

ANNOUNCEMENTS AND REMINDERS

January 2019

Coordinator of the body of elders: The announcements and reminders **for the congregation** should be read at the next midweek meeting and thereafter posted on the information board for one month.

FOR THE ELDERS ONLY

1. **2019 Special Talk:** Please consult the chart *Assignment to View the 2019 Special Talk* to verify which recording of the special talk your congregation should view. If it is not possible to play video at your meeting place or if no recording will be available in the language of your congregation or group, you should assign a qualified speaker to give the special talk in the usual manner.

2. **Annual Service Report:** The announcement to be read to the congregation during the part “Annual Service Report” the week of January 14, 2019, appears in the December 15, 2018, letter to all congregations. The announcement should not be read to the congregation before the week of January 14, 2019.

3. **Literature Request and Inventory Guidelines (S-56):** The instructions for requesting and maintaining an inventory of magazines and other literature have been simplified. A new document entitled *Literature Request and Inventory Guidelines* is now available for download on jw.org. This document replaces *Literature and Magazine Request Guidelines*. As noted in the attached announcement to all congregations, the work previously cared for by the magazine servant will now be handled by the literature servant. If there are two or more congregations of the same language using a Kingdom Hall auditorium, the work previously cared for by the magazine coordinator will now be handled by the language-coordinating congregation’s literature servant. The service overseer should provide a copy of the *Literature Request and Inventory Guidelines* to the literature servant and oversee the implementation of the instructions contained therein. The service overseer should also ensure that the brother currently serving as the magazine servant or the magazine coordinator is informed of this adjustment before the attached announcement is read to the congregation.

4. **Organizational Accomplishments Video:** Please play the video *Organizational Accomplishments—Making Our Blows Count* at the beginning of the local needs part for the week of March 4, 2019. This video is approximately six minutes long. The balance of the 15 minutes allotted for the part should be used to address local needs.

5. **Supporting Those With Medical Needs:** An updated listing of Hospital Liaison Committee members is available when you are logged in to jw.org. On the “Lookup” tab, select the “Contacts” link. Each elder should ensure that he has ready access to this information and to *Guidelines for Supporting Those With Medical Needs* (S-139) for use in case of an emergency. Such material is not for general circulation and therefore should not be copied for publishers or posted on the information board.

6. **Learn to Read Braille (Starter Kit):** Please use the mnemonic *lbrk* or the item number 66930 when requesting this starter kit. This special-request item will be packaged separately with the mnemonic *lbrk* printed on the package. The literature servant should ensure that the entire package and its contents are delivered to the requestor. Because of the work involved in producing this kit, it may take several months for the request to be filled. Information regarding how to request replacements of the individual components of the starter kit will be provided at a later time.

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1. **Magazine Servant:** In view of the simplified arrangements for magazine production and distribution that have been implemented in recent years, please note that the work of the magazine servant will now be cared for by the literature servant.

2. ***Learn to Read Braille (Starter Kit):*** We are pleased to inform you of a new publication entitled *Learn to Read Braille*. This publication may be used to teach a blind or vision-impaired person to read English braille in both uncontracted (grade 1) and contracted (grade 2) formats. This workbook has print letters above the corresponding braille characters, which will allow a sighted publisher to assist someone who is blind learn to read braille; it is usually not necessary for a publisher to learn braille in order to preach to the blind.

Although this workbook is intended for use with blind or vision-impaired Bible students, it may also be used to help members of the congregation who are blind learn to read braille. Requests may now be submitted for a starter kit that includes this new publication and *Listen to God and Live Forever* in braille, since this brochure will be used for reading practice.