

ANNOUNCEMENTS AND REMINDERS

June 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. **Communication Between Congregations Handling Cases of Wrongdoing:** Please follow closely the direction in the *Shepherding* textbook, chapter 5, paragraph 52, regarding the need to communicate and cooperate with elders from other congregations when wrongdoing involves publishers from different congregations.

2. **Reminders When Completing A-19 Applications:** The branch office is receiving hundreds of *Application for Volunteer Program (A-19)* forms each month from those wishing to volunteer for Bethel and the branch relocation project. Many of the applications received are incomplete, resulting in a significant delay in processing and making assignments. Please note the following:

- The congregation secretary should make sure that **all questions have been answered** by the applicant and the service committee.
- A suitable picture for all applicants is required.
- A copy of any necessary visa/residency documentation for non-EU citizens is required.
- If the applicant is a close relative of a member of the Congregation Service Committee, arrange for another elder to substitute in rating the applicant.
- If a sister with minor children applies for the Day Volunteer Programme, please make a discreet enquiry to ascertain whether suitable arrangements are in place to care for the children. The service committee should then provide a brief comment explaining what arrangements are in place, **including any that have already been submitted to the branch.**

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FOR THE CONGREGATION

1. **Kingdom Hall Maintenance:** In recent months, many congregations worldwide have been visited by representatives of the Local Design/Construction Department to implement the maintenance program for Kingdom Halls. We would like to commend all publishers who have supported this program by making themselves available to be trained to care diligently and safely for the Kingdom Hall. Your continued support of this program will prove to be very beneficial in preventing major breakdowns and in minimizing repair expenses.