

## ANNOUNCEMENTS AND REMINDERS

January 2018

*Coordinator of the body of elders:* The announcements **for the congregation** should be read at the next midweek meeting. Thereafter, they should be posted on the information board for one month.

### FOR THE ELDERS ONLY

1. **2018 Special Talk:** Please consult the chart *Assignment to View the 2018 Special Talk* to verify which recording of the special talk your congregation should view. If it is not possible to play video at your meeting place or if no recording will be available in the language of your congregation or group, you should assign a qualified speaker to give the special talk in the usual manner. The theme is “Who Really Is Jesus Christ?” (No. 140).

2. **International Conventions in 2019:** In harmony with the attached announcement to the congregation, please arrange for a resolution to be considered by the congregation authorizing the following amount to be sent from congregation funds each month for the 12-month period of January 2018 through December 2018: \$0.15 x (number of active publishers). If preferred, the entire amount may be sent at one time. If the body of elders thinks that the suggested amount would impose a hardship on the congregation or that the congregation is in a position to contribute more, the resolved amount may be adjusted accordingly.

The resolution should be written as follows: “In support of the arrangement to assist selected special full-time servants in foreign service to attend the 2019 conventions, we, the \_\_\_\_\_ Congregation, resolve to donate \_\_\_\_\_ (spread over the course of the year/in one payment).”

- *Coordinator of the body of elders:* If before the next midweek meeting the body of elders has approved the amount to be included in the resolution, arrange for the resolution to be presented following the reading of the attached announcement. Otherwise, inform the congregation that the resolution mentioned in the announcement will be presented the following week.
- *Secretary:* Ensure that the resolution approved by the congregation is given to the accounts servant along with the appropriate instructions for remitting the resolved donation to the branch office. When completing the remittance form, write “Convention Travel (Resolution)” on the blank line in the list of categories and enter the approved amount in the corresponding column.—See *Instructions for Congregation Accounting (S-27)* regarding monthly remittances.

3. **Supporting Those With Medical Needs:** An updated listing of Hospital Liaison Committee members is available when you are logged in to jw.org. On the “Lookup” tab, select the “Contacts” link. Each elder should ensure that he has ready access to this information and to *Guidelines for Supporting Those With Medical Needs (S-139)* for use in case of an emergency. Such material is not for general circulation and therefore should not be copied for publishers or posted on the information board.

4. **Incident Report (TO-5) and Incident Report Instructions (TO-5i):** An online-entry version of the *Incident Report* is now available when you are logged in to jw.org. On the “Documents” tab, under the heading “Online Form Entry,” select the “Submit Forms” link. We request that, whenever possible, *Incident Reports* be submitted to the Branch Risk Management Desk in the Accounting Department using the online-entry version rather than sending a printed or PDF version of the form.

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## FOR THE CONGREGATION

1. **Entrance Times for Assemblies and Conventions:** Beginning in February 2018, facilities used for assemblies and conventions will be open for general admission starting at 8:15 a.m. Elderly and infirm ones, along with one caregiver, will be permitted to enter the facility starting at 8:00 a.m. This will allow these dear ones with limited mobility extra time to find a seat. Volunteers will still be permitted to enter before 8:00 a.m. to set up their departments.

2. **International Conventions in 2019:** We are pleased to announce that, in addition to the normally scheduled regional conventions, international conventions will be held in various locations throughout the earth during the 2019 convention season. Specific locations will be announced later. Arrangements are being made to assist selected special full-time servants in foreign service to return to their homeland at the time of these conventions. Those who qualify to be assisted will receive further information.

Each congregation is being invited to support this arrangement by means of a resolved donation. Personal contributions toward the fulfillment of the congregation's resolution may be placed in the box labeled "Local Congregation Expenses." Individuals may also send a donation directly to the branch office. However, please do not request that such funds be used for a specific individual. At the end of the 2019 convention season, any excess funds received by the branch office will be used for the worldwide work.