

## ANNOUNCEMENTS AND REMINDERS

February 2019

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

### FOR THE ELDERS ONLY

1. ***Shepherd and Shepherd Addendum:*** We are pleased to inform you that “*Shepherd the Flock of God*”—1 Peter 5:2 has been completely revised. The new version, which will henceforth be referred to as the *Shepherd* book, replaces the *Shepherding* textbook (*ks10*). In addition to including the material that currently appears in the *Shepherding* textbook, an effort has been made to include all relevant direction that currently appears in letters to all bodies of elders worldwide. Most direction that applies only in a specific branch territory will now appear in a document entitled *Addendum to “Shepherd the Flock of God”—1 Peter 5:2*. As a result, use of the *Index to Letters for Bodies of Elders* (S-22) and the letters referenced therein has been discontinued. Any printed or electronic copies of such documents should be destroyed.

*Shepherd* is now or will soon be available for download by elders in a number of languages on [jw.org](http://jw.org). It will be available in the PDF, JWPUB, and EPUB formats. While elders are encouraged to make good use of electronic copies of the book, those needing printed copies may inform their service overseer, who will then ensure that requests are promptly submitted to the branch office in the same way that requests for other special-request items are submitted. Please use the mnemonic *sfl* or the item number 5436 when requesting *Shepherd*. The books will be wrapped to ensure confidentiality and will be labeled for delivery to the coordinator of the body of elders. For the time being, *Shepherd Addendum* (*sfla*) will be available on [jw.org](http://jw.org) only.

In order to keep *Shepherd* and *Shepherd Addendum* up-to-date, revisions will be issued approximately every six months. However, printed copies will be revised no more often than annually. An effort will be made to coordinate the release of significant policy adjustments with the biannual revisions of *Shepherd* and *Shepherd Addendum*.

We encourage each elder to begin reading *Shepherd* in its entirety as soon as possible. Please note that *Shepherd* contains clarified direction on the topics listed below:

#### **Introduction**

- Par. 2: Use of *Shepherd Addendum*
- Par. 3: Handling of *Shepherd* upon deletion as elder

#### **Chapter 1**

- Par. 4: When to hold elders’ meetings
- Par. 6.1: When to consider recommendations for appointment or deletion of elders and ministerial servants

#### **Chapter 3**

- Par. 3.15: Reference to *Instructions for JW.ORG Local Domain Administrators* (S-135), formerly entitled *jw.org Roles*. In the coming weeks, the “View Forms” and “View Letters” roles will be automatically assigned and removed based on an individual’s appointment as an elder or ministerial servant.

#### **Chapter 9**

- The arrangement for an elder selected by the body of elders to attend pioneer meetings with the circuit overseer (both in conjunction with circuit assemblies and regular visits to congregations) and thereafter to share highlights of the meeting with the entire body of elders has been discontinued.

## Chapter 11

- Since the information in *Guidelines for Supporting Those With Medical Needs* (S-139) has been incorporated in this chapter, that form has been discontinued.

## Chapter 16

- Par. 1: Informing accused that audio or video recordings of hearings not allowed.

## Chapter 20

- Pars. 16-17: Announcements regarding assemblies and conventions and review of programs
- Par. 20: Use of visual aids at sign-language meetings

## Chapter 21

- Par. 17: Assignment of safety coordinator for Kingdom Hall cleaning or maintenance project
- Par. 38.2: Combination of artwork with yeartext
- Par. 43: Reference made to new document, *Kingdom Hall Dedication Guidelines* (S-78)

## Chapter 22

- Pars. 12, 16: Retention of *Congregation's Publisher Records* (S-21). This form has been revised. In most cases, printed forms will no longer be provided by the branch office.
- Par. 18: Retention of *Congregation Meeting Attendance Records* (S-88). This form has been revised.

## Chapter 24

- Par. 24: Use of *Suggestions for Publishers Learning Another Language* (S-394)

2. **2019 Special Talk and Memorial:** For the special talk, the chairman should announce “Life Everlasting Is Promised” (*sij* song 147) as the opening song. If that song is not available, he should announce “Life Without End—At Last!” (*sn* song 55). After an opening prayer, he should introduce the recorded talk using the information in the chart *Assignment to View the 2019 Special Talk*, which was referred to in January’s *Announcements and Reminders* (S-147) form. The country or branch territory of the speaker should not be announced. Congregations that have a local speaker should use the song listed above and introduce the speaker in the usual manner. Along with this form, we have provided the announcement that should be read by the chairman after the special talk and the Memorial. Please follow the instructions regarding preparations for the Memorial that appear in *Shepherd*, chapter 20, paragraphs 6-12.

Again this year, all elders and ministerial servants who serve as public speakers should carefully review the special talk outline “Reach Out for the Real Life!” (No. 90), pages 52-55 of the *Ministry School* book, and *Reminders for Those Assigned Public Talks* (S-141) before the talk is presented to the congregation. The coordinator of the body of elders should confirm that all ministerial servants who serve as public speakers have access to the material they are to review before the special talk.

3. **Disfellowshipped or Disassociated Ones:** See *Shepherd*, chapter 25, paragraph 20, for reminders on when it may be appropriate for an elder to make brief contact with a disfellowshipped or disassociated individual.

4. **Local Needs—Musical Preludes:** Please read the letter dated February 2, 2019, (available under the “Letters” tab on [jw.org](http://jw.org)) at the beginning of the local needs part for the week of February 11, 2019. Following the reading of this letter, please play the video *Sing Praises in Imitation of Jesus*. (This can be downloaded in advance from *JW Broadcasting*>Video on Demand>Music>Making Music.) Draw attention to how the family responded immediately to the chairman and sat quietly and respectfully in their seats. The balance of the 15 minutes allotted for the part should be used to promote auxiliary pioneering in March.

5. **Letter Writing:** The midweek meeting for the week commencing March 18, 2019, features the item “Improving Our Skills in the Ministry—Writing Good Letters.” The brother handling this part should make the following announcement at the start of the item: “Please note that according to laws in Britain and Ireland it is not permissible to write to any person or address as part of our ministry without prior consent. Therefore, publishers may only write to those who have given consent, such as interested persons, Bible students, relatives and acquaintances. The same applies to telephone witnessing. When we are permitted to write, it is important that letters are of good quality, as the following item will show.”

6. **Special Ministry Weekend:** For the special weekend of activity on March 30-31, please make preparations for extra ministry arrangements throughout the weekend, perhaps starting earlier or going on later than usual. As appropriate in your territory, this may be an ideal opportunity to promote business ministry or other methods, such as witnessing at truck stops, service stations and special events. The same principles and qualifications apply to these areas as to normal public witnessing, as explained in the *Shepherd* book, chapter 23.

7. **2019 Malta Regional Convention:** We would be pleased to hear from any Italian-speaking elder who has recent experience as a convention speaker and plans to attend the convention in Malta. If this is the case, please send a brief letter to the “Convention and Assembly Desk” inbox on jw.org, stating your availability and willingness to receive an assignment. Also, if any publishers wish to be involved in the invitation campaign, please follow the direction in the *Organized* book, chapter 10, paragraph 9, and send your letter of recommendation to the Service Department in Britain.

8. **WTResource.com:** We encourage elders to familiarise themselves with the WTResource supplier arrangement found in the login section of jw.org (under “Document Types” on the “Documents” tab). This will enable you to provide details to publishers who request them. However, details should not be placed on the noticeboard. Publishers can be directed to the WTResource website.

9. **Britain Branch Relocation Project Newsletter: Edition 10 - Winter 2018:** Please print out edition 10 of the branch relocation newsletter in full colour, and inform the congregation using the announcement below. Please place on the noticeboard, and remove the previous newsletter as pictured below.



### **2019 SPECIAL TALK ANNOUNCEMENT**

We are very happy that all of you could attend this special talk that is being presented worldwide in over 120,000 congregations of Jehovah's Witnesses! The annual observance of the Memorial of Christ's death will be held on Friday, April 19, 2019. We invite you to join us at [state the time and location]. If you would like someone to visit you to demonstrate a free, personal Bible study, please speak to one of the attendants. In addition, we invite you to visit our website, [jw.org](http://jw.org). Bible-based content is available there in over 900 languages. It discusses topics that appeal to married couples, parents, single ones, teenagers, young children, and all who want to learn about the Bible.

### **2019 MEMORIAL ANNOUNCEMENT**

We are very pleased that you arranged your affairs to be here this evening for the annual observance of the Lord's Evening Meal! If you would like someone to visit you to demonstrate a free, personal Bible study, please speak to one of the attendants. We warmly encourage you to join us at our two weekly meetings, which are held on [state the date, time, and location of the weekend and midweek meetings]. In addition, we invite you to visit our website, [jw.org](http://jw.org). Bible-based content is available there in over 900 languages. It discusses topics that appeal to married couples, parents, single ones, teenagers, young children, and all who want to learn about the Bible.

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### FOR THE CONGREGATION

1. **Auxiliary Pioneering:** March and April are ideal times to auxiliary pioneer. There are five weekends during March, and the special campaign to invite as many as possible to the Memorial begins on March 23, 2019. As a reminder, during these months and during the month of the circuit overseer's regular visit, publishers have the option of choosing a 30-hour requirement. We encourage you to make your plans now for increased service during March and April.

As part of the auxiliary pioneering campaign in March, and to support the Memorial invitation campaign, March 30 and 31 will be an extra special weekend of ministry activity. Your local elders will inform you of the additional arrangements in your territory. We are sure this will be encouraging for the whole congregation and bring further praise to Jehovah's name.

2. **Guidance of God Brochure:** The brochure *The Guidance of God—Our Way to Paradise* has been discontinued, and any remaining stock should be discarded. Publishers may instead make use of the brochure *Real Faith—Your Key to a Happy Life*.

3. **WTResource.com:** A wide variety of tools, office supplies, vehicles, plant machinery and other items will need to be disposed of as the branch relocation project in Chelmsford nears completion. We also expect to have many items that are no longer required when the branch office moves to the new premises. WTResource.com will be the primary means of making items available for public purchase.

4. **Britain Branch Relocation Project Newsletter: Edition 10 - Winter 2018:** We are happy to inform you that edition 10 of the branch relocation newsletter will be posted on the noticeboard after the meeting. Included in this update is information on the internal progress of the Office building and comments from some of the international volunteers working on the project.

5. **Forwarding Addresses of Interested Persons to Foreign-language Congregations:** We have received numerous enquiries about whether it is permissible to forward addresses of persons who speak another language to the appropriate congregation. Many foreign-language and sign-language congregations benefit greatly from this arrangement. It helps them to cover their assigned territory more thoroughly. Thus, all congregations are encouraged to continue to assist in this way. (See the November 2018 *Life and Ministry Meeting Workbook*.) However, in order to comply with data protection legislation, only addresses should be passed on. No names or personal information regarding the occupants should be provided.

**The following announcements are for selected congregations only, as indicated:**

6. **2019 Malta Regional Convention: (To be read only to Italian groups and congregations.)** We are pleased to inform you of arrangements for the 2019 Italian-language regional convention in Malta. The convention dates and location are as follows: September 6-8, 2019, Hotel San Antonio. Hotel information and instructions on how to book a nearby hotel can be found on the [ibsaconvention.org](http://ibsaconvention.org) website. If any Italian speakers would like to share in the convention invitation campaign, which will begin on August 16, 2019, they may write a letter to the Malta office making known their availability. The letter should then be given to your Congregation Service Committee.

7. **British Sign-Language (BSL) Remote Translation Office: (To be read only to all BSL groups and congregations, and all congregations within 50 miles of Burton-on-Trent.)** We are pleased to inform you that soon the BSL translation office in Burton-on-Trent will be ready for occu-

pation. Are you able to support the translation office? We need brothers and sisters to help with gardening, hairdressing, vehicle and building maintenance. If you would like to make yourself available as a commuter, please ask your elders for an *Application for Volunteer Program* (A-19) form. Your completed form can then be submitted to your Congregation Service Committee.