

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

October 4, 2009

TO ALL BODIES OF ELDERS

Re: 2010 Memorial invitations

Dear Brothers:

“Keep doing this in remembrance of me.” (Luke 22:19) In harmony with Jesus’ command, true Christians will gather to observe the Lord’s Evening Meal on Tuesday evening, March 30, 2010. A new Memorial invitation has been prepared, and there will be a worldwide effort to invite as many as possible to attend. This special campaign will begin March 13 and extend through March 30. We encourage you to review the following information in an effort to plan for this campaign.

Requesting invitations: You should request enough invitations to cover your congregation territory for the campaign. Keep in mind the quantity of invitations that were *actually distributed* last year. We received reports that some congregations had a considerable number of invitations left over. So please carefully evaluate your need for invitations before placing your request with the literature coordinator. Throughout the entire campaign, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical.

The invitations will be available for distribution in a number of different languages. In addition to English and Spanish, they will be available in Albanian, Amharic, Arabic, Armenian, Bengali, Bulgarian, Cambodian, Chinese, Chinese (Simplified), Chuukese, Croatian, Czech, Finnish, French, German, Greek, Gujarati, Haitian Creole, Hindi, Hmong, Hungarian, Iloko, Indonesian, Italian, Japanese, Korean, Laotian, Low German, Macedonian, Malayalam, Marathi, Marshallese, Mixtec (Huajuapán), Mongolian, Myanmar, Nahuatl (Northern Puebla), Navajo, Nepali, Oromo, Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Samoan, Serbian, Swahili, Tagalog, Tamil, Tarascan, Telugu, Thai, Tigrinya, Tongan, Turkish, Twi, Tzotzil, Ukrainian, Urdu, and Vietnamese. A specialized invitation with unique artwork highlighting that the talk will be given in sign language is also being prepared.

The branch office will calculate a quantity of invitations for each congregation based on the ratio of 120 per pioneer and 30 per publisher. As noted above, each congregation in the Kingdom Hall Literature Group should carefully consider whether this figure is appropriate for the needs of their congregation and inform the literature coordinator accordingly. If your congregation is sponsoring a foreign-language group, you may wish to request a supply of invitations in that language. If other languages are spoken in your territory, invitations may be requested in those languages as well.

The literature coordinator may view the proposed allotment calculated by the branch office in the “Request Literature” section of the jw.org Web site under the *Congregation* tab. After clicking the *View History* link he should click the *View History by Request Number* link and review the entries submitted by the branch office on “2009-10-05.” He should compare the amount of invitations desired by each congregation in the literature group with the quantities listed on the

Web site. If the quantities listed on the Web site are too large, the amounts to be *canceled* should be entered in the spaces provided. If the quantities listed on the Web site are too small, the *Request by Item* link in the “Request Literature” section should be used to submit another request for the *additional* amounts needed. **Use item number 7680 for requesting invitations in the languages listed above.** Use item number 7690 for requesting specialized invitations with sign-language artwork.

Quantities for all congregations in the literature group will be combined and sent to the literature-coordinating congregation in cartons marked “**mi10.**” When the shipment is received, the cartons should be opened to confirm the correct items were shipped. To facilitate distribution to each congregation in the literature group, individual congregation quantities will be itemized on the packing list. Copies for distribution to the field can be handed out to the publishers a week or two before the campaign is to begin. Any who have more than they can distribute may share their surplus with others who run out. No additional quantities will be sent if the congregation runs out before the campaign concludes. If during the campaign you find that you need more invitations, please check with neighboring congregations to see if they have a surplus that can be shared with your congregation.

We greatly appreciate your immediate action in determining the number of invitations needed. It is important that this information be received by the branch office from all literature-coordinating congregations no later than **October 20, 2009.**

Labeling invitations: The service overseer and territory servant will be responsible to ensure that the location and time of the Memorial are added to the invitations. Some congregations may choose to affix preprinted self-adhesive labels showing the time and place of the Memorial. (Instructions for obtaining labels and printing services will be available in the future in the *Supplier Arrangements* section of the *jw.org* Web site under the *Documents* tab. These instructions should be given to the service overseer and territory servant.) Other appropriate methods may also be used to insert such information.

The 2010 Memorial invitation includes an invitation to the special talk that will be given during the week of Monday, April 12, 2010. Those congregations having the visit of the circuit overseer or an assembly that weekend will have the special talk the following week. No congregation should have the special talk before April 12. In the designated location on the invitation, please be sure to indicate the date, time, and place of the special talk. If the Memorial talk and/or the special talk will be presented in sign language, this should also be noted on the labels.

Territory coverage: It is better to give the householder an invitation personally. However, as previously noted, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After Tuesday, March 30, the campaign will be completed, and publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of this invitation before March 30, you may begin using the regular literature offer for the month.

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We encourage you to make sure that the place where the Memorial is to be held, whether a Kingdom Hall or some other facility, is large enough to accommodate an anticipated peak attendance. This would also be an excellent opportunity for the elders to encourage new ones to consider sharing in the ministry as publishers.—*od* pp. 79-81.

This letter should be circulated to the elders. However, the Congregation Service Committee should meet and review these instructions as soon as this letter is received. They should determine the number of invitations needed and if copies should be requested in additional languages. Thereafter, they should ensure that these requests are submitted promptly to the literature coordinator. The literature coordinator should confirm by **October 20, 2009**, that the quantities calculated by the branch office on the jw.org Web site are appropriate for each congregation.

We are pleased to share this advance information with you, and we pray Jehovah's rich blessing upon this special campaign.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers