



The Manager
Managing and
Creating the
ABC



Profile of an Efficient Manager

- Dedicated to God
- Technically prepared to implement an effective management
- Excellent relationships
- Hard worker
- Good communicator– capable of speaking in public
- Has vision and is an entrepreneur



Relationships / Communication

- Is the “gopher” of the treasurer’s office– the manager is the treasurer’s assistant, not the director’s
- Knows the colporteurs and assistants by name, treat them well and pray for them in the office
- Is the director’s partner, friend and companion
- Is the leader of the ABC – reference for ABC employees and is preparing his replacement
- Is dynamic in the ABC committee and has profound knowledge of financial matters

Current Priorities



- Be the best ABC manager that your Field could have – write a glorious history for the Publication Ministry
- If still not, have the “ambition” to be a church worker, and this depends more on you than the administration
- Be a manager of costs and sales promoter – your goal is to make your ABC be self-sustainable
- Believe that a successful ABC is a strong ABC, with \$ in the bank, with car, manager and assistant workers

The Manager and the Director



- Actively participate in recruiting, which should be permanent
- Actively participate in training, administering at least classes of: Career Plan (category x benefits) and Personal Finances
- Establish a calendar of activities of the department
- Invite the director to be present in all account settlements
- Inform him of the progress of all financial activities

Powers



- **Staff / Books:**
 - Have at least a good book assistant
 - Establish the balance of maintenance in units of sales and challenge assistants to reach it
 - Perform monthly monitoring and send to the ABC Committee
 - Visit the Campaigns regularly
 - Monitor the management of the Campaigns: how the assistant controls the supply of books to the colporteurs, issuance of receipts and permanent deposits for the ABC
 - When the team has more than one campaign, contract help to care for the paperwork

Powers



- **Staff / Magazines:**
 - Have at least a good magazine assistant
 - Establish the balance of maintenance in units of sales and challenge assistants to reach it
 - Perform monthly monitoring and send to the ABC Committee
 - If campaign, the same procedure as for books
 - Visit the colporteurs at home, know where they live, their wife and children
 - Have a specific day, scheduled in advance, set for magazines
 - Monitor the delivery of warrantee vouchers and sale of spare magazines

Powers



- Students:
 - Know the leaders by name, direct them as they arrive by setting the “rules of the game”
 - Follow the same procedures for effective campaigns: Training, materials, monitoring, visits, etc
 - Know the Working Policy well and follow it strictly – do not compromise with the policies for the benefit of the ABC, leaders or students (scholarships)
 - Follow the instructions of the Publishing House when sending worksheets to receive assistance

Other General Powers



- ✓ know the missionary character of colportage
- ✓ be faithful and loyal to the bylaws of the church
- ✓ know the legal and denominational accounting principles
- ✓ have the budget as a work tool, not as the fulfillment of a denominational requirement
- ✓ have the budget as the basis for colporteur promotion



- ✓ have a thorough, detailed, and punctual monitoring of the ABC balance – confirming details before sending it to those eligible
- ✓ keep up-to-date the legal, tax and labor obligations
- ✓ pay all suppliers on time
- ✓ care for the heritage of the ABC, keeping insurance updated



- ✓ maintain the operative capital and liquidity up-to-date
- ✓ send to the ABC committee: colporteur assistance, analyses of teams, students, “think big” incentive program, accounts receivable, etc.
- ✓ keep postdated checks in bank custody
- ✓ have a strategy for rapid receipt of returned checks (hire a third-party collection agency)



- ✓ maintain up-to-date fiscal bookkeeping
- ✓ provide for the strict control of ABC assets: cash, cash equivalents, accounts receivable and inventory
- ✓ be loyal to the colporteur, giving assistance and credit for the subscriptions made for the Brazil Publishing House (BPH)
- ✓ train your staff for good service
- ✓ take the treasurer to visit a campaign staff and students, at least once a year



- ✓ forward at the end of the year to the field board of directors for approval: bank accounts, authorized cars, employee scholarships, audit report, operating budget
- ✓ implement the plan for cash payment
- ✓ support the hiring of assistant workers
- ✓ be a guardian of the colporteur promotion base, ensuring the correct direction of entries



- ✓ send documents monthly to BPH for payment support of the assistants
- ✓ pledge that the minutes of the board of the publications department are made promptly
- ✓ study about “personal finances” and train colporteurs in every course and meetings
- ✓ participate actively in the courses: is the first to arrive and the last to leave, dedicating completely to the colporteur course



- ✓ send promptly the tithes of the colporteurs for the Field
- ✓ maintain the insurance policy for the assistance of survivors of credentialed colporteurs, alumni and team of the ABC
- ✓ promote denominational literature along with the churches
- ✓ certify that reconciliations of accounts of assets and liabilities are being made monthly



- ✓ make adjustments in the balance, if necessary, of the warrantee vouchers sent to the BPH
- ✓ check the invoices of the warrantee vouchers
- ✓ support corporate purchase
- ✓ request permanent monitoring of internal audit
- ✓ be organized in all activities



“The canvassing work is more important than many have regarded it, and as much care and wisdom must be used in selecting the workers as in selecting men for the ministry.”

CM, 26



“The Lord desires to have *men of intelligence* connected with His work, men qualified for various positions of trust in our conferences and institutions. Especially are *consecrated business men* needed, men who will carry the principles of truth into every business transaction. Those placed in charge of financial affairs should not assume other burdens, burdens that they are incapable of bearing; nor is the business management to be entrusted to incompetent men. Those in charge of the work have erred sometimes in permitting the appointment of men devoid of tact and ability to manage important financial interests.”

GW, 423