

CONGREGATION APPLICATION/INFORMATION

Before filling out this form, please read carefully the *Instructions for Recommending New Congregations (S-50)* and the instructions on the reverse side of this form.

1. **Proposed complete name of new congregation (or complete name of existing congregation involved in proposal):**

_____ (Directional or geographic designation) (City) (Region) (Congregation number)

If this is an existing congregation and the congregation would like to **propose a new name**, list below the name being proposed. (See instructions on page 2.)

Proposed new complete name of existing congregation: _____ (Directional or geographic designation) (City) (Region)

2. **Kingdom Hall:** Address: _____ (Congregation address)
 _____ (City) (Region)
 Telephone: _____ (Area code and number) Day Time

For office use only

Okd

Asg

Dist. No.	A.H. No.
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3. **Meeting schedule:** Public Meeting: _____
 Congregation Bible Study: _____

4. How many **publishers** will there be, *including* pioneers? Total active _____ Regular _____ Baptized _____

5. How many of these are **pioneers**? Regular _____ Special _____

6. If all **elders** and **ministerial servants** being recommended are appointed, how many will be serving in this congregation? Elders _____ Ministerial servants _____

Fill in points 7 through 10 on the *new* congregation's application *only*.

7. Briefly state the **reasons** for forming the new congregation. (If more space is needed, continue on the reverse side.)

8. List the **existing congregations *directly* involved** in this proposal, namely, those whose territory boundaries are affected or the congregation that has been sponsoring a group now being recommended as a new congregation. (If more lines are needed, list the additional congregations on the reverse side.)

Congregation's Complete Name—Including Directional or Geographic Designation, City, and Region	Congregation Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. When do you wish to **begin functioning** as a congregation? First of _____ (Month) _____ (Year)

10. Attention, circuit overseer: To which **circuit** and **section** do you recommend this congregation be assigned? _____ (Circuit) (Section)

_____ (Date)

_____ (Coordinator of the body of elders—Sign and print name)

_____ (Secretary—Sign and print name)

_____ (Circuit overseer—Sign and print name)

_____ (Service overseer—Sign and print name)

INSTRUCTIONS

Fill out a *Congregation Application/Information* (S-51) form for the *new* congregation being recommended and for *each existing* congregation involved in the proposal, as follows:

- Fill out the entire form (points 1-10) for the new congregation being recommended. Leave the space for the congregation number blank.
- Fill in only points 1-6 for each existing congregation *directly involved* in the proposal, namely, those whose territory boundaries are affected or the congregation that has been sponsoring a group now being recommended as a new congregation.
- Fill in only points 1-3 for each existing congregation whose only change will be its name, Kingdom Hall location, or meeting schedule.

Congregation name: A congregation's name should reflect its territory assignment. Each congregation's **complete name** is made up of three distinct parts: (1) a directional or other geographic designation (street, park, neighborhood, etc.), (2) a city in the congregation's territory, and (3) the region that city is in. This applies to **all congregations**, even the first congregation in a city. For example, if the first congregation in the city of Koforidua, Eastern Region, has in its territory a principal street called "Royal Avenue," the congregation may propose that its complete name be "Royal Congregation of Jehovah's Witnesses, Koforidua, Eastern Region." (Note: Any directional or geographic names chosen must refer to the city in the congregation's complete name, not a neighboring city in the congregation's territory. The name of the city should not be used as the first part of the congregation's complete name.)

When a second congregation is formed in a city where previously there was just one, the original congregation's name *will not automatically be changed*. However, the original congregation should request permission to change its name if its current name will no longer reflect a meaningful portion of its new territory assignment. It may also request permission to change its name if the first part of its current complete name is *only* a language and another congregation of that same language is being formed in that city. For example, if a second English congregation in Ejisu, Ashanti Region, is formed and the existing congregation named "English Congregation of Jehovah's Witnesses, Ejisu, Ashanti Region" will now be covering the northern half of the city, it may request permission to change its name to "North Congregation of Jehovah's Witnesses, Ejisu, Ashanti Region." Or, if in the original congregation's territory there is a park called "Jackson's Park," the congregation may request permission to change its name to "Jackson's Park Congregation of Jehovah's Witnesses, Ejisu, Ashanti Region."

In all cases where the primary language of a congregation is different from the principal language of the area, the language *must* be included in the first part of the congregation's complete name. However, even where there is only one foreign-language congregation in a city, the language should be prefaced by a directional or other geographic designation. For example, if the first Ewe congregation in the city of Koforidua, Eastern Region, has in its territory a principal street called "Royal Avenue," the congregation may propose that its complete name be "Royal Ewe Congregation of Jehovah's Witnesses, Koforidua, Eastern Region." If in due course a second Ewe congregation is formed in the city, the guidelines in the previous paragraph would apply.

If the reason for the name chosen is not clearly identifiable on the map provided to the branch office, please provide a brief explanation of why the name is appropriate. The complete name of a congregation (including the three principal parts described above) should always be used when corresponding with the branch office, designing letterheads, opening bank accounts, filing exemption applications, and so forth.
