

TERRITORY ADJUSTMENT REQUEST

(Please type or print clearly. Photocopies of this form may be made.)

Congregation Information	Name:	Congregation number:
	City:	Province or state:
	What is the date of the <i>Congregation Territory Assignment (S-54)</i> form in your congregation file?	

County(ies) to Be Covered	Part:
	Entire:

Territory Boundary Description	Describe below your proposed territory boundary in its entirety . List the boundary features in a continuous, clockwise fashion starting from any point on the northern border. Directions, such as “go north to” or “from here to there” are not necessary. Consider the following example: North: <i>Main St., Blue River</i> East: <i>Adams County line</i> South: <i>US Hwy 18, I-10, Santa Fe RR</i> West: <i>NW 116th Rd</i>
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North: _____

East: _____

South: _____

West: _____

Submit to the branch office the following items together in one envelope:

Map(s)

Territory Adjustment Request (S-6) form from each congregation involved

Today's date: _____

 (Coordinator of the body of elders
 —Type name to indicate signature)

 (Secretary
 —Type name to indicate signature)

 (Service overseer
 —Type name to indicate signature)

HOW TO REQUEST A TERRITORY ADJUSTMENT

In order to accomplish the preaching work in an organized manner, each congregation has a territory assignment from the branch office. Occasionally, adjustments are needed to provide territory for a new congregation or to change the territory boundaries of existing congregations. Before recommending such an adjustment to the branch office, please consider the following guidelines.

Carefully review your current territory assignment: It is very important that you completely understand your current territory boundaries before you recommend an adjustment. Carefully review the *Congregation Territory Assignment* (S-54) form from the branch office. This document should be in your congregation file. If the assignment has been misplaced, you can request a copy from the Preaching Needs Desk in the Service Department.

Contact any neighboring congregation whose territory is affected by your proposed adjustment. They too should carefully review their *Congregation Territory Assignment* in their congregation file. Work together in order to prepare a well-defined proposal that does not leave a previously assigned area unaccounted for. It would not be proper to request a change in your boundary that would affect another congregation without including that congregation in your adjustment request.

Propose simple territory boundaries: When proposing new territory boundaries, emphasis should be placed on selecting boundaries that are simple and easily defined. Use physical features, such as roads, rivers, and railroads, to describe your boundaries. Refrain from using city limits, township limits, and imaginary lines, since these are easily misunderstood. Do not use local fixtures (such as gas stations and factories), map grid lines, mountain ranges, or imaginary lines that cross over named roadways. Also, avoid creating separate "island" territories outside the boundaries of the congregation's main territory assignment. Since congregation names should reflect their territory assignment, please verify that the names of the congregations involved will still be appropriate once the boundaries are adjusted.

Once new boundaries have been agreed to, each Congregation Service Committee should fill out and sign a separate *Territory Adjustment Request* (S-6) form. A territory adjustment will not be accepted without the written consent of all congregations concerned.

Draw proposed territory boundaries on a current map: Obtain one map to show the proposed territory boundaries of each of the congregations involved in the adjustment. If this is not possible, obtain one set of maps that will accomplish this purpose. Duplicate maps for each congregation are unnecessary. Do not submit hand-drawn maps.

Carefully trace on the map each congregation's proposed boundaries. Each congregation's entire boundary should be shown on the map, not just the portion of the boundary in question. Make sure that all boundary features are appropriately labeled and that the name of each congregation is written inside its respective territory. Each boundary drawn on this map should match its corresponding word description on the *Territory Adjustment Request* form.

When recommending a new congregation, the map and *Territory Adjustment Request* form from each congregation should be submitted to your circuit overseer. Otherwise, mail the package directly to the branch office. Your kind cooperation with the aforementioned guidelines is greatly appreciated.