



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTO

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August 15, 1988

TO ALL BODIES OF ELDERS

Dear Brothers:

The Society has recently put forth much effort and expense to expedite literature orders and thus provide better service to congregations of Jehovah's people around the world. But the effectiveness of this improved service depends to a great extent on the full cooperation of the responsible brothers who have been assigned to care for the congregation's literature supplies. These brothers, therefore, would do well to review their duties and make sure they understand and comply with the designated procedures involved in efficiently providing the congregations with needed spiritual food. When making plans for field service, publishers and pioneers need to be sure that campaign literature is available. Therefore, we are setting out a few details that should be helpful to those assigned to handle literature supplies in the congregation.--1 Cor. 14:33, 40.

Some congregations have not had sufficient literature on hand for certain campaign offers. For example, in one month of the last service year, 30 percent of the campaign literature needs was shipped out to the congregations during the month of the campaign. Why were these orders received late? Possibly because adequate consideration was not given to the literature needs of the congregation so as to order sufficient quantities.

We should always strive to have sufficient literature on hand to fill the needs of publishers and pioneers. This is especially true with regard to current campaign literature. A neat, modest display of literature will remind the publishers of what is available. By regularly checking the supply of literature, it can be determined if there is enough literature on hand. Since Our Kingdom Ministry gives a four-month advance notice of scheduled literature campaigns, there is sufficient time to determine the needs of the congregation and submit the literature order. The quantity to order should be ascertained by consulting the movement of literature in the past as shown on the Progressive Inventory of Literature form (S-28), as outlined in the Cost List, page 4, paragraph 6. This number can be rounded out so as to order books in full-carton amounts as shown on the literature order form. Campaign literature should be on hand in sufficient quantity when the campaign begins.

When a new publication is being featured in the field for the first time, it would be in order to consider a larger order for the congregation to meet its needs. It may be appropriate

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to order one copy for each publisher and two or three for each pioneer for a one-month campaign. Circumstances in your territory will help you to determine how many to order.

The secretary and service overseer should review this letter with the brother who has oversight of the congregation's literature supplies.

When a shipment of literature is received from the Society, the one caring for literature supplies should check it in against the invoice to make sure that everything is in order. The invoice is then given to the person who cares for the congregation accounts.

The literature that Jehovah's organization provides plays a large role in the urgent work of disseminating Bible truths and making known God's judgment messages. (Rev. 9:16-19) How grateful we are to have such an abundance of spiritual food available both to satisfy our own spiritual needs and to use in helping others to come to know and serve Jehovah! May Jehovah bless our united efforts in publishing the good news as we make efficient use of Bibles and Bible literature Jehovah supplies through his organization.

Your brothers,

Watchtower B. & T. Society

OF NEW YORK, INC.

[Faint, mirrored text from the reverse side of the page is visible through the paper, including phrases like "We should always active to have sufficient literature on hand to fill the needs of publishers and pioneers. This is especially true with regard to current campaign literature."]