

Name of congregation: _____ City: _____ Province or state: _____

BRANCH OFFICE OF JEHOVAH'S WITNESSES

(Date)

Congregation number: _____

Dear Brothers:

After careful and prayerful consideration of the requirements for elders and ministerial servants as set out in God's Word, we submit the following recommendations for NEW appointments. To the best of our knowledge, the brothers recommended meet all the requirements set out in the Bible for the positions indicated. These brothers regularly participate in proclaiming the good news to others.—Matt. 24:14; Rom. 10:10.

If he has formerly served as an elder or a ministerial servant, state which and give the full name of the congregation where he last served. (If he is currently a ministerial servant, show the total years that he has served as one.) If a favorable recommendation was not received from the congregation where he last served, mark the "NR" (not recommended) column and **include a copy of their letter** showing why he was not recommended. Explain how long he has been with your congregation and why you recommend him.

NEW ELDER RECOMMENDATIONS

First name	Last name	Anointed (A) or other sheep (O)	Birth date	Baptism date	Total years		Last congregation where he served	NR
					E or MS	as MS		

NEW MINISTERIAL SERVANT RECOMMENDATIONS

First name	Last name	Birth date	Must be baptized for at least a year	Last congregation where he served	NR

APPOINTED ELDERS

Alphabetical list of names	Birth date	Baptism date	Appointment date

APPOINTED MINISTERIAL SERVANTS

Alphabetical list of names	Birth date	Baptism date	Appointment date

If any brother recommended is appointed, please have two elders speak to him *before announcing the appointment*. In every case, the elders must ask the following questions: "Is there anything from your past, even before baptism, or in your personal or family life that disqualifies you or that would prevent you from accepting this appointment? Is there any reason why your appointment should not be announced to the congregation?" (The aforementioned questions do not need to be asked of a brother who has been appointed as the coordinator of the body of elders if he is already serving as an elder in this congregation.) If the brother has not previously served as either an elder or a ministerial servant, ask the following question: "Have you ever been involved at any time in the past with child sexual molestation?" If he answers yes to any of the above questions, do not announce the appointment. Rather, return this form to the branch office along with an explanation as to why the appointment should be annulled.

PLEASE READ CAREFULLY: If you recommend a brother who has been baptized for many years, explain why he is only now being recommended. If you recommend the appointment of a brother previously **REMOVED** as an elder or a ministerial servant, always provide complete information on his progress since being removed, mentioning the date of his removal and the reason why he was deleted. (*ks10* 3:10) If brothers recommended on the reverse side have been **REPROVED** in the last three years for serious wrongdoing or if they have been **REINSTATED** in the last five years, state when in a separate letter. Mention when all restrictions were removed and whether these brothers have gained the respect of the congregation. If the recommended brother's conduct was such that it could have a bearing on his appointment, please supply additional information. (*ks10* 3:7-8) If any elders have reservations about recommending a brother, state who and their reasons. Regarding teens being recommended as ministerial servants, please see *The Watchtower* of July 1, 1989, page 29. Concerning individuals who entered into an adulterous marriage, please see the *Shepherding* textbook, chapter 12, paragraphs 15-17, and *The Watchtower* of January 1, 1997, page 28. Regarding former child abusers, please see the latest direction to all bodies of elders on the subject.

DELETIONS

Reason for Deletion

It is recommended that the following brothers be deleted from the list of appointed elders and ministerial servants.

If a person moved, show the full name of the new congregation. If the reason for the deletion is other than moving, death, disassociation, or disfellowshipping, supply complete information below or in a separate letter as to the Scriptural reasons for recommending removal or accepting his resignation. State whether he agrees that he no longer qualifies Scripturally to serve. If he does not agree and wishes to express himself, please *include his letter* with this form.

Does he agree?

First name	Last name	E or MS	Reason for Deletion	Does he agree?

COMMENTS OF CIRCUIT OVERSEER: [IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS.]

This is to advise that the recommendation for appointment(s) and/or deletion(s) has been approved under the direction of the branch office and holy spirit. This is being conveyed as shown by the official stamp and date of approval. **Note:** Whenever a deletion is announced to the congregation, the announcement should read as follows: "Brother [individual's name] is no longer serving as an elder (a ministerial servant)." If the individual(s) listed above has been dealt with judicially and thus an announcement of his deletion has already been made, it is not necessary to make a second announcement upon receipt of this form. If an elder is deleted for reasons other than moving to another congregation with a favorable recommendation, he should turn over his *Shepherding* textbook to the Congregation Service Committee.

MAY 20, 2014

*Christian Congregation
of Jehovah's Witnesses*

FOR OFFICE USE ONLY

Show the name and mailing address of the coordinator of the body of elders below:

(Circuit overseer—Sign and print name)

(Coordinator of the body of elders—Sign and print name)

(Secretary—Sign and print name)

(Service overseer—Sign and print name)

The circuit overseer will send the ORIGINAL of this form to the branch office. A COPY should be made for the congregation file. A SECOND COPY should be sent to the branch office whenever recommendations are being made for appointment or for deletion for reasons other than moving, death, judicial reproof, disassociation, or disfellowshipping. This SECOND COPY will be returned to the congregation after approval.