

Christian Congregation of Jehovah's Witnesses



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

August 5, 2002

TO ALL CONGREGATIONS IN THE UNITED STATES

Dear Brothers:

A recent letter to all congregations in the United States announced that the subscription arrangement for the *Watchtower* and *Awake!* magazines was discontinued. We would now like to inform you that subscriptions to the magazines on audiocassette will also be discontinued effective immediately upon receipt of this letter. This applies to all languages of *The Watchtower* and *Awake!* on audiocassette with the exception of audiocassettes mailed as 'Free Matter for the Blind.' These subscribers may continue to receive their audiocassettes through the mail for as long as they wish.

A list of those in your congregation territory who receive subscriptions to the audiocassette editions of the magazines is enclosed with this letter. The elders will make note of all on the list who are congregation publishers and therefore can pick up the audiocassettes directly from the congregation instead of receiving them through the mail. These subscriptions will then be canceled, and a supply of the audiocassettes will be sent to the congregation. We ask that the elders please follow the instructions that are provided and return the list by the date shown. Subscriptions for those who are not congregation publishers will continue to be mailed until the subscriptions expire. The only audiocassette subscriptions that the United States branch will maintain on file are for interested ones who cannot be served by a magazine route through a congregation.

When someone wants to begin receiving or to stop receiving an audiocassette edition of one of the magazines on a regular basis, the congregation's standing order can be adjusted in the same manner as magazines. The secretary or another member of the Congregation Service Committee will continue to verify that all requesting the audiocassette editions of the magazines on a regular basis will put them to good use. When the supply of audiocassettes arrives in the congregation, publishers should pick up their copies at the congregation magazine counter. An up-to-date list of those requesting audiocassettes should be maintained by the congregation.

An adjustment is being made to the frequency the magazines arrive in the congregations. Instead of weekly magazine shipments, congregations will soon begin receiving an issue of *The Watchtower* and an issue of *Awake!* together. This adjustment should maintain or even improve service to the congregations while at the same time reduce magazine shipping costs. This same arrangement is already in place for most branches around the world. The supply of *Our Kingdom Ministry* will continue to reach congregations in sufficient time for their use in the weekly Service Meeting.

Additional Clarification

Now that subscriptions to the magazines have been discontinued for some time, the answers to some frequently-asked questions have been noted below:

- Some publishers have paid the additional postage costs to receive their subscriptions to the magazines by first-class mail. Will these continue?
First-class subscriptions have also been discontinued, and will be mailed only until they expire.

TO ALL CONGREGATIONS IN THE UNITED STATES

August 5, 2002

- Are subscriptions to the large-print editions of *The Watchtower* or to foreign-language magazines being discontinued?
Subscriptions to all languages, including the large-print edition of The Watchtower have been discontinued. A standing supply of magazines in any language can be requested at the congregation magazine counter.
- How can a disfellowshipped person obtain copies of *The Watchtower* and *Awake!* if there are no subscriptions?
Those who are disfellowshipped are encouraged to attend congregation meetings. While at the meetings, they may obtain copies of magazines or other literature items for their personal use. Disfellowshipped individuals should not be included on a personal magazine route.
- Can I still send a gift subscription to a friend or family member?
Gift subscriptions are no longer accepted. You should write the branch office if you would like someone to call on your friends or relatives and deliver the magazines to them.

It is already evident that the congregations are supporting this new arrangement. We expect this further simplification will result in continued rich blessings from our heavenly Father.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

P.S. to the Congregation Service Committee: Please arrange to have this letter read at the next Service Meeting, as well as the next *Watchtower* Study. It should then be posted on the information board.

Included with this letter are two copies of the new Congregation Requests (M-202) form, formerly called the Congregation Magazine/*Our Kingdom Ministry* Request form. An additional supply will be sent to your congregation in an upcoming literature shipment. As you need additional copies, you may request them on the Literature Request Form (S-14). The M-202 form has been adjusted so that a standing order of *The Watchtower* and *Awake!* on audiocassette can be requested for the congregation.

Each time the standing order of the printed or audiocassette edition of the magazines or of *Our Kingdom Ministry* needs to be adjusted, fill out an M-202 form and mail it to Watchtower, 1000 Red Mills Road, Wallkill, New York 12589. Any quantity of audiocassettes may be requested as a standing order. When the request for any edition of the printed magazines is more than 30, it should be in multiples of 10. *Our Kingdom Ministry* should be requested in multiples of 8 when the request is for 8 or more copies. Request individual issues of the audiocassette editions of the magazines as 'special request' items on the S-14 form, not on the M-202 form.

Use a separate M-202 form for each language. For example, if you are adjusting the congregation's supply of magazines in English and at the same time requesting a standing supply of *The Watchtower* on audiocassette in Spanish, you should use two forms. Note that the large-print editions of *The Watchtower* are considered a separate language for this purpose.

Due to the new procedures for distribution of our magazines, previous versions of the Congregation Magazine/*Our Kingdom Ministry* Request (M-202) form, the Weekly Subscriptions (M-203), Subscription Change of Address (M-205), and How to Handle Subscriptions Properly (S-11) forms will no longer be needed. If any of these forms are still on hand in the congregations they can be discarded. The yellow M-203 envelope may be used to send any magazine-related forms or correspondence to the Wallkill address.

Instructions for Audiocassette Subscriber Address List

August 5, 2002

Enclosed is a list of those in your congregation territory with subscriptions to the audiocassette editions of the magazines. The list may include both congregation publishers and interested ones in the field. Please follow the directions below and return the address list by September 15, 2002, to Watchtower, 1000 Red Mills Road, Wallkill, New York 12589. Subscriptions that are mailed as 'Free Matter for the Blind' are not listed and may continue on a subscription basis.

- *Congregation Publishers:* Mark an 'X' through the name and address of all regular meeting attenders. These subscriptions will be cancelled. Use the Magazines on Audiocassette Standing Order section at the end of the list to show the quantity of audiocassettes that should now be sent to your congregation. The bulk supply will begin to be sent to the congregation at the same time the subscriptions are cancelled so that no issues are missed. Use the Congregation Requests (M-202) form when you wish to increase or decrease the bulk supply of audiocassettes in the future.
- *Interested Ones:* Circle the subscriptions for those in the territory who are not congregation publishers or regular meeting attenders. These subscriptions will continue to be mailed until they expire. If the person wants to continue receiving copies of audiocassette editions of the magazines after their subscription expires, the congregation should increase the bulk supply of audiocassettes using the M-202 form and begin to hand-deliver the audiocassettes. The congregation will be notified as these subscriptions near the expiration date.

As in the past, the secretary or another member of the Congregation Service Committee should check to make sure that the audiocassette editions of the magazines are being put to good use by those requesting them.

Please make a copy of your address list before returning it. An up-to-date list of those receiving audiocassettes through the congregation should be maintained by the magazine servant.