

## INSTRUCTIONS FOR RATING CONVENTION SPEAKERS AND INTERPRETERS

1. Each year, when directed to do so by the branch office, the circuit overseer should meet with three or four of the more qualified elders in the circuit in order to discuss the ratings of convention speakers and interpreters. The elders at that ratings meeting should be humble men who are experienced as convention speakers themselves and capable of recognizing good speaking and teaching abilities in others. They should be acquainted with the abilities of those being rated, having actually heard parts those brothers have given. A different group of brothers should be used each year. If the circuit is divided into sections, it may be advantageous to include in the ratings group brothers from each section. The circuit overseer may provide copies of these instructions to the brothers assisting him in rating convention speakers and interpreters. At the conclusion of the meeting, these instructions should be returned to the circuit overseer.

2. Before the ratings meeting, the circuit overseer should make sure that he has received the *Speaker and Interpreter Ratings* (S-315) forms from each of the congregations in the circuit. He should also print out the list of convention speakers and interpreters from jw.org. On the “Traveling Overseer” tab, under the heading “Rate Speakers,” he should click the “View or Edit Ratings” link. Then, in the drop-down box under “Congregation,” he should select “Any.” Then he should click the “Search” button and then the “Print All” button. He should provide copies of the S-315 forms and the printout of the convention speakers and interpreters to the brothers selected to assist him. He may assign a brother to compare the telephone numbers and e-mail addresses for all those listed on the printout with those found on the S-315 forms. If any information is incorrect, the appropriate adjustments should be made on the printout. (There is no need to insert or edit postal addresses on the printout.) The S-315 form can be helpful in three ways: (1) For those who have handled parts at circuit assemblies, it gives a perspective of how they are viewed from a congregation level. (2) Those who have not handled parts at circuit assemblies but who are rated highly by the congregation may be used at an upcoming circuit assembly. (3) It provides the most recent contact information for those being rated. **The ratings and comments submitted on the S-315 forms should not be arbitrarily dismissed.** Since the forms and printouts are to be viewed as strictly confidential, all copies must be returned to the circuit overseer and shredded at the conclusion of the ratings meeting. The circuit overseer should file the original S-315 forms in the circuit file for one year and then shred them.

3. Ratings for those in congregations under the supervision of a different branch office should be forwarded to *that congregation's* branch office. For example, if a circuit overseer in the United States serves congregations in Canada, the ratings should be sent to the Canada branch office, not the United States branch office.

4. Circuit overseers of **foreign-language circuits who visit groups of that language associated with congregations in a different circuit** should rate qualified speakers and interpreters in those groups according to their ability to speak or interpret into the target language. Those ratings should then be forwarded to the host congregation's circuit overseer for submittal to the branch office. For example, if the circuit overseer of a Portuguese circuit visits a Portuguese group associated with an English congregation, he should rate qualified speakers and interpreters in the group according to their Portuguese-speaking and -interpreting abilities and then forward those ratings to the English circuit overseer. The English circuit overseer of the congregation hosting the group would enter the Portuguese rating and provide an English rating for the brothers in the group if appropriate.

5. Circuit overseers who have **foreign-language congregations or groups in their circuit that are not visited by a circuit overseer of that language** should rate qualified speakers and interpreters in the language of the congregation or group *and* in the language of the circuit. Comments on the speaking or interpreting ability of those recommended should discreetly be obtained from

elders who can speak the target language, preferably native speakers. (With regard to interpreting only, if no qualified brothers are available, comments may discreetly be obtained from mature and well-qualified sisters.)

6. The rating of potential convention speakers and interpreters can be divided into two phases. The first phase involves reviewing and adjusting the ratings for convention speakers and interpreters listed on the printout. The second phase involves providing ratings for those who do not already appear on the printout.

7. If after the circuit overseer has submitted the ratings to the branch office serious questions arise concerning the qualifications of a recommended speaker or interpreter, the circuit overseer should notify the Service Department **immediately**. Likewise, if the circuit overseer and the brothers who assisted him wish to add a speaker or interpreter or adjust a rating because of a circuit assembly taking place after the ratings have been submitted, the circuit overseer should inform the Service Department.

8. Those recommended as convention speakers should speak in an enthusiastic, enlarged conversational manner. Their delivery should not be monotonous, grave, bombastic, or lecturing in style. They must be men who have done well in presenting a part at a circuit assembly and who have a fine reputation as Christian overseers.

9. When considering potential interpreters, spiritual qualifications are of foremost importance. Each brother or sister recommended as an interpreter must be an exemplary Christian publisher. Accurate knowledge of the truth of God's Word is required in order to interpret Scriptural thoughts correctly into another language. Good comprehension of the language being translated is essential. One cannot interpret a message one does not fully understand. Having many years of experience speaking a language is not the only qualifying factor. Interpreters also need to understand the interpreting process. Usually a word-for-word translation fails to convey the speaker's thoughts faithfully. Interpreting requires comprehension of thoughts. Thus, interpreters should concentrate on what is being said from the platform and endeavor to convey such thoughts clearly, accurately, and completely while keeping up with the speaker.

10. Please note the following comments on information to be provided when rating convention speakers and interpreters:

- **Race:** If the race of the speaker or interpreter is not available as an option that can be selected, then leave the default setting as "Select" when entering this information on jw.org.
- **Language:** Since speakers and interpreters may be rated in more than one language, be sure that the correct rating is being updated.
- **Reproof or Reinstatement:** If the recommended speaker or interpreter was reproved or reinstated in the past five years, this should be indicated. Explain why it is felt that those in attendance would not be disturbed to see him on the program. If he was reproved or reinstated over five years ago, there is no need to indicate this *unless* there was some aspect of his wrongdoing about which it is felt that the branch office should be made aware.
- **Family:** A brother recommended for a family part should have children and be known as an exemplary parent. His children should recognize and obey parental and theocratic authority. A brother who has grown children not living at home may also qualify to handle a family part if his children continue to serve Jehovah and have a good reputation.
- **Additional Clarifying Remarks:** Any additional clarifying remarks should follow this pattern: (1) A description of the speaker's or interpreter's ability. For example, what is his style or manner of delivery and tone of voice? Is his delivery intellectual or heartfelt? Could

he deliver or interpret a talk on a complex subject? Any remarks should be consistent with his ratings. For example, it is inconsistent to say that a brother is an outstanding speaker when he has a “C” rating. (2) Remarks regarding the speaker or interpreter himself. For example, comments on his reputation in the ministry or as a family man. (3) If he has children at home, list their age range(s) using the following expressions: “Child” 0-12, “Adolescent” 13-20, “Adult” 21 and over. (4) Indicate if the speaker or interpreter serves in an outstanding capacity, such as a substitute circuit overseer (SCO), assembly overseer (AO), assistant assembly overseer (AAO), Hospital Liaison Committee member (HLC), Bible School for Single Brothers graduate (BSSB), Bible School for Christian Couples graduate (BSCC), School for Kingdom Evangelizers graduate (SKE), Convention Committee member (CCM), contract representative for the branch office (CCR), or convention rooming coordinator (CRC).

- **Drama:** This rating should reflect a brother’s ability to oversee effectively the presentation of a drama. Often few brothers are rated highly in this category. Therefore, we request that you thoroughly consider whether there are more brothers in the circuit who are capable of handling a drama. When rating someone in this category, indicate in the “Additional Clarifying Remarks” section if he has previously handled a drama and when. Only recommend brothers who you know are willing and able to accept such an assignment and who live in areas where there are sufficient publishers to present a drama. The circuit overseer should check personally with a brother qualified to handle a drama to make sure of his willingness or availability before the ratings are submitted. However, do not imply that he will be assigned a drama.
- **Manuscripts:** This rating should reflect how well a brother could present a manuscript talk or a scripted discussion. A brother given a rating in this category should be able to read a manuscript in an enthusiastic, natural way, as if it were a talk of his own. Or he should be able to memorize the lines of a script and repeat the words in a conversational way.
- **Chairman:** This rating should reflect a brother’s ability to serve as convention chairman, not as a session chairman. Keep in mind that this brother should not only have superior speaking ability but also have good organizational talents.
- **Interpreters:** When rating a brother or sister as an interpreter, use the “Additional Clarifying Remarks” section to provide specific comments on the person’s interpreting ability. For example, would you recommend him for long or short talks?

11. Rate speakers and interpreters in comparison with other speakers and interpreters used *on convention programs in your area*. In addition to the “A,” “B,” and “C” ratings, you can use “+” or “-” to give the rating a finer distinction. Those rated “C” would be average speakers or interpreters *at a convention*. Those rated “B” would be above-average speakers or interpreters. Those rated “A” would be superior speakers or interpreters.

12. **Review together the names of all convention speakers and interpreters listed on the printout.** When a member of the group that is rating speakers is being discussed, he should step out of the room while the other brothers rate him. Upon his return, generally there should be no discussion, change, or adjustments to the ratings that have been agreed upon by the other brothers. You may note that we have transferred the previous recommendations of speakers and interpreters who have moved into your circuit so that you will be aware of what was said regarding their abilities.

- Make any needed adjustments to the ratings or remarks right on the printout. It may not be necessary to adjust the ratings of every speaker.
- If a speaker or interpreter was recently deleted as an elder or if he no longer qualifies for some other reason, write “no longer qualifies” and the specific reason for the disqualification on the printout for each language in which he is rated.

- If a speaker or interpreter is experiencing difficulties (such as health problems or family issues) that are of a temporary nature but will not be resolved by the time of the convention, write “not available” on the printout for each language in which he is rated. Explain in detail the nature of the temporary difficulties.

13. **Record on the *Convention Program Participant Ratings (S-306)* form the names and ratings of recommended convention speakers and interpreters not listed on the printout.** Be sure to include the date of birth and date of baptism of each person listed. Use the “Language” field to indicate in which language the person is being recommended to serve as a speaker or an interpreter. Either a letter rating or “NR” (not recommended) should be shown in each category on the S-306 form. **Do not leave any boxes empty.**

14. The circuit overseer should make sure that all speakers who have presented a part at a circuit assembly within the last three years and who are being recommended for participation on the convention program are listed on either the printout or an S-306 form.

15. Using jw.org, confirm or edit the ratings and comments for each speaker and interpreter.

- On the “Traveling Overseer” tab, under the heading “Rate Speakers,” click on the “View or Edit Ratings” link.
- Enter the appropriate search criteria, such as by congregation or name, and then click the “Search” button. Please note that selecting “Any” in the “Congregation” drop-down list will display all speakers and interpreters in the circuit in alphabetical order.
- For each speaker and interpreter, click the “Edit” link.
  - Make any necessary adjustments to the ratings or comments. If telephone numbers or e-mail addresses need to be updated, then the speaker or interpreter should be instructed to update his jw.org user profile with the correct information. To add ratings in additional languages, click the “Add ratings for an additional language” link.
  - Click the “Save” button.
  - If no changes are needed, then click the “No Changes” button.

16. Using jw.org, add ratings and comments for each new speaker and interpreter.

- On the “Traveling Overseer” tab, under the heading “Rate Speakers,” click on the “Add Speaker” link.
- Select the name of the speaker or interpreter from the drop-down list, then click the “Create Ratings” button.
- If the name of the speaker or interpreter does not appear in the drop-down list, submit the recommendation on an S-306 form. The completed S-306 forms should be retained for one year in the circuit file.

17. Once existing ratings have been edited and new ratings have been added, they must be submitted to the branch office on jw.org. On the “Traveling Overseer” tab, under the heading “Rate Speakers,” click on the “Submit Pending Ratings” link. After confirming the information displayed, click the “Submit” button.

18. Print the final version, and list on the printout the names of the brothers who participated in the ratings meeting. The printout should be retained in the circuit file.