



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

August 6, 2010

TO ALL COORDINATORS OF THE BODY OF ELDERS AND SECRETARIES

Re: Verifying information on elders and ministerial servants

Dear Brothers:

We are writing to request your assistance in verifying and correcting information that we have in our files regarding brothers in your congregation who are appointed as elders and ministerial servants. Mainly, we obtain this information from the S-2 form that is submitted by the circuit overseer when he visits the congregation. A copy of this form should be in the congregation file. However, we are finding that some information on the S-2 form is inaccurate.

In preparation for the next visit of the circuit overseer, please **carefully** review the lists of elders and ministerial servants shown on the latest S-2 form in your files. As needed, please check with each brother to make sure that the information on these lists is complete and accurate. (Of course, you should not show the S-2 form to a ministerial servant.) Do *not* simply copy the information from the *Congregation's Publisher Record* (S-21) cards.

First, make a photocopy of the latest S-2 in your files, write "Copy for verification" across the top, and use this photocopy to show any changes in red ink. Please verify the spelling of each brother's name. The complete first and last name should be shown with no abbreviations or nicknames. If a name on the S-2 form is not shown correctly, neatly mark any needed corrections. Also, please correct as necessary the birth and baptism dates. Write in the birth or baptism date if this information is missing. Endeavour to verify the accuracy of any dates you submit. For example, most valid baptism dates are either a Saturday or a Sunday, though this may not be the case with district conventions many years ago.

If a brother's name is missing from the form, please check the congregation file to be sure you have an S-2 form or S-52 letter verifying his appointment. If so, include his name on the photocopied list along with his birth and baptism dates, and make a photocopy of the S-2 form (front and back) or S-52 letter that contains the appointment, and give it to the circuit overseer. Likewise, if a brother is no longer serving, please check the congregation file to be sure that you have an S-2 form or S-52 letter verifying his deletion. If so, draw a single line through his name on the list on the S-2 form, and make a photocopy of the S-2 form (front and back) or S-52 letter that processed the deletion, and give it to the circuit overseer. If you do not have such correspondence from the branch office verifying his deletion, leave his name on the list, and inform your circuit overseer at his next visit.

When the circuit overseer next visits your congregation, give him the photocopied list headed "Copy for verification" (whether or not there are changes) along with any necessary supporting S-2 photocopies.

Thank you for your assistance in this matter. We take this opportunity to send you our warm love and Christian greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers

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PS to circuit overseers:

Please be sure to bring your files up to date with the information provided by the elders so that the S-2 forms you submit are fully accurate. Do this **before** printing the S-2 forms for the current visit. We depend on the accuracy of the information you show on the S-2 form.

On your next visit to each congregation, along with the S-303 and S-2 forms for the current visit, submit the photocopied S-2 marked "Copy for verification" and any S-2 or S-52 photocopies needed to support missing appointments or deletions.