



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

November 1, 2009

TO ALL BODIES OF ELDERS

Re: Adjustments to literature-coordinating arrangement

Dear Brothers:

The literature-coordinating arrangement has been in effect for many years now. Congregations are to be commended for their diligent efforts in making this arrangement a success. It has helped to reduce the amount of literature stocked in the congregations, thus saving dedicated funds. However, an adjustment is being made that will give all congregations more flexibility in requesting literature while still keeping literature stock low. Beginning on **January 1, 2010**, the following adjustments will go into effect.

Each congregation will be able to request its own special-request items directly from the branch office. The publication symbols for special-request items are marked with an asterisk on the *Literature Request Form* (S-14). Special-request items include deluxe Bibles, *Yearbooks*, calendars, *Examining the Scriptures Daily*, bound volumes, and so forth.

For each different language in the Kingdom Hall, a congregation will be designated as the **language-coordinating congregation**. This means they will be responsible to request stock literature items in their language for all congregations using the same Kingdom Hall. These items include publications that are used at congregation meetings and that are regularly used in the field ministry. For example, if there are two English congregations and one Spanish congregation in a Kingdom Hall, one of the two English congregations would be designated as the language-coordinating congregation for English and would be responsible to request stock literature items for both English congregations. The Spanish congregation would serve as the language-coordinating congregation for Spanish and would request stock literature items in Spanish directly from the branch office.

Stock literature items must be requested through the appropriate language-coordinating congregation. However, stock literature items in languages that are *not coordinated* by a congregation in the Kingdom Hall may be requested directly from the branch office by all congregations. The jw.org website will only allow congregations to request items according to the arrangement described above. However, each congregation will be able to view the request history for all congregations sharing a Kingdom Hall.

Literature requested by all the congregations in a Kingdom Hall will be shipped together. Therefore, one of the language-coordinating congregations will also be appointed as the **ship-to congregation** (the current coordinating congregation will be appointed). The ship-to congregation will be responsible to receive the literature, bring it to the Kingdom Hall, and ensure that all the congregations receive the literature they requested. The packing list will identify which congregation requested each literature item. The ship-to congregation should notify the other congregations that a literature shipment has arrived and provide them with a packing list. This can be done either by supplying each congregation with a photocopy of the packing list or by leaving the original packing list in a general area for all to use.

While each congregation can now request some literature items from the branch office, caution should be used. This new arrangement allows congregations greater freedom to request their own literature, but congregations should not overstock their literature supply. The service overseer in each congregation should monitor the amount of stock on hand and the amount being requested each month.

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It is hoped that these enhancements to the literature-coordinating arrangement will improve service to the congregations. We send our warm Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers

PS to the Congregation Service Committee:

The branch office has assigned the roles of ship-to congregation and language-coordinating congregation for all literature groups. All congregations will be able to view these assignments on the enclosed document or on the jw.org website using the *Literature Coordination* link in the “Maintain Profile” section under the *Congregation* tab starting **January 1, 2010**. If there are two or more congregations in your Kingdom Hall, the service overseers should meet and determine whether any adjustments are needed with regard to which congregation(s) should serve as the language-coordinating congregation(s) and which congregation should serve as the ship-to congregation. (The ship-to congregation must be a language-coordinating congregation.) Additionally, in each language-coordinating congregation, one brother should be selected to serve as the **language coordinator** and another brother should be assigned to serve as his assistant. Changes to language-coordinating congregations may only be made by the assigned language-coordinating congregation using the *Literature Coordination* link on the jw.org website. Changes to the ship-to congregation may only be made by the assigned ship-to congregation using the *Shipping Information Form* (S-36), which has been revised and may be printed from the site as needed.

The language coordinator will be responsible for the following: (1) maintaining the common supply of literature, (2) submitting literature requests for field service and stock items by the assigned submittal date (dates can be found on the announcements page of jw.org), and (3) taking a monthly inventory of all literature on hand in their language using the *Monthly Movement of Literature* (S-28) form. In addition, the language coordinator of the ship-to congregation will ensure that the completed *Literature Inventory* (S-18) form is submitted to the branch office each year by September 6.

The service overseers should also discuss how the ship-to congregation will handle its responsibilities. These responsibilities include determining how congregations will be notified that literature shipments have been received at the Kingdom Hall and how each congregation will receive or have access to the packing list. (The jw.org website may be consulted by *all congregations* to view literature request history.)

On **January 1, 2010**, all jw.org website account administrators will need to assign the *Request Literature* role to the brothers who have been newly approved by the Congregation Service Committee to submit literature requests using the site. A printed copy of the on-line help text for requesting literature should be provided to new users of the site. All requests should be approved by the **service overseer** before being submitted.

A copy of this letter, including the postscript, may be made for the language coordinator and his assistant. The original should be retained in the congregation file with other items related to magazines and literature. As a reminder, the service overseers are primarily responsible to ensure that this new arrangement is working well. If any difficulties arise with this arrangement, the service overseers should meet to discuss the issues.

Enc: Roles assigned to Congregations in your Literature Group