



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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HOW TO REQUEST A TERRITORY ADJUSTMENT

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Dear Brothers:

Congregation Service Committees should carefully follow these instructions when recommending adjustments to congregation territory assignments. This may be necessary because the formation of a new congregation is being recommended or because existing congregations need for the Society to adjust the boundaries to provide better territory coverage.

(1) Before recommending an adjustment, please check your current Congregation Territory Assignment (S-54) letter, which should be in the congregation's permanent file. Read it carefully to make sure you understand the location of your territory boundaries as assigned by the Society. If the letter has been misplaced, please request a replacement from the Society's Territory Desk.

(2) Contact the Congregation Service Committee of each congregation whose territory boundaries would be affected. Base your discussion on what is shown on the current Congregation Territory Assignment for each congregation, and determine how the boundaries should be adjusted. It is always preferable to select boundaries that are definite landmarks or physical features, such as roads, highways, county lines, rivers, and railroads. If it is absolutely necessary to use imaginary lines as boundaries, begin and end them at definable points that can be easily located, such as the intersection of two highways or the point where a roadway crosses a county line. The Society will assign each congregation to work only its side of all boundaries. Avoid creating separate "island" territories outside the boundaries of the congregation's main territory assignment.

(3) Once each congregation has agreed to new overall boundaries, a brief letter should be written to the Society explaining why a change in the territory assignment is being requested and the benefits of the proposed adjustments. The Congregation Service Committee of each congregation affected should sign this letter. The Society will not process a territory adjustment without the written consent of all congregations concerned.

(4) Each congregation should prepare a proposed territory assignment outline, imitating as closely as possible the format of the example provided below. First, **list all towns** within the congregation's proposed territory boundaries that have their own post office and ZIP code. List the towns by state and county. (As an exception, if the territory includes an entire county, it is not necessary to list the towns in that county.) After the name of each county and town, indicate whether the congregation holds all or only part of it. If congregations that speak other languages are covering the same towns or counties, indicate this with the pound sign (#). Second, **describe the congregation's proposed overall boundaries**. This description should begin with the north boundary and then proceed to the east, south, and west boundaries, forming a continuous path or line. The Congregation Service Committee should sign this proposed territory assignment outline.

(5) Obtain **one** map that clearly shows the territory of all the congregations involved in the requested adjustment. If this is not possible, obtain *one set* of maps that will accomplish this purpose. Do not submit duplicate maps for each congregation. If a boundary passes through a town and the features that will serve as boundaries within that town are not indicated on the main map, it may be necessary to submit a supplementary map of the town that accurately shows the names of the streets, highways, rivers, railroads, or other features. Use city, county, and/or area maps that are commercially made. Avoid using computer-generated maps or photocopied maps. Please do not cut and tape together parts of maps.

(6) Please use a soft, black-lead **pencil** to trace on the map(s) the proposed boundaries for each congregation. Do not use colored pencils, pens, or highlighters. Mark only the overall congregation boundaries. If a whole town is to be held by one congregation and it falls on a proposed boundary, trace around the town following the town limits. Use broken lines (---) to indicate any imaginary lines used as boundaries. Pencil in the name of each congregation within its boundaries. If the names of any boundaries are not specified on a map, please pencil these in. If your assignment includes rural territory and county or area maps are used, take special care to identify and label each boundary. Sometimes the names and numbers of secondary roads are not printed on these maps even though they are well known locally.

(7) After carefully following all of the steps outlined above, place the letter of explanation, each congregation's territory assignment outline, and the map(s) in one envelope. For territory adjustments made in conjunction with the recommendation of a **new** congregation, submit this envelope to your circuit overseer with the rest of the paperwork required for that proposal. For all other territory adjustment proposals, please mail it to the Society, "ATTENTION: Territory Desk."

Your kind cooperation in harmony with the instructions outlined above will be very much appreciated. May Jehovah's rich blessing be upon your faithful efforts to make his name known in the territory he has entrusted to you.—2 Corinthians 10:13.

Your brothers,

Watchtower B. V. S. Society
OF NEW YORK, INC.

EXAMPLE OF TERRITORY ASSIGNMENT OUTLINE

CENTRAL CONGREGATION, LARGETOWN, NEW YORK (Congregation number 229386)

List of Towns by State and County:

NEW YORK:

APPLE County: (part)

SMITH County: (part) #

Jonesville (part)

Palmsburg #

Largetown #

Port Richmond #

Booneville (part)

JONES County: (entire) #

Description of Overall Congregation Boundaries:

NORTH: Second Ave, 143 St, Interstate Hwy 96 to the point where it crosses Deep River, Deep River to the point where it is crossed by US Hwy 87, US Hwy 87, and Main-Apple county line

EAST: Apple-Smith county line, Baker St, town limits of Smithsville (this town is not part of our assignment), and County Hwy 5 along with its imaginary extension to the Ohio RR

SOUTH: Ohio RR to its intersection with Coral Blvd, imaginary line running due west from the aforementioned intersection to the intersection of Flat Ave with State Hwy 9, State Hwy 9, town limits of Jonesville (this town is part of our assignment), and southern border of Jones County

WEST: Williams St from southern border of Jones County to Second Ave

English-speaking population only.

Presiding overseer
(signature)

Service overseer
(signature)

Secretary
(signature)