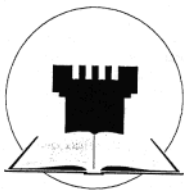


INDEX TO SOCIETY LETTERS



For Bodies of Elders

September 1997

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precautions	11/1/95
tax exemption	11/1/95
trustee arrangement	11/1/95; 5/1/89; 9/15/87
renovation	
counting the cost	6/15/95
discussion	10/12/93
selecting property	10/12/93
tax matters	
exemption - discussion	11/1/95; 12/14/87
IRS Form 1099-INT must be filed for each person paid more than \$10 interest on funds loaned in any year	12/7/96
IRS Form 1099-MISC must be filed for each person paid at least \$600 in any one year	12/7/96
IRS Form 1023 - contact Society before filing	12/14/87
trustee arrangement	
choosing trustees	9/15/87
discussion	5/1/89; 9/15/87
legal status must be kept up-to-date	5/1/89; 9/15/87
replacing trustees	5/1/89; 9/15/87
trustees and corporations	5/1/89; 9/15/87
use of	
agreement among congregations using Kingdom Hall	4/15/97; 11/2/95
weddings	5/15/88
KINGDOM MINISTRY SCHOOL TEXTBOOK (ks97)	
adjustment to page 127	8/1/97
confidentiality	
discussion	6/20/94; 9/16/91
not send textbooks through the mail	9/16/91
elder deleted - return to secretary and keep in confidential files	7/31/97
providing new elder with rebinding not appropriate	7/31/97
study entire book carefully soon after appointment use of	6/20/94
copying of any portion of book not allowed	6/20/94
personal computers - not for use on not read directly from, when meeting with individuals	6/20/94
used textbooks should not be given to newly-appointed elders	7/31/97

LEGAL

(see also CITIZENSHIP; ILLEGAL ALIENS)	
child custody proceedings - elders pointedly inquire of Witness parent whether beliefs of Jehovah's Witnesses are being challenged	12/2/91; 7/1/89
confidentiality	7/1/89
crimes and criminal investigations	
discussion	7/1/89
serious criminal wrongdoing	7/1/89
Kingdom Hall maintenance - concerns	4/15/97
lawsuit is threatened	7/1/89
marriage, requirements for	5/15/88
problems when confidentiality is violated	7/1/89
search warrants and subpoenas	7/1/89
statements to secular authorities - none should be made unless directed by the Society's Legal Department	7/1/89
tax matters	
exemption - discussion	11/1/95; 12/14/87
IRS Form 1099-INT must be filed for each person paid more than \$10 interest on funds loaned in any year	12/7/96
IRS Form 1099-MISC must be filed for each person paid at least \$600 in any one year	12/7/96
IRS Form 1023 - contact Society before filing	12/14/87

LITERATURE

campaign literature - ensuring adequate supply	8/15/88
canceling or adjusting "pending items"	2/26/96
congregation literature requests	
handle publisher requests in a timely, orderly fashion	7/20/92
schedule for mailing	7/1/95
use special envelope provided	7/1/95
large order of special-request items	5/20/90
packing list	
canceling or adjusting "pending items"	2/26/96
description	2/26/96
requests made by individual publishers - Society no longer filing	7/20/92
requests made by non-Witnesses - Society continues to handle	7/20/92; 4/21/90
shipping address	
not limited to elders	1/15/91
telephone Society if incorrect	2/26/96
simplified distribution arrangement	
check, donation from person by discussion	4/21/90; 4/21/90a; 2/9/90; 2/9/90a
magazine subscriptions	2/21/90
pioneers place full amount of donations into contribution box	4/21/90

MEDICAL

health care power of attorney form	
each elder keeps a copy	9/20/95a
obtaining additional forms	9/20/95a
hospital - things to do before checking in	1/3/95a
identity card for unbaptized minor children, use of	10/15/91

WEDDING PROCEDURES

letters from Society		trailers	
copying not permitted unless specifically		expenses should not be cared for by	
directed to do so	9/20/95	circuits or congregations	10/1/89; 9/19/88
literature or subscription requests from individual		not preferred	10/1/89; 9/19/88
publishers - Society no longer filling	7/20/92	expenses	
presiding overseer change recommended - state clearly		discussion	10/1/89
why the change is needed	5/1/89	money gifts	10/1/89
regular pioneer matters		health care - arrangement	12/23/93
discontinues service		money gifts - should not come from congregation	
body of elders responsible for sending S-206 form	4/12/96	or circuit funds	10/1/89
removal for improper conduct - provide Society with		reimbursements	
complete information	1/1/91	general information	10/1/89
SOCIETY, WHEN TO CONTACT		UNBAPTIZED PUBLISHER	
<i>(see also SOCIETY, CORRESPONDENCE WITH)</i>		announcement to congregation, when to make	1/15/90
accident resulting in death or serious injury while in		becomes inactive, then later takes up the ministry	1/15/90
field ministry		wrongdoing by ("no longer a publisher of the good news")	
call Society's Legal Department immediately	11/20/96	again wants to share in the ministry	1/15/90
do not provide statement or discuss with others	11/20/96	written record of wrongdoing sealed in	
appeal and judicial committees agree to		congregation file	1/15/90
not disfellowship	8/1/97	VEHICLES (for Traveling Overseers)	
child custody or visitation proceedings - if beliefs of		leasing arrangement	9/19/88
Jehovah's Witnesses are being challenged through		trailers	
use of publications or "expert testimony"	12/2/91	expenses should not be cared for by circuits	
court, subpoena to testify in - immediately		or congregations	10/1/89; 9/19/88
telephone Legal Department	7/1/89	not preferred	10/1/89; 9/19/88
judicial case involving serious criminal		WATCHTOWER STUDY	
wrongdoing (murder, rape, etc.)	7/1/89	<i>(see MEETINGS)</i>	
municipality tries to enforce signs other than "No		WEDDING PROCEDURES	
Trespassing," such as "No Soliciting," "No Peddling,"		discourse	
against preaching work	7/1/94	discussion	5/15/88
police, investigation by - immediately telephone		not to exceed 30 minutes in length	5/15/88
Legal Department	7/1/89	vows	5/15/88
recalled memories of child-abuse - accusations		discussion	5/15/88
against member of congregation	2/3/93	Kingdom Hall - use of	
reports to elders of physical or sexual child abuse - contact		cannot be used for "second wedding" ceremony	5/15/88
immediately for legal advice	8/1/95; 3/23/92; 7/1/89	disfellowshipped person attending - considerations	5/15/88
shipping address incorrect - telephone Brooklyn		music must be uplifting	5/15/88
Shipping Office right away	2/26/96	photographer, unbelieving	5/15/88
SPECIAL ASSEMBLY DAY		wedding party - requirements of	5/15/88
<i>(see also CIRCUIT ASSEMBLY)</i>		legal requirements	5/15/88
arrangement	5/20/87a	parties must both be in good standing	
baptism		discussion	5/15/88
options for one with a		responsibility of elder performing marriage to inquire	
communicable disease	5/20/96; 3/15/96	of moral standing, conduct during courtship	5/15/88
THEOCRATIC MINISTRY SCHOOL		performing weddings of those not seriously involved	
<i>(see MEETINGS)</i>		with activities of Jehovah's Witnesses is unwise	5/15/88
TRAVELING OVERSEER		review 5/15/88 letter before each wedding	5/15/88
<i>(see also CIRCUIT OVERSEER)</i>		Scriptural freedom to remarry	5/15/88
accommodations		'uneven yoking'	
circuit apartments	10/1/89	discussion	5/15/88
discussion	10/1/89	improper for elder to perform wedding	5/15/88
expenses	10/1/89	who is qualified to perform?	5/15/88
guidelines for	10/1/89	worldly photographer	5/15/88