

# 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.—*mwb*16.04 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.

## 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. **Announcements to the congregation regarding new publications.** After considering the needs of the congregation, the body of elders can decide if the announcements regarding the publications presented this month should be read to the congregation.

## 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 to 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.

5. **Learn to Read Braille (Starter Kit) in Spanish:** Please use the mnemonic *lbrk* or the item number 66930 when requesting this starter kit. This special-request item will be packaged separately with the mnemonic *lbrk* printed on the package. The literature servant should ensure that the entire package and its contents are delivered to the requestor. Because of the work involved in producing this kit, it may take several months for the request to be filled. Although the complete kit contains all four components and may be requested using the mnemonic *lbrk* or the item number 66930 replacements of the individual components of the *Learn to Read Braille* starter kit are also available for request. Please use the mnemonics or item numbers listed below when submitting requests.

- (1) *Learn to Read Braille* brochure: mnemonic *lbr*, item number 6693
- (2) *Listen to God and Live Forever* brochure: mnemonic *ll*, item number 6657
- (3) Positive slate: mnemonic *lbrps*, item number 66931
- (4) Stylus: mnemonic *lbrsy*, item number 66932

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## 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](http://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](http://jw.org) or *JW Library* and enjoy the 15-minute program. To access the video on [jw.org](http://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. **Learn to Read Braille (Starter Kit) in Spanish:** We are pleased to inform you of a new publication entitled *Learn to Read Braille*. This publication may be used to teach a blind or vision-impaired person to read Spanish braille in uncontracted (grade 1) format. This workbook has print letters above the corresponding braille characters, which will allow a sighted publisher to assist someone who is blind learn to read braille; it is usually not necessary for a publisher to learn braille in order to preach to the blind.

6. Although this workbook is intended for use with blind or vision-impaired Bible students, it may also be used to help members of the congregation who are blind learn to read braille. Requests may now be submitted for a starter kit that includes this new publication and *Listen to God and Live Forever* in braille, since this brochure will be used for reading practice.

7. **New publication available in Galician.** We are pleased to announce that the *Teach Us* book in Galician is now available for download in electronic format.

8. **Songbook Sing Out Joyfully in Valencian.** We are pleased to announce that all the songs for the songbook in Valencian are now available on the [jw.org](http://jw.org) website and in *JW Library*. Therefore, older songbooks will no longer be used for congregation meetings.