

## INSTRUCTIONS FOR RATING SPEAKERS AND INTERPRETERS

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1. **Reviewing Speakers:** When directed by the branch office to recommend elders who may qualify to be considered for convention parts, the coordinator of the body of elders, the Life and Ministry Meeting overseer, and the auxiliary counselor (or another respected elder if the auxiliary counselor is the coordinator of the body of elders) should prayerfully review the abilities and the example of each elder who has been approved by the body of elders to give outgoing public talks. If a brother does not have a good reputation as a speaker in the congregation and he was not listed last year, then there is no need to list him on the *Speaker and Interpreter Ratings* (S-315) form. Other questions to be considered before listing him as a recommended speaker are noted below. If you answer yes to any of the questions listed below and the brother was not listed last year, then you should not list him at this time. However, you should endeavor to help him with his weakness so that he may qualify in the future.

- (1) Does he have a reputation for being opinionated and dogmatic?
- (2) Is he known as one who is harsh in judgment?
- (3) Does he view his own opinion on matters as the final word?
- (4) Does he procrastinate or handle assignments in a cavalier fashion?
- (5) Are there questions about his dress or grooming?
- (6) Would using a certain brother be offensive to some in the audience because of past problems or family difficulties?

2. If a brother was recommended last year but for any of the reasons noted above is no longer recommended, list his name, but enter “NR” in each of the categories. In the “Additional Clarifying Remarks” section, explain in detail why he is not being recommended. A separate letter may be sent to the circuit overseer if needed.

3. **Contact Information and Race:** Contact information needs to be provided on the *Speaker and Interpreter Ratings* form only if the person being rated does not have a jw.org login. When entering the race, choose either “Asian,” “Black,” “Hispanic,” or “White.”

4. **Rating Speakers:** Use the “Language” field to indicate in which language the person is being recommended to serve as a speaker. When recommending a brother in a language other than the language of the congregation, comments on his ability to speak the target language should discreetly be obtained from elders who can speak the target language, preferably native speakers. There are two categories in which to rate each speaker:

- (1) INV—Can effectively handle a talk including interviews
- (2) TLK—Can effectively develop and give an outline talk

5. Rate each brother using “A,” “B,” or “C” to indicate his ability in each category. In addition, you can use “+” or “-” to give the rating a finer distinction. Those rated “A” would be superior speakers at a convention in your area. Those rated “B” would be above-average speakers at a convention in your area. Those rated “C” would be average speakers at a convention in your area. If a brother does not qualify in a specific category, then indicate that by writing “NR.”

6. We request that you be careful when rating speakers so that your recommendations reflect a balanced and realistic evaluation. In addition, when a member of the group that rates speakers is being discussed, he should step out of the room while the other two brothers rate him. Upon his return, generally there should be no discussion, change, or adjustment to the ratings that have been agreed upon by the other two brothers.

7. Include in the “Additional Clarifying Remarks” section for each brother the following information:

- (1) A description of his ability as a speaker. For example, what is his style or manner of delivery and tone of voice? Is his delivery intellectual or heartfelt? Is he warm and enthusiastic when speaking? Can he clearly explain the Scriptures? Is he logical and coherent in his delivery? Is he articulate and fluent? Could he handle a talk on a complex subject?
- (2) Comments on the brother himself. Is he known as a humble, reasonable, and balanced man? Is he zealous in the ministry?
- (3) A description of his family. Are they well-respected and a good example for others to follow? If he has children and they live at home, list their ages. Does he have grown children who no longer live at home? If so, how are they doing spiritually? Mention specifically if you recommend the brother to care for a part on family life. If you do, the *entire* family, including his wife, should be recognized as good examples of Christian living by all in the congregation. A brother who has grown children not living at home may also be recommended if his children continue to serve Jehovah and have a good reputation.

8. **Rating Interpreters:** Interpreter ratings for those who could effectively interpret a talk at a convention should be entered in the “INP” column of the *Speaker and Interpreter Ratings* form using the guidelines noted above. Use the “Language” field to indicate in which language the person is being recommended to serve as an interpreter.

9. When it comes to rating interpreters, spiritual qualifications are of foremost importance. Each brother or sister recommended as an interpreter must be an exemplary Christian publisher. Accurate knowledge of the truth of God’s Word is required in order to interpret Scriptural thoughts correctly into another language. Good comprehension of the language being translated is essential. One cannot interpret a message one does not fully understand. Having many years of experience speaking a language is not the only qualifying factor. Interpreters also need to understand the interpreting process. Usually a word-for-word translation fails to convey the speaker’s thoughts faithfully. Interpreting requires comprehension of thoughts. Thus, interpreters should concentrate on what is being said from the platform and endeavor to convey such thoughts clearly, accurately, and completely while keeping up with the speaker. Comments on the interpreting ability of those recommended should discreetly be obtained from elders who can speak the target language, preferably native speakers. (*With regard to interpreting only*, if no qualified brothers are available, comments may discreetly be obtained from mature and well-qualified sisters.)

10. **Rating Members of the Bethel Family:** Each elder serving at Bethel should be rated in (1) the primary language(s) of the country (as listed on [jw.org](http://jw.org) along with the link to this form), (2) the language of the congregation, and (3) any other language he may speak. Clearly indicate which language is being rated. The ratings of a brother in his native language would usually be equal to or higher than his ratings in a learned language. Review the ratings of all Bethelites to confirm that this is the case.

11. **Submitting the Ratings:** The *Speaker and Interpreter Ratings* form should be submitted to the circuit overseer—not the branch office—by the date indicated on [jw.org](http://jw.org).