

## INFORMATION NEEDED FOR VISIT OF CIRCUIT OVERSEER

The following items should be made available for the circuit overseer:

- Congregation's Publisher Record* (S-21) cards
- Congregation Meeting Attendance Record* (S-88) cards
- Territory Assignment Record* (S-13) forms
- All congregation accounts records covering the period since the last visit, which would include, but not be limited to, the checkbook; any duplicate copies of *Receipt* (S-24) forms currently being held by the secretary; and the records for any additional accounts being kept by the congregation for special funds or projects, such as a local building project
- All Kingdom Hall Operating Committee accounts records, including the checkbook, if a title-holding congregation and the Kingdom Hall is used by two or more congregations
- Monthly Movement of Literature* (S-28) forms, if a language-coordinating congregation
- Report on Circuit Overseer's Visit With Congregation* (S-303) from the last visit
- Latest Kingdom Hall maintenance/safety inspection form completed by the local congregation(s)
- Latest Kingdom Hall inspection report provided by representatives of the Local Design/Construction Department
- Names of brothers recommended for appointment or deletion. (The circuit overseer will obtain personal and spiritual information from the *Congregation's Publisher Record* card, and any pertinent history can be shared with him on Tuesday by the coordinator of the body of elders or another selected elder.)
- List of suggested items to be included on agenda for meeting with the elders
- Name and contact information for the circuit overseer's host, if he requests accommodations for the week of the visit
- A variety of territories (such as house-to-house, business, and telephone) that can be used during the week of the visit
- List of those who are scheduled to work in the field ministry with the circuit overseer and his wife (if married) for the periods requested by the circuit overseer
- List of those scheduled to receive a shepherding visit by the circuit overseer. (One visit should be arranged, if possible, for each afternoon, Wednesday through Friday. These visits may be made either the first thing in the afternoon or later in the day, depending on the field service activity that is scheduled. If available, one of the elders may accompany the circuit overseer on these visits.)
- List of publishers, including contact information, who will host lunch for the circuit overseer and his wife (if married) for the days requested by the circuit overseer

Please be prepared to answer the following questions:

- Is the contact information for the coordinator of the body of elders and the secretary as shown on jw.org up-to-date?
- Have you verified that no ministerial servants are serving as jw.org domain administrators and that no ministerial servants have the “View Forms—Restricted” role or any “View Letters” role?
- Has access to the congregation’s jw.org domain been removed for any who no longer qualify, including those who have moved out of the congregation?
- Is the congregation’s financial support of Kingdom Hall and Assembly Hall construction worldwide being reviewed annually, and is the amount resolved reasonable and in accord with local circumstances?
- Has the branch office been notified of any changes in the Kingdom Hall address or meeting times since the start of the calendar year?
- Has the branch office been notified of all regular pioneer deletions, name changes, and congregation assignment changes?
- Has the branch office been notified of all disfellowshippings or disassociations that have occurred since the last visit?
- Has the branch office been notified of all disfellowshipped or disassociated individuals who are now reinstated or deceased?
- Are any publishers under judicial restrictions, and is their spiritual progress being monitored closely?
- Have letters of introduction been sent for all publishers who have moved out of the congregation?
- Has the branch office been notified of any changes in the Kingdom Hall Literature Group?
- Is the body of elders following the latest direction regarding disaster preparedness, including maintaining an up-to-date list of emergency contact information for all publishers?