

Marcus

URANTIA BROTHERHOOD

INTRA-OFFICE MEMORANDUM

FROM Paul
TO Office Staff

DATE August 7, 1973
SUBJECT Office Procedure

When Jim Mills drew the "Gee Whiz" curve during the Triennial, to point out how much faster our workload and level of activity will increase, it became clear that one of the top priorities of Urantia Brotherhood is to continue to carry out the day-to-day work at 533 with the effectiveness and untiring devotion you have so long demonstrated.

Because I cannot be in the office and immediately available for consultation and decision, it would be impractical for me to try to take an active role in day-to-day operations of the office. While I plan to be in the office several times a week, and will be available by phone most of the time, during my absences it is important that clear lines of responsibility be established.

The Constitution provides that, "In the event of the inability of the President to act, the Vice-President shall perform the duties and exercise the powers of the President in his place and stead."

I have discussed this matter with Christy and expressed my wish that she serve as my representative at 533, and that she continue to carry on as she always has in supervising the operation of the office, handling the mail, and in other matters concerned with the daily affairs of the Brotherhood.

And I have asked her to direct to my attention all letters--particularly those dealing with policy questions and other important matters--which should be answered over the signature of the President of Urantia Brotherhood. And I have asked her to sign all other letters which in her judgment should be sent over her own signature.

Christy has agreed to continue to serve in these responsibilities, and I would appreciate it if you will continue to consult her on any important matters before action is taken. Christy and I will be in frequent contact, and several times each week we will have the opportunity for personal discussion to review these matters. In all cases I wish to gain the insight of her wise counsel.

It is one of the rich experiences of my life to be able to work so closely with each one of you as we do all that is within our human power to restore the gospel of Jesus to this troubled and thrilling planet. Your loyalty and wisdom and energy and love have inspired me for years.

Paul