

Announcements and Reminders

September 2021

FOR ELDERS

1. **Caring for the Needs of the Blind and Visually Impaired:** If there are blind or visually impaired publishers or interested persons in your congregation, you should communicate with them to confirm that they are receiving spiritual food in their preferred format. Afterward, the body of elders should discuss each person's needs at the next elders' meeting to ensure that they are being cared for. (*sfl* chap. 1 par. 6 pt. 3; chap. 5 par. 2 pt. 4) In addition to the resources mentioned in the announcement for congregations, embossed braille publications and large-print publications may be requested from the branch office. Additional information can be found in the login section of jw.org (select Congregation>Request Literature>Browse Catalog).

2. **Revised Talk Outlines:** Public talk outlines 66, 67, 69, 71, and 72 have recently been revised. Public speakers should ensure that they are using the latest version.

3. **Using *Enjoy Life Forever! in the Ministry*:** The document *Using Enjoy Life Forever! in the Ministry* (S-196) will soon be made available to elders and ministerial servants in the "Forms" section of the "Documents" tab when logged in to jw.org. As soon as the document is available, each group overseer should arrange for it to be distributed to the publishers in his group, preferably in an electronic format.

4. **Submitting *Payment Requests*:** Many *Payment Requests* are being rejected due to not meeting the requirements outlined in *Instructions for Congregation Accounting* (S-27b), Appendix E, paragraph 1, and *Instructions for Kingdom Hall Operating Committee Accounting* (S-42b), Appendix C, paragraph 1. Common issues include: Not copying a second elder into the submission email; not attaching the *Payment Request* in *Excel* format; not attaching supporting receipts or a document confirming the payee's bank details. It is also important that the subject line of the submission email is "Payment Request (your congregation number)."

FOR COORDINATORS OF THE BODIES OF ELDERS

1. **Announcements for Congregations:** Please ensure that the announcements for congregations are read at the next midweek meeting.

2. **Midweek Meeting Part on 2021 Governing Body Update #7:** The video *2021 Governing Body Update #7* should be played during the week of September 13, 2021, in place of the 15-minute part "Keep Training Your Powers of Discernment." If your congregation has a circuit assembly the week of September 13, the video should be played the week after in place of the 15-minute local needs part. The timing of the Congregation Bible Study should be reduced as needed. In advance, please announce to the congregation the adjustments that will be made to the meeting schedule.

3. **Rating Convention Speakers and Interpreters:** The coordinator of the body of elders, the Life and Ministry Meeting overseer, and the auxiliary counselor (or another respected elder if the auxiliary counselor is the coordinator of the body of elders) should prayerfully review the abilities and the example of each elder who has been approved by the body of elders to give outgoing public talks. The three brothers should follow closely the direction provided in *Instructions for Rating Speakers and Interpreters* (S-315i). The *Speaker and*

Interpreter Ratings (S-315) form should be submitted to the circuit overseer—not the branch office—by the date indicated on jw.org.

FOR SERVICE OVERSEERS

1. **Literature Inventory:** In view of the COVID-19 pandemic, the semiannual congregation literature inventory will be delayed until further notice.

2. ***Enjoy Life Forever!*** With the help of the literature servant, please verify the number of requests for printed copies of the *Enjoy Life Forever!* book that could not be filled from existing congregation stock. This number should then be conveyed to the language-coordinating congregation. Language-coordinating congregations should submit requests for the total quantity needed by the congregations in their language group. Requests should be submitted to the branch office **before October 1, 2021**.

3. **2022 Memorial and Special Talk Invitations:** Further to point 1 for service overseers in August's *Announcements and Reminders* (S-147), please note the following:

- (1) Memorial invitations are special request items. Therefore, **each congregation should enter their own request**. It appears some coordinating congregations have requested invitations on behalf of other congregations in their literature group. If you are a coordinating congregation, please make sure you request Memorial invitations *only* for the needs of your congregation. If you are coordinated by another congregation, please enter a request for your congregation. After the September 10 deadline, the branch office will consign a standard quantity to congregations that have not ordered any invitations.
- (2) If your congregation hosts a foreign-language group, please enter a request on their behalf. The branch office does not consign Memorial invitations to groups.

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FOR CONGREGATIONS

1. **Preaching to the Blind and Visually Impaired:** Many resources are available for the blind and visually impaired. These include audio publications that can be accessed via jw.org, *JW Library*, Amazon Alexa, or Google Assistant. Additionally, screen reader (RTF) and notetaker (BRL) files as well as videos with audio descriptions are available on jw.org. When a blind or visually impaired person shows interest, it is often beneficial to ask how he prefers to take in information and then assist him in locating the appropriate resource. Publishers who need assistance with the use of these resources may also call the branch office and ask for the jw.org Help Desk.

2. **Requesting Visits on JW.ORG:** As a kind reminder, the “Request a Visit” form on jw.org is to be filled out by interested persons and not by publishers in behalf of others. Problems can result when a publisher uses the form to make arrangements for a relative or others to be contacted by one of Jehovah’s Witnesses.

3. **Enjoy Life Forever!:** Beginning the week of April 25, 2022, the *Enjoy Life Forever!* book will be considered at the Congregation Bible Study. Many publishers will be able to use the digital format, which contains interactive features not included in the printed publication. However, if you need a printed copy, please inform the literature servant at the end of this meeting.

4. **2022 Regional Convention:** Because of the uncertainties of safely holding large gatherings in 2022, direction regarding the arrangements for the regional convention will be provided at a later time.

5. **Using Enjoy Life Forever! in the Ministry:** In the near future, the elders will distribute to all publishers a new document entitled *Using Enjoy Life Forever! in the Ministry* (S-196). The document addresses such questions as the following: ‘Where in the *Enjoy Life Forever!* book should I begin when transferring a student from another publication? How should I proceed if someone’s initial interest involves a topic that is not covered in the brochure? How should I use the “Explore” section in each lesson? What should I do if I am not able to access the videos in the publication? What are some practical suggestions for conducting a Bible study by videoconference or telephone?’

6. The document also includes references that provide more information regarding the use of the *Enjoy Life Forever!* publications. We encourage you to review *Using Enjoy Life Forever! in the Ministry* as soon as you receive your copy.