

Christian Congregation of Jehovah's Witnesses



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

June 1, 2013

TO ALL BODIES OF ELDERS

Re: Annual items for 2014

Dear Brothers:

We are pleased to inform you that congregations may begin submitting requests for annual items for 2014 using jw.org. The following items may be requested: *2014 Calendar of Jehovah's Witnesses*, *Examining the Scriptures Daily—2014*, *2014 Yearbook of Jehovah's Witnesses*, *Bound Volume 2013* (single volume containing *Watchtower* and *Awake!* issues from 2013), *Watchtower Library—2013*, and *Watch Tower Publications Index 2013*.

Immediately, the coordinator of the body of elders should arrange to have an announcement made instructing publishers to request annual items from the literature servant. The *Record of Special Request Items* (S-57) may be used to record individual requests.

In order for the branch office to meet the production and distribution needs of all congregations and reduce the extra cost involved with rush shipments, **each congregation** should enter its own request using jw.org no later than **September 1**. The service overseer should work with the literature servant to ensure that the requests are submitted by this date. A list of the languages in which these items are available will appear in the monthly announcement to all congregations. Soon thereafter, the quantity of annual items that a congregation can request using the site will be lowered to the standard limit allowed for extra requests (five per congregation). For additional details regarding this, please review the announcement posted on jw.org entitled "Prepare Now for Your Literature Needs." As a reminder, these items are considered special-request items. Therefore, quantities should not be submitted in anticipation of requests, but should reflect the actual quantity requested at the literature counter.

Please note that *Watchtower Library—2013* is available for Jehovah's Witnesses, unbaptized publishers, and those who regularly attend meetings and qualify to receive *Our Kingdom Ministry*. This provision is only available through the congregation. Publishers who make extensive use of *Watchtower Library* and no longer use bound volumes should consider whether they need to request the bound volumes.

We send our warm Christian love and greetings.

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

cc: Traveling overseers