

Christian Congregation of Jehovah's Witnesses



Hse. No. J348/4 - Tema Beach Road - Nungua, Accra
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August 1, 2013

TO ALL BODIES OF ELDERS

Re: Unassigned and Seldom-Worked Territory Campaign

Dear Brothers:

Since the beginning of this year publishers in the city of Accra have been engaging in a pilot unassigned territory campaign with remarkable success. We are happy to inform you that members of your congregation, desiring to preach in unassigned and seldom-worked territory, may now apply to do so. It is our desire that many groups of publishers make themselves available to preach in unassigned territories all-year-round and especially during the Memorial season. We want elders or qualified ministerial servants to avail themselves to conduct the Memorial in these territories.

As the Congregation Service Committee processes the applications, we encourage them to recommend 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 unassigned territory approaches you, the service committee should please meet to select a qualified brother to serve as the team captain. If the group consists solely of single sisters, kindly select a qualified sister to serve as the team captain.

Enclosed you will find a letter regarding unassigned and seldom-worked territory campaign that is to be read to the congregation at the first Service Meeting after its receipt. It should then be posted on the information board for one month. Thereafter, please place it in the congregation file along with this letter.

We are also supplying you one copy of each of the following: *Application for Unassigned and Seldom Worked Territory* and "Frequently Asked Questions About Unassigned Territory." We have also posted "District Assemblies With Unassigned Territory" under the forms section on www.jw.org. These originals should be kept on file. Provide the team captain with one photocopy of each of these items. For those who wish to join a team captain's group in a different congregation, provide them with one photocopy of the application only. You may make extra copies of these items as needed.

Approving Applications

- Groups should be made up of at least two 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 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

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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 a Group Receives an Assignment

- The service committee should please 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 body of elders.
- The team captain should see to it that his group will have sufficient literature for the assignment. If extra literature is needed, it may be requested through the language-coordinating congregation. You may also obtain literature from nearby congregations who have excess literature. If the time for the group's assignment is near and they still have not got enough literature you may call the branch office for help.
- A qualified brother would take the lead in conducting meetings for field service.
- If there is a qualified brother in the group who can give a Memorial talk (an elder or a qualified ministerial servant), and the group's assignment period coincides with the Memorial, kindly assist them to hold the Memorial in the unassigned territory. They should invite the public to the Memorial with the handbills. The Memorial should be conducted in the local language spoken by most people in the territory. The Memorial attendance figure should be included with your congregation's Memorial report. Kindly list on your Memorial report (S-7) card the town in which the event was held as well as the attendance figures for those territories. However, please add your congregation's attendance figure to the attendance figures for the unassigned territory and write it in the box for total Memorial attendance.
- **After the group returns from their assignment, it would be appreciated if you would remind the team captain to submit his report to the Territory Desk by the due date. At times we have waited several months before receiving these reports.**

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.

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.

Be assured of our warm Christian love.

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

c: Traveling overseers

PS to 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.