

# Announcements and Reminders

February 2020

## FOR THE ATTENTION OF ALL ELDERS

1. **2020 Special Talk:** All elders and ministerial servants who serve as public speakers should carefully review the special talk outline “Whose Leadership Can You Trust?” (No. 56), pages 52-55 of the *Ministry School* book, and *Reminders for Those Assigned Public Talks* (S-141) before the talk is presented to the congregation.

2. **2020 Memorial:** Please follow the instructions regarding preparations for the Memorial that appear in the *Shepherd* book, chapter 20, paragraphs 6-12, including the instruction that the prayers over the emblems should be brief but meaningful.

3. **Choose Your Apps Wisely Video:** This video should be played the week of March 23, 2020, during the 15-minute local needs part. In due course, the video will be made available to elders in the “Event Media” section of [jw.org](http://jw.org) when logged in. After playing the video, ask the audience the following questions: (1) Does the faithful and discreet slave produce all mobile apps that seem to be designed for Jehovah’s Witnesses? (2) How can you determine if a mobile app or a website is from the faithful and discreet slave? (3) What danger exists with mobile apps and websites that seem to be designed for Jehovah’s Witnesses but are not provided by the faithful and discreet slave? (4) How should the principle at 1 Thessalonians 5:21 affect which mobile apps or websites you use? As time allows, highlight main points from “Questions From Readers” in the April 2018 issue of *The Watchtower*, pages 30-31. Also, encourage those in the audience to review that article during family worship.

4. **Disfellowshipped or Disassociated Ones:** See the *Shepherd* book, chapter 25, paragraph 20, for reminders on when it may be appropriate for an elder to make brief contact with a disfellowshipped or disassociated individual.

5. **Printed Copies of the Shepherd Book:** In April 2020, a revised edition of the *Shepherd* book will be made available for download by elders in a number of languages on [jw.org](http://jw.org) in the PDF, JWPUB, and EPUB formats. While elders are encouraged to make good use of electronic copies of the book, those needing printed copies may now inform their service overseer. When shipped, the printed books will be wrapped to ensure confidentiality and will be labeled for delivery to the coordinator of the body of elders.

6. **World Headquarters Audio/Video Construction Project:** As directed in the August 1, 2019, letter to all bodies of elders in the United States branch territory, an additional contribution box was set up for the branch construction project involving the renovation of the Patterson facility. The use of this contribution box will now be changed to accept donations for the world headquarters audio/video construction project. A contribution box label was provided by the branch office for this box. If the body of elders chose to also label the box “Branch Construction,” the label should now be changed to “World Headquarters Audio/Video Construction.” The accounting instructions provided in the August 1, 2019, letter should continue to be followed.

7. **Public Information Desk:** As of July 1, 2019, a Public Information Desk (PID) was established to handle communication with news media, academic institutions, and government agencies. The PID is an important resource for all congregations in the U.S. branch territory, especially during times of crisis or when significant events are reported by media organizations. If

the media contacts a congregation to request an interview or comments, please note that no interview should be granted by an elder or ministerial servant without permission from the branch. Request the reporter's name, contact information, and the name of the media outlet. Inform the reporter that his request will be given consideration. Thereafter, immediately contact the PID either by calling (718) 560-5600 or by means of jw.org e-mail. Publishers may be approached for a comment by media representatives in connection with our activities or beliefs and may decide to participate. However, when elders learn that a publisher has granted such an interview, they should immediately inform PID.

### **FOR FOLLOW-THROUGH BY THE COORDINATOR OF THE BODY OF ELDERS**

1. **Announcements and Reminders for the Congregation:** Ensure that the announcements and reminders for the congregation are read at the next midweek meeting and thereafter posted on the information board for one month.

2. **2020 Special Talk:** A new document entitled *Special Talk Chairman* (S-125) has been prepared. This document contains the announcement the chairman should read to the audience at the conclusion of the talk. Ensure that the special talk chairman is provided with the name and form of service of the speaker, if available. (See *Assignment to View Special Talk* [S-52], which was referred to in January's *Announcements and Reminders* [S-147]). Please confirm that all ministerial servants who serve as public speakers have access to the necessary material [outlined above](#) before the special talk.

3. **2020 Memorial:** A new document entitled *Memorial Chairman* (S-126) has been prepared. This document contains the announcement the chairman should read to the audience at the conclusion of the talk.

4. **Annual Service Report:** The announcement to be read to the congregation during the part "Annual Service Report" the week of February 24, 2020, appears in the February 1, 2020, letter to all congregations. The announcement should not be read to the congregation before the week of February 24, 2020.

### **FOR FOLLOW-THROUGH BY THE SERVICE OVERSEER**

1. **Printed Copies of the Shepherd Book:** Please ensure that requests for printed copies of the *Shepherd* book are promptly submitted to the branch office in the same way that requests for other special-request items are submitted. Use the mnemonic *sfl* or the item number 5436 when requesting *Shepherd*.

2. **Learn to Read Braille (Starter Kit):** As a follow-up to the January 2019 *Announcements and Reminders* (S-147), replacements of the individual components of the *Learn to Read Braille* starter kit are available for request. Please use the mnemonics or item numbers listed below when submitting requests. As a reminder, the complete kit contains all four components and may be requested using the mnemonic *lbrk* or the item number 66930.

(1) *Learn to Read Braille* brochure: mnemonic *lbr*, item number 6693

(2) *Listen to God and Live Forever* brochure: mnemonic *ll*, item number 6657

(3) Positive slate: mnemonic *lbrps*, item number 66931

(4) Stylus: mnemonic *lbrsy*, item number 66932

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## FOR THE CONGREGATION

1. **Auxiliary Pioneering:** March and April are ideal times to auxiliary pioneer. The special campaign to invite as many as possible to the Memorial begins on Saturday, March 14, 2020. In most congregations, the special talk, “Whose Leadership Can You Trust?,” will be presented the week of March 30, 2020. And this year, the Memorial will be held on Tuesday, April 7, 2020. No midweek meeting will be scheduled for that week. As a reminder, during the months of March and April and during the month of the circuit overseer’s regular visit, publishers have the option of choosing a 30-hour requirement. We encourage you to make your plans now for increased service during these months.

2. **World Headquarters Audio/Video Construction Project:** As announced at the 2019 annual meeting, the construction of a new audio/video facility near the world headquarters in Warwick, New York, is planned to begin in 2022. The new facility will benefit publishers around the globe, as audio and video teaching tools continue to be provided for our use in the ministry and at meetings, assemblies, and conventions. Whether we can assist with construction work or not, all of us can have the privilege of supporting the project by our voluntary donations. If you wish to support this project with a specific donation, a new donation type entitled “World Headquarters Audio/Video Construction” has been made available on [donate.jw.org](http://donate.jw.org) for making one-time and recurring donations. Additionally, you may place your donations in the contribution box set up for this purpose, which will replace the contribution box previously set up for the branch construction project involving the renovation of the Patterson facility. Donations to support the renovation of the Bethel facility in Patterson, New York, may continue to be made online at [donate.jw.org](http://donate.jw.org) by selecting the donation type “Branch Construction.” Any donations in excess of what is needed for these projects will be used to support the worldwide work.

3. **Territory Seldom Worked:** The U.S. branch territory has portions of over 400 counties, representing more than three million people, not assigned to an English-speaking congregation. In 2019, 7,000 publishers preached in 365 of these counties. More assistance is needed to work all counties at least once each year. Some congregations also need help to cover their assigned territory thoroughly. Publishers interested in participating may request an *Application for Territory Seldom Worked (S-270)*, *Frequently Asked Questions About Territory Seldom Worked (S-272)*, *Areas with Unassigned Territory (S-271)*, and *Areas of Need (S-279)* forms from the Congregation Service Committee.

4. **Assistance to Work Multilanguage Fields:** Many language fields in the U.S. branch territory are in great need of Kingdom proclaimers. Are you willing to learn another language or are you already conversant in a second language? Can you adjust your circumstances to assist another congregation, group, or pregroup? If so, please give this prayerful consideration and ‘speak with the elders and the circuit overseer. They can offer suggestions and give you needed encouragement.’—See *od* chap 10, pars. 6-10.