

WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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September 22, 1997

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

For many years now the Society has annually published the *Watchtower Publications List* (S(d)-15). This booklet has been useful in providing instructions related to literature, magazines, and subscriptions and has included an up-to-date list of publications that have been made available by the Society.

We are pleased at this time to provide you with a revised and reformatted *Watchtower Publications List* (S(d)-15). The instructions for handling congregation literature, magazines, and subscriptions have been divided into three sections, or guides, separate from the *Watchtower Publications List*. The instructions from the Society are made clear with examples, illustrations, and checklists. The "Index" section of each guide is useful for quick reference to needed information. In addition, four binders are being provided for use with these guides. Please place the guides in these binders according to the instructions below. A \$5.00 charge to cover the cost of the binders and shipping will appear on a future New York Corporation statement.

Please find enclosed:

- **One copy of the *Watchtower Publications List* (S(d)-15):** This booklet is a listing of which publications are available in specific languages.
 - This booklet should be given to the literature servant.
- **Two copies of the *Watchtower Literature Request Guide* (S(d)-15a):** This guide contains instructions for requesting and receiving literature from the Society.
 - One copy should be placed in a binder and given to the literature servant.
- **Two copies of the *Watchtower Subscription Request Guide* (S(d)-15b):** This guide contains instructions for submitting personal magazine and cassette subscriptions.
 - One copy should be placed in a binder and given to the subscription servant.
- **Two copies of the *Watchtower Congregation Magazine Request Guide* (S(d)-15c):** This guide contains instructions for requesting and receiving magazines for the congregation.
 - One copy should be placed in a binder and given to the magazine servant.

The secretary should use the remaining binder to place a complete set of the three guides in the congregation file for use by the service committee. As is stated in the "Introduction" of these guides, the members of the service committee, the accounts servant, and each of the servants mentioned above, should carefully read these guides.

During the year there may be revisions to one or more of the guides. Should this be the case, we will not replace the entire guide, but will send you only the revised page(s). To prevent confusion, as soon as a revision arrives, replace the appropriate page(s) and discard the previous page(s). The brothers effected by the revisions should read them carefully.

The Society will automatically update the *Watchtower Publications List* (S(d)-15) each year. During the course of the year, each congregation will continue to receive announcements of new items that become available.

We apologize for the delay in providing this information. It is hoped that the new format will make it easier for you to efficiently care for the Society's interests and properly discharge your assignments.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.