

Christian Congregation of Jehovah's Witnesses



Hse. No. J348/4 - Tema Beach Road - Nungua, Accra
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July 15, 2012

TO ALL BODIES OF ELDERS

Re: Reporting field service accurately and promptly

Dear Brothers:

We have a serious situation with which we need your assistance. From the beginning of the 2012 service year until now the branch office has observed that the number of publishers reporting field service has dropped. We have no reason to believe that the publishers are not preaching, rather it is due to the way we report field service activities. We therefore need your help and that of each publisher. *In what way can we all contribute to an accurate report that is handed in on time?*

Publishers: Each publisher should be helped to have a regular share in the ministry every month. Perhaps they may set a goal to go out in field service early in the month. And, of course, a regular publisher reports field service every month. Any publisher who engages in field service in a month should submit his field service report even if the report is late. The publisher should not combine field activity for two or more months on one report form.—*od* p. 91.

Group overseers: Help your group to share in the ministry from the beginning of the month. Collect the reports right after the end of the month. Kindly make sure that you have personally collected all the reports of publishers in your group every month.

Secretaries: Make the group overseers responsible for collecting the reports. Any late reports should be added to the following month. Note especially that if a publisher turns in his field service report after the congregation's report has been submitted to the branch office, that publisher's report can be added to the congregation's report for the following month. However, it is important to remember that although his hours and other activity will be combined, he will be counted as two publishers the following month since he was not counted as a publisher the previous month.—See letter dated November 7, 2008.

We encourage all elders to assist the publishers to reach the goal of 100 percent regularity. This means every congregation publisher engaging in the ministry and reporting every month. It is possible! Some congregations have maintained this even for many months. We prefer that you send your reports through the jw.org Web site. If you usually post your reports, then you need to mail it early for it to arrive at the branch by the 20th of the month following the report month. Another possibility is to send a fax if it is available in your area. You can use the fax number on this letterhead. Because of the number of phone calls we receive at the branch office each day, we no longer collect field service reports through phone calls. However, if you do not have access to jw.org and you think you can send your reports through text messages, please write to inform us so we can consider your request. Also, if none of the above is a suitable means for you, you may write the branch office to describe your problem.

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Circuit overseers: When visiting the congregations, please go through this instruction and our letter dated November 7, 2008, with the elders. Take the time to teach the secretary how to count late reports if he has a problem with that. Kindly ensure that all missing reports that are available have been gathered to be added to the next report. Feel free to suggest any change or improvement needed.

We trust that you will assist us in obtaining accurate reports so that the service year information will reflect what is happening in our field, all to Jehovah's praise.

We send you our warm Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Traveling Overseers

PS: The coordinator of the body of elders should arrange for relevant portions of this letter to be mentioned to the congregation by means of a brief announcement at the next Service Meeting after receipt of this letter. Also, every elder should thoroughly read and apply its contents.