

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

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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 the Spain 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.

MEDICAL MATTERS

2. In Spain, the DPA card is called “Declaración de voluntades anticipadas”.—See *Shepherd*, chapter 11, paragraph 1, point 1.

CORRESPONDENCE AND RECORDS

3. In Spain, the *Congregation’s Publisher Record Cards* (S-21) will be retained electronically. - See *Shepherd*, chapter 22, paragraph 12. Local arrangements for handling congregation files and territory should comply with applicable data protection laws.

4. Publishers should carry out all aspects of their personal ministry in harmony with applicable data protection laws. (Rom. 13:1) This includes not collecting personal data or maintaining records that contain a person’s name, address, language, ethnicity and so forth. It also includes not recording addresses where no one is at home. A publisher can cultivate interest by providing his contact information and arranging for a return visit or a Bible study, by directing the interested person to the nearest congregation meeting, or by directing the person to jw.org. If a householder requests no further visits be made at his home, a note of the date and address only may be placed in the *Territory Map Card* (S-12) and marked as a “do-not-call.”

5. A *Territory Map Card* used for group and personal territory should not include personal data, such as a list of addresses of householders who speak a particular language. When two or more congregations preach in the same neighborhoods, the service overseers in these congregations should communicate to work out a mutually acceptable system of covering the territory that does not involve maintaining records that contain the personal data of householders. To assist publishers to thoroughly search out “deserving ones,” individual territories used for house-to-house work may be reduced in size.—Matt. 10:11

CHILD ABUSE

6. According to Spanish Law, having sexual relations with a minor that is over the age of 16 and has given their consent, is not a crime. If a minor, under the age of 16, gives consent to another person to engage in acts of a sexual nature, that person would be exempt from criminal liability if the minor is approaching adulthood and displays a degree of development and maturity.—See *Shepherd*, chapter 14, paragraph 11.

FIELD MINISTRY

7. In Spain, religious activities are given special legal protection. The municipal laws requiring licenses and permits apply to advertising and commercial activities and not to religious activity. For this reason, it is neither necessary nor advisable to ask for permission from the local authorities before starting public witnessing with the mobile displays. However, in some areas the municipal police have fined publishers because they were of the opinion that they were making private use of public space or because they confused our publications with advertising. If this were to happen, the body of elders should inform the Branch Office so that appropriate action can be taken. The use of other types of stationary stands or those that require setup may require a license from the local authorities.—See *Shepherd*, chapter 23 paragraphs 4-16.

UNDOCUMENTED ALIENS

8. Currently in Spain, the “Delegación del Gobierno” handles requests from undocumented aliens to remain in the country. While other governmental agencies, both autonomous and local, may have dealings with undocumented aliens, permission to be in the country has to be sought from the “Delegación del Gobierno.” How can the elders determine whether a publisher has petitioned or is actually petitioning for legal residency? The document he should be able to show is a stamped copy of the request for legal residence. These legal requirements do not apply to citizens of the European Union.—For additional direction on this topic, see *Shepherd*, chapter 29, paragraphs 3-7.

PRISONS

9. **Authorization.** In Spain, the necessary documentation to provide religious assistance must be authorized by the religious association “Testigos Cristianos de Jehová”.—See *Shepherd*, chapter 28, paragraph 9.

WILLS IN BEHALF OF THE ORGANIZATION AND OTHER MATTERS

10. Please provide this information to any brothers that may ask for information on how to make the organization the beneficiary of a will.

- The will must be made before a Notary.
- A congregation cannot be set up as the beneficiary because it is not a legal entity, but a religious association. The information that the testator (the brother making the will) should provide the Notary is the following:
 - Name of the Association: *Testigos Cristianos de Jehová*
 - NIF for the Association: R-2800029-G
- The Notary will provide the testator with a copy of the notarized document.
- The testator should send a copy of the will to the Branch’s Legal Department either by mail or by e-mail to legal.es@jw.org. If the testator opts to provide a copy or a photocopy of the will to the body of elders, they should scan it and send it to the Legal Department Inbox (copies of the will should not be kept in the congregation files.)

- The Branch will contact the grantor to confirm receipt of the document and request additional information if necessary.

11. If the elders are aware that a brother that has granted a will to the organization has passed away, it would be appreciated if you would immediately inform the Branch's Legal Department, even before making decisions regarding funeral expenses.

12. Once a testator has deceased, it is normal for relatives to want to collect some belongings from the property; however, whenever it is possible, the elders should consult the Branch before providing authorization or access to the home.

13. Furthermore, on occasion it has occurred that the testator requests that another brother serve as a co-signer for his bank account or accounts in order to assist in managing them. Although accepting such responsibility is a personal decision, it seems appropriate to inform you that if he were to accept, it would be best for the brother to serve as an authorized signer and not as a named account holder of the bank account in question.