

# TESTIGOS CRISTIANOS DE JEHOVÁ

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Apartado postal 132 - 28850 TORREJÓN DE ARDOZ (Madrid)

DOMICILIO SOCIAL: Ctra. Torrejón a Ajalvir (M-108), km. 5 - 28864 AJALVIR (Madrid) • Teléfono: (+34) 918 879 700 • Fax: (+34) 918 879 702

SH August 15, 2015

TO ALL BODIES OF ELDERS

Re: Submitting follow-up requests

Dear Brothers:

This letter replaces the letter dated June 1, 2015, to all bodies of elders on the same subject. Paragraphs 3 and 4 of this letter apply when *interested* people or Bible students move to the territory supervised by another congregation or branch. Paragraph 5 contains additional instructions regarding how to submit information of those who speak another language, although they do not show interest.

The letter to all bodies of elders dated July 24, 2012 announced a new feature on jw.org that would allow you to electronically submit follow-up requests to the branch office. This option could be accessed by clicking on *CONGREGATION > ENTER REPORTS > Follow up*. Since the use of this feature may give the impression that we have a formal arrangement for collecting personal data from individuals in the field without their knowledge or consent, the Governing Body has decided to eliminate this option from jw.org. In view of this, the above-mentioned letter should be removed from the congregation permanent file of policy letters and should be destroyed.

**What procedure will we now follow to submit follow-up requests to the branch or another congregation?** If an interested person wishes to be visited by Witnesses in his area or a regular Bible student moves to the territory supervised by another congregation, some options for an *individual* publisher to assist them are as follows:

- Ask the person to enter his own contact information on jw.org by clicking on “*Request a Bible Study*.”
- Use a computer or handheld device and *together* complete the information to request a Bible study on jw.org.
- Invite the interested person to fill out a coupon found on the back of some publications and send it to the branch.
- Locate the corresponding congregation or group using *ABOUT US > MEETINGS > Find a Location Near You*, and provide that information to the interested person or Bible student so that they can attend the Kingdom Hall nearest their place of residence.
- *Personally* contact a publisher in another congregation or country and provide the contact information of the Bible student or interested person.

In view of the aforementioned, no publisher, including the congregation secretary, should submit someone else’s personal data through jw.org without his sharing in completing the information. These instructions also apply when a publisher meets an *interested* person who speaks

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another language and those who share in the special metropolitan public witnessing program (SMPW), public witnessing organized by the local congregation, or in harbour witnessing.—See the “Question Box” of the July 2015 *Our Kingdom Ministry*.

**On the other hand, what should we do when finding someone in our ministry who speaks another language, although he does not show interest?** The box “Help One Another” of *Our Kingdom Ministry* of July 2012, page 5, stated that we should write down the **address** (not the name) and give it to the service overseer to pass on to the corresponding foreign-language group or congregation. However, if a publisher finds someone of another language *who shows definite interest*, he should follow one of the options indicated in paragraph 3 of this letter.

We trust these instructions will help you to fulfill our commission to preach the good news while giving “Caesar’s things to Caesar.”—Matthew 22:21; 24:14.

Please be assured of our warm Christian love and best wishes.

Your brothers,

Testigos Cristianos de Jehová

cc: Field instructors  
Field missionaries  
SMPW coordinators  
Special pioneers  
Temporary special pioneers  
Circuit overseers

**PS TO ALL BODIES OF ELDERS:** Please convey these instructions to the publishers in your congregation. To this end, you may arrange to present a talk with demonstrations in a future local needs part on the Service Meeting. We thank you very much for your kind collaboration.