

SKILLS QUESTIONNAIRE INSTRUCTIONS

1. There is an urgent need to locate exemplary brothers and sisters who possess certain skills or work experience and who are available to offer their services on a broader scale to help support the theocratic expansion work taking place worldwide. For example, skilled brothers are needed to assist with large-scale theocratic construction projects, computer-related projects, audio/video projects, and the increasing translation work. This is just a sampling of the vast areas with significant need.

2. Please note that we are **not** encouraging anyone to pursue higher education or university degrees to obtain certain skills. However, we realize that a number of brothers and sisters have received vocational training or certain on-the-job training in order to support themselves in full-time service or while otherwise keeping spiritual things in first place.—Matt. 6:33.

3. In view of the foregoing, the *Skills Questionnaire* (A-2) is designed to assist the organization in identifying skilled brothers and sisters who may be available to volunteer their services. However, please note that the *Skills Questionnaire* is not an application to make oneself available for expanded service. It is simply used to help the organization to locate qualified brothers and sisters who possess certain skills and who may be available to volunteer their services.

4. Once a willing and qualified individual is identified, he may be asked to submit an application, such as the *Application for Volunteer Program* (A-19) or *Application to Become a Member of the Worldwide Order of Special Full-Time Servants of Jehovah's Witnesses* (A-8). Afterwards, qualified applicants may be invited to assist with Bethel work from their place of residence, to work at a Bethel facility, or to support a theocratic project in the field.

5. **Who should complete the *Skills Questionnaire*?** All exemplary publishers who (1) are 19 years of age and older, (2) possess a particular skill or work experience, and (3) have the circumstances and desire to make themselves available should complete the questionnaire. The coordinator of the body of elders will verify that each appointed servant meeting these requirements has completed the questionnaire. If the elders are aware of other qualified baptized publishers (including sisters) who possess certain skills, the elders will provide the publishers with a copy of the questionnaire. Of course, it is recognized that because of health or family responsibilities, not all who possess a particular skill or work experience will be able to offer their services to assist the organization on a project.

6. **How should the questionnaire be completed?** It is preferred that the version of the questionnaire listed under “Online Form Entry” on the “Documents” tab of jw.org be used. It is available to those who possess a jw.org account that is associated with a congregation domain, such as elders and ministerial servants.

7. If someone does not have access to jw.org, then an elder will provide him with the version of the questionnaire that is available in the “Forms” section on the “Documents” tab. If the publisher is unable to complete the form electronically, the elder will carefully transfer all of the information to the PDF version of the questionnaire. Using the Inbox feature on jw.org, the elder will submit the completed questionnaire to “Skills Questionnaire.” If the publisher feels more comfortable filling out a printed copy and mailing it directly to the branch office, there would be no objection to his doing so. However, as noted above, it is preferred that these questionnaires be submitted to the branch office electronically.

8. **How often should the questionnaire be submitted?** The questionnaire should be submitted anytime the information requires updating. For example, if an individual obtains a license or becomes certified in a certain field, he should submit a revised questionnaire.