

Christian Congregation of Jehovah's Witnesses



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February 3, 2013

TO THE CONGREGATION SERVICE COMMITTEES OF ALL ENGLISH AND SPANISH
CONGREGATIONS IN THE UNITED STATES BRANCH TERRITORY

Re: Territory seldom worked

Dear Brothers:

Last year, many zealous publishers preached in territory seldom worked in the United States. They performed an excellent service and are to be commended for their efforts. As you process this year's applications, we encourage you to continue recommending spiritually qualified individuals and to assist these brothers and sisters in any way possible in order to make their assignment a success. When a group desiring to preach in territory seldom worked approaches you, please meet as a committee to select a qualified brother to serve as the team captain. If the group consists solely of single sisters (including married sisters whose mates will not be part of the group), you should select a qualified sister to serve as the team captain.

At the next Service Meeting, English congregations should arrange for an announcement to be made to the congregation that the letter dated February 4, 2013, regarding territory seldom worked will be posted on the information board for one month. Thereafter, place it in the congregation file along with this letter. Since this is the first year that Spanish congregations are being invited to preach in territory seldom worked, at the next Service Meeting, Spanish congregations should arrange for the letter dated February 4, 2013, to be read to the congregation in its entirety.

The following items should also be retained in the congregation file: *Application for Territory Seldom Worked (S-270)*, *Counties With Unassigned Territory (S-271)*, and *Frequently Asked Questions About Territory Seldom Worked (S-272)*. Provide the team captain with one copy of each of these items. For those who wish to join a team captain's group in a different congregation, provide them with one copy of the application only.

Approving Applications

- Print out an application from jw.org and give it to the team captain for him to fill out.
- Groups should be made up of at least 2 publishers and limited to about 20, including minor children of publishers. Assignments will not be given to a publisher to work alone. Two or more groups should not request the same assignment at the same time in order to work closely together.
- Do not submit an application for a group consisting solely of single brothers and single sisters. In this regard, a publisher traveling without his mate is considered single.
- Do not submit applications for persons not in good standing or who are currently experiencing difficulties in their lives. Especially where these difficulties involve problems in the family, you will want to exercise discretion when approving a publisher who will not be accompanied by his mate.

- Review with the applicants the need to consider carefully their financial situation in order to be sure that they will be able to care adequately for their own food, lodging, and transportation when they receive an assignment. This should be emphasized even if the publishers have received offers of assistance from either individuals or congregations.
- If for any reason an applicant does not qualify for the work, you should kindly inform the publisher of the reasons why he is not being approved. Do not leave it to the Service Department's Territory Desk to inform the publisher that he does not qualify.
- After the Congregation Service Committee approves the application, an elder should enter the information on the application into the editable PDF version and e-mail it to **TerritoryDesk@jw.org**. The original application should be retained in the congregation file and a copy should be given to the team captain. An assignment for the team captain will be sent to the coordinator of the body of elders in his congregation. This assignment and any attachments should promptly be given to the team captain. This may be done via e-mail if convenient.

After a Group Receives an Assignment

- Meet with the team captain to determine what further assistance can be given. If the team captain's group is given an assignment to assist a congregation, help him to communicate immediately with that congregation's coordinator of the body of elders.
- The team captain should see to it that his group will have sufficient literature and magazines for the assignment.—See *Literature and Magazine Request Guidelines* (S-56), chapter 15, paragraph 7.
- A qualified brother would take the lead in conducting meetings for field service.

After a Group Completes an Assignment

- Remind the team captain to fill out the *Report on Territory Seldom Worked* (S-273), if possible, using the editable PDF version. If the team captain is an elder, he should e-mail it to **TerritoryDesk@jw.org**. Any interesting experiences should be sent in a separate document. If the team captain is not an elder, the completed report and experiences should be e-mailed to an elder for forwarding to the Territory Desk. If it is not possible for the team captain to complete the *Report on Territory Seldom Worked* electronically, then one of the elders should enter the information from this report into the editable PDF version and e-mail it to the Territory Desk.

As a reminder, unassigned territory is cared for by the branch office and should not be worked without our permission. However, if your congregation borders unassigned territory, some of your publishers may wish to accompany the team captain's group. They should make inquiry of the team captain assigned to the territory so that he can inform them whether additional assistance would be appropriate. Otherwise, the team captain is expected to fulfill his assignment as best he can with the publishers in his group.

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If your congregation has many territories that have not been worked for over a year and you would like to accept the assistance of a group to help you work the territory, please make this known to your circuit overseer the next time he serves your congregation.

The publishers in your congregation will appreciate your warm interest in their endeavors to expand their ministry to declare the good news. We thank you for your cooperation and due consideration of these matters.

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

cc: Traveling overseers