

Announcements and Reminders

June 2021

FOR ELDERS

1. **Risk Incident Report (TO-5):** The revised *Risk Incident Report (TO-5)* web app will be available soon on jw.org for the elders to submit incident reports to the Branch Risk Management Desk. Elders should submit incident reports using the online form rather than sending the completed PDF form.

2. **Personal Legal Advice:** If anyone approaches you with a legal question, please refer to the direction at *sfl 29:2*. Elders do not involve themselves in the legal matters of individual Christians. As elders, you should not offer legal advice. Of course, those who wish may consult with a lawyer of their choice. That is a personal decision for them to make.

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.

FOR SECRETARIES

1. **Meeting Times and Contact Information:** The jw.org feature for adding meeting times will soon be updated. In the “Congregation” section of the home page when logged in to jw.org, you will need to select the “Congregation Information” link and then the “Meeting Times” link. In addition, the jw.org feature for viewing congregation meeting place details and for adding a public contact phone number will soon be updated. In the “Congregation” section of the home page when logged in to jw.org, you will need to select the “Congregation Information” link and then the “Contact Information” link.

FOR SERVICE OVERSEERS

1. **Annual Items:** Each congregation should enter its own request for annual items for 2022 no later than **Monday, August 2, 2021**. The quantity requested from the branch office should reflect the actual quantity requested by publishers.

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FOR CONGREGATIONS

1. **Adjusted Student Assignments:** As a reminder, the *Enjoy Life Forever!* brochure will be featured in the Bible study student assignments beginning in June 2021. Since the material to be considered for these assignments does not appear in the *Life and Ministry Meeting Workbook*, please refer to the list of adjustments that the elders provided you.

2. **Annual Items:** Annual items for 2022 will be made available for download beginning in October of this year. Publishers who require hard copy editions may now request the following items: 2021 *Watchtower* and *Awake!* bound volume, *Examining the Scriptures Daily—2022*, and the *Watch Tower Publications Index 2021*. Additionally, requests may be submitted for braille editions of *Examining the Scriptures Daily*.

3. **Bethel Service:** Although circumstances related to the COVID-19 pandemic have limited the number of those who can be invited into Bethel service at this time, we are still interested in knowing who may be available to serve when it becomes possible to invite more volunteers. Therefore, baptized Christians 19 years of age or older who desire to pursue Bethel service or assist with theocratic construction projects on a part-time or full-time basis should speak to their congregation secretary to receive further instructions on submitting an application. Where possible, it is preferred that publishers who have access to the Internet use the online application features. Additionally, applicants should view the videos *Making Yourself Available for Bethel Service* and *Be Honest in All Things (Bethel/Construction Application)* before submitting an application to their elders.

4. **Posting Material on Websites and Social Media:** While we may share information from the organization's websites by sending a link to individuals, we should not *post on the Internet* any artwork, electronic publications, trademarks, music, photos, videos, or articles from our websites. This would include theocratic programs on jw.org or JW Stream, such as monthly broadcasts, congregation meetings, circuit assemblies, and conventions. If you have posted such material on any website or social media without permission, please remove it. More information on this topic can be found in the April 2018 issue of *The Watchtower*, pages 30-31, and on jw.org under "Terms of Use."