

Christian Congregation of Jehovah's Witnesses

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



June 1, 2010

TO ALL COORDINATORS OF THE BODY OF ELDERS AND SECRETARIES IN THE UNITED STATES

Re: Verifying information on elders and ministerial servants

Dear Brothers:

We are writing once again to request your assistance in verifying and correcting information that we have in our files regarding brothers in your congregation who are appointed as elders and ministerial servants. We will soon mail a list that should show all the elders and ministerial servants appointed in your congregation. As needed, please check with each brother to make sure that the information shown on that list is correct. Do *not* simply copy the information from the *Congregation's Publisher Record* (S-21) cards.

Please verify the spelling of each brother's name. The complete first and last name should be shown with no abbreviations or nicknames. If a name on the list is not shown correctly, neatly mark in ink any needed corrections. (Do *not* submit corrections to the names of those in special full-time service, such as Bethel family members and special pioneers.) Also, please correct as necessary the birth and baptism dates. Write in the birth or baptism date if this information is missing from the list. Endeavor to verify the accuracy of any dates you submit. For example, most valid baptism dates are either a Saturday or a Sunday.

If a brother's name is missing from the list, please check the congregation file to be sure you have an S-2 form or S-52 letter verifying his appointment. If so, include his name on the list along with his birth and baptism dates, and provide a photocopy of the S-2 form (front and back) or S-52 letter. Likewise, if a brother is no longer serving, please check the congregation file to be sure that you have an S-2 form, S-52 letter, or signed recommendations report from the circuit overseer verifying his deletion. If so, draw a single line through his name on the list, and provide a photocopy of the S-2 form (front and back), S-52 letter, or signed recommendations report from the circuit overseer. If you do not have such correspondence verifying his deletion, leave his name on the list, but inform your circuit overseer at his next visit.

Please do *not* use the list to make new recommendations for appointment or deletion. Such new recommendations should be handled in harmony with the letter dated June 9, 2008, to all bodies of elders.

After verifying the information, make a copy of the list for the congregation file, and return the original to the Service Department at the address shown in the letterhead above by **July 15, 2010**. *Please return the list even if all the information is correct.*

Thank you for your assistance in this matter. We take this opportunity to send you our warm love and Christian greetings.

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

cc: Traveling overseers