



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

CDA October 19, 2007

TO ALL SERVICE COMMITTEES IN BRITAIN

Re: Congregation Internet Site (CIS)

Dear Brothers:

We are pleased to inform you that a new Internet reporting system is being implemented for congregations in Britain. The initial features of this site will allow entry of monthly field service reports, Memorial reports, annual congregation statistics reports, and meeting time updates. In recent years the Internet has grown in availability and capability. Thus, we feel it is time to see the benefits that result from a system allowing appointed men to submit congregation reports through a Web site on the Internet.

It would be good for the congregation service committee to read this letter and the accompanying instructions within the next week. Thereafter, the service committee should meet to discuss this material and to select up to three elders or capable ministerial servants who will be able to access the Congregation Internet Site (CIS). From among these, they should select one brother to administer the congregation's user accounts. He will have the ability to create new user accounts for the other selected brothers. If the presiding overseer is familiar with computers and can be the account administrator, that might be best. On the other hand, if the presiding overseer does not have access to the Internet or if he is not conversant with computers, it may be that another elder who has greater experience with computers would be a more suitable choice. If none of the elders has access to a computer or to the Internet, perhaps there is a dependable ministerial servant who could serve as the account administrator in behalf of and at the direction of the service committee. The account administrator should follow the step-by-step directives outlined in the enclosed document *Instructions: Creating JW.ORG User Accounts*.

The secretary, or a brother assigned to assist him, should endeavour to submit the congregation's field service report for November 2007 by December 6, 2007 if possible. Field service reports for subsequent months should now be submitted via the Internet. There is no need to send us the usual paper *Congregation Report (S-1)* each month.

It may be there is no appropriate appointed brother in the congregation who has a computer and access to the Internet and thus able to care for sending in the reports. If this is the case, you may continue sending in the usual paper-based reports. We do not want brothers to go to the expense of getting computers just to send in congregation reports via the Internet.

Additionally, from December 2007, please endeavour to use this site to enter new Memorial reports, new congregation analysis reports, and new meeting time updates. Again, if this information is entered online, there is no need to send in the paper-based versions. Please note that currently, meeting time updates can only be entered in 15-minute increments. We are planning to change this to 5 minute increments to accommodate meetings that may

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start for, example at 7:25 p.m. You will also notice that you are requested to enter the number of active publishers on the site.

It is anticipated that additional features such as literature requests will be made available in due course. You will be informed if and when these are implemented.

We hope these new arrangements will make congregation reporting more accurate and faster for the congregations as well as speeding up the process here in the branch office.

We pray that Jehovah will continue to bless you richly in the important work you are doing of shepherding and teaching his people. We send you our warm Christian love and greetings.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN