

# INDEX TO LETTERS FOR BODIES OF ELDERS



**January 2012**

© 2012  
CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES  
All Rights Reserved

*Index to Letters for Bodies of Elders*  
English (S-22-E Us)  
Made in the United States of America

## Table of Contents

<p>Accounts ..... 1</p> <p>Appointments and Deletions ..... 1</p> <p>Assemblies and Conventions ..... 1</p> <p>Baptism ..... 1</p> <p>Bethel ..... 1</p> <p>Branch Office, When to Contact ..... 1</p> <p>Child Abuse ..... 1</p> <p>Circuit ..... 1</p> <p>Confidentiality ..... 1</p> <p>Congregation Service Committee ..... 1-2</p> <p>Coordinator of the Body of Elders ..... 2</p> <p>Correspondence ..... 2</p> <p>Disasters ..... 2</p> <p>Disfellowshipped Ones ..... 2</p> <p>Field Ministry ..... 2</p> <p>Hospital Liaison Committee ..... 2</p> <p>Inactive Ones ..... 2</p> <p>Judicial ..... 2</p>	<p>jw.org Web Site ..... 2</p> <p>Kingdom Hall ..... 2</p> <p>Legal ..... 3</p> <p>Literature, Magazines, and <i>Our Kingdom Ministry</i> ..... 3</p> <p>Meetings ..... 3</p> <p>Pioneers ..... 3</p> <p>Regional Building Committee ..... 3</p> <p>Secretary ..... 3-4</p> <p>Service Overseer ..... 4</p> <p>Shepherding ..... 4</p> <p><i>Shepherding</i> Textbook ..... 4</p> <p>Traveling Overseer ..... 4</p> <p>Unbaptized Publishers ..... 4</p> <p>Undocumented Aliens ..... 4</p> <p>Weddings ..... 4</p>
---	---

---

◆

	<p>Contents of Congregation Permanent File of Policy Letters ..... 5-7</p>
--	--

# INDEX TO LETTERS

## ACCOUNTS

(For additional direction on congregation accounting, refer to *Instructions for Congregation Accounting (S-27)* in the congregation file)

annual review of Kingdom Hall financial support 12/7/09  
 hospitality and travel expenses for public speakers 5/25/11  
 Kingdom Hall construction and renovation projects  
 12/11/09; 12/7/09; 4/2/09; 9/4/08; 5/30/00  
 Kingdom Hall Operating Committee 12/7/09; 4/15/97;  
 11/2/95  
 report 3/2/09

## APPOINTMENTS AND DELETIONS

considering recommendations when a ministerial servant  
 is substituting as a member of the Congregation Service  
 Committee 1/19/10  
 letters of introduction 1/19/10  
 pornography 12/15/11; 6/7/06  
 prison inmates 9/8/11  
 qualifications in connection with permitting unbelieving  
 relatives to live in fornication in a Christian's home 1/2/09  
 regular pioneers 9/8/11; 11/17/10; 3/3/09

## ASSEMBLIES AND CONVENTIONS

adjusted meeting schedules during week of 8/2/08  
 audio recordings 4/2/10  
 baptism of those who have communicable diseases 3/8/08  
 district convention arrangements 12/14/10  
 music 3/27/08  
 pioneer meeting in conjunction with circuit assembly  
 4/4/08  
 prisons 9/8/11  
 review of programs 5/3/08  
 sign-language interpretation 9/1/07  
 use of electronic tablets 11/8/11

## BAPTISM

prisons 9/8/11  
 review of questions with candidates when number of elders  
 is limited 1/19/10  
 those who have communicable diseases 3/8/08

## BETHEL

(For additional direction on visiting Bethel, refer to annual  
 letters and *Dress & Grooming for Visitors Touring Bethel*  
 in the congregation file)

contacting after regular office hours 2/7/08  
 pioneers temporarily working at 11/7/08; 9/5/07  
 rental vehicles for transporting congregation members to  
 5/2/05  
 speaker, requesting for Kingdom Hall dedication 11/3/04

## BRANCH OFFICE, WHEN TO CONTACT

academic surveys of religious communities 4/25/01  
 accident at Kingdom Hall resulting in death or serious in-  
 jury 12/1/04  
 accident in field ministry resulting in death or serious in-  
 jury 11/20/96  
 after regular office hours 2/7/08  
 appeal and judicial committees 1/19/10  
 appointment and deletion of regular pioneers 3/3/09

attempts to interfere with our public ministry 3/1/07;  
 9/27/04  
 certificate of insurance 11/5/07  
 change in loan payment amount 12/7/09  
 child abuse  
     reports received of 5/24/10; 6/5/06; 7/20/98; 3/14/97;  
     8/1/95; 2/3/93; 3/23/92; 7/1/89  
     “sexting” 5/24/10  
 housing for former special full-time servants 3/15/00; 6/2/99  
 judicial case involving serious criminal wrongdoing (mur-  
 der, rape, etc.) 7/1/89  
 lawsuit threatened 12/1/04; 7/1/89  
 police investigation 7/1/89  
 prisons 9/8/11; 6/5/06  
 requesting recognition of foreign-language group 12/4/09  
 search warrants and subpoenas 7/1/89

## CHILD ABUSE

accusations 5/24/02  
 contact branch office 9/8/11; 5/24/10; 6/5/06; 7/20/98;  
 3/14/97; 8/1/95; 2/3/93; 3/23/92; 7/1/89  
 former child abuser  
     elders strongly caution about current conduct with chil-  
     dren 3/14/97; 8/1/95  
     extending privileges 9/8/11; 3/14/97; 8/1/95  
     moving to another congregation 9/8/11; 6/5/06;  
     3/14/97; 8/1/95  
 helping victims of 3/23/92  
 listing sex offenders as “Do Not Calls” 4/1/04  
 prison inmates 9/8/11  
 protecting victims of 3/14/97; 8/1/95  
 recalled memories of 2/3/93  
 regular pioneer applicants 3/3/09  
 reporting to authorities 2/3/93  
 “sexting” 5/24/10

## CIRCUIT

apartments  
     discussion 4/5/00; 3/15/00  
     use by former special full-time servants 6/2/99  
 funds, proper use of 4/5/00

## CONFIDENTIALITY

branch office after-hours contact numbers 2/7/08  
 congregation file 9/7/11  
 judicial matters 9/7/11; 7/1/89  
 lawsuit threatened 12/1/04; 7/1/89  
 photocopies 9/7/11  
 review of questions with baptism candidates 1/19/10  
 secular authorities 7/1/89  
*Shepherding* textbook 10/7/10  
 supplier arrangements 5/1/09  
 use of the jw.org Web site 9/6/11  
 wireless communication 12/12/08

## CONGREGATION SERVICE COMMITTEE

approval of Kingdom Hall answering machine message  
 12/20/09  
 assisting inactive 5/23/10  
 letters of introduction 11/17/10; 1/19/10  
 ministerial servants substituting as members of 1/19/10

pioneers not meeting hour requirement 10/2/01; 12/1/98  
 regular pioneer applications 3/3/09  
 role 12/14/10; 8/2/08  
 use of the jw.org Web site 9/6/11

**COORDINATOR OF THE BODY OF ELDERS**

foreign-language *Our Kingdom Ministry* 12/4/09  
 handling correspondence from branch office 9/7/11; 9/6/11  
 review of traveling overseer's accommodations 4/5/00  
 use of the jw.org Web site 9/6/11

**CORRESPONDENCE**

from branch office 9/7/11; 9/6/11; 3/2/09  
 letters of introduction 11/17/10; 1/19/10  
 use of the jw.org Web site 9/6/11  
 with prison inmates 9/8/11

**DISASTERS**

1/6/12; 12/1/04

**DISFELLOWSHIPED ONES**

attendance at meetings 11/1/05  
 incarcerated 9/8/11  
 written material to 7/1/89

**FIELD MINISTRY**

accidents resulting in death or serious injury 11/20/96  
 attempts to interfere with our public ministry 3/1/07;  
 9/27/04  
 courtesy telephone notifications 9/27/04  
 field service groups 8/2/08  
 foreign-language 12/5/09; 12/4/09  
 limited activity because of other theocratic assignments  
 11/7/08; 9/5/07  
 listing sex offenders as "Do Not Calls" 4/1/04  
 "No Trespassing" signs 3/1/07  
 organizing witnessing at colleges, universities, shopping  
 malls, flea markets, transportation terminals, nursing  
 homes, harbors, county fairs, etc. 11/1/03  
 prisons 9/8/11; 6/5/06  
*Purple Triangles* video 1/15/92  
 reporting field service activity 9/7/11; 11/7/08

**HOSPITAL LIAISON COMMITTEE**

(For direction on use of the DPA card, refer to *Instructions for Filling Out the DPA Card* (dpai) in the congregation file)  
 arrangements for those who must travel to seek care for special medical needs 12/11/11  
 children in school—use of secular emergency information card 8/1/91  
 discussion 1/3/06  
 local needs parts 12/8/07

**INACTIVE ONES**

assisting 5/23/10  
*Congregation's Publisher Record* (S-21) cards 9/7/11;  
 11/17/10  
 letters of introduction 11/17/10

**JUDICIAL**

accused moves out of congregation before matters are settled 7/1/89

confidentiality 9/7/11; 7/1/89  
 crimes and criminal investigations 7/1/89  
 disassociations 9/7/11  
 expressions regarding nonneutral activity 3/24/00  
 files 9/7/11  
 incidents of "sexting" involving minors 5/24/10  
 legal concerns 7/1/89  
 permitting unbelieving relatives to live in fornication in a Christian's home 1/2/09  
 pornography 12/15/11; 6/7/06  
 prison inmates 9/8/11  
 restrictions 9/7/11  
 Scriptural freedom to remarry 10/12/10  
 unbaptized publishers 9/7/11  
 when number of elders is limited 1/19/10  
 written material 7/1/89

**JW.ORG WEB SITE**

9/6/11

**KINGDOM HALL**

(For additional direction on Kingdom Hall ownership, refer to *Information Regarding Ownership of Kingdom Halls* (TO-36) in the congregation file. For additional direction on reporting accidents at the Kingdom Hall, refer to *Accident Report* (TO-5) in the congregation file)

accidents resulting in bodily injury 12/1/04  
 annual review of financial support 12/7/09  
 answering machines 12/20/09  
 apartment 4/5/00; 3/15/00; 6/2/99  
 box for field service reports 9/7/11  
 cleaning and maintenance schedule 4/6/09; 8/2/08; 11/2/95  
 congregation file 9/7/11  
 construction and financing 12/11/09; 12/7/09; 4/6/09; 9/4/08;  
 11/2/95; 10/12/93  
     accounting system 12/11/09; 5/30/00  
     coordination by Regional Building Committee 4/2/09  
     hour credits for pioneers 11/7/08; 9/5/07  
 dedications 11/3/04  
 disasters 1/6/12; 12/1/04  
 expenses 12/7/09; 4/15/97; 11/2/95  
 foreign-language congregations and groups 12/4/09  
 inspection by Kingdom Hall Operating Committee 4/15/97  
 inspection by Regional Building Committee 4/6/09;  
 1/8/08; 12/31/05  
 Internet connections 3/25/10  
 Kingdom Hall Assistance Arrangement 12/1/04  
 Kingdom Hall Operating Committee  
     accounts 12/7/09; 4/15/97  
     discussion 4/15/97; 11/2/95  
 maintenance 4/6/09; 4/15/97; 11/2/95  
 meeting times 12/4/09; 8/2/08; 11/2/95  
 moisture-related problems 4/6/09; 12/31/05  
 ownership 11/2/95  
 property  
     damage 12/1/04  
     proper use of 3/15/00  
 renovation 12/11/09; 4/6/09  
 selecting property 12/11/09; 4/6/09; 10/12/93  
 supplier arrangements 5/1/09  
 use of electronic tablets 11/8/11  
 use of equipment and tools at construction sites 12/2/07  
 weddings 4/1/07  
 written agreement 4/15/97; 11/2/95

**LEGAL**

(For additional direction on Kingdom Hall ownership, refer to *Information Regarding Ownership of Kingdom Halls* (TO-36) in the congregation file)

accidents in field ministry resulting in death or serious injury	11/20/96
attempts to interfere with our public ministry	3/1/07; 9/27/04
certificate of insurance	11/5/07
citizenship	10/3/08; 9/8/08; 4/1/07
confidentiality	7/1/89
courtesy telephone notifications	9/27/04
crimes and criminal investigations	7/1/89
disruptive individuals at congregation meetings	11/1/05
donations	
acknowledgment letters	1/6/07
charitable programs	11/7/06; 4/2/03
property	3/15/00
Kingdom Hall Assistance Arrangement	12/1/04
Kingdom Hall maintenance concerns	4/15/97
lawsuit is threatened	7/1/89
listing sex offenders as "Do Not Calls"	4/1/04
"No Trespassing" signs	3/1/07
organizing witnessing at colleges, universities, shopping malls, flea markets, transportation terminals, nursing homes, harbors, county fairs, etc.	11/1/03
proof of ordination	10/12/10
rental vehicles for transporting congregation members	5/2/05
search warrants and subpoenas	7/1/89
securing facilities for the Memorial	11/5/07
Selective Service registration	4/21/89
statements to secular authorities	7/1/89
tax matters	
exemption	6/2/99; 12/14/87
IRS Form 1099-INT	12/7/96
IRS Form 1099-MISC	12/7/96
undocumented aliens	10/3/08; 9/8/08; 4/1/07
use of congregation property	3/15/00
use of equipment and tools at Kingdom Hall and Assembly Hall construction sites	12/2/07

**LITERATURE, MAGAZINES, AND OUR KINGDOM MINISTRY**

(For additional direction on requesting literature, magazines, and *Our Kingdom Ministry*, refer to *Literature and Magazine Request Guidelines* (S-56) in the congregation file)

foreign-language	12/4/09
prisons	9/8/11

**MEETINGS**

announcing appointments and deletions	3/3/09
audio recordings	4/2/10
body of elders	
considering recommendations when a ministerial servant is substituting as a member of the Congregation Service Committee	1/19/10
local needs parts	12/4/09; 5/3/08; 12/8/07
report on pioneer meetings with traveling overseers	4/4/08
Congregation Bible Study	12/4/09; 8/2/08
congregation meeting times	12/4/09; 8/2/08; 11/2/95

disruptive individuals	11/1/05
electronic projections	8/4/07
foreign-language	12/4/09
for field service	8/2/08
Kingdom Hall dedications	11/3/04
Memorial	
securing facilities for	11/5/07
yearly encouragement for inactive to attend	5/23/10
music	12/4/09; 3/27/08
pioneer meetings with traveling overseers	4/4/08
prisons	9/8/11
Public Meeting	5/25/11; 12/4/09
Service Meeting	
announcements	3/2/09
foreign-language	12/4/09
local needs parts	12/4/09; 5/3/08; 12/8/07
sign-language interpretation	9/1/07
Theocratic Ministry School	12/4/09
transmitting to isolated individuals	6/5/08
use of electronic tablets	11/8/11
<i>Watchtower</i> Study	12/4/09
wireless microphones and confidentiality	12/12/08

**PIONEERS**

appointment and deletion	3/3/09; 10/2/01
hour credits	11/7/08; 9/5/07
hour requirement	10/2/01; 12/1/98
letters of introduction	11/17/10; 1/19/10
meetings with traveling overseers	4/4/08
prison inmates	9/8/11
qualifications in connection with permitting unbelieving relatives to live in fornication in a Christian's home	1/2/09
working on theocratic construction projects	11/7/08; 9/5/07

**REGIONAL BUILDING COMMITTEE**

accounting system for Kingdom Hall construction projects	12/11/09; 5/30/00
assistance to congregations in planning project	12/11/09; 10/12/93
biennial inspection of Kingdom Halls	4/6/09; 1/8/08; 12/31/05
disasters	1/6/12
economize where possible	4/6/09
notation made on <i>Congregation's Publisher Record</i> (S-21)	
card indicating work with	11/7/08; 9/5/07
role	12/11/09; 4/6/09; 4/2/09; 11/2/95
selecting property	12/11/09; 4/6/09; 10/12/93
undocumented aliens	4/1/07
use of equipment and tools at Kingdom Hall and Assembly Hall construction sites	12/2/07
use of pioneers for projects	11/7/08; 9/5/07
volunteer workers who no longer qualify	10/12/93
when to contact	12/11/09; 4/2/09; 11/2/95

**SECRETARY**

congregation file	9/7/11
<i>Congregation's Publisher Record</i> (S-21) cards	9/7/11; 11/7/08; 9/5/07
district conventions	12/14/10
field service reports	9/7/11; 11/7/08
handling correspondence from branch office	9/7/11; 9/6/11
hour credits for pioneers	11/7/08; 9/5/07

letters of introduction	11/17/10	chap. 12 par. 17	9/7/11
list of publisher contact information	1/6/12	chap. 12 par. 24	1/6/12
		confidentiality	10/7/10
<b>SERVICE OVERSEER</b>			
pioneer meetings with traveling overseers	4/4/08	<b>TRAVELING OVERSEER</b>	
visits to field service groups	8/2/08	accommodations	4/5/00; 3/15/00
		disasters	1/6/12
		expenses	4/5/00
		health care	4/5/00
		housing for former traveling overseer	6/2/99
		Kingdom Hall dedications	11/3/04
		leased vehicles	4/5/00
		money gifts	4/5/00
		pioneer meetings	4/4/08
		reimbursement from branch office	4/5/00
		role when number of elders is limited	1/19/10
<b>SHEPHERDING</b>			
field service groups	8/2/08		
inactive ones	5/23/10		
those learning another language	12/5/09; 12/4/09		
victims of child abuse	2/3/93; 3/23/92		
<b>SHEPHERDING TEXTBOOK</b>			
adjustments and notations			
title page	10/7/10		
chap. 2 par. 16	9/7/11; 11/17/10	<b>UNBAPTIZED PUBLISHERS</b>	
chap. 5 par. 13 (Spanish)	12/16/10	letters of introduction	11/17/10
chap. 5 par. 14	12/15/11	wrongdoing by	9/7/11
chap. 5 pars. 39, 62	9/7/11		
chap. 6 pars. 1-2 (Spanish)	12/16/10	<b>UNDOCUMENTED ALIENS</b>	10/3/08; 9/8/08; 4/1/07
chap. 7 pars. 21, 34	9/7/11		
chap. 9 par. 2	9/7/11	<b>WEDDINGS</b>	
chap. 11 par. 13	9/7/11	proof of ordination	10/12/10
chap. 12 pars. 4, 9	10/12/10	Scriptural freedom to remarry	10/12/10
chap. 12 par. 13 (Spanish)	12/16/10	use of Kingdom Hall	4/1/07

## Contents of Congregation Permanent File of Policy Letters

- 12/14/87 Re: IRS Form 1023 for tax exemption
- 4/21/89 Re: Selective Service registration  
7/1/89 Re: Legal issues
- 8/1/91 Re: School emergency information cards and blood transfusions
- 1/15/92 Re: *Purple Triangles* video  
3/23/92 Re: Helping victims of child abuse
- 2/3/93 Re: Recalled memories of child abuse  
10/12/93 Re: Kingdom Hall construction and financing
- 8/1/95 Re: Protecting victims of child abuse  
11/2/95 Re: Maintenance and construction of Kingdom Halls
- 11/20/96 Re: Vehicle accidents while in the ministry  
12/7/96 Re: Issuance of Forms 1099-MISC and 1099-INT
- 3/14/97 Re: Protecting victims of child abuse and information to be provided to branch office  
4/15/97 Re: Kingdom Hall Operating Committees
- 7/20/98 Re: Child abuse and Scriptural freedom to remarry  
12/1/98 Re: Extending consideration when pioneer hour requirement not met
- 6/2/99 Re: Housing accommodations for former special full-time servants
- 3/15/00 Re: Use of congregation property  
3/24/00 Re: Use of expressions related to nonneutral activity  
4/5/00 Re: Traveling overseers' accommodations and expenses  
5/30/00 Re: Accounting system for Kingdom Hall construction projects
- 4/25/01 Re: Answering academic surveys of religious communities  
10/2/01 Re: Pioneers not meeting hour requirement
- 5/24/02 Re: Accusations of child abuse
- 4/2/03 Re: *eScrip*  
11/1/03 Re: Witnessing in public places
- 4/1/04 Re: Listing sex offenders as "Do Not Calls"  
9/27/04 Re: Courtesy telephone notifications  
11/3/04 Re: Kingdom Hall dedications  
12/1/04 Re: Key facts about the Kingdom Hall Assistance Arrangement
- 5/2/05 Re: Rental vehicles  
11/1/05 Re: Disruptive individuals at congregation meetings  
12/31/05 Re: Kingdom Hall inspections by Regional Building Committees

1/3/06 Re: Hospital Liaison Committees  
 6/5/06 Re: Child-maltreatment offenders in prison  
 6/7/06 Re: Pornography  
 11/7/06 Re: Charitable donation programs

1/6/07 Re: Contribution acknowledgment letters  
 3/1/07 Re: "No Trespassing" signs  
 4/1/07 Re: Undocumented aliens  
 8/4/07 Re: Use of electronic projections during congregation meetings  
 9/1/07 Re: Guidelines for sign-language interpretation  
 9/5/07 Re: Pioneers working on Kingdom Hall and Assembly Hall construction projects  
 11/5/07 Re: Securing facilities for the Memorial  
 12/2/07 Re: Use of equipment and tools at Kingdom Hall and Assembly Hall construction sites  
 12/8/07 Re: Local needs parts

1/8/08 Re: Regional Building Committee expenses for Kingdom Hall inspections  
 2/7/08 Re: Contacting the branch office after regular office hours  
 3/8/08 Re: Baptizing individuals who have communicable diseases  
 3/27/08 Re: Music at theocratic events  
 4/4/08 Re: Pioneer meetings with traveling overseers  
 5/3/08 Re: Review of assembly programs (note)  
 6/5/08 Re: Transmitting meetings to isolated individuals  
 8/2/08 Re: Adjustments to congregation meeting schedule  
 9/4/08 Re: Funds on deposit and Kingdom Hall loans  
 9/8/08 Re: Questions concerning immigration or naturalization  
 10/3/08 Re: Communication with immigration agencies  
 11/7/08 Re: Field service reports  
 12/12/08 Re: Confidentiality and wireless communication

1/2/09 Re: Christian parents permitting unbelieving relatives to live in fornication in their home  
 3/2/09 Re: Service Meeting announcements  
 3/3/09 Re: Appointment and deletion of regular pioneers  
 4/2/09 Re: Coordinating Kingdom Hall construction and renovation projects  
 4/6/09 Re: Limiting Kingdom Hall construction and renovation projects  
 5/1/09 Re: Supplier arrangements on the jw.org Web site  
 12/4/09 Re: Foreign-language field  
 12/5/09 Re: Publishers learning another language to advance the good news  
 12/7/09 Re: Annual review of Kingdom Hall financial support  
 12/11/09 Re: Calculating the cost of Kingdom Hall construction and renovation projects  
 12/20/09 Re: Use of answering machines at Kingdom Halls

1/19/10 Re: Use of ministerial servants where the number of elders is limited  
 3/25/10 Re: Internet connections in Kingdom Halls  
 4/2/10 Re: Audio recordings of theocratic events  
 5/23/10 Re: Assisting inactive ones  
 5/24/10 Re: Incidents of "sexting" involving minors  
 10/7/10 Re: Spiral binding of *Shepherding* textbook  
 10/12/10 Re: Wedding procedures and Scriptural freedom to remarry  
 11/17/10 Re: Letters of introduction  
 12/14/10 Re: District convention arrangements  
 12/16/10 Re: Corrections in Spanish edition of *Shepherding* textbook



5/25/11 Re: Public speakers  
9/6/11 Re: Use of jw.org Web site  
9/7/11 Re: Correspondence from branch office and congregation file  
9/8/11 Re: Prison witnessing  
11/8/11 Re: Use of electronic tablets  
12/11/11 Re: Arrangements for those who must travel to seek care for special medical needs  
12/15/11 Re: Abhorrent forms of pornography  
  
1/6/12 Re: Disaster preparedness and response