

TESTIGOS CRISTIANOS DE JEHOVÁ

Apartado postal 132 - 28850 TORREJÓN DE ARDOZ (Madrid)

DOMICILIO SOCIAL: Ctra. Torrejón a Ajalvir (M-108), km. 5 - 28864 AJALVIR (Madrid) • Teléfono: (+34) 918 879 700 • Fax: (+34) 918 879 702

September 1, 2011

TO ALL BODIES OF ELDERS

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

Dear Brothers:

Along with this letter, we are pleased to inform you that a revised *Index to Letters—For Bodies of Elders* (S-22) in Spanish is available on the jw.org Web site. One copy of the *Index to Letters* –not the letters– may be provided to any elder who requests it. The *Index to Letters* dated January 2008 should be removed from the congregation file and be destroyed. See the letter dated August 31, 2011, for additional instructions regarding *Index to Letters* and the congregation permanent file of policy letters.

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

- 07/15/88 Re: Guidelines on wedding procedures
- 02/09/90 Re: The Public Meeting
- 05/16/92 Re: Use of microphones and cordless telephones in confidential meetings
- 09/14/94 Re: Handling Kingdom Ministry School textbooks
- 01/20/98 Re: Pioneers Assist Others program
- 10/01/99 Re: Pioneers Assist Others program
- 05/16/00 Re: Meetings in a foreign language
- 01/11/01 Re: Penal institutions
- 02/15/02 Re: Highlights of 2002 Kingdom Ministry School
- 08/21/06 Re: Letters of introduction
- 09/24/07 Re: Handling accounts for Kingdom Hall Operating Committees
- 06/03/08 Re: Symposiums and slide presentations at Public Meeting
- 12/14/08 Re: District convention arrangements
- 01/24/09 Re: Handling correspondence from the branch office
- 11/03/09 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:

- 02/20/91 Re: Visiting disfellowshipped individuals
- 10/24/95 Re: Elders meeting with publishers one year after baptism
- 10/19/97 Re: Appealing judicial decisions
- 01/22/98 Re: Simplifying the work of elders
- 12/06/06 Re: Highlights of 2006 Kingdom Ministry School
- 04/03/07 Re: Guidelines for *Watchtower* Study conductors
- 02/11/08 Re: Reading scriptures at the *Watchtower* Study
- 07/19/08 Re: Appointment and deletion of elders and ministerial servants
- 09/02/08 Re: Coordinator of the body of elders
- 01/21/09 Re: Expanded role of auxiliary counselor
- 08/21/10 Re: Qualifications of appointed persons in conjunction with disfellowshipped relatives

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

- 07/23/10 Re: Assisting inactive ones
- 07/25/10 Re: Internet connections in Kingdom Halls
- 08/19/10 Re: Use of ministerial servants where the number of elders is limited
- 09/13/10 Re: Incidents of “sexting” involving minors
- 10/18/10 Re: Prison witnessing
- 11/19/10 Re: *Congregation’s Publisher Record* card (S-21)
- 01/10/11 Re: Spiral binding of *Shepherding* textbook
- 01/11/11 Re: Corrections in Spanish edition of *Shepherding* textbook
- 01/26/11 Re: Audio recordings at theocratic events
- 02/10/11 Re: Use of publications in Catalan (only for congregations in Andorra, Balearic Islands and Catalonia)
- 02/12/11 Re: Wedding procedures and Scriptural freedom to remarry
- 02/17/11 Re: Letters of introduction
- 02/24/11 Re: Foreign-language field
- 25/02/11 Re: Letter to publishers learning another language
- 03/14/11 Re: District convention arrangements
- 04/12/11 Re: Confidentiality and wireless communication
- 04/15/11 Re: Accounts on the jw.org Web site for all appointed elders
- 08/06/11 Re: Coordinating Kingdom Hall construction and renovation projects
- 08/15/11 Re: Public speakers
- 08/31/11 Re: Correspondence from branch office and congregation file

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 Web site. These can be found under the “Index to Letters” category. 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 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* role.

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,

Testigos Cristianos de Jehová