

# Christian Congregation of Jehovah's Witnesses



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March 2, 2017

TO ALL BODIES OF ELDERS

Re: “Design/Construction” and “Supplier Arrangement” Document Types

Dear Brothers:

We are pleased to inform you of two new document types that are now available on [jw.org](http://jw.org)—“Design/Construction” and “Supplier Arrangement.”

**View Design/Construction:** This document type will be used by the Local Design/Construction Department to communicate information relating to the construction of Kingdom Halls and Assembly Halls. The “View Design/Construction—General” and “View Design/Construction—Restricted” roles should be given to all elders who have access to a computer and the Internet. The “View Design/Construction—General” role may also be given to ministerial servants assigned by the Congregation Service Committee. Ministerial servants should not be given the “View Design/Construction—Restricted.” One of the domain administrators should assign these roles.

**View Supplier Arrangement:** This document type will provide details of approved purchasing supplier arrangements. The “View Supplier Arrangements—General” and “View Supplier Arrangements—Restricted” roles should be given to all elders who have access to a computer and the Internet. The “View Supplier Arrangements—General” role may also be given to ministerial servants assigned by the Congregation Service Committee. Ministerial servants should not be given the “View Supplier Arrangements—Restricted” role.

The details of these arrangements are confidential. Therefore, please do not use the pricing from these suppliers to pressure other suppliers for a better discount. All purchases should have sufficient prior approvals and should be submitted only by a brother authorized by your body of elders. Please make sure the suppliers are paid promptly for the goods and services they provide according to the terms outlined on [jw.org](http://jw.org). These arrangements are not for personal use.

The *jw.org Roles* (S-135) form has been updated.

We send our warm Christian love.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

c: Circuit overseers

3/2/17-E