

Christian Congregation of Jehovah's Witnesses



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

January 4, 2010

TO THE CONGREGATION SERVICE COMMITTEES OF ALL ENGLISH CONGREGATIONS
IN THE UNITED STATES

Re: Territory seldom worked

Dear Brothers:

Last year, many zealous publishers preached in territory seldom worked in the continental United States. They performed an excellent service and are to be commended for their efforts. As you process this year's applications, we encourage you to continue recommending spiritually qualified individuals and to assist these brothers and sisters in any way possible in order to make their assignment a success. When a group desiring to preach in territory seldom worked approaches you, please meet as a committee to select a qualified brother to serve as the team captain. If the group consists solely of single sisters, you should select a qualified sister to serve as the team captain.

At the next Service Meeting, please arrange for an announcement to be made to the congregation that the letter dated January 5, 2010, to all English congregations in the United States regarding territory seldom worked will be posted on the information board for one month. Thereafter, place it in the congregation file along with this letter.

The following items should also be retained in the congregation file: *Application for Territory Seldom Worked*, *Counties With Unassigned Territory*, and *Frequently Asked Questions About Territory Seldom Worked*. Provide the team captain with one copy of each of these items. For those who wish to join a team captain's group in a different congregation, provide them with one copy of the application only.

Approving Applications

- Groups should be made up of at least 2 publishers and limited to about 20, including minor children of publishers. Assignments will not be given to a publisher to work alone. Two or more groups should not request the same assignment at the same time in order to work closely together.
- Do not submit an application for a group consisting solely of single brothers and single sisters. In this regard, a publisher traveling without his mate is considered single.
- Do not submit applications for persons not in good standing or who are currently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, you will want to exercise discretion when approving a publisher who will not be accompanied by his mate.
- Review with the applicants the need to consider carefully their financial situation in order to be sure that they will be able to care adequately for their own food, lodging, and transportation when they receive an assignment. This should be emphasized even if the publishers have received offers of assistance from either individuals or congregations.

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- If for any reason an applicant does not qualify for the work, you should kindly inform the publisher of the reasons why he is not being approved. Do not leave it to the Service Department's Territory Desk to inform the publisher that he does not qualify.

After a Group Receives an Assignment

- Meet with the team captain to determine what further assistance can be given. If the team captain's group is given an assignment to assist a congregation, help him to communicate immediately with that congregation's coordinator of the body of elders.
- The team captain should see to it that his group will have sufficient literature for the assignment. If extra literature is needed, it should be requested through the language-coordinating congregation. He can either transport the literature to the assignment or make a special request to have the literature sent to the assignment. Literature or magazines that he will transport should be requested by the language-coordinating congregation on the jw.org Web site. However, if the literature and/or magazines are to be sent directly to the assignment, the team captain will provide the service overseer with the mailing address, and the request should be sent via **e-mail** to shippingcorrespondence@jw.org. The e-mail should include what he is requesting for his group and where the literature or magazines are to be sent. The words "TERRITORY SELDOM WORKED" should be entered in the subject line of the e-mail. To request a rush shipment, the words "RUSH—TERRITORY SELDOM WORKED" should be entered in the subject line of the e-mail or the branch office may be called at (845) 744-6000. The e-mail should include how soon the rush shipment will be needed.
- A qualified brother would take the lead in conducting meetings for field service.
- **After the group returns from their assignment, it would be appreciated if you would remind the team captain to submit his report to the Territory Desk by the due date. At times we have waited several months before receiving these reports.**

As a reminder, unassigned territory is cared for by the branch office and should not be worked without our permission. However, if your congregation borders unassigned territory, some of your publishers may wish to accompany the team captain's group. They should make inquiry of the team captain assigned to the territory so that he can inform them whether additional assistance would be appropriate. Otherwise, the team captain is expected to fulfill his assignment as best he can with the publishers in his group.

If your congregation has many territories that have not been worked for over a year and you would like to accept the assistance of a group to help you work the territory, please make this known to your circuit overseer the next time he serves your congregation.

The publishers in your congregation will appreciate your warm interest in their endeavors to expand their ministry to declare the good news. We thank you for your cooperation and due consideration of these matters.

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