

ANNOUNCEMENTS AND REMINDERS

March 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. **Medical Matters:** The *secretary* should ensure that a sufficient supply of *Advance Decision* (DPA) documents is maintained by the literature servant. In an emergency, the card may be printed by elders from jw.org.—*sfl* chap. 11.

2. **Watchtower Library:** Please assist publishers who are having difficulty with the initial installment of *Watchtower Library* from jw.org or with downloading updates online. A publisher who has access to the Internet can download the program or the latest publications (update package) in any of the available languages from jw.org and share these with others using a storage device, such as a USB device. Since an annual edition of the DVD will no longer be produced, the assistance you provide will greatly benefit these users of *Watchtower Library*. If it is not possible to install *Watchtower Library* from jw.org, the 2017 edition of *Watchtower Library* may be requested using the mnemonic *dvly17* or the item number 2517.

3. **Assistance for Secretary:** If necessary, a qualified ministerial servant may be assigned by the body of elders to assist with tasks such as the compiling, posting, and submitting of the congregation's field service activity to the branch office.—*sfl* chap. 4 par. 1.

4. **Convention Reminders:** During a local needs part prior to the start of the congregation's convention invitation campaign, play the video *Convention Reminders*, which is available on *JW Library*. (Go to MEDIA > VIDEO > OUR MEETINGS AND MINISTRY > MEETINGS, ASSEMBLIES, AND CONVENTIONS.) Thereafter, outline local arrangements for the campaign, which will begin three weeks before the convention.—*mwb16.04* p. 8.

During a local needs part a month or two following the convention, play the convention excerpts video that will be available to you on jw.org in June. (Log in to your jw.org account. Look under DOCUMENTS > EVENT MEDIA.) By means of an audience discussion, review highlights of the program, particularly those that relate to the ministry.—*sfl* chap. 20 par. 17.

5. **Literature Inventory:** All *language-coordinating congregations* should submit their inventory quantities using jw.org no later than **March 17, 2019**. The following actions should be taken by the *literature servant in the language-coordinating congregation*:

- (1) 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. As a reminder, stock of the *Guidance of God* brochure should also be discarded.
- (2) 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. If there is a large surplus of magazines from recent months, standing requests should be reduced accordingly.—S-56 par. 8.
- (3) Submit the inventory report via jw.org. On the "Congregation" tab under the heading "Request Literature," select "Inventory Reports." An inventory report should be submit-

ted for each language displayed, including the language of a foreign-language group the congregation may host.

- (4) 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,” and then “Maintain Current Inventory.” Update the “Quantity to Share” column.

6. Public Talk Nos. 26, 34, 40, and 47: Revised versions of these public talks will be used as circuit overseer public talks. Therefore, these outlines should not be given after April 1, 2019.

7. Review of Pioneers’ Field Service Activity: The *secretary* and the *service overseer* should review the field service activity and hour credit of all regular pioneers.—*sfl* chap. 9 par. 16.

8. Time and Location of Memorial Observance: Please update jw.org with the time and location of your congregation’s Memorial observance if you have not already done so. If a group or pre-group hosted by your congregation will be holding a separate Memorial observance, the time and location for that Memorial should also be entered on jw.org. Additionally, the recorded announcement on any phone answering system used for the Kingdom Hall should include the time and location of the Memorial observance(s).—*sfl* chap. 21 par. 35.

9. Letter Writing: The midweek meeting for the week commencing March 18, 2019, features the item “Improving Our Skills in the Ministry—Writing Good Letters.” The brother handling this part should make the following announcement at the start of the item: “Please note that according to laws in Britain and Ireland it is not permissible to write to any person or address as part of our ministry without prior consent. Therefore, publishers may only write to those who have given consent, such as interested persons, Bible students, relatives and acquaintances. The same applies to telephone witnessing. When we are permitted to write, it is important that letters are of good quality, as the following item will show.”

10. DONATE.JW.ORG Online Donations Feature: (The following information is for the Republic of Ireland 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.

A consignment of two sets of new labels per auditorium was sent in congregation literature shipments in October 2018. These labels have the URL donate.jw.org listed for both the worldwide work and local congregation expenses. The body of elders or the Kingdom Hall Operating Committee (if more than one congregation uses the Kingdom Hall), should ensure that these labels are placed on contribution boxes. If additional labels are needed, they may be requested from the branch office in the same way that publications are requested. Please use the item number 83731 or mnemonic *cblkh1* when submitting requests for additional labels.

Following the showing of the video *Organizational Accomplishments—Making Our Blows Count* at the beginning of the local needs part for the week of March 4, 2019, please use the remainder of the allotted time to announce this arrangement to the congregation. (See the January 2019 *Announcements and Reminders* [S-147] form.) 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. 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 JW.ORG Online Donations* and that he understands the instructions related to his responsibilities.

Announcement to be read during 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.

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.

ANNOUNCEMENTS AND REMINDERS

March 2019

FOR THE CONGREGATION

1. **Medical Matters:** Baptized publishers may obtain an *Advance Decision* document at any time from the literature servant. Additionally, if any publisher (baptized or unbaptized) needs assistance in locating a cooperative doctor and medical facility that have experience in bloodless medicine, the elders will be pleased to assist. Any time you expect to be hospitalized, we recommend that you inform one of the elders ahead of time. When hospitalized, publishers are encouraged to specifically inform the hospital that they would welcome a visit from a minister of Jehovah's Witnesses.

2. **Watchtower Library:** In 2018, *Watchtower Library* was made available for download from jw.org. In recent years, updates with the latest publications have been available online. As a result, the demand for *Watchtower Library* on DVD-ROM is greatly reduced. Therefore, *Watchtower Library* on DVD-ROM will no longer be produced each year. Publishers who need assistance downloading *Watchtower Library* or updates may contact their local elders. However, five additional languages have been approved to produce *Watchtower Library*. So as a one-time exception, the 2018 edition on DVD-ROM (*dvly18*) will be produced in Haitian Creole, Ga, Kirundi, Serbian (Roman), and Uzbek.

3. **Special Morning Worship on Day of Memorial:** We eagerly look forward to obeying Jesus' command to "keep doing this." (Luke 22:19) Those words refer to the observance of the Memorial of the death of the Christ, which we will observe on April 19, 2019, after sundown. In connection with that special day, the Governing Body has approved all who have access to JW Broadcasting or *JW Library* the opportunity to enjoy a discussion of the text for that day, which will be presented by a member of the Governing Body. The program will also include the Memorial Bible reading for the dates equivalent to Nisan 13 and Nisan 14.

Therefore, on the morning of April 19, 2019, we encourage everyone to allow themselves enough time before their daily activities begin to access JW Broadcasting or *JW Library* and enjoy the 15-minute program. To access the video on JW Broadcasting, look under HOME > LATEST VIDEOS or look under VIDEO ON DEMAND > PROGRAMS AND EVENTS > MORNING WORSHIP. To access the video on *JW Library*, go to HOME > WHAT'S NEW or go to MEDIA > VIDEO > PROGRAMS AND EVENTS > MORNING WORSHIP.

4. **Bethel Facilities on Day of Memorial:** All Bethel facilities will be closed on the day of the Memorial. There will be no arrangements for tours or for congregations to pick up literature on this day.

5. **Malta Convention:** There are still a limited number of places available to attend the regional convention in Malta on September 6-8, 2019. The entire programme will be presented in English. Arrangements have been made to provide delegates from Britain with a favourable hotel rate at the newly renovated Dolmen Resort Hotel. Please complete your booking through ibsaconvention.org as soon as possible.