

Announcements and Reminders

August 2020

FOR ELDERS

1. **Circuit Assembly Programs for 2021 Service Year:** If some are unable to access the programs on jw.org or in *JW Library*, please ensure that printed copies are made available to them. Programs in braille will be sent automatically to publishers who regularly receive braille items from the branch office.

2. **2021 Memorial and Special Talk:** Because of the uncertainties of safely holding large gatherings in 2021, direction on local arrangements for the Memorial and the special public talk, including the invitation campaign, will be provided at a later time.

3. **Congregation's Territory Map on JW.ORG:** A map showing your congregation's territory assignment is now available when you are logged in to jw.org. On the "Congregation" tab, under the heading "Maintain Profile," select "Territory." This feature will allow you to zoom in on either the map or the satellite view to see boundary details. Additionally, you can print the map and a description of the boundaries. If you need to propose an adjustment to your territory boundaries, please follow the direction in the *Territory Adjustment Request (S-6)* form. Moreover, if you could not find your congregation's territory assignment on jw.org, it may mean that the branch has not yet received your *kmz* file territory map. In that case, please contact your circuit overseer who will in turn contact the branch, if there is need to do so.

4. **Large-Print *Shepherd* Book:** We are pleased to inform you that a large-print edition of the *Shepherd* book will be produced. *Shepherd—Large Print* will be distributed on jw.org in PDF format. However, no JW PUB files will be produced for use in *JW Library*. Elders needing printed copies of *Shepherd—Large Print* may now inform the service overseer.

5. **Tutorial Videos for Congregation Accounting:** We are pleased to announce that the complete set of tutorial videos for congregation accounting in English is now available in the "Event Media" section on the "Documents" tab when logged in to jw.org.

6. **Adjustment to Resolved Congregation Donations:** The resolved monthly donation referred to in the announcement for congregations is based on a monthly per-publisher amount suggested by the branch office. The single monthly donation to the worldwide work will replace the resolved donations previously remitted in support of Kingdom Hall and Assembly Hall construction worldwide, the Global Assistance Arrangement, and any branch-specific arrangements. *Instructions for Congregation Accounting (S-27)*, related accounting forms, and the Funds Transfer page on jw.org will be updated in due course.

7. The per-publisher amount listed on the jw.org web page containing the link to this announcement should be multiplied by the number of active publishers in the congregation to determine the suggested monthly donation for your congregation. It is understood that some congregations will not be able to donate the suggested amount while others will be able to donate more. Therefore, **the body of elders** should consider whether the suggested amount would impose a hardship on the congregation or the congregation is in a position to donate the suggested amount or more. The monthly donation agreed upon by the body of elders should be presented in a resolution to the congregation for approval. Please note that the resolved donation should be sent on a monthly basis and not as a single amount for the service year.

8. The resolution should be written as follows: “We, the _____ Congregation, resolve to donate _____ each month to the worldwide work for the 2021 service year. The monthly donation will be made from congregation funds, which are obtained by means of contributions made to the local congregation.”

FOR COORDINATORS OF THE BODIES OF ELDERS

1. **Announcements for Congregations:** Please ensure that the announcements for congregations are read at the next midweek meeting. If before that meeting **the body of elders** has determined the resolution amount referred to in the announcements for elders, the resolution should be presented immediately following the reading of the announcements for congregations. Otherwise, after reading the announcement, inform the congregation that the resolution will be presented the following week.

FOR SECRETARIES

1. **Instructions for New Regular Pioneers (S-236):** The regular pioneer welcome letter has been replaced with a new document entitled *Instructions for New Regular Pioneers*. It should be provided to new regular pioneers at the time they are informed of their appointment. Since information regarding pioneer hour credit has been added to the document, please ensure that all those currently serving as regular pioneers also receive the document.

2. **Tutorial Videos for Congregation Accounting:** Please ensure that the accounts servant and others involved in the accounting procedures have access to the tutorial videos for congregation accounting. A link to a document providing recommendations on which videos would be beneficial for each congregation accounting role has been included on the jw.org web page containing the links to the videos.

3. **Adjustment to Resolved Congregation Donations:** After the resolution referred to in the announcement for elders has been approved by the congregation, please ensure that it is given to the accounts servant. The monthly amount should be included on the “Worldwide Work (Resolution)” line of the *Record of Funds Transfer* (TO-62) and on jw.org. Additionally, in view of this adjustment, any resolved onetime donation of funds in excess of the congregation’s target balance should be made to the worldwide work and combined with the amount of the resolved monthly donation on the *Record of Funds Transfer* and on jw.org.

4. **Submitting S-10 Reports:** As we approach the end of the service year, we wish to provide a reminder that the *Congregation Analysis Report* (S-10) will be required soon. **Please send this completed form to the branch office along with the August field service report.** The information requested on this report should be based on the information on the *Congregation Meeting Attendance Record* (S-88) and the *Congregation’s Publisher Records* (S-21) for the past service year. On this report, the total number of territories and the number of territories not worked during the past service year should be included. Congregations formed during the 2020 service year should report for the months they were active.

FOR SERVICE OVERSEERS

1. **2021 Memorial and Special Talk Invitations:** In preparation for the possible distribution of printed invitations for the 2021 Memorial and special public talk, each congregation should submit a request by **Friday, September 11, 2020**, using the item number 7959. If a request is not received from your congregation by the due date, the branch office will de-

termine the quantity to be sent to your congregation. In the event that conditions will not permit distribution of a printed invitation, your request will be canceled.

2. **Large-Print *Shepherd Book*:** Please use the item number 54366 or the mnemonic *sflp* when requesting *Shepherd—Large Print*. When shipped, the books will be wrapped to ensure confidentiality and will be labeled for delivery to the coordinator of the body of elders.

3. **Standing Requests for Magazines:** Language-coordinating congregations should adjust standing requests to account for the reduced use of *Awake!* and the public edition of *The Watchtower* during the pandemic.—See *Literature Request and Inventory Guidelines* (S-56), paragraphs 6 and 8.

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August 2020

FOR CONGREGATIONS

1. **Circuit Assembly Programs for 2021 Service Year:** Printed copies of circuit assembly programs for the 2021 service year will not be provided by the branch office. However, electronic copies are available on jw.org and in *JW Library*. If you need assistance with printing a copy from jw.org, feel free to contact your field service group overseer or another capable publisher.

2. **Memorial:** On Saturday, March 27, 2021, we will observe the Lord's Evening Meal. (Luke 22:19) No weekend meeting will be scheduled that week. Additionally, please note that the 2022 Memorial observance will be held on Friday, April 15, 2022. The 2023 Memorial observance will be held on Tuesday, April 4, 2023.

3. **2021 Special Talk:** To generate enthusiasm for the Memorial, the 2021 special public talk will be presented the week before the Memorial, during the week of March 15, 2021. Congregations that have an assembly or the visit of the circuit overseer the week of March 15 will usually have the special talk one week earlier.

4. **Hour Requirement for Pioneers and Missionaries:** The COVID-19 pandemic has significantly affected the ministry of pioneers and field missionaries. The Governing Body understands the challenges and does not want these faithful servants to feel pressured to meet an hour requirement. Thus, until further notice, regular pioneers, special pioneers, and missionaries are not expected to reach a specific hour requirement. We are confident that all will do their best. We hope this provision allows our hardworking pioneers and missionaries to continue to find joy in their service during this challenging time.—**Read Colossians 3:23, 24.**

5. **Adjustment to Resolved Congregation Donations:** In the past, the congregation was presented with multiple resolutions to donate funds to the branch office in support of various activities cared for by the organization. This arrangement has been simplified. For the upcoming service year, the congregation will be presented with a *single* resolution to donate a monthly amount to the worldwide work.

6. The branch office uses worldwide work funds to support various activities that benefit congregations. Such activities include renovating and constructing Kingdom Halls and Assembly Halls; caring for incidents at theocratic facilities, including those involving natural disaster, fire, theft, or vandalism; providing technology and related services; and assisting with the travel costs of selected special full-time servants in foreign service who attend international conventions.

[Note: If the body of elders has determined the resolution amount referred to in the announcements for elders, the resolution should be presented now. Otherwise, inform the congregation that the resolution will be presented the following week.]