

Christian Congregation of Jehovah's Witnesses



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October 28, 2014

TO ALL BODIES OF ELDERS

Re: Providing accurate information to the branch office

Dear Brothers:

For some months now communication between you dear brothers and the branch office has been enhanced greatly by the use of jw.org. It now takes a day or a few hours for correspondence to be exchanged between the office and the field. We take this opportunity to commend you for your cooperation and the effort you put forth in making full use of the arrangement.

To further enhance the speed of the work, there is the need to provide accurate information. Inaccurate information slows down our work and affects the quality of service we provide. For example, the wrong spelling of a brother's name may be a simple thing, but it can take hours to locate records which otherwise would have taken a few seconds to locate. Similar problems are encountered if the surname is confused with the first and middle names and vice versa.

For this reason, we encourage all Congregation Service Committees, and especially secretaries, to be very meticulous when reviewing application forms from publishers and when providing information to the branch office or the circuit overseer about the personal details (name, date of birth, date of baptism etc.) of publishers in the congregation. Publishers may need to be helped to appreciate the importance of the accuracy and consistency in the information they provide. Please do not hesitate to assist the brothers in this regard.

We appreciate very much your cooperation in these matters. Please be assured of our warm Christian love.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Circuit Overseers

10/28/14-E