

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 17, 2016

TO ALL ASSEMBLY HALL SERVANTS, BIBLE SCHOOL FACILITY SERVANTS,
CONSTRUCTION SERVANTS, AND FULL-TIME CONSTRUCTION COMMUTERS

Re: Reporting Field Service Activity

Dear Brothers:

We are writing to inform you of a new procedure for reporting your field service activity in a manner similar to that of field missionaries and special pioneers. You will now submit your field service activity directly to the Service Department, if possible, by means of the jw.org In-box feature. If you do not currently have a jw.org account, you may give your report to someone who can send it on your behalf. Please include the words "Field Service Report" in the subject line of the message.

Each month you should also fill out a *Field Service Report* (S-4) and submit it to your congregation secretary. While your report will not be counted in the report for the congregation, submitting it to the secretary will allow him to maintain your *Congregation's Publisher Record* (S-21) card and will allow the elders to provide practical assistance when necessary.

We are confident that you will continue to be a valuable asset to the congregation and that you will be exemplary in your zeal for the ministry. (Acts 20:26, 27; 1 Tim. 4:16) We send our warm Christian love.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Bodies of elders of affected congregations
Circuit overseers