

Christian Congregation of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 5, 2002

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

Selected congregation forms for use during the 2003 service year are being sent as part of your regular literature shipments beginning in June. Please review this letter and the enclosed checklist with the literature coordinator (or servant) in your congregation as soon as possible.

As forms arrive with the literature shipments:

- 1) Verify that the total quantity of each form sent matches the amount listed on the literature shipment packing list.
- 2) Promptly forward each congregation's consignment of forms, as indicated on the literature shipment packing list, to the respective congregation secretary.
- 3) Each congregation secretary should record the date the forms are received in the space provided on the enclosed checklist.

Be sure to **check with the literature coordinator** for any needed forms that are listed on the enclosed checklist but have not yet been received **before calling the branch office**. The secretary of the coordinating congregation should contact the Watchtower Society's Shipping Department to resolve any discrepancies involving forms that are listed on the enclosed checklist.

Please use congregation forms judiciously. Much work and expense is involved in producing these forms. It may be necessary to remind some that congregation 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. However, 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. 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 accounts statement, literature packing list, and magazine shipment label are correct. If any corrections are needed, please advise us at once by using the appropriate form—S-29, S-36, or M-206 (see the letter to all Congregation Service Committees dated April 15, 2002). Use the Congregation Meeting Information and Handbill Request (S-5)

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form to notify the branch office of any change in your public meeting information, such as meeting times and Kingdom Hall address or phone number.

An updated Congregation Magazine/*Our Kingdom Ministry* Request (M-202) form is being prepared and will be sent to congregations in the next few months. Until then, congregations should continue to use the current M-202 form to adjust their supply of magazines or *Our Kingdom Ministry*. If you do not have any M-202 forms remaining, you may adjust your congregation supply by calling the Magazine Department at (845) 744-6000.

Beginning this year, supplies of the Congregation's Publisher Record (S-21) card and the Application for Auxiliary Pioneer Service (S-205b) will no longer be sent to congregations automatically. Please request these forms from the branch office on the Literature Request Form (S-14) as needed.

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 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. Please accept with this our Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

Enclosure: Annual Forms Checklist