

Christian Congregation of Jehovah's Witnesses



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

January 21, 2016

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Magazine Requests

Dear Brothers:

In our letter to all congregations dated October 20, 2015, regarding making wise use of printed magazines, publishers are encouraged to use good judgment to determine an individual's interest before offering magazines. When the supply of magazines is depleted before the end of the month, publishers may use brochures, tracts, the *Bible Teach* book, and past issues of the magazines. These efforts are making good use of Kingdom resources. The following arrangements are being made to further assist congregations.

Special Requests of Magazines: Currently, each congregation is able to submit a special request via the jw.org website for additional magazines that will be included along with the regular magazine shipment. Since these additional copies are printed and shipped with the regular standing-request copies, minimal additional cost is incurred. Effective immediately, special request of magazines will be accepted until an established cutoff date, which will usually be several months before a magazine issue will be used in the ministry. Cutoff dates will be posted in the Announcements section of the "Congregations" tab on jw.org. If a unique need arises, the congregation may contact the Shipping Department using the jw.org Inbox feature and an exception may be made if the requested issue is still available.

Rush Requests of Magazines: Currently, congregations can request a rush shipment of magazines, which is delivered by commercial carrier via ground, two-day, or overnight service. Effective immediately, this arrangement is discontinued. If a congregation has a unique need for additional magazines to be sent as a rush shipment, then contact the Shipping Department using the jw.org Inbox feature. Exceptions may be made on a case-by-case basis. Before requesting a rush shipment, please ensure that the following questions have been considered: Is the rush shipment needed to replace a lost or damaged shipment? Has the body of elders reviewed the October 20, 2015, letter and agreed that the situation merits a rush shipment?

To ensure an adequate supply of magazines, advanced planning will be needed by the body of elders. This is especially the case when preparing for months when magazines are the featured literature offer and when increased activity is anticipated. For example, planning will be needed well in advance of the Memorial season and other months when there will be an increase in auxiliary pioneers. The Congregation Service Committee should meet as soon as possible to discuss these adjusted arrangements. Thereafter, the service overseer should review this information with the magazine servant.

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We thank you for your support as we endeavor to conserve dedicated funds and make wise use of our publications. Be assured of our warm Christian love and greetings.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

c: Circuit overseers