

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

SDD February 18, 2013

TO ALL BODIES OF ELDERS

Re: Domain administrators

Dear Brothers,

Now that the website jw.org is being used more and more to send letters, forms and other material to congregations it is becoming ever more important to ensure good security is maintained. We know that most elders have been given access to the website and this is helpful, so that they can keep up to date with letters and other directives. However, we have also become aware that some past directives in the use of the website have been overlooked. Please review the points below to ensure that your congregation is properly safeguarding access to the website.

Two elders should be appointed as administrators of the website for your congregation. This means that if one of these brothers is suddenly unavailable, for whatever reason, there is a second brother who can care for the administrator's responsibilities. Please see our letter of November 23, 2009.

Our letter of September 6, 2011, directed that no ministerial servant should serve as a local administrator for the website. This means that no ministerial servants should have the *Manage Users* role.

Whilst ministerial servants can have access to some features of the website, they should not be given access to the letters or other confidential information. For example, our letter of January 4, 2010, directed: "The congregation account administrators can assign the *View Forms* role to . . . ministerial servants selected by the Congregation Service Committee to have access to this section of the website." However, our letter of September 6, 2011, further clarified that "ministerial servants should not be given the *View Forms—Restricted* role or any *View Letters* role."

If any appointed brother has moved away or been deleted, please ensure his access to the website is cancelled.

If you have general questions about the use of the website, please direct your enquiry to the Service Desk. On the other hand if you have technical questions relating to problems you are having accessing items on the website, please direct these to the Computer Department.

Since so many people around the world are using the Internet, it is becoming an excellent tool for extending the Kingdom message. It is also most useful for sending letters and other material to elders and congregations. At the same time it is vital to maintain good security and confidentiality and thus we felt it appropriate to provide the above reminders.

Be assured of our warmest Christian love as you continue supporting the Kingdom proclamation in these last days.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*