

# Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

September 6, 2011

TO ALL BODIES OF ELDERS

Re: Use of jw.org website

Dear Brothers:

Since new direction is contained in this letter regarding the viewing of forms and letters on the jw.org website by elders, the letters dated August 3, 2010, and December 29, 2010, to all bodies of elders should be removed from the congregation file and be destroyed.

**Local domain administrators:** Only selected elders should have the *Manage Users* role. The brothers with this role are referred to as local domain administrators. A local domain administrator has the ability to add or remove roles of users. Two elders, preferably the coordinator of the body of elders and another member of the Congregation Service Committee, should serve as local domain administrators. **Ministerial servants are not allowed to serve as local domain administrators and thus should not have the *Manage Users* role.** However, if you do not have an elder who can serve as a local domain administrator without help, a ministerial servant can be used to provide technical assistance. The elder would log in to the site, and while the elder is still present, the ministerial servant would provide assistance in navigating through the site and making user account adjustments. The ministerial servant should not be given the local domain administrator's password or the password of any other brother, including temporary reset passwords. Neither should he be able to view the local domain administrator's password when it is entered.

To keep the site secure, elders or ministerial servants who are deleted or who move to other congregations should be removed from the congregation's domain immediately by the local domain administrator. If an elder who has access to a computer and the Internet moves into the congregation with a favourable letter of recommendation, he should be added to the new congregation's domain without waiting for his official reappointment to be received from the branch office. All passwords should be kept confidential. Brothers should not share their login name or password with anyone else. If anyone has reason to believe that his password has become known, it should be changed immediately. Please do not place or write down a password anywhere that would be visible to others. Each brother with a password should be personally responsible to keep the site secure.

**Creating new accounts:** Each elder who has access to a computer and the Internet but does not currently have an account on the site should create one by following the instructions on the "Log In" page of the site. If an elder needs assistance in creating an account, an experienced local user of the site should provide the help he needs.

**Viewing forms and letters:** The *View Forms—General*, *View Forms—Restricted*, *View Letters—General*, and *View Letters—Restricted* roles should be given to all elders who have access to a computer and the Internet. The *View Forms—General* role may also be given to ministerial servants assigned by the Congregation Service Committee to print forms from the site. **However, ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* role.**—See *Index to Letters—For Bodies of Elders* (S-22) for current

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direction on handling correspondence from the branch office, including the printing and routing of letters when needed.

**Viewing other features on the site:** Besides the *View Forms* and *View Letters* roles noted above, any elder who requests it may be granted the *Download Our Kingdom Ministry*, *Search for Congregation Meetings*, and *Search for Contacts* roles. Beyond that, the Congregation Service Committee will determine which specific roles should be assigned to an elder or ministerial servant in connection with his congregation assignments.

We send our warm Christian love and best wishes.

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

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.