

Announcements and Reminders

April 2023

FOR ELDERS

1. **Protecting Donors From Fraud:** If a publisher informs you that he has received a suspicious email, text message, or phone call regarding a donation matter from someone who claims to be from the branch office, please instruct the publisher to submit a report using the Contact Us feature on donate.jw.org. He should use the “Message” section of the online form to provide a brief description of what occurred. The branch office will then be able to contact the publisher directly by phone or email to obtain more details if needed.

2. **Congregation’s Territory Map on JW Hub:** The map on JW Hub showing your congregation’s territory assignment has been relocated to the “Territory” section of the Congregation Information feature.

3. **Updated Version of JW Stream:** On May 1, 2023, JW Stream will be updated with a new design, making it easier to play, download, and share recordings of theocratic events. At that time, you will be able to access JW Stream from the home page of JW Hub. The updated site will have online help files on how to play, download, and share recordings. *Access to Programs on JW Stream by Elders and Ministerial Servants* (S-142) and *Access to Programs on JW Stream by E-mail Invitation* (S-143) should no longer be used. In due course, the *Shepherd* book will be updated to reflect these changes.—*sfl* chap. 20 pars. 26-28.

4. **Security at Kingdom Halls and Congregation Meetings:** Though difficult situations cannot be entirely avoided, practical steps can and should be taken to ensure the security of our brothers when they gather to worship Jehovah. (Prov. 22:3) To assist in these efforts, a new document entitled *Kingdom Hall Security Plan* (S-288) will soon be made available in the “Forms” section of the “Documents” tab on JW Hub.

5. As soon as possible, the body of elders should modify the *Kingdom Hall Security Plan* as necessary, keeping in mind that certain sections should not be modified. If the Kingdom Hall is used by more than one congregation, the Kingdom Hall Operating Committee should modify the *Kingdom Hall Security Plan* for approval and implementation by the respective bodies of elders. The written Kingdom Hall agreement should indicate that the bodies of elders of the congregations sharing the Kingdom Hall agree to abide by the direction contained in the *Kingdom Hall Security Plan*. The body of elders may wish to review some of the security arrangements with the congregation during a local needs part.

6. The body of elders should decide who qualify to receive a Kingdom Hall key. When determining who qualify to serve as attendants, the body of elders should consider the age, health, and ability of the brothers. In due course, the *Shepherd* book will be updated to refer to the *Kingdom Hall Security Plan*.

7. Once the *Kingdom Hall Security Plan* has been modified, but before the arrangements are implemented, a security training meeting should be held with all elders and others who serve as attendants. This meeting should be held and the arrangements should be implemented no later than June 1, 2023. The series of outlines assigned the mnemonic S-289 has been prepared for use during the meeting. The outlines will soon be available in the “Forms” section of the “Documents” tab on JW Hub.

8. FM Radios at Assemblies and Conventions: Please assist those in the congregation who may benefit from this arrangement to obtain a radio that can receive FM frequencies between 72-76 MHz. Examples of suitable models that can be purchased through an online retailer are the ZHIWIS mini FM radio (64-108 MHz) or the EXMAX EXG-108 FM radio receiver (60-108 MHz). These radios typically cost around USD 13.

9. Coupons and Internet Requests: When an individual shows genuine interest, he may be directed to enter a request for a visit on jw.org or the publisher can submit a *Please Follow Up* (S-43) form to the congregation secretary, if this form is used locally. Publishers should not fill out coupons found in our publications or enter requests on jw.org on behalf of someone else.

10. Experienced Licensed Attorneys and Tax Professionals Needed: Spiritually-qualified, licensed attorneys do much to help accomplish the work at Bethel. (Phil. 1:7) There is a particular need for those who have experience in immigration, litigation, corporate matters, data protection, real estate transactions, or tax law. Additionally, *personal* income tax return preparers, enrolled agents (tax advisors), and certified public accountants are needed to assist the branch office. Also, notaries who are specialized practitioners in Puerto Rico and some Caribbean islands are needed.

11. If you know of exemplary publishers who have these skills along with the circumstances to assist at Bethel on an occasional, part-time, or full-time basis, please encourage them to submit an *Application for Volunteer Program* (A-19) along with a résumé. (*sfl* chap. 22 pars. 24-26) Please note that we are not encouraging individuals to pursue higher education or university degrees to obtain specialized skills. Rather, we are interested in those who already have these skills and are willing to assist with the work at Bethel.—*w13* 10/15 pp. 15-16 pars. 13-14.

FOR COORDINATORS OF THE BODIES OF ELDERS

1. Announcement for Congregations: Please ensure that the announcement for congregations is read at the next midweek meeting and thereafter posted on the information board for at least one month.

2. Protecting Donors From Fraud: Please ensure that the brother who has been designated to assist publishers with any technical challenges related to donate.jw.org is made aware of the direction in paragraph 1 of the announcements for elders.

3. Updated Version of JW Stream: Please ensure that ministerial servants are made aware of the update mentioned in paragraph 3 of the announcements for elders.

4. Security at Kingdom Halls and Congregation Meetings: Please arrange to hold the security training meeting mentioned in paragraph 7 of the announcements for elders. Ensure that the topic of security is considered annually during an elders' meeting.

FOR SECRETARIES

1. Donations to Support the Kingdom Work in India: Regulations in India restrict foreign funding for the Kingdom work in that land. However, Indian citizens who have a valid passport and are living abroad and those who are Overseas Citizenship of India (OCI) cardholders can make donations directly to the India branch office.

2. Please inform any in your congregation who are Indian citizens or OCI cardholders of the unique opportunity they have to support the Kingdom work in India by the following means:

- (1) Those who have an India passport can use donate.jw.org. To do so, they will need to change the country selection to “India.” Thereafter, they will be able to make online donations, download a *Frequently Asked Questions* document that explains other donation options, or use the Contact Us feature to request additional information from the India branch office.
- (2) Those who are OCI cardholders cannot use donate.jw.org to make donations directly to the India branch office. However, they may send an email to JWDonate.IN@jw.org informing the branch office of their desire to donate toward the Kingdom work in India. Thereafter, the branch office will provide information on donation options that are available to OCI cardholders.

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FOR CONGREGATIONS

1. **Protecting Yourself From Fraud:** Cybercriminals are actively looking for ways to steal by misleading others. Therefore, be cautious when making any financial transaction. To help protect yourself when making electronic donations in support of Kingdom interests, please keep the following points in mind:

- (1) Confirm that any donation method you use is listed on donate.jw.org.
- (2) The branch office will never request a donation from you.
- (3) Emails sent by the branch office will have the jw.org logo and come from an email address that ends in @jw.org.
- (4) If the branch office calls you regarding a donation matter, the caller will need to verify your identity but will never ask for your full account number or any government-issued identification number.
- (5) If you have a question or concern regarding a donation, it is best to contact the branch office by logging in to your jw.org account and using the Contact Us feature on donate.jw.org.

2. Thank you for noting these important reminders. Your generous spirit is truly appreciated.

3. **FM Radios at Assemblies and Conventions:** The equipment used to broadcast the audio portion of assemblies and conventions on an FM frequency has been adjusted. If you make use of this provision, you will need to acquire a radio that can receive FM frequencies between 72-76 MHz. If you need assistance in obtaining such a radio, please contact your elders.

4. **Coupons and Internet Requests:** Our publications often contain coupons that can be filled out and sent to the branch office to request literature or a visit from Jehovah's Witnesses. The jw.org website can also be used to request a visit. However, such requests made on our website or by means of coupons should come from interested ones themselves and not from publishers in behalf of others. As a reminder, publishers should submit all personal literature requests through the congregation literature servant.

5. Interested persons may be directed to jw.org. You may also send literature as a gift. If they express interest in a visit, you may submit a *Please Follow Up* (S-43) form to your congregation secretary (if this form is used locally). However, if the individual is confined to a prison, a jail, a substance-abuse facility, or a state hospital, you should not submit a request on his behalf. Rather, encourage him to contact the publishers who visit the facility. If he is unable to do so, he may write to the branch office.