

## jw.org Roles

### ADMINISTRATION

- **Manage Domain Inbox:** Two elders, preferably the coordinator of the body of elders and another member of the Congregation Service Committee. **No ministerial servants.**
- **Manage Users:** Two elders, preferably the coordinator of the body of elders and another member of the Congregation Service Committee. **No ministerial servants.**

### DOCUMENTS

- **View Forms–General:** All elders and any ministerial servants assigned by the Congregation Service Committee.
- **View Forms–Restricted:** All elders. **No ministerial servants.**
- **View Letters–General:** All elders. **No ministerial servants.**
- **View Letters–Restricted:** All elders. **No ministerial servants.**
- **View Sign Language Documents–General:** Any elder who requests and any ministerial servants assigned by the Congregation Service Committee.
- **View Sign Language Documents–Restricted:** Any elder who requests it. **No ministerial servants.**
- **View Supplier Arrangements–General:** All elders and any ministerial servants assigned by the Congregation Service Committee.
- **View Supplier Arrangements–Restricted:** All elders. **No ministerial servants.**

### CONGREGATION REPORTING AND REQUESTS

- **Enter Member Information:** At least two elders, including those who enter new regular pioneer appointments and adjust existing records about regular pioneers. **No ministerial servants.**
- **Enter Reports and Profile:** At least two elders, including those who enter the monthly field service report to the branch office, and any ministerial servants assigned by the Congregation Service Committee.
- **Request Literature:** At least two elders and any ministerial servants assigned by the Congregation Service Committee.
- **Request Periodicals:** At least two elders and any ministerial servants assigned by the Congregation Service Committee.

### TRANSFER FUNDS

- **Transfer Congregation Funds:** At least two elders and any ministerial servants assigned by the Congregation Service Committee.

### DOWNLOADS

- **Download *Our Kingdom Ministry*:** All users with an account in the congregation domain.

### LOOKUP

- **Search for Additional Congregation Meeting Places:** Any elder who requests it and any ministerial servants assigned by the Congregation Service Committee.
- **Search for Contacts:** Any elder who requests it. **No ministerial servants.**

### SPECIAL/INTERNATIONAL CONVENTIONS

- **Manage Convention Applications:** At least two elders, including the congregation secretary. **No ministerial servants.**