

# Announcements and Reminders

August 2020

## FOR ELDERS

1. **Circuit Assembly Programs for 2021 Service Year:** If some are unable to access the programs on [jw.org](http://jw.org) or in *JW Library*, please ensure that printed copies are made available to them. Programs in braille will be sent automatically to publishers who regularly receive braille items from the branch office.

2. **2021 Memorial and Special Talk:** Because of the uncertainties of safely holding large gatherings in 2021, direction on local arrangements for the Memorial and the special public talk, including the invitation campaign, will be provided at a later time.

3. **Congregation's Territory Map on JW.ORG:** A map showing your congregation's territory assignment is now available when you are logged in to [jw.org](http://jw.org). On the "Congregation" tab, under the heading "Maintain Profile," select "Territory." This feature will allow you to zoom in on either the map or the satellite view to see boundary details. Additionally, you can print the map and a description of the boundaries. If you need to propose an adjustment to your territory boundaries, please follow the direction in the *Territory Adjustment Request (S-6)* form.

4. **Large-Print Shepherd Book:** We are pleased to inform you that a large-print edition of the *Shepherd* book will be produced. *Shepherd—Large Print* will be distributed on [jw.org](http://jw.org) in PDF format. However, no JWPUB files will be produced for use in *JW Library*. Elders needing printed copies of *Shepherd—Large Print* may now inform the service overseer.

5. **Tutorial Videos for Congregation Accounting:** We are pleased to announce that the complete set of tutorial videos for congregation accounting in English is now available in the "Event Media" section on the "Documents" tab when logged in to [jw.org](http://jw.org).

6. **Adjustment to Resolved Congregation Donations:** The resolved monthly donation referred to in the announcement for congregations is based on a monthly per-publisher amount suggested by the branch office. The single monthly donation to the worldwide work will replace the resolved donations previously remitted in support of Kingdom Hall and Assembly Hall construction worldwide, the Global Assistance Arrangement, and any branch-specific arrangements. *Instructions for Congregation Accounting (S-27)*, related accounting forms, and the Funds Transfer page on [jw.org](http://jw.org) will be updated in due course.

7. The per-publisher amount listed on the [jw.org](http://jw.org) web page containing the link to this announcement should be multiplied by the number of active publishers in the congregation to determine the suggested monthly donation for your congregation. It is understood that some congregations will not be able to donate the suggested amount while others will be able to donate more. Therefore, **the body of elders** should consider whether the suggested amount would impose a hardship on the congregation or the congregation is in a position to donate the suggested amount or more. The monthly donation agreed upon by the body of elders should be presented in a resolution to the congregation for approval. Please note that the resolved donation should be sent on a monthly basis and not as a single amount for the service year.

8. The resolution should be written as follows: "We, the \_\_\_\_\_ Congregation, resolve to donate \_\_\_\_\_ each month to the worldwide work for the 2021 service

year. The monthly donation will be made from congregation funds, which are obtained by means of contributions made to the local congregation.”

9. **SEPA Direct Debit on donate.jw.org:** It may be practical to designate one elder as a contact for those that request help using this new feature. If you encounter a technical challenge you cannot address locally, you can direct the publisher to contact the branch for assistance.

10. **Fraudulent withdrawals from congregation accounts:** Unfortunately, cybercrime is currently also detected more frequently in connection with congregation and maintenance accounts. Due to current incidents, we would like to point out the importance of keeping a close eye on account activities in order to follow up on incomprehensible credit notes and withdrawals. Therefore, we would like to remind you of paragraphs 5, 6, 19, 55 and 60-62 of *Instructions for the Management of Congregation Accounts (S-27b)*. These paragraphs contain some checking procedures that may reveal possible discrepancies. In case of conspicuous activities please contact the Accounting Department.

11. **2020 Update of the Local Design/Construction Department:** In order to keep congregations up to date on the worldwide work of the Local Design/Construction Department (LDC), a video with the title “The LDC Supports the Preaching Work” was created. This video should be played in the week of September 14, 2020, during the 15-minute “Local Needs” part. The video will be made available to the elders in the “Event Media” section of jw.org in due time.

## 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. If before that meeting **the body of elders** has determined the resolution amount referred to in the announcements for elders, the resolution should be presented immediately following the reading of the announcements for congregations. Otherwise, after reading the announcement, inform the congregation that the resolution will be presented the following week.

## FOR SECRETARIES

1. **Instructions for New Regular Pioneers (S-236):** The regular pioneer welcome letter has been replaced with a new document entitled *Instructions for New Regular Pioneers*. It should be provided to new regular pioneers at the time they are informed of their appointment. Since information regarding pioneer hour credit has been added to the document, please ensure that all those currently serving as regular pioneers also receive the document.

2. **Tutorial Videos for Congregation Accounting:** Please ensure that the accounts servant and others involved in the accounting procedures have access to the tutorial videos for congregation accounting. A link to a document providing recommendations on which videos would be beneficial for each congregation accounting role has been included on the jw.org web page containing the links to the videos.

3. **Adjustment to Resolved Congregation Donations:** After the resolution referred to in the announcement for elders has been approved by the congregation, please ensure that it is given to the accounts servant. The monthly amount should be included on the “Worldwide Work (Resolution)” line of the *Record of Funds Transfer (TO-62)* and on jw.org. Additionally, in view of this adjustment, any resolved onetime donation of funds in excess of the congregation’s target balance should be made to the worldwide work and combined with

the amount of the resolved monthly donation on the *Record of Funds Transfer* and on [jw.org](http://jw.org).

## FOR SERVICE OVERSEERS

1. **2021 Memorial and Special Talk Invitations:** In preparation for the possible distribution of printed invitations for the 2021 Memorial and special public talk, each congregation should submit a request by **Friday, September 11, 2020**, using the item number 7959. If a request is not received from your congregation by the due date, the branch office will determine the quantity to be sent to your congregation. In the event that conditions will not permit distribution of a printed invitation, your request will be canceled.

2. **Large-Print *Shepherd Book*:** Please use the item number 54366 or the mnemonic *sflp* when requesting *Shepherd—Large Print*. When shipped, the books will be wrapped to ensure confidentiality and will be labeled for delivery to the coordinator of the body of elders.

3. **Standing Requests for Magazines:** Language-coordinating congregations should adjust standing requests to account for the reduced use of *Awake!* and the public edition of *The Watchtower* during the pandemic.—See *Literature Request and Inventory Guidelines* (S-56), paragraphs 6 and 8.

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## FOR CONGREGATIONS

1. **Circuit Assembly Programs for 2021 Service Year:** Printed copies of circuit assembly programs for the 2021 service year will not be provided by the branch office. However, electronic copies are available on [jw.org](http://jw.org) and in *JW Library*. If you need assistance with printing a copy from [jw.org](http://jw.org), feel free to contact your field service group overseer or another capable publisher.

2. **Memorial:** On Saturday, March 27, 2021, we will observe the Lord's Evening Meal. (Luke 22:19) No weekend meeting will be scheduled that week. Additionally, please note that the 2022 Memorial observance will be held on Friday, April 15, 2022. The 2023 Memorial observance will be held on Tuesday, April 4, 2023.

3. **2021 Special Talk:** To generate enthusiasm for the Memorial, the 2021 special public talk will be presented the week before the Memorial, during the week of March 15, 2021. Congregations that have an assembly or the visit of the circuit overseer the week of March 15 will usually have the special talk one week earlier.

4. **Hour Requirement for Pioneers and Missionaries:** The COVID-19 pandemic has significantly affected the ministry of pioneers and field missionaries. The Governing Body understands the challenges and does not want these faithful servants to feel pressured to meet an hour requirement. Thus, until further notice, regular pioneers, special pioneers, and missionaries are not expected to reach a specific hour requirement. We are confident that all will do their best. We hope this provision allows our hardworking pioneers and missionaries to continue to find joy in their service during this challenging time.—**Read Colossians 3:23, 24.**

5. **Adjustment to Resolved Congregation Donations:** In the past, the congregation was presented with multiple resolutions to donate funds to the branch office in support of various activities cared for by the organization. This arrangement has been simplified. For the upcoming service year, the congregation will be presented with a *single* resolution to donate a monthly amount to the worldwide work.

6. The branch office uses worldwide work funds to support various activities that benefit congregations. Such activities include renovating and constructing Kingdom Halls and Assembly Halls; caring for incidents at theocratic facilities, including those involving natural disaster, fire, theft, or vandalism; providing technology and related services; and assisting with the travel costs of selected special full-time servants in foreign service who attend international conventions.

[Note: If the body of elders has determined the resolution amount referred to in the announcements for elders, the resolution should be presented now. Otherwise, inform the congregation that the resolution will be presented the following week.]

7. **SEPA Direct Debit on [donate.jw.org](http://donate.jw.org):** You are now able to make donations to the worldwide work, congregation, regional convention, circuit, and constructions projects by means of SEPA direct debit. You can make one-time donations, as well as set up monthly recurring donations. SEPA donations will be directly withdrawn from your bank account. To use this service, you will need to have a Euro bank account with an International Bank Account Number (IBAN) and a personal login account on [donate.jw.org](http://donate.jw.org). Please use the

“Donations” link at the bottom of the home page on JW Library or type the URL “[donate.jw.org](https://donate.jw.org)” into your web browser to use this service. If you need assistance, please contact one of the congregation elders. No matter how you support kingdom interests, you are truly to be commended as you continue to “honor Jehovah with your valuable things.”—Prov. 3:9.