



# RULES AND BY-LAWS

of the Korea Mission of the  
Presbyterian Church in the  
United States of America



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RULES AND BY-LAWS OF THE KOREA MISSION OF  
THE PRESBYTERIAN CHURCH IN THE  
UNITED STATES OF AMERICA.

*As Revised and Adopted.*

SEPTEMBER, 1916.

THE MISSION.

**Sec. 1.**  
**Annual Meeting.** The Mission shall hold an Annual Meeting at such time and place as it may determine. Notice of the time and place, with program, shall be sent to all the Stations by the Committee on Arrangements at least six weeks prior to the time of meeting. A *quorum* shall consist of (20) twenty voting members representing at least six (6) Stations.

**Sec. 2.** The Sacrament of the Lord's Supper shall be administered at each Annual Meeting by the retiring Chairman or by the person he may select.

**Sec. 3.** At each Annual Meeting officers shall be elected, reports submitted from each Station, missionary, and Committee of the Mission, and estimates for appropriations shall be made.

OFFICERS.

**Sec. 4.**  
**Officers.** The officers of the Mission shall be Chairman, Vice Chairman, Recording Secretary, Assistant Recording Secretary, Three Clerks, Treasurer, and Statistician, to be elected by ballot, the Chairman and Vice Chairman at the time of the election of permanent committees, the others at the first business session of Annual Meeting. The Chairman and the Vice Chairman shall take office at the opening of the succeeding Annual Meeting until which time they shall be known as Chairman-elect and Vice-Chairman-elect. The Chairman of the Executive Committee shall be Corresponding Secretary of the Mission.

**Sec. 5.**  
**Chairman.** The duties of the Chairman shall include, besides his regular duties, the appointment of all Committees not otherwise provided for and the filling, when necessary, of vacancies on Committees which occur between Annual Meetings. He shall extend to visitors the privileges of the floor during the Annual Meeting without motion.

In case of the disability of the Chairman, his *ad interim* duties shall devolve upon the Chairman of the Executive Committee but the duty of opening Annual Meeting shall devolve upon the last Mission Chairman present.

**Sec. 6.**  
**Recording Secretaries, Clerks.** The duties of the Recording Secretary shall be to record the minutes of the Annual Meeting, to have printed the *ad interim* actions of the past year, the Minutes of Annual Meeting with the reports of all important Committees, and a list of all permanent and special committees with their officers, and to supply each Station with enough copies for its missionaries. He shall furnish to the Corresponding Secretary within two weeks of the close of the Annual Meeting two certified copies of the Mission Minutes, one for reference and one to be sent to the Board with explanations as necessary.

The Assistant Recording Secretary shall assist the Recording Secretary in the discharge of the above duties.

The Clerks shall render the Secretaries such assistance by typing manifoldng, etc., as will expedite the business of the Annual Meeting.

**Sec. 7.**  
**Corresponding Secretary.** The Chairman of the Executive Committee, acting as Corresponding Secretary, shall be the official correspondent between the Mission and the Board, the Mission and the Stations, and the Executive Committee and the Stations. He shall have charge of all records and correspondence of the Mission including the Minutes (after receiving them from the Recording Secretary). He shall send the Minutes of the Meeting with a separate list of all Mission actions requiring Board action to the Board within three weeks after the close of Annual Meeting. He shall receive and declare the results of all circular votes, and shall report the same to the Mission, to the next Annual Meeting, and, when necessary, to the Board. He shall notify new new missionaries, upon their arrival, of their location and assignment as decided by the Mission (for other duties see Sec. 11).

**Sec. 8.**  
**Treasurer.** The duties of the Treasurer shall be those laid down in the Manual. In case of the disability of the Treasurer it shall devolve upon the Finance Committee to appoint an acting Treasurer who shall perform the duties of the office until it shall be filled regularly.

**Sec. 9. Statistician.** The Statistician shall hold office until the close of the next Annual Meeting following his election. His duties shall be to tabulate and report all Mission statistics before the close of said Annual Meeting.

#### COMMITTEES.

The Committees of the Mission shall be divided into three classes:—Permanent, Annual and Special.

##### PERMANENT COMMITTEES.

**Sec. 10. Executive Committee.** This committee shall consist of seven senior members who shall be elected by ballot, one member being chosen by the Mission from each of the following districts:—Taiku-Andong, Seoul-Chungju, Pyengyang-Chairyung, and Syenchun-Kangkei; and three members at large. Five members shall constitute a quorum at any meeting. No member shall hold office two terms in succession. It shall hold a meeting each year before the Annual Meeting when, after considering the Dockets and requests presented by the Stations, it shall prepare a Docket of Business and Information on important matters that are to come up before the Mission; at this same meeting it may also make recommendations on such items of business as have been considered at length *ad interim*. It shall also hold two regular meetings each year *ad interim*, notice of the time and place being sent to the Stations at least a month in advance. Called meetings of the Committee shall be held at the request of any three members of the Committee or by the majority vote of any station whose voting members number ten or more, or by the unanimous vote of any Station; notice of time, place and object of the meeting shall be sent to each station if possible a month before the time set.

The Executive Committee shall take cognizance of the general conditions on the field, inspecting all institutions connected with the Mission, and shall make such recommendations to the Mission as it deems advisable. It shall consider and report *ad interim* upon any recommendations presented by the Stations or originated by the Committee itself. If the Committee finds that a missionary appointed to work outside his own Station is unable to fulfill the appointment it shall have power to appoint a substitute who shall go unless the Stations concerned shall object. It shall have power to fill *ad interim* vacancies caused by death, resignation or health absences; but, in case a protest is filed by the Station con-

cerned, this action shall be binding only upon vote of the Mission. It shall bring before the Mission for its action *ad interim* recommendations by circular letter in accordance with Sec. 39. In certifying Medical Certificates the affirmative vote of the Chairman, if in agreement with the Station concerned, shall be considered the vote of the Mission. All actions of the Executive Committee shall be reported by the Corresponding Secretary to the Board, and to the Mission for its review and control at Annual Meeting. Its Annual Report, Docket of Business and Information shall be the first order of the day after the induction of the new officers.

**Sec. 11.**  
**Chairman of Executive Committee** From among the members of the Executive Committee the Mission shall elect annually a *Chairman*, who shall hold office for one year subject to re-election as long as he is a regular member of the Committee. His main function shall be to act as an information bureau for the Mission and the Executive Committee. It shall also be his duty to see that any business needing action is attended to either by the Executive Committee or the Mission or, if no Mission or Executive Committee action be necessary, by personal correspondence. His work as Chairman may take a full half of his time and he shall be freed from other work as far as may be necessary.

His name shall be printed among the officers of the Mission as "Corresponding Secretary and Chairman of the Executive Committee."

**Sec. 12.**  
**Finance Committee.** This Committee shall consist of three senior members approved by the Board. It shall represent the Mission *ad interim* in the supervision of the work of the Treasurer, keeping in touch with his work and accounts, advising with him at such time and on such subjects as may arise for consultation. It shall be responsible to the Board for the observance by the Treasurer of the Manual regulations regarding the expenditure of Mission funds. It shall have oversight of the Mission Treasurer's books and shall have access to them at all times. It shall also audit the Treasurer's accounts.

**Sec. 13.**  
**Language Committee.** This Committee shall consist of six senior members. It shall have oversight of the language study of junior missionaries. It shall notify new missionaries on their arrival of the course of language study to be pursued and recommend them to the oversight of such senior missionaries as the committee may

appoint to that work. The committee shall hold annual examinations for all junior missionaries, reporting to the Mission the names of those who pass and making detailed reports to the Board.

**Sec. 14. Evangelistic Committee.** This Committee shall consist of eight senior members, two of whom may be women. The Committee, when electing officers, shall designate one of its members to represent any Station not already represented. It shall have supervision of the evangelistic work, training classes, woman's work, and native evangelistic workers; and shall recommend methods and policies.

**Sec. 15. Educational Committee.** This Committee shall consist of seven senior members, one to be a woman. Three members shall ordinarily be educationalists. (From among the members of this Committee the Mission's representatives on the Senate of the Educational Federation of Christian Missions [see Sec. 75] shall ordinarily be chosen). This Committee shall act as an advisory board to those responsible for the educational institutions of the Mission, consult with all members having supervision of schools or normal training classes concerning their work accomplished and contemplated, and make recommendation on the educational work of the whole field. It shall also report to the Mission the work of the Educational Federation.

**Sec. 16. Medical Committee.** This Committee shall consist of eight senior members of whom three shall ordinarily be Physicians. The Committee, when electing officers, shall designate one of its members to represent any Station not already represented. It shall act as an advisory board with the physicians, consult with them concerning their work, both accomplished and contemplated, and make recommendations on the medical work of the whole field.

**Sec. 17. Property Committee.** This Committee shall consist of seven members. It shall examine and pass upon all plans for new buildings or alternations involving an expense of more than 100 yen, the local members to be agents of the Property Committee to see that its provisions are carried out. (See Manual Sec. 52-54). It shall also present to the Mission a list of all property requests in their order of preference.

**Sec. 18.**  
**Rules and**  
**By-Laws**  
**Committee.** This Committee shall consist of three senior members. It shall receive suggestions for changes in the Rules and By-Laws, reporting upon them to the Mission; shall codify all rules of the Mission as adopted from time to time. It shall take cognizance of all absences from Annual Meeting receive excuses, and report the same to the Mission. With the addition of all the Station Secretaries it shall also act as a **Committee on Records of Mission and Stations**, to see that the Minutes are properly kept and that all actions are in conformity with the Manual of the Board and the By-Laws of the Mission. This work shall be completed during the days given to Committee work preceding Annual Meeting.

**Sec. 19.**  
**General**  
**Fiscal**  
**Committee.** This Committee shall consist of one member from each Station, elected by the Station. It shall have general supervision of all matters of finance (exclusive of those assigned to the Finance Committee) including estimates. Of these estimates as finally passed by the Mission two full and accurate copies shall be preserved for use on the field one for the General Fiscal Committee and for the Chairman of the Executive Committee. (See Manual Secs. 44, & 45). The Chairman and Secretary shall be a **Fiscal Sub-committee** on apportioning the grant (Sec. 90) and distributing the balance in accordance with the Mission's instruction. This Sub-committee shall be responsible to the Mission through the General Fiscal Committee. The General Fiscal Committee shall also see that the provisions of Rules and By-Laws Secs. 89, 92, 94 and 97 are carried out properly and promptly.

**Sec. 20.**  
**Editorial**  
**and**  
**Publishing**  
**Committee.** This Committee shall consist of three senior members. It shall have general supervision of the literary work of the Mission, presenting a summary of the year's work, including Tract Society work and the Federal Council's publications. It shall have the direction of funds entrusted to the Mission for publication, all funds to be used in accordance with the conditions under which they were given.

**Sec. 21.**  
**Bible**  
**Committee.** This Committee shall consist of five members (1916). The Mission shall elect such number of representatives of not less than five years standing in Korea, as is required by the Constitution of the Bible Committee of Korea, namely; "a mem-



ber appointed by each Mission having six or more missionaries in the field, and in addition one member . . . for every fifteen missionaries over and above the first six (excluding wives of missionaries)." Acting as the Mission representatives they shall seek to further the interests of the Mission in Bible Work and as the Mission Committee they shall report annually on the work of the Bible Committee of Korea and shall make such recommendations regarding Bible Work as are deemed necessary.

**Sec. 22.**  
**Nominating Committee.** This Committee shall consist of three senior members. It shall make nominations to fill vacancies at regular elections of permanent committees. It shall present two names for each vacancy, with a complete list of holdover members, nominations to be posted at least one day before the time of election.

**Sec. 23.**  
**Leper Asylum Committee.** This Committee shall consist of two members to act in conjunction with such members of the Australian Presbyterian Mission as shall be assigned by said Mission. It shall take charge of the property of the Leper Asylum at Fusan, and, in conjunction with the "Mission to Lepers in India and the East," carry on said institution.

**Sec. 24.**  
**Business Committee.** This Committee shall consist of one member, who in consultation with the Chairmen or Secretaries of the Permanent Committees, shall make assignments of time and place for Committee meetings at Annual Meeting, in order to expedite the business of the Meeting.

**Sec. 25.**  
**Statistical Committee.** Each Station shall elect before the close of Annual Meeting a Station Statistician to serve for one year. These with the Mission Statistician shall form a Committee on Statistics.

**Sec. 26.**  
**Mission History.** This Committee shall consist of one member with an associate elected at the same time and for the same term, preferably from the same Station. It shall have charge of the biographical data of the Mission and the preparation of the Mission History.

**Sec. 27.**  
**Sunday School Committee.** This Committee shall consist of one member who shall be the Mission's representative acting with representatives of other Missions and Native Churches as the **Executive Committee for the Korea Sunday School Association.** He

shall consult with the Evangelistic Committee on matters of Sunday School Work and shall report to the Mission annually.

**Sec. 28. Exhibit Committee.** This Committee shall consist of one member who shall have charge of such material as shall be put into his hands for exhibit: blank forms found useful in the various Stations and their institutions, articles helpful in any department of the work, the advertising of which will help the whole work, etc. These shall be exhibited at Annual Meeting.

**Sec. 29. Federal Council Committee.** This Committee shall consist of one senior member elected by the Mission as its representative on the Executive Committee of the Federal Council of Protestant Evangelical Missions in Korea. In addition to fulfilling his duties as the Mission representative on the Executive Committee he shall report annually upon the work of the Federal Council.

#### **Election, Grouping, Vacancies and Organization of Permanent Committees and Associate Members.**

**Sec. 30. Election Grouping.** The members of these committees (except the members of the Bible committee who shall hold office for five years) shall hold office three years, all offices expiring in rotation, the election to take place at the close of each Annual Meeting. The following Committees shall be grouped for purposes of election: **Group A:** Evangelistic, Medical, Educational and Language; **Group B:** Property, General Fiscal, Editorial and Publishing, and Rules and By-laws. No one shall be a member of more than one committee of either group. So far as possible each of the Mission Districts shall be represented on all Group A. Committees.

**Sec. 31. Vacancies Absences, &c.** Should a member of any Committee except the Executive, Finance, Property and General Fiscal be absent from Annual Meeting or go on furlough expecting to be absent from only one Annual Meeting his place shall be considered temporarily vacant and the Mission Chairman shall appoint a substitute. Members of the **Executive, Finance, Property and General Fiscal Committees** going on furlough and members of other Committees expecting to be absent from two Annual Meeting shall lose their places and the Mission Chairman shall appoint a substitute until Annual Meeting, when the Mission shall fill the vacancy by ballot; and in case the

term of office expire at the close of Annual Meeting the one election shall be both for the unexpired and the new term. Vacancies occurring on the General Fiscal Committee shall be filled by the Station concerned, the election being for the unexpired term, and in case the term expires at the close of the next Annual Meeting it shall be for the next term also. In case the **prospective absence** of any member of the Executive Committee and Educational Senate is known at Annual Meeting and the absence will make it impossible for him to perform his duties on the Committee it shall be the duty of the Nominating Committee to present nominations for an alternate to serve in his absence.

"In the case of other Committees not provided for above, if any member on the field is prevented from attending Annual Meeting, the Chairman of the Mission shall appoint a temporary substitute."

**Sec. 32. Committee Organization.** The Permanent Committees shall organize immediately after the close of Annual Meeting and the names of the several officers elected shall be reported to the Recording Secretary who shall print them in the list of Committees. So far as is practicable, the Secretaries of Group A. & B. Committees shall be elected for terms of three years.

**Sec. 33. Associate Members.** The Chairman may appoint associate members on the permanent committees among those having no official appointment on such committees. They shall attend meetings of these committees but shall have no vote nor shall they count in determining a quorum.

#### ANNUAL COMMITTEES.

**Sec. 34. Apportionment Committee.** The members of the Executive Committee, with the addition of one senior member appointed by the Chairman of the Mission on the nomination of each Station not thus presented, shall constitute the Apportionment Committee, provided, however, that no station shall have more than one vote. It shall recommend the location of workers, the apportionment of work and requests for reinforcements.

**Sec. 35. Arrangements for Annual Meeting.** This Committee shall consist of three members appointed by the Chairman. In conjunction with the Chairman of the Executive Committee, it shall prepare the program for Annual Meeting, print it and send copies to

all the Stations at least six weeks prior to the time of meeting.

**Sec. 36.** The Mission shall elect at the same time as the permanent committees, a delegate or delegates to the General Assembly U. S. A. with alternates. On return to the Mission they shall report on the meeting of the General Assembly, Presbyterian Church, U. S. A.

**Delegates  
to General  
Assembly.  
U. S. A.**

#### SPECIAL COMMITTEES.

**Sec. 37.** By vote of the Mission, special committees of any size may be appointed to perform any duty which the Mission may assigned them. Their members shall hold office until the assigned duties are completed and the report of the Committee is acted upon by the Mission.

#### COMMITTEE REPORTS.

**Sec. 38.** Each Committee of the Mission, Permanent, Annual, and Special, shall present a typewritten report in quadruplicate each year to the Mission of all the work under its supervision whether completed during the year, still in progress, or recommended for the future.

The recommendations of such reports shall be numbered consecutively, and when preliminary, partial, final or supplementary reports are made the numbering shall be continued unbroken and unchanged, whether such recommendations are adopted, referred, tabled or lost. No one other than the member of the Committee presenting the report shall be allowed to speak twice to any subject till all desiring to speak have been heard. (See Rules for Judicatories Sec. XVII). Detailed routine matters of Apportionment, General Fiscal, and Property Committee reports not requiring separate Mission vote shall be posted at least 24 hours previous to the time of reporting and only such items as are called for shall be reported in detail and separate vote taken upon them.

#### AD INTERIM BUSINESS.

**Sec. 39.** Any subject which cannot, without serious hindrance to the work, be delayed to the following Annual Meeting may be brought before the Mission by any Station or the Executive Committee by a circular letter containing full particulars concerning the matter to be voted

upon. When practicable the circular letter shall be given consideration at a Station meeting, a called meeting if necessary, and the Secretary of the Station having secured the votes of all the members available at the time, shall promptly send it on to the Corresponding Secretary, who shall announce the result to the Mission and forward it to the Board if necessary. Should it be desirable to secure a fuller vote in any Station the Station Secretary may make a copy of the motion notifying the Corresponding Secretary of his desire for supplementary votes and, securing such additional votes as are possible, send them on to the Corresponding Secretary.

No vote shall be declared until all the Stations concerned have had opportunity to express their opinions. A two thirds majority of all voting members on the field shall be necessary to carry any measure decisively on the first vote. When the majority be less than that, if five members shall so request, the Corresponding Secretary shall issue another circular letter for a final vote of the Mission. The second circular letter shall contain all the inclosures of the first and any other related papers that the Secretary may have received. In the final vote, a simple majority shall decide the matter, excepting when the Manual requires a different majority. These circular letters shall form a part of the Mission records and as such be examined by the proper committee.

## STATIONS.

**Sec. 40.** A Station quorum shall consist of the majority of the voting members of the Station on the Mission field.  
**Station Quorum.**

**Sec. 41.** Each Station shall hold regular monthly meetings at which time all orders on the Treasurer shall be read and approved, Board letters read, and the work of the past month reviewed and plans made for the coming month. Orders for regular items in Classes IV. V. VI. VII. and IX as apportioned by the Station shall be drawn, ordinarily, in the first month of each quarter. Funds apportioned to individual members if not drawn the first month of the fourth quarter shall revert to general Station call but any items not drawn the eleventh fiscal month by any Station shall be reported to the Treasurer and the General Fiscal Committee and shall be divided by that Committee in accordance with Mission action.  
**Station Meetings.**

**Sec. 42.**  
**Station Officers,**  
**Duties.** Each Station shall elect annually a Chairman, Secretary, Fiscal Secretary, Statistician, Property Committee and such other Officers and Committees as it shall deem wise, and, in case of the election of a new Secretary, shall at once inform the other Stations, the Corresponding Secretary of the Mission and the Board. The Secretary on behalf of the Station shall (a) conduct all correspondence not otherwise provided for, (b) keep on file all letters and circulars from the Board and all other communications to the Station, (c) notify the Mission Treasurer of date of arrival in the Station of new and furloughed missionaries and the departure of any member from the Mission, (d) see that the Station Dockets of business for Annual Meeting are in the hands of the Chairman of the Executive Committee, and the Minutes of the Station are in the hands of the Chairman of the Rules and By-Laws Committee in time for the Committee meetings preliminary to Annual Meeting, (e) and shall see that all members of this Station are re-registered regularly at their respective Consulates.

**Sec. 43.**  
**Supervision**  
**of Native**  
**Workers.** The Station shall approve employment of all native workers regularly employed in evangelistic, educational, medical or literary work who receive their salaries in whole or in part from foreign funds, and shall have power to dismiss the same when for any cause it deems such action wise.

**Sec. 44.**  
**Charge of**  
**Board Property.** The Station shall have charge of the Board property within its territory, as more particularly defined under Rules and By-Laws, Sections 86-89 and shall apportion dwellings among its various members.

**Sec. 45.**  
**Oversight of**  
**Station Mem-**  
**bers, Absences.** The Station shall have oversight of the work of all its members, shall see that the work apportioned by the Mission is carried out, striving to make the work of all its members a unit in method and policy. Absences from the bounds of the Station shall be subject to Station approval, and in case an absence of over two months is contemplated, Mission approval shall be secured.

**Sec. 46.**  
**Station**  
**Finances.** The Station shall in accordance with Section 91 apportion the grant among the various items approved by the Board and shall audit current accounts, observing Sec. 97 in regard to audits.

**Sec. 47.** A new Station shall remain a part of the parent station until the beginning of the fiscal year for which regular separate estimates are made for it by the Mission, but the Mission may place certain appropriations at the disposal of the new Station before it becomes independent of the parent Station.

## REPORTS OF STATIONS, DOCKETS, ETC.

**Sec. 48.** Each Station shall forward to the Mission Statistician annually not later than July 1st one copy of the Statistics of the Station on the statistical sheet furnished by the Mission, the statistical year being from June 1st to May 31st. The Mission Statistician shall fill in the blanks prepared for the Board, for the General Station Report and for the Minutes of the Mission and forward these blanks respectively to the Board, to the Editor of the General Station Report and to the Recording Secretary of the Mission.

The heading "Missionaries" shall include those on furlough. "Unordained Preachers" shall include all male "Helpers." "Teachers" means school teachers only.

"Other Native Helpers" includes colporteurs under the oversight of missionaries.

"Outstations. Places of Regular Meeting" mean places where at least five adherents, two of whom are either catechumens or communicants, have been meeting regularly on the Sabbath day for the worship of God for at least a month.

"Average Attendance" is that of the main Sunday service for the last quarter of the year.

"Sunday Schools" include only those places which have in addition to the preaching service a Sunday meeting for the systematic study of the Bible; it is not to be considered as a name for a second Sunday service for praise and prayer.

"Other Schools" shall not include gatherings where less than three hours a week are given in instruction in secular branches."

**Sec. 49.** Each Station shall present annually a popular report of its work from June 1st to May 31st, which report shall be written largely with the Church at home in mind. Each Station shall decide what departments or phases of the work shall be dealt with in its report and shall be allowed 2,350 words with one page of statistics. The reports of all the Stations shall be published in one volume.

In addition to the above report, each Station, in accord with Board Manual Section 59, shall submit to the Mission and the Board a brief official report, no Station to be allowed

more than four pages. This report shall be published in a separate volume and shall be ready for reference at the time of Annual Meeting. This report shall present information from all departments of the Station's work of which the Mission and the Board should have knowledge, but shall not contain the Personnel of the Station. Both the above Reports shall be edited and published by the Mission Treasurer and one other person chosen by the Station where the Treasurer resides from among its members.

"The minimum edition of each of these reports shall be one copy per member of the Mission and fifty copies to be given to the Corresponding Secretary of which five shall be sent to the Board, one to the Mission Library New York and one placed on the Mission file."

**Sec. 50. Dockets for Annual Meeting.** All items of proposed business emanating from the Stations shall be embodied in dockets of which seven copies must be presented to the Chairman of the Executive Committee in time for their meeting preliminary to Annual Meeting. All items to come before any of the Mission Committees shall be embodied in a separate docket for that Committee and only such items, recommendations, and requests as have been so presented for the Executive Committee's consideration and placed by that Committee on the Docket of Committee or Mission Business shall be considered unless by special express permission of the Mission.

**Sec. 51. Suggested Apportionment of Work.** Each Station shall also present to the Chairman of the Executive Committee, in time for their meeting preliminary to Annual Meeting, typewritten copies of the Station's suggested apportionment of work, including all proposed furloughs and in case of proportionate furloughs the reasons therefor shall be fully stated. One copy for each member of the Apportionment Committee, properly spaced for the insertion of alterations, shall be furnished.

**Sec. 52. Estimates.** Each Station shall present to the Mission for sending to the Board a report of all the monies desired for the next Fiscal Year. This report shall be made out on the Estimate Sheets furnished by the Board and shall be made in accordance with the Board's instructions in the matter. The final drafting of the Estimate sheets shall be under the supervision of the General Fiscal Committee.



**Sec. 53.**  
**Mention of**  
**Currency.** In reports intended for the information of the public and for general distribution at home, all mention of monies shall be made in United States Currency. In all other reports they shall be made in Japanese Currency.

## MISSIONARIES.

**Sec. 54.**  
**Voting**  
**Privileges.** No member of the Mission shall be entitled to vote in the Station and Mission until he or she shall have completed one year of service in connection with the Mission and shall have passed the language examinations appointed for the first year. Married women shall vote only in their respective Stations on questions relating to women's work. (See Manual Sec. 39.) The election of a non-voting member to any Mission or Station Committee shall *ipse facto* give the full rights of membership in that Committee.

**Sec. 55.**  
**Eligibility**  
**to Office.** All members of the Mission shall be "junior missionaries" until they have passed their third year language examinations, when they shall become "senior missionaries." Only senior missionaries shall be eligible for Chairmanship of the Mission, for the opening of new Stations, or for service on the Executive, Finance, Language, Educational, Editorial, Rules and By-laws, Nominating, Federal Council, or Apportionment Committees.

**Sec. 56.**  
**Mission and**  
**Station.** All, whether voting members or not, are under the direction of the Mission and the Station, and may be assigned such duties as the Mission or Station deem fit.

## MISSIONARIES REPORTS.

**Sec. 57.**  
**Ad Interim**  
**Reports.** Each Missionary present at the regular meetings of Station shall make, at such intervals as the Station shall determine, a report of the work done by him since last reporting, and the Station shall pass its judgment thereon.

**Sec. 58.**  
**Annual**  
**Reports.** Each missionary shall make an annual report to the Mission, to be submitted to his Station at such time as the Station shall require, of the work done by him during the entire year, and the Station shall pass upon it. Two copies of this shall be filed with the Recording Secretary at the time of Annual

Meeting, one to be forwarded to the Board and one kept on Mission file. Missionaries having charge of the institutions of the Mission and of the Stations shall make report upon them separately from their personal reports. These **institutional reports** shall be attached to the reports of the persons making them but should be distinct from the remainder of the report. Items of finance should be for the Mission fiscal year April 1-March 31.

## LANGUAGE.

**Sec. 59.**  
**Language Committee.** The Language Committee shall have the direction and oversight of the language study of all new missionaries until such time as each shall have passed three successive annual examinations, both written and oral, as hereinafter provided.

**Sec. 60.**  
**Examinations.** Examinations shall be in charge of the Language Committee and shall take place at such time in connection with Annual Meeting as the Committee shall arrange. However, first and second year written examinations may be given in June preceeding Annual Meeting, by a member of the Committee or other senior missionary authorized by the Committee. First and second year oral examinations may also be given at the same time and place but only in the presence of two members of the Committee and one other senior missionary. Third year examinations both written and oral must be taken before the Committee.

**Sec. 61.**  
**Oversight and Tests.** The Language Committee shall appoint one of its members or some other representative in each Station where a junior missionary is located, to have special oversight of his studies, to advise with him in the selection of a teacher, and to counsel with and direct both missionary and teacher in the prosecution of study. He shall give the student periodic tests provided by the Language Committee until he passes his second year examinations, reporting on such tests at once to the Station and to the committee. No first or second year student shall be permitted to take the annual examinations unless he shall have taken three such quarterly tests. The average grades of these three tests shall count equally with those of the annual examinations. Attendance at any language class or school provided by the Committee shall be

compulsory in the case of new missionaries who have not yet taken their first year examinations, unless for sufficient reason they shall be specifically excused by the Committee.

**Sec. 62.**  
**Course of Study.** The course of study shall be such as the Mission shall approve on recommendation of the Language Committee and shall be printed after approval by the Mission.

### INTER-MISSION RELATIONS.

**Sec. 63.**  
**Federal Council Delegations.** The Mission shall elect annually such number of representatives as is required by Constitution of the Federal Council of the Protestant Evangelical Missions in Korea, namely: a number "not exceeding one fifth of its total membership including wives of missionaries."

Delegates to Federal Council shall be elected in two classes for terms of two years each, the terms of services to expire in rotation; delegates in each class shall serve for all regular and called meetings of the Council until their successors are elected.

### EVANGELISTIC WORK.

**Sec. 64.**  
**Cooperation with Native Church.** The organization and government of the native church having been entrusted by the Mission and Board to the Presbyterian Church in Korea, it shall be the duty of each Station and Missionary to carry on all work in harmony with the rules framed by that Church.

**Sec. 65.**  
**Groups, Establishment, Supervision.** It shall be our policy to establish strong, well manned groups in important central positions, rather than a large number of weak ones, uniting believers in close proximity to one another as far as possible in one group. It shall be the duty of each missionary (1) to visit the groups under his charge quarterly if possible; (2) to assign them circuits to native laborers under his charge and to give them instruction concerning their work; (3) to provide a course of Scripture instruction for each group; (4) as soon as shall be deemed wise, to appoint a leader or leaders for each group and to instruct them in their duties; and (5) to lead each group to contribute toward the support of the native agent laboring

among them and of persons laboring in new fields, and to make contributions for the poor and other special objects.

**Sec. 66. Evangelistic Agents.** Evangelistic agents are : helpers, Bible women, colporteurs, and leaders, (a) A **helper** is a Christian employed either by the native Church or the Board, having oversight of one or more groups or churches. (b) A **Bible woman** is a Christian woman employed for the distribution of Christian literature among women, and for Biblical instruction. (c) A **colporteur** is a Christian employed for the distribution of books. (d) A **leader** is a Christian selected by the Pastor in charge who shall be responsible for the regular services of an unorganized church in the absence of the missionary or helper, and shall have general oversight of the group over which he is appointed. He shall receive no pay for such service, and shall be responsible only to the person appointing him.

**Sec. 67. Training Classes.** Each Station shall provide, when its work develops sufficiently, for at least three training classes each year, one for the instruction of the men of the native church under its care, one for the women and one for the leaders and most influential Christians. Each Station shall formulate its own rules and courses of study yet endeavor to have as much uniformity in the arrangement of the various Stations as is practicable. As far as advisable the Mission through the Evangelistic Committee shall arrange for interchange of missionaries in connection with these classes.

**Sec. 68. Country Classes.** Each missionary as soon as the work under his care develops sufficiently shall provide for training classes in the central groups of his work each year, and shall conduct as many of these personally as is practicable, and where impracticable shall put them in charge of competent Korean helpers, Classes shall also be held in the individual groups each year as far as is practicable. All country classes shall be conducted as much as possible in accordance with plans and policies approved by the Station.

**Sec. 69. Theological Institutions.** Theological Institutions including the Seminary, Bible Schools or Institutes, under the control of the Mission in whole or in part, shall be under the general supervision of the Evangelistic Committee.

## EDUCATIONAL WORK.

**Sec. 70.  
Control  
of Schools.** All Schools under the Mission in whole or in part, except Medical and Theological Schools, shall be under the General Supervision of the Educational Committee.

**Sec. 71.  
Primary  
and Grammar  
Schools.** In places where there is a sufficient Christian constituency, the organization and support of Primary and Grammar Schools by the Korean Church should be encouraged. Each Station shall appoint a Superintendent of all Primary and Grammar Schools within its bounds who shall have supervision of both schools and teachers, until such time as the Church so develops that the Presbyteries assume entire responsibility, including financial, for them. In exceptional cases only should assistance from Board or other foreign funds be granted and then preferably as endowment, such assistance not to exceed one half the amount contributed by the Korean constituency of the School.

**Sec. 72.  
Academies  
and College.** In any Station where the needs of the work make necessary more advanced education, such schools shall be organized by the Station with the approval of the Mission. They shall be in charge of Principals; and the details of government and conditions of admission, where not laid down by the Mission, together with their native teachers shall be under the direct supervision of the Station through its Educational Committee.

**Sec. 73.  
Teachers.** Teachers in all schools shall be Christians and, except in very extraordinary circumstances, shall be communicant members.

**Sec. 74.  
Curricula,  
Admission  
and  
Graduation.** The Senate of the Educational Federation of Christian Missions in Korea shall have power to prescribe courses, text books to be used, rules governing admission and granting diplomas; and it shall also have such other powers over the schools under the Mission as shall be granted by the Mission from time to time.

**Sec. 75.  
Educational  
Federation  
Cenate.** The Mission shall elect such number of representatives as is required by the Constitution of the Educational Federation of Christian Missions in Korea, namely: "One representative from each of the constituent Missions, two re-

representatives from each Mission having a Korean full Church membership exceeding 5,000, three from each Mission having a full Church membership exceeding 20,000, and a further representative for each 10,000 membership thereafter Missions . . . . may appoint one woman as an associate member . . . . ”

**Sec. 76.**  
**Institutional Reports.** Educational institutions under the Mission in whole or in part shall report to Annual Meeting according to the schedule adopted by the Mission.

**Sec. 77.**  
**Normal Training.** It shall be the duty of each Station, where the needs of the work make necessary, to provide instruction for the school teachers of its territory, such others being admitted to this instruction as the Station shall deem best for its educational work.

The courses of instruction to be covered and the examinations to be given shall be designed to raise the standard of scholarship and teaching ability among the school teachers in the employ of the Mission and to enable them to meet the educational requirements laid down by the Government.

Each Station shall, in harmony with the courses of the Senate, formulate its own rules for the conduct of such classes and shall appoint from its members those who shall instruct in them.

## MEDICAL WORK.

**Sec. 78.**  
**Purpose.** The purpose of Medical Work shall be to set an example to the Korean Church of Christlike love and mercy to all who are in pain and sorrow, and to use the opportunity thus afforded to lead men to a willing hearing and a glad acceptance of the Gospel.

To this end adequate provision shall be made in every Medical Institution for the imparting of religious truth and, unless specifically provided for in some other way, the medical missionary shall be head of all evangelistic work in the Hospital and the Dispensary.

**Sec. 79.**  
**Institutional Equipment.** In order to secure the effective carrying out of the purpose of this work it shall be the policy of the Mission to equip thoroughly every medical institution which it shall establish and to provide each institution with the most efficient staff possible.

**Sec. 80.**  
**Medical College.** It shall be the policy of the Mission to establish and maintain (in conjunction with other Mission so far as possible) a well equipped and well manned Medical College, which shall aim to give a thoroughly scientific and practical medical and surgical training to selected Christian young men from all parts of Korea, taking care to provide such Biblical instruction as shall develop their Christian character and make them efficient as Christian Workers in their profession.

**Sec. 81.**  
**Support.** Each hospital and dispensary shall endeavor to secure from its patients as large a proportion of the money needed for its support as they can be reasonably expected to pay, the aim being to become as nearly as possible self supporting, but this purpose must not be allowed to destroy the greater aim of extending help to even the poorest of the sick and suffering.

In the case of foreigners other than missionaries, the charges for services shall approximate those paid to non-missionary physicians and hospitals in the Orient for like services. Charges to missionaries of other Boards shall be made according to such mutual arrangements as seem wise according to local conditions.

**Sec. 82.**  
**Reports.** Medical institutions under the Mission in whole or in part shall report to the Annual Meeting according to the schedule prepared by the Korean Medical Missionary Association for all Medical Missionary work in Korea.

**Sec. 83.**  
**Trained Nurses.** Wherever local conditions call for the services of one or more trained nurses, such aid to the medical work shall be as far as possible provided for and when circumstances permit, such nurse or nurses may train suitable Korean Christian women or men as nurses. In connection with such training systematic Bible instruction shall be given and the development of Christian character and efficiency as Christian workers shall be emphasized.

The professional work of the trained nurse of the Mission shall be under the supervision of the physicians of the respective Station and requests for the professional services of the nurse shall be made through the physicians or medical committees of the Station concerned.

## LITERARY WORK.

**Sec. 84.**  
**Supervision.** All literary work shall be under the direction of the Mission through its Editorial and Publishing, and Bible Committees.

**Sec. 85.**  
**Preparation of Books and Tracts.** The preparation of educational or religious books or tracts shall be under the supervision of the Editorial and Publishing Committee, which shall recommend such assignment as will best meet the needs of the work and provide against duplication.

## PROPERTY.

**Sec. 86.**  
**Control.** Everything pertaining to land and buildings belonging to the Board shall be under the direct supervision of the various Stations, which in turn are responsible to the Mission and the Board.

**Sec. 87.**  
**Purchase and Sale** A Station shall purchase or sell land or buildings only on the approval of the Mission and the Board. As to deeds, diagrams of land and plans of the buildings, see Manual, Section 52.

**Sec. 88.**  
**Erection of Buildings.** A Station shall erect buildings only after approval by the Mission and appropriation by the Board, according to plans approved by the Station and Mission Property Committees. After Station approval of a plan has been secured, the local committee shall prepare copies of the plan and send them to the members of the Mission Property Committee for written suggestions. When these suggestions have been received, the local committee shall prepare a triplicate copy of the final plan drawn to scale with details and elevations and send them with the original letters of suggestions to the Mission Property Committee Secretary who shall ascertain the vote of the Property Committee and notify the Mission Treasurer and the parties originating the plan. When passed, these three copies of the plan shall become the file copies, one to be kept by the Secretary of the Mission Property Committee, one to be filed with the Mission Treasurer, and one to be sent to the Board.

**Sec. 89.**  
**Station.** Each Station shall appoint a Station Property Committee to superintend the erection of new buildings, carry on alterations involving an



**Property Committees.** expense of yen 100 or more, and have oversight of unoccupied property, walls and drains. Special property committees may be appointed either by the Committee or Station for the oversight of any particular piece of work. These committees shall be responsible to the appointing power and shall report to it on completion of work.

Upon the completion of any work assigned to Property Committees, the Station shall audit the accounts and formally receive the building or work, and hold it in trust for the Board. Repairs which become necessary after that date may be paid for from the repair funds.

The term **house repairs** shall include the renewing or replacing of such parts of buildings or other property as have been damaged by time or accident; also such alterations as do not materially change the plan of the structure, these alterations or repairs not to exceed yen 100.00 in any fiscal year.

#### FISCAL BUSINESS.

**Sec. 90. Apportionment of Grant.** The General Fiscal Committee of the Mission shall apportion the grant among the various Stations and the Mission on the basis of the approved estimates, within ten days after the grant has been received from the Board; and shall immediately inform the Mission Treasurer and all the Stations of the whole apportionment.

**Sec. 91. Distribution of Grant.** Each Station shall distribute its share of the grant not later than the first regular monthly meeting after notification of the amount and shall send a copy of its distribution to the Mission Treasurer at once.

**Sec. 92. Drawing Funds.** Each Station shall, through its Fiscal Secretary, keep a record in detail of funds drawn from the treasury, and no money shall be drawn from the Treasurer in classes IV-X (including new property) except on the formal action of the Station and over the signature of the Fiscal Secretary. All accounts of Board funds amounting at any one time to more than Yen 150 shall be kept in bank separate from private funds. (This shall not be construed to forbid holding working balance in cash).

**Sec. 93.**  
**Travel**  
**Accounts.**

A. The Fiscal Secretary of each Station shall send to the Treasurer a certified statement of the travel account of voting members to and from Annual Meeting, and only such certified amounts shall be paid by the Treasurer. In case of any question arising, an itemized account shall be referred to the Finance Committee for decision. In the cases of Andong and Kangkei Stations, the traveling expenses of wives and children shall be allowed to and from the nearest railroad station. No missionary who shall have failed to present, before the close of Annual Meeting, his personal report or within twenty-four hours after the close of Annual Meeting, any committee report for which he is responsible shall be entitled to such remuneration.

B. When members of the Mission are away from home on Mission business, all expenses exceeding one yen per day shall be a legitimate charge against the Mission.

C. Members of the Mission teaching in the Theological Seminary shall be allowed one visit home at Mission expense each term.

**Sec. 94.**  
**Audits.**

Each missionary or committee to whom funds are entrusted by any Station shall present annually for audit an itemized report of monies received and expended, the Station to report such audits to the Mission. It shall be the duty of each Financial Secretary to report to the Chairman of the Executive Committee all current accounts not audited by the end of April and all property accounts not audited by the end of July each year.

**Sec. 95.**  
**Reports**  
**of Audits.**

For the review of the General Fiscal Committee at Annual Meeting each Station shall present to the Chairman of the Executive Committee in time for their meeting preliminary to Annual Meeting a report of audits of all building or property accounts on the blanks adopted by the Mission. Final audits of building accounts shall show total amounts of expenditure including deficits, if any.

Each Station shall likewise present a report of audits of all institutional accounts, for the previous fiscal year according to the form adopted by the Mission.

**Sec. 96.**  
**Fiscal Reports**  
**to Committees.**

For the use of the various Committees having oversight of the work for which Board funds are used in classes IV., V., VI., VII., IX., and X., each Station shall present reports as

above, each class being reported in such detail as will make the report of use to the Committee concerned. The following items shall be given: amount used the preceeding year, amount in force the current year, amount to be asked on the basis of the Station's total remaining as in current year, amount on basis of 10% increase in Station's total, amount necessary for work.

**Sec. 97.** All audits shall be made by two persons (non-voters being elegendible to act as auditors). A statement of the amount received from the Treasurer on each account shall be obtained as the basis of the audit, all footings shall be verified, and vouchers for each payment examined where possible. The auditors shall ascertain whether disbursements made properly belong to the account, and after verifying the cash on hand and in bank shall sign the account to that effect and report to the Station the findings as required for reporting to the Mission.

The signature of the Disburser shall also be affixed to the Report of Institutional or Property Audits.

Receipts, receipted bills, initialed or stamped check stubs, or signatures or stamps affixed to items in a properly planned account book constitute vouchers.

Books in which accounts of Board funds are kept shall not be the private property of the disburser but the property of the Board subject to the inspection of the authorized Committee at any time.

#### MISCELLANEOUS.

**Sec. 98.** On all points of order not covered by these Rules and By-laws or by the General Rules for Judicatories of our Church, Robert's Rules of Order shall be used by the Mission.

**Sec. 99.** These Rules and By-laws may be amended at any meeting by a two thirds vote of the members present.

**Amendment of Rules and By-laws.**

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