

## ADDENDUM TO “SHEPHERD THE FLOCK OF GOD”—1 PETER 5:2

Table of Contents	
	Paragraphs
Introduction .....	1
Correspondence and Records.....	2-3
Undocumented Aliens .....	4
Use of Kingdom Halls for Marriages.....	5
Legal Matters.....	6-7
Literacy Classes.....	8
Jw.Org Security .....	9
Religious Issues Involving Schoolchildren .....	10

### INTRODUCTION

1. This document is designed to be used in conjunction with “*Shepherd the Flock of God*”—*1 Peter 5:2*. It contains direction that applies specifically to our branch territory. We encourage each elder to make appropriate notes in his personal copy of the *Shepherd* book directing attention to this document. If an elder is deleted for reasons other than moving to another congregation with a favorable recommendation, any electronic copies of *Shepherd Addendum* in his possession should be deleted.

### CORRESPONDENCE AND RECORDS

2. Each body of elders should carefully decide whether to retain *Congregation’s Publisher Records* (S-21) electronically or in printed form. However, whether the form will be retained electronically or in printed form, it should be done with due regard for Caesar’s laws. (Matt. 22:21) The laws in Ghana require that data kept on individuals should be with their consent. Therefore, when the two elders meet with a newly approved unbaptized publisher, the elders should kindly explain to the publisher or his/her parents or legal guardians (if the publisher is a minor) all arrangements involving the S-21 form. Providing information such as legal name, date of birth, and phone number to the elders constitutes consent. Thus, we desire to respectfully receive the agreement of individuals in order for the congregation to keep data on them.

3. **Electronic Data Confidentiality and Transfer Security:** If a body of elders decides to retain *Congregation’s Publisher Record* (S-21) in electronic format, then the secretary should ensure that no one else has access to his computer or the publishers’ data. When the secretary wishes to share electronic S-21 or other personal information with fellow elders or with the circuit overseer, only secure jw.org mails should be used. When a brother no longer serves as the secretary for a congregation, steps should be taken to ensure that he does not retain any data on publishers. If the body of elders is not sure what to do in a particular situation, please call the Service Department at the branch office.

### UNDOCUMENTED ALIENS

4. Currently in Ghana, the Ghana Immigration Service (GIS) of the Ministry of the Interior handles requests from undocumented aliens to remain in the country. While other governmental agencies may have dealings with undocumented aliens, permission to be in the country has to be sought from the Ghana Immigration Service. How can the elders determine whether a publisher has petitioned or is actually petitioning for legal residency? The document(s) he should be able to show include any of the following:

- Approved Work Permit from the Ghana Immigration Service.
- Quota approval from the Immigration Quota Committee of the Ministry of the Interior or Ghana Investments Promotion Council (GIPC).
- A receipt showing evidence of payment for Residence Permit.
- Unexpired Resident Permit sticker in publisher’s passport.
- A record from appropriate agency, such as UNHCR, as a recognized refugee, or;
- Any Notice of Action indicating that the publisher is listed as “beneficiary” or “petitioner” on the pending immigration application.

For additional direction on this topic, see *Shepherd*, chapter 29, paragraphs 3-7.

## USE OF KINGDOM HALLS FOR MARRIAGES

5. With the registration of several Kingdom Halls across the country for performing civil marriages, and gazetting of many qualified brothers as marriage officers, inviting non-Witness marriage officers to perform marriages at the Kingdom Hall is not encouraged. However, in locations where there may not yet be registered Kingdom Halls or gazetted elders, a couple may choose to obtain a special license with which they can invite the registrar from the government office to perform their civil marriage elsewhere and then come to the Kingdom Hall for a Bible talk. In some areas, a marriage registrar in the government office may not be permitted to perform a civil wedding on a Saturday. As a result, some perform the wedding on the Saturday but change the date on the certificate to a weekday. We are sure you can understand that this would be something to avoid as we want to conduct ourselves “honestly in all things.”—Heb. 13:18.

## LEGAL MATTERS

6. **Dealing With Local Government Authorities:** Local government authorities are mandated to levy rates and fees. Religious organizations are not subject to paying some of these fees and rates. For example, congregations are expected to pay annual ground rent for Kingdom Hall lands but not property rate. When you have doubts about any demands received, call the Branch Real Estate Desk at the branch office or send a scanned copy of the demand notice received with a letter of explanation and await direction.

7. On occasion, a government authority may ask responsible brothers to collect revenues in their behalf. It is an individual’s personal responsibility to comply with such demands and not the responsibility of the congregation or any of its representatives. (Matt. 17:24-27; Mark 12:15-17) Therefore, we expect the authorities to use their own revenue collectors.

## LITERACY CLASSES

8. A Christian’s spiritual progress to a large extent depends upon his ability to read, since reading the Bible and Christian publications enables a person to become intimately acquainted with Jehovah and his purposes. This results in strong faith and helps a person to maintain integrity, even under trial. (Ps. 1:3; compare Deut. 17:18-20.) All elders should therefore be highly concerned that all publishers know how to read with understanding. For direction on who qualifies to enroll and how to organize it, please see *Benefit from Theocratic Ministry School Education*, page 285.

## JW.ORG SECURITY

9. **Use of Internet Cafés:** Sometimes, elders and ministerial servants go to Internet cafés to access our secure site. Generally, we do not encourage this. However, if there is no other option than to use a café, then great care should be exercised in this regard. Even then, under no circumstance should you give your login name or password to any worker in the café to access our secure site for you. Do not accept pop-ups requesting that you save your login name and password for the jw.org secure site. Further, keep in mind that when files are downloaded, temporary copies may be left on the computer at the café. Especially, if you open the file, a copy is definitely left. Thus, it will be wise to directly save the downloaded file onto your personal storage device (USB/pen drive, SD card, external drive, etc.) and then close immediately. Even then, kindly go to the Downloads and Recycle Bin and make sure any copies are permanently deleted. Also, whenever you use the computer at the Internet café, as a general rule of caution, always sign out of the [www.jw.org](http://www.jw.org) secure site **before your time runs out**. This will prevent another user from accessing all your information. (Prov. 22:3) If the above steps would be challenging for you, then it will be the course of wisdom to have a capable elder with you to assist you in following these steps. While all should check and update their personal records from time to time, each time you do, kindly remember to alert one of the domain administrators to check and re-link you.

## RELIGIOUS ISSUES INVOLVING SCHOOLCHILDREN

10. All elders should review the guidelines provided in the *Religious Issues Involving Schoolchildren* (S-117) form, which is available in the “Forms” section of jw.org.