

# Christian Congregation of Jehovah's Witnesses



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May 3, 2001

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

This is to inform you of an adjustment in the way annual service forms will be shipped to your congregation. In the past, a carton containing the entire supply of forms for the upcoming service year was provided. Beginning June 1, 2001, individual forms for your use during the 2002 service year will be shipped as they become available, automatically consigned as part of your regular literature request.

Enclosed with this letter is a checklist of all the forms each congregation should receive. Please review both the letter and the checklist with the literature coordinator and/or literature servant in your congregation. As forms arrive, verify that the total quantity of each form sent matches the amount listed on the packing list accompanying the literature shipment. The literature coordinator should ensure that the congregation secretary of each congregation in the Kingdom Hall literature group is given the correct quantity of forms as indicated on the packing list. All congregations should record the date the forms are received in the space provided on the enclosed checklist. Noncoordinating congregations should check with the literature coordinator by September 1 for any forms not yet received. The secretary of the coordinating congregation should immediately contact the Society's Shipping Department to resolve any discrepancies.

Please use these forms judiciously. Much work and expense is involved in producing these forms. It may be necessary to remind some that the forms should not be used as scratch paper or for taking notes. Some congregations provide a supply of scratch paper so that the brothers will not use forms for that purpose. When a form is used for its intended purpose, needless waste can be avoided if brothers correct minor errors rather than discard the form. When storing forms, be sure that none are concealed by other forms of a similar size.

We would appreciate it if you would now take the time to verify that the names and addresses appearing on your last statement, packing list, and magazine shipment labels are correct. If any corrections are needed, please advise us at once by using the appropriate form—S-29, S-36, or M-206. Care should always be taken to ensure that information kept in the congregation's files or sent to the branch office is neat and legible.

The November 1990 and September 1992 *Our Kingdom Ministry* inserts are provided so that these may be given to newly baptized individuals along with the Advance Medical Directive/Release card right after baptism. (If these newly baptized ones have unbaptized minor children, you may wish to acquaint them with the Identity Card.) Take some time to explain the use and value of these items to these new brothers and sisters. Additionally, these items can be

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mentioned when reviewing with baptismal candidates the questions on the subject of blood from *Organized to Accomplish Our Ministry*, pages 190-1. Candidates can be informed that they will receive the items once baptized. Please make sure that any individuals who were baptized since the beginning of this year receive this vital information.

We appreciate your diligence in seeing to it that all congregation forms are used for their intended purpose and that all outdated forms are properly discarded. With this, we send our warm Christian love and best wishes.

Your brothers,

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Jehovah's Witnesses