

Christian Congregation of Jehovah's Witnesses



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September 25, 2008

TO ALL BODIES OF ELDERS

Re: Confidential Correspondence with the Branch Office

Dear Brothers:

In recent times, we note that judicial reports are mailed to the branch office in envelopes other than the recommended special blue envelopes. This does not ensure confidentiality that judicial reports deserve. How could the situation be corrected?

Since it is the congregation secretary who keeps the blue envelopes on the congregation confidential file, he should ensure that the congregation has a reasonable amount of such envelopes at all times. Committees handling judicial matters should obtain a set of S-77 forms together with one blue envelope from the secretary for forwarding disfellowshipping reports to the branch office. The secretary would also make sure that the blue envelope is used anytime he sends reinstatement notification to the branch office. Please do not use the special blue envelopes for any other purpose. To ensure that you have sufficient blue envelopes we will do the following:

- (1) Each time we process a disfellowshipping report we will replenish the exact quantity of the S-77 forms and the blue envelopes you used in sending the judicial report.
- (2) Whenever you send a reinstatement to us we would replace the envelope you used.
- (3) Whenever we return a disfellowshipping correspondence for correction we will enclose a blue envelope for your use.

We trust that with this new arrangement being put in place you should have enough blue envelopes for your use, thus forestalling any shortage of the envelopes in future. Of course, in an emergency the secretary could get in touch with Service Desk at the branch office for assistance.

In a similar vein, we note that occasionally, a brother recommended to serve as an elder or a ministerial servant refuses his appointment when the approval is received by the elders. It then becomes necessary that the elders return the S-2 form to the branch office for the needed adjustment to be made. In order to maintain confidentiality in this regard, all envelopes containing S-2 forms, recommendations for appointment or deletions of appointed men, and any judicial correspondence (besides S-77 forms) should be marked: "ATTENTION: SERVICE DESK." In this way, the envelope and its content will get to the appropriate destination intact. Please do not add other items, such as monthly reports and literature requests, to these items.

We are confident that you will give attention to these guidelines regarding correspondence with the branch office so that "all things take place decently and by arrangement."—1 Cor. 14:40.

Accept our warm Christian love and best wishes.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

PS to secretary: This letter should be retained in the congregation's permanent file of policy letters.