

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:SSA December 30, 2018

TO ALL BODIES OF ELDERS

Re: Managing Person Names

Dear Brothers:

Jehovah's people continues to make progress, not only in spiritual prosperity and enlightenment but also in maturity, zeal and showing a self-sacrificing spirit. As a result, there is a continuous worldwide increase, many theocratic schools are being held at the same time and many brothers and sisters are willing to move where the need is great in other parts of the world.

All of this also involves challenges when managing personal information from brothers and sisters who have an appointment within the organization: special full-time servants, regular pioneers, elders, ministerial servants, full-time or part-time volunteers, etc. Besides, there is a growing tendency to use technology in order to communicate and to carry out our duties, both at the congregations and at the branches, without increasing the management costs. For these reasons, we are pleased to inform you that, from now on, a new management model applied to the Person Names will be implemented in our branch territory.

Current situation. In the next table, using a married couple as an example, we can see how we used to manage person names being introduced on jw.org and how they appear in the branch records.

Legal Name	Organization Name
Francisco Javier Álvarez Gómez	Name: Francisco Javier Last name: Álvarez Gómez
María del Carmen Bautista Delgado	Name: María del Carmen Bautista Delgado de Last Name: Álvarez

The key element of this model was that, when creating a new entry in the system, in the case of a married sister, she adopted her husband's last name, and her last name plus the preposition "de" were added to her name. This model has proved to be very useful to associate the names of all the members of the same family, both at the congregation and at the branch.

However, the Governing Body has requested all branches to adopt a new model that will help us to standardize how we updated and maintain person names worldwide.

New model. Applying this instruction, from January 1, 2018 onward we will use, in our branch territory, three different types of names: Main or preferred, legal and organization.

Main or preferred name: This is the name a person is commonly known by at the branch. It is mainly the name by which the person wants to be identified. This would mean that the person may prefer a shortened version of this first name. In the case of the wives, their last name would be entered to match her husband's last name.

Legal name: This should be the name of the person as it appears on government-issued identification documents, like the DNI, NIE, residence or Passport.

Organization name: This is the name that the person is generally known by within the worldwide brotherhood. It is transferred between branches and used at world headquarters. It is often the same as the *Preferred Name* but there is no need for this to be the person's full legal name. Wives should be entered with only their husband's last name.

Next table shows the model approved for our branch territory:

Preferred Name	Legal Name	Organization Name
Name: Javi Last name: Álvarez	Name: Francisco Javier Last Name: Álvarez Gómez	Name: Francisco Javier Last Name: Álvarez
Name: Mari Carmen Last name: Álvarez	Name: María del Carmen Last name: Bautista Delgado	Name: María del Carmen Last name: Álvarez

Communication between the branch and the congregations. By applying the model explained above and unless it is needed from a legal viewpoint, the letters generated by the branch addressed to the brothers and sisters will include, by default, the *Main or preferred named* of the recipients, as it can be seen in the following example:

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SE:SSA 29 de noviembre de 2017

Javi Álvarez
Mari Carmen Álvarez

Asunto: Invitación para asistir.

Queridos hermanos Álvarez:

Esta es...

In the computerized systems where person names appear, or in lists of brothers and sisters generated for different purposes, the *Main or preferred name* will be used, as it is shown in the following example:

Precursores regulares

Añadir un precursor

Seleccione una opción para añadir un precursor a su congregación:

- [Introducir un nuevo nombramiento](#)
- [El precursor viene de otra congregación que está a cargo de la misma sucursal.](#)

Precursores regulares

Para modificar la información de un precursor, haga clic sobre su nombre. Si quiere ver las opciones disponibles para dar de baja a un precursor, haga clic en el vínculo *Dar de baja*.

Nombre	Número del precursor	Fecha de inicio más reciente	Comentario	Dar de baja
Álvarez, Javi	1111111	01-03-2008		Dar de baja
Álvarez, Mari Carmen	1111112	01-03-2008		Dar de baja
Álvarez, Carlos	1111113	01-02-2007		Dar de baja
Álvarez, Sabrina	1111114	01-09-2012		Dar de baja

What does this mean for the branch? 1) For all the records already in the system, this means to update all the person records at the branch, applying the new model explained before. The *Main or preferred name* will match the *Organization name*. This massive update will be carried out by a group of volunteers over a period of 6 months.

2) The new records created from now on will be updated by the branch to meet the new model.

What does this mean for the congregations? 1) The secretary, or another assigned elder, should be very careful and thorough when introducing a new person on jw.org. In the **Anexo 1** you will find some examples of how to and how not to introduce new regular pioneers or add new recommendations on jw.org. **Anexo 2** includes some examples of how to fill the A-8, A-19 or G-8 application forms properly.

2) In order to simplify the work of the secretary while sorting the *Congregation's Publisher Record* cards (S-21) in the congregation file and of the circuit overseer reviewing the cards while visiting the congregation, the secretary should fill a new set of S-21 following the model explained in the **Anexo 3**. In that document you can see an example of a family and how the person names are written. Please pay special attention to how the name of the wife is typed in order to have all the members of the same family together in the file. As it is shown in the **Anexo 3**, the first last name of the husband in brackets should be added before typing the *Legal name* of the spouse. Please update your *Congregation's Publisher Record* cards (S-21) before **March 31, 2018**.

3) Using this new model does not imply changing local customs within the congregation regarding how the brothers and sisters are called upon while commenting at the meetings or how their names are written in the lists that are placed on the information board.

Changing the Main or preferred name. Records updated by the branch. During the massive update that will take place as it has been explained in paragraph 1 of page 3, the *Main or preferred name* will match the *Organization name*. Once this update is finished and after checking that all the records of your congregation have been updated, the secretary or another assigned brother will be able to update the names

on jw.org. He may use the name by which the person wants to be known. The changes introduced on jw.org will be processed at the branch afterwards.

Changing the *Main or preferred name*. New records introduced on jw.org. As it was explained in paragraph 3 of page 3 and in the Anexo 1, while introducing a new appointment as regular pioneer, ministerial servant or elder, you should introduce only the *Legal name*. The branch will be in charge of updating the *Organization name* and *Main or preferred name*. As in the previous case, once the records introduced on jw.org have been approved by the branch, the secretary will be able to modify the introduced name to the person's desired name. The changes introduced on jw.org will be processed at the branch afterwards.

Please remember that, in all cases, spouses will have only the husband's first last name, both for the *Main or preferred name* and the *Organization name*. The same applies to brothers that, in all cases, will use their first last name. Both brothers and sisters will choose, if they desire, the name they wish to appear as their *Main or preferred name* (See table on page 2).

Records of sisters whose husbands are not Jehovah's Witnesses or are inactive. In this case, the *Main or preferred name* will be made of her name and her first last name. For the S-21, the *Legal name* will be used. If the sister has under aged children serving in the same congregation, the same principle that was explained before should be applied: The sister's card should include the first last name of her husband in brackets in order to have all the members of the family together, as it is shown in the Anexo 3.

Records managed by the branch. If there are brothers or sisters who work at or collaborate with Bethel or are serving in any type of the special full-time service, you will not be able to modify their records on jw.org. If you need to change or correct their *Main or preferred name*, please send an email to InboxPersonData.ES@bethel.jw.org using your jwpub.org email. The branch will make the changes that you request through these means.

We are sure, dear brothers, that we can count on your collaboration, enthusiasm and willingness to apply and support these changes that will promote, even more, the worldwide unity of Jehovah's people. Furthermore, we will be better prepared for the organizational changes yet to come.

Thank you very much for your kind help with this matter. We pray for Jehovah's blessings on the efforts that, at the congregations and at the branch, all of us make for the sake of God's Kingdom.

Please receive our Christian love and best wishes.

Your brothers,

Testigos Cristianos de Jehová

c. Circuit Overseers

ESPOSO

REGISTRO DE PUBLICADOR DE LA CONGREGACION

Nombre: ÁLVAREZ GÓMEZ, FRANCISCO JAVIER

Dirección: Avda. del Ejército, 355 10ºH

Teléfono fijo: +34 919 587 587 Teléfono móvil: +34 678 963 214 Fecha de nacimiento: 19/03/1950

Fecha de bautismo: 17/08/1968 Ungido o de las "otras ovejas": O.O. Anciano Siervo ministerial Precursor regular

AÑO DE SERVICIO:	PUBLICACIONES	PRESENTACIONES DE VIDEOS	HORAS	REVISITAS	CURSOS BIBLICOS	NOTAS
SEPTIEMBRE						
OCTUBRE						
NOVIEMBRE						
DICIEMBRE						
ENERO						
FEBRERO						
MARZO						
ABRIL						
MAYO						
JUNIO						
JULIO						
AGOSTO						
TOTAL						

S-21-S 10/15

REGISTRO DE PUBLICADOR DE LA CONGREGACION

Nombre: (ÁLVAREZ) BAUTISTA DELGADO, MARÍA DEL CARMEN

Dirección: Avda. del Ejército, 355 10ºH

Teléfono fijo: +34 919 587 587 Teléfono móvil: +34 632 147 896 Fecha de nacimiento: 20/04/1952

Fecha de bautismo: 15/08/1970 Ungido o de las "otras ovejas": O.O. Anciano Siervo ministerial Precursor regular

AÑO DE SERVICIO:	PUBLICACIONES	PRESENTACIONES DE VIDEOS	HORAS	REVISITAS	CURSOS BIBLICOS	NOTAS
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DICIEMBRE						
ENERO						
FEBRERO						
MARZO						
ABRIL						
MAYO						
JUNIO						
JULIO						
AGOSTO						
TOTAL						

S-21-S 10/15

ESPOSA

REGISTRO DE PUBLICADOR DE LA CONGREGACION

Nombre: ÁLVAREZ BAUTISTA, SABRINA

Dirección: Avda. del Ejército, 355 10ºH

Teléfono fijo: +34 919 587 587 Teléfono móvil: +34 614 785 325 Fecha de nacimiento: 6/10/1999

Fecha de bautismo: 19/08/2012 Ungido o de las "otras ovejas": O.O. Anciano Siervo ministerial Precursor regular

AÑO DE SERVICIO:	PUBLICACIONES	PRESENTACIONES DE VIDEOS	HORAS	REVISITAS	CURSOS BIBLICOS	NOTAS
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MAYO						
JUNIO						
JULIO						
AGOSTO						
TOTAL						

S-21-S 10/15

HIJO

REGISTRO DE PUBLICADOR DE LA CONGREGACION

Nombre: ÁLVAREZ BAUTISTA, CARLOS

Dirección: Avda. del Ejército, 355 10ºH

Teléfono fijo: +34 919 587 587 Teléfono móvil: +34 645 789 123 Fecha de nacimiento: 15/05/1997

Fecha de bautismo: 20/08/2011 Ungido o de las "otras ovejas": O.O. Anciano Siervo ministerial Precursor regular

AÑO DE SERVICIO:	PUBLICACIONES	PRESENTACIONES DE VIDEOS	HORAS	REVISITAS	CURSOS BIBLICOS	NOTAS
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MAYO						
JUNIO						
JULIO						
AGOSTO						
TOTAL						

S-21-S 10/15

HIJA

REGISTRO DE PUBLICADOR DE LA CONGREGACION

Nombre: ÁLVAREZ BAUTISTA, SABRINA

Dirección: Avda. del Ejército, 355 10ºH

Teléfono fijo: +34 919 587 587 Teléfono móvil: +34 614 785 325 Fecha de nacimiento: 6/10/1999

Fecha de bautismo: 19/08/2012 Ungido o de las "otras ovejas": O.O. Anciano Siervo ministerial Precursor regular

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