

## INFORMATION NEEDED FOR VISIT OF CIRCUIT OVERSEER

**Coordinator of the body of elders:** Please review chapter 10 of the *Shepherd* book and ensure that this form and all the items listed below are given to the circuit overseer no later than the Tuesday of his visit. Be sure that all of the questions on page 2 are answered.

- Names of brothers recommended for appointment or deletion. (The circuit overseer will obtain personal and spiritual information from each one's *Congregation's Publisher Record* [S-21], and any pertinent history should be shared with him on Tuesday by the coordinator of the body of elders or another selected elder [*sfl* chap. 8 pars. 6-11])
- List of suggested items to include on agenda for meeting with elders (*sfl* chap. 1 par. 7)
- Name and contact information for the circuit overseer's host, if he has requested accommodations for the week of the visit (*sfl* chap. 10 pars. 1-2, 4)
- List of those scheduled to receive a shepherding visit by the circuit overseer. (If an elder or a qualified ministerial servant is available, he may accompany the circuit overseer on these visits)
- Names of publishers who will host lunch for the circuit overseer and his wife (if married) (*sfl* chap. 10 par. 3)

### Obtain from the congregation secretary:

- Congregation's Publisher Records* (S-21)
- Congregation Meeting Attendance Records* (S-88)
- All congregation accounts records covering the period since the last visit, which would include any bankbook being used and the records for any additional accounts being kept by the congregation. The last two audit reports should be provided, regardless of the periods covered by the audits
- All Kingdom Hall Operating Committee accounts records covering the period since the last visit, which would include any bankbook being used and the records for any additional accounts being kept by the operating committee. The last two audit reports should be provided, regardless of the periods covered by the audits. (The operating committee accounts records are needed only if the Kingdom Hall is used by two or more congregations and your congregation is the contact congregation)
- Contact information for all publishers (*sfl* chap. 4 par. 2.9)

### Obtain from the service overseer:

- Territory Assignment Records* (S-13)
- Monthly Movement of Literature* (S-28) forms. (These are needed only if your congregation is a language-coordinating congregation)
- A variety of territories (such as house-to-house, business, and telephone) that can be used during the week of the visit. (If a list of public witnessing locations, times, and approved participants is maintained, this should also be provided)
- 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

**Check the appropriate box to answer the following questions:**

Y    N    N/A

- Is the contact information for the coordinator of the body of elders and the secretary, as shown on jw.org, up-to-date?
- 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 any 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?
- If any publishers are under judicial restrictions, 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 literature group?
- Is the body of elders following the latest direction regarding disaster preparedness, including maintaining an up-to-date list of contact information and emergency contact information for all publishers? (*sfl* chap. 26 pars. 1-6)
- Have you verified that all elders, ministerial servants, and others in the congregation who have a particular skill and who have not submitted an *Application to Become a Member of the Worldwide Order* (A-8) within the last year or a *Local Design/Construction Volunteer Application* (DC-50) or an *Application for Volunteer Program* (A-19) within the last three years have completed the *Skills Questionnaire* (A-2)?
- Has the branch office been notified of any changes to the contact information for publishers who have submitted applications to the branch office, such as the *Local Design/Construction Volunteer Application*, the *Application for Volunteer Program*, and so forth?
- If any of the aforementioned applicants no longer qualify, has the branch office been notified?
- If any Local Design/Construction volunteers have recently moved into the congregation, have they completed a new *Local Design/Construction Volunteer Application*?
- If any who assist either the branch office or world headquarters by serving as a remote servant, a remote volunteer, a Bethel consultant, or a part-time commuter no longer qualify for this privilege or have moved to another congregation, has the branch office been informed? (*sfl* chap. 12 par. 43)