



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

November 7, 2008

TO ALL BODIES OF ELDERS

Re: Field service reports

Dear Brothers:

We are pleased to provide information that will assist you in preparing your congregation's field service reports and sending them to the branch office on time. This letter replaces the letter dated June 8, 2008, to all bodies of elders, which should be removed from the congregation's permanent file of policy letters and be destroyed. The primary adjustment involves the change in date for field service reports to be submitted to the branch office. However, no announcement of that change needs to be made to the congregation.

**Reporting in increments of 15 minutes:** Provision is made for those who are *very limited* because of advanced age, or because of being housebound or confined to nursing homes or incapacitated, to report their field service in increments of 15 minutes rather than full hours. Even if they witness for just 15 minutes during a month, this should be reported, and they will continue to be counted as regular publishers. This arrangement also applies to those who are temporarily limited because of a serious illness or injury. The Congregation Service Committee will determine which publishers qualify for this arrangement. The secretary should keep track of fractions of hours that are submitted and carry them over to the following month if they total less than an hour. Whenever the sum of these fractions adds up to a full hour, the secretary should include that hour with the congregation's total that is reported to the branch office.

**Submitting reports to the branch office:** The congregation secretary is responsible for arranging for the congregation's field service report to be submitted to the branch office **no later than the 20<sup>th</sup> day of the month** using the [jw.org](http://jw.org) website. This adjusted due date becomes effective January 2009. Technical difficulties experienced while using the website should be directed to the Computer Help Desk at the branch office. General questions regarding field service reporting should be directed to the Report Desk at the branch office.

**Late reports:** The congregation's report should not be delayed even if the individual reports of all publishers have not yet been received. If a publisher turns in his field service report after the congregation's report has been submitted to the branch office, please do not contact the branch office asking that the congregation's report be adjusted. Rather, the publisher's report can be added to the congregation's report for the following month. He will be counted as a publisher twice the following month since he was not counted the previous month. This will provide the branch office with a complete report and the averages at the end of the year will be correct. Publishers whose reports are turned in after the congregation's report has been submitted to the branch office are not considered irregular. Individual reports should be placed on the *Congregation's Publisher Record* (S-21) card under the month shown on the report slip, regardless of which month the report is turned in or when it is included in the report submitted to the branch office.

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**Pioneer reports:** Regular pioneer reports should be handled in the same way that publisher reports are handled. Late reports should be added to the total activity for regular pioneers on the following month's report. Hour credits for pioneers, such as for attending Pioneer Service School or a language class sponsored by the branch office, serving temporarily at Bethel, or working with a Regional Building Committee, should be written on the back of their *Field Service Report* (S-4) and should not be included with the field service report submitted to the branch office. Such hour credit should be noted in the "Remarks" column of the *Congregation's Publisher Record* card and should not be included in the "Hours" column. (For more information on Pioneer Service School credit see letter ST May 1, 2008 to all congregation secretaries.) Special pioneers report their field service directly to the branch office. Their reports should not be included with the congregation's report submitted to the branch office, although their activity should be placed on the *Congregation's Publisher Record* cards.

**Reporting total active publishers:** Each month, the total number of active publishers should be entered in the appropriate box on the jw.org website. Active publishers are all in the congregation who have reported any field service time during the past six months, including special pioneers, regular pioneers, auxiliary pioneers, baptized publishers, and unbaptized publishers. The total number of active publishers is equal to the number of *Congregation's Publisher Record* cards on file, not including inactive.

**Limited field service when involved with other important theocratic activity:** At times, elders serving on Hospital Liaison Committees, Regional Building Committees, or other committees formed by the branch office may report low field service activity for a certain month. Other publishers are requested to assist with Kingdom Hall construction, relief work, or construction at Bethel. If such ones are not regular pioneers, they do not receive a specific hour credit. However, it would be helpful for such ones to include on the back of their *Field Service Report* a brief note describing the additional theocratic responsibilities they cared for that month. No actual hour amount need be included. The secretary should make a note of this brief description in the "Remarks" column of the *Congregation's Publisher Record* card.

It is a pleasure to be serving alongside you in the interests of the Kingdom. We send our warm Christian love.

Your brothers,

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

c: Travelling overseers

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