

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

COA:COC January 2, 2015

TO ALL BODIES OF ELDERS

Re: Service Meeting part for week of January 5, 2015

Dear Brothers:

The material in the attached outline entitled "Hotel Arrangements for 2015 Regional Conventions" should be presented by the secretary to the congregation as a talk at the beginning of the Service Meeting for the week of January 5, 2015. The convention assignment letter that you have already received should be reviewed with the congregation at the beginning of that part. The secretary should adhere closely to the outline. The information should be covered in 10 minutes; therefore you need to adjust the overall timing of the mid-week meeting. Please reduce the timing of the Congregation Bible Study to allow 30 minutes to consider the Service Meeting item "New Songs for Worship!"

As the attached outline states, the website will become active on Saturday, January 10. We recommend that the secretary should become familiar with the website to help any in the congregation who may need assistance. Group overseers may also be able to help publishers that struggle to use this website provision. After accessing the website, if publishers (or the secretary) have questions, there is a provision to email a question directly from the website to the Rooming Department. The secretary should print a copy of the *Recommended Hotel List/Bureau* for your congregation noticeboard. This should be updated from time to time as information on the website changes.

When a hotel is fully booked, it will be indicated on the website. However, if more accommodation is needed the list will be updated. Access to the website should not be made available beyond congregation publishers as the rates negotiated with hotels are strictly for convention delegates.

If there is a need to send a *Special Needs Room Request* (CO-5a) form to the Rooming Department, the secretary should scan the completed form and it should be sent to the same email address that is listed on the website. This updates the direction in the letter dated October 27, 2013 to all bodies of elders, which the Congregation Service Committee should review along with the guidelines on the (CO-5a) form.

A comprehensive list of conventions including different languages will be available on the jw.org website under the heading "About Us." If any publishers do not have access to the Internet, please assist them in obtaining the information they need rather than having them call the branch office.

Thank you very much for diligently following through on these important matters. We are confident that you will be spiritually refreshed by what has been prepared. May Jehovah richly bless your efforts to attend the entire programme.

We take this opportunity to convey our warm Christian love and greetings.—1 Thess. 4:9, 10.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

Attachment

c: Circuit overseers