

Christian Congregation of Jehovah's Witnesses Congrégation chrétienne des Témoins de Jéhovah



PO Box/C. P. 4100, Georgetown, Ontario L7G 4Y4, Canada
Telephone/Téléphone: 905-873-4100 Fax/Télécopieur: 905-873-4554

SDZ:SSC August 27, 2014

TO ALL BODIES OF ELDERS IN CANADA

Re: Use of jw.org to send correspondence to the branch

Dear Brothers:

We are happy to have received many expressions of appreciation for the recently enhanced correspondence features on jw.org. We appreciate your diligent efforts to put these valuable tools to good use. By means of this letter, we wish to provide you with some helpful reminders when sending correspondence to the branch using jw.org.

Selecting recipients: When selecting a recipient at the branch, please scroll down the list of addressees until you find the appropriate department. Most congregation correspondence would likely be sent to the *Accounting Department*, *Service Department*, or *Shipping Department*. Confidential congregation matters should **ONLY** be sent to the *Service Department*. The *Bethel Office* inbox should only be used for sending Bethel applications, temporary volunteer applications, and international construction volunteer applications.

Messages and correspondence: Whenever possible, correspondence should be prepared as a word document and sent as an attachment. Messages should only be typed directly into the body of the message for routine matters, such as an inquiry on the status of a literature request.

Personal inbox: It has been noted that a few elders are sending questions to the branch using their personal inbox. We would like to remind you of what is stated in *ks10* 2:4 regarding contacting the branch office. It is generally best to discuss matters as a body first. Then, if necessary, write to the branch office. New correspondence on behalf of the congregation should be sent from the congregation inbox. An elder's personal inbox would not normally be used to send mail to the branch except to submit a confidential report such as the *Notification of Disfellowshipping or Disassociation (S-77)* form.

Notification of reinstatement: When notifying the branch of a reinstatement, please include your name and the name and number of your congregation in the body of the message.

Signing correspondence: There is no need to sign forms or correspondence sent using the Inbox. However, the names of the brothers who read and approved the correspondence should be typed at the bottom of the correspondence.

Use of personal email accounts: Please remember that confidential messages and correspondence should *never* be sent or stored electronically outside of jw.org.

Re: Use of jw.org to send correspondence to the branch

August 27, 2014

Page 2

Thank you for taking note of these reminders. Since the jw.org Inbox is now the preferred method of correspondence with the branch, we also kindly request that you become familiar with our letter to all bodies of elders dated July 12, 2014, with regards to the use of jw.org.

Please be assured of our pleasure in serving Jehovah along with you.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Circuit overseers