

ANNOUNCEMENTS AND REMINDERS

September 2018

Coordinator of the body of elders: The only announcement for the congregation is to be given in the local needs part of the midweek meeting for the week of September 3, 2018 (Britain only).

FOR THE ELDERS ONLY

1. **Literature Inventory:** All *language-coordinating congregations* should submit their inventory quantities using jw.org no later than **September 15, 2018**. The following actions should be taken by the *language coordinator*:

- Prior to submitting the inventory report, please review the *List of Publications Approved to Discard* (S-60) and follow the instructions to discard any items appearing in the list.
- Record the inventory count on the latest version of the *Monthly Movement of Literature* (S-28) form. This includes any literature stored on public witnessing carts. When filling out the information for the public *Watchtower* and *Awake!* in the “Periodicals” section of the form, please be sure to record the quantity received for each issue as well as the quantity remaining at the end of the featured months. For example, *Awake!*, Issue No. 2, was featured in July and August. Therefore, only quantities of Issue No. 2 should be recorded for those particular months. If there is a large surplus of magazines from recent months, standing requests should be reduced accordingly.
- Submit the inventory report via jw.org. On the “Congregation” tab under the heading “Request Literature,” select “Inventory Reports.” An inventory report should be submitted for each language displayed.
- Along with the *service overseer of the language-coordinating congregation*, determine how much literature can be shared with nearby congregations. Then, on the “Congregation” tab, under the heading “Request Literature,” select “Inventory Reports.” Then select “Maintain Current Inventory.” Update the “Quantity to Share” column.

2. **Watchtower Library:** *Watchtower Library* can now be downloaded from jw.org to run on Windows computers. In view of this, the *literature servant* should contact each publisher who requested the DVD-ROM version (*dvly18*) and inquire if the publisher can download *Watchtower Library* from jw.org instead. Once all of the requests have been confirmed, the literature servant may cancel any requests for *Watchtower Library* that are no longer needed. Requests should be canceled by **Monday, September 24, 2018**.

3. **Public Talk No. 25:** Since the circuit overseer’s public talk for the second half of the 2019 service year will be a revised version of the current public talk “Resisting the Spirit of the World,” that outline should not be given after October 1, 2018.

4. **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.

5. **Review of Pioneers’ Field Service Activity:** The Congregation Service Committee should meet to review the activity of any regular pioneers who did not reach the annual hour requirement and

determine if they should be allowed to continue pioneering.—See the May 15, 2017, letter to all bodies of elders, paragraph 21.

6. Displaying Scripture Texts: When delivering talks during congregation meetings, speakers may show the text of selected scriptures on the monitors if this is done sparingly. However, it would not be appropriate to display the text of each scripture used.

7. JW.ORG Technical Support: Helpful information regarding current and common issues with jw.org and other supported applications can be found in the *Announcements* section on the “Administration” tab of jw.org. Since this page will be updated regularly with the latest information, we encourage elders to consult this page *before* contacting the branch regarding technical issues. Information regarding services that are available to publishers may be shared as appropriate.

8. DONATE.JW.ORG Online Donations Feature: (Please note that the following information is for Britain only.) The online donations feature on donate.jw.org that allows individuals to make donations to the worldwide work and to regional conventions has been adjusted so that individuals will also be able to make online donations to congregations and circuits. Please review the form *Instructions for Processing Donations Made to the Congregation via JW.ORG* and then confirm that your congregation is now available on the jw.org site to receive donations.

The local needs part on the midweek meeting during the week of September 3, 2018, should be used to announce this arrangement to the congregation. An excerpt from the video entitled “Making Donations Electronically” will be made available in the “Event Media” section under the “Documents” tab on jw.org for this part. Begin the part by reading the announcement below and then play the video. Thereafter, briefly mention the monthly local expenses that are covered by donations to your congregation. (See letter dated December 2, 2017, paragraphs 22, 23.) Highlight that the donate.jw.org recurring donation feature can be used as a tool for budgeting donations to support these congregation expenses. (1 Cor. 16:2) Provide the congregation with the names of one or more elders, or ministerial servants, who have been selected by the body of elders to assist individuals with donate.jw.org technical issues. Warmly commend the congregation for the generous support provided by the brothers and sisters. If your congregation is attending a circuit assembly, this part may be scheduled for a future local needs part.

- *Secretary:* Ensure that the accounts servant is provided with a copy of *Instructions for Processing Donations Made to the Congregation via JW.ORG* and that he understands the instructions related to his responsibilities.

Announcement to be read at the beginning of the local needs item: DONATE.JW.ORG Online Donations Feature: We are pleased to inform you that donations to your congregation and circuit may now be made online using donate.jw.org. You may access this feature by entering the URL donate.jw.org or by selecting the “Donations” icon on the home screen of the *JW Library* app. If you are a UK taxpayer and choose to Gift Aid your donation, the branch will claim the tax and add it to the amount credited to your congregation.

It is recommended that you set up a jw.org login account if you have not done so already. Anyone may set up a personal login account. Having this personal account will allow you to see your donation history and create recurring donations. All donations will immediately be confirmed by email. If you have any questions on how to use the online donations feature, please request assistance from [BROTHERS SELECTED BY BODY OF ELDERS] or one of the elders.