



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

October 7, 2010

TO ALL BODIES OF ELDERS

Re: Spiral binding of *Shepherding* textbook

Dear Brothers:

You will shortly be receiving the new *Shepherding* textbook. The question may arise about the possibility of having it spiral-bound. There is no objection if an elder personally spiral binds or laminates his own textbook or does so for other elders. If he has another baptized brother who is not an elder do the work for him, the elder must watch while the work is being done. Outside companies, unbelievers, or sisters are not permitted to do this work. The material in the book is confidential, and confidentiality must be preserved.

Each elder should make the following notation next to the box on the title page of the *Shepherding* textbook: “See letter dated October 7, 2010, to all bodies of elders regarding spiral binding of this textbook.”

Please be assured of our warm Christian love and best wishes.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers

PS to the secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders* (S-22) at this time as well.