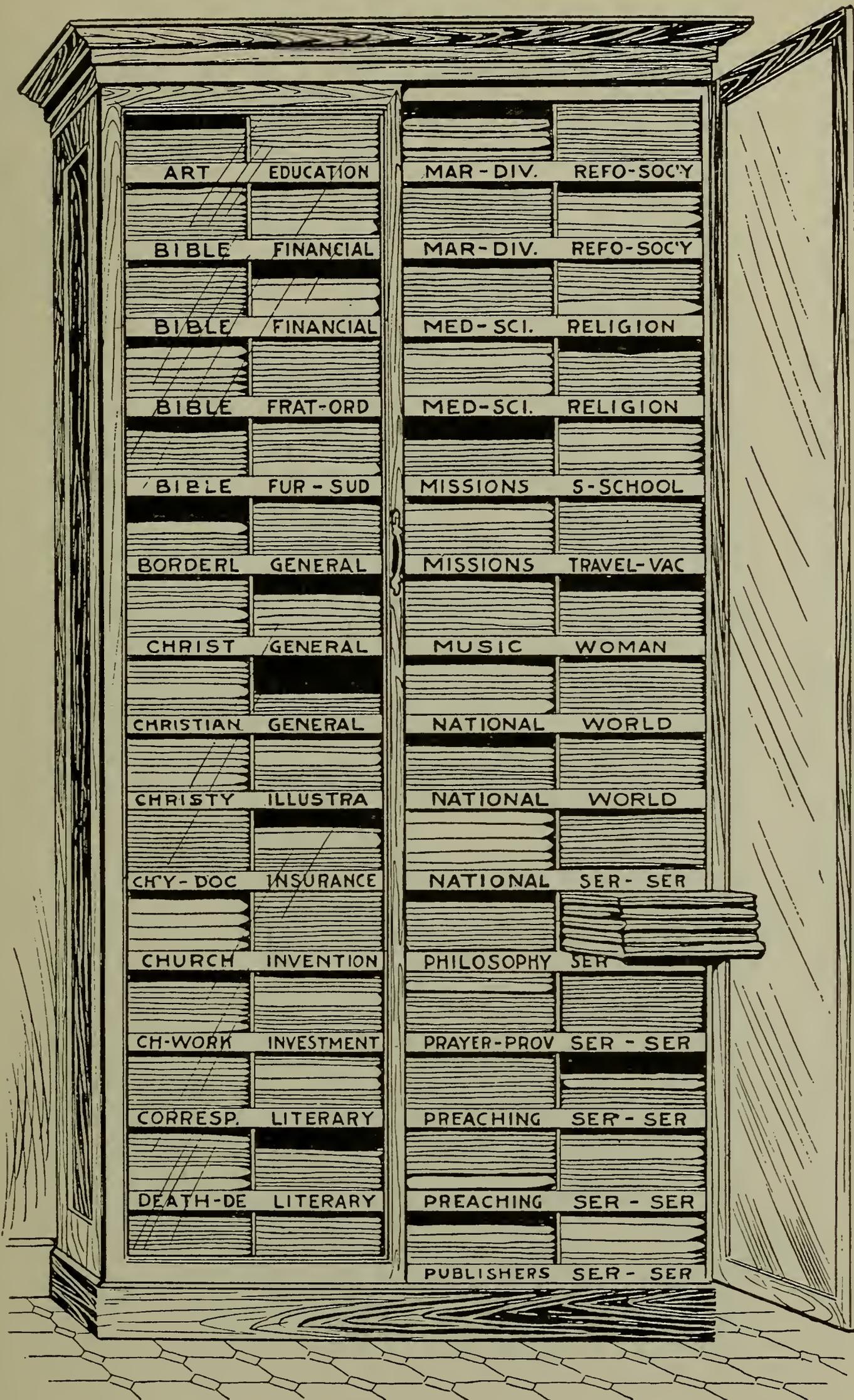
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THE CLERICAL CABINET.

“I am as proud of the specimens I gather into my cabinet as ever a collector of crystals was of his captured gems.”—
JOSEPH COOK.

PREFACE.

CORRESPONDENCE elicited by the publication of the writer's clerical cabinet, subject and sermon record books, and sermon stationery, seems to justify the production of this volume. Close study of everything within reach during twenty-two years; careful trials of methods with manifold experiments, and an extensive knowledge of the many labor and time saving devices issued for preserving and utilizing the treasures of the library and literary miscellany; experience in secretarial and program work, and schedule making,—all these, together with administrative responsibilities, may be accepted as credentials. The utmost simplicity and elasticity commend the system outlined in this manual, and it is believed that all who may examine these forms of clerical inventory will be impressed with the utility of the work.

COLUMBUS, OHIO, 1904.

INTRODUCTION.

IT is my belief that no book of recent years has been published of greater value to the careful minister than Dr. Dick's "Clerical System." To redeem the time, to save one's self from a large amount of mental drudgery, to have at hand for ready reference the material gathered through a series of years, to have the right kind of facts hung on the right hooks to be taken down for instant use, is a possession of untold value to the busy minister.

The world has no time to listen to poor preaching; we mean preaching that is not re-enforced by the latest truth gathered from every possible authority with which the industrious preacher always fills his sermon. Lack of results in preaching may often be traced to lack of discipline in preparation and lack of material at hand for use when needed. The man who insists on personal discipline of this sort will presently find himself able to do two things with regard to his reading: he will learn what to skip, and he will learn to read with a view to using it.

He will not become an animated scrapbook, for the man who can do all this will also do his own thinking and reach his own conclusions. It pays to take trouble; it pays to have a working plan; and it pays to have a high standard of excellence for one's self, for one is not apt to be any better than he plans. There is a victory assured in the determination on the part of the young minister that he will gather honey out of every flower, and if the flowers are not handy, then he will get it out of weeds. In other words, he can make all things tributary to his personal enrichment if he will.

This book is a wise and timely contribution to this end. It will help any one who wants to succeed, and, if that be true, it is certain to have a very large sale.

H. C. JENNINGS.

SYSTEMATIC EQUIPMENT.

THIS production is the result of experiment and experience, costly in time and labor, by which a plain, convenient, comprehensive, and effective plan has been evolved for utilizing literary wealth, for ready sermon-building, clerical notation, and immediate reference to anything in the minister's study-room equipment. No advice is offered concerning the selection of library books, and nothing is outlined that invades the science of homiletics.

The minister is a constant student and should be an example of systematic work. If he classifies his reading and thought properly, he will have, eventually, a valuable, ever-ready, and exhaustless equipment.

Ever, as time advances, it will become more and more difficult to keep track of human thought, movements, and achievement, and we are driven to rigid rules in order to preserve the respect and confidence of people, and to justify our own conscience.

Time and labor-saving devices are employed in industrialism, in the professions, science, and everywhere. Business can not flourish except by card and cabinet systems in office work.

REGISTERED WEALTH.

Overtaxing It is needlessly cruel to overtax memory. It is
Memory. not so much what one carries in his head, as what he can have upon requisition, that is needed. He knows where his treasure is, and does not have to search the room or sweep the floor to find the coin. Much can be saved without thorough study, and when that subject begins to grow in the minister's mind, his mine is ready to be worked.

Memory Memory must be aided by clerical notation, and
Aided. the devious evolutions of form in such notation have made many an hour dismal and disheartening to the sermonist. He feels that he is under duty to his conscience, congregation, and Lord to do the most effective work of which he is capable. If persistent diligence only is needed to compass success, then there is no excuse for failure. Talent grows by training, and discipline prepares for attainment and the wise use of knowledge.

IN COMMAND BY TRAINING.

Illustrative Not what one earns but saves, and not what he
Values. reads but controls, is wealth. To keep track of the world is duty. We are after it to help it, and be helped by it, and must know where it is and what. We are to save it, and be saved by it in more ways than one. Therefore, it must be pursued. One pro-

lific, popular, ministerial writer discourses on the theological seminary he “would like to enter.”¹ He wants a department in chalk-talk and cartoon work, and a practical course in chemistry, geology, and astronomy with reference to their illustration of spiritual ideas.

The ministerial novice may have had splendid scholastic preparation, yet he goes forth unskilled in practical sermon-making, and in the art of homiletic economy. He must learn to preach by preaching. He must select text and subject, to be illumined by mental and spiritual perception, and enriched out of his storehouse of material.

Could one think again the thoughts which some-
times come to him as vagrants, but were undetained
and unrecorded, how welcome they would be in
emergency!

Fugitive
Literary
Wealth.

Facts and points possessed can not be located, and oftentimes more effort is given to search than to preparation.

It was said of a certain able minister that he could prepare a new sermon quicker than he could find an old one.

A minister who is not in control of his own resources, who has failed to discipline his treasures, who can not, like a wise scribe, bring forth out of his treasures things new and old, is shorn of his

¹ H. M. Sheldon.

strength. Happy the one who is “monarch of all he surveys.”

SYSTEM.

Too small attention is given to training the minister in literary economics and record-keeping. Requisites and every facility afforded by manufactured inventions, that can be used with profit, should be employed.

**Seeking
and not
Finding.** Many of us, if we had been given the right start in utilizing time and labor-saving devices, need not have wasted precious hours in searching for what we needed, knowing it was somewhere within reach, yet unable to find it, or to find out what we needed in order to find it.

**The Sin of
Carelessness.** It would be well now to have an examination of candidates for the ministry on the clerical habits and system employed in ministerial work. “Like priest like people.” Carelessness in the one spreads a contagion of carelessness among Church officers. The one insistent theory of Christianity is, DO NOW THE DUTY OF THE MOMENT!

SAVING MATERIAL.

WHAT ministerial methods of getting, saving, **Experimenting.** and using knowledge can be employed to advantage? One uses his Bible as an index rerum. Another has a system of key letters in a file case. Some a card device, or scrapbook series, or pigeon-hole receptacles. There is a general trying and seeking upon the part of ministers to find the way.

THE LIBRARY BOOKS.

What shall be done with them? Works of refer- **The Subject** ence are ready for use whenever needed, and are **Record.** passed by. But poetry and all the classics, history, biography, science, philosophy, sociology, theology, and all the rest,—how can they be made to minister to our needs? Few can have a second reading, and we can not rely upon the index to cite us properly. The consensus of opinion is that a **SUBJECT RECORD BOOK** meets the need. The publication of such a volume, in neat, substantial form, has proved to be the thing desired.

THE READY REFERENCE RECORD
DESCRIBED.

The Record This is a blank book of more than five hundred
Described. pages, six by twelve inches, with lettered index, in
which every subject of interest to the minister can be
recorded, and a glance reveals the location of any
literary material desired.

Preceding the blank pages of the lettered index, in which each one may write his own list of subjects, there is a printed Specimen Index of five hundred subjects, properly paged, and printed. There is ruled space for thirty-six entries to the page, in the body of the Record.

READY REFERENCE RECORD.

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<i>Estimate of.</i>	<i>Strauss, "Life of Jesus," p. 625.</i>
<i>Humanity of.</i>	<i>Nash, "Hist. High. Crit," p. 25.</i>
<i>Deity of, How Discov'd.</i>	<i>Grif.-Jones, "Asc. Th. Christ," p. 259.</i>
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<i>Beginning of Diverging Lines.</i>	<i>Grif.-Jones, "Asc. Th. C.," p. 32.</i>
<i>Man's Origin in God.</i>	<i>Pike, The "Div. Drama," p. 364."</i>
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SUBJECT ACCUMULATIONS.

To illustrate what a subject may develop within a few years, under the record system, the writer's "Music" page shows the following:

Piano Playing a Disease; Can a Musical Note Cause Explosions? Has Music Any Meaning? The Worship of Song, and Hymn Reading—Illustrated; Classic Music Origins; Music and Sociology; Does Music Incite to Crime? Development of Song in Birds; The Permanence of Ragtime Music; Sidney Lanier on Music; Richard Strauss and a New Era for Music; Reform of Church Music; New Departure in Vocal Science; Isaac Watts, Founder of English Hymnody; The Immoralities of Music; The Musical Symphony; Hymnology Reviewed by an English Peer; An Example of Pictorial Music; Physiological Basis of Musical Feeling; Billings, Father of American Music; Strauss's Influence Upon Orchestral Music; Vital Figures in American Music; The Marseillaise; New Oratorios; America's Musical Poverty; Singing, a Lost Art; True Negro Music Obsolete; Neglected Side of Musical Education; Women and Music; Music of American Indians; Pathological Music; Present Condition of Music, etc.

Indeed, so rich is the record, that a mere glance at the entries of the page, without reference to the articles, oftentimes is sufficient to suggest the history of

Index of One Subject.

A Mere Glance Significant.

the subject. Our " Negro " page gives this exhibit :

Necessity of Higher Education for the Negro ; The " Beasthood " of the Negro a New Key to Biblical Interpretation ; Race Separation ; Mulattoes as Writers ; Are Negroes Deficient in Vital Resistance ? The Negro as Literary Material ; The Negro as a Blessing ; Negro Views of the Ex-slave Pension Bill ; Alleged Negro Slavery in Alabama ; Negro Christianity in the West Indies ; A Lawyer's Solution of the Negro Problem ; The Mulatto Problem ; Congress and Negro Suffrage ; Opposition to Booker Washington ; Christianity for Whites Only, etc.

The " Science "

Or, " Science : "

List.

Standing of American Scientists ; Science in America ; Origin and Progress of Science ; Earth as a Great Steam Boiler ; Is there a Nascent State ? Do Natures' Laws Change ? An Unexplored Universe ; How Scientific Discoveries are Made ; Is Coal a Bacterial Product ? Is Matter Alive ? Does Water Dissolve Glass ? Repulsive Forces in Nature ; The Birth and Death of Worlds ; What Becomes of Dissolved Substances ? Does Weight Depend on Temperature ? Disease in Metals ; The Age of Radium ; " Cruelty " in Plants ; Pictures of the Forces at Work in Liquids ; Is Applied Science Vulgar ? Must our Chemistries Be Rewritten ? Shall We Give Up the Atom ? etc.

Thus the subject record becomes the chronology of the history of a subject, whether of literature, politics, countries, reforms, railroads, science, religion, sociology, theology, or the world. One's library is under his thumb, and the delightful sense of ownership is experienced.

In case one volume is exhausted, a second one **A Literary Con-**
can be started. Should any one subject become too **cordance.**
prolific for the space allotted, a mark at the bottom
of the page will show that it is carried to another
page where there is room and to spare. The Refer-
ence Record is the minister's literary concordance
and workshop indicator.

In after years, a second volume can be used,
when needed, with the same classifications.

THE CLERICAL CABINET.

THE PERIODICALS.

THE minister owes it to himself as well as to his work to know his periodicals every week. The denominational papers should be scanned thoroughly, with fountain pen or pencil in hand.

Reading for Future Reference.

A light line drawn along the side margin of every utterance of interest, being the gist of the matter treated, will save rereading the entire article again. If the article is worthy of preservation, the initials of the periodical at the head of the article can be marked, with date, so that when the reading is finished and the periodical digested, it can be cut to pieces readily and the articles properly distributed.

Advertisements and Local News.

Even in the advertisements, and local Church news, something of value for future use may appear and should receive proper surgical care.

Disposal of Periodicals

But shall the periodicals be destroyed? File them and keep at hand the annual index? What treasures the minister will have in later years! However, as the shelves gradually fill to overflowing, the task of utilizing the files becomes prodigious.

Time is too valuable to employ it in searching the musty tomes of ephemeral literature.

Possibly, though, the volumes have been bound at a dollar and a half each, which adds to the owner's distress. The master is the slave. He meditates. The Master in He has dusted and moved those files again and again, Slavery. and used them so little! He is awed by their growing immensity.

Though the very thought seems almost sacrilegious, he finally determines to rid his study of the incubus. The world survived the destruction of the great Alexandrian library, the Ephesian bonfire, and the burning of Bibles.

So these files of "periodical" troubles the min- The Incubus ister will destroy! But, what a pity! He relents Attacked. a little, and decides to explore the files with scissors or metal ruler, pen, paste, and paper clasps, clip and catalogue what may please him, and—burn the wreck!

This is wise. It will take the odd hours of several weeks, possibly months, to complete the task, but the time so employed will be well spent.

Only a few—better one or two—general period- The Task Com- icals of highest literary and historical interest are pleted. spared from mutilation and destruction. Their most valued articles, or paragraphs, are indexed in the subject-record book, and are thus available and ready for use.

THE CABINET.

The clerical cabinet, home-made or factory-made, becomes of great value. Some of the high-priced cyclopedic files manufactured are too intricate, and provide too many subdivisions of interrelated subjects. Too much labor is required to keep such in order.

Simplicity and Flexibility. Simplicity and flexibility are the essential qualities of a workable system. Economy of time and money is a desideratum.

Cabinet Case Described. A case in mind, home-made, that answers the real purpose, is given. Height, 7 feet; width, 44 inches; depth (inner measure), $10\frac{1}{2}$ inches. It was built as a book-case, and utilized for cabinet purpose by inserting intermediate shelves, with tin divisions, making the receptacles 7 x 4 inches. For readier moving the case was sawed in two and left standing in original position. Double doors were provided with glass panels, that the dust might be excluded.

No case for books or cabinet material is worth the space it occupies, unless it is inclosed. The doors should be provided with fastenings. There is no cleaning or dusting needed within, and the contents are always attractive, and need not be removed however far the case may go in transportation. Fastened securely, it will ride by wagon, car, or boat, and be ready for use in five minutes after landing.

This description is given to encourage some who would hesitate to incur the expense necessary to secure a case that would be a piece of fine furniture. The cabinet work and classification would be the same for any case, whether of unfinished lumber or the finest mahogany. It ought to be said that the invention of a fireproof cabinet case is being developed that will be far superior to any of wood, lighter in weight, and less expensive than those offered in the market at the present time. But this notice should not delay the development and use of the cabinet plan.

Fire-proof Cabinet.

INDEX OF DIVISIONS.

Art.	Investments.
Bible.	Literature.
Borderland.	Marriage—Divorce.
Christ.	Medical Science.
Christian.	Missions.
Christianity.	Music.
Christianity—Doctrines.	National.
Church.	Philosophy.
Church Work.	Prayer—Providence.
Correspondence.	Preachers—Preaching.
Death and the Dead.	Publishers—Publications.
Education.	Reforms—Sociology.
Financial.	Religion—Religions.
Fraternal Orders.	Sunday-school.
Furnishings—Supplies.	Travel—Vacation.
General.	Woman.
Illustrations.	World.
Insurance.	
Invention.	

Sermon Series.

Neat, gummed labels for use on the cabinet shelving can be purchased at ten cents per hundred.

SPECIMEN :

Christianity.

THE ENVELOPE CABINET DESCRIBED.

After much investigation, experiment, and experience, it appears that, of all cabinet receptacles, the envelope is best. What may be regarded as the **The Manilla Envelope.** standard in size and weight is known as the Manilla pamphlet, $6\frac{1}{4} \times 9\frac{1}{4}$, open end with flap.

A smaller size will not carry magazine pages and pamphlets in the usual forms. A larger size consumes too much cabinet space. A heavier envelope also consumes space and is more expensive. The size named above can be made to answer all needs, and can be bought in 500 lots at about 90 cents, or \$1.75 per thousand.

Uniformity Es-
sential. The size adopted should be continued, for the sake of uniformity, in every division.

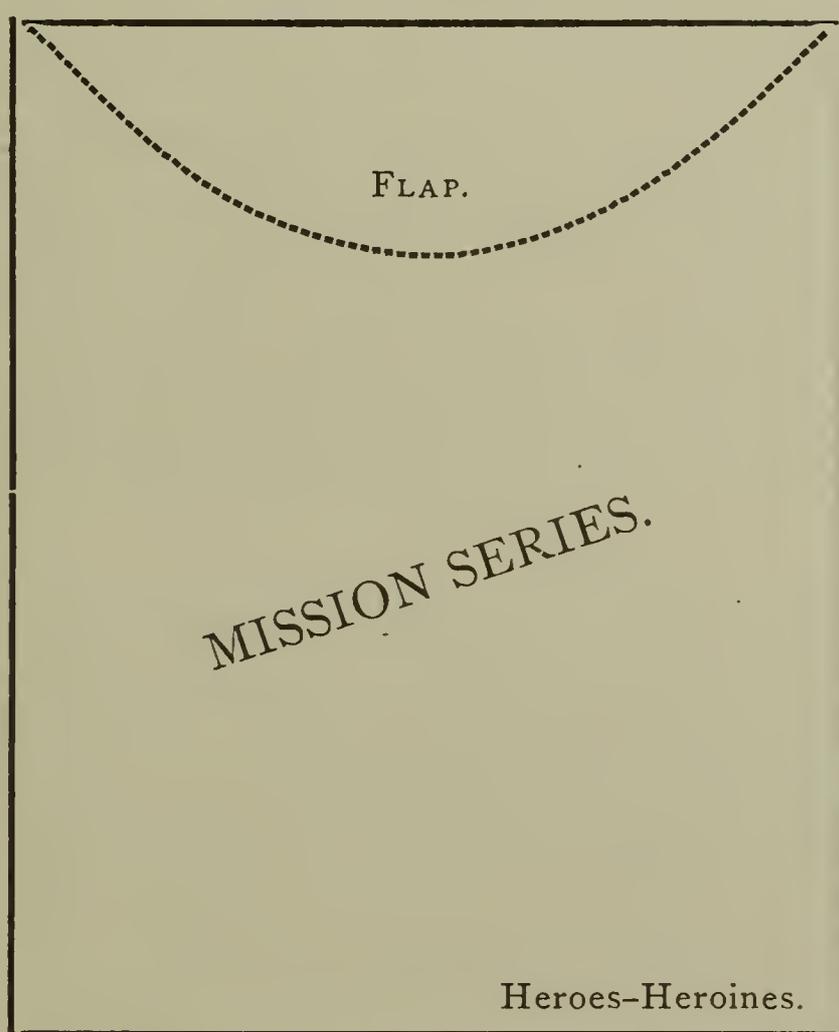
Everything can be brought into a condition for immediate reference and use that is not found in the subject record of library wealth and in the other forms of literature preserved, and indexed.

By writing the sub-title on the bottom margin of the envelope, as in the accompanying illustration, the

open case, and proper division, will reveal the envelope desired, at a glance. The flap at the top of the envelope is useless except that it makes a firmer edge when pushed to its place in the cell. Alphabetical order in each division is the essential care necessary.

This system makes unnecessary the card index, as Card Index Not the envelopes are as readily found as the card. The Needed. card index is excellent for parish membership record.

SIZE: $6\frac{1}{4}$ x $9\frac{1}{4}$ inches.



A MARKED CABINET ENVELOPE.

“Master of the Facts, . . . Master of the Situation,”
—GILBERT,

PREPARATION FOR ENVELOPE FILING.

The daily paper ; literary, scientific, and religious periodicals ; magazines, pamphlets, book announcements, and all the mail traffic ; and Church and business matters, are to be digested, assorted, noted, carved, and placed.

The ephemeral “daily” will furnish something, marked as read, in any blank space the article furnishes at top, or bottom, or center, as : O. S. J., 1-20-04.

Marking Current Literature for Dissection. While reading, draw a line along important parts for convenience in reference ; clip, and place in the proper subject envelope. In more valuable periodicals, the religious for instance, the marking habit should be followed, with initials of paper and date on any margin, unless the entire page is to be excised, in which case the name and date usually appear in print.

Discerning Values. Few extra moments are demanded to track the reading with such notations in any and every article worth preserving. When through, it may be found that articles on both sides of a page, and column, are marked, but a glance will determine which is more valuable, and the metal-edge ruler held on the surface soon presents the extract.

Now and then the paste tube will be used to unite dis severed portions of articles in different columns.

Frequently, the closing paragraph may be forfeited

to preserve another article that follows, but the closing paragraph rarely contains facts, and may be dispensed with.

Magazines, with their lengthy subjects, are easier handled. The metal ruler held firmly against the inner margin of the initial page usually will suffice for tearing all the leaves of a given subject out at once, and the small wire clasp is slipped over the leaves at the left hand top corner and made secure. The Process of
Excision.

This permits reading the article as well as before the removal was effected. Many books could be treated similarly with profit.

Pamphlets should be made the subjects of notation likewise, and all find their appropriate home in the envelope cabinet.

Advertisements, book announcements — every thing preserved in the cabinet, should be marked with the date of publication, or entrance in the minister's study. The Notation of
Dates Important.

With all periodical literature duly marked as read the surgical operations may be delayed, but at least once every week the whole of it should reach the cabinet, for any article can be found as easily there as in the original form.

Where but two or three pages of a magazine article contain the whole of it, instead of the metal clasp a touch of paste between the sheets at the designated corner (left hand at the top), serves as a neat fastening.

The Bibliography of a Subject. It should be remembered that one of the important features of the envelope cabinet is its bibliography of every subject. Book announcements and press reviews of the same are distributed in the envelopes according to subjects, so that the minister can have at hand a catalogue of the book literature of any subject not already in his library.

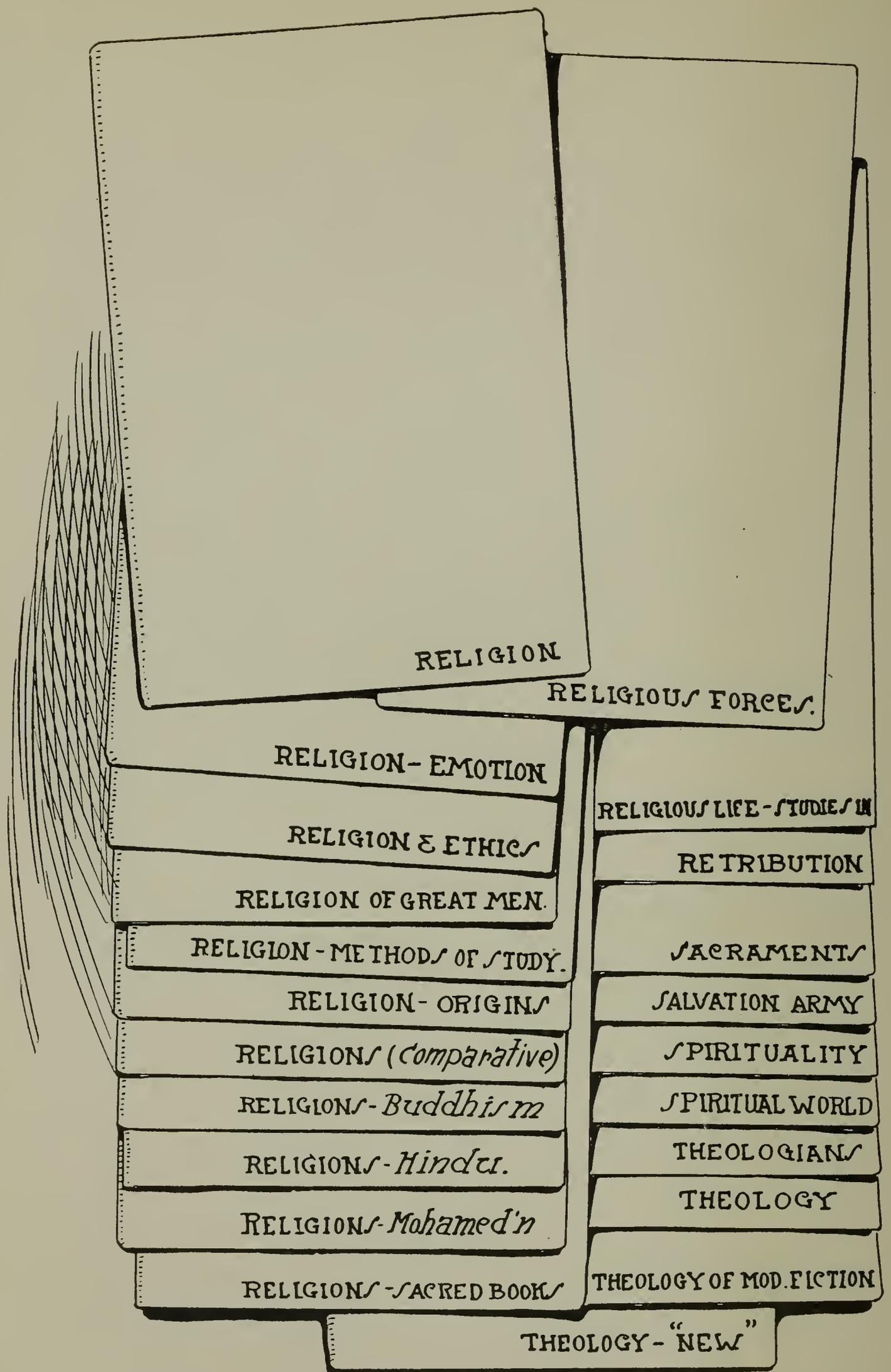
Driven to Desperation. With the Ready Reference Record of his library and preserved periodicals, and the envelope cabinet, he is in constant command of all his resources. Dr. W. L. Watkinson, of England, believes “that many a preacher who resorts to eccentric and sensational stratagems does so from the consciousness of the meagerness and frailty of his theological and philosophical resources,” and Professor Thayer, of Harvard Divinity School, said to his students not long since: “Do you wish to become great? Remember, it means more hours at your desk. The greater you desire to become, the more hours you must work.” And to this, such eminent preachers as Bishop Fowler, and the late Bishop Brooks would have said “amen!”

The writer is aware that some features of this system have come to him from the writings and teachings of others, here a little and there a little, but the economy of saving and utilizing material and the forms of record and cabinet classification as outlined herein, are the outgrowth of his own study and

experience. It would be a pleasure to acknowledge in detail every source of helpfulness in this life work, were it possible to do so.

The struggle with the scrapbook series was ended after much patient application. The intricate "letter" file method was used and discarded, and the consumation of all previous experiments is set forth in these pages.

Among those who have brought their equipment under this system, so far as is known, there is not one discordant note in the testimony of appreciation.



A CELL OF ENVELOPES WITH LABELS.

“To know where to go for facts or figures is better than to try to keep them like lumber in the head.”—MILLAR.

142 THE OUTLOOK July, 1892
SUNDAY AND THE LABOR MOVEMENT IN EUROPE.
There is abundant evidence that the question in Europe is about to assume important phases. These changes are exciting Labor Movement and radical...

BIRTH OF THE "PURITAN SABBATH."
THE WORK OF NICHOLAS BOWNE
Nicholas Bowne's argument made in 1893, continued from page 73, April Issue.

88 Methodist Review.
Homer, D.D., Pittsburg
OUR LORD AND THE REST-DAY.
A dialogue in the Mosaic style.
Q. 1810. What is the significance of the word "Sabbath" to the original Hebrew? Does it mean rest only? or does it mean "severance" or does it mean the "seventh day" or what is the real meaning?
A. The word Sabbath corresponds to the Hebrew noun "Shabbath" (שבת). The original meaning assigned by lexicographers is on the etymology given to it. Two theories are advanced: (1) It is derived from the verb "Shabath" (שבת) which means to rest. This verb is well known to make the stand for rest. (2) It is derived from the verb "Shabath" (שבת) which means to rest. This verb is well known to make the stand for rest. (3) In case of a Sabbath day, it is derived from the verb "Shabath" (שבת) which means to rest. This verb is well known to make the stand for rest.

8 Aug 20 - 1890
THE ADVENTURE

WEA 1-21-85.
RAILROADS AND HOME LIFE.
The railroad system is one of the great achievements of the nineteenth century, and its development has brought about a new era in the life of the nations.

Reed 1896
POCKET SERIES, - No. 101
THE CREAMERY;
WHAT TO DO WITH THE SUNDAY'S MILK.

Q. 4608. Has there been found of late years, or at any time, a tablet in Ninereh which says that Sunday was observed by the Ninerites as a day of rest?
A. We do not know much about Assyrian days of rest. There exists in Assyria a verb "Shabaru" which means "to celebrate" or "to make festival, to rest." This verb is related to the Hebrew verb "Shabbath" (שבת). The Assyrian noun "Shabaru" is so rarely that we simply do not certainly know what it is. It is folly to base any argument on it.

Horace Greeley and Sunday Work.
The matter of keeping open the shops on the Sabbath day is so stirringly brought before the country that the hearts of Christian people all over the country are being furnished with new thoughts.
The following is a well-known quotation from our ex-lord's letters written to the following effect:
"The matter of keeping open the shops on the Sabbath day is so stirringly brought before the country that the hearts of Christian people all over the country are being furnished with new thoughts."

SABBATH

AN ENVELOPE WITH CONTENTS DISCLOSED.

"Order is Heaven's first law—a glorious law."—MILTON.

THE MARVELS W
IN ONE HU
L.H.G. By Geor
5.00

HERE were but 5,300,000 People in America when this century opened. France had five times as many people, Germany had ten times as many, Austria had four times as many, Italy had three times as many.

The Home Co
English Novel in

THE PROGRESS OF SCIENCE

Sat. E. P. 1-19-02
The Autobiography of an Immigrant—B

THIS book was a sufficiently long test for my use. Under a pretense I went back to Carmel, where mother and the children lived. Six weeks went at that time.

1898) **God's Glory in Christ's Face** 1063

subdued people whose interests are dependent upon the caprice of the ruling race. Many objects to the position here assumed on the ground that the suggested course of procedure would be unmanly, and that people who surrender their rights can hardly be regarded as men. The race is not urged to surrender its rights but to make a possible use of them. It is no more unmanly to yield the controlling influence in political matters to the substantial and responsible element in the South than to make like concession to the baser of white men who have manipulated the political action of the race since the days of emancipation. The regency of the few white politicians over negro masses is the highest evidence of the dominant character of the Anglo-Saxon race. In conceding the controlling influence to those who can render him the greatest service, the negro shows himself to be no whit less manly, but a great deal more sensible.

Howard Crosby, Washington, D. C.

Cosmopolitan THOMAS ALVA EDISON 5-02

EDISON is fifty-five years of age. Seven hundred and sixty-five United States patents have been issued to him. His character and his work are of a character and have a character of their own.

brought to the public a marked reduction in telegraph tolls and to the operating companies a vast increase in patronage. The carbon telephone was invented by Edison after a series of experiments. This proved to be of great value to the development of the telephone interests of the day. It was materially assisted in making possible the long distance telephone service which is now one of the most widely established business enterprises of the world with hundreds of millions of dollars invested in it. The electric lighting central stations of the country using incandescent lamps are the greatest monument to Edison's genius and energy. Nearly all of them particularly in the large cities, are named for the man who built the first one. His work in this field was original, far seeing and ahead of the time. The Edison electric illuminating system is the most constructive ability of the highest order. The Edison electric illuminating system is the most constructive ability of the highest order. The Edison electric illuminating system is the most constructive ability of the highest order.

God's Glory in Christ's Face
Outlook By Lyman Abbott 10-98

Seeing it is God that said light shall shine out of darkness who shines in our hearts to give the light of the knowledge of the glory of God to the face of Jesus Christ—1 Corinthians 4:6

THIS verse may be read to a slightly different form and one which perhaps gives more of the meaning which seems to me to be the meaning of the verse—God—he who shines in our hearts to give the light of the knowledge of the glory of God to the face of Jesus Christ—1 Corinthians 4:6

THE SATURDAY EVENING POST
Lessons in Nature-Loving 4-19-02

IT REMOVES Nature to which our children should be near before the coming summer. The author is a woman who has spent much of her life in the woods. The book is a guide to the woods and contains many interesting facts about the life of the woods.

Labor Versus Capital.

A TALK WITH SENATOR HANNA
HOW HE INTERPRETS THE SIGNS OF THE TIMES.

From Our Own Correspondent

WASHINGTON, Jan. 4.—"What does the present labor situation mean?" I asked this question of Senator Hanna this afternoon.

"No," was the reply. "There is no question of unbounded prosperity. The labor market in which business must run at a profit will be necessarily reduced. As to the condition of the crops, it is not serious."

THE COSMOPOLITAN

THE COSMOPOLITAN

Scribner 4-02
THE FIELD OF ART

The Strand 11-02

The American Cartoonist and His Work

By ARTHUR LORD

In our last article we spoke of the knowledge of the cartoonist of the mechanical process of the newspaper. This facility was almost fatal to his art. But now that the cartoonist is confining his efforts to one cartoon a day in the New York Tribune, his work both in art and in journalism is of a high order.

Permanent Results in Evangelistic Work
W. C. A. 1-27-04

There are some who say that the day of revivals has passed. Others are thoroughly convinced that if the Church restore her old time faith in the old methods, they would be as effective as ever. It is certainly true notwithstanding increased interest in organizations for children and young people that there is still a vast mass of unevangelized youth and that this will be reached by some form of special society, or by some other method.

Missionary Forces at Work in Korea

The Rev. George Heber Jones, of Chumupo, Korea, a missionary of the Methodist Episcopal Church to that country since 1888, is now in the United States on furlough, making his home at Utica, N. Y. Dr. Jones began his work in Korea only four years after the country was open to mission effort. In response to a request, he has made the following statement concerning foreign missions and missionaries in that empire, which is now the bone of contention between Russia and Japan, and which may soon become the scene of war between these contending nations.

C. A. 1-28-04

The present missionary forces in Korea are grouped into four bodies: (1) Presbyterians (2) Methodists (3) Anglicans (4) Catholics. These four bodies maintain a large staff of American and European workers with a widely distributed native Church of fully 80,000 professed converts who with their adherents, embracing inquirers and seekers after Christian truth, attendants on the various congregations, religious and friends of Christians, not yet in the Church, but favorable to Christianity, make up a total Christian population of 200,000 or approximately two per cent of the entire population of the empire. The greater portion of these have been won to Christianity since 1888. The Christian population of Korea is not more than 2% of the total population. The growth numerically has been unparalleled by any other mission field during the same period of time.

The various Missions of these Christian bodies carry on work along all the lines of Christian activity. A large proportion of the workers are engaged in the direct work of preaching, large numbers of the Korean people being open to approach and disposed to consider the claims of Christianity upon them. Schools are maintained ranging from the

EXCISED ARTICLES READY FOR FILING.

"In the early part of life we collect the materials; as we grow older we learn to use them."—WAYLAND.

ENVELOPE SUBJECTS OF DIVISIONS.

ART :

American.
Egyptian.
France-Switz.
Greece.
Influence of.
Italy.
Madonnas, etc.
Museums.
Oriental.
Painting.
Painting, Masterpieces.
Photography.
Portraits.
Portraits, Artists.
Portraits, Mil., Naval.
Portraits, National.
Portraits, Preachers, Reformers.
Portraits of Rulers, Royalty.
Portraits, Self—family.
Pottery.
Sculpture.
Sculpture, American.

BIBLE-BIBLIOLOGY :

Abraham.
Acts.
Adam (and “Pre.”)
Amos.
Angelology.
Apocrypha.

Apostles.
Babylon.
Bible, Achievements—Influence.
Bible Addresses, Sub. Matter.
Bible and America.
Bible Archæology.
Bible, Authority of.
Bible Characters.
Bible Children.
Bible Circulation.
Bible Criticism.
Bible Customs.
Bible and Experience.
Bible Eulogies by Em. Men.
Bible History.
Bible and Indians.
Bible, Inspiration of.
Bible, Interpretation of.
Bible and Jews.
Bible as, and, Literature
Bible Making.
Bible, Men of, and Man.
Bible and Missions.
Bible and Oratory.
Bible Revisions.
Bible and Schools.
Bible Societies.
Bible Society Addresses.
Bible Society, American.
Bible Society, Colportage.

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| Bible Society and Missions. | Genesis. |
| Bible Study. | Gentiles. |
| Bible and Sunday-school. | God. |
| Bible Tested Historically. | Gospel—Gospels. |
| Bible Translations. | Gospels, pseudo. |
| Bible Versions. | Habakkuk. |
| Bible World. | Hades. |
| Cæsars. | Haggai. |
| Christ. | Heaven. |
| Christianity. | Hebrews (Epistle.) |
| Christians. | Holy Spirit. |
| Chronicles. | Hosea. |
| Colossians. | Idolatry. |
| Commentaries, etc. | Immortality. |
| Corinthians, I, II. | Isaiah. |
| Covenants. | Israel. |
| Creation. | James. |
| David. | Jeremiah. |
| Daniel. | Jerusalem. |
| Decalogue. | Jews. |
| Deluge. | Job. |
| Demonology. | Joel. |
| Deuteronomy. | John Baptist. |
| Easter. | John, Gospel. |
| Ecclesiastes. | John, Epistles. |
| Eden. | Jonah. |
| Elijah. | Joshua. |
| Ephesians. | Jude. |
| Epistles. | Judges. |
| Esther. | Kings (Books.) |
| Exodus. | Lamentations. |
| Ezra. | Leviticus. |
| Feasts (Jewish.) | Luke. |
| Galatians. | Magic, Witchcraft, etc. |

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| Malachi. | Sabbath. |
| Mark. | Samson. |
| Matthew. | Samuel (Books.) |
| Micah. | Sanctuary. |
| Miracles. | Satan—Sin. |
| Moses | Solomon. |
| Nahum. | Song. |
| Nehemiah. | Synagogue. |
| New Testament. | Temple. |
| Nicodemus. | Thessalonians, I, II. |
| Numbers. | Timothy, Epistles. |
| Obadiah. | Tithing. |
| Old Testament. | Titus. |
| Orientalisms. | Women of Bible. |
| Palestine. | World, Bible. |
| Parables. | Zechariah—Zephaniah. |
| Patriarchs. | BORDERLAND : |
| Paul. | Adventism. |
| Pentateuch. | Astrology. |
| Peter, Epistles. | Borderland. |
| Pharaohs. | Clairvoyance. |
| Philemon. | “Christian Science.” |
| Philippians. | Credulity. |
| Philistia. | “Dowieism.” |
| Prayers. | Dreams. |
| Priesthood. | “Faith Cure” and “Heal-
ers.” |
| Prophecy. | Fakes. |
| Prophets. | False Messiahs. |
| Proverbs. | Fanaticism. |
| Psalms. | Hypnotism. |
| Revelation (Book) | Imaginations. |
| Revelation, Methods of. | “Miracles.” |
| Romans. | Oracles. |
| Ruth. | |

“Spiritualism.”

Superstitions.

Telepathy.

Theosophy.

Witchcraft.

CHRIST :

Christ.

Christ in Art.

Christ, Ascension.

Christ, Atonement.

Christ, Authority.

Christ and Classes.

Christ, Crucifixion.

Christ, Epiphany.

Christ, Exaltation.

Christ, Foretold.

Christ, Gethsemane.

Christ, Humiliation.

Christ, Incarnation.

Christ, Lenten Season.

Christ, Life of.

Christ, Ministry.

Christ, Nature.

Christ, Passion Week.

Christ, Resurrection.

Christ, Sayings of.

Christ, Supper.

Christ, Temptation.

Christ, Youth.

CHRISTIAN :

Biography.

Citizenship.

Ethics.

Experience.

Hygiene.

Inconsistencies.

Growth of.

Martyrdom.

Perfection.

Profession.

Service.

Visions of.

Year (Christian.)

CHRISTIANITY :

Acc. to Christ.

And Evolution.

Heirship of.

And Infidelity.

Influence on Civilization.

Liberality of.

And Millenium.

Oriental.

Paganism in.

And Philosophy.

And Physical Life.

Power to Make Men.

Program of.

Prophets of.

And Reason.

Reformation, Reformers.

Religious Forces of.

And Science.

And Socialism.

CHRISTIANITY—DOCTRINES :

Apologetics.

Arminianism.

Calvinism.

Communion.

- Confession.
Conversion.
Depravity.
Eschatology.
Faith.
Immanence.
Probation.
Regeneration.
Sanctification.
Ethics.
Evolution and Mod. Theol.
Hypocrisy.
Kingdom of God.
Natural and Spiritual.
Psychology of Religious Life.
Renaissance.
Retribution.
Sacraments.
Spiritual World.
Spirituality.
Theologians.
Theologians, German.
Theology.
Theology of Mod. Fiction.
Theology, "New."
- CHURCH :
- Attendance.
Adventism.
Apostolic.
Baptist.
Care of Converts.
Rom. Cath.
Rom. Cath. Mystics.
Rom. Cath. Vatican.
- Christian Connection.
Congregational.
Of England.
Entertainments.
Evangel. Association.
Fathers.
Friends.
Federation—Union.
Functions.
Future.
History.
Hygiene.
Institutional.
Jewish.
Laymen.
And Lent.
Liturgy.
Lutheran.
Membership.
Memorial Sunday.
Meth. Episcopal.
Meth. Episcopal, South.
Methodist, Other Bodies.
Methodist Protestant.
And Modern Methods.
Pentecost.
Presbyterian.
Protestant Episcopal.
Protestantism.
Reformed.
Salvation Army.
And Societies.
Unitarian.
United Brethren.

Universalist.	Christmas.
Other Denominations.	Church Life—Activities.
Churches—Cathedrals.	Church Year—Days.
CHURCH FURNISHINGS—SUP-	Conventions—Institutes.
PLIES :	Corner-stone Laying.
Architectural Designs.	Cuts for Printing.
Bells.	Dedication Programs.
Communion Outfits.	Debt-raising Plans.
Engravings.	Directories.
Furniture.	Easter.
Financial.	Entertainments.
Fresco—Glass.	Envelope System.
Heating.	Evangelism.
Light.	Financial Plans.
Organs.	Financial Forms—Printed.
Supplies (General.)	“Institutional” Work.
CHURCH WORK :	Insurance.
Aid Societies.	Invitations.
“Attendance” Methods.	Leaflets—Parish Papers.
“Benevolence” Methods.	Lenten Programs.
Brotherhoods.	Lyceum Work.
Building and Repair Plans.	Membership—Card System.
Calendar.	Memorial Days.
“Calendar” Ideas.	Pastoral Correspondence.
Cards, Announcements, In-	Pastoral Invitation.
vitations.	Prayer-meeting.
Centennial Observance.	Printing (Church.)
Children’s-day.	Programs.
Choir—Orchestra.	

CORRESPONDENCE :

It is a simple but commendable practice to use a small, open-end memorandum book in which the correspondence of the year is traced. On the cover may be written :

CORRESPONDENCE, 1904.

Then, within :

January.

2. A. W. Menex, Toledo (conc. book.)
2. L. H. Senser, Cairo (ch. cert. for'd.)
5. Ina Houck (notice of meeting.)
5. Johnson and Brown (ch'k mailed.)

At the end of the month the number of communications can be noted in a minute, and at the end of the year, the total number.

On the other hand, communications received should be marked properly and filed. If the *envelopes* are saved, then they may be dealt with as follows :

“CORRESPONDENCE” CABINET DIVISION.

FIRST QUARTER, 1904. Ans. 1-12-04. Request granted.	B. H. Jessler, Newport, Ky.	No. 1.
Rev. A. L. Hintner, Tressler, Ia.		

The name of the quarter need appear only on the first envelope received. Numbered consecutively in each quarter, immediate reference can be made to any letter. If a rubber band is cast about No. 1, then the succeeding letters, properly marked, can be slipped beneath the first, and perfect order is the result. At the end of the quarter that package is placed in the correspondence box, and the second quarter started in similar manner. At the end of the year the bundle for the year is retired, or sifted of the obsolete and useless, and the residue preserved undisturbed. The correspondence book should be kept with the stationery, and at the end of the year should be bound with the letters, and a new book provided.

Or, a double-page book can be used. The left page for letters received, marked with date and name of sender, and the right page used for letters sent. This makes a complete index of correspondence for the year, and will oftentimes prove valuable for reference afterward. Some would prefer a permanent, perpetual book, with correspondence classified by subjects, or names of correspondents alphabetically arranged, and for this purpose there is nothing more convenient than a copy of the Ready Reference Record.

The importance of prompt attention to one's mail is so evident in these days that discussion of the

subject is hardly needed. Yet there are some incurables who live by the patience of their friends.

It ought to be needless to say that the minister should use printed letter or note-heads, for it is inexcusable not to do so. The print should be modest but official. As pastor means minister, the "Rev." is unnecessary. "Henry Rochester, Pastor," is better off without the prefix. "Pastor Rochester" is a better expression than "Rev. Rochester." There is no reasonable objection to the use of earned or honorary literary "degree" letters following the name of the minister.

DEATH—THE DEAD :

Affliction—Bereavement.

Cremation.

Death.

Epitaphs.

Funeral.

Funeral Customs.

Funeral Prayers.

Funeral, Sub. Matter.

Grave.

Life, Reflections on.

Memoirs, 1903.

Memoirs, 1904, etc.

Poems.

Sickness.

Tombs.

EDUCATION :

Addresses, Selected.

Alumni.

Baccalaureates.

Business Colleges.

Children's-day.

Church and Education.

Class Poems.

Co-education.

College.

College Evangelism.

College Graduates.

College Entertainments.

College Presidents.

College Study of Religion.

Colleges.

Commencements.

Correspondence Schools.

Curriculum.

Degrees, Honorary and Literary.

Education.

Education, English.	Schools, Elementary.
Education, German.	Schools, Normal.
Education, the "New."	Schools, Post-graduate.
Education and Religion.	Schools, Private.
Education—Other Countries.	Self-government.
Educators.	Student Life.
Endowments.	Student Work.
Faculty.	Teachers—Teaching.
Fraternities.	Theological Schools.
Illiteracy.	Universities.
Overcrowding.	University Extension.
Schools, Colonial.	Women's Colleges.
Schools, Common.	Y. M. C. A.

FINANCIAL—PERSONAL :

The Envelope Cabinet Plan is well adapted to catalogue all of one's financial business.

Attention.
Bank, First National, 1904.
Bills, 1904.
Clothes.
Insurance.
Notes.
Receipts, 1904, etc.

It will be as easy to observe perfect order in all accounts and with all papers as to cast these things together in miscellaneous fashion, not to mention the subsequent confusion and loss that may follow carelessness.

FRATERNAL ORDERS :

To be scheduled as desired.

FURNISHINGS—SUPPLIES :

Envelope subjects of office and domestic requisites, gleaned from advertisements and catalogues. An envelope classification

of subject matter under this heading will give a valuable reference collection. The initials of periodicals furnishing the clippings, with dates, should be written on each.

GENERAL :

Advertising.
Aerial Navigation.
Age.
Agriculture.
Amusements.
Animal Life.
Archæology.
Architecture.
Astronomy.
Athletics.
Atmosphere—Climate.
Automobile, etc.
Avarice.
Bankers—Banking.
Banquets.
Benevolence.
Biology.
Botany.
Boys.
Bridges—Tunnels.
Builders—Buildings.
Calamities.
Carnivals.
Century.
Character.
Chemistry.
Children.
Civilization.
Commerce.

Commodities.
Conscience.
Cooking.
Discoveries.
Dress—Fashion.
Edison.
Electricity.
Electric Railways.
Eminent People.
Emotions.
Engines—Engineering.
Entomology.
Expositions (Industrial.)
Fables.
Freaks.
Gems.
Geology.
Girls.
Glass.
Heredity.
Heroism.
Herpetology.
Horticulture.
Humorous.
Ichthyology.
Inaugurations—Coronations.
Information—Inquiries.
Irrigation.
Law.
Light.

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| Life (Human.) | Statesman. |
| Locomotion. | Statesmen—Gladstone. |
| Longevity. | Statesmen—Li Hung Chang. |
| Love. | Statesmen—Webster. |
| Lying. | Success. |
| Man. | Telegraph—Telephone. |
| Manufactures. | Telescope—Sci. Instruments. |
| Mechanics. | Textiles. |
| Merchants. | Theater—Drama. |
| Metals—Minerals. | Time. |
| Millionaires. | War. |
| Mining. | Year, Old and New. |
| Motors. | Young Men. |
| Museums. | Young People. |
| Nature—Nat. Science. | ILLUSTRATIONS : |
| Navigation. | Accident. |
| Necrology. | Actors. |
| Numismatics. | Art—Lost Arts. |
| Ocean. | Assassination. |
| Ornithology. | Children. |
| Outings. | Conscience. |
| Passions. | Courage. |
| Philanthropy. | Death. |
| Physiology. | Deception. |
| Prehistoric. | Dying for Others. |
| Printing. | Effort. |
| Race—Races of Men. | Error. |
| Radium, etc. | Fame. |
| Railroads. | Family. |
| Roads (Highways.) | Habits. |
| Royalty. | Happiness. |
| Science. | Knowledge. |
| Seasons. | Miscellaneous. |
| Society. | Misery. |

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| Mother. | Autobiography. |
| Mysteries. | Autographs. |
| Opportunity. | “Ben Hur.” |
| Parents. | Biography. |
| Retribution. | Book Agents. |
| Revelation. | Bookmaking. |
| Salvation. | Book Reviews. |
| Scientific. | Books: |
| Servants. | Books, Children's. |
| Sin. | Books, Best. |
| Slander. | Books, Influence. |
| Supernatural. | Books, Value. |
| Virtue. | Browning. |
| Wonders. | Byron. |
| INSURANCE: | Carlyle. |
| Accident. | Chaucer. |
| Accident and Health. | Classics. |
| Agencies. | Composition, Rules of. |
| Burglary. | Comstock. |
| Fire. | “Connor, Ralph.” |
| Health. | Dante. |
| Life. | Descartes. |
| Life, Endowment. | De Stäel. |
| Ministerial. | Diaries. |
| INVENTION: | Dickens. |
| To be scheduled as desired. | Dictionaries. |
| INVESTMENTS: | Drummond. |
| Developed according to sub-
jects. | Dumas. |
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ADVISORY.

It would not be wise for the beginner to attempt an elaborate envelope classification. With his case, and envelopes in stock, let the cabinet grow according to the material.

Cabinet Growth. One article of value on a subject hitherto unscheduled in the cabinet is sufficient to justify the introduction of a new envelope in the system. Young ministers without files of periodicals might receive valuable gifts of such literature from news stands, newspaper offices, public libraries, or ministerial friends.

However, if they are wide awake as readers and indefatigable in purpose, cabinet wealth will soon accumulate. A few dollars will suffice to begin cabinet operations, and the growth will be constant and rapid.

THE READY SERMONIZER.

THE sermon-maker needs special workshop arrangements, and requisites. "Confusion of thought" is overcome by orderly preparation for pulpit and platform work, and by proper record of the same.

The subject must be selected, digested, outlined at least, and preserved. The abundant material, like crude ore, must pass through the process of organization in order to reach a logical and symmetrical form.

1. THE STUDY-BIBLE.

The interleaved Oxford edition is the best. Each **The Lifetime Bible.** alternate leaf is blank paper, with narrow ruling. Library literature touching any book of Scripture, authorship, chapter, paragraph, verse, or subject treated, can be noted, along with the reader's comments; but any substantial Teacher's Bible will answer. It should last a lifetime for desk use and sermon-making.

Other versions may be used for reading and study, but not for this purpose. The mechanic prefers the old, worn, familiar tool to the bright, new one, because he is familiar with it. So it is with the minister and his study Bible.

The serial number of every sermon preparation

should be marked opposite the Scripture text used. The minister's Bible is rarely needed in the pulpit. There, the large Bible, placed for the purpose, is sufficient, and much more becoming and impressive.

2. THE PERPETUAL SERMON RECORD BOOK.

Pardon will be granted the writer for using his own designs in illustration. The page size of this book is $5 \times 8\frac{1}{2}$ inches, and contains nearly two hundred pages. It is bound in flexible leather, round corners, red edges, gilt side-stamp, and the paper used is twenty-four-pound Charter Bond. The book contains five different, yet essential, forms of record, as follows :

I. Consecutive Sermon Record. Nos. 1-600.

II. Funeral Sermons and Addresses. Nos. 601-800.

III. Record of Essays, Lectures, and Addresses. Nos. 801-1000.

IV. Sermons Classified by Subjects.

V. Sermons Classified by Scripture Books.

Permanent Sermon Numbers. The sermon number should be permanent, and the text in the study Bible bracketed with the same number. Any number between *one* and *six hundred* indicates the regular sermon series; between *six hundred and one* and *eight hundred*, funeral sermons and addresses; and from *eight hundred and one* to *one thousand*, essays, lectures, and addresses.

If, in after years, these number divisions are exhausted, it will be better to use a *second book* with the same divisions in a “B” series—as B 1, B 601, B 801, etc. In this way the same numerals may always represent the same class.

Many have made the mistake of changing sermon numbers to correspond with their order of use in a later parish, but the permanent sermon record should be preserved inviolate.

The minister will utilize his *pastoral* record book to preserve the order in which sermon preparations are used in a given place, and prefix to each entry the serial number of the sermon, as recorded in the *Perpetual Sermon Record*. As the *Sermon Record* Packages, Divisions, and Case, provides for twenty-five entries to each double page, the sermons should be kept in packages of twenty-five, and divisions of one hundred, in the sermon case. This sermon record can be made as valuable to the minister who does not write his sermons or prepare elaborate briefs, as to one of the opposite class.

3. SERMON PAPER AND ENVELOPES.

Whether the minister outlines his sermons or writes them in full, he should adopt a uniform size and style of paper, to which he will become as accustomed as to his Bible. These preparations are to be preserved until superseded by revisions.

Neatness is not costly. Quoting the example of

Phillips Brooks, it is related that he always wrote after a certain fashion, and on paper the size of which never varied. Even his note-books were made to order in quantities. Attempting to work without these requisites he was confused. One can do his best in his own familiar room, where everything he sees and touches and uses seems sympathetic.

Sermon Paper. In the Ready Sermonizer Series the standard size is a 4 x 8 inch page, with one-fourth inch ruling, and paper of extra finish. The double page cover, with the inner side ruled, will often suffice for the outline, but as many page-slips as are needed can be added.

On the first page of cover, under printed heads with ruled space, are written the number of sermon, text, subject, designation of Scripture lessons and hymns, places used and dates, with references to literature consulted in preparing the sermon.

The authorized version of the text can be used on the title-page, and the R. V. at the head of the sermon within. A larger size sermon page is 6 x 9 inches, $\frac{1}{3}$ inch ruled. The smaller size is $3\frac{1}{2}$ x 7 inches. Other sizes are preferred by some, and tastes vary as to ruling, But for any size, ruled or unruled, the double-page cover, with printed headings and rulings, should be used for the essential notations of record.

Sermon Envelope. A sermon envelope, open end, upon which the sermon number appears, together with the text, sub-

ject, and times and places used, is provided as a suitable and convenient receptacle for the sermon preparation. Its headings and rulings are printed. But why all this trouble? To *prevent* trouble and vexation of spirit. Those sermons are incomplete. They demand successive revisions.

The growing minister ought to have his entire outfit of sermon preparations within easy reach. He ought to find any sermon he has in a minute. With his sermons indexed and at hand, there can be slipped into the sermon envelopes, from time to time, valuable notes from current reading and thinking, and new information and illustrations.

One by one these sermons will be enriched by this mental fertilizer, and when the opportune time comes the work of revision will be swift and pleasant.

The same method is adapted to the preparation **New Sermons.** of new sermons. Take a new envelope and mark it with the consecutive number to which it is entitled, and begin the filling process. Five, ten, or any number may be planted and have their growth started, and they will be ready for use weeks or months later if properly cultivated.

Funeral sermons, or addresses, and specials in the third division, are susceptible to similar treatment. When the anniversaries and ministerial meetings occur, the systematic minister will be ready with his best.

Another reason: The average minister needs to

guard against repetition in his discourses. A splendid thought or story wears out. The speaker may be unconscious of his fault, but the people note it.

Unconscious
Repetition
Impossible.

The Ready Sermonizer outfit, and the entire plan outlined in these pages, prevent the possibility of unconscious repetition, for whenever any material is used, of whatever character, and wherever found, it is marked. If a clipping, it is taken from the cabinet receptacle and placed with the sermon preparation. If but one part or sentence of an article is used, that part is marked with the serial number and bracketed, and remains in its place. If a book, mark the page or paragraph used, etc. If literary material recorded in the general subject-book be used, the line of entry should be canceled and marked with the serial number of the preparation which absorbed it.

It is safe to say that no one who diligently undertakes this systematic equipment in one or all of its parts is likely to give it up. Time and labor involved in method are small compared with the gain. Method means no lost mental acquisition, and no threadbare and obsolete productions, for method means progress as well as order.

UTILITY ILLUSTRATED.

SER. NO. 27. Phil. i, 27.

Example of Sermon
Wealth.

This sermon was prepared in '96. The envelope yet contained the original outline. When that chap-

ter was read years later it seemed full of inspiration. Opposite the twenty-seventh verse was found “No. 27.” Reference to the envelope in the sermon cabinet showed a rich mine of accumulations. Slips with original thoughts, exegetical excerpts, illustrations, etc., had been dropped in from time to time out of current reading and thinking. Then, in the “Illustrations,” cabinet division, something more, and in the Bible Cabinet (“Philippians” envelope) another addition to the wealth of the subject, and finally in the “Subject Record” suitable reference to library works. Is it surprising that the half was not told in the original sermon?

Did the reader ever prepare a sermon from a certain text, forgetting that he had once used it? Quite likely. But this is an impossible experience for one who has his perpetual sermon record, and his serial number marked at the text.

What a pity ministers discard sermons, and de- **Save Poor Ser-**
stroy them, because they are poor in quality. Absorb **mons.**
them into better preparations before the first outline
or manuscript is annihilated. It is better not to con-
fess that the subject can not be mastered. Perse-
verence will win!

I. CONSECUTIVE. RECORD OF SERMONS.		I. CONSECUTIVE. RECORD OF SERMONS.	
NO.	TEXT.	SUBJECT.	FIRST PREPARED.
1	<i>Mk. xvi, 20.</i>	<i>The New Ministry.</i>	<i>Mid. 1-26-90.</i>
2	<i>2 Thes. iii, 1.</i>	<i>The Spreading Gospel.</i>	<i>Spn. 10-6-90.</i>
3	<i>Mt. xvi, 18.</i>	<i>The New Test. Church.</i>	<i>Col. 1-31-97.</i>
II.			
RECORD OF FUNERAL SERMONS AND ADDRESSES.		RECORD OF FUNERAL SERMONS AND ADDRESSES.	
NO.	TEXT.	SUBJECT.	FIRST PREPARED.
601	<i>Jn. v, 24.</i>	<i>Transition.</i>	<i>Mrs. Y., Mid. 5-11-90.</i>
602	<i>Ps. lxxiii, 26.</i>	<i>The Invisible Survives.</i>	<i>C. C. B. Proc. 3-23-93.</i>
603	<i>1 Cor. v, 14.</i>	<i>Memoir of Elect.</i>	<i>Mrs. S. Grove 1-13-94.</i>
RECORD OF ESSAYS, LECTURES AND ADDRESSES.		RECORD OF ESSAYS, LECTURES, AND ADDRESSES.	
NO.	SUBJECT.	OCCASION.	DATE.
801	<i>Review: "Theology of Milton."</i>	<i>Ministerial Institute.</i>	<i>12-24-01.</i>
802	<i>A Denominational Exhibit.</i>	<i>To Congregation—May-day.</i>	<i>5-2-99.</i>
803	<i>The Chosen Nation.</i>	<i>Memorial-day.</i>	<i>00.</i>

SERMONS CLASSIFIED BY SCRIPTURE BOOKS.

Serial No.	TEXT.	SUBJECT.
		PROVERBS.
155	<i>ix, 12.</i>	<i>If thou be wise.</i>
198	<i>i, 1-6.</i>	<i>Wisdom of Solomon.</i>
203	<i>viii, 17.</i>	<i>Seek me early.</i>
215	<i>iv, 18.</i>	<i>Path of Just.</i>
230	<i>viii, 35.</i>	<i>Whoso findeth me.</i>
441	<i>iii, 9.</i>	<i>With thy substance.</i>
626	<i>xxvii, 1.</i>	<i>Thou knowest not what.</i>

UTILIZING LITERARY WEALTH.

The "Study." SURROUNDED by his library, and cabinet cases, and sermonizer equipment, the owner is seated at his plain or roller-top desk. In this desk are drawers for stationery and office requisites, such as labels, rubber bands, paper fasteners, etc.

At hand are inks, pad calendar, paste, paperweights, shears, metal edge ruler, paper knife, pens, pencils, and perhaps a card index of membership. At the side of his desk is the ever-needed unabridged dictionary.

Absolute Monarch. The "study" is the minister's own, whether in the church, garret, or back of the parlor. It may be plain and small, but is well heated, lighted, and ventilated. He is absolute monarch of the possessions there. He sets for himself heavy tasks, and his inanimate servants respond to his will. He works by a schedule.

Daily Schedule. After his correspondence for the day is dispatched, his reading hour comes, and if the book is his own he pencil marks the pregnant sentences as he reads, and, if of particular value, he makes an entry in his subject record. His diacritical marginal signs—

!, ?, |, ||—indicate astonishment, questioning, value. If the book is too fine to mark (which is a misfortune), his “record” will suffice.

EMINENT EXAMPLES OF CLERICAL SYSTEM.

Ten years ago the *Homiletic Review* reported **Wilberforce.** that when the great Bishop Wilberforce died, it was found that his library contained hundreds of volumes of index books. “He had commenced, even before his ordination, to collect, tabulate, and index incidents, facts,” and literary miscellany. Dr. J. W. Mendenhall, said editorially in the *Methodist Review* of July, 1892, that “there are times when the mind is uncommonly productive; thoughts, even one’s best thoughts, often unbidden and unexpected, at **Transient Thought** these favorable moments, troop through the mind **Visitors.** with great rapidity. They come, but they do not stay, . . . for the want of something on which to light. Ever after they refuse to return because proper respect was not paid them at the time of their visit.”

He also cites the example of Lord Bacon, among whose manuscripts were found many papers entitled **Lord Bacon.** “Sudden thoughts set down for use.”

The similar habits of M. Durand, Handel, Pope, and others, are noted. Elsewhere he discusses the “Saving Instinct,” as follows:

“We have in mind not the saving of money, but

of sermonic materials. This instinct will lead the preacher to place no small value on every sort of information. If he is ever tempted to say of something which only slightly strikes his fancy, 'This does not please me much, and I do not see where or how I can use it, I will let it pass or throw it away,' his saving instinct will earnestly and instantly plead for its preservation ; and as a rule, he will do well to heed the promptings of that instinct.

“ Doubtless this accumulative instinct, if cultivated, will lead on to the conviction that every kind of knowledge, even the odds and ends, the merest shreds of information, will come in play some time or other.

“ There is a suggestive saying which reads thus : 'It is an evidence of blindness when a man can see nothing unless it glitters.' The preacher should be like the experienced gold-digger, who takes the smallest nuggets, and is not fool enough to throw them away because he hopes anon to find lumps of larger size. Or he should be like the skillful gardener, who saves 'every slip and seed and peach-stone.'

Lao Tsze. “ ‘The sage rejects nothing,’ says Lao Tsze. ‘I go to the woods after game,’ says a writer of distinction, ‘but if the game is not there, I get nuts, if there are no nuts, I gather flowers or leaves ; if these fail I get woodcraft of some sort, or, by grace of

Heaven, a thought. I will not be of those who find that the road is only good to leave behind them.' There is, too, a household maxim which is illustrative of this thought; it reads, 'Keep a thing three years and you will find a use for it.' . . .

"Samuel Butler has put much of thought, many Samuel Butler. precepts, similitudes, allusions, inferences, and the like, into his 'Hudibras;' but this collection originally was made in a commonplace book which was years in compiling.

"The facts out of which Guizot compiled his Guizot. 'Spanish History' were gathered from various sources, and twenty years intervened from the time his first notes were made to the date of its publication. Some of the best productions of Emerson Emerson. were similarly composed.

"It may be said that no one can estimate of how great value, some day, will be the accumulations for which at the outset there seems to be no use. The best sermons of our best preachers are full of suggestive and helpful thoughts, and are growths, not flashes, of original inspiration."

In a discussion of "The Preacher and His Bishop Hurst. Books," by the late Bishop John F. Hurst, he said: "Some books need to be read directly through, but these do not commonly belong to the preacher's working library. He must study by themes, and gather by his indexes, tables of contents, and his own

groupings of volumes. He thus amasses rich material for original development. His work will then become a complete organism, like a fragrant plant, or a sturdy oak. . . .

“We have seen scores of men who had excellent libraries, and yet did not know where to find the matter they needed. They have even asked us for certain information which they had at their own elbow, and which had for years been dusty on their shelves. Must a man read a book through to know what is in it? Not at all, no more than now, since the marvel of the spectrum analysis, he must go to Mars to know what its metals are. We have often been asked if we had ever read our books ‘all through.’ . . . ‘No, and we never intend or hope to do it.’ *The art of placing our hand upon just what we want*, of finding it just as easily as a geologist knows where to detect a coal deposit, is a rare one, but it can be acquired, and the sooner the better.

“With our books it is as with our opportunities—we often know but little of them, and how to use them, and consult them, and make them good servants, until we are about ready to part company.”

Missionary Gulick, in his book, “*Evolution of the Japanese*,” page 194, says: “For the transactions of daily life we have resorted to the constant use of pen and note-book and typewriter, by these devices saving time and strength for other things.”

SUBJECT DEVELOPMENT.

A subject is easily grown if put under proper process. One can make a specialty of a few favorite studies, as music, life, or language. The envelope marked for the general subject can be followed by as many subhead envelopes as are desired, or as the subject matter at hand may justify. Special Studies.

After a few years of faithful treatment it will be surprising what a wealth and variety of matter has accumulated, ready for immediate digestion.

Now and then a country, as Colombia, Korea, and Macedonia, comes into prominence, and in the "World Series" deserves a special envelope. Or, some great discovery makes a hitherto obscure or unknown quantity prolific in its special literature, as "Radium." New Subjects of Importance.

A workable system must have such flexibility that developments of knowledge and new enterprises can find a place for record. This is the prominent feature of the envelope clerical cabinet. *Simplicity, elasticity, and utility are its characteristics.*

ILLUSTRATIONS.

The anecdote is the simplest and lowest form of illustration, and has its legitimate but limited place in public discourse.

The Master used nature, life, parable, trades, Christ's Example.

agriculture, and the various facts which might be likened to the kingdom of heaven.

“Illustrations” are worthy of separate classification in one of the clerical cabinet divisions. But the whole cabinet possesses great illustrative power.

The Cabinet Illustrative Through-

out. For instance, in the L. D. of 12-5-03, page 177, appeared an article on “Absorption of Odors by Grapes,”—belonging of course to the subject, “Horticulture”—that furnishes a rare analogy in the law of association; that is, impurity by evil influences.

“Literary Bureaus.”

Quite a business has been established in the United States, known as “Literary Bureaus of information,” and “Press-clippings Bureaus,” for the purpose of furnishing patrons with all that is printed in periodical literature upon any given subject, and even “sermon factories” flourish, while “Anecdote Syndicates” are old already.

“Homiletic Factories.”

Timely is an article by Professor R. T. Stevenson, found in a denominational review a few years since, the theme being “The Permanent and Progressive in Homiletics.”

Truth for Instant Use.

From one paragraph we quote the following: “The man in the pulpit holds more truth for instant use than belongs to any other profession. . . . It is a woeful waste of hard-earned cash to invest it in any sort of ‘homiletic helps!’ The mental independency which wastes no time in unshelving dusty

illustrations is one with that originality which spurns the offer of an unchanging homiletic with as much pride, and far more sense, than Johnson showed when he hurled from his door at Pembroke the shoes some friend had laid there for the indigent scholar.” This is iconoclastic, refreshingly so.

VALUE OF ADVERTISEMENTS.

The one who passes by this fertile field will miss many valuable suggestions.

There is rare art in that division of literature, and **A Rare Art.** even the cartoonist may become the minister’s friend.

Some of the richest “finds” are in the advertising columns of current periodical literature. If not wanted for the “Furnishings and Supplies” cabinet division, they can be deposited with companionable subjects elsewhere. In a recent fugitive paragraph the writer says: History, personal and national, may be read in advertisements, as in the following from a Pretoria paper: “‘To Let: Ex-President Krueger’s late residence; a few nicely furnished bedrooms with board,’” etc. “Advertising in the clouds” is now introduced.

Stray facts, customs, and bits of science are used **Advertisement Studies.** to adorn the tales of business attractions, and, while the minister may not indulge in advertising devices of gross form he may learn how to use printer’s ink

more effectually, along with other profit resulting from advertisement studies.

LIBRARY REVISION.

The promise was made not to discuss the question of selections for the library, but it may be well to think of accumulated library "lumber."

An occasional riddance of obsolete volumes is commendable. These can be sold to second-hand dealers, given away, or exchanged. This process reduces the size, but increases the quality. The value of a library is not determined by its weight anyhow. Shelves filled with "sets" and "series" of volumes look well. Old encyclopedias are of far less value than the envelope cabinet, which is brought down to date. The Bible cabinet division is of far more worth than musty commentaries.

So the young minister need not despair. Let him get all the helpful books he can, and put them under the subject record system; but let him not mourn because his library acreage is not quite so great as that of another.

BOOK REVIEWS.

Notations. Every book read, but not owned, should have its essentials preserved in a composition record, of convenient size to be inclosed in the envelope cabinet.

Upon the cover of the record should be written the title of the book, name of author, publisher, date of issue and of reading. It is wise to preserve a page or two of the record for the *vocabulary* of the book. **The Vocabulary.** Here technical and new words may be noted, studied, pronounced, and defined.

With the book opened for reading, and the notebook for writing, one is ready for the message. It soon becomes easy to read and write at almost the same time.

Chapter heads and divisions are recorded, and the **The Gist of the** gist of the paragraphs either in quotation or substance **Matter.** as intuition dictates. The paging of the book should be noted in brackets in the record. The reader's *own* thoughts induced by the study can be jotted down in parenthesis. Sometimes a *train* of thought is started in sermonic direction. If it would enrich some prep- **A Train of** aration already in the sermon cabinet, it is wise to **Thought.** turn aside, commit the outline to paper, and drop it in the sermon envelope.

If a new subject is showing development, a new envelope from the sermon stationery box should be drawn to receive the notes.

If the sermonic color does not show, the *subject* hue may, and the thoughts noted may find appropriate place in the cabinet.

When the reading and review of the book are completed, the record, inclosed in cabinet envelope,

properly marked, belongs to the “Literary” division—*Book Review* pocket, in its alphabetical place. Later, these “reviews” may be dissected easily (being written on only one side of the page), and the parts distributed according to the subject headings, care being taken that each part bears the author’s name, and title of book.

NOTE-BOOKS.

SCRAP-BOOKS are obsolete. Filing systems are current. *Index rerums* supplement both cabinet and library system. Note-books serve a useful, though transient purpose. They meet the minister's need wherever he may be. His memorandum volume is his *miniature appliance for redeeming the time*. He learns to be as careful of his thoughts as of his character. Facts are too precious to lose.

In casual reading outside his own possessions, striking sentences can be transferred to his own page and original thoughts jotted, but all entries should be under appropriate headings. **Hoarding for Use.**

In every case the author's name, or the authority, should be stated, together with date.

The note-book method is followed by students in schools and colleges, and by its use are preserved the essentials of all studies, investigations, and experiments. Why it should be discarded afterward in study and work and obligation in the mental realm is an unanswered query.

Rapid writing should be practiced for such notations, and abbreviations cultivated, for few ministers **Original Short-hand.** have mastered stenography.

One readily learns to employ gov't. for government, bec. for because, bet. for between ; acc., phi., soc., Chris'y, and the., for according, philosophy, sociology, Christianity, and theology. The orthography authorized by the Philological Society is relevant.

A memorandum-book, 4 x 6, quadrille ruled, answers the purpose. Some would prefer a thumb index running through the book. That is not essential. The index pages of the "Pocket Arsenal" should contain the general subjects for entries. Such small books are rarely paged by the printer. So the user will do that with his pencil in five minutes, numbering the right hand pages 1, 3, 5, 7, 9, etc.

The Loose Leaf. The very best book for the purpose is the loose-leaf style, made with thumb index, and quadrille ruled paper. The cover and index will last for years, and loose leaves ready for use can be purchased with the book at small additional cost.

Cancel as Used. When an entry is used in any preparation, it is essential that a line be drawn across it, with the number of the preparation that absorbed the statement, illustration, or fact.

But *a few facts under each head are needed for emergency use*, and the contents should be kept reduced by proper distribution in the envelope cabinet from time to time.

VAGRANT WEALTH.

Ofttimes a sentence in an advertisement or announcement, or some fact in the "Odds and Ends" column, can be seized and imprisoned under indefinite sentence for graphic use to-morrow or next year. Otherwise these stray bits never may be seen again.

The most that speakers need, on the material side, are facts. With these, individual use will develop originality, and the discourse will not be tame. So often we are short on facts and the subject is unmastered. **Only Facts are Needed.**

One can do his own reasoning and make his own deductions if he is crowded with facts. We have the long prayer, and the long sermon, sometimes, because it takes a long time to tell what we do not have in mind. This justifies the observation of the vergier of St. Mary's, Oxford, on being congratulated by his rector for his constant attendance to duty: "Yes, I have heard every sermon that has been preached from this pulpit for fifty years; and, thank God, I am a Christian still."

POCKET ARSENAL.
INDEX PAGES.

Amusements—Athletics.	God.
Art.	Heroism.
Astronomy.	Holidays, Legal.
Benevolences.	Holy Spirit.
Bible.	Hospital.
Brotherhoods.	Humorous.
Calamities.	Illustration.
Children.	Immortality.
Christ.	Industrialism.
Christianity	International.
Christians.	Invention.
Christmas.	Language.
City.	Law.
Crime.	Life—Death.
Church.	Literature.
Church Calendar.	Man.
Denomination (Our).	Marriage.
Devotion.	Medical Science.
Doctrine.	Mind.
Easter.	Miracle.
Education.	Miscellaneous.
Electricity, etc.	Missions.
Em. People.	Music.
Experience.	National.
Expression.	Nature.
Evangelism.	Opportunity.
Faith.	Parable.
Family.	Passions.
Fraternal Orders.	Philosophy.

Politics.	Sin.
Prayer—Providence.	Sociology.
Preaching, etc.	Spiritual.
Program Suggestions.	S. School.
Prophecy.	Temperance.
Psychology.	Thanksgiving.
Railroads.	Theater, etc.
Religion.	Theology.
Reports, Suggestions.	Thoughts.
Righteousness.	Tithing, etc.
Royalty.	Truth.
Sabbath.	Vocabulary.
Sacrament	Warning.
Science.	Woman.
Seasons.	Wonders.
Sentiments.	Worship.
Sermon Suggestions.	

PAGE OF POCKET ARSENAL.

Faith.

P. 44

“F., the parent of virtue,” Hib. Jour. 10-12-03.
(Fritzsche) p. 84.

“Our evangelical faith has its last foundations (refuge)
in the historic Jesus Christ.” L. D., 2-21-03, p. 271.

“A pessimist is a man who has the choice between two
evils and takes both.”

“F. submits itself to the gracious will of God as re-
vealed in Christ.”

Jas. Drummond, “Right. of God.”
Hib. Jour., 1-03.

“Relig. F. means always belief in a miracle.”
Haeckel’s “The Rid. of Univ.”

VEST POCKET YEAR-BOOK.

(Size 2½ x 5.)

One's personal business needs closest attention, as some of us have learned by sad experience. Proper direction at the start is invaluable. Correction afterward is imperative. Memory should not be trusted. Notation is the only safe and comfortable practice.

INDEX	PAGE
Addresses,	3
House Supplies,	10
Dates,	40
Financial Forecast,	50
Insurance,	75
Scheduled Expenses, etc.,	78

1904. Financial Forecast. P. 50

Estimates for Year.

Barber,	\$25
House,	500
Clothes,	100
Debts,	100
Insurance,	100
Laundry,	25
Medicine,	50
Stationery, Books, etc.,	50
Support of Church,	50
Vacation,	50
	\$1,050

Income Estimated.

Salary,	\$1,000
Perquisites,	100
Other Sources,	100
	\$1,200

Following the page reserved for the yearly forecast should be two pages for each month :

<i>January.</i>		<i>January.</i>	
<i>Probable Resources.</i>	PAID.	<i>Obligations.</i>	PAID.
1. Salary, . . . \$85		1. To wife, . . . \$10	
12. Other Income, 15		8. Insurance, . . . 25	
—		12. Account, etc., . 20	
\$100			

The daily expense account may be kept on pages designated for each month, with each item and amount specified, and at the close of each month a final page gives the summary of each general item as scheduled in the index.

At the close of the year the monthly summaries of the various index items are completed and compared with the yearly forecast. Then the year-book is filed, and a new one started.

This, with the bank book and envelope of receipts in the filing cabinet, will complete the record and prevent much worry and trouble.

MINISTERS' READING COURSES.

The incentive to reading and study by the Club plan is most helpful. Wherever tried in good faith and by a rigid observance of the rules established, the benefits appear. The following is a three-year-old plan in actual operation:

(Pasted on outside of Front Cover.)

DISTRICT READING CLUB—1904.

NORTH DIVISION.

Members, and Order of Circulation.	Books Assigned, January.
T. G. Dickinson, London, 1,	Principles of S. School, <i>Burton-Matthews.</i>
T. G. Wakefield, Lafayette, 2,	Studies of the Soul, . <i>Brierly.</i>
W. S. Fisher, W. Jefferson, 3,	Things Fundamental, <i>Jefferson.</i>
G. M. Hughes, Lilly Chapel, 4,	Literary Criticism, <i>Winchester.</i>
R. T. Stimmel, Hilliard, . 5,	Moral Sys. of Shakespeare, <i>Moulton.</i>
N. A. Palmer, Plain City, . 6,	The One Woman, . . <i>Dixon.</i>
J. F. Steele, Milford Center, 7,	Evolution of the Japanese, <i>Gulick.</i>
W. L. Alexander, Wester- ville, 8,	Revelation of The Holy Spirit, <i>Welldon.</i>
J. I. Tyler, Worthington, . 9,	{ Peril of the Home, . . . <i>Riis.</i> What is Religion, . . <i>Tolstoi.</i>
T. H. Housel, Lewis Center, 10,	The Work of Wall Street, <i>Pratt.</i>
A. M. Mann, Delaware, . 11,	The Turk-Lost Provinces, <i>Curtis.</i>
T. M. Ricketts, Jerome, . 12,	Miracles of Unbelief, <i>Ballard.</i>

RULES—READ CAREFULLY EACH MONTH.

1. Cover on book must not be removed.
2. No marking or defacing of the book.
3. *On first Monday of each month* every member of the Club will forward his book, *prepaid*, to the next reader in the list, *whether he has read it or not*.
4. However the book may be forwarded, by mail or otherwise, the *sender* will notify the person to whom sent *when* and *how* the book was forwarded.
5. The success of the Club depends upon the *fidelity of the members in forwarding the books*.
6. Any one who fails to receive his book in due time should notify the Presiding Elder *at once*.

SUGGESTIONS.

- a.* Each member is urged to include the *Review* in his reading.
- b.* By note-book methods make a synopsis of each book read, and date of reading, with terse quotations and thoughts suggested, and always carry these notes to the Club meeting.

MONDAY DISTRICT MEETINGS.

April 11. Reading Club Meeting, Columbus.

- I. "Macbeth," Theologically Considered. Steele. 15 min.
- II. Review: Principles and Ideals of the S. School, Simms. 15 min.
- III. Review: Revelation of the Holy Spirit. Alexander. 20 min.
- IV. Parliamentary Drill.

Debate—Should the Time Limit be Restored?

- { Affirmative—Wakefield, Mann. Eight min. each.
{ Negative—Fisher, Housel. Eight min. each. General discussion, and vote, after exhausting Parliamentary tactics. Whole time, 80 min.

September 5. Reading Club, Columbus.

- I. Analysis of Browning's "Saul." Stafford. 15 min.
- II. A Study: What is Religion?—Tolstoi. Walter. 15 min.
- III. Summary: Things Fundamental. Sayre. 20 min.

- IV. Some best things in the eight books read. Ricketts, Stimmel, Palmer, Shirer, Prior, Mitchell.
- V. Mental treasures utilized in Preaching. Smiley. 15 min.
November 7, 10-3:30 o'clock. Columbus.
- I. The Clerical Work of the Pastor. Dick. 15 min.
- II. Review: Moral System of Shakespeare. Dickinson. 20 min.
- III. Ethics of "Romola." Fisher. 20 min.
- IV. Revelation of "The One Woman." Patterson. 15 min.
- V. Interpretation: Matthew xiii; 52. (R. V.) Tyler. 15 min.

N. B. These outline programs are given that the members or the Reading Club may be fully prepared in advance to contribute to the success of the meetings.

 *For Supplemental Monthly Readings see slip inside of cover.*

(Pasted on inner side of Front Cover.)

SUPPLEMENTAL.

REQUIRED MONTHLY READINGS DISTRICT READING CLUB, 1904.

JANUARY—	"Macbeth,"	<i>Shakespeare.</i>
FEBRUARY—	"Saul,"	<i>Browning.</i>
MARCH—	"The Holy Grail,"	<i>Tennyson.</i>
APRIL—	"David Copperfield,"	<i>Dickens.</i>
MAY—	"The Scarlet Letter,"	<i>Hawthorne.</i>
JUNE—	Essays: "Compensation," "Spiritual Laws,"	<i>Emerson.</i>
JULY—	"Sartor Resartus,"	<i>Carlyle.</i>
AUGUST—	"Romola,"	<i>George Eliot.</i>
SEPTEMBER—	"Lady of the Lake,"	<i>Scott.</i>
OCTOBER—	"Lalla Rookh,"	<i>Moore.</i>
NOVEMBER—	"Evangeline,"	<i>Longfellow.</i>
DECEMBER—	Apocrypha: "Ecclesiasticus," "Maccabees."		

Any of these classics can be purchased of HARRIMAN in editions ranging from 25 cents up. He also has cheap editions of the Apocrypha.

L. of C.

Two Methods. A Reading Club of twelve members is the most convenient arrangement. It is the book-a-month plan. The district used in this illustration has two clubs of twelve ministers each, with “duplicate” courses.

The “companion” course has been tried also, with good results. Two separate lists of books, similar in character, are used, and at the close of the year the clubs exchange the courses and thus provide for another year with little extra cost, except for printing, and the preparation of the books for the second circulation.

Disposal. The “companion” course plan is more economical, but the “duplicate” course is in some respects superior, for more members of the clubs have read the same books in a given time, and the earlier meetings are more fruitful. At the last meeting of the year the books can be sold to the highest bidders according to the following notice :

BOOK SALE.

Important! Without fail, please have every book of the Reading Courses at this meeting!

Absentee members (now in other Districts) will please be sure to forward their October books to their successors in the course, November 2d, or in case your successor is also out of the District, forward your book to the chairman, Columbus, Ohio, who after the November meeting will mail the book to whom it may belong for November.

All members now in the District will bring their books to the meeting, and exchange.

*All the Books Will Be Sold
to the Highest Bidders at our*

November meeting. Absentee members (in other Districts) can send bids on any book in either course.

These books will be sold with the understanding that they will be delivered to the buyers by January 1, 1904, by those who have the December books, respectively, and upon receipt of the books by the buyer, payment is to be made to the Chairman. All books are to be forwarded by mail, prepaid, together with a postal card of notification.

The membership fee need not exceed an annual cost of \$1.25 to \$1.50. It is essential that the books be inclosed in substantial covers of manilla paper or leatherette. The latter is inexpensive and preferable, as each division of the club can have its distinctive color.

Upon the outer surface of the front cover should be pasted the printed slip, shown in the specimen, and upon the inner front cover the supplemental list of readings, if such readings are adopted. Of course a club can be composed of any number of members. If six, the course would end in six months.

Many ministers have confessed that, by the stimulus of such arrangement, and by the obligations imposed, their reading has been broader, more systematic, and has included more volumes than would have been studied otherwise.

PROGRAM WORK.

Every minister has more or less of such service to render. Too commonly the preliminary preparation is neglected, and at last a stereotyped and conventional arrangement is the result. "Original Sin," "How to Take the Collections," "After the Revival—What?" and, of course, the "opening" sermon (whatever that means), are jotted down. Then, space being left, one or two addresses of welcome, and responses, complete the unstudied bill-of-fare.

Program Building. The systematic worker acts differently. He begins at once to plant his subject in envelope soil and start the growth. As he reads and thinks, looks down the columns of his church paper, studies reports of work elsewhere, and considers local conditions, he makes written suggestions, and has, eventually, a mine of miscellany for logical digestion and development. There will be no worry at the last, but naturalness of construction for cumulative effect, a newness in phraseology and art in printing.

THE PREPARATION OF "COPY."

Writing for publication is not difficult for one who trains in mental discipline. Correct orthography and grammatical construction are not the exhibits of genius, but of labor.

Common faults are : vain repetitions, tiresome elab-

oration, cant and threadbare phraseology, and florid rhetoric.

Much may be left to the intelligence of the auditor. The best illustration can be given in a brief setting, so that the gem shows. Then proof-reading is a responsible duty, as well as a mercy to the public.

In preparing for the press, it is well to remember that condensation is golden. There is a disposition to preach about our news, for the “ruling passion” is strong. Facts need little elaboration. The reader’s imagination can be relied upon to fill in some particulars. Besides, every line costs in print, ranging from pennies to dimes. It is remarkable how much can be said in brief form. Every word in a telegram counts.

Facts Need Not Be Preached.

Clearness in the copy, logical development, and critical style are essentials in all printed forms. Outside of record books, and certain prepared forms, *paper is for one-sided use only.*

Essentials.

CHURCH RECORDS.

No books are more important, and in general, so imperfectly kept, as Church records. Any other organization than the Church would be in a riot of confusion by such carelessness.

Many a patient, painstaking minister has spent days and weeks of precious time trying to correct the errors, and worse, of his shiftless predecessor.

Records are "Kept." It has often been officially stated that the records are properly kept when investigation would show that the only thing to the credit of the official custodian is that he has *kept* the records—from utter destruction!

One's Church membership record is as valuable in its way as the census of his sheep, or the acreage of his crops, or the number of his dogs, not naming other registrations of value. Religious genealogy is more important than family history, and is worthy of critical notation. There is no excuse for faultiness in this upon the part of the pastor or other custodian.

Endless controversies, and heart-burnings, have resulted from defective records. Recently a "Church Letter Bureau" was established by the Ministers' Meeting of Chicago to locate newcomers, and the aid of the home pastors is invoked. The Church has lost as much by lack of proper clerical system as by other causes more commonly discussed.

Besides the pocket pastoral book and the parish membership record, the pastor should have his own ministerial record book for perpetual use in all the charges he serves. In this he will have his life work illumined and classified, by calendar quarters, and years, and pastorates.

A line drawn across the page at the close of each three months gives him at a glance all the items for his quarterly report to the Church.

PASTOR'S PARISH RECORD.
INDEX PAGE.

<i>Divisions.</i>	PAGE
1. Local Events,	35
2. Biographical,	60
3. Pastor's Quarterly Reports,	100

Membership.

4. Candidates for Membership,	180
5. Received into Membership,	210
6. Enrolled by Certificate,	230
7. Dismissed by Certificate,	250
8. Deceased Members,	270
9. Funerals of Non-Members Conducted,	290
10. Withdrawn or excluded from Membership,	310
11. Baptisms—Children, page 320; Adults,	330
12. Marriages,	340
13. Official Lists by Years,	380
14. Midweek Service Programs—Quarterly,	400

The Writer's Ready Reference Record, described elsewhere, is admirably adapted to serve the purpose of a Pastor's Parish Record, and an extra copy for this use will cost no more than an ordinary well-bound blank book.

CANDIDATES FOR MEMBERSHIP.

First Quarter, Jan.—March, 1900.

.....Church.

Page 180.

*Jan. 3. Jennie Byerly.
John A. Morrison.
Alice Dealin.
Feb. 7. Carlos Edwards.
Lula Emerson.
George H. Evans.
Mar. 20. Blanche Woosley.
Henry Congdon.*

Second Quarter, April—June, 1900.

Third Quarter, July—Sept., 1900.

RECEIVED INTO MEMBERSHIP.

Page 210.

First Quarter, Jan. March,—1904.

*Jan. 11. Mrs. Mary Hill.
Sadie Carnot.
Henry E. Gorman.*

Second Quarter, April—June, 1903.

ENROLLED BY CERTIFICATE.

Page 230.

First Quarter, Jan.—March, 1904.

- Jan. 8. Mrs. Cecilia Brown, Guilford, Ind.*
20. Leroy H. Burnham, Prospect, Ohio.

DISMISSED BY CERTIFICATE.

First Quarter, Jan.—March, 1903.

- Jan. 20. Edward Murphy, to St. Paul, Cincinnati.*
Feb. 14. Michael E. Ranger, to Maysville, Ky.

DECEASED MEMBERS.

Page 270.

First Quarter, Jan.—March, 1901.

- Jan. 14. Henry Humen, dropsy, age 70. Funeral res.*
1-17-01.

BAPTISMS.—Children.

Page 230.

First Quarter, Jan.—March, 1902.

Jan. 23. Alma, dau. Henry and Ellen Prince, b. Ap. 10, '01.

MARRIAGES.

Page 340.

First Quarter, Jan.—March, 1903.

Jan. 12. Rufus L. Hindle, Esther I. Reum. Fee, \$5.

MIDWEEK CHURCH SERVICE. Page 400.

First Quarter, Jan.—March, 1903.

Jan. 6. Family Religion.

Lesson, Josh. xxiv, 13-23. Outline Program.

Feb. 14. Christian Enterprise, etc.

SYSTEM IN CHURCH WORK.

THE great Churches are the working Churches. Labor and bring forth, is the Divine rule. In a graphic account of "The Every-day Life of a Great Church," the correspondent said: "The business of a great Church would be futile and ineffective if its daily routine of business did not provide an athermal system reaching directly to every man, woman, and child in its communion. . . . As in any well-regulated business enterprise, the future is anticipated; business meetings, communion seasons, benevolent collections, anniversaries, assembly services, and special exercises are never forgotten or passed by, but have due preparation in advance." **The Future is Planned.**

No wonder the Church is great. It plans for greatness. It works for greatness. Therefore, it achieves. Business succeeds by business methods. The Church can not conquer otherwise. Neither can the Christian minister reach his power except by disciplinary devotion to his calling. **Laboring for Gain.**

ADMINISTRATION.

The business management of a Church organization helps to determine its influence in any community. In some denominations large responsibility **Business Management.**

is given the pastor, and in all Churches he is the executive head.

Before a new ecclesiastical year is born, due provision should be made for it. Its arrival should be scheduled as astronomers forecast the transit of a heavenly body.

The advent of a calendar period may mean great revolutions, calamities, or the fulfillment of Christian prophecy in tremendous measures.

New Church Year. A new Church year is a Divine chance for achievement. It should be given every material and spiritual aid in its passing.

OFFICIAL WORK.

The Official Meeting. The stated official meetings can be saved from humdrum and pessimism only by diligent program outlines.

The Budget. First, the budget must be prepared. Liberal estimates should be made for ministerial support; care and repair of property, music, and taxes; local extension work; charities and the general missionary enterprises of the denomination; and the parish canvassed for pledges *exceeding* the total amount needed.

Public efforts with doubtful devices are emergency expedients to overcome previous official neglect, in most instances.

The people must be trained to provide the avail-

able capital for the work of religion, and they are in the Church communion for that purpose.

As in any other public body, the people have a **Public Official** right to expect official reports of the institution at **Statements.** stated times, in order that the material condition and needs of the Church may be known.

Neatly printed official messages to the people should forerun every new year, to promote sympathy, inspire mutual confidence, and to secure the essential co-operation.

This prenatal message ought to contain a statement of the obligations of the Church, the financial plan, and an exhortation.

The monthly or quarterly official statements set **Encourage the** forth the obligations and receipts of the current month **People.** or quarter, with words of due praise and encouragement for the parishioners and friends of the Church, and a forecast of work desired in the succeeding month or quarter.

Besides the printed message, the proper officer should read reports of the work of the Church to the congregation at stated times. It is not extravagant to say that failure is almost impossible where system is worked.

THE OFFICIAL MEETING.

The regular order means prayer, the minutes read, financial report, unfinished business, and the routine remainder.

Individual Official Duty. But if each member of the official body recognized as his conscientious duty, in the monthly interval, the consideration of this question: What can be done to advance the interests of the Church? If an odd moment each day were so taken—can the results be predicted?

Program Suggestions. Glance at this program, not wholly hypothetical. The Pastor's memoranda for the business meeting at a certain time in the year show that discussion will be invited on "Improvement of our Church Life;" "Suggestions for Ushers;" "Additions to the Order of Public Worship."

One officer will speak five minutes on "How to Advance the Work of the Church;" another will outline "The Way to Increase Interest in Church Attendance;" then, each one is requested to offer the product of his thought in the interest of the Church, since the previous meeting.

Business Consultation. This is *business* consultation, like that of bank directors and all prosperous corporations.

But that Church official meeting should not adjourn until the pastor and his cabinet have the plan of work devised for the new month, to be laid before the congregation next Sunday morning.

The Work Forecast. With religious business conducted in such manner; with meetings held under definite program, which should include everything needing attention, even to a broken window glass, interest will never flag.

PRINTING.

It is too late in the history of time to question the value of the printer's art. Every subject of human interest, and every institution and business must be presented and exploited by its agencies.

An appropriation for printing has as legitimate a place in the financial budget as that for light and fuel. The weekly leaflet, containing the schedule, special notices, order of worship, and official directory, is the ideal. Secular advertisements in these prints are of doubtful propriety. On festival occasions, as Easter, Children's-day, Christmas, etc., a special issue of the folder is appreciated.

A year-book of the parish, with a complete directory of the membership and organizations of the Church, is of great value. If it can be kept free from trade announcements, so much the better, although there is nothing objectionable in a business directory of the membership, if confined to an appendix.

A CHOIR ORGANIZATION.

CHOIR LEAGUE OF SPENCER CHURCH.

ORGANIZED DECEMBER, 1892.

The object of this organization is twofold: To cultivate the art of singing among its members, and to furnish appropriate music for the stated and special services of the Church.

CONDITIONS OF MEMBERSHIP.

1. All who consent to become members of the Choir League must be nominated by the Leader and confirmed by the Music Committee of the Church.

2. Meetings for practice may be appointed by the Leader as often as he deems necessary or practicable.

3. Attendance upon these meetings shall be obligatory upon all members, unless lawful excuse be given.

4. The Leader shall have the right to assign such parts in music to members as he may decide are best suited to their voices, or to change their parts for better effects; or, if any member's voice can not be made to harmonize with other voices, after fair trial, he shall have the right to excuse such a person from singing and from membership in the Choir.

5. Members are expected to fully improve the time allotted for practice in the meetings appointed for that purpose, and inattention or disturbance during rehearsal can not be tolerated.

6. It is expected that all members of the League will make it a point of honor to be prompt in action and attendance.

7. Books and all other property of the Choir or Church, if lost or injured, must be made good by the member at fault, according to the estimate of the Leader or Music Committee.

8. The members of this society are expected to set a good example of conduct before the congregation during religious services.

9. Refusal to conform to these conditions of membership herein set forth, or to any part thereof, may be sufficient cause to forfeit the membership of the one at fault.

10. To all the foregoing regulations, every member gives approval, and consents to be governed accordingly by their signatures in the Choir book of membership.

By order of

THE MUSIC COMMITTEE.

THE CHURCH CALENDAR.

Times and seasons, moons and festivals, have educational, inspirational, and evangelistic values, when observed aright. The careful minister learns this truth by trial.

Liturgical Churches have their historic calendrial order by ecclesiastical appointment, but all denominations need some kind of workable calendar for the year.

New-Year, Easter, and Christmas have general **Calendar Days**. observance throughout Christendom. Besides these, other days should be set apart in the general forecast, as: Autumnal Roll-call, Birthdays, Children's-day, Church Memorial Anniversary, Monthly Rally, National, Wisdom Culture, etc.

In illustration of feasible observance of calendar ideas, some suggestions are offered.

NEW-YEAR.

A holiday message, and memento, to the families of the parish, expressing hope and personal interest in their welfare and usefulness, and an announcement of the congregational arrangement in which their

interest is solicited, will be worth while. This may proceed from the pastor, or from both the pastor and the Church officers.

EASTER SUNDAY.

There is now almost universal interest manifested in this crowning anniversary event of Christianity.

Pastoral Letter. In advance of the day a pastoral letter of greeting is due the people.

A program worthy of the best effort of pastor, choir, and congregation should be prepared.

**Sanctity Pre-
served.** The hour of worship should be guarded against any unnecessary intrusion. No needless announcement, no appeal for money, and no irrelevant word or conduct, should mar the order of the occasion. A specimen pastoral letter is subjoined.

PASTORAL EASTER LETTER.

YEAR OF OUR LORD, 1898.

PASTORAL EASTER GREETING AND
MESSAGE TO THE BELOVED
CONGREGATION OF

FIRST METHODIST EPISCOPAL
CHURCH

FOR SABBATH, APRIL 10.

DEAR FRIENDS:—The triumphant festival season of the Church is at hand. Our Lord is risen! May He appear anew to your believing hearts! The consciousness of His presence and power in our lives is worth infinitely more than all earth can offer us. Our relationship to His Church is of great significance, and faithfulness to the Divine order thereof is the sum of all human righteousness.

EASTER SABBATH

is rally-day. We want all our people present at the morning service. It may cost some effort and cause some inconvenience, but of all holy days the anniversary of the resurrection is the time when the Lord's temple should be filled. The aged and infirm will be assisted to the sanctuary by our people who have carriages, provided their names are reported to the pastor. Likewise the superintendent of our Sunday-school, and his fellow workers, most earnestly desire the presence of every member of the school at the Easter session, and also cordially invite all parents and friends to lend their presence, and certainly this reasonable request will not be denied.

OUR CHURCH BENEVOLENCES

have suffered during the past year for lack of funds. Have we practiced any self-denial to aid the general missionary work of the Church? There is no more fitting time to lay our gifts on God's altar for the work of *Missions, Church Extension, Freedmen's Aid,*

Sunday-school Union, Tracts, Bible Distribution, and Superannuate Preachers, than when we meet to celebrate Christ's victory over death and the grave. Let us remember what this means to *us*, and what the Lord expects us to make it mean to the *world!* The Church reasonably expects every man, woman, and child to perform the sacred duty of giving, and whether the amount is cents or dollars, the gift is acceptable to God if it represents the giver's ability and a heart of love. Our Sunday-school raises about sixty dollars for missions, leaving three hundred and fifty dollars to be provided by the congregation, for all causes. We also ask that you remember the *Missionary Debt*, with a special gift.

Please keep your missionary offerings until the collection plates are passed the *second time*, near the close of the service, as the usual church collection will be taken first, at the stated time. Inclosed with this address you will find a *card* and *envelope*. If convenient to make a *cash offering*, use only the envelope; otherwise use the *card* for your subscription, and *retain* the envelope for future payment.

Again requesting your presence at the morning service of Easter Sabbath, and at all the services of the Church to which you belong, and imploring the blessing of God the Father, the Son, and the Holy Spirit upon you and yours forever,

We remain your fellow-servant,

.....Pastor.

Our Benevolent Apportionments for 1898.

For the general missionary and benevolent work of the Methodist Episcopal Church, we are asked to raise the following amounts:

For Missions,	\$245
“ Church Extension,	45
“ Freedmen’s Aid,	40
“ American Bible Society,	10
“ Sunday-school Union,	3
“ Tract Society,	3
“ Superannuate Preachers,	72
	<hr/>
Total,	\$418
Two shares of Missionary Debt,	40
	<hr/>
	\$458
Less amount given by Sunday-school,	58
	<hr/>
Total Amount to Raise,	\$400

If every one will bear a part of this, there will be no failure. Let cash offerings be made by all who find it convenient to do so, as this method saves the labor of collections afterward.

BIRTHDAYS.

It is a beautiful custom to observe the birthdays of the people. The card index system can be employed for such notation, and then a special chronological order of these names and dates will show the ones for the current week.

For the young and strong it is sufficient that the **Method of Observance.** list for the week be printed in the leaflet, or read from the pulpit, and at the close of the Sunday morning worship the greetings of the people may be given.

For the aged, whose natal day is at hand, how beautiful to have them in the front pew, where the pastor may address a word of greeting to them!

If absent, when their names are called, it should be understood that in some way they will be remembered, the sick likewise.

For the distant, a note by mail, on behalf of the **Postal Service.** Church, could be sent by clerk or pastor, and would suffice.

CHURCH MEMORIAL DAY.

It is a common practice among fraternal orders to **Fraternal Orders.** have an established day on which to assemble in a memorial service for the dead.

Why should not the Church so perpetuate the memories of those who have passed out into life immortal?

The Church Memorial. At the close of the Church year, on the day appointed, let appropriate worship be ordained for the hour. Following the roll-call of the deceased, the pastor delivers the memorial sermon. Warm hand-clasps of sympathy follow, and the bond of fellowship is strengthened. It is a service in which heaven and earth unite in holy communion.

AUTUMNAL ROLL-CALL AND VETERAN'S-DAY.

Affection and Remembrance. The Oriental religionist excels in veneration for age. We need to cultivate this grace. In honor of ripened Christian life, and with a show of true affection and remembrance for those who are reaching toward the end of time according to the course of nature, and who are in clearer view, and nearer, of their immortal coronation than the rank and file, a **Autumn Festival.** festal day should be appointed when the world of forest, field, and garden is golden.

The honor roll of veterans may be called first, followed by the roll-call of the entire membership of the Church.

In an organized way due provision should be made for bringing every veteran and every other member of the congregation to the service, where such assistance may be needed. By diligent preparation for the event it may be one of the best and most helpful of the year.

MONTHLY RALLIES.

The first Sunday in each month can be made profitable for increasing attendance, and interest in the work of the Church, by having it announced as a special day.

By systematic effort of the Church workers, the members of the congregation, Sunday-school, and all the organizations, who have become careless, are visited and urged to report by their presence at the Church on rally-day. It is a time for bringing in strangers who are expected to unite with the Church. It can be emphasized as a day for decision upon the part of those who have made no confession of Christ.

A workers' meeting some days in advance should be held in order that the field may be scanned and the work apportioned. It is surprising what definite aims and diligent pursuit can accomplish.

The showing made upon rally-day, if proper effort has been put forth, is rich in compensation.

NATIONAL OBSERVANCES.

“Independence,” “Memorial,” and other historic days, should receive appropriate recognition, for their educational and patriotic values.

WISDOM CULTURE.

At least one Sunday each year is needed to awaken interest in good reading and lyceum work.

The greatest mental achievement is to know God

in his works, as the greatest spiritual achievement is to know Him in one's life. It is also true that we know man by his works, and as we approach ideal human conditions we find the works of man assuming a resemblance to the Divine. Therefore, mental and spiritual culture must assimilate. To starve the mind will not feed the soul.

Willful Ignorance. To care for the soul one must feel the quickenings of his mental powers. Churches have lost their life by willful ignorance of God's work in the world. The people have isolated themselves, and the Christian world-vision is lost. Good reading is not a luxury. Self-improvement in the realm of knowledge is mandatory.

The religious journal, books, the current newspaper, and magazine literature, demand attention.

That pastor is recreant who fails to plan for the mental welfare of his people. A definite day with new and interesting program features for securing the largest attendance, will bring definite results.

Lyceum. Lyceum work deserves special recognition. There is a new interest in it throughout the Church, and it is a hopeful sign. A course should be planned for every community, with five or more numbers to be given at intervals of two or more weeks, in the favorable season.

Lyceum Courses. Literary and historic lectures, concerts and oratorical contests, may constitute the series.

Special courses of lectures may be given on the “mission fields” of the Church, for instance, or in any realms of special study, with great profit. The pastor might help himself and his people by such use of his own resources.

Reading courses in the parish are valuable aids to Reading Courses. the life of the Church and community. In many places the interest in such work has become intense.

Institute work established for the purpose of teach- Church Institute. ing and training the people for Christian service will have a wide influence and power, under proper treatment.

MINISTERIAL FUNCTIONS.

IN pastoral duty, no less than in other forms of ministerial service, systematic work is needed. Not the perfunctory, mechanical, or professional round, but that kind of ministration that reveals true pastoral supervision, and clerically accounts for it. Special lists of the aged, sick, distressed, bereaved, and strangers, should be kept scrupulously correct.

Calls on the parishioners should be made, with a definite object in view in each case. Pastoral visitation is for religious ends. Personal, social, and sympathetic elements in such ministry are cultivated as so many qualities to be used in influencing people to activity in righteousness.

Personal religion is not an independent identity, but is maintained and nourished for corporate purpose in the welfare of the Church. Pastoral supervision, therefore, must have its credential of validity recognized in *rallying the members of the flock to the support of the Church!* Otherwise, labor is lost, and time misspent.

PASTORAL LETTERS.

This form of effort may be employed to advantage to put the pastor in touch with serious people, strangers, youth, and distant members, or for consolatory purpose, in such instances where other means of approach can not be used.

The birthday plan will be remembered here. Many do see that even evangelism may have its victories by epistolary agency as in the apostolic days.

FUNERAL DUTY.

No ministerial work is so delicate and trying as that pertaining to the advent of death, and the funeral service. The memoir, address, the prayer, Scripture and music,—all deserve careful study and use.

Linguistic reformation is needed in funeral speech. Professional conventionalisms, and meaningless terms of endearment, and repetitious style, should be avoided. “He died in his eightieth year” is a better form than to say “seventy-nine years, five months, and twenty-nine days.” Of what importance are the latter phrases?

“He was a true Christian” is an expression which means as much as the tautology of the following: “He was a true Christian, a kind husband and father, a good neighbor, a generous supporter of the

Church, and loyal to the means of grace, and died as he lived, in the faith of the gospel.”

The funeral service should not be marred by needless announcements of the parts of the service, or whispered consultations. A brief and prompt record of every death, and funeral service should be made in the parish record, in the minister's own book, and on his outline address.

ORDER OF PUBLIC WORSHIP.

Disorder would be a truer word to describe the worship, in many instances. The people have not learned how to worship, and there is no teacher. The systematic minister has given forethought to the public prayer; the Scripture readings, hymns, and congregational parts are in readiness; and when the minute passes, the service is introduced.

“Promptness,” said the cynic, “is a bad habit of always being on time and getting tired to death waiting for people who are not.” But persistence in promptness will win, and there is no substitute for it. Tardiness and slovenliness have ruined more ministers than lack of talent.

There should be constant effort to enrich the worship in every part, that the climatic influence of the sanctuary may have a tonic effect even upon those who are spiritually barren. The musical development of the Church suggests a theme on which

a book might be written. Its importance is but dimly perceived. Not only the Sunday service, but the midweek meeting, requires special preparation. *Prepare* the way of the Lord!

EVANGELISM.

Here is the problem. How can the Church disciple the community? Not by spectacular public efforts to marshal the religious forces of the parish.

No other organization parades the faults and weaknesses of its personnel before the world as does the Church.

There is nothing gained by it. *The period of preparation should precede the public review.* Re-proof, correction, equipment, and instruction belong to the categories of domestic discipline. The leadership of the pastor must be recognized and supported by the Church.

The midweek meeting is a rallying center. For weeks it should be employed to intensify spiritual hunger for a richer fruitage in the Church.

The official meeting must be utilized. By personal pastoral effort the presence of the overseers must be secured for the purpose of consultation. The pastor is firm in his purpose not to attempt special evangelistic work until he has the sanction and pledged co-operation of the office-bearers. Finally he wins.

Next, the Sunday-school management must be sought. Will the officers and teachers stand by the flag?

Then, the pastor visits in turn each *class*, and presents his cause. The young people's organization must be noticed and the leaders there interviewed.

Now, the young men of the Church may be called together by the pastor for a conference on evangelistic work, and the young women invited to a similar meeting. Earnest words are spoken and serious purposes formed.

To provide the pastor with pointers, cards may be distributed in the congregations, with the request that upon them be written, without signature, answers to these questions: "Why do people neglect religious duty?" "Why are you not a Christian?" "What influences you most in worship?" etc.

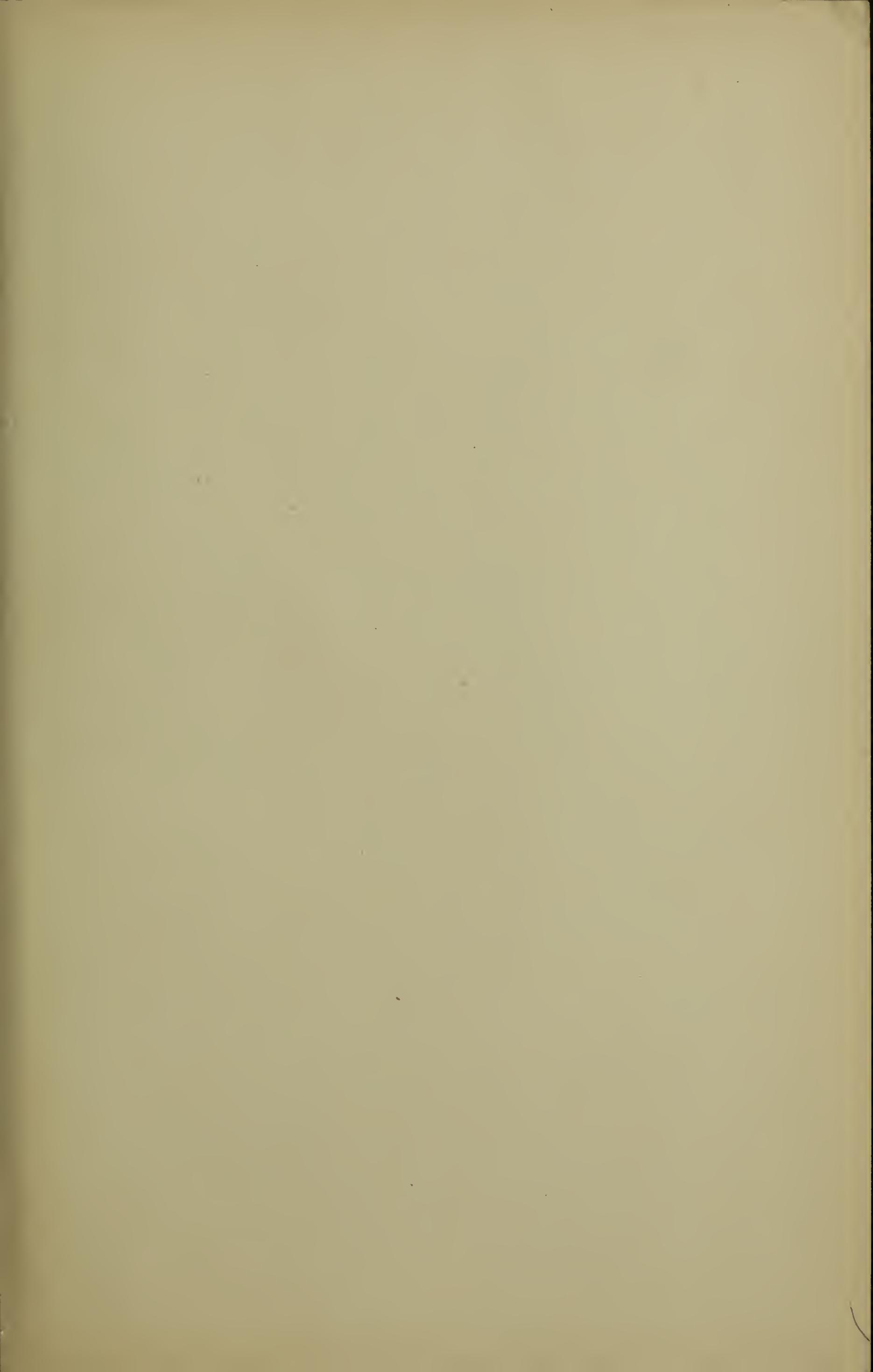
These are a few suggestions for young ministers—a mere outline. They may promote thought by which expedients unmentioned here may be employed to awaken the life of the Church to the great work for which it is ordained.

Weeks of systematic labor may be employed in personal consultation before the public means are used. The time for reaping is last and briefest.

To untangle the skeins of life, bring order out of chaos, right the wrongs, save the fallen and submerged, and present humanity faultless in body, mind, and spirit before the Lord of all, requires the

discipline of an army, the zeal of a conquerer, the strength of godliness, and the genius of persistent endeavor.

“A great temptation waits us all,
Who long for great things and do small ;
We toil among the trivial sods
Within the garden of the gods,
While the dark clusters hang above
Rich with the juice of life and love ;
We can not reach and pluck them down,
These fair pomegranates of renown,
Whose juice life's early hope restores,
For we must work and do the chores.”



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