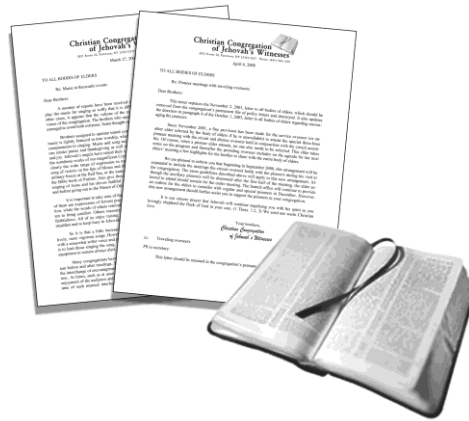


INDEX TO LETTERS FOR BODIES OF ELDERS



November 1, 2016

© 2016
CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES
All Rights Reserved

Index to Letters for Bodies of Elders
English (S-22a-E Gh)
Made in Ghana

HOW TO USE THE INDEX

KEEP YOUR LETTER BINDER UP TO DATE

It is a good habit to file all the letters from the office in chronological order by commencing with the most recent letter going down to the oldest. This means that the first letter of your binder becomes the most recent and the last one the oldest. Whenever you receive a letter from the branch, add it immediately to the others in the binder, according to the date. In this way the most recent letter will always be on top of your binder, and the binder will be up to date.

When you receive this index, review the *list of policy letters* at the end of the index and check that you have all the letters that are listed. These are policy letters containing instructions and guidelines from where you can get needed information. In case you are missing some of the letters, make a list so that when the circuit overseer visits your congregation you can ask him to provide you with *one copy*. He possesses a full collection of the letters from the branch.

What should you do with the letters that are *not* referred to in the *list of policy letters*? Take them out of the binder and destroy them. These are temporary letters and contain information that is no more valid. It is easy for you to find them in your binder if all the letters are arranged chronologically as explained above. Before you destroy them, make sure that they are outdated and that they do not contain information that you will still need. In case you have any doubt whether to destroy a particular letter, keep it until the next visit of the circuit overseer. He will be able to help you know which ones to keep and which ones to destroy.

CONSULTING THE INDEX

As you can see the index refers you to many letters, some of which are old. Sometimes just one paragraph or two will still be applicable, while other information in the same letter may have been replaced. For example, if you research on a specific point you may be referred to an old letter that gives guidelines on different subjects besides the one that you are searching for. Therefore, you have to use discernment and be cautious when you want to implement information in old letters. Keep the following rule in mind: the most recent instruction is generally the one you should follow.

CONFIDENTIALITY

The congregation's files and records should be kept locked in a safe and secure place, preferably at the Kingdom Hall. However, if the Kingdom Hall is in any way vulnerable, then such records may be kept in the home of a responsible elder, such as the secretary, under lock and key to prevent unauthorized entry. Although the secretary is primarily responsible for the organization of the congregation's file, each elder may be provided with a key to the file.

So that the index will be most useful, we suggest that you make it available at each quarterly elders meeting together with the policy letters. This way, several matters that arise at elders meetings can be concluded by checking and following the directions. We are sure this will reduce the time spent at meetings figuring out where to locate information.

Table of Contents

<p>Accounts 5</p> <p>Appointments and Deletions 5</p> <p>Assemblies and Conventions 5</p> <p>Baptism 5</p> <p>Bethel..... 5</p> <p>Branch Office, When to Contact 5</p> <p>Child Protection..... 6</p> <p>Circuit Overseer..... 6</p> <p>Confidentiality 6</p> <p>Congregation Service Committee 6</p> <p>Coordinator of the Body of Elders 6</p> <p>Correspondence 6</p> <p>Customs 7</p> <p>Disasters 7</p> <p>Disfellowshipped Ones 7</p> <p>Field Ministry 7</p> <p>Funerals..... 7</p> <p>Hospital Liaison Committee 7</p> <p>Inactive Ones 7</p> <p>Judicial 7</p> <p>Jw.org Web site 8</p> <p>Kingdom Hall.. 8</p>		<p>Legal and Insurance..... 8</p> <p>Literacy 9</p> <p>Literature, Magazines, and <i>Meeting</i> <i>Workbook</i>... 9</p> <p>Meetings 9</p> <p>Miscellaneous 9</p> <p>Pioneers 10</p> <p>Secretary 10</p> <p>Secular Education 10</p> <p>Service Overseer..... 10</p> <p>Shepherding..... 10</p> <p><i>Shepherding</i> Textbook 10</p> <p>Unbaptized Publishers..... 11</p> <p>Undocumented Aliens 11</p> <p>Weddings 11</p>
	<p>-----◆-----</p>	
		<p>Contents of Congregation’s Permanent 12-13 File of Policy Letters</p>

INDEX TO LETTERS

ACCOUNTS		
<i>Instructions for Congregation Accounting</i> (also, constitution for bank account, etc.)		S-27
<i>Instructions for Kingdom Hall Operating Committee Accounting</i>		S-42 (January 2011)
Audit of congregation and operating committee accounts		Dec. 15/04
Financing Kingdom Hall and Assembly Hall construction worldwide; renovation projects		Nov. 1/16; Mar. 29/14
Hospitality and travel expense for public speakers		May 25/11
Kingdom hall operating committee		Nov. 1/16
Not sending cash donations to assemblies; supporting circuit events through circuit fund		Dec. 15/04
Types of boxes in Kingdom Hall: WWW, LCE; pay all resolutions from LCE		Mar. 29/14
APPOINTMENTS AND DELETIONS		
Appointed men living away from home		Sept. 2/13
Coordinator of the body of elders		July 13/14; Jun. 1/14
Considering recommendation when ministerial servant substitutes on service committee		July 11/14
Former child abusers		Aug. 1/16
Letters of introduction for appointed men moving into another congregation		July 13/14; Jul. 11/14
List of appointed men on jw.org Web site		Apr. 3/11
Living accommodations of those pursuing higher education		Jun. 1/13
Pornography		Apr. 10/12
Prison inmates		Sept. 8/11
Process		July 13/14
Qualification of those pursuing higher education, or family members		Mar. 6/12; Aug. 15/09
Qualifications — permitting unbelieving relatives to live in fornication in Christian's home		Jan. 2/09
Regular pioneers	Apr. 10/12; Sept. 8/11; Nov. 17/10	
Showing consideration for those involved in theocratic projects		Mar. 17/13; Nov. 7/08
ASSEMBLIES AND CONVENTIONS		
Adjusted meeting schedules during week of		Aug. 2/08
Baptism of those who have communicable diseases		Mar. 8/08
Convention arrangements		Oct. 27/13
Homebound and isolated publishers		Oct. 15/16
Interpretation, streaming, and recordings		Oct. 15/16; Oct. 23/15
May organize assemblies on school property; not burden brothers by purchasing land		Nov. 5/07
Music at theocratic events		May 26/15
Pioneer meeting in conjunction with circuit assembly		May 4/08
Prisons		Sept. 8/11
Safety precautions when attending		Aug. 3/13
Showing consideration for those involved in theocratic projects	Aug. 25/14; Mar. 17/13; Nov. 7/08	
Special needs		Oct. 27/13
Use of electronic tablets		Oct. 12/13
Visual aids		Jan. 4/16
BAPTISM		
Prisons		Sept. 8/11
Review of questions with candidates when number of elders is limited		Jul. 11/14
Individuals with communicable diseases		Mar. 8/08
BETHEL		
Showing consideration for those temporarily working at	Aug. 25/14; Mar. 17/13; Nov. 7/08	
Speaker, requesting for Kingdom Hall dedication		May 16/13
BRANCH OFFICE, WHEN TO CONTACT		
Appeal and judicial committees		Jul. 11/14
Appeal of deletion as elder or ministerial servant		Jul. 13/14
Child abuse, letters of introduction; when reports received of		Aug. 1/16
Housing for former special pioneers		Mar. 26/14
Lawsuit threatened		Nov. 6/14; Apr. 4/08
Legal action notices; unusual demand notices from local authorities; land documents, etc.		Apr. 4/08; Feb. 15/05
Prisons		Sept. 8/11

Procedures when legal issues are involved	Nov. 6/14
Requesting permission for publisher to tie in to meetings in another branch territory	May 25/15
Requesting recognition of foreign-language group	Oct. 23/15
CHILD PROTECTION	
Contact branch office	Aug. 1/16; Sept. 8/11
Former child abuser, elders strongly caution about current conduct with children	Aug. 1/16
Extending privileges	Aug. 1/16; Sept. 8/11
Moving to another congregation, letter of introduction	Aug. 1/16; Sept. 8/11
Prison inmates	Sept. 8/11
Protecting victims of	Aug. 1/16
CIRCUIT OVERSEER	
(See also <i>Information Needed for Visit of Circuit Overseer</i> [S-61].)	
Accommodation and financial matters	Mar. 26/14; May 1/13
<i>Application to attend the School for Kingdom Evangelizers</i> (G-8)	Jun. 2/14
Appointment and deletion of elders and ministerial servants	Jul. 13/14
Child abuse	Aug. 1/16
Disasters	Jan. 6/12
Kingdom Hall dedications	May 16/13
Pioneer meetings	May 4/08
Role when number of elders is limited	Jul. 11/14
Visit with congregation , recurrent expenses, no need for resolution; funds not given as gifts	Jan. 8/13
List of elders and ministerial servants on jw.org Web site	Apr. 3/11
Providing food, caring for expenses, accommodation, agenda, etc.	Mar. 26/14; May 1/13; Jan. 8/13
CONFIDENTIALITY	
Congregation's file; judicial matters	Nov. 6/14; Jul. 11/14; Sept. 7/11
Legal issues	Nov. 6/14
Photocopies	Sept. 7/11
Review of questions with baptism candidates	Jul. 11/14
<i>Shepherding</i> textbook	Mar. 16/15; Oct. 7/10
Use of jw.org Web site	Jul. 12/14
Use of online storage services for congregation documents	Dec. 17/12
Wireless communication	Nov. 6/14
CONGREGATION SERVICE COMMITTEE	
Arrangement for those who must travel to care for special medical needs	Dec. 11/11
<i>Application to attend the School for Kingdom Evangelizers</i> (G-8)	Jun. 2/14
Assisting inactive	May 23/10
Auxiliary pioneers	Jan. 21/13
Letters of introduction	Jul. 13/14; Jul. 11/14; Nov. 17/10
Ministerial servants substituting as members of	Jul. 11/14
Pioneers not meeting hour requirement	Aug. 25/14
Requesting permission for publisher to tie in to meetings in another branch territory	May 25/15
Role	Oct. 27/13; Aug. 2/08
Unassigned and seldom-worked territory campaign	Aug. 2/13; Aug. 1/13
Use of jw.org Web site	Jul. 12/14
COORDINATOR OF THE BODY OF ELDERS	
Age requirement	Jun. 1/14
Appointment	Jul. 13/14
Handling correspondence from branch office	Jul. 12/14; Sept. 7/11
Review of traveling overseer's accommodations	May 1/13
Use of jw.org Web site	Jul. 12/14
CORRESPONDENCE	
From branch office, for congregation's file; handling; use of <i>Letter Index</i> (S-22)	Jul. 12/14; Sept. 7/11; Mar. 2/09
Letters of introduction	Jul. 13/14; Jul. 11/14; Nov. 17/10
Never use "Watchtower" logos or variations of them on letterhead, Kingdom Halls, etc.	Nov. 20/07
Use of jw.org Web site	Jul. 12/14
Use of online storage services for congregation documents	Dec. 17/12
With prison inmates	Sept. 8/11

CUSTOMS (see also weddings and funerals)	
Assist those who engage in child-naming ceremony; elders example; avoid compromise	Jul. 7/08
DISASTERS	
(See also <i>Key Facts About the Global Assistance Arrangement</i> [TO-57].)	
Disaster preparedness and response	Jan. 6/12
DISFELLOWSHIPED ONES	
Incarcerated	Sept. 8/11
FIELD MINISTRY (See S-6 form on how to request territory adjustment)	
Auxiliary pioneers	Jan. 21/13
Child abuse	Aug. 1/16
Field service groups	Aug. 2/08
Foreign-language	Oct. 24/15; Oct. 23/15
Legal issues (accidents, attempts to interfere with, courtesy telephone notifications, “No Trespassing” sign, etc)	Nov. 6/14
Limited activity because of other theocratic assignments	Aug. 25/14; Mar. 17/13; Nov. 7/08
Prison	Sept. 8/11
Reporting field service activity	Sept. 7/11; Nov. 7/08
Regular pioneers	Aug. 25/14
Placements	Oct. 20/15
Those involved in theocratic projects	Mar. 17/13
Resuming after inactivity	May 23/10
Review of questions with those desiring to be unbaptized publishers when elders are limited	Jul. 11/14
Unassigned and seldom-worked territory campaign	Aug. 2/13; Aug. 1/13
Using “Please Follow Up” slip	Dec. 15/98
Witnessing in public places	Oct. 14/16
FUNERALS (see also <i>KM</i> inserts for May, July, August, and September 2008)	
Scriptural view of funerals; discern principles; elders’ example, responsibility, assist others	May 1/08
Viewing body at Kingdom Hall; funeral levies; when unbelievers hold second funeral	Apr. 20/09
Follow-up on weddings and funeral	Nov. 30/12
HOSPITAL LIAISON COMMITTEE	
(See also <i>Guidelines for Supporting Those With Medical Needs</i> [S-139].)	
Arrangement for those who must travel to care for special medical needs	Dec. 11/11
Care plan simplification	Sept. 3/16
Discussion of (pregnant sisters; children; serious surgery and trauma; HLC, PVG and HIS)	Jan. 3/06
Local needs parts	Feb. 8/08
Medical strikes including emergency services	Apr. 22/13
November 2009 <i>Awake!</i> article healthy mothers healthy babies	Dec. 16/09
Showing consideration for those involved in theocratic projects	Aug. 25/14; Mar. 17/13; Nov. 7/08
INACTIVE ONES	
Assisting; yearly encouragement to attend Memorial	May 23/10
<i>Congregation’s Publisher Record</i> (S-21) cards	Sept. 7/11; Nov. 17/10
Letters of introduction	Nov. 17/10
JUDICIAL	
Child abuse	Aug. 1/16
Confidentiality	Nov. 6/14; Sept. 7/11
Deletion of elders and ministerial servants	Jul. 13/14
Deletion of regular pioneers	Aug. 25/14
Disassociations	Sept. 7/11
Expressions regarding nonneutral activity	Nov. 6/14
Files	Sept. 7/11
Inactive ones	May 23/10
Legal issues	Aug. 1/16; Nov. 6/14
Permitting unbelieving relatives to live in fornication in a Christian’s home	Jan. 2/09
Porneia and Scriptural freedom to remarry	Mar. 6/12; Oct. 12/10
Pornography	Apr. 10/12
Prison inmates	Sept. 8/11

Restrictions	Sept. 7/11
Unbaptized publishers	Sept. 7/11
When number of elders is limited	Jul. 11/14
JW.ORG WEB SITE	
(For additional direction on jw.org, refer to <i>jw.org Roles</i> [S-135] form.)	Jul. 12/14; Jul. 11/ 11; Apr. 3/11
Viewing JW Broadcasting monthly programs	Nov. 7/14
KINGDOM HALL	
(For additional direction on ownership see <i>Information Regarding Ownership of Kingdom Halls</i> [T-36]. For direction in reporting accidents and property damage, refer to <i>Key Facts About Global Assistance Arrangement</i> [TO-57].)	
Accidents resulting in bodily injury	Aug. 3/13
Annual review of financial support	Mar. 29/14
Apartment	Mar. 26/14; May 1/13
Box for field service reports	Sept. 7/11
Caretaker; safety measures and emergency exits	Mar. 26/14; Aug. 3/13; Feb. 12/00
Cleaning	Nov. 1/16; Aug. 2/08
Conferencing systems	May 25/15
Congregation's file	Jul. 11/14; Sept. 7/11
Construction,	
Financing	Nov. 1/16
Hour credits for pioneers	Aug. 25/14; Mar. 17/13; Nov. 7/08
Contribution boxes, types; pay all resolutions from Local Congregation Expenses box, etc.	Mar. 29/14
Dedications, speaker, format	May 16/13
Disasters, advance preparation towards natural disasters or political instability	Jan. 6/12
Expenses	Nov. 1/16; Mar. 29/14
Foreign-language congregations and groups	Oct. 23/15
<i>Instruction for Kingdom Hall Operating Committee Accounting</i>	S-42 (January 2011)
Internet connections in Kingdom Halls	Nov. 1/16
Inspection by LDC representative	Nov. 1/16
Kingdom Hall operating committee	Nov. 1/16
KHOC, elders to serve on; no need to charge for use of hall	S-42 (January 2011)
Maintenance	Nov. 1/16
Meeting times; rotation	Nov. 1/16; Oct. 23/15; Aug. 2/08
Music	May 26/15
Property	
Damage	Nov. 1/16
Proper use of	Mar. 26/14
Ownership	Nov. 1/16; Aug. 15/12
Selecting	Nov. 1/16
Safety	Aug. 3/13
Seek branch approval for major renovations only, not maintenance	Nov. 1/16
Use of electronic tablets	Oct. 12/13
Use of Kingdom Hall for civil weddings performed by government official	Jan. 1/14
Video equipment	Nov. 1/16
Viewing JW Broadcasting monthly programs	Nov. 7/14
Weddings; use of Kingdom Hall; couple Scripturally free	Sept. 3/13; Jun. 5/07; S-42 (January 2011)
Written agreement; use unpaid volunteers for maintenance	Nov. 1/16
LEGAL AND INSURANCE	
(For direction in reporting accidents and property damage to the Kingdom Hall, refer to <i>Key Facts About Global Assistance Arrangement</i> [TO-57].)	
Child abuse	Aug. 1/16
Citizenship; undocumented aliens	Sept. 3/13
Crime and criminal investigations	Nov. 6/14
Disruptive individuals at congregation meetings	Nov. 6/14
Kingdom Hall maintenance concerns; safety	Nov. 1/16; Feb. 12/00
Marriage, requirements for; registering Kingdom Hall; vows	Jun. 5/07
Procedures when legal issues are involved	Nov. 6/14
Proof of ordination	Oct. 12/10
Notices of legal action; unusual demand notice from authorities; refer to Legal Desk	Apr. 4/08; Feb. 15/05
When law suits are threatened	Nov. 6/14

Use of congregation property	Mar. 26/14
Witnessing in public places	Oct. 14/16
LITERACY	
Guidelines on literacy school, who qualifies to attend; privileges when illiterate	Apr. 5/09
LITERATURE, MAGAZINE, AND OUR KINGDOM MINISTRY (For additional direction, refer to <i>Literature and Magazine Request Guidelines</i> [S-56].)	
Foreign-language	Oct. 23/15
Managing literature inventory, determining campaign requests and quantities	Mar. 5/08
Penal institutions	Sept. 8/11
Use of jw.org	Jul. 12/14
Witnessing in public places	Oct. 14/16
MEETINGS	
Audio recordings	Apr. 2/10
Body of elders,	
Considering recommendation of ministerial servant who serves on service committee	Jul. 11/14
Local needs parts	Oct. 14/16; May 3/08; Feb. 8/08
Report on pioneer meetings with traveling overseers	May 4/08
Christian Life and Ministry Meeting (Please see <i>Instructions for Our Christian Life and Ministry Meeting S-38</i>)	
Foreign-language	Oct. 23/15
Local needs parts	Oct. 23/15; May 3/08; Feb. 8/08
Conferencing systems	May 25/15
Congregation Bible Study; Family Worship	Oct. 23/15; Feb. 7/14; Aug. 2/08
Congregation meeting times	Nov. 1/16; Oct. 23/15; Aug. 2/08
Disruptive individuals	Nov. 6/14
Foreign-language; for field service	Oct. 23/15; Aug. 2/08
Homebound and isolated publishers	May 25/15
Interpretation, streaming, and recordings	Oct. 23/15; May 25/15; Feb. 7/14
Kingdom Hall dedications	May 16/13
Memorial,	
Foreign-language pregroups and groups	Oct. 23/15
Yearly encouragement for inactive to attend	May 23/10
Memorial, selecting speaker, preparing Kingdom Hall, showing respect for occasion	Mar. 5/07
Music; not to add beat to Kingdom melodies, not for dancing	Oct. 23/15; May 26/15; Aug. 23/01
Pioneer meeting with traveling overseers	Jan. 21/13; May 4/08
Prisons	Sept. 8/11
Public Meeting,	
Discussion	May 25/11
Foreign-language	Oct. 23/15
Maintaining file for public talk outlines intact	Jul. 8/05
Scheduling of public talks, lists of outgoing speakers	May 25/11; Jan. 1/08
Showing the organization's DVDs in place of weekly public talks	Mar. 20/12
Safety precautions	Aug. 3/13
Sign-language interpretation	Oct. 19/12
Use of electronic tablets	Oct. 12/13
Video equipment	Nov. 1/16; Jan. 4/16
Viewing JW Broadcasting monthly programs	Nov. 7/14
Visual aid	Jan. 4/16
Watchtower Study	
Reading scriptures at the Watchtower Study	Oct. 23/15; Apr. 22/12; Mar. 20/12
Use of organization audio recording when no qualified readers available locally	Apr. 22/12
Wireless microphones and confidentiality	Feb. 7/14
Wireless microphones and confidentiality	Nov. 6/14
MISCELLANEOUS	
Child custody	Nov. 6/14
Flag badges, anthem, pledge, voting, dismissed on neutrality issues	Nov. 6/14; Feb. 8/92; Feb. 14/91
Media debates, get approval from branch office first before involving self	Aug. 16/97
Vehicle accidents	Nov. 6/14
Suicides	Nov. 6/14

PIONEERS	
Auxiliary pioneers	Jan. 21/13
Regular pioneers	Aug. 25/14; Nov. 7/08;
Letters of introduction	Nov. 17/10
Meeting with traveling overseers	Jan. 21/13; May 4/08
Prison inmates	Sept. 8/11
Qualification in connection with	
higher education	Mar. 6/12
unbelieving relatives live in fornication	Jan. 2/09
pornography	Apr. 10/12
Recommending discontinuation; qualify as infirm, must be infirm	Apr. 10/12; Jul. 5/05;
Working on theocratic construction projects	Aug. 25/14; Mar. 17/13; Nov. 7/08
SECRETARY	
Appointment and deletion of regular pioneers	Aug. 25/14
Congregation's file	Jul. 11/14; Sept. 7/11
<i>Congregation's Publisher Record</i> (S-21) cards	Aug. 25/14; Mar. 17/13; Sept. 7/11; Nov. 7/08
Conventions	Oct. 27/13
Field service reports; handling late reports	Mar. 17/13; Sept. 7/11; Nov. 7/08
Handling correspondence from branch office	Jul. 12/14; Sept. 7/11
Hour credit for pioneers	Aug. 25/14; Mar. 17/13; Sept. 8/11; Nov. 7/08
Letters of introduction	Nov. 17/10
List of publisher contact information	Jan. 6/12
SECULAR EDUCATION	
Can parent have privileges if adequate arrangement made for child in boarding school?	Nov. 22/03
Living accommodations of those pursuing higher education	Jun. 1/13
Parallel meetings at boarding schools not allowed	May 5/03
Qualification of appointed men with children in boarding schools	May 5/03
Qualification of those pursuing higher education	Aug. 15/09
When schools require children to attend church service; child not attending meetings	Nov. 22/03
SERVICE OVERSEER	
Foreign-language field	Oct. 23/15
Pioneer meetings with traveling overseers	May 4/08
Visits to field service groups	Aug. 2/08
Witnessing in public places	Oct. 14/16
SHEPHERDING	
Field service groups; irregulars and those depressed; be kind and encouraging	Feb. 2/14; Aug. 2/08
Inactive ones; Memorial, yearly encouragement for inactive to attend	May 23/10
Those facing issues with pornography	Apr. 10/12
Those learning another language	Oct. 24/15; Oct. 23/15
SHEPHERDING TEXTBOOK	
Adjustments and notations	
title page	Mar. 16/15; Oct. 7/10
chap. 2 par. 11	Jun. 1/14
chap. 2 par. 13	Jul. 13/14
chap. 2 par. 16	Sept. 7/11; Nov. 17/10
chap. 2 par. 23	Feb. 2/14
chap. 2 par. 25	Apr. 22/12
chap. 3 par. 6	Jul. 13/14
chap. 3 par. 10	Apr. 10/12
chap. 3 par. 11-14	Jul. 13/14; Dec. 25/11
chap. 3 par. 15	Apr. 10/12; Mar. 6/12
chap. 3 par. 20	Aug. 1/16
chap. 3 par. 23, 25-29	Jul. 13/14; Dec. 25/11
chap. 3 par. 32	Dec. 25/11
chap. 4 par. 6	Feb. 2/14
chap. 5 par. 5	Mar. 6/12
chap. 5 par. 10	Aug. 1/16
chap. 5 par. 14	Apr. 10/12

chap. 5 pars. 39, 62	Sept. 7/11
chap. 7 par. 20	Aug. 1/16
chap. 7 pars. 21, 34	Sept. 7/11
chap. 8 par. 10, 13, 18	Jun. 26/14
chap. 9 par. 2	Sept. 7/11
chap. 9 par. 3	Nov. 6/14
chap. 10 par. 2	Aug. 1/16
chap. 11 par. 13	Sept. 7/11
chap. 12 pars. 4, 9	Oct. 12/10
chap. 12 par. 17	Sept. 7/11
chap. 12 par. 18	Aug. 1/16
chap. 12 par. 20-21	Aug. 1/16
chap. 12 par. 24	Jan. 6/12
confidentiality	Mar. 16/15; Oct. 7/10
UNBAPTIZED PUBLISHERS	
Letters of introduction	Nov. 17/10
Review of questions when number of elders is limited	Jul. 11/14
Wrongdoing by	Sept. 7/11
UNDOCUMENTED ALIENS	
Undocumented aliens	Sept. 3/13
WEDDINGS	
Civil marriage or Bible talk; vows; registering Kingdom Hall for marriages	Jan. 1/14; Jun. 5/07
Proof of ordination	Oct. 12/10
Scriptural freedom to remarry	Oct. 12/10
Use of Kingdom Hall	Sept. 3/13; S-42 (January 2011)

CONTENTS OF CONGREGATION'S PERMANENT FILE OF POLICY LETTERS

DATE	SUBJECT
S-6	<i>Territory Adjustment Request</i>
S-27 [Revised May 2012]	<i>Instruction for Congregation Accounting</i>
S-38	<i>Instructions for Our Christian Life and Ministry Meeting</i>
S-42 [January 2011]	<i>Instruction for Kingdom Hall Operating Committee Accounting</i>
S-56	<i>Literature and Magazine Request Guidelines</i>
S-61	<i>Information Needed for Visit of Circuit Overseer</i>
TO-57	<i>Key Facts About Global Assistance Arrangement</i>
February 14/91 [AB:DD]	Re: Clarifications on neutrality and patriotic ceremonies
February 8/92 [AB:DD]	Re: Sale of flag badges
August 16/97	Re: Panel discussions and media debates
December 15/98	Re: Use of <i>Please Follow Up</i> slip (S-43)
February 12/00	Re: Kingdom Hall Safety
August 23/01	Re: Kingdom melodies not for dancing
May 5/03	Re: Parents with children in boarding schools
November 22/03	Re: Follow-up on parents with children in boarding school
December 15/04	Re: Contributions into circuit fund
February 15/05	Re: Obtaining legal documents for Kingdom Hall lands
July 5/05	Re: Infirm regular pioneer
July 8/05	Re: Public talk outlines file
January 3/06	Re: Hospital Liaison Committees
March 5/07	Re: Memorial arrangement and speaker
June 5/07	Re: Use of Kingdom Hall for Civil Marriages and Marriage Talks
November 5/07	Re: Locations for organizing assemblies
November 20/07	Re: Use of Watch Tower logos
January 1/08	Re: Public talk guest speaker
February 8/08	Re: Local needs parts
March 5/08	Re: Managing congregation literature inventories
March 8/08	Re: Baptizing individuals who have communicable diseases
April 4/08	Re: Financial demand notices and legal assistance
May 1/08	Re: Upholding the Scriptural view of funeral
May 3/08	Re: Review of assembly programs (note)
May 4/08	Re: Pioneer meetings with traveling overseers
July 7/08	Re: Child-naming ceremonies
August 2/08	Re: Adjustments to congregation meeting schedule
November 7/08	Re: Field service reports
January 2/09	Re: Christian parents permitting unbelieving relative living in fornication
April 5/09	Re: Organizing literacy classes in the congregation
April 20/09	Re: Clarifications on Christian funerals
August 15/09	Re: Reviewing qualifications of those pursuing higher education
December 16/09	Re: November 2009 <i>Awake!</i> article healthy mothers healthy babies
May 23/10	Re: Assisting inactive ones
October 7/10	Re: Spiral binding of <i>Shepherding</i> textbook
October 12/10	Re: Wedding procedures and Scriptural freedom to remarry
November 17/10	Re: Letters of introduction
April 3/11	Re: Listing of elders and ministerial servants on the jw.org Web site
May 25/11	Re: Public speakers
July 11/11	Re: Searching for contact information on the jw.org Web site
September 7/11	Re: Correspondence from branch office and congregation file
September 8/11	Re: Prison witnessing
December 11/11	Re: Arrangements for those who must travel to care for special medical needs
December 25/11	Re: Additional notations in <i>Shepherding</i> textbook

January 6/12	Re: Disaster Preparedness and response
March 6/12	Re: Reminders from Kingdom Ministry School held during 2011 service year
March 20/12	Re: Showing the organization's DVDs in place of weekly public talk
April 10/12	Re: Pornography
April 22/12	Re: Reading scriptures at the <i>Watchtower</i> Study
August 15/12	Re: Property ownership
October 19/12	Re: Sign-language interpretation
November 30/12	Re: Follow-up on weddings and funerals
December 17/12	Re: Use of online storage services for congregations
January 8/13	Re: Caring for circuit overseer during visit
January 21/13	Re: Thirty-hour quota for auxiliary pioneering
March 17/13	Re: Showing consideration for those involved in theocratic projects
April 22/13	Re: Medical strikes including emergency services
May 1/13	Re: Traveling overseer accommodations and financial matters
May 16/13	Re: Kingdom Hall dedications
June 1/13	Re: Living accommodations of those pursuing higher education
August 1, 2013	Re: Unassigned and seldom worked territory campaign
August 2, 2013	Re: Unassigned and seldom worked territory
August 3/13	Re: Safety precautions when attending spiritual programs
September 2/13	Re: Appointed men living away from home
September 3/13	Re: Undocumented aliens
October 12/13	Re: Use of electronic tablets
October 27, 2013	Re: Convention arrangement
January 1, 2014	Re: Use of Kingdom Hall for weddings performed by government officials
February 2, 2014	Re: Shepherding
February 7, 2014	Re: Use of organization's audio recordings when no qualified readers available locally
March 26, 2014	Re: Use of congregation property
March 29, 2014	Re: Adjustment to financing Kingdom Hall and Assembly Hall construction worldwide
June 1, 2014	Re: Coordinator of body of elders
June 2, 2014	Re: School for Kingdom Evangelizers
June 26, 2014	Re: Notification of Disfellowshipping or Disassociation
July 11, 2014	Re: Use of ministerial servants where the number of elders is limited
July 12, 2014	Re: Use of jw.org
July 13, 2014	Re: Appointment and deletion of elders and ministerial servants
Aug. 25, 2014	Re: Regular pioneers
Nov. 6, 2014	Re: Procedures when legal issues are involved
Nov. 7, 2014	Re: Arrangements to view JW Broadcasting monthly programs
March 16, 2015	Re: Shepherding textbook in digital format
May 25, 2015	Re: Guidelines for congregation meeting conferencing systems
May 26, 2015	Re: Music at theocratic events
October 20, 2015	Re: Making Wise Use of Printed Magazines
October 23, 2015	Re: Foreign-Language Field
October 24, 2015	Re: Publishers Learning Another Language to Advance the Good News
January 4, 2016	Re: Use of Visual Aids
February 27, 2016	Re: Customary Marriage Registration and Service Privileges
August 1, 2016	Re: Protecting Minors From Abuse
September 3, 2016	Re: Care plan simplification
October 14, 2016	Re: Witnessing in Public Places
October 15, 2016	Re: Provision for Publishers to View Recordings of Assembly and Convention Programs
November 1, 2016	Re: Using and Maintaining Kingdom Halls

