

# Christian Congregation of Jehovah's Witnesses



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January 12, 2017

TO ALL CIRCUIT OVERSEERS

Re: *Circuit Overseer Guidelines*

Dear Brothers:

We are pleased to provide you with a revised edition of *Circuit Overseer Guidelines*. In due course, it will be made available in EPUB and JW PUB formats as well. If the main points of a letter previously sent to all circuit overseers have been included in *Circuit Overseer Guidelines*, that letter will be removed from jw.org. Additional or adjusted direction has been provided on the topics listed below:

## Chapter 3

- Par. 6: Prayers at foreign-language circuit assemblies.

## Chapter 4

- Par. 1: When to inform a congregation of a visit after requesting the use of a substitute circuit overseer.
- Deleted subheading regarding the schedule to be followed during the week of a shepherding visit by a branch representative. This information will be provided when the visit is scheduled.

## Chapter 5

- Pars. 8-13: The submitting of routing. The title of the *Circuit Overseer's Route Sheet* (S-300) has been changed to *Circuit Overseer Routing* and the form has been revised. We are pleased to inform you that a new feature on jw.org is now available for you to enter your routing. Under the "Circuit Overseer" tab, in the "Enter Reports" section, click on "Routing." For those who are able to access jw.org, it will no longer be necessary to send the PDF version of the S-300 form to the Service Department. More information on how to use this new feature can be found in the online help text.
- Par. 31: Updating contact information on jw.org. The title of the *Circuit Overseer Change of Permanent Address* (S-351) form has been changed to *Circuit Overseer's Contact Information* and the form has been revised.

## Chapter 7

- Par. 5: Taking partial week(s) of personal time away when selected as a delegate to an international or special convention.
- Pars. 9-13: Alternative arrangements for attending conventions.
- Moved subheadings on simultaneous interpretation of conventions, convention sessions in another language, and stand-alone conventions to chapter 15.

## Chapter 9

- Par. 2: Submitting expenses for reimbursement to the assembly overseer. The title of the *Circuit Overseer's Monthly Report* (S-301) has been changed to *Circuit Overseer's Request for Reimbursement* and the form has been revised.

## Chapter 15

- Par. 2: When a foreign-language community exists in an area without a nearby congregation, group, or pregroup.
- Par. 6: Questions to answer when visiting a congregation hosting a foreign-language group.
- Par. 7: Interpretation of talks and prayers when visiting foreign-language groups.
- Par. 8: When a circuit overseer or substitute circuit overseer who speaks the target-language is approved to visit a group and believes a brother in the group may qualify for additional privileges.
- Par. 9: Interpretation of talks and prayers when serving foreign-language congregations.
- Par. 10: Use of JW Stream to view recorded congregation meetings.

#### **Chapter 17**

- Par. 18: Appointment of coordinator of the body of elders based on the recommendation of the body of elders and when to inform the Service Department of such an appointment.
- Par. 38: Handling appointments when the circuit overseer will be away from his assignment for three months or less.

#### **Chapter 18**

- Par. 4: Use of visual aids.

#### **Chapter 20**

- The former special committee list will now be referred to as the list of brothers qualified to handle complex matters. Removed reference to a circuit overseer recommending the formation of a special committee.

#### **Chapter 21**

- Par. 11: Providing substitute circuit overseers with copies of letters to circuit overseers.
- Par. 13: Requesting the use of a substitute circuit overseer.

#### **Chapter 22**

- Par. 10: Personal time away when selected as a delegate to an international or a special convention.

We send our warm Christian love.

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