



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

December 4, 2008

TO ALL BODIES OF ELDERS

Re: Handling correspondence from the branch office

Dear Brothers:

This letter replaces the letter dated June 4, 2007, to all bodies of elders regarding handling correspondence from the branch office. That letter should be removed from the congregation's permanent file of policy letters and be destroyed. Please note the following guidelines on how correspondence from the branch office should be handled.

**Letters to individuals:** At times, the branch office will send letters to individuals in care of the presiding overseer because of not having the mailing address of the individual. Such correspondence should be given to the addressee without being opened by the presiding overseer.

**Letters to congregations:** Generally speaking, routine letters addressed to congregations do not need to be read to the congregation. Rather, at the next Service Meeting, an announcement may be made that a letter on that subject has been placed on the noticeboard. Any exceptions to this direction will be noted in the postscript of the letter.

**Letters to bodies of elders:** It is preferred that letters addressed to bodies of elders be circulated to each elder rather than be read as a body unless otherwise directed. Doing so limits the number of elders' meetings required and allows each elder to examine the letter in greater detail. Upon receipt of a letter to the body of elders, the presiding overseer or secretary may make *one photocopy* of the letter. The secretary can immediately place the original in the congregation's file as directed and can route the "work copy" to the body of elders. The presiding overseer may choose to make notes on this "work copy" for the follow-through of the other elders. Once the "work copy" is returned to the secretary, it should be destroyed.

We hope that the foregoing contributes to the smooth handling of correspondence from the branch office. Please accept an expression of 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.