



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

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August 3, 2010

TO ALL BODIES OF ELDERS

Re: Use of the jw.org website

Dear Brothers:

This letter replaces the letters dated August 4, and November 23, 2009, to all bodies of elders regarding the jw.org website. Those letters should be removed from the congregation file and be destroyed.

Since January 2010, most forms and most letters to all congregations and to all bodies of elders have been made available for download on the jw.org website. We have received many positive comments on the usefulness of this arrangement. Before announcing further developments in connection with the site, we wish to remind you of the following guidelines.

Account administrators: Only selected elders should have the *Manage Users* role. The brothers with this role are referred to as account administrators. An account administrator has the ability to create additional user accounts, delete user accounts no longer needed, add or remove roles of users, and reset passwords. One elder, preferably a member of the Congregation Service Committee, should have the primary responsibility to serve as the account administrator. At least one other elder should serve as the backup account administrator. **Ministerial servants should not serve as account administrators or backup account administrators and thus should not have the *Manage Users* role.** However, if you do not have an elder who can serve as an account administrator without help, a ministerial servant can be used to provide technical assistance. The elder would log in to the site, and while the elder is still present, the ministerial servant would provide assistance in navigating through the site and making user account adjustments. The ministerial servant should not be given the account administrator's password or the password of any other brother, including temporary reset passwords. Neither should he be able to view the account administrator's password when it is entered.

To keep the site secure, elders or ministerial servants who are deleted or who move to other congregations should have their accounts deleted immediately by the account administrator. All passwords should be kept confidential. Brothers should not share their login name or password with anyone else. If anyone has reason to believe that his password has become known, it should be changed immediately. Please do not place or write down a password anywhere that would be visible to others. Each brother with a password should be personally responsible to keep the site secure.

Viewing forms and letters: The *View Forms—General* role may be given to any elder who requests it as well as to ministerial servants assigned by the Congregation Service Committee to print forms from the site. The *View Forms—Restricted* role, the *View Letters—General* role, and the *View Letters—Restricted* role should only be given to two or three elders, preferably including the coordinator of the body of elders and another member of the

service committee. **Ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* role.**

An elder, preferably the coordinator of the body of elders, should monitor the site weekly and print new letters. If the site is being monitored by a different elder, he should print new letters and give them immediately to the coordinator of the body of elders. Although during the course of printing letters from the site electronic files are automatically copied to a user's computer, such files should not be retained.

All congregations have now confirmed that no ministerial servants are serving as account administrators or backup account administrators and that no ministerial servants have any *View Letters* role. It is important to maintain this situation since confidential letters and letters that are to be retained in the congregation permanent file of policy letters are available for download on the site. Additionally, the *Notification of Disfellowshipping or Disassociation (S-77)* and *Summation of Disfellowshipping or Disassociation (S-77a)* forms are now available for download in the *Forms* section of the site to those with the *View Forms—Restricted* role. (Please see paragraph 5 of this letter for direction on who should be given that role.) The S-77 forms contain editable fields, thus making it easier to fill in the forms. If a judicial committee member assigned to fill in the forms does not have the *View Forms—Restricted* role, one of the elders with the role can provide him with an electronic copy of the forms. However, once the forms have been filled in and printed, the contents of the forms should not be saved on your computer. Blank S-77 and S-77a forms will no longer be routinely sent to congregations after a completed set of S-77 forms is received by the branch office.

When printing forms, for “page scaling” please select “None.” Do not select other options such as “Fit to printable area.” This is important when printing forms, and especially the S-77 and S-77a forms.

In view of the enhancements noted above, it is important that the guidelines described in this letter be followed closely. We send our warm Christian love and best wishes.

Your brothers,


OF BRITAIN

cc: Travelling overseers

PS to the secretary:

This letter should be retained in the congregation permanent file of policy letters. You may wish to update the congregation copy of *Index to Letters—For Bodies of Elders (S-22)* at this time as well.