

Christian Congregation of Jehovah's Witnesses



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

August 17, 2016

TO THE BODIES OF ELDERS OF ALL LANGUAGE-COORDINATING CONGREGATIONS

Re: Literature Inventory

Dear Brothers:

We are writing to provide details regarding the semi-annual literature inventory. All **language-coordinating** congregations should submit their inventory quantities using jw.org no later than **September 25, 2016**.

Inventory quantities may be submitted using the “Inventory Reports” option under the “Request Literature” section of the “Congregation” tab of jw.org. Submit an inventory count for your congregation’s primary language. Take note of any additional links for reporting inventories in other languages. **An inventory report should be completed for each language displayed.** The “All Other Languages Combined” link should be used only to report inventory that has not been reported using other links. Literature inventory should not appear in more than one inventory.

The *Monthly Movement of Literature* (S-28) form may be printed from jw.org as needed. Since the items listed on the form correspond to the items as they are listed on jw.org, only the latest version should be used.

You will note that the public editions of the *Watchtower* and *Awake!* magazines are included in the semi-annual literature inventory. The “Periodicals” section of the *Monthly Movement of Literature* form indicates that the quantity of magazines received as well as the quantity of magazines remaining on hand at the end of the month should now be recorded. The quantities reported should only be for the issue that is featured during the month. For example, *The Watchtower*, Issue No. 5, is featured in September. Therefore, only quantities of Issue No. 5 should be recorded on the form. The “Inventory Report” feature on jw.org will contain a separate field for reporting inventory quantities of each issue featured throughout the year.

In an effort to conserve dedicated funds, congregations are encouraged to make use of the “Quantity to Share” feature on jw.org. As soon as possible after the inventory reports have been submitted to the Shipping Department, the service overseer of the language-coordinating congregation and the language coordinator should meet to determine the quantities and items that should be shared with other congregations. Once it is determined how much literature should be shared, immediately adjust the figures in the “Quantity to Share” column on the “Maintain Current Inventory” page to make them available to other congregations. The figures should be updated monthly. Also, please ensure that the congregation contact information is kept current.

Thank you for your attention to these details. We send our warm Christian love.

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

c: Circuit overseers

8/17/16-E