



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

April 3, 2011

TO ALL BODIES OF ELDERS

Re: Listing of elders and ministerial servants on the jw.org website

Dear Brothers:

We are pleased to inform you of a new feature that is being made available on the jw.org website for elders. Beginning on April 18, 2011, authorized elders will be able to see a listing of the appointed elders and ministerial servants in their congregation. This list will be visible by clicking on the *Elders and Servants* link under the “Members” heading under the *Congregation* tab. The list will show the full name of the brother, his birth date, and his baptism date. It will also allow corrections to this information to be submitted.

Only elders should be authorized to see this list. Thus, we are creating a new role called *Enter Member Information*. The Congregation Service Committee will determine which other elders should have the new *Enter Member Information* role. A local domain administrator will then give the role to the ones selected. If possible, at least two elders should have this role. Ministerial servants should not be given the *Enter Member Information* role.

If a brother with the *Enter Member Information* role comes to know that information shown on the site about the name, birth date, or baptism date of an individual is incorrect, he should check directly with the brother about his correct name, birth date, or baptism date and then update the computer record. The complete first and last name should be shown with no abbreviations or nicknames. (Information about Bethel family members, special pioneers, and others in special full-time service cannot be updated through this arrangement.) However, there is no need to submit any changes just for the purpose of adding a middle name.

If a recent appointment or deletion is not yet reflected on the list, please wait until you receive acknowledgement from the branch office of the adjustment. By then the list on the site should have been adjusted automatically. If you have already received the acknowledgement and the list on the site is still incorrect, then send us a copy of the S-2 form or S-52 letter you have in your file showing the appointment or deletion of the brother along with a brief note detailing the situation. (Please do not telephone the branch office regarding these corrections.) The *Elders and Servants* link *cannot* be used to recommend new appointments or deletions of any elder or ministerial servant.

We hope this new feature will be helpful to you and at the same time enhance the accuracy of the information we have at the branch office. Please accept an expression of our warm Christian love.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers

PS to the secretary:

This letter should be retained in the congregation file along with other material related to the jw.org website.