

Christian Congregation of Jehovah's Witnesses

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



October 10, 2002

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

At this time we are providing information and direction regarding how to handle older publications and other overstocked items that your congregation may have.

Each year congregations in the United States provide the branch office with an inventory of all the literature that the congregation has on hand. It is good to note that many congregations have a sufficient stock of various publications. However, there is concern that some congregations are overstocked. Some of these publications are older books that are not moving. Since we desire to make good use of this literature, we would like to encourage that an equalizing take place to help achieve this goal. (2 Corinthians 8:13, 14) Therefore, please note the following direction that all congregations should follow through with:

- If the congregation has an overstock of literature the service overseer and literature coordinator should review the amount of stock on hand periodically. If older publications are not moving or there is an overstock of certain items, an announcement should be made in each of the congregations informing them of what is on hand. These publications may also be displayed, perhaps at the literature counter. If there is more than one congregation in your Kingdom Hall literature group, the service overseers, literature coordinator, and literature servants from all of the congregations in the group will need to work together.
- Encourage publishers and progressive Bible students to obtain a copy of these publications for their personal theocratic library. During the past five service years, over 170,000 individuals have been baptized here in the United States. It would be good to make sure that these newer ones have started their personal theocratic library and have copies of the older publications if available. Also, encourage parents to begin a theocratic library for their children if they have not already done so. These suggestions can be made during the announcements regarding overstocked literature.
- If your congregation is overstocked with older literature, contact other congregations in your vicinity and inquire whether they can use any of the literature. Publishers in non-English language congregations may also be interested in some older literature that is not available in their language, so these congregations can be advised of the availability of older English publications. If you are contacted by a congregation, be willing to help them move out their surplus.

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- If your congregation does not have any of the older publications for field service campaigns, please inquire with neighboring congregations and assist them if they have extra stock that they will not be able to move. When these items are received, make announcements in your congregation regarding the items that are available from the literature counter.
- Circuit overseers are being instructed to review this matter with the congregations when they visit. They may also provide some suggestions to help move this literature. Our initial goal is to move these older and slow-moving items locally. In the future, further direction may be provided to the traveling brothers in regard to moving these older publications on the circuit level.

As instructed in the *Watchtower Literature Request Guide* (S-15a), congregations should maintain a three-month supply of common stock items. However, special-request items should be requested only if a publisher makes a request for such. If you find that your congregation has extra special-request items (i.e., *Insight* volumes, bound volumes, videocassettes, deluxe items, and so forth), please have this announced, and also endeavor to share these with neighboring congregations.

To help simplify the transfer of literature between congregations, it will no longer be necessary to fill out the Transfer of Literature (S-19) form. Only the Monthly Movement of Literature form (S-28) should be used to record these transfers. In the future, the *Watchtower Literature Request Guide* (S-15a), Section 9.1a, point number 3, will be updated to reflect this adjustment.

It is hoped that this direction will assist congregations to reduce any overstock of literature on hand. Thank you for continuing to encourage the brothers and sisters to make good use of this available literature. Please share this information with all those involved with handling literature.

We are happy to assist in your efforts to spread Kingdom truth. Be assured of our warm Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers