

## ANNOUNCEMENTS AND REMINDERS

March 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. **Medical Matters:** The *secretary* should ensure that a sufficient supply of durable power of attorney (DPA) cards is maintained by the literature servant. In an emergency, the card may be printed by elders from [jw.org](http://jw.org).—*sfl* chap. 11.

2. **Watchtower Library:** Please assist publishers who are having difficulty with the initial installment of *Watchtower Library* from [jw.org](http://jw.org) or with downloading updates online. A publisher who has access to the Internet can download the program or the latest publications (update package) in any of the available languages from [jw.org](http://jw.org) and share these with others using a storage device, such as a USB device. Since an annual edition of the DVD will no longer be produced, the assistance you provide will greatly benefit these users of *Watchtower Library*. If it is not possible to install *Watchtower Library* from [jw.org](http://jw.org), the 2017 edition of *Watchtower Library* may be requested using the mnemonic *dvly17* or the item number 2517.

3. **Assistance for Secretary:** If necessary, a qualified ministerial servant may be assigned by the body of elders to assist with tasks such as the compiling, posting, and submitting of the congregation's field service activity to the branch office.—*sfl* chap. 4 par. 1.

4. **Convention Reminders:** During a local needs part prior to the start of the congregation's convention invitation campaign, play the video *Convention Reminders*, which is available on *JW Library*. (Go to MEDIA > VIDEO > OUR MEETINGS AND MINISTRY > MEETINGS, ASSEMBLIES, AND CONVENTIONS.) Thereafter, outline local arrangements for the campaign, which will begin three weeks before the convention.—*mwb16.04* p. 8.

During a local needs part a month or two following the convention, play the convention excerpts video that will be available to you on [jw.org](http://jw.org) in June. (Log in to your [jw.org](http://jw.org) account. Look under DOCUMENTS > EVENT MEDIA.) By means of an audience discussion, review highlights of the program, particularly those that relate to the ministry.—*sfl* 20:17.

5. **Literature Inventory:** All *language-coordinating congregations* should submit their inventory quantities using [jw.org](http://jw.org) no later than **March 15, 2019**. The following actions should be taken by the *literature servant in the language-coordinating congregation*:

- (1) 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. As a reminder, stock of the *Guidance of God* brochure should also be discarded.
- (2) 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. If there is a large surplus of magazines from recent months, standing requests should be reduced accordingly.—S-56 par. 8.
- (3) Submit the inventory report via [jw.org](http://jw.org). On the "Congregation" tab under the heading "Request Literature," select "Inventory Reports." Two inventory reports should be prepared, one for the language of the congregation and another one for other languages, if any.

(4) 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,” and then “Maintain Current Inventory.” Update the “Quantity to Share” column.

6. **Public Talk Nos. 26, 34, 40, and 47:** Revised versions of these public talks will be used as circuit overseer public talks. Therefore, these outlines should not be given after April 1, 2019.

7. **Review of Pioneers’ Field Service Activity:** The *secretary* and the *service overseer* should review the field service activity and hour credit of all regular pioneers.—*sfl* chap. 9 par. 16.

8. **Time and Location of Memorial Observance:** Please update [jw.org](http://jw.org) with the time and location of your congregation’s Memorial observance if you have not already done so. If a group or pre-group hosted by your congregation will be holding a separate Memorial observance, the time and location for that Memorial should also be entered on [jw.org](http://jw.org). Additionally, the recorded announcement on any phone answering system used for the Kingdom Hall should include the time and location of the Memorial observance(s).—*sfl* chap. 21 par. 35.

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March 2019

### FOR THE CONGREGATION

1. **Medical Matters:** Baptized publishers may obtain a durable power of attorney (DPA) card at any time from the literature servant. Additionally, if any publisher (baptized or unbaptized) needs assistance in locating a cooperative doctor and medical facility that have experience in bloodless medicine, the elders will be pleased to assist. Any time you expect to be hospitalized, we recommend that you inform one of the elders ahead of time. When hospitalized, publishers are encouraged to specifically inform the hospital that they would welcome a visit from a minister of Jehovah's Witnesses.

2. **Watchtower Library:** In 2018, *Watchtower Library* was made available for download from [jw.org](http://jw.org). In recent years, updates with the latest publications have been available online. As a result, the demand for *Watchtower Library* on DVD-ROM is greatly reduced. Therefore, *Watchtower Library* on DVD-ROM will no longer be produced each year. Publishers who need assistance downloading *Watchtower Library* or updates may contact their local elders. However, five additional languages have been approved to produce *Watchtower Library*. So as a one-time exception, the 2018 edition on DVD-ROM (*dvly18*) will be produced in Haitian Creole, Ga, Kirundi, Serbian (Roman), and Uzbek.

3. **Special Morning Worship on Day of Memorial:** We eagerly look forward to obeying Jesus' command to "keep doing this." (Luke 22:19) Those words refer to the observance of the Memorial of the death of the Christ, which we will observe on April 19, 2019, after sundown. In connection with that special day, the Governing Body has approved all who have access to JW Broadcasting or *JW Library* the opportunity to enjoy a discussion of the text for that day, which will be presented by a member of the Governing Body. The program will also include the Memorial Bible reading for the dates equivalent to Nisan 13 and Nisan 14.

Therefore, on the morning of April 19, 2019, we encourage everyone to allow themselves enough time before their daily activities begin to access JW Broadcasting or *JW Library* and enjoy the 15-minute program. To access the video on JW Broadcasting, look under HOME > LATEST VIDEOS or look under VIDEO ON DEMAND > PROGRAMS AND EVENTS > MORNING WORSHIP. To access the video on *JW Library*, go to HOME > WHAT'S NEW or go to MEDIA > VIDEO > PROGRAMS AND EVENTS > MORNING WORSHIP.

4. **Bethel Facilities on Day of Memorial:** All Bethel facilities will be closed on the day of the Memorial. There will be no arrangements for tours on this day.