

Christian Congregation of Jehovah's Witnesses



675 Red Mills Road Walkill NY 12589-3292 Phone: (845) 306-1100

December 16, 2016

TO ALL BODIES OF ELDERS

Re: Adding *Builder Assistant* Users to Congregation jw.org Domains

Dear Brothers:

The *Builder Assistant* Web application is used by the Local Design/Construction Department (LDC) to organize volunteers for construction and maintenance projects. Brothers and sisters who are approved by the LDC to serve as local construction volunteers receive a login for *Builder Assistant*. In the near future, the volunteers will need to log in to *Builder Assistant* using a jw.org user name and password. Please note that the following direction is primarily for Congregation Service Committees and jw.org domain administrators.

The LDC will send an e-mail to each *Builder Assistant* user directing him to ask his congregation secretary to add him to the congregation jw.org domain if this has not already been done.

- If the volunteer still qualifies and the congregation has an approved *Local Design/Construction Volunteer Application* (DC-50) on file, one of the congregation domain administrators should promptly add him to the congregation domain.
- If the volunteer still qualifies but the congregation does not have an approved *Local Design/Construction Volunteer Application* on file, provide him with one. Once the application is approved by the service committee and forwarded to the LDC, the volunteer should be added to the congregation domain.
- If the volunteer no longer qualifies, inform the LDC but do not include the reason why.

No jw.org roles should be assigned to the volunteer solely because he is a *Builder Assistant* user. (See *jw.org Roles* [S-135].) As a reminder, if a volunteer moves to a new congregation, he should be removed from the congregation domain. He should also be informed of the need to submit a new *Local Design/Construction Volunteer Application* to the body of elders in his new congregation.

This letter has been added to the list of policy letters that will be cited in *Index to Letters for Bodies of Elders* (S-22).

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

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Circuit overseers

12/16/16-E