

Christian Congregation of Jehovah's Witnesses

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



April 2, 2016

TO ALL CONVENTION COMMITTEES

Re: Adjustments to Convention Organization

Dear Brothers:

We are pleased to provide you with details of some recent adjustments to convention organization. In due course, these adjustments will be reflected in an updated version of *Convention Organization Guidelines* (CO-1).

The convention overseer will now be known as the *Convention Committee coordinator*. The Administration Office will be known as the *Convention Committee Office*. On the chart included with this letter, you will note adjustments in the oversight responsibilities of the Convention Committee members. Some departments have been combined into one department. In other cases, the names of departments have been changed. The adjustments in committee oversight will help group together related departments. Also, certain departments have a greater impact on the facility contract and on our relationship with the management of the facility. These departments will come under the oversight of the Convention Committee coordinator.

There will now be *three* assistants selected each year by the Convention Committee—a Convention Committee coordinator assistant, a program overseer assistant, and a rooming overseer assistant. This arrangement replaces that of the one administration office assistant. Each assistant will work along with the corresponding committee member in his area of oversight. However, the assistant will not automatically replace an appointed committee member if the committee member cannot fulfill his assignment. The assistants should not be merely helpers, doing the less desirable tasks or making inspections for the committee. These brothers should be thoroughly trained to care for all aspects of committee responsibilities.

Soon after receiving your assignment, you should meet to select capable elders to serve as assistants. You should select younger men who have potential and who are reaching out. Those selected should have experience in convention organization, and with training they should be able to serve as committee members. In most cases, you should be unanimous in your selection of those who serve as assistants. To the extent possible, first choose from among those who have already served as department overseers and who may have also been recommended in the past to serve on a committee. When selecting assistants, do not choose from only those brothers with whom you are most familiar. In some cases, the Convention Desk in the Service Department may provide you with direction specific to your convention. You should feel free to contact the Convention Desk for assistance as you review your options as a committee.

The work formerly done by the administration office assistant and others will now be cared for by the three committee assistants. The assistants will attend all meetings of the committee. There should not be a need for additional personnel in the Convention Committee Office other than perhaps some secretarial support. The Convention Committee coordinator should arrange a schedule so that the Convention Committee Office is adequately staffed and well-organized. Each day of

the convention, committee members along with their individual assistants should personally visit the departments they oversee.

When possible, qualified brothers who have not previously served on a committee will be appointed to serve on a committee along with those who are more experienced. This may mean that some committee members who have served consecutively in years past may not be used in a given year, allowing additional brothers to receive further training and thus strengthen the convention arrangement.

We send our warm Christian love.

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

CONVENTION ORGANIZATION CHART

