



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201, U.S.A.

PHONE (718) 625-3600

January 1, 1991

TO ALL BODIES OF ELDERS

Dear Brothers:

The growth in the regular pioneer ranks in the last few years has been outstanding. At the end of the 1990 service year, the number of regular pioneers had more than tripled over the number enrolled ten years ago. This gives us much cause for rejoicing. Although the Society has been able to simplify many of its office procedures, considerable work is still involved in maintaining accurate records for the tens of thousands of regular pioneers in the United States. To aid the Society in keeping accurate records, it is requested that the elders please check the completeness and accuracy of all forms or letters on pioneer matters before they are mailed to the Society. You will be aided in this by reviewing this letter as you handle the following matters:

NEW PIONEER APPOINTMENTS

1. Secretary should be sure the pioneer application is complete and correct with applicant's full name (no nicknames), birth and baptism dates. Corrections should be made before mailing.
2. Married pioneer sisters should give their full name on line #1 and husband's full name on line #2(b). If a sister is separated or divorced and not remarried she should indicate this on line #2(a) after "Other." Applicants should always show the month they desire to start pioneering and the congregation to which he wishes to be assigned. This should be indicated on the front of the application.
3. On the back of application, show field service **averages**, congregation name and number, and signatures of Congregation Service Committee. If a member of the service committee is away, another elder should sign instead. Applications should be sent to the Society promptly.
4. If applicant's hours are low and participation in various features of field service is limited, a letter from the Congregation Service Committee must accompany the application explaining why you believe the applicant can meet pioneer requirements. Otherwise it may be returned.
5. No retroactive appointments are made unless there are significant extenuating circumstances. If that is the situation, then a letter of explanation must accompany the application.
6. It is important that question 5 be completely answered. At least one year must pass from time of reproof or reinstatement, with all restrictions lifted, before a person can qualify for appointment.
7. Applicants must be baptized six months prior to appointment.

PIONEERS DISCONTINUING

1. When submitting the S-206 form for publishers discontinuing pioneer service be sure to include the pioneer's identification card.
2. When removal is for improper conduct, provide complete information as requested on the form, including the action taken by elders such as reproof or disfellowshipping.
3. If pioneer indicates that he does not agree with removal, you can advise him that he may write. His letter should be included with an explanatory letter from the elders and the S-206 form, if at all possible. However, if the pioneer does not express disagreement with the removal, the elders should not initiate the suggestion that he write a letter to the Society.
4. When a pioneer discontinues for any reason, inform the Society promptly.
5. Pioneers going off the list must wait six months before reapplying.
6. The Society will not send formal notice when a NOTIFICATION OF DISCONTINUING REGULAR PIONEER SERVICE FORM (S-206) is sent to the Society unless the pioneer disagrees with the removal.

PIONEERS CHANGING CONGREGATIONS

1. When a pioneer moves into your congregation, it should be reported on the back of your Congregation Report (S-1). This includes pioneers moving in from another branch including Alaska, Hawaii, and Puerto Rico.
2. The instructions in the Society's letter of August 1, 1989, that accompanied the revised pioneer identification cards should be carefully followed when issuing identification cards. The secretary should only provide replacement identification cards for pioneers who have moved in from another part of the contiguous United States. The secretary should **not** provide replacement cards for those changing their name, for those moving in from another branch, for lost identification cards, nor for those who believe their card is incorrect. The Society will provide pioneer identification cards for these pioneers upon request. Neither the secretary nor the pioneer should ever make changes on a card received from the Society. If you believe there is an error, write and ask the Society if an adjustment might be in order, sending the card with your correspondence.

PIONEER NAME CHANGES

1. When a pioneer requests a name change on his identification card due to marriage, divorce, and so forth, the secretary should provide full information on the back of the Congregation Report (S-1). He should show the pioneer's full name and the husband's

full legal name (no nicknames). The way you list the husband's name is exactly how the wife's name will appear on the new identification card. Please supply date of marriage (if applicable), name of former congregation if pioneer has moved in, and former branch if from outside of contiguous United States. Please include pioneer's old identification card, if available.

HOURL CREDITS

1. We receive questions from time to time about pioneers receiving credit toward their hours for work on Assembly Halls, Kingdom Halls, and so forth. No one should receive credit for working on such projects unless he is specifically approved to do so. Assembly Hall Committees, Regional Building Committees, and Convention Committees have received guidelines for extending credit to those they approve to work on such projects.

2. When elders grant "special consideration" to a pioneer (8/86 km insert), this is not to be regarded as a leave-of-absence nor as time to be credited toward his hours. His Congregation's Publisher Record card should be marked in accord with directions given in the Our Kingdom Ministry insert of August 1986 mentioned above.

3. Never include hour credits with field service hours on the Congregation Report (S-1). Do not send late individual pioneer reports to the Society. Combine them with pioneer totals for the following month and count the pioneer twice as outlined in our letter to all bodies of elders dated August 27, 1990.

YOUR HELP APPRECIATED

The keeping of accurate records and files involves time and effort on your part and ours. We appreciate very much your cooperation and help. We are all very busy doing Jehovah's will. (1 Cor. 15:58) However, taking a few moments to insure the accuracy of a form or letter before it is mailed can save many hours. We suggest that the secretary review this letter when considering matters involving regular pioneers. Thank you and please accept our warm love and best wishes.

Your brothers,

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