

## ANNOUNCEMENTS AND REMINDERS

February 2018

*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. **2018 Special Talk and Memorial:** For the special talk, the chairman should announce “Christ, Our Model” (*sjj* song 13) as the opening song. If that song is not available, he should announce “Christ, Our Exemplar” (*sn* song 5). After an opening prayer, he should introduce the recorded talk using the information in the chart *Assignment to View the 2018 Special Talk*, which was referred to in January’s *Announcements and Reminders* (S-147) form. The country or branch territory of the speaker should not be announced. Congregations that have a local speaker should use the song listed above and introduce the speaker in the usual manner. Along with this form, we have provided the announcement that should be read by the chairman after the special talk and the Memorial. Please follow the instructions regarding preparations for the Memorial that appeared in the February 13, 2017, letter to all bodies of elders.

As a reminder, all elders and ministerial servants who serve as public speakers should carefully review the special talk outline “Who Really Is Jesus Christ?” (No. 140), pages 52-55 of the *Ministry School* book, and *Reminders for Those Assigned Public Talks* (S-141) before the talk is presented to the congregation.

- *Coordinator of the body of elders:* Confirm that all ministerial servants who serve as public speakers have access to the material they are to review before the special talk.

2. **Literature Inventory:** All *language-coordinating congregations* should update their inventory quantities using *jw.org* no later than **March 15, 2018**. The following actions should be taken by the *language coordinator*:

- Prior to updating 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.
- Record the inventory count on the latest version of the *Monthly Movement of Literature* (S-28) form. 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. For example, *The Watchtower*, Issue No. 1 is featured in January and February. Therefore, only quantities of Issue No. 1 should be recorded for these particular months.
- Along with the *service overseer of the language-coordinating congregation*, determine how much literature can be shared with nearby congregations.
- Update the inventory report via *jw.org*. On the “Congregation” tab under the heading “Request Literature,” select “Inventory Reports” and then “Maintain Current Inventory.” An inventory report should be updated for each language displayed.

### **2018 SPECIAL TALK ANNOUNCEMENT**

We are very happy that all of you could attend this special talk that is being presented worldwide in over 120,000 congregations of Jehovah's Witnesses! The annual observance of the Memorial of Christ's death will be held on Saturday, March 31, 2018. We invite you to join us at [state the time and location]. If you would like someone to visit you to demonstrate a free, personal Bible study, please speak to one of the attendants. In addition, we invite you to visit our website, [jw.org](http://jw.org). Bible-based content is available there in over 900 languages. It discusses topics that appeal to married couples, parents, single ones, teenagers, young children, and all who want to learn about the Bible.

### **2018 MEMORIAL ANNOUNCEMENT**

We are very pleased that you arranged your affairs to be here this evening for the annual observance of the Lord's Evening Meal! If you would like someone to visit you to demonstrate a free, personal Bible study, please speak to one of the attendants. We warmly encourage you to join us at our two weekly meetings, which are held on [state the date, time, and location of the weekend and midweek meetings]. In addition, we invite you to visit our website, [jw.org](http://jw.org). Bible-based content is available there in over 900 languages. It discusses topics that appeal to married couples, parents, single ones, teenagers, young children, and all who want to learn about the Bible.

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### FOR THE CONGREGATION

1. ***Why Study the Bible?***: We are pleased to announce that a one-minute version of the video *Why Study the Bible?* will soon be available on [jw.org](http://jw.org) and in the *JW Library* app. You may find this condensed version useful on an initial call, especially when people are not prepared to view the full-length version. The new one-minute version is entitled *Why Study the Bible?* The longer version will now be entitled *Why Study the Bible?—Full Length*. Both versions of the video are considered part of our Teaching Toolbox.