

Announcements and Reminders

March 2020

FOR THE ATTENTION OF ALL ELDERS

1. **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.

2. 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* in June. (Log in to your *jw.org* account. Go to DOCUMENTS > EVENT MEDIA.) By means of an audience discussion, review highlights of the program, particularly those that relate to the ministry.—*sfl* chap. 20 par.17.

3. **Medical Matters:** An updated listing of Hospital Liaison Committee members is available when you are logged in to *jw.org*. (Go to LOOKUP > CONTACTS.) Each elder should ensure that he has ready access to this information for use in case of an emergency. Such material is not for general circulation and therefore should not be copied for publishers or posted on the information board. In an emergency, the durable power of attorney (DPA) card may be printed by elders from *jw.org*.—*sfl* chap. 11.

4. **Branch Relocation Video Update:** A video about the branch relocation project has been prepared and should be shown to the congregation during the local needs part in the midweek meeting for the week commencing **April 13, 2020**. This will be available for download during the week of April 6, 2020. Please note the video will be ten minutes in length. The remaining five minutes should be used to discuss a local need of your choice.

5. **London Special Preaching Campaign:** If any publishers in the congregation applied for the special preaching campaign in central London, please read the announcement on this subject at the next midweek meeting.

6. **Online Application Features:** As previously announced, publishers who still desire to make themselves available for local theocratic construction projects or disaster relief are required to resubmit a *Local Design/Construction Volunteer Application* (DC-50) by March 31, 2020, **using the new online features** announced at the annual meeting. This applies to all publishers who have previously submitted a DC-50 or an *Application for Volunteer Program* (A-19) in hard copy or PDF form, but have not yet done so **using the new online feature**. Please could we remind you of the urgency to be proactive in assisting previous applicants to reapply this month. Any volunteers who do not resubmit an application by March 31, 2020, will no longer be able to assist on local theocratic projects until a new DC-50 application is submitted.

7. **Processing of Online Applications:** We have received many requests for assistance from volunteers that are unable to proceed with submitting an online application. Most situations can be resolved by following the direction for congregation elders in the *Instructions for Accessing My Profile and My Application Features on JW.ORG* (S-131), specifically with the Congregation Persons feature (Step 1), or by using the *Instructions for Congregation use of JW.ORG* (S-135) which also includes direction on the use of the

Congregation Persons feature and on the processing of online applications. Additionally, if you encounter any issues with this process, please check the Announcements on the “Administration tab” on jw.org for further instructions.

If after consulting the above instructions there are still questions regarding the use of the new features, the secretary may contact the jw.org Help Desk for assistance. Please do not contact the Local Design/Construction Department for assistance with these features.

FOR FOLLOW-THROUGH BY THE COORDINATOR OF THE BODY OF ELDERS

1. **Announcements and Reminders for the Congregation:** Ensure that the announcements and reminders for the congregation are read at the next midweek meeting and thereafter posted on the information board for one month.

2. **Branch Relocation Project Newsletter:** Please remove edition 13 of the Branch Relocation Project newsletter from the noticeboard.

FOR FOLLOW-THROUGH BY THE SECRETARY

1. **Review of Pioneers’ Field Service Activity:** Along with the service overseer, review the field service activity and hour credit of all regular pioneers.—*sfl* chap. 9 par. 15.

2. **Time and Location of Memorial Observance:** Update jw.org with the time and location of your congregation’s Memorial observance if such has not already been done. If a group or pregroup 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. 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.

FOR FOLLOW-THROUGH BY THE SERVICE OVERSEER

1. **Literature Inventory:** All language-coordinating congregations should submit their inventory quantities using jw.org no later than **March 22, 2020**. 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 for Discard* (S-60) and follow the instructions to discard any items appearing in the list.
- (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.—See the *Literature Request and Inventory Guidelines* (S-56), paragraph 8.
- (3) 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.

(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.

2. **Medical Matters:** Ensure that a sufficient supply of durable power of attorney (DPA) cards is maintained by the literature servant.

3. **Review of Pioneers’ Field Service Activity:** Along with the secretary, review the field service activity and hour credit of all regular pioneers.—*sfl* chap. 9 par. 15.

4. **Review of Standing Requests:** Along with the literature servant, 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.—See *Literature Request and Inventory Guidelines* (S-56), appendix A.

Announcements and Reminders

March 2020

FOR THE CONGREGATION

1. **Medical Matters:** Baptized publishers may obtain a durable power of attorney (DPA) card at any time from the literature servant. 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 inform the hospital that they would welcome a visit from a minister of Jehovah's Witnesses.

2. **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 Tuesday, April 7, 2020, after sundown. In connection with that special day, the Governing Body has approved all who have access to jw.org 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.

3. Therefore, on the morning of April 7, 2020, we encourage everyone to allow themselves enough time before their daily activities begin to access jw.org or *JW Library* and enjoy the 15-minute program. To access the video on jw.org, go to SEE WHAT'S NEW or go to LIBRARY > VIDEOS > 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 or for congregations to pick up literature on this day.

5. **London Special Preaching Campaign:** We have had an overwhelming response to the invitation to apply for the special preaching campaign in central London. We want to thank and commend everyone that applied. Sadly, it has not been possible to invite all who applied. Those selected to participate in the campaign have now received their invitations. If you have not been invited this time, perhaps you can use the period you had set aside for the campaign to expand your ministry locally.

6. **Online Application Features:** Publishers who still desire to make themselves available for local theocratic construction projects or disaster relief are required to resubmit a *Local Design/Construction Volunteer Application* (DC-50) by March 31, 2020, **using the new online features** announced at the annual meeting. This applies to all publishers who have previously submitted a DC-50 or an *Application for Volunteer Program* (A-19) in hard copy or PDF format, but have not yet done so **using the new online feature**. Those who have already submitted an online application do not need to reapply. Any volunteers who do not reapply by March 31, 2020, will no longer be able to assist on local theocratic projects until a new DC-50 application is submitted.