WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A. PHONE (718) 625-3600

August 1, 1989

TO ALL BODIES OF ELDERS

Dear Brothers: [redacted]

Please find enclosed a supply of **revised identification cards** to be used in issuing new cards to all regular and special pioneers assigned to your congregation. Some pioneers recently appointed may already have the new card and so will not need a replacement.

The congregation secretary should meet with all regular and special pioneers following the next Service Meeting after receipt of this letter. He should collect all their pioneer identification cards and explain to them that new cards are being prepared. He should also select a competent typist to type a card for each pioneer, showing the pioneer's name and effective date **EXACTLY** as on the old card and the official name of your congregation as shown on the monthly Literature and Magazine Statement. **This is very important.**

After the cards are typed, they should be carefully proofread by the secretary for accuracy. We cannot overemphasize the importance of this. Once he is satisfied that the new cards are typed correctly, the old cards should be destroyed by cutting them in pieces. In no case should a pioneer be permitted to keep his old card.

If for any reason a pioneer feels that the card he is presently holding is not correct in any way, please mail that card to the Society asking for a corrected replacement. We will then adjust our records to reflect the change. Please do not make any changes on the card itself.

Provide replacement cards only for those pioneers who are presently holding a card. If any pioneer has lost his card or has a card issued by one of the Society's branch offices outside of the contiguous United States (including Alaska, Hawaii and Puerto Rico), please write the Society for a replacement. Include his present card with your letter, and give us the name of the branch under which he formerly served. We may then need to write to the branch office to obtain his records before we can provide a replacement card. In such cases, it will likely require some time before we will be able to issue a replacement card.

Note that extra cards are included. Whenever a pioneer moves into your congregation, the secretary should issue him an identification card showing the name of your congregation and should destroy the one from his former congregation. He should be careful to duplicate the pioneer's name and effective date accurately. The secretary should also continue to inform the Society when a pioneer moves into the congregation by noting this on the back of the monthly Congregation Report Card.

Please give this matter your **prompt attention.** If at all possible, the new cards should be typed and given to the pioneers within a few days of your receiving them. We appreciate very much your careful attention to this.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.