

ANNOUNCEMENTS AND REMINDERS

September 2018

Coordinator of the body of elders: This month there are no announcements or reminders **for the congregation.**

FOR THE ELDERS ONLY

1. **Literature Inventory:** All *language-coordinating congregations* should submit their inventory quantities using jw.org no later than **September 15, 2018**. The following actions should be taken by the *language coordinator*:

- Prior to submitting the inventory report, please review the *List of Publications Approved to Discard* (S-60) and follow the instructions to discard any items appearing in the list.
- Record the inventory count on the latest version of the *Monthly Movement of Literature* (S-28) form. This includes any literature stored on public witnessing carts. When filling out the information for the public *Watchtower* and *Awake!* in the “Periodicals” section of the form, please be sure to record the quantity received for each issue as well as the quantity remaining at the end of the featured months. For example, *Awake!*, Issue No. 2, was featured in July and August. Therefore, only quantities of Issue No. 2 should be recorded for those particular months. If there is a large surplus of magazines from recent months, standing requests should be reduced accordingly.
- Submit the inventory report via jw.org. On the “Congregation” tab under the heading “Request Literature,” select “Inventory Reports.” An inventory report should be submitted for each language displayed.
- Along with the *service overseer of the language-coordinating congregation*, determine how much literature can be shared with nearby congregations. Then, on the “Congregation” tab, under the heading “Request Literature,” select “Inventory Reports.” Then select “Maintain Current Inventory.” Update the “Quantity to Share” column.

2. **Watchtower Library:** *Watchtower Library* can now be downloaded from jw.org to run on Windows computers. In view of this, the *literature servant* should contact each publisher who requested the DVD-ROM version (*dvly18*) and inquire if the publisher can download *Watchtower Library* from jw.org instead. Once all of the requests have been confirmed, the literature servant may cancel any requests for *Watchtower Library* that are no longer needed. Requests should be canceled by **Monday, September 24, 2018**.

3. **Public Talk No. 25:** Since the circuit overseer’s public talk for the second half of the 2019 service year will be a revised version of the current public talk “Resisting the Spirit of the World,” that outline should not be given after October 1, 2018.

4. **Rating Convention Speakers and Interpreters:** The coordinator of the body of elders, the Life and Ministry Meeting overseer, and the auxiliary counselor (or another respected elder if the auxiliary counselor is the coordinator of the body of elders) should prayerfully review the abilities and the example of each elder who has been approved by the body of elders to give outgoing public talks. The three brothers should follow closely the direction provided in *Instructions for Rating Speakers and Interpreters* (S-315i). The *Speaker and Interpreter Ratings* (S-315) form should be submitted to the circuit overseer—not the branch office—by the date indicated on jw.org.

5. **Review of Pioneers’ Field Service Activity:** The Congregation Service Committee should meet to review the activity of any regular pioneers who did not reach the annual hour requirement and

determine if they should be allowed to continue pioneering.—See the May 15, 2017, letter to all bodies of elders, paragraph 21.

6. **Displaying Scripture Texts:** When delivering talks during congregation meetings, speakers may show the text of selected scriptures on the monitors if this is done sparingly. However, it would not be appropriate to display the text of each scripture used.