

ANNOUNCEMENTS AND REMINDERS

December 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. **Enhanced Literature Packing List on JW.ORG:** We are pleased to announce a jw.org enhancement that will allow packing list information to be viewed in three different ways: by requesting congregation, by package, or by item. This will help literature servants to receive, check-in, and distribute publications to the congregation that requested them. You may find this feature under Congregation > Request Literature > Shipment History. Each packing list view can either be printed or viewed online. Please share this information with the brothers who work with literature in your congregation.

2. **Public Talks:** In some congregations, few newly interested ones are present at the weekend meeting. In such cases, the speaker may adapt the public talk to encourage the publishers in the congregation.—See the *Teaching* brochure, study 18.

3. **Qualifications for Public Speakers:** At a future elders' meeting, the body of elders should review the list of public speakers in the congregation. Only *qualified* speakers who are approved by the body of elders should give public talks. (*sfl* chap. 20 par. 1) A qualified public speaker teaches effectively from the Scriptures, makes the practical value clear, and reaches the heart of his listeners. (Neh. 8:8; Luke 24:32) The body of elders may decide that an elder who cares for assignments on the midweek meeting does not qualify to give public talks. In some cases, an elder with limited abilities may be approved to give public talks in his congregation, but he would not qualify to be a visiting speaker. In such cases, he would modestly decline personal invitations to give talks in other congregations. The body of elders should use balance and good judgment as they prayerfully consider the abilities of each brother. All elders, including those who presently do not qualify for certain teaching privileges, should take the initiative to approach the auxiliary counselor and make good use of the *Teaching* brochure to improve their teaching skills.—1 Tim. 4:15, 16.

4. **Reporting Placements and Video Showings:** Beginning with the congregation's monthly field service report for January 2020, all literature placements (printed and electronic) and video showings will once again be reported to the branch office.

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FOR THE CONGREGATION

1. **Use of the jw.org logo.** The jw.org logo is a legally registered trademark, therefore any unauthorized use of the logo must be avoided. The jw.org logo should not be used in any part of personal email signatures. Neither should it be used for your personal identification or business cards. This instruction also applies to those serving at the Branch. Even in the ministry it would be inappropriate to distribute personal items with the jw.org logo.

2. **New publication in Catalan.** We are pleased to announce the following new publication available in electronic format: *What Can the Bible Teach Us (bhs)*. Printed copies will be available for request after the publication is announced on the *New Publications Available* form.