



URANTIA®

URANTIA BROTHERHOOD

533 DIVERSEY PARKWAY CHICAGO ILLINOIS 60634

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Dear

You have been recommended to serve as one of URANTIA Brotherhood's new Area Co-ordinators, for . The Area Co-ordinator program was authorized by the 1987 General Council's Initiative on Field Representatives, a copy of which is enclosed for your edification. The term Field Representative has now been changed to Area Co-ordinator, to better describe the function to be performed; otherwise it is identical. Without question, the Area Co-ordinator program is one of the most important in the history of URANTIA Brotherhood.

This program involves appointing individuals to serve our readership in geographic areas small enough to permit them to personally assist readers residing therein. Area Co-ordinators will be required to attend every study group in their respective areas at least once a year, and hopefully more often. Area Co-ordinators will receive copies of all inquiries made to 533 from individuals in their areas. They will help readers by answering questions, steering them to convenient and appropriate study groups in their area, or encouraging them to form groups where groups might not exist.

The Area Co-ordinator's job is to encourage mutually supportive interaction between readers in his/her territory with periodic retreat weekends, conferences, etc., and generally to raise the level of participation in spiritually edifying and rewarding ways. Domestic Extension Committee will suggest ways to accomplish this, but the ultimate responsibility for area activities will be the Area Co-ordinator's.

In April of each year, Area Co-ordinators will be required to submit an annual report, describing the current welfare and condition of each study group in his/her territory, and activities during the previous year. These reports will be appended to Domestic Extension Committee's annual report to the General Council.

Subsequent to election by the Executive Committee, Area Co-ordinators will be invited to attend a weekend training meeting, which will be held in Chicago. In recognition of time and financial constraints, attendance will be strongly encouraged, but not required. All Area Co-ordinators will be given a training manual containing helpful information relating to their tasks. Also, members of Domestic Extension Committee will be assigned to help Area Co-ordinators on a continuing basis.

## THE 1987 GENERAL COUNCIL'S INITIATIVE ON FIELD REPRESENTATIVES

### 1. Background.

It has long been agreed that study groups are central to the growth of our fellowship and the dissemination of the Urantia revelation. For over twenty years, a system of Field Representatives has been effective in helping untold groups and individuals, due to the dedicated service of those who have served.

This new program will build on that good concept, involve far more people, serve isolated study groups and readers, establish definite areas of responsibility, better coordinate the whole system, and introduce terms of service for those appointed.

### 2. Definition of a Field Representative.

The Field Representative is the local area representative of URANTIA Brotherhood designated to establish and maintain contact with new and existing study groups and readers in order to encourage and serve them by helping make their *URANTIA Book*-related activities as productive and satisfying as possible, and to integrate and co-ordinate local efforts with the regional, national and international work of URANTIA Brotherhood.

### 3. Job description.

The Field Representative's job is simply to help individual *URANTIA Book* readers and study groups within his assigned territory. It is his responsibility to keep in frequent touch with all study groups, and to visit every study group within his territory at least annually. On these visits, the Field Representative will participate in the meeting, convey URANTIA Brotherhood's interest in their welfare, and upon request offer the group or its members any assistance he can.

The Field Representative is responsible for calling, writing, or visiting all inquirers in his territory whose names have been forwarded him by 533 or others. His job is to encourage the study of *The URANTIA Book*, fellowship among readers, and the progress of our movement. The Field Representative must submit an annual report to the General Council setting forth the activity in each study group in his area during the preceding year.

### 4. Limits of authority.

The Field Representative's job is to serve readers and study groups. He exercises only moral authority and may not coerce anyone in the name of URANTIA Brotherhood, or commit URANTIA Brotherhood in any legally binding transaction.



#### 5. Geographic area of responsibility.

The Field Representative's territory will be designed around postal zip codes. Depending on the availability of qualified people, the upper limits of the territories are anticipated to be state lines (except for the smaller states) or in the case of populous states, around five million people. The Field Representative should reside in his territory.

#### 6. Method of appointment.

Field Representatives in the United States are nominated by Domestic Extension Committee, subject to approval by the Executive Committee. Prior to nomination, the individual must agree to perform the duties of his office. Nominees must have read the entire *URANTIA Book*, and must be Brotherhood members, workers, trustworthy, and able to afford to spend the time and money to travel around their areas and the telephoning necessary to fulfill their offices.

In territories where a URANTIA Society exists, the Society is invited to elect a Field Representative for its area. (Where more than one Society exists in an area, the Societies are expected to arrive at a joint recommendation.) Other than the method of election, these Field Representatives would be like all others in their duties, responsibilities, and term of office.

#### 7. Terms of service.

Field Representatives are appointed for terms of three years, with no limit on the number of terms any individual might serve.

#### 8. Training.

Field Representatives should be individuals already qualified by long experience to help beginning study groups and readers. Further training might be for the Field Representatives to share their experiences and ideas with each other through correspondence and occasional meetings at conferences.

#### 9. Relationship to URANTIA Brotherhood.

Field Representatives serve at the pleasure of the Executive Committee. In the United States they report to and are coordinated by Domestic Extension Committee. Domestic Extension is responsible for maintaining frequent contact with each Field Representative, both to keep up-to-date and to keep the fires of their enthusiasm well stoked.

#### 10. Relationship to existing Field Representatives.

The General Council has incorporated existing Field Representatives into this expanded arrangement, in effect giving them fixed terms of office and a more limited territory than previously. There is only one class of Field Representative.

While their functional area of responsibility is decreased, existing Field Representatives are encouraged to continue to help any individuals and groups with whom they already have a good relationship outside their assigned territory. The point of all this is to get more work done, not less. The only difference is that "old regime" Field Representatives no longer work with groups outside their assigned areas in an official capacity, but rather as individuals. Any given study group only has one Field Representative.

#### 11. Cost.

Due to the realities of a severely limited Brotherhood budget, it is necessary that Field Representatives serve as volunteers and pay their own expenses.

#### 12. Benefits.

Domestic Extension Committee's experience in calling study groups for the Study Group Directory has established beyond doubt how much the more isolated groups appreciate hearing from the Brotherhood, and they are often grateful beyond words when a visitor arrives. Individuals who become Field Representatives must necessarily become much more active, thinking up ways to help "their" study groups. It's always sad when we hear about a group disbanding, because likely their problems were preventable or solvable. We hope this program will cut down on that. The more encouragement and exhortation we supply at the grass roots, the more healthy and vigorous our movement will become.

#### 13. The power of formal relationships.

One might say, well, why don't we just get these same people to do the work without going through the business of giving them a formal title and creating more organization? The reason is that organization is the key to success in our time no less than it was in the Apostle Paul's in establishing Christianity (see 2070). People work much harder when they have a formal position which they have agreed to fulfill, and formal positions carry titles. A title gives a person a formal relationship to the organization and propels him or her into much fuller involvement.

The Field Representatives represent Brotherhood to study groups they contact or visit, and their presence is proof of the Brotherhood's interest in them. We feel stronger knowing that others care about us.