

Christian Congregation of Jehovah's Witnesses



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

May 20, 2016

TO ALL BODIES OF ELDERS

Re: Requesting Literature

Dear Brothers:

We realize that there is a lot of work involved in caring for the literature and magazine needs of a congregation. However, this year, we have seen a large increase in late requests, both for annual and campaign items. Therefore, we would like to provide you with some important reminders that should also be shared with the literature servant.

In general, literature items are listed on the website at least four months ahead, which should allow sufficient time to request what is needed, without having to ask for rush orders which mean additional cost. Please pay attention to the deadline given on the website.

Annual items: The deadline is **August 1**. Usually congregations are informed of the various annual items to request in May. It would be good for the literature servant to contact each publisher (in large congregations it may be possible to do this through the field service groups) regarding their needs and use the *Record of Special-Request Items (S-57)* to record each request. There is no need to wait until all requests have been compiled, before submitting them, as this can be done several times per month.

Special Campaigns: A letter outlining each campaign is sent to all bodies of elders. The letter contains the deadline for submitting additional quantities needed for the campaign, since we usually consign a certain amount per publisher by default. The service committee should act immediately upon receipt of this letter, so that quantities can be properly compiled ahead of any production.

Requests made after the deadlines are often reduced due to the lower request limits, or have to be cancelled due to stock being depleted.

We trust that these reminders will assist you in giving prompt attention to matters regarding literature offers and campaigns, so that all can have what is necessary without wasting dedicated funds.

Please accept our warm Christian love and greetings.

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

c: Circuit overseers