

REPORT ON CIRCUIT OVERSEER'S VISIT WITH CONGREGATION

Dates served: _____

Name of congregation: _____ City: _____ Province or state: _____

Circuit overseer: _____ Circuit number: _____ Congregation number: _____

Coordinator of the body of elders: _____
(Name) (Home phone) (Mobile phone)

(Mailing address) (City, province or state, zone or code)

Secretary: _____
(Name) (Home phone) (Mobile phone)

(Mailing address) (City, province or state, zone or code)

If there has been a change in the coordinator of the body of elders or the secretary or in the contact information of either since the last visit and an S-29 form has not been sent, please enclose one with this report. The S-29 form should be signed by the Congregation Service Committee.

Kingdom Hall: _____
(Street address) (City, province or state, zone or code) (Phone) Check box if there has been a change in the Kingdom Hall address or phone number since the last visit.

- | | | |
|---|---|--|
| 1. Congregation meetings:
(Avg. attendance for past six months) | 2. Field service activity:
(Publisher—not including auxiliary pioneers—avg. for past six months) | 3. Meeting attendance during visit: |
| _____ Congregation Bible Study/Theocratic
Ministry School/Service Meeting
_____ Public Meeting/ <i>Watchtower</i> Study | _____ Hours
_____ Magazines
_____ Return visits
_____ Bible studies | _____ First meeting
_____ Second meeting
_____ Third meeting |

4. Analysis based on *Congregation's Publisher Record (S-21)* cards:
- _____ Total active publishers (including pioneers) _____ Became inactive since last visit (not reporting for six months)
- _____ Total persons (including pioneers) reporting regularly (for past six months or since starting, being reactivated, or being reinstated)
- _____ Number of regular pioneers at present _____ Number of special pioneers _____ Number of elders _____ Number of ministerial servants
- _____ Different publishers who have auxiliary pioneered since last visit

5. Territory coverage:
- _____ Total number of territories. (Inform branch office if any should be transferred to unassigned status.)
- _____ Number not worked during past year. (Do not include business, letter-writing, or telephone territories. Territories worked in special campaigns are considered worked and should not be included here.) Is assistance to help this congregation available within the circuit? _____ (Yes or no) If the answer is no, would this congregation accept assistance from the branch office in sending groups to help cover such territory? _____ (Yes or no)
- If no, explain below. If yes, do strong feelings of racial prejudice exist within the territory? _____ (Yes or no)
- If yes, explain:

6. Is the appearance and condition of the Kingdom Hall satisfactory? _____ If not, describe below what improvements are needed and what arrangements have been made to correct matters. (See the latest *Kingdom Hall Maintenance/Safety Checklist (CN-14)* and any biennial inspection report that was made by a representative of the Kingdom Hall Construction Desk.)

7. What commendation were you able to give the congregation?

(The original of this report should be mailed promptly to the branch office. A copy should be left with the coordinator of the body of elders for all the elders to read and for it to be reviewed at the next quarterly elders' meeting.)

(Signature of circuit overseer)

8. What one or two specific things would you suggest that the body of elders work on in the coming months, and why? (This might include suggestions on the evangelizing, teaching, or shepherding work. Please discuss these with the elders.)
9. Were there any serious problems in the congregation that you assisted in handling during your visit? If so, clearly describe the matter below. Tell us who are involved, what you did to assist, and what still needs to be done. (Judicial matters or details of wrongdoing should be reported on a separate sheet.)

10. Total number not able to read and write _____ Total number who can read but are not able to write _____
 How many have learned to *read and write* since the last report on congregation? _____ Please list here names of those who have learned to *read and write* that are covered by this report. _____
 Are the literacy classes successful? _____ Why? _____
 Are there any outstanding problems? _____ What are they? _____
 What do you recommend to be done to further the progress of the students? _____

REMINDERS

(Check the corresponding box after verifying the answer to each question.)

- Has the branch office been notified of any changes in the Kingdom Hall address or meeting times since the start of the calendar year?
- Has the branch office been notified of all regular pioneer deletions, name changes, and congregation assignment changes?
- Has the branch office been notified of all disfellowshippings or disassociations that have occurred since the last visit?
- Has the branch office been notified of all disfellowshipped or disassociated individuals who are now reinstated or deceased?
- Are any publishers under judicial restrictions, and is their spiritual progress being monitored closely?
- Have letters of introduction been sent for all publishers who have moved out of the congregation?
- Are congregation accounts audited quarterly and in harmony with the instructions provided on the *Congregation Accounts Audit Report (S-25)*?
- If the congregation holds title to the Kingdom Hall property and the building is shared with other congregations, are Kingdom Hall Operating Committee accounts audited quarterly and in harmony with the instructions provided on the *Kingdom Hall Operating Committee Accounts Audit Report (S-45)*?
- Have contributions for the worldwide work and the Kingdom Hall Fund been sent to the branch office each month?
- Is literature being overstocked, or are back issues of magazines accumulating?
- Has the branch office been notified of any changes in the Kingdom Hall Literature Group?
- If the congregation holds title to the Kingdom Hall property, are the property ownership documents up-to-date?
- Has the annual Kingdom Hall maintenance/safety inspection been performed and the *Kingdom Hall Maintenance/Safety Checklist (CN-14)* been completed and a copy sent to the branch office?