

# Christian Congregation of Jehovah's Witnesses



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TO ALL BODIES OF ELDERS

Dear Brothers:

Please find enclosed with this shipment new sets of public talk outlines for the congregation. Each congregation is being sent one set of outlines in the congregation's language and another set in English. This should be kept for reference only.

How should these outlines be used to ensure that they are always intact and available for reference?

1. Please buy ring binders for each language and file all the outlines according to their numbers.
2. Whenever a talk is assigned to a brother, the presiding overseer should arrange to make a photocopy of the outline for the speaker so that the original is returned to the binder since it is for reference only and should NOT be marked.
3. When outlines are revised or when new outlines are sent to your congregation, the presiding overseer will ensure that they are also added to the binder for reference. Please note that all special talk outlines for each year should be filed according to their numbers.
4. Whenever you receive adjustments to outlines, the presiding overseer should mark these on the outlines on file so that anyone who uses the outline for reference will see the recent adjustments.
5. When a new congregation is formed out of your congregation, photocopies of outlines that speakers of the new congregation will need can be provided until they receive their own set of outlines from the branch office.

With these new outlines available we trust that there will be no need to call or write to the branch office for certain outlines as has been the case in the past. The presiding overseer and secretary should immediately follow through on these points so that public speakers will have the material they need to prepare and upbuild the congregation each week.

It is a pleasure to be working with you in furtherance of Kingdom interests. Please accept our warm Christian love and best wishes.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*