



Last updated: 29 September 2023

## GUIDELINES FOR BOOK TABLE

**The objective of the book table is to display all our free publications in the best way possible, so that everyone who comes for a church gathering can see, choose, and take the books.**

### PROCESS TO ORDER BOOKS FOR THE BOOK TABLE

1. Request the book table team head to send an email to [bookrequest@apcwo.org](mailto:bookrequest@apcwo.org) with these details: (i) Name of book (ii) Language (iii) Number of copies.
2. Please send the book request email by Monday of each week for books to reach your APC Church location for the following Sunday. For conferences and events, the book request should be sent 2 weeks prior to the event.
3. Kindly assign more volunteers if required, to help with putting out the books with ease, on the Sunday that the books are received at your location.

### NUMBER OF BOOKS TO BE KEPT

1. Please keep at least 15 copies each (at APC Central) and 5 copies each (at other locations) of the English titles.
2. Please display 3 copies each of the language titles in all locations.
3. If display space is a constraint, keep a sign that says, "Language books available." When there is a request, send the details to [bookrequest@apcwo.org](mailto:bookrequest@apcwo.org). Also kindly keep a few copies of the translations in a box that is easily accessible and can be provided on request.
4. Please have a complete list of books for reference either as a hardcopy or softcopy.

### ARRANGEMENT

1. **Adequate tables:** Please place the required number of wooden tables / plastic tables / racks. Please collect the books from the storage area. Arrange the book table (use an adequate number of tables) with ALL titles (English, and all available translations)
2. **Book table set up:** Please display books 30 mins before the church service starts at your location.
3. **Signage:** Please place the sign FREE PUBLICATIONS on the book table. Signage of FREE BOOKS must be placed at all times in all occasions at the book tables. Signages to indicate the language like ENGLISH, KANNADA, TELUGU, HINDI, MARATHI, etc., may be placed to indicate the appropriate language if translations are displayed. If the signage "Language books available" is being displayed, kindly ensure that language book requests are emailed to [bookrequest@apcwo.org](mailto:bookrequest@apcwo.org).



Please move the BOOK TABLE a little away from the INFORMATION DESK.

### **HANDLING QUERIES / RECEIVING FILLED IN FORMS**

1. Volunteers are requested to keep themselves informed of APC events and ministries by visiting [apcwo.org](http://apcwo.org)
2. If queries related to APC events are raised, and book table volunteer does not have the required information, kindly take contact details and mail them to the church office at [contact@apcwo.org](mailto:contact@apcwo.org) for follow up.

### **SALE**

1. One person to be assigned for sale. Kindly make a note of the things sold.
2. Once the sale of CDs, other items etc. are completed, please count and hand over cash in the sealed cover to the offertory team head of that location mentioning the number of each denomination received.
3. Please mail the church office for replenishment required.

### **STORAGE**

1. Once the books displayed are taken down, please ensure that they are stored away in a dry, clean, dust-free place.
2. Containers for storage  
One of these containers can be used to store the books depending on the storage space available in your location.
  - a) Slotted customized trunks.
  - b) Bookshelves.
  - c) Waterproof bags, in an easy-to-carry size
3. Segregation of books by Title / Language  
For ease of setting up, stock checking and locating, the books may be segregated based on titles / language and secured using rubber bands and labeled. For example, Don't Lose Hope, English.  
The language of the book is mentioned on the credits page of each book.
4. Assistance to bring books from storage area
  - a) Assign enough book table volunteers just to help set up of book table for each Sunday or work with the setup team to ensure that the books are brought from the storage area.
  - b) Use of trolleys: The trolley can be used to bring all the books to the place where it needs to be set up.

### **VOLUNTEER ROSTER**

The team head can roster volunteers for each Sunday.



1. A two-member team of volunteers can be assigned each week to be at the book table. To quickly set up and take down the books displayed, additional volunteers may be rostered each week.
2. Please send the roster at the beginning of each month to all the volunteers. If a volunteer is unable to come on the day assigned, request them to make an alternate arrangement by swapping with another volunteer and keeping the team head informed.

### **BOOKS NOT AVAILABLE IN PRINT**

Please note that English books are available in print. Language books are being translated and printed. If not available in print, the available free PDF versions of the books can be downloaded from [apcwo.org/books](http://apcwo.org/books).

### **COORDINATION BY ASSOCIATE PASTORS | SERVICE COORDINATORS**

1. Please ensure that there are regular volunteer team meetings at your location to get feedback and improve on current practices.
2. The admin staff worshipping at your location, the associate pastor, service coordinator may also be invited for the meetings



### **GENERAL INFORMATION**

#### **ABOUT ALL PEOPLES CHURCH**

All Peoples Church is a Jesus-loving, Word-focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring for and serving each other in love as the assembly of God.

As an **equipping center**, we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base**, we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach**, we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.



The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

### USEFUL LINKS

Online Sunday Church service are livestreamed every Sunday at 10:30 am (Indian Time, GMT+5:30). Spirit-filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>

#### Our other websites and free resources:

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>