

INFORMATION NEEDED FOR VISIT OF CIRCUIT OVERSEER

The coordinator of the body of elders should ensure that all the items listed below are made available for the circuit overseer no later than the Tuesday of his visit:

- Names of brothers recommended for appointment or deletion. (The circuit overseer will obtain personal and spiritual information from each one's *Congregation's Publisher Record* card, and any pertinent history can be shared with him on Tuesday by the coordinator of the body of elders or another selected elder.—*ks10* chap. 3 pars. 6-10)
- List of suggested items to include on agenda for meeting with elders
- Name and contact information for the circuit overseer's host, if he has requested accommodations for the week of the visit
- List of those scheduled to receive a shepherding visit by the circuit overseer. (If an elder or a qualified ministerial servant is available, he may accompany the circuit overseer on these visits)
- List of names and contact information of publishers who will host lunch for the circuit overseer and his wife (if married) for the days requested by the circuit overseer

Obtain from the congregation secretary:

- Congregation's Publisher Record* (S-21) cards
- Congregation Meeting Attendance Record* (S-88) cards
- All congregation accounts records covering the period since the last visit, which would include the checkbook and the records for any additional accounts being kept by the congregation. The last two audit reports should be provided, regardless of the periods covered by the audits
- All Kingdom Hall Operating Committee accounts records covering the period since the last visit, which would include the checkbook and the records for any additional accounts being kept by the operating committee. The last two audit reports should be provided, regardless of the periods covered by the audits. (The operating committee accounts records are needed only if the Kingdom Hall is used by two or more congregations and your congregation is the titleholding congregation)
- Report on Circuit Overseer's Visit With Congregation* (S-303) from the last visit
- List of publishers, arranged by field service group

Obtain from the service overseer:

- Territory Assignment Record* (S-13) forms
- Monthly Movement of Literature* (S-28) forms. (These are needed only if your congregation is a language-coordinating congregation)
- A variety of territories (such as house-to-house, business, and telephone) that can be used during the week of the visit. (If a list of public witnessing locations, times, and approved participants is maintained, this should also be provided)
- List of those who are scheduled to work in the field ministry with the circuit overseer and his wife (if married) for the periods requested by the circuit overseer

Please be prepared to answer the following questions:

- Is the contact information for the coordinator of the body of elders and the secretary, as shown on jw.org, up-to-date?
- Have you verified that no ministerial servants are serving as jw.org domain administrators and that no ministerial servants have the “View Forms—Restricted” role or any “View Letters” role?
- Has access to the congregation’s jw.org domain been removed for any who no longer qualify, including those who have moved out of the congregation?
- Is the congregation’s financial support of Kingdom Hall and Assembly Hall construction worldwide being reviewed annually, and is the amount resolved reasonable and in accord with local circumstances? Are remittances sent regularly and promptly?
- Has the branch office been notified of any changes in the Kingdom Hall address or meeting times since the start of the calendar year?
- Has the branch office been notified of all regular pioneer deletions, name changes, and congregation assignment changes?
- Has the branch office been notified of any disfellowshippings or disassociations that have occurred since the last visit?
- Has the branch office been notified of all disfellowshipped or disassociated individuals who are now reinstated or deceased?
- Are any publishers under judicial restrictions, and if so, is their spiritual progress being monitored closely? Are any publishers under restrictions imposed by the branch office?
- Have letters of introduction been sent for all publishers who have moved out of the congregation?
- Has the branch office been notified of any changes in the Kingdom Hall Literature Group?
- Is the body of elders following the latest direction regarding disaster preparedness, including maintaining an up-to-date list of emergency contact information for all publishers?
- Have you verified that all elders, ministerial servants, and others in the congregation who have a particular skill and who have not submitted an *Application to Become a Member of the Worldwide Order* (A-8) within the last year or an *Application for Volunteer Program* (A-19) within the last three years have completed the *Skills Questionnaire* (A-2)?
- Is the contact information still valid on applications submitted to the branch office, such as the *Local Design/Construction Application* (DC-50), the *Application for Volunteer Program* (A-19), and so forth, and do the applicants continue to qualify? Has the branch office been informed of any applicants who no longer qualify? If any Local Design/Construction volunteers have recently moved into the congregation, have they completed a new *Local Design/Construction Application*?
- Does anyone in the congregation assist either the local branch office or the world headquarters by serving as a remote servant, a remote volunteer, a Bethel consultant, or a part-time commuter? If so, does he continue to qualify for this privilege? Has the branch office been informed in writing of any such Bethel volunteers who no longer qualify for the privilege? Has the branch office been informed in writing of any who have moved to another congregation?