



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

January 14, 2011

TO ALL BODIES OF ELDERS

Re: *Index to Letters—For Bodies of Elders*

Dear Brothers:

Along with this letter, we are providing a revised *Index to Letters—For Bodies of Elders* (S-22). One copy of *Index to Letters* may be provided to any elder who requests it. The *Index to Letters* dated January 2010 should be removed from the congregation file and be destroyed. See the letter dated December 6, 2010, for additional instructions regarding *Index to Letters* and the congregation permanent file of policy letters.

During the last year, direction has been given for the following letters to be removed from the congregation permanent file of policy letters:

- 15/5/88 Re: Guidelines on wedding procedures
- 16/9/91 Re: Handling Kingdom Ministry School textbooks
- 20/6/94 Re: Handling Kingdom Ministry School textbooks
- 20/1/98 Re: Pioneers Assist Others programme
- 15/11/98 Re: Data protection
- 1/10/99 Re: Pioneers Assist Others programme
- 28/12/00 Re: Penal institutions
- 1/6/01 Re: Making records of child abuse cases
- 15/2/02 Re: Highlights of 2002 Kingdom Ministry School
- 5/11/04 Re: Pioneers Assist Others programme
- 1/7/06 Re: Letters of introduction
- 4/9/07 Re: Handling accounts for Kingdom Hall Operating Committees
- 3/2/08 Re: Labels for congregation contribution boxes
- 4/12/08 Re: Handling correspondence from the branch office
- 5/12/08 Re: *Index to Letters* and congregation's file
- 9/12/08 Re: Data protection procedures
- 14/12/08 Re: District convention arrangements
- 3/11/09 Re: Assisting inactive ones

Additionally, an effort has been made to make reference only to policy matters not contained in the *Shepherding* textbook. Thus, the following letters are no longer referred to in *Index to Letters* and should now be removed from the congregation permanent file of policy letters and be destroyed:

- 20/2/91 Re: Visiting disfellowshipped individuals
- 30/1/92 Re: Confidential matters that may involve legal issues
- 17/7/95 Re: Elders meeting with publishers one year after baptism
- 1/8/97 Re: Appealing judicial decisions

- 22/1/98 Re: Simplifying the work of elders
- 1/12/00 Re: Confidential matters that may involve legal issues
- 6/12/06 Re: Highlights of 2006 Kingdom Ministry School
- 3/4/07 Re: Guidelines for *Watchtower* Study conductors
- 11/1/08 Re: Reading scriptures at the *Watchtower* Study
- 9/6/08 Re: Appointment and deletion of elders and ministerial servants
- 2/9/08 Re: Coordinator of the body of elders
- 1/1/09 Re: Expanded role of auxiliary counsellor
- 21/1/10 Re: Qualifications of appointed persons in conjunction with disfel-lowshipped relatives

During the last year, direction has been given for the following letters to be added to the congregation permanent file of policy letters:

- 25/3/10 Re: Internet connections in Kingdom Halls
- 2/4/10 Re: Audio recordings at theocratic events
- 23/5/10 Re: Assisting inactive ones
- 24/5/10 Re: Incidents of “sexting” involving minors
- 3/8/10 Re: Use of the jw.org website
- 9/8/10 Re: Prison witnessing
- 7/10/10 Re: Spiral binding of *Shepherding* textbook
- 12/10/10 Re: Wedding procedures and Scriptural freedom to remarry
- 17/11/10 Re: Letters of introduction
- 6/12/10 Re: Correspondence from branch office and congregation file
- 14/12/10 Re: District convention arrangements
- 29/12/10 Re: Accounts on the jw.org website for all appointed elders

Please transfer the following letters from the congregation permanent file of policy letters to the categories file of policy letters:

- 30/3/94 Re: Burial in “consecrated ground” (file with other letters relating to miscellaneous matters)
- 1/2/08 Re: Attending the Pioneer Service School abroad (file with other letters relating to pioneers)
- 31/12/08 Re: Elder subject to bankruptcy order (file with other letters relating to charity matters)

For the same reason as stated above regarding the *Shepherding* textbook, the following letters should now be removed from the categories file of policy letters and be destroyed:

- 13/4/92 Re: Helping victims of child abuse
- 11/7/02 Re: Child abuse

Upon receipt of this letter, the secretary should confirm that the congregation permanent file of policy letters is up to date. Any letters that are missing can be downloaded from the jw.org website. As a reminder, the *View Forms—Restricted* role, the *View Letters—General* role, and the *View Letters—Restricted* role on the site should only be given to two

Re: *Index to Letters—For Bodies of Elders*

January 14, 2011

Page 3

or three elders, preferably including the coordinator of the body of elders and another member of the Congregation Service Committee. Ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* roles.

As noted above, *Index to Letters* only makes reference to policy matters not contained in the *Shepherding* textbook. Thus, when policy questions arise, elders should make it a habit to first consult the *Shepherding* textbook.

We trust this revised information will be helpful to you as you seek to imitate our orderly God, Jehovah. (1 Cor. 14:33) Please accept an expression of our warm Christian love.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers