

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. Once a willing and qualified individual is identified, he may be asked to submit an application, such as the *Application for Temporary Volunteer Program* (A-19), if he has not already done so. The applicant may be invited to accept a temporary assignment at a Bethel facility or in support of another theocratic project.

4. **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.

5. **How should the questionnaire be completed?** It is preferred that the questionnaire be completed electronically if possible. After doing so, it should be sent to the Bethel Office at the branch office by means of the individual's jw.org inbox.

6. If someone is not able to complete the questionnaire electronically, then an elder will provide a printed copy for the publisher to fill out. Afterwards, the publisher may return the completed questionnaire to the elder. The elder will carefully transfer all the information to the electronic version of the questionnaire and thereafter forward it to the branch office. Instead of sending questionnaires from several applicants in one message, a separate message should be sent for each single individual or married couple. 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 using the jw.org Inbox feature.

7. **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.