

ANNOUNCEMENTS AND REMINDERS

September 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. **Applications for Expanded Service:** When a publisher fills out an application to expand his service (such as by serving as a regular pioneer, by serving at Bethel, by serving on a theocratic construction project, or by attending the School for Kingdom Evangelizers) and presents it to the Congregation Service Committee for approval, the service committee should give it *prompt* consideration. If a member of the service committee is away or if there are not enough elders to handle the responsibilities of the service committee, please be guided by the direction in the *Shepherd* book, chapter 2, paragraphs 1-2. If a member of the service committee is the applicant, another elder should be used as a substitute to perform the evaluation.

2. **Congregation Analysis Report:** The secretary should ensure that the analysis report of the congregation for the 2019 service year is entered and sent to the branch no later than **October 15, 2019**. The information must be filled out on jw.org under CONGREGATION > ENTER REPORTS > CONGREGATION ANALYSIS. If you have any question regarding the foregoing, please see the View Help Text.

3. **Literature Inventory:** All *language-coordinating congregations* should submit their inventory quantities using jw.org no later than **September 22, 2019**. The following actions should be taken by the *literature servant in the language-coordinating congregation*:

- 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. If there is a large surplus of magazines from recent months, standing requests should be reduced accordingly.—S-56 par. 8.
- 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,” and then “Maintain Current Inventory.” Update the “Quantity to Share” column.

4. **Local Design/Construction Department Update:** A video entitled *How Can You Support the LDC?* has been prepared to update congregations on the work of Local Design/Construction Departments (LDC) around the world. The body of elders should use a future local needs part to play the video. Additionally, please see the September 1, 2019, letter to all bodies of elders for direction on presenting additional updates to the congregation regarding the work of the LDC in your branch territory.

5. **Pioneer Hour Credit:** This is to inform you that beginning with the report for September 2019, all regular pioneers serving in approved assignments will be given hour credit to the extent

that the total number of hours actually spent in field service plus time credit for approved assignments does not exceed **75 hours, rather than 70 hours**. Such approved assignments include serving in construction oversight, Assembly Hall oversight, assembly oversight, and convention oversight, as well as serving as commuter Bethelites, remote volunteers, Bethel consultants, Hospital Liaison Committee members, Patient Visitation Group members, Disaster Relief Committee members, Local Design/Construction Department field representatives and maintenance trainers, and so forth. Approved assignments also include assisting with Kingdom Hall construction when such is done at the request of the branch office or its representatives overseeing the project, assisting with pre- and post-assembly or convention work, assisting with work at Assembly Halls, conducting or participating in congregation meetings held in prison, and so forth.

In view of the aforementioned adjustment, the arrangement for a reduced hour requirement for part-time commuters and remote volunteers has been discontinued. All regular pioneers will now have an annual hour requirement of 840 hours. All part-time commuters and remote volunteers have been sent a letter informing them of this updated direction. The Congregation Service Committee should ensure that all other regular pioneers who participate in approved theocratic assignments are informed of the updated direction regarding hour credit. In the near future, chapter 9 of the *Shepherd* book will be updated accordingly.

As a reminder, please continue to show special consideration to regular pioneers who work extensively on theocratic projects but do not reach the annual hour requirement because they spend more time on such projects than they can receive hour credit for. Likewise, loving consideration should be extended to any regular pioneers who get sick during the month.—*sfl* chap. 9 par. 14.

6. 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.

7. Reporting Meeting Attendance: Beginning with the report for September 2019, congregations will report the average weekend meeting attendance along with the congregation's field service report.

8. 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.—*sfl* chap. 9 par. 17.

9. Review of Standing Requests: The *service overseer* and the *literature servant* should review standing requests for the study edition of *The Watchtower* and for the *Life and Ministry Meeting Workbook* to ensure that quantities closely match the needs of the congregation.—S-56 app. A.

10. "Sing Out Joyfully to Jehovah"—Music Braille: The *service overseer* should ask any blind publishers in the congregation if they are able to read music and if they would like to have this publication. Requests may be submitted in the normal manner. Please use the mnemonic *sjjmo* or the item number 56371 when requesting this publication.

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September 2019

FOR THE CONGREGATION

1. **“Sing Out Joyfully to Jehovah”—Music Braille:** We are pleased to inform you of a new publication entitled *“Sing Out Joyfully” to Jehovah—Music Braille*. This publication contains the music notation in braille for the songbook *“Sing Out Joyfully” to Jehovah*. The lyrics are not included in this edition of the songbook. Requests may now be submitted for this publication.