



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

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TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Enclosed is a letter to be read to the congregation, clarifying certain matters relating to donations to the Society's worldwide work. It would be good for the elders to read this letter together and discuss the points made so that the entire body has a clear understanding and can all speak in agreement. Following the elders' consideration of this letter, it should be read at the next Service Meeting.

Note the reference as to how the brothers should present literature at the doors. Use the information presented in *Our Kingdom Ministry* for May, 1990, in the article "Use Our Literature Wisely," pars. 3-7, to remind the brothers at Service Meetings and meetings for field service, how properly to present matters.

It should be made clear that we are offering literature or a subscription to persons really interested in reading such. Then after the offer has been accepted, we can explain about the nature of the worldwide work, how it is supported financially by voluntary donations, and give the householder an opportunity to make a small donation if he or she chooses. But the giving of a donation is not a precondition for their getting the offer, if they sincerely wish to read the publication.

HANDLING CHECKS: Please take note that when a person wishes to make a donation by check, it should be made out to Jehovah's Witnesses, not to the Watchtower Society. All such checks will then be put in the box marked "Contributions for the Society's Worldwide Work.—Matt. 24:14." The one handling accounts should be advised to enter all such checks in the congregation cash. (The transaction description being "Contributions - SWW" and identified in the TC "Transaction Code" column as W.) The accounts servant will deposit these in the congregation checking account regularly. The amounts will be included in the "Contributions to the Society's Worldwide Work" sent in each month.

Also, in the rare case that a donor should ask for a letter of acknowledgment, the publisher can note down the name and address of the donor, and hand this to the one handling accounts. He will advise the congregation secretary, who will then type up on congregation letterhead a brief letter of acknowledgment of the donation and send this to the donor, keeping a copy for congregation files.

The acknowledgment letter could read as follows: "On behalf of Jehovah's Witnesses we wish to acknowledge your donation in the amount of \$____. We deeply appreciate your generosity and will use these funds to advance our worldwide Bible education work.—Matthew 24:14. Sincerely," and then be signed by the secretary for the congregation.

REQUESTS FOR LITERATURE: When an individual sends a request to the Society for a certain item of literature, the Society will send to the appropriate congregation the slip showing the name and address of the party and what item has been requested. The slip should be given to a reliable, experienced publisher who will call on the person, ascertain the interest and offer the requested item. After the item has been handed to the householder, the publisher can explain about the worldwide work and how it is supported by voluntary donations, as with any other call.

FULL-TIME SERVANTS: The Society provides through the congregation the literature to be used in the field ministry. All full-time servants should put in the designated contribution boxes the full amount of donations that they receive in the field. Whatever contributions pioneers themselves make to the worldwide preaching work is something that each one must decide. However, when a householder makes a contribution to the work, this entire amount should be placed in the box marked for that purpose. It would not be appropriate for anyone to take a portion of the donation that another has made to the work.

Enclosed is a letter of encouragement to be used in explaining this matter to all special, regular, and auxiliary pioneers. The congregation service committee should arrange a special meeting with these full-time servants. Please read and discuss this letter with them, to help them appreciate their responsibilities and privileges as full-time representatives of Jehovah's organization.

Also, it would be good for the elders to have in mind the interests of the pioneers in their congregations, and where assistance can be rendered to help such ones to remain in the full-time service, it would be proper for brothers and sisters in the congregations to be of help. Some may assist pioneers with their gasoline costs or other expenses where this is necessary, as well as invite them to their homes for meals from time to time. This will be of mutual encouragement to the pioneers and to those in the congregation who show Christian hospitality.—Romans 1:11, 12.

The continued, loyal support given by all of you brothers to advance the Kingdom work worldwide is much appreciated. Please accept our warm love and best wishes.

Your brothers,

OF NEW YORK, INC.