

TO ALL BODIES OF ELDERS

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When a member of the congregation is accused of child molestation remember to contact the Society's Legal Desk immediately. A record should be made on the "Child Protection" list as described above. All correspondence, including judicial records, should be sent to the Society unless directed by the Society to do otherwise.

If elders need to refer to some specific facts about a previous case for some particular purpose they should consult the Society promptly for information and advice.

RECORD OF DISFELLOWSHIPPING OR DISASSOCIATION (S-79b) CARDS

In your files, the only judicial records that should have remained until now, apart from the "Specialized Shepherding" list, are S-79b (formerly S-78) cards for cases **handled in your congregation** where the person is still **living and in a disfellowshipped or disassociated state**. For each such individual you should find two new S-77 forms enclosed showing basic details. There is also a sheet enclosed entitled *List of Living Individuals Currently Disfellowshipped or Disassociated*.

The Congregation Service Committee should destroy each S-79b (or S-78) card and replace them with the enclosed S-77 forms. The forms should be placed in a sealed envelope (one envelope for each case) and kept in a secure place.

In future, if an individual is reinstated or dies, the secretary should tick the appropriate boxes and sign and date the bottom of both S-77 forms. He will then mail one copy to the Society in a special blue envelope. The other S-77 form should be retained in the congregation's confidential file in a sealed envelope.

When replacing the S-79b (S-78) cards with S-77 forms it is likely that a number of congregations will find discrepancies. During the recent destruction of judicial records this has already proved to be the case. On the reverse side of the *List of Living Individuals Currently Disfellowshipped or Disassociated* you will find instructions on how to handle these situations. **Under no circumstances should you attempt to clarify any information by making enquiries with the individual or his family.**

Once you have reviewed your files, whether there are any discrepancies or not, the Congregation Service Committee should sign the *List of Living Individuals Currently Disfellowshipped or Disassociated* and return it to the Society in the enclosed blue envelope. If there is insufficient room on the *List* for providing details of discrepancies use a separate sheet. The *List* should be returned to the Society by February 1, 2001, at the latest.

We appreciate your further assistance in caring for congregation matters prudently. May we take this opportunity to send you our Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN