

TESTIGOS CRISTIANOS DE JEHOVÁ

Apartado postal 132 - 28850 TORREJÓN DE ARDOZ (Madrid)

DOMICILIO SOCIAL: Ctra. Torrejón a Ajalvir (M-108), km. 5 - 28864 AJALVIR (Madrid) • Teléfono: (+34) 918 879 700 • Fax: (+34) 918 879 702

SE December 18, 2017

TO ALL BODIES OF ELDERS

Re: Special meeting

Dear Brothers:

We are pleased to inform you that preparations are being made to hold a special meeting in connection with the visit of Brother Alex Reinmueller to our branch as a representative of the world headquarters. The meeting will be held **Saturday, March 17, 2018**. You will soon receive a letter informing the congregations of this program.

The program will be presented in Spanish (with the exception of Brother Reinmueller's discourse, which will be in English translated into Spanish). An additional translation into Spanish Sign Language will also be provided from the branch. With regard to the foreign language congregations, it is up to the bodies of elders to decide whether or not to organize a simultaneous translation of the program.

Kingdom Halls. If several congregations meet in the same Kingdom Hall, the bodies of elders will decide the meeting time for each one. The congregation that handles contact with the branch may take the lead in organizing and presiding meetings of the elders to decide the scheduling of the meeting. We recommend that the capacity of the Kingdom Halls be utilized to the maximum, within the limits of safety regulations for public meeting halls. If a Kingdom Hall has 140 seats and two of the congregations that meet there have an average attendance of 60 or 70 persons, it would be advisable to combine the two congregations for this meeting. On the other hand, if five congregations use the same Hall, the publishers of the smallest could be divided among the other four congregations. If specific questions arise regarding this matter, the body of elders may write to the Service Department (**desk SC**) and it will be a pleasure to respond.

Program Transmitted at a later time. The congregations that will see the program repeated later should have in mind that the recorded retransmission will not include the opening and concluding prayers. Local elders should be assigned these prayers. The retransmission will begin promptly at the scheduled time, but after the opening song a still and silent image with the indication "Oración" will come on screen, lasting for two minutes. The assigned brother should be told that this is the maximum time available for the prayer. At the end of the program, another elder will offer concluding prayer. So as to handle things quickly, no speakers stand is needed; the assigned brothers may use one of the Kingdom Hall microphones. Please take into account that if you watch the recording program at a later time, every time you click on "Play", the program will start again.

Alternative Arrangements for Those who are Ill. No recordings may be made of this meeting. Those who are ill and cannot attend the meetings may benefit from the program by one of the following means.

-1. Telephone Connection. the majority of the Kingdom Halls are equipped with a phone interface to transmit audio by ordinary telephone connection. A call is made directly from the Kingdom Hall to the "shut-in". If "Conferencia a tres" service has been contracted, the program may be sent simultaneously to two telephones.

-2. By Internet. If the person's home has any type of Internet connection, whether fixed or mobile (ADSL, Wifi, 3G or 4G), the audio signal of the event may be accessed via Stream.JW.org. Practically any multimedia device (cellphone, smartphone, tablet, or PC) will suffice. The elders will make sure that the

brother knows how to introduce the user name: **esp-vrcm18audio-vwr** and the password: **Salmos119:200** (no spaces and respecting capitals and small letters). From Friday March 16 onward the service will function 24 hours a day transmitting theocratic music so that tests may be made.

-3. Download Audio Recording. This method should only be requested in case the previous two do not cover the needs of someone confined to his home. Access to the audio recording of the event may be requested by sending an email to brdcstevents.es@jw.org (please include the text “VRCM18 Grabación” in the subject of the message). The recording will be available at 15:00 hours on Saturday, March 17, 2018. The body of elders making the request will accept the obligation to safeguard the recording, not distributing it by any means. It is their responsibility to use it only for reproduction in the home of the brother in need, without fail erasing the recording once the brother has listened to the program.

Technical Coordinator. As on similar occasions in the past, contact must be maintained with a brother who will serve as “technical coordinator”, handling relevant technical details. This brother should be chosen by the combined bodies of elders that share the same Kingdom Hall. In the case of multiHalls, with several meeting halls in the same building, only one brother will be needed. It is important that he be available and have knowledge of computer operation. For the World Headquarters Representative visit during 2017, the technical coordinators chosen did a fine job. If the bodies of elders agree, it would be advantageous to take advantage of the experience of the same brothers. In order to inform us, please fill out the following electronic survey before **December 25, 2017**: <https://watchtower.formstack.com/forms/VRCM18>.

Please take into account that due to the Data Protection Law, this survey should be filled out **personally** by the brother designed as technical coordinator. For this reason, the coordinator of the body of elders of the contact congregation will send the link to the designed brother. **Only one survey** should be filled for each Kingdom Hall or multiHall. Thank you for caring for this matter without delay.

We anxiously await this happy occasion and are very thankful for your cooperation and assistance. (Filipenses 2:4; 1 Corintios 14:40). Receive an expression of warm greetings and Christian love.

Your brothers,

Testigos Cristianos de Jehová

c. Circuit Overseers

NOTE TO CIRCUIT OVERSEERS: Your scheduled visit to a congregation will suffer no change, except for the adjustment necessary to hold the Public Meeting during the weekend. It would be advisable to schedule that week’s visit with a congregation that does not share the Kingdom Hall with many other congregations, to the degree that it is difficult to adjust the weekend meeting schedule. An adjustment may be needed in the route that has been indicated to the branch. As the meetings of the circuit overseer’s visit are part of the official program, we suggest that all the meetings be held, including the study of *The Watchtower*, even if the study has been or will be received as part of the special meeting. Those of you that have a circuit assembly that weekend, have in mind that the entire assembly program should be held, including the study. Please assist the elders to organize this event in the most practical and simple way possible. Many thanks for your cooperation.