Voice of Prophecy Archives

Adventist Heritage Center
James White Library
Andrews University
Berrien Springs, Michigan
Collection Received 1995, 1996
Processing Completed 1998
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History

The Voice of Prophecy is a religious radio broadcast ministry of the Seventh-day Adventist Church. It has a daily and a weekly radio broadcast and a Bible correspondence school. It serves North America plus many other countries through affiliated radio programs and correspondence schools. An official ministry of the SDA Church, it is supported mainly by direct contributions and a modest subsidy from the Church.

The Voice of Prophecy began as a dream in the mind of Harold Marshall Sylvester Richards (1894-1985). After a few years of public evangelism he became interested in the new medium of radio and debuted on radio in central California in the late 1920s. In the early 1930s, Richards began a fairly regular broadcast on a station in Los Angeles, California. From this small start, the Voice of Prophecy went nationwide in 1942. In that same year, Fordyce Detamore inaugurated the Bible Correspondence School where listeners could write for Bible lessons, send them back, and get additional lessons.

By 1947, VOP was broadcast in six languages, had correspondence schools in four countries, and broadcast on over 600 stations around the world. The years following saw continued expansion, especially outside of North America.

H.M.S. Richards, Jr. joined the VOP in 1969. His father continued an active role until 1982 which represented 52 continuous years in radio ministry. In 1989, Lonnie Melashenko joined the ministry, and in 1992 he became Director-Speaker.

Scope and Content:

The records comprising this collection represent the Voice of Prophecy official archival collection. Over the years most of these records were carefully preserved. The correspondence begins in 1960. Previous years apparently are lost. Part of it could be reconstructed by visiting the General Conference of Seventh-day Adventist Archives in Silver Spring, Maryland.

The following is a thumbnail sketch of each major series:

- Box 55 correspondence is the letters received by VOP from listeners to the program. A group of secretaries opened the mail and answered most of the letters. A few were passed on the Pastor Richards to at least see and perhaps respond.
- Box 1511 correspondence is the potentially more significant area for research since this is where most business mail was sent. Here one will find letters from Church administrators and other leaders who dealt with H.M.S. Richards and the Voice of Prophecy.
- Correspondence with high donors are thank you letters sent to those who contributed over a certain amount of money.
• H.M.S. Richards Memorial Correspondence is an entire box of sympathy cards received on the occasion of the death of Elder Richards in 1985. There is no organization to this box.

• Sunday and Daily sermons contain the text of the sermon presented each Sunday or daily from 1938 to 1993 or the years indicated. This is the sermon only in most cases along with the “Have faith in God” serial poem. The accompanying continuities show all of the other words and music included around the sermon including the introduction, the summary of what will happen during the broadcast, the music performed, and the opening prayer and the closing words. The closing prayer may be a part of the sermon text or a part of the continuities. There is a card index to the sermons, but it is still located at the VOP offices in California.

• Miscellaneous scripts and articles are a mixed group of daily sermon series, special events programs, material prepared by Elder Richards for various occasions, and Portuguese and Spanish program scripts. See the inventory for a more complete list of included titles.

• Bible Correspondence Courses includes an extensive collection of in English and non-English produced over a span of 40 to 50 years.

• Book of the Month was a small book or pamphlet offered on the broadcast to anyone who asked for it or who sent in a contribution over a given amount of dollars. Many are written by Richards, though many are by others.

• Voice of Prophecy Print Shop Jobs is a sample of everything printed in the VOP Print Shop including office memo pads to Bible Study lessons and books of the month. There is an index to this extensive collection.

• Manuscripts and Music by Others is simply material sent to Elder Richards by people with a burden for some message or by those hoping to get their music or voice on the broadcast. In other cases, Elder Richards or others at the VOP may have collected material which ended up in this series.

• Minutes includes those of VOP, both major and minor committees, plus a few minutes from other committees associated with radio and the VOP.

• Reports are simply documents showing results and summaries for various services or activities.

• Station Information concerns the response received from VOP broadcasts on the various radio stations employed. Based on this information the VOP made decisions regarding which stations to drop or markets to try to get into.

Sadly, much of the real old material appears to be lost, the victim of time and the need for space. As mentioned above, the General Conference Archives has material which may help to fill at least part of the gaps. They hold extensive collections of minutes as well as correspondence between VOP and various GC offices.

For the audio portion of the VOP archives, one needs to contact the Loma Linda University Heritage Room. They received the bulk of the sound archives. VOP retained a portion as well.

Arrangement
Generally, the files are by year and alphabetically within the year. There are exceptions, however. Some files are not arranged at all, such as the H.M.S. Richards Memorial Correspondence. Others may have some organization, but with a lot of misfiling within the group. Some searching on either side of the date or letter you wish to look for may prove profitable. On the whole, the collection is well organized and should be easy to use.

**Provenance**

This collection is on permanent loan to the Andrews University Adventist Heritage Center. It arrived in three shipments between 1995 and 1996. The bulk came in 1995. Voice of Prophecy was facing a move to new offices and could not afford to continue to maintain these files.

**Use**

All Voice of Prophecy records are open and available for research for any legitimate research use, except as noted below. All users will be required to read, complete, sign, and adhere to the policies outlined in the *Application to Use Unpublished Records*, the *Researcher’s Code of Conduct*, and the *Patron’s Agreement*.

Researchers may read, take notes, and request photocopies of all records, except:

- **Correspondence**: When using records less than 20 years from the date of origination, researcher’s photocopies and notes will be scanned for gross moral problems, chiefly marital infidelity and violent crimes. Financial or administrative misconduct is not necessarily a reason to restrict a record. Where gross moral problems are found, the names and other identifying information will be obliterated or the document/note removed. Records more than 20 years from the date of origination will not be scanned for gross moral problems.

- **Minutes**: Committees which relate to VOP personnel matters will be closed to research.

- **Financial Records**: Names of individual donors should not be used in most cases.

- **Other Records**: Some records or portions of a record may be restricted as deemed in the best interest and success of the work of the Voice of Prophecy.

*Access policy voted by the Voice of Prophecy, June 1997*
# Inventory

## Correspondence (Box notation: corr–#)

### Box 55  (Broadcast response)

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<th>Range</th>
<th>Letters</th>
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<td>Jan to Mar</td>
<td>A to R</td>
</tr>
<tr>
<td>Box 2</td>
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<td>S to Z</td>
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<td>A to N</td>
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<td>1961</td>
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<td>A to V</td>
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<tr>
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<td>A to O</td>
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<td>A to J</td>
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<td>A to J</td>
</tr>
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<td>A to J</td>
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<td>K to Z</td>
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<td>A to Hd</td>
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<td>He to Z</td>
</tr>
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<td>A to G</td>
</tr>
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<td>Box 12</td>
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<td>A to G</td>
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<td>A to F</td>
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<td>A to H</td>
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Box 1511  (Business-related)

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<td>1970</td>
<td>A to R</td>
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Box 58  1970  S to Z
         1971  A to V
Box 59  1971  W to Z
         1972  A to Z
Box 60  1975  A to O
Box 61  1975  P to Z
         1976  A to E
Box 62  1976  F to Z
Box 63  1977  A to M
Box 64  1977  N to Z
         1978  A to C
Box 65  1978  D to R
Box 66  1978  S to Z
         1979  A to H
Box 67  1979  I to Z
         1980  A to L
Box 68  1980  M to Z
         1981  A to I
Box 69  1981  J to V
Box 70  1981  W to Z
         1982  A to M
Box 71  1982  N to Z
         1983  A to G
Box 72  1983  H to Z
         1984  A to I
Box 73  1984  J to Z
Box 74  1985  I to Z

Other Correspondences

Box 75  H. M.S. Richards, Jr.  Interoffice and General files  mid 1970's to early 1980's
        Kenneth Richards  Correspondence  1982 to 1987
Box 76  H. M.S. Richards, Jr.  Mixture of Box 55 & High Donor Correspondence
        Box 55  1984
        High Donors  1979
Box 77  VOP/Various Departments  Miscellaneous Correspondence
        Prayer
        Station Relations, 1975
        Evangelistic Association, 1975
        Manager, 1974-1975
        Music, 1975
        Public Relations, 1975
        Gems--Letters From Correspondence School
        Various, 1982-1986

Box 78  Dan Guild  Managers Correspondence  1982
Box 79  Dan Guild  Managers Correspondence  1983 to 1984

Correspondence with High Donors

Box 80  1972 to 1978  A to H
Box 81  1972 to 1978  I to S
Box 82  1972 to 1978  T to Z
         1980 to 1982  A to Mi
Box 83  1980 to 1982  Mo to Z
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H. M. S. Richard’s Memorial Correspondence

Box 86  HMSR Memorial Correspondence, 1985

Sunday Sermons and Continuities  (Box notation: Sunday–#)

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
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<tr>
<td>Box 1</td>
<td>Radio Lectures and Continuities</td>
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<td>(Missing continuities 1938, 1940, 1941, 1942)</td>
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<td>Box 2</td>
<td>Radio Sermons and Continuities</td>
<td>1945 to 1948</td>
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<td>Box 3</td>
<td>Radio Sermons and Continuities</td>
<td>1949 to 1953</td>
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<tr>
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<td>TV Continuities vol. 1 and 2</td>
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</tr>
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<td>Radio Sermons and Continuities</td>
<td>1954 to 1959</td>
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<td>Radio Sermons and Continuities</td>
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<td>Radio Sermons and Continuities</td>
<td>1968 to 1972</td>
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<td>Box 7</td>
<td>Radio Sermons and Continuities</td>
<td>1973</td>
</tr>
<tr>
<td></td>
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<td>1974 (2 copies)</td>
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<td></td>
<td></td>
<td>1975 (2 copies)</td>
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<td></td>
<td>1976 (2 copies)</td>
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<tr>
<td></td>
<td></td>
<td>1977 (2 copies)</td>
</tr>
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<td>Sunday Sermons and Continuities</td>
<td>1978 (2 copies)</td>
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<tr>
<td></td>
<td></td>
<td>1979 (3 copies)</td>
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<tr>
<td></td>
<td></td>
<td>1980 (2 copies)</td>
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<td>Box 9</td>
<td>Sunday Sermons and Continuities</td>
<td>1980</td>
</tr>
<tr>
<td></td>
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<td>1981 (2 copies)</td>
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<tr>
<td></td>
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<td>1982 (2 copies)</td>
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<td>Box 10</td>
<td>Sunday Sermons and Continuities</td>
<td>1983 to 1986</td>
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<td>Box 11</td>
<td>Sunday Sermons and Continuities</td>
<td>1986</td>
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<td>Box 12</td>
<td>Sunday Sermons and Continuities</td>
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<td>Sunday Sermons and Continuities</td>
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Daily Sermons and Continuities  (Box notation: Daily–#)

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<td>Box 1</td>
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<td>1973 Weeks 01 to 52</td>
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<td>Box 2</td>
<td>1974 Weeks 01 to 16</td>
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<td>1975 Weeks 01 to 36</td>
<td>1975 Weeks 01 to 36</td>
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<td>Box 4</td>
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<td>1978 Weeks 01 to 28</td>
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Box 5
1978 Weeks 29 to 52
1979 Weeks 01 to 52
1980 Weeks 01 to 04
Box 6
1980 Weeks 05 to 53
Box 7
1980 Continuities
1981 Weeks 01 to 53
1982 Weeks 01 to 12
Box 8
1982 Weeks 13 to 52
1983-1984 01 to 60
Box 9
1983-1984 61 to 104
1985 Weeks 01 to 52
Box 10
1985 Continuities
1986 Weeks 01 to 52
Box 11
1987 Weeks 01 to 52
Box 12
1988 Weeks 01 to 52
1989 Weeks 01 to 10
Box 13
1989 Weeks 11 to 52
1990 Weeks 01 to 28
Box 14
1990 Weeks 29 to 52
1991 Weeks 01 to 52
Box 15
1992 Weeks 01 to 52
1993 Weeks 01 to 52
Box 16
1994 Weeks 01 to 52
Daily Saturday Sermons OT 01 to 55
Daily Saturday Sermons NT 01 to 04

**Miscellaneous Scripts and Articles** (Box notation: Script–#)

**Daily Series**

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<tr>
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<tr>
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<td>Series 1 Weeks 01 to 26</td>
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<td>Series 2 Weeks 01 to 26</td>
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<td>Series 3 Weeks 01 to 14</td>
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<td>Series 4 Weeks 01 to 26</td>
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<td>3rd 6 Month Series NT 01 to 79</td>
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<td>3rd 6 Month Series OT 01 to 30</td>
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**Miscellaneous Scripts and Articles**

<table>
<thead>
<tr>
<th>Box 5</th>
<th>Armed Forces Scripts and Continuities</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Bible Marking - Daily Broadcast</td>
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<tr>
<td></td>
<td>Bible Marking Sermons 01 to 48</td>
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Daily Series - Organ, Weeks 04 to 09, 16 to 26
Music Radio 1957 to 1969
Rough Draft Radio Sermons - January 1950
Time for Singing, TS number 40 to 104

Box 6  Sermons for Distribution                        Late 1930 to Early 1940
        (Tabernacle Series?)

Box 7  Daily Broadcast Cycle,                        1983
        Bible Highlights                                01 to 90

Box 8  Bible Highlights                               91 to 104
        Six-Day-a-Week Program Script                  01 to 26
        Bible Research Fellowship
        Index of Quotations and Stories in VOP,         1943 to 1959
        Index of Quotations and Stories in VOP,         1960
        History of the Christian Church 1 & 2,          1970
        His Way Radio Broadcast                         01 to 26
        Lectures in Washington, 1966
        On the Inside Series (by H.M.S.R., Jr.)
        Sermons for White Memorial Crusade

Articles and Scripts by H. H. S. Richards, Sr.

Box 9  Alcoholics
        Announcements (Classified)
        Articles (Miscellaneous)
        Articles Published in Denominational Papers
        Bible and the Space Age
        Bright Horizon
        Everyday Life Topics
        Faith
        Focus
        Gambling
        Glorshon Wars
        Good Food
        Harp of Ten Strings - Talk at La Sierra University
        Health File
        Health Programs
        Lets Talk
        Life Beat
        Ministers and Doctors Retreat
        Publications

Box 10  Radiant Health
        Radio Bible Broadcast
        Radio Interests – Old Fashioned Bible Study Articles
        Selected Articles of These Times Magazine
        HMSR Sr. Sermons - KMPHC Hollywood
        TV Scripts

Miscellaneous Articles and Scripts Related to Voice of Prophecy

Box 10
Non-English Scripts

Box 12
Portuguese Theme Schedule
Portuguese Program 01 to 52
Portuguese Radio Scripts and Continuities 3rd Series 01 to 52
Portuguese Radio Scripts and Continuities 4th Series 01 to 52
Portuguese Radio Scripts and Continuities 5th Series 01 to 52

Box 13
Portuguese Radio Scripts and Continuities 6th Series 01 to 52
Portuguese Radio Scripts and Continuities 7th Series 01 to 52
Portuguese Radio Scripts 8th Series 01 to 52

Box 14
Spanish Radio Scripts 5S1 - 5S52
Spanish Lectures and Continuities 1st to 6th Series

Bible Correspondence Courses (Box notation: Courses–#)

Non-English

Box 1
African
Amheric
Antillas
Arabic
Armenian
Burmese
Cambodian
Cebuan
Celanese
Chinese from China and USA
Cinyanja
Danish
Dutch from Brussels and Indonesia
Esperanto
Fijian
Finnish
Flemish
French from Austria, Canada, France, Germany, and USA
German from Austria

Box 2
German from Germany and USA
Greek
Gujarati (India)
Hindi (India)
Hindustan (India)
Hungarian
Ilocano (Philippines)
Indonesian
Italian
Japanese from Hawaii and Hong Kong
Jewish
Korean
Latvian

Box 3
Malagasy
Marathi (India)
Norwegian
Papiamento
Persian
Philippines
Polish
Portuguese
Rumanian
Russian
Samoan
Siamese
Spanish from Argentina, Cuba and Mexico
Curso Infantil
Curso Juvenil
Curso Universal

Box 4
Escuela Circulo Radio Mundial
Escuela Radiopostal de Cuba
Escuela Radiopostal (2nd Course)
La Voz del Hogar
Lecciones preparadas por MH Nestares
Luz en el Camino
Orientation Profetica
South American Courses
Tesoros de Vida

Swedish
Tamil (India)
Telegu (India)
Tjetakan (Indonesia)
Ukrainian
Urdu from India and Pakistan
Urdu-Indi from Southern Asia

English

Box 5
Advance Radio Bible School
Alcoholics
Bright Horizon
Daniel and Revelation
England’s Course
English-Tagalog (Philippines)
Faith Bible Course
First Daniel and Revelation Lessons
Focus
From England (Voice of Prophecy Bible School Lessons)
From India (Southern Asia Courses) (Correspondence School Lessons)
God’s Way
Good Food - Good Health
Gospel of Salvation

Box 6
How to Understand My Bible
Israelite Heritage
Junior Bible Lessons
Light of the World
New Life
Prophetic Guidance
Radiant Health
Senior Bible Courses
South Africa - Daniel and Revelation
Highlights of Truth
Senior Bible Course
Youth Course
Stories of Jesus
20th Century Bible Courses

Box 7
Way of Life
Way Out
World-wide Lessons
You Take the Wheel
Youth Bible School
Gems (letters from VOP correspondence school mail)
Braille Bible Lessons
Adventures in the Bible
Bible Expositor
The Faith Course
Faith Edition (1 to 13)
Japanese Braille Bible Course
Box 8

In the Holy Land
New Life Bible Correspondence Course
West Point Evangelism Films

**Book of the Month** (Box notation: BotM–#)

- Box 1: Book of the Month 1942 to 1956
- Box 2: Book of the Month 1957 to 1972

**Voice of Prophecy Print Shop Jobs** (samples of each job) (Box notation: Print Shop–#)

- Box 1: 1970 to 1971 1 - 799
- Box 2: 1971 800 - 1699
- Box 3: 1971 to 1972 1700 - 2279
- Box 4: 2280 - 5099
- Box 5: 5100 - 7899
- Box 6: 7900 - 9499
- Box 7: Jun 1975 to Feb 1976 9500 - 10053
- Box 8: Jul 1976 to Aug 1977
- Box 9: Aug 1977 to May 1978
- Box 10: Jan 1980 to May 1981
- Box 11: Jun 1981 to Apr 1983
- Box 12: May 1983 to Jul 1984
- Box 13: Aug 1984 to Dec 1986
- Box 14: Jan 1987 to Nov 1987

Index Files: A to N
Index Files: O to Z

**Manuscripts and Music by Others Sent to or Collected by Voice of Prophecy**

(Box notation: manuscripts–#)

- Box 1
  - Sermons by Don H. Spillman
  - Beams of Faith
  - The Good Word
  - Impressions
  - The Interchange
  - Lord’s Day Alliance
  - Modern Miracles in Korea by Theodore S. Wangerin
  - Foolish Journey by Charles S. Edwards
  - The Presence of God by T. Edwards Hirst
  - Heaven Unlimited Power by Bernard M. Lall
  - Poems of Faith - Wisdom from the Wise
  - Bible Greek by Robert L. Goddard
  - Life of Christ by Bea Neall
  - Includes letters written to HMSR Sr and Jr that are best categorized as different and not really related to the work of VOP.
  - . . . and others.
Box 2

The Cry of Salvation and Destruction
Educational Research Analysis
For Jesus Sake it is Written
Isaac a Small Black Child by Terry Gage
New Insight into the Religion of Islam
The Sequence of Closing Events
Various Manuscripts from Glenn Davis
. . . and others

Box 3

Music (not VOP)

Box 4

Miscellaneous (VOP) Tapes and Unsolicited Tapes

Voice of Prophecy tapes

53-E-42 The Prodigal Son's Brother
Songs: Hold the Forth
Steal Away
Just as I Am
Dear Lord, Forgive

54-E-10 Sign of the Times
Songs: Where He Leads I'll Follow
Jesus, Oh How Sweet the Name
The Golden Morning is Fast Approaching
There's a Great Day Coming

54-E-17 Why do Things Go Wrong?
Songs: Oh There'll be Joy When the Work is Done
Is There Anyone Can Help Us
May He then Depend on You
My Faith Looks Up to Thee

54-E-19 Justification by Faith
Songs: Sometime all Sorrow Shall be Over
If you Love Him
I Lay my Sins on Jesus...
Give me Thy Heart Says the Father Above

54-E-22 The Coming King
Songs: Onward Christian Soldiers
Rock of Ages
Are you Ready for Jesus to Come?
Are you Ready for the Judgement Day?

H.M.S.R. – Crusade sermons, “The Seven Wonders of the World”
H.M.S.R. – A Special 50th Anniversary “Golden Jubilee Message”
H.M.S.R Reads the Bible–The Psalms
Pitcairn
For the Answer to the Questions in Your Life
Videotape - Sea World
Various Unsolicited Radio Cassette Tapes.

Box 5

Miscellaneous Tapes - VOP Tapes
Dimensions for Tomorrow - Darly Clark
Crisis in Christianity
Charlie Brown
The Search Youth Program - Monte Sahlim
The Tomy Ducanan Show
Broadcasting Project - Warren Dale
A New Tomorrow - Seltzer
Now - Clarence Kellbach
Your Story Hour
Wallack
Revised Audition Tape - Special Series for Word
3-VOP-1 Monday
3-VOP-OT.4 Friday
76-E-38
62-E-30 Special SF 1962
World of Religion CBS/KNX
Voice of Hope Tapes
Tape 1 68.U.6 1968
Tape 3 68.U.4 1968
Tape 6 67.U.47 1967
Tape 7 67.U.48 1967
Tape 8 67.U.46 1967
Tape 9 67.U.49 1967
HMSR 62nd Wedding Anniversary
King’s Herald Quartet (Bemidji Concert)
Loma Linda University Day Worship (4.17.82)
Viewpoint on Works (Fordyce Detamore)
VOP 67-E-49 Youth Program (The Way Out)
Small Tapes:
They Still Sing - Ernest Lloyd
Man of His Religion - CBS
Straight Talk About the Straight Life - AU
Doctor Richards - Paul Harvey
FFT Offering Day - 02.13.71
Wayout Report - R.A. Anderson
VOP “The Word Must Go Out” - Offering Tape 1975
VOP “Jesus is Coming”
Broadcasting Project - Joe Melashenko
Keep your Cool - Laurita Neal
Impressions - Jerry Keith
Light my Fire - Larry Reese
Thoughts from the Mount of Blessing
“Watch Out!” - Baja Marimba Band

Minutes (Box notation: Minutes–#)

Voice of Prophecy Committees

Box 1
Operating Board 1941 to 1949
Board of Trustees 1944 to 1964
Board of Directors 1972 to 1977

Box 2
Board of Directors 1978 to 1988
Board of Directors (DC) 1969 to 1982

Box 3
House Board 1943 to 1945
1965 to 1983

Box 4
House Board 1984 to 1991
Board of Management 1981 to 1987
Box 5
Public Relations
Appointment Sheets 1949 to 1965
Appointment Schedules 1966 to 1994

Box 6
Time-Buying Committee 1980 to 1988
Publicity Committee 1974 to 1987

Box 7
Trust Acceptance, Deferred
Giving and Real Estate 1973 to 1978
La Voz de la Esperanza
Board of Management 1984 to 1987
House Board 1984 to 1987
Self Evaluation Report
Spanish Bible School Personnel and Letters

Miscellaneous Committees
Administrative Committee
Administrative/Field Services/Station Related Comm.
Advisory Committee NAD
Bible School Committee
Bicentennial Planning Committee
Appropriation Distribution Committee
Board Appointed Committee
Committee of Counselors
Committee of 500
Computer and Mailing Committee
Executive Committee Film Center
Film Committee
Fund-raising Committee
Hosanna House Committee 1973 to 1981
Library Committee
Ministry Growth Committee
Music Advisory Council
Program Committee
Safety Committee
Senior Citizen Club Committee
Spanish Program Committee
Social Committee
Visitor’s Center Committee
VOP Evangelistic Association Committee
Watts Line Project Committee

Box 8
Youth Broadcast Committee
Youth Management Committee

Other Boards or Committees

Box 8
Radio Commission 1941 to 1948
Latin American Radio Commission 1944 to 1958
International Radio Commission 1945 to 1948
Reports (Box notation: Reports–#)

Box 1
- Administrative/PR/Shipping Custodial/ Personnel
- Bible Correspondence Report
- Bible School Statistics
- Computer Giving Report
- Comparative Report of Distribution
- Contribution Records
- Cues
- Data Processing Personnel
- Donations Report
- Evaluation of VOP
- Field Service Department/Personnel
- Information Services
- List of Unions/Conferences/Churches
- Mailbag
- Reports from Prospect Departments
- Prices/Polices on Mail
- Printing Department
- Program Production/Recording/Personnel
- Recording Miscellaneous
- VOP Report

Box 2
- Statistical/Departments Reports, 1952-1979
- Statistical/Departments Reports, 1954-1979
- Statistic Reports (VOP), 1950-1979
- Table of Organization and Job Analysis
- Tour Guide Information
- Wayout Letters
- World Radio Report
- Financial Statements/Reports 1942 to 1949
- Annual financial Reports 1956 to 1978
- Audited Financial Statements 1979 to 1984
  1989 to 1990
- Current Funds-Balance Sheet 1974 to 1977

Station Information (Box notation: station–#)

Box 1
- VOP Broadcast Response 1983 to 1986

Box 2
- VOP Broadcast Response 1987 to 1990
- VOP Printing Dpt./Numbered Order Forms

Box 3
- VOP Broadcast Response 1991 to 1994