

Christian Congregation of Jehovah's Witnesses



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

February 29, 2016

TO ALL BODIES OF ELDERS

Re: *Skills Questionnaire*

Dear Brothers:

An urgent need exists for us to locate exemplary brothers and sisters who possess certain skills or work experience and who are available to offer their services on a broader scale to help support the theocratic expansion work taking place worldwide.

In view of that need, the *Skills Questionnaire* (A-2) is being made available to assist the organization in identifying skilled brothers and sisters who may be available to volunteer their services. For example, skilled brothers are needed to assist with large-scale theocratic construction projects, computer-related projects, audio/video projects, and the increasing translation work. This is just a sampling of the vast areas with significant need.

All exemplary publishers who (1) are 19 years of age and older, (2) possess a particular skill or work experience, and (3) have the circumstances and desire to make themselves available should complete the questionnaire. Additionally, the coordinator of the body of elders should verify that each appointed servant meeting these three requirements has completed the questionnaire. A Web version of the form for online entry by anyone who has a jw.org account in the congregation domain can be found under "Online Form Entry" on the "Documents" tab of jw.org.

If you are aware of other qualified baptized publishers (including sisters) who possess certain skills, you should provide the publishers with a copy of the questionnaire. Of course, it is recognized that because of health or family responsibilities, not all who possess a particular skill or work experience will be able to offer their services to assist the organization on a project.

The *Skills Questionnaire Instructions* (A-2i) provides further details on use of the questionnaire and should be provided to any who are invited to complete the form.

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

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Circuit overseers

PS to circuit overseers:

As you visit congregations, please ensure that the elders have followed through as noted above.

SKILLS QUESTIONNAIRE INSTRUCTIONS

1. There is an urgent need to locate exemplary brothers and sisters who possess certain skills or work experience and who are available to offer their services on a broader scale to help support the theocratic expansion work taking place worldwide. For example, skilled brothers are needed to assist with large-scale theocratic construction projects, computer-related projects, audio/video projects, and the increasing translation work. This is just a sampling of the vast areas with significant need.

2. Please note that we are **not** encouraging anyone to pursue higher education or university degrees to obtain certain skills. However, we realize that a number of brothers and sisters have received vocational training or certain on-the-job training in order to support themselves in full-time service or while otherwise keeping spiritual things in first place.—Matt. 6:33.

3. In view of the foregoing, the *Skills Questionnaire* (A-2) is designed to assist the organization in identifying skilled brothers and sisters who may be available to volunteer their services. However, please note that the *Skills Questionnaire* is not an application to make oneself available for expanded service. It is simply used to help the organization to locate qualified brothers and sisters who possess certain skills and who may be available to volunteer their services.

4. Once a willing and qualified individual is identified, he may be asked to submit an application, such as the *Application for Volunteer Program* (A-19) or *Application to Become a Member of the Worldwide Order of Special Full-Time Servants of Jehovah's Witnesses* (A-8). Afterwards, qualified applicants may be invited to assist with Bethel work from their place of residence, to work at a Bethel facility, or to support a theocratic project in the field.

5. **Who should complete the *Skills Questionnaire*?** All exemplary publishers who (1) are 19 years of age and older, (2) possess a particular skill or work experience, and (3) have the circumstances and desire to make themselves available should complete the questionnaire. The coordinator of the body of elders will verify that each appointed servant meeting these requirements has completed the questionnaire. If the elders are aware of other qualified baptized publishers (including sisters) who possess certain skills, the elders will provide the publishers with a copy of the questionnaire. Of course, it is recognized that because of health or family responsibilities, not all who possess a particular skill or work experience will be able to offer their services to assist the organization on a project.

6. **How should the questionnaire be completed?** It is preferred that the version of the questionnaire listed under “Online Form Entry” on the “Documents” tab of jw.org be used. It is available to those who possess a jw.org account that is associated with a congregation domain, such as elders and ministerial servants.

7. If someone does not have access to jw.org, then an elder will provide him with the version of the questionnaire that is available in the “Forms” section on the “Documents” tab. If the publisher is unable to complete the form electronically, the elder will carefully transfer all of the information to the PDF version of the questionnaire. Using the Inbox feature on jw.org, the elder will submit the completed questionnaire to “Bethel Home” or by email to betheloffice.GB@jw.org. If the publisher feels more comfortable filling out a printed copy and mailing it directly to the branch office, there would be no objection to his doing so. However, as noted above, it is preferred that these questionnaires be submitted to the branch office electronically.

8. **How often should the questionnaire be submitted?** The questionnaire should be submitted anytime the information requires updating. For example, if an individual obtains a license or becomes certified in a certain field, he should submit a revised questionnaire.

SKILLS QUESTIONNAIRE

(To be completed electronically if possible. Please read *Skills Questionnaire Instructions* [A-2i] carefully before completing this form.)

1. (a) Legal name: _____ (b) Gender: _____ (c) Identification number: _____
(Last) (First) (Middle) (Suffix) (For those in full-time service)

2. Mailing address: _____
(Street address or route and box) (City) (Province or state) (Zone or code) (Country)

3. (a) Home telephone: _____ (b) Mobile telephone: _____ (c) E-mail address: _____

4. Congregation: _____
(Name) (City) (Province or state) (Congregation number)

5. (a) Date of birth: _____ (b) Date of baptism: _____ (c) Place of birth: _____ (d) Marital status: _____

Nationality (Country)	Status	Primary?	Notes*
		<input type="checkbox"/>	

* Provide additional helpful details, such as parents' country of origin.

Language	Speaking	Reading	Writing	Primary?	Notes#
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Provide additional helpful details, such as mother tongue, schooling, or experience.

INSTRUCTIONS: Please complete the questionnaire as shown in the sample below by selecting a skill and subskill. If your subskill is not listed in the drop-down list, please select “[Skill]/Other” and then provide a description of the subskill under “Additional Details.” Only list skills for which you have one of these proficiency levels: Semiskilled (can work with limited supervision), Skilled (can work independently), or Expert (can train others). Once you have completed the questionnaire, please send it to the branch office.

Skill/Subskill	Specialties	Years of Work	Years of School	Licensed/Certified	Skill Level	Additional Details
<i>Cabinetry/Countertop fabrication</i>	<i>Granite</i>	<i>4</i>	<i>1</i>	<input checked="" type="checkbox"/>	<i>Skilled</i>	<i>Helped build custom kitchens for private homes.</i>
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

I hereby consent to the collection and processing of my personal data necessary for the evaluation of my skills. I further consent to the branch office of Jehovah's Witnesses that administers the activities of Jehovah's Witnesses in my geographic area processing and retaining for its use the information found on this questionnaire and any additional information that may be submitted in connection with my questionnaire by individuals serving as elders of Jehovah's Witnesses or by me. I understand that the transfer of my personal data to the branch office of Jehovah's Witnesses and to the ecclesiastical Governing Body of Jehovah's Witnesses (the "Governing Body") in the State of New York, United States of America, may be necessary. I authorize the transfer to the Governing Body of the information found on this questionnaire and any additional personal information that the Governing Body deems necessary regarding my skills.

Signed by: /s/ _____
(Type name to indicate signature)

Date: _____