

# Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 11, 2012

TO ALL BODIES OF ELDERS

Re: District convention Service Meeting part the week of January 7, 2013

Dear Brothers:

The material in the attached sheet entitled "2013 District Convention of Jehovah's Witnesses" should be presented by the secretary to the congregation as a talk during the local needs part scheduled on the Service Meeting for the week of January 7, 2013. The convention assignment letter that you will receive separately should be read to the congregation at the beginning of that part. If more than 10 minutes are needed for the part, you may adjust the timing of the other Service Meeting parts.

If there is a circuit event during the week of January 7, 2013, each group overseer should be given a copy of the *Recommended Lodging List* (if applicable) and inform his group of their convention dates and location on the evening that their Service Meeting would normally be held. Thereafter, he should arrange for anyone in his group needing accommodations to write down hotel reservation phone numbers from the list. However, they should not receive a copy of the list in any form.

Regarding the portion on "Special needs," please note that before the secretary sends a *Special Needs Room Request* (CO-5a) form to the Rooming Department, the Congregation Service Committee should review the guidelines on the form and in the December 14, 2010, letter to all bodies of elders.

A printable list of district conventions for Canada and the United States will be posted in the "Forms" section under the "Documents" tab on the [jw.org](http://jw.org) Web site shortly before the week of January 7, 2013. Please print this entire list prior to the Service Meeting that week, and post it on the information board after the meeting. The secretary may duplicate the list for the benefit of any publishers who request a copy. In due course, the list of conventions will also be made available on [jw.org](http://jw.org) under the "Lookup" tab. If any publishers do not have access to the Internet, please assist them in obtaining the information they need rather than having them call the branch office.

Thank you very much for diligently following through on these important matters. We are confident that you will be spiritually refreshed by what has been prepared. May Jehovah richly bless your efforts to attend the entire program.

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

cc: Traveling overseers  
11/11/12-E

## 2013 DISTRICT CONVENTION OF JEHOVAH'S WITNESSES

(To be given by the secretary as a talk during the local needs part for the Service Meeting the week of January 7, 2013.)

We eagerly anticipate the spiritual banquet in store for us at the 2013 district convention. All are urged to be present for *all three days*. Inform teachers and employers well ahead of time that the convention is a necessary part of your worship. By making your plans now and helping others as needed, you can be sure of Jehovah's blessing on your efforts.—Prov. 10:22; 16:3.

**Program times:** Friday and Saturday: 9:20 a.m. – 4:55 p.m. Sunday: 9:20 a.m. – 3:40 p.m.

**Obtaining information:** A complete list of all district conventions in Canada and the United States will be posted on the information board after the Service Meeting tonight. In due course, the list will also be made available on the jw.org Web site under the “Lookup” tab. Please see your congregation secretary for assistance in obtaining this information if you do not have access to the Internet. If it is necessary for you to attend a convention other than the one to which your congregation is assigned, you may obtain a *Recommended Lodging List* by writing the rooming headquarters for that convention. Your congregation secretary can provide the mailing or e-mail address.

**Special needs:** Do you know of someone in the congregation who could use help in getting to and from the convention? Why not offer to assist? (Prov. 3:27; Heb. 13:16) When a publisher requests assistance in obtaining accommodations, the Congregation Service Committee will determine if the publisher qualifies to submit a *Special Needs Room Request* (CO-5a) form.

**Making your hotel reservation:** The *Recommended Lodging List* will be posted on the information board after the Service Meeting tonight. When we deal with hotel staff (and other business employees), our speech and demeanor should always reflect the fruitage of the spirit. (Gal. 5:22, 23) Please adhere to the following instructions as you make your hotel reservations:

- Stay only in the hotels on the *Recommended Lodging List*. If a hotel is already booked, call another hotel on the list.
- Do not call hotels that are not on the list to ask if they have a rate for our conventions.
- Accept only the rate shown on the list. Obtain a confirmation number, and make your deposit within ten days by debit/credit card, check, or money order.
- Each room should be reserved in the name of the person who will actually occupy it. Please do not reserve a number of rooms from the hotels on the *Recommended Lodging List*. Each one should only reserve rooms for his own family or for someone who is not capable of doing so for himself. Some hotels report that many rooms are being reserved and then cancelled (even at the last minute). This is causing difficulty in working with some hotels and can bring reproach on the organization.
- If you must cancel a reservation, do so well in advance of the convention so others needing accommodations can use the room. Be sure to get a cancellation number. If you cancel a room less than 48 hours ahead, your deposit will not be refunded.
- Fire regulations require that you not exceed the number of persons that the hotel allows for each room.
- If there are no rooms available after calling ALL the hotels listed, or if you have a problem with a hotel, inform your congregation secretary. He should communicate with the convention Rooming Department, using the contact information on the *Recommended Lodging List*.
- Please also note that if you use a debit or credit card to register at a hotel, it is standard practice for them to place a hold on enough funds in your account to cover your total room cost, plus any possible damages or incidentals during your stay. You will not be able to use any of those funds until your account is settled within a few days after you depart.

Our annual district convention will afford us a fine opportunity both to take in divine instruction and to enjoy the warm association of our brothers and sisters. (Deut. 16:15) May Jehovah bless your efforts as you prepare to attend the 2013 district convention!

(After the meeting covering this material, please post this sheet on the information board until the convention.)