



# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2463, U.S.A. PHONE (718) 560-5000

June 1, 2000

TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Re: New arrangement for requesting handbills and reporting meeting information

Dear Brothers:

This is to inform you of a new arrangement for requesting handbills and reporting changes of congregation meeting information to the Society. These processes have been combined. Therefore, a new form has been produced, called Congregation Meeting Information and Handbill Request (S-5). Instructions for filling out this form are provided below. This new form replaces the former Handbill Request (S(d)-16). Please destroy any copies of this older form that you may have.

You should submit the S-5 form any time your congregation: a) needs to request handbills, b) changes meeting times, or c) changes meeting locations. We are enclosing a report showing the meeting information we currently have on file regarding your congregation. If the information shown is incorrect, you should immediately fill out and return a new S-5 form.

We are asking that each congregation that meets at the same location supply the *same* street address (including directions, or “nonpostal location information”) to the Society. It may be necessary for the presiding overseers of all congregations that meet at the same location to discuss and agree on using a single address. This one address will then be printed on the handbills for your congregation and all other congregations meeting at the same location.

We appreciate your cooperation with this adjusted arrangement. May Jehovah continue to bless your efforts in shepherding the flock.

Your brothers,

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

## INSTRUCTIONS FOR CONGREGATION MEETING INFORMATION AND HANDBILL REQUEST (S-5) FORM

Each time the form is submitted, completely fill out the “Effective Date” along with the correct congregation number and name as assigned to you by the Society. The “Effective Date” is the date that the information submitted on the form will go into effect.

### Section A—“Handbill Request”

- Fill out this section only if you wish to request handbills. If you are requesting handbills, please submit this request at least **eight weeks before** you wish to receive them.
- “Handbill Quantity”—Please calculate how many handbills will be used in one year, and shade the circle corresponding to the number in thousands of handbills you want. If no quantity is specified, the Society will **not** print the handbills.
- “Handbill language if not English”—If you want the handbills printed in English, please leave this box **blank**. If you want the handbills printed in **any language other than English**, print the language clearly in the box.

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- “Handbills are for secondary congregation meetings”—Shade this circle if the information on the form applies to secondary congregation meetings, such as those held for a foreign-language group or at a secondary location. In this case, the information on the form will be used, not to update the Society’s records for your congregation, but to fill this handbill request only.

## Section B—“Meeting Schedule”

- Fill out this section completely each time the form is submitted, *even if your meeting times have not changed.*
- The day, hour, minute, and a.m./p.m. must be specified for the Public Meeting and Theocratic Ministry School. The day and time should be specified for the Congregation Book Study only if it is held at the meeting location address specified on the form or currently in the Society’s records. If more than one Congregation Book Study is held at the designated meeting location, you must choose just one. Only that one will be listed in the Society’s records and shown on your handbill.
- When printing the handbill, the Society will automatically list the *Watchtower* Study as starting 50 minutes after the Public Meeting and the Service Meeting as starting 50 minutes after the Theocratic Ministry School.
- If the Public Meeting, Theocratic Ministry School, or Congregation Book Study does not start on the hour, half hour, or quarter hour, leave the section for that meeting blank and submit a separate letter with your form giving a brief explanation and specifying the meeting time.

## Section C—“Meeting Location Address”

- Fill out this section only if the address information on file with the Society is incorrect.
- Enter the address of the primary location used for congregation meetings. Post Office boxes may not be used.
- “Street Address”—Enter the full street address including the suffix and any necessary directionals. For example, “123 N PARADISE DR” should be entered here rather than “123 PARADISE.” Enter the street or highway name in this field if possible, even if the meeting location has no address number. Examples: “INTERSTATE HWY 95”; “US HWY 66”; “COUNTY RD 7.”
- “Nonpostal location information”—Please leave this box blank unless additional directions are needed to assist persons in finding the meeting location or the street address does not contain an address number. Any directions given should reference a well-known landmark, such as a nearby town or the intersection with a primary roadway. This could also include an alternate name if the street or roadway is known by more than one name. Examples: “2 MILES EAST OF INTERSECTION WITH US HWY 13”; “(STATE HWY 52) 5 MILES NORTH OF HAMMOND”; “CORNER OF SOUTH AVE AND MAIN ST.”

## Section D—“Additional Information”

- Fill in only the items in this section that have changed or items for which the information on file with the Society is incorrect.
- “Type of Meeting Location”—If the meeting location is a Kingdom Hall, shade the circle labeled “Kingdom Hall” and leave the box below it blank. Otherwise, shade the circle labeled “Other,” and specify the meeting location name in the box. This information will be used by the Society when providing information to the public. Examples: “SMITHTOWN SCHOOL”; “CIVIC CENTER”; “PUBLIC LIBRARY”; “PERSONAL RESIDENCE.”
- “Number of Main Auditoriums”—Enter the number of main auditoriums within the Kingdom Hall that are used for meetings.
- “Mailing Address to Be Given to Public”—Select the address that the Society should give to individuals who wish to write your congregation or the elders. Additional notes regarding this selection:
  1. Select “Meeting Location Address” only if there is a mailbox at the location to which the postal service can deliver mail.
  2. If you choose “Presiding Overseer’s Address,” the Society will provide the public with that address but will not disclose the presiding overseer’s name or telephone number.
  3. This selection has no effect on correspondence sent by the Society to the congregation. Correspondence from the Society will continue to be sent to the presiding overseer.
- “Designation of auditorium if more than one at this location”—Enter the auditorium designation only if more than one main auditorium is used at this address for congregation meetings. Enter the standard designation used by congregations meeting at this location. Examples: “A”; “B”; “LEFT”; “FRONT”; “UPSTAIRS.”
- “Phone Number of meeting location or auditorium if available”—Please provide the phone number of the meeting location (or auditorium used by your congregation) if there is one. If there is more than one phone number, select the one that would be best for the Society to give to individuals who may wish to contact the congregation.

After the secretary signs the completed form, he should make a photocopy of it for the congregation’s records and mail the original to:

WATCHTOWER  
SERVICE DEPARTMENT  
100 WATCHTOWER DR  
PATTERSON NY 12563-9204