

Christian Congregation of Jehovah's Witnesses



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

March 8, 2014

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: 2014 Memorial time and location

Dear Brothers:

A revised Meeting Search feature has been released on jw.org. It will make it easier for interested persons to use jw.org to find the time of and directions to congregation meetings and a nearby Memorial observance. For this feature to be effective, each congregation needs to ensure that jw.org has complete, accurate data about its congregation meeting place as well as the location and time of the Memorial. The following steps should be taken as soon as possible, if you have not already done so:

- 1) Go to the “Congregation” tab > Maintain Profile > “Contact Information.”

Make sure your meeting place address is up-to-date. If it is not, you should inform the Service Department of the new address using the jw.org Inbox feature. Include the words “Meeting place address” in the subject line.

If Global Positioning System (GPS) coordinates for your regular meeting place are already entered, you should confirm that they are correct by clicking “View Map.” If they are not yet entered or need to be updated, click “Edit.” You can enter the coordinates directly, or, if *Google Maps* has reasonable coverage in your area, you can drag the marker to the correct location and click “Use This Location.” This will assist those looking for meeting places to find them more easily.

- 2) Go to the “Congregation” tab > Maintain Profile > “Meeting Times.”

- 3) Go to the “Congregation” tab > Maintain Profile > “Memorial Time.”

Enter the time of your Memorial observance for this year.

If the Memorial will be held at a location other than your regular meeting place, enter the address and GPS coordinates of the Memorial location.

This should be done no later than **March 31, 2014**. We send our warm Christian love.

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

cc: Traveling overseers