

INSTRUCTIONS FOR RECOMMENDING NEW CONGREGATIONS

This information should be reviewed by bodies of elders and circuit overseers when considering the formation of a new congregation. When more than one circuit is affected, the circuit overseers involved should work together in preparing the recommendation. Keep in mind the goals of making efficient use of Kingdom Halls as well as having strong congregations with an adequate number of elders.

What are valid reasons for recommending that a new congregation be formed?

- Kingdom Hall facilities are inadequate for the number attending the midweek meeting. (If only the weekend meeting is overcrowded, consider having two weekend meetings. The publishers can be assigned to attend these meetings by field service groups. Whenever practical, the same speaker can give both public talks and qualified elders can share in conducting the *Watchtower* Studies.)
- An isolated group is functioning in a location far from the nearest congregation of the same language. (Please indicate the distance and the attendance at meetings being held by the group.)
- A number of publishers in an existing congregation are traveling a considerable distance to attend meetings. (Please indicate the distance, the effect this is having on attendance at meetings, and any other factors involved.)

If it is decided to recommend the formation of a new congregation, the circuit overseer should verify that the following information has been prepared accurately before sending it to the Service Department for consideration. Leave the space for the congregation number blank on all forms for the new congregation:

1. ***Congregation Application/Information (S-51) Form:*** Provide a completed form for the new congregation and for each existing congregation involved in the proposal.
2. ***Coordinator of the Body of Elders/Secretary Change of Address (S-29) Form:*** Provide a completed form for the new congregation and for any existing one whose coordinator of the body of elders or secretary information is changing.
3. ***Kingdom Hall Information (S-5) Form:*** Provide a completed form for the new congregation and for any existing one whose Kingdom Hall information is changing.
4. ***Magazine Request Form (M-202):*** Provide a completed form for the new congregation and for any existing one whose magazine or *Life and Ministry Meeting Workbook* request is changing. Or each congregation may enter its new or revised requests on jw.org when the congregation is informed that the new congregation is approved.
5. ***Shipping Information (S-36) Form:*** Provide a completed form for the new congregation and for any existing one whose magazine shipping address is changing. Post office boxes should not be used if at all possible. The ship-to congregation in the Kingdom Hall where the new congregation will be meeting should also complete a copy of this form. All updated information, including the shipping address and **all** congregations in the Kingdom Hall Literature Group, should be listed. This form is required even if literature shipments will normally be sent to a Regional Literature Depot.
6. ***Territory Adjustment Request (S-6) Form:*** Provide a completed form for the new congregation and for each existing one whose territory boundaries are affected, carefully following the steps outlined on the form. Since congregation names should reflect their territory assignment, please verify that the names of the congregations involved will still be appropriate once the boundaries are adjusted.

The branch office will inform the congregation(s) and circuit overseer(s) directly involved in the recommendation of whether the new congregation has been approved. If it has been approved, the letter will include the date on which the congregation should begin functioning, along with further instructions regarding the appointment of elders and ministerial servants. Updated territory assignments and other supplies will follow later.