

Announcements and Reminders

May 2021

FOR ELDERS

1. **Arrangements for Viewing the 2021 Convention:** It is the Governing Body's earnest desire that all in the congregation benefit fully from the 2021 "Powerful by Faith!" convention. To strengthen and unify our brothers worldwide, it is our preference that all publishers view the convention sessions on the same weekends wherever it is possible and practical to do so. Therefore, please consider the following information.

2. If possible, the viewing of each convention session should be arranged on the weekend indicated below:

Schedule for Viewing 2021 Convention Sessions		
Weekend	Session	Date Available on JW Broadcasting
July 3-4	Friday morning	June 28
July 10-11	Friday afternoon	July 5
<i>July 17-18</i>	<i>Normal weekend meeting</i>	
July 24-25	Saturday morning	July 19
July 31- August 1	Saturday afternoon	July 26
<i>August 7-8</i>	<i>Normal weekend meeting</i>	
August 14-15	Sunday morning	August 9
August 21-22	Sunday afternoon	August 16

- (1) No public talk should be scheduled on the weekend a session is viewed.
- (2) If a circuit overseer's visit or a circuit assembly is scheduled during one of the weeks, the viewing of the convention session should be postponed by one week.
- (3) As a reminder, the Kingdom Hall should not be used for these or any other meetings unless direction to do so is provided by the branch office.

3. An abbreviated *Watchtower* Study should be considered by the congregation *before* the convention session is viewed. The study should last 30 minutes and be conducted by means of questions and answers without reading the paragraphs. If a videoconferencing tool, such as *Zoom*, is being used for congregation meetings, this tool should be used for the abbreviated *Watchtower* Study. Although the attendance count should be taken for the *Watchtower* Study, no count of those viewing the convention sessions is needed.

- (1) At the end of the *Watchtower* Study, make the following announcement: "After the concluding song and prayer, all who are able to do so should view the current convention session on JW Broadcasting in their homes. At the conclusion of the session, someone in the home can offer a prayer of thanksgiving." Viewing the session in one's home will likely provide a better viewing experience than watching the program using a videoconferencing tool.
- (2) After the announcement, sing the second song specified for the *Watchtower* Study and conclude with a prayer that acknowledges the convention program to follow.

- (3) The body of elders can decide if they would like to select a designated time later in the day for those who want to discuss the benefits of the program to meet in smaller groups by means of videoconference, such as *Zoom* breakout rooms. Or, with the elders taking the lead, publishers could be encouraged to discuss with one another throughout the following week points that they enjoyed from the program.

Additional Considerations:

- (1) If some publishers are unable to access JW Broadcasting, the elders may transmit the convention sessions to them by means of a videoconferencing tool, such as *Zoom*. After the *Watchtower* Study, these individuals would stay connected to enjoy the session. The session should be downloaded in advance to the host's computer.
- (2) Be reasonable and flexible. Because of family circumstances or other reasons, some publishers or families may choose to view the sessions at other times.

4. The midweek meetings will continue to be held as normal on the weeks when the convention sessions are being viewed in July and August. In his concluding comments, the Life and Ministry Meeting chairman should briefly mention the theme for the day and highlight some of the talks that will be presented to build anticipation for the program.

5. **2021 Convention Badge Cards:** The badge cards can be downloaded from the "Forms" section of jw.org when you are logged in. Please arrange to distribute electronically the badge cards to publishers and Bible students who would like one. If local circumstances permit and safety protocols are followed, badge cards printed from jw.org may also be distributed.

6. **2021 Convention Invitation Campaign:** Since our house-to-house ministry and public witnessing have been suspended because of the global pandemic, each body of elders will need to determine how best to cover the congregation's territory using other methods. For additional details regarding the invitation campaign, see the attached outline "2021 Convention Arrangements."

7. **2021 Convention Review:** During a local needs part in October or November, play the convention excerpts video that will be available to you in June in the "Event Media" section of jw.org when you are logged in. By means of an audience discussion, review highlights of the program, particularly those that relate to the ministry.

8. **Agreement for Loan of Equipment (DC-49):** A revised *Agreement for Loan of Equipment* will soon be available on jw.org. This form can be used when equipment is loaned from a publisher to a congregation for a theocratic project. It documents who would be responsible if an incident occurs that causes damage to the equipment. The form is not to be used in connection with equipment that is used and operated by an outside contractor. Please take note of the instructions at the top of the form.

9. **Donation Acknowledgments:** Continue to look for opportunities to express appreciation to the publishers in your congregation for their generous support of the worldwide work along with their support of your congregation and circuit. When a publisher needs to contact the branch office for assistance with a donation, encourage him to use the Contact Us feature on donate.jw.org. This feature can be used for all donations made to the branch office, not just online donations. Publishers should be encouraged to use online donation methods if such are available. As a reminder, any publisher or interested person can set up a jw.org account to use donate.jw.org. In general, setting up an account simplifies the donation process for the publisher and the branch office.

10. If a publisher has provided his email address with his donation but informs you that he has not received a receipt or a letter of appreciation from the branch office, please have him first confirm that he provided the correct email address. If he donated using donate.jw.org and has a user account, he can go to the “Administration” tab to verify that his email address is correct. If he used another means to donate, please have him use the Contact Us feature on donate.jw.org to inform the branch office of his correct email address.

11. **Revised Accounting Instructions:** Beginning this month, revised instructions and forms for congregation accounting and Kingdom Hall Operating Committee accounting will be made available on jw.org. The revised instructions include recent policy adjustments and appendixes that provide supplemental direction specifically for the branch territory. Revised *Tutorials for Congregation Accounting* will be available in due course.

12. Those involved in the accounting procedures, such as the coordinator of the body of elders, the operating committee coordinator, those approved to make payments from the primary account, and those who perform audits of the accounts, should familiarize themselves with the revised instructions.

13. **Gift Aid:** Any publisher with an active my.jw.org profile that makes Gift Aid donations must add a postal **and** physical address to their profile in order for Gift Aid to continue being claimed. These addresses may be the same. Please enter the postcode in the correct field and the correct format, including a space in between the two parts.

14. **Address and Contact Information for Literature Deliveries:** As stated in the announcement dated February 3, 2021, magazines and literature shipments are now sent to each language-coordinating congregation via courier (UPS). In some congregations, the coordinator of the body of elders was chosen as delivery contact. Other congregations chose a different address and informed the branch office by submitting a *Shipping Information* (S-36) form. Please note that from now on, if the brother receiving the literature on behalf of the congregation(s) changes his address, telephone number, or personal email address, he should immediately inform the Shipping Department by filling out section A of the form. This is needed even if he has updated this information under My Profile on jw.org, as this does not synchronize with the details UPS has.

15. **Shipment Packing Lists:** As a reminder, packing lists are no longer included in the shipment. The literature servant should retrieve them from jw.org (CONGREGATION>REQUEST>LITERATURE>SHIPMENT HISTORY).

FOR CONGREGATION SERVICE COMMITTEES

1. **Donation Acknowledgments:** Please designate a qualified brother, preferably a ministerial servant, to assist publishers with any technical challenges they may have related to donate.jw.org. This brother will work under the oversight of the secretary.

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. **2021 Convention Arrangements:** Please ensure that the elder assigned the part “2021 Convention Arrangements” during the week of May 17, 2021, is provided with the attached outline and the appropriate details regarding local arrangements. Ensure that the local schedule for viewing the convention is provided to the congregation as soon as possible.

3. **Donation Acknowledgments:** Please ensure that the brother assigned to read the “Donation Acknowledgments” announcement to the congregation is provided the name of the brother designated to assist publishers with any technical challenges they may have related to donate.jw.org.

FOR SECRETARIES

1. **Revised Accounting Instructions:** Please begin using the revised accounting instructions on June 1, 2021. As soon as the revised instructions are available, please arrange to review these carefully with the accounts servant.

2. **Video Equipment in Kingdom Halls:** Starting June 1, 2021, congregations that have a separate resolved donation for video equipment should combine the resolved amount with the resolved monthly donation to the worldwide work. This combined amount should be entered on the “Worldwide Work (Resolution)” line on the *Record of Funds Transfer* (TO-62). The separate option “Video Equipment (Resolution)” has been removed from the updated *Record of Funds Transfer* and will no longer be available for congregations that use the Transfer Funds feature on jw.org. Direction in the *Shepherd* book regarding video equipment will be updated in due course.

3. **Gift Aid:** Please contact each publisher with a profile linked to the congregation domain to assist and ensure he has updated his profile with a postal and physical address. This should be handled **no later than May 31, 2021**.

4. **Address and Contact Information for Literature Deliveries:** When the recipient’s address changes, please submit a *Shipping Information* (S-36) form.

FOR SERVICE OVERSEERS

1. **Worldwide Campaign in November 2021:** If you believe there is a need for additional copies of *The Watchtower* No. 2 2021 and are confident these will not be wasted, you should immediately inform the language-coordinating congregation of the quantity needed. That congregation should submit such special requests to the branch office by **Friday, May 28, 2021**.

2. **Shipment Packing Lists:** Please remind the literature servant where to find the packing list on jw.org.

2021 Convention Arrangements

PLEASE NOTE: This outline should be presented at the midweek meeting during the week of May 17, 2021, in place of the 15-minute local needs part. Build enthusiasm for the convention program

ARRANGEMENTS FOR VIEWING CONVENTION

[Remind the congregation of the local arrangements for viewing the convention, including the adjusted weekend meeting schedule]

For the benefit of the blind and visually impaired, a separate set of the 2021 convention videos will be published with audio descriptions in various languages. These videos provide descriptions of action that may not otherwise be understood by visually impaired people. These videos will be available in a separate collection on jw.org and in *JW Library*. (On jw.org, go to LIBRARY > VIDEOS > AUDIO DESCRIPTIONS. In *JW Library*, go to MEDIA > VIDEO > AUDIO DESCRIPTIONS.) They can also be found on jw.org by typing the words “audio description” in the search box. These video editions will also be available on the JW Broadcasting app on Amazon Fire, Apple TV, and Roku.

PREVIEW OF CONVENTION

[Highlight the theme of the convention and key talks while the *2021 Convention Program* is displayed on the screen]

The concluding song for the 2021 convention will be a new original song entitled “With Eyes of Faith.” The song and lyrics are now available on jw.org. The Governing Body requests that everyone in the congregation practice singing the new song prior to viewing the convention program

CONVENTION INVITATIONS, BADGE CARDS, AND PROGRAMS

In view of the special arrangements for viewing the convention in July and August, no printed invitations, programs, or badge cards will be shipped to congregations. We encourage you to download the program from jw.org or in *JW Library* and review the theme and talk titles before each session. Publishers and Bible students who would like to wear a badge card as they view the sessions may request an electronic copy from the elders

CONVENTION REVIEW

After viewing each session, we encourage you to discuss points that you enjoyed from the program with one another throughout the week

[Announce any local arrangements the elders have decided to implement in this regard]

CONVENTION INVITATION CAMPAIGN

There will be a campaign beginning on June 19, 2021, to invite as many people as possible from the congregation’s territory to benefit from the convention program. Additionally, you may invite non-Witness family members, inactive ones, Bible students, return visits, and other acquaintances. An invitation will be available on jw.org and in *JW Library*. Use the Share feature to send a link to the invitation on jw.org. (Go to ABOUT US > CONVENTIONS.) In *JW Library*, use the Share Link feature. (Go to PUBLICATIONS > TRACTS.) The convention invitation can also be downloaded from jw.org and then printed. Since arrangements for viewing the convention program will vary, you can simply encourage interested ones to view the program on jw.org. The campaign will continue until we view the Sunday afternoon session of the convention program as a congregation, unless we finish covering our territory before then

[Outline local arrangements for the campaign]

CONCLUSION

We are confident that this convention program will heighten our appreciation for the need to strengthen one other as a unified organization during these difficult times

TO BE COVERED IN 15 MINUTES

5/21

Announcements and Reminders

May 2021

FOR CONGREGATIONS

1. **Arrangements for Viewing the 2021 Convention:** We greatly anticipate viewing the six sessions of the upcoming “Powerful by Faith!” convention program. The convention program will be released incrementally on JW Broadcasting during the months of July and August. Many will view the sessions at the same time. Understandably, because of family circumstances or other reasons, some publishers may find it necessary to view the convention sessions at other times. This is left to the good judgment of each family head.

2. **2021 Pioneer Service School:** As an exception, approval has been given for the 2021 Pioneer Service School to be conducted via videoconference. Pioneers eligible to attend will be informed of the arrangements in due course.

3. **Donation Acknowledgments:** We commend the efforts of the many publishers who have adapted to using electronic methods of donating to support Kingdom interests, such as by using donate.jw.org. An adjustment has been made to unify how all donations received at the branch office are acknowledged. Once your donation is received, a *receipt* will be emailed to you to acknowledge the donation amount. Thereafter, a separate *letter of appreciation* will be sent each month that the branch office receives a donation from you. Note that all email messages from the branch office will be sent from an email address that ends with “@jw.org.” For technical support regarding the use of donate.jw.org, the elders have assigned _____ to help you.

4. If you choose to send your donation to the branch office using a method other than donate.jw.org, please provide your email address with your donation so that you can receive a receipt and letter of appreciation. Thank you for your continued support by means of your generous donations.

5. **Branch Offices and Special Full-Time Servants:** Recently, the Governing Body directed all branch offices and special full-time servants to maintain various safety precautions. In most cases, this means that Bethel facilities will remain on lockdown and special full-time servants will continue to shelter in place until at least August 1, 2021. If local circumstances permit, some restrictions may be eased before August 1, 2021. We appreciate the sacrifices that special full-time servants and their families are making. Please continue to keep these loyal ones in your prayers.

6. **Worldwide Campaign in November 2021:** The cover series for *The Watchtower* No. 2 2021 is “A Better World is Near.” Although this issue will soon be available for use in the ministry, in November 2021 it will be featured in a worldwide campaign to focus attention on the Bible’s hope of a better world soon to come. Publishers will be encouraged to share one scripture that highlights this hope with as many people as possible and to place a copy of the magazine with all interested persons. Publishers who decide to serve as auxiliary pioneers during November 2021 will have the option of choosing the 30-hour or 50-hour requirement.

7. **Gift Aid:** If you make Gift Aid donations, please use the “Contact Us” link on donate.jw.org to notify the branch office if your address changes. If you have a my.jw.org profile, please update the postal address on your profile instead.