

Announcements and Reminders

September 2020

FOR ELDERS

1. **Kingdom Hall Maintenance:** Although most Kingdom Halls are not being used for meetings due to the COVID-19 pandemic, nearly all Kingdom Halls need some attention. Buildings left empty and not properly maintained will deteriorate. Therefore, while following closely the safety precautions provided by the branch office, please watch for and correct moisture intrusion, mold growth, trash buildup, vandalism, and similar things. If you have questions regarding how to handle a matter, please contact your Local Design/Construction Department maintenance trainer.

2. **Local Design/Construction Department Update:** A five-minute video entitled *How LDC Supports the Preaching Work* has been prepared to update congregations on the work of Local Design/Construction Departments (LDC) around the world. Although the LDC's activities have been temporarily adjusted and may differ somewhat from what is shown, the video highlights the ongoing need we have for suitable meeting places and how they support our work of preaching the good news. The body of elders should use a future local needs part to play the video together with the letter dated LDA September 17, 2020 and the accompanying slideshow.

3. **Visual Aids:** The appropriate use of visual aids at congregation meetings is outlined in the *Shepherd* book, chapter 20, paragraph 20. Additionally, when a speaker displays an image, he should refer to it and use it to teach. Images should not be displayed merely to add visual interest.—*th* study 9.

4. **Worldwide Campaign in November 2020:** At the midweek meeting during the week of October 26, 2020, consideration will be given to the part entitled “Special Campaign in November to Publicize God’s Kingdom.” The elder assigned to care for that part should be prepared to outline the local arrangements for carrying out the campaign.

FOR CONGREGATION SERVICE COMMITTEES

1. **Reporting Field Service in 15-Minute Increments:** If publishers are severely limited in their ability to participate in the field ministry due to the COVID-19 pandemic, please keep in mind that you may grant them approval to report field service in 15-minute increments.—*od* p. 82 par. 29; *sfl* chap. 22 par. 14.

2. **Worldwide Campaign in November 2020:** A sample letter dated November 3, 2020, for use in distributing *The Watchtower* No. 2 2020 to local government officials has been posted on jw.org. Similar wording may be used for letters written to businesses. The date of the letter may be adjusted. The official’s office address or the business address should be used to send such correspondence. Publishers should not send the magazine to officials who are actively opposing our activities. (Matt. 10:16, 17) As a reminder, personal letterhead rather than congregation letterhead should be used.

3. Select *well-qualified publishers* to send the magazine to local government officials and businesses. The selected publishers should be able to prepare their own personal letters or e-mails that are professional and dignified in appearance, using the wording in the sample letter as a guide. (Rom. 13:7; 1 Pet. 2:17) Please be sure to provide those who are selected with helpful suggestions on giving an effective witness.

4. As a reminder, if another congregation will be assisting you in covering your territory, the service committees involved should maintain good communication to avoid unnecessary duplication of efforts, especially in multilanguage areas.

5. If you become aware of any outstanding experiences related to giving a witness to local government officials or businesses, you may send a brief summary of what occurred to the Service Department.

FOR COORDINATORS OF THE BODIES OF ELDERS

1. **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.

FOR SECRETARIES

1. **Congregation Information Feature on JW.ORG:** A new feature called Congregation Information has been added to jw.org. This feature allows the secretary to indicate which brothers in the congregation have been assigned certain responsibilities. At this time, please use the feature to indicate who is serving as the service overseer. Please complete this step before October 1, 2020. (At the present time, there is no need to identify the brothers who assist in caring for congregation accounts.) On the “Congregation” section of the home page that appears after logging in to jw.org, select “Congregation Information.” Revised *Instructions for Congregation Use of JW.ORG* (S-135) will be provided in due course.

2. **Reports Feature on JW.ORG:** Older features on jw.org are in the process of being updated. As a result, the manner in which these features are accessed will gradually change. For example, on the “Congregation” section of the home page that appears after logging in to jw.org, there is now a link to a new Reports feature. The *Congregation Analysis Report* (S-10) for the 2020 service year should be accessed using this link. Starting September 22, 2020, the *Congregation’s Field Service and Meeting Attendance Report* (S-1) should be accessed using this link.

3. **Reporting Baptisms:** If you have not done so already, please *immediately* inform your circuit overseer of any baptisms performed in conjunction with the 2020 regional convention as well as any other private baptisms performed during the COVID-19 pandemic.

4. **Submitting S-10 Reports:** As we have now completed the 2020 service year, we request the secretary to submit the Congregation Analysis Report (S-10) for the 2020 service year to the Service Department. The hard copy should be retained in the congregation file, and the report should be submitted on jw.org along with the August field service report by September 20, 2020. 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. Please immediately inform your circuit overseer after submitting this form as he will be following up on this matter.

FOR SERVICE OVERSEERS

1. **Literature Inventory:** In view of the COVID-19 pandemic, the semiannual congregation literature inventory will be delayed until further notice.

2. **Worldwide Campaign in November 2020:** The brothers assigned to conduct meetings for field service during the month of November may repeat key points from the October and November 2020 *Life and Ministry Meeting Workbooks*. The brothers should give practical reminders that fit local circumstances. This could include reminding the publishers to make contact with interested persons, including relatives, workmates, schoolmates, former Bible students, and other acquaintances.

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FOR CONGREGATIONS

1. **2021 Regional Convention:** Because of the uncertainties of safely holding large gatherings in 2021, direction regarding the arrangements for the regional convention will be provided at a later time.

2. ***Life and Ministry Meeting Workbook:*** Beginning January 2021, the *Life and Ministry Meeting Workbook* will be published every two months and will contain 16 pages. Although the content will remain basically unchanged, the outline points for the ten-minute talk in the Treasures From God's Word section of the meeting will now appear with the artwork. Revised *Instructions for Our Christian Life and Ministry Meeting* (S-38) will be provided in due course. Those who are able to use an electronic copy of the meeting workbook are encouraged to do so.

3. **Worldwide Campaign in November 2020:** We greatly anticipate the November 2020 campaign to focus attention on God's Kingdom and distribute *The Watchtower* No. 2 2020 to interested persons. This special effort will no doubt bring much comfort and hope to those longing for a better future. Therefore, publishers should plan to do all they can to participate in this exciting campaign. In November, all those serving as auxiliary pioneers may choose a 30- or 50-hour requirement. While it appears that it will not be possible to preach from house-to-house and engage in public witnessing due to the COVID-19 pandemic, publishers should take full advantage of other methods of preaching to share a scripture and to distribute a printed or digital copy of the magazine to those who demonstrate interest. Besides those who live in the congregation's territory, such interested persons could include relatives, workmates, schoolmates, former Bible students, and other acquaintances. Contact could be made by telephone, text messaging, e-mail, or letter writing. As a reminder, publishers should not send text messages or e-mails to individuals with whom they are not personally acquainted. Additionally, the elders will make specific arrangements to send the magazine to local government officials and businesses in the congregation's territory.

4. Once publishers have distributed *The Watchtower* No. 2 2020 to interested persons, any remaining magazines may be included in giving a witness to others by letter writing. At the midweek meeting for the week of October 26, 2020, during the part entitled "Special Campaign in November to Publicize God's Kingdom," more information will be provided on how to carry out the campaign according to local circumstances.