

OUR KINGDOM MINISTRY

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Work That Refreshes

¹ The Bible's message refreshes all who accept and apply it in their lives. (Ps. 19:7, 8) It helps them break free from false teachings and harmful practices and offers a reliable hope for the future. However, those who receive the good news are not the only ones to benefit. Those who share refreshing Bible truths with others are themselves also refreshed.—Prov. 11:25.

² **Invigorated by the Ministry:** Jesus said that those who accept the yoke of Christian discipleship, which includes the work of preaching and making disciples, would "find refreshment for [their] souls." (Matt. 11:29) He him-

self found witnessing to others invigorating. It was like food for him. (John 4:34) When he sent forth the 70 disciples to preach, they rejoiced as they saw Jehovah backing their efforts.—Luke 10:17.

³ Many Christians today are likewise invigorated by their participation in the preaching work. One sister said: "The ministry is refreshing because it gives my life direction and purpose. Personal problems and everyday stresses fade into the background when I share in the service." Another zealous minister said: "The ministry... makes Jehovah real to me on a daily basis and gives me peace and a measure of inward happi-

ness that cannot be attained by any other means." What a privilege we have to be "God's fellow workers!"—1 Cor. 3:9.

⁴ **Christ's Yoke Is Kindly:** While Christians are exhorted to 'exert themselves vigorously,' Jesus does not demand more than we are able to give. (Luke 13:24) Indeed, he lovingly invites us to 'get under his yoke with him.' (Matt. 11:29, ftn.) Those who must contend with difficult circumstances can be confident that their whole-souled service, even if limited, is well-pleasing to God.—Mark 14:6-8; Col. 3:23.

⁵ How refreshing it is to serve a God who appreciates whatever we do for the sake of his name! (Heb. 6:10) May we always strive to give him our best.

Imitate Jehovah's Goodness

¹ After enjoying a glorious sunset or a tasty meal, are we not moved to thank Jehovah, the Source of all goodness? His goodness impels us to want to imitate him. (Ps. 119:66, 68; Eph. 5:1) How can we manifest the quality of goodness?

² **Toward Unbelievers:** One way we can imitate Jehovah's goodness is by showing sincere concern for those not related to us in the faith. (Gal. 6:10) Showing goodness in practical ways can have a positive effect on how they view Jehovah's Witnesses and the message we bear.

³ For example, while waiting at a medical clinic, a young pioneer brother sat next to an elderly woman who seemed

sicker than most of the others present. When his turn came to see the doctor, he allowed the woman to take his place. He later met her again, this time in the market, and she was very happy to see him. Although she had previously been unreceptive to the good news, she said that she now knew that Jehovah's Witnesses truly love their neighbors. A regular Bible study was started with her.

⁴ **Toward Our Brothers:** We also imitate Jehovah's goodness when we extend ourselves to help fellow believers. In times of disaster, we are among the first to come to the aid of our brothers. We show this

same spirit when we assist those needing transportation to meetings, visit infirm ones, and widen out in affection for those we do not know well in the congregation.—2 Cor. 6:11-13; Heb. 13:16.

⁵ Another way that Jehovah shows goodness is in his being "ready to forgive." (Ps. 86:5) In imitation of him, we can demonstrate our love of goodness by extending forgiveness to others. (Eph. 4:32) This helps to make our association with fellow believers 'good and pleasant.'—Ps. 133:1-3.

⁶ May Jehovah's abundant goodness cause us to bubble over with praise for him and to become radiant with joy. And may it move us to strive to imitate his goodness in all that we do.—Ps. 145:7; Jer. 31:12.

SERVICE MEETING SCHEDULE

Week Starting August 11

Song 101

10 min: Local announcements. Selected Announcements from *Our Kingdom Ministry*. Using the suggestions on page 8, have two separate demonstrations of how to present the August 15 *Watchtower* and the August 22 *Awake!* In each case, both magazines should be offered as a set, even though only one is featured. In one of the presentations, demonstrate how to handle the potential conversation stopper "I'm busy."—See *Reasoning* book, page 19.

15 min: "Imitate Jehovah's Goodness."* Invite the audience to relate brief experiences showing how acts of kindness have opened the way to give a witness. Commend the congregation for the efforts made to assist fellow believers.

20 min: "The Blessings of the Pioneer Ministry."* Use the questions that are provided. Invite one or two pioneers to comment on the blessings they have received from pioneering. Mention that anyone interested in pioneering can obtain an application from the secretary. Song 11 and concluding prayer.

Week Starting August 18

Song 82

12 min: Local announcements. Accounts report. Discuss "New Special Assembly Day Program." Announce the date of the next special assembly day, and urge all to attend. If the assembly will be held within the next few months, mention that those desiring to be baptized should inform the presiding overseer.

15 min: "Work That Refreshes."* Arrange in advance for two or three to comment on how the Christian ministry refreshes them.

18 min: "Let Us Keep Our Place of Worship in Good Repair."* (Paragraphs 1-5) Use the questions that are provided. When discuss-

ing paragraphs 3 and 4, review local arrangements for cleaning the Kingdom Hall. Address any matters that need attention. Commend the congregation for their efforts in maintaining a suitable place for true worship. Song 114 and concluding prayer.

Week Starting August 25

Song 175

10 min: Local announcements. Using the suggestions on page 8, have two separate demonstrations of how to present the September 1 *Watchtower* and the September 8 *Awake!* In each case, both magazines should be offered as a set, even though only one is featured. Show a parent and a teenage son or daughter having a practice session in preparation for magazine work. They briefly review each suggested presentation before demonstrating it.

15 min: Local needs.

20 min: Muster Up Boldness to Preach. (1 Thess. 2:2) A talk with audience discussion. Explain why many are apprehensive about approaching others with the Kingdom message. This is true even of those who have been active for many years. Relate some of the experiences found in the December 1, 1999, *Watchtower*, page 25; the December 15, 1999, *Watchtower*, page 25; and the April 1, 1996, *Watchtower*, page 31. Invite audience to comment on how they were able to muster up boldness to share the good news on occasions when they felt fearful. Conclude with encouragement to draw strength from Jehovah, based on the December 15, 1999, *Watchtower*, pages 23-4.

Song 125 and concluding prayer.

Week Starting September 1

Song 84

10 min: Local announcements. Remind publishers to turn in field

service reports for August. Mention literature offer for September. Arrange in advance for one or two to relate upbuilding experiences they had while witnessing informally in connection with the district convention, during a vacation, or on other occasions during the summer months.

15 min: Do You Keep Your Promise to Return? A talk and audience discussion based on September 15, 1999, *Watchtower*, pages 10-11, under the heading "Other Ways to Keep Our Promises." When we find people in our ministry who show interest, we usually arrange to continue the discussion at another time. Do we faithfully return as promised? Review the Bible principles that should motivate us to keep our promise. Invite audience to relate experiences that show how they were blessed by returning promptly.

20 min: "Let Us Keep Our Place of Worship in Good Repair."* (Paragraphs 6-12) Use the questions that are provided. Emphasize the importance of properly maintaining the Kingdom Hall, highlighting the box on page 5. Include a brief report on the condition of your Kingdom Hall, and mention any plans to make repairs or improvements.

Song 41 and concluding prayer.

* Limit introductory comments to less than a minute, and follow with a question-and-answer discussion.

MAY SERVICE REPORT

Number of:	Av. Hrs.	Av. Mags.	Av. R.V.	Av. Bi.St.
Sp'l Pios.	189	106.9	97.5	50.4 5.0
Pios.	86,884	65.7	44.4	21.7 2.0
Aux. Pios.	30,091	49.1	36.6	13.2 1.1
Publs.	875,248	9.5	8.4	3.7 0.4
TOTAL	992,412			Baptized: 2,863

Let Us Keep Our Place of Worship in Good Repair

¹ Worldwide there are more than 94,000 congregations of Jehovah's Witnesses. Most congregations assemble for Bible study and Christian association at a Kingdom Hall, which serves as a local center of pure worship.

² Regularly Scheduled Cleaning: The work performed in maintaining the Kingdom Hall is a vital part of our sacred service. The *Our Ministry* book states on pages 61-2: "The brothers should consider it a privilege not only to support the Kingdom Hall financially but also to volunteer their services in keeping it clean, presentable and in good repair. Both inside and out, the Kingdom Hall should be a proper representation of Jehovah's organization." With the Kingdom Hall in use several times each week, there is a need for regular cleaning and maintenance. Usually volunteers from the congregation(s) meeting in the Kingdom Hall care for these matters. As in Bible times, Jehovah's servants today should be diligent in "mending and repairing" our place of worship.—2 Chron. 34:10.

³ A schedule for the weekly cleaning of the Kingdom Hall should be posted on the information board. All book study groups should take turns in cleaning the hall each week, following a list of things to be done. All who are able need to share in the weekly privilege of keeping the Kingdom Hall clean and presentable. With parental

1. What purpose does the Kingdom Hall serve?
2. Why is it important to keep the Kingdom Hall clean and presentable?
3. How is the cleaning of the Kingdom Hall organized, and who may have a share in this privilege?

supervision, children can be included, thereby teaching them to show appreciation for this privilege. Especially when more than one congregation uses a Kingdom Hall, good cooperation is essential so that caring for this important aspect of our worship does not fall on just a few.

⁴ A list of things to be done may be posted, possibly where the supplies are kept. This list should explain duties to be performed weekly, including vacuuming, cleaning windows, dusting countertops, emptying waste-baskets, mopping floors, and cleaning mirrors. Some jobs may need to be done less regularly, such as polishing any wood furniture and thoroughly cleaning chairs, draperies, and light fixtures. All chemicals used in cleaning should be kept out of the reach of children and should be clearly labeled. A brief explanation of how each chemical is to be used should be given.

⁵ Safety at the Kingdom Hall is of paramount importance. (Deut. 22:8) In this regard, the box on page 4 lists some items that need to be checked periodically so that accidents can be prevented.

⁶ Maintaining the Kingdom Hall: The body of elders has the responsibility to supervise the maintenance of the Kingdom Hall. Generally, an elder

4. What should be done so that the congregation knows what to do when cleaning the Kingdom Hall?
5. How important is safety, and what matters need to be checked periodically? (See box on page 4.)
6. How is the work of maintaining the Kingdom Hall coordinated?

or a ministerial servant is appointed to coordinate the work. He organizes the day-to-day operation of the Kingdom Hall, making sure that it is kept clean and in good repair and that there are sufficient supplies on hand. It is important that no hazardous conditions exist in the hall or on the grounds. When two or more congregations use the same hall, the bodies of elders appoint an operating committee to organize the arrangements for the care of the building and property. This committee works under the direction of the bodies of elders.

⁷ A detailed inspection of the Kingdom Hall is made annually. The elders follow through by setting up arrangements to care thoroughly for any matters needing attention. The publishers may be invited to assist with needed repairs and maintenance. All should be alert to care for details and should be quick to expedite matters needing attention.

⁸ If the elders feel a need for advice or assistance in caring for maintenance of the Kingdom Hall, they may contact the Regional Building Committee. This might include such matters as carpet care, the servicing of heating and air-conditioning units, and the remedying of moisture problems in the building.

⁹ Using Congregation Funds Wisely: Most of the work on the Kingdom Hall and the grounds is performed by volunteers. Their self-sacrificing efforts are a fine expression of love and

7. (a) What is done each year to ensure that the Kingdom Hall is kept in good repair? (b) What matters require periodic attention? (See box on page 5.)

8. When might the elders contact the Regional Building Committee on maintenance matters?

9. What procedure should be followed if there is a need to hire a contractor?

aid greatly in reducing costs. If it becomes necessary to hire a contractor to care for some work, such as pest control or snow removal, the elders seek competitive bids for such work. They do this by first preparing a detailed written description of the work to be performed and any materials to

Safety Checklist

- Fire extinguishers should be easily accessible and serviced annually.
- Any sprinkler systems should be inspected in compliance with local law.
- Exits and stairs should be clearly marked, well-lit, and freely accessible, and the handrails should be secure.
- Storage rooms, restrooms, and coatrooms should be clean, orderly, and free of highly combustible materials, personal items, and trash.
- Roof and gutters should be inspected and cleaned regularly.
- Sidewalks and parking area must be lighted and kept free of conditions that might cause slipping or falling.
- Electrical, heating, and ventilation systems should be checked and properly serviced.
- Any leaks should be fixed quickly to prevent serious moisture problems.
- The building should be locked when there is no one on the premises.

be supplied. A copy of this list is given to a number of competing suppliers so that all bid with the same understanding of the requirements. After receiving written bids from several prospective providers, the elders can then select the best offer. This procedure should be followed even if a brother has offered to do the work or supply the needed materials at a specified price.

¹⁰ The elders also take appropriate steps to obtain property- and sales-tax exemption, where this is available. When more than one congregation uses the Kingdom Hall, the operating committee maintains a separate checking account and shares monthly written financial reports with each body of elders, thus keeping the elders advised of how the funds are being spent. The elders are responsible for proper disbursement of congregation funds.

11 Extensive Maintenance and Renovation: When the operating committee feels that something major is needed in connection with the Kingdom Hall's operation or maintenance, the committee refers the matter to the bodies of elders for direction. If it is determined that extensive maintenance or renovation will be necessary or that help will be needed from outside the congregation(s) meeting at that Kingdom Hall, the elders contact the Regional Building Committee. These qualified, experienced brothers provide helpful suggestions and oversight in directing the work. If a major expense is involved, it will be necessary to obtain accurate cost estimates and prepare a resolution for congregation approval.—See the

10. What is done to ensure that congregation funds are used appropriately?

11. What should be done if extensive maintenance or renovation is necessary?

February 1994 Our Kingdom Ministry Question Box.

¹² How greatly we appreciate our privilege of meeting together at the Kingdom Hall! Never would we want to neglect our meetings or take them for granted. All can contribute to the success of this provision for our encouragement by sharing fully in the care of our Kingdom Hall. This magnifies pure worship and brings honor to Jehovah's name. Let us be determined to keep our place of worship in good repair.

12. How can we demonstrate our appreciation for the privilege of attending meetings at the Kingdom Hall?

Care of Building and Property

- Outside:* Are the roof, siding, paint, windows, and Kingdom Hall sign in good condition?
- Grounds:* Are the grounds well maintained? Are the sidewalks, fences, and parking lot in good condition?
- Interior:* Are the carpets, curtains, chairs, fixtures, wall covering, literature cabinets, and coatroom presentable?
- Equipment:* Are the lighting, sound system, heating, ventilation, and air-conditioning in proper working order?
- Restrooms:* Are these clean and functioning properly?
- Congregation documents:* Are corporation or trusteeship documents up-to-date and accurate? Where required, are property-tax-exemption forms being filed annually?

THEOCRATIC MINISTRY SCHOOL REVIEW

The following questions will be considered orally at the Theocratic Ministry School during the week beginning August 25, 2003. The school overseer will conduct a 30-minute review based on material covered in assignments for the weeks of July 7 through August 25, 2003. [Note: Where there are no references after the question, you will need to do your own research to find the answers.—See *Ministry School*, pp. 36-7.]

SPEECH QUALITIES

1. What benefits come from establishing eye contact while engaging in the ministry? [*be* p. 125 pars. 1-2; p. 125 box]
2. If you get nervous before engaging in the ministry, what can help? [*be* p. 128 pars. 4-5]
3. What will help you to speak in a natural and conversational way when delivering a talk from the platform? [*be* p. 129 par. 2; p. 129 box]
4. What effect should the principles found at Leviticus 16:4, 24, 26, 28; John 13:10; and Revelation 19:8 have on our personal appearance, and why is this important? [*be* p. 131 par. 3; p. 131 box]
5. Describe a person who is modest and has “soundness of mind.” (1 Tim. 2:9, 10) [*be* p. 132 par. 1]

ASSIGNMENT NO. 1

6. Although Christians must patiently put up with one another, what is not tolerated among them? (Col. 3: 13) [*w01 7/15* p. 22 pars. 7-8]
7. *True or False:* An ordinal number is a full number. Explain. [*si* p. 282 pars. 24-5]
8. What is the purest motive we can have for reading God’s Word, and why is having such motivation important? [*be* p. 24 par. 1]

9. How does a wise person “treasure up knowledge”? (Prov. 10:14) [*w01 7/15* p. 27 pars. 4-5]
10. Why are Job’s good habits noteworthy? (Job 1:1, 8; 2:3) [*w01 8/1* p. 20 par. 4]

WEEKLY BIBLE READING

11. How were the members of the governing body able to reach the “unanimous accord” that Gentile believers were not required to be circumcised in order to be saved? (Acts 15:25)
12. How could the governing body ask that Paul carry out certain stipulations of the Mosaic Law when that Law had been canceled by Jehovah? (Acts 21:20-26) [*it-1* p. 481 par. 3; *it-2* p. 1163 par. 6-p. 1164 par. 1]
13. What false accusations made against the apostle Paul remind us of remarks made against Jehovah’s Witnesses in recent times? (Acts 24:5, 6) [*w01 12/15* p. 22 par. 7-p. 23 par. 2]
14. How did Paul set an example as a Kingdom proclaimer even when under house arrest for two years? (Acts 28:30, 31)
15. In what way are “the superior authorities” part of “the arrangement of God,” and how should this affect Christians? (Rom. 13:1, 2) [*w00 8/1* p. 4 par. 5]

ANNOUNCEMENTS

■ Literature offer for **August**: Offer the *Knowledge* book or the *Require* brochure. When householders already have these publications, use another appropriate brochure that the congregation has in stock. **September**: *Life—How Did It Get Here? By Evolution or by Creation?* Before requesting additional supplies from the branch office, congregations should use what is available locally and check if nearby congregations have a surplus on hand. **October**: Feature individual copies of both *The Watchtower* and *Awake!* Where interest is shown, offer the *Require* brochure, making a special effort to start Bible studies. **November**: Offer the *Knowledge* book or the *Require* brochure. Where householders already have these publications, offer the *Worship God* book or an older publication.

- Beginning the week of October 20, 2003, we will study *Worship the Only True God* in the Congregation Book Study.
- The presiding overseer or someone designated by him should audit the congregation's accounts on September 1 or as soon as possible thereafter. When this has been done, make an announcement to the congregation after the next accounts report is read.
- The annual inventory of all literature and magazines on hand should be taken on or as close as possible to August 31, 2003. This inventory is similar to the actual count taken monthly by the literature coordinator, and the totals should be entered on the Literature Inventory form (S-18). The total number of magazines on hand should be obtained from the magazine servant(s). The secretary of the coordinating congregation should supervise the inventory. He and the presiding overseer of the coordinating congregation will sign the form. Each coordinating congregation will receive three Literature Inventory forms (S-18). Please mail the original to the branch office at 25 Columbia Heights, Brooklyn, NY 11201-2483, no later than September 6. Keep a copy for your files. The third copy may be used as a work sheet.
- On August 29 and 30, 2003, an inventory will be taken of all literature on hand at Brooklyn Bethel. Because of this, no congregation literature requests will be processed for pickup during those days.
- Congregations should begin requesting the *2004 Calendar of Jehovah's Witnesses*, *Examining the Scriptures Daily—2004*, and *2004 Yearbook of Jehovah's Witnesses* with their next literature request. A listing of the languages in which these items are available will appear in the "Announcement to All Congregations," which is mailed to all congregations each month.

New Special Assembly Day Program

Much information is available these days about keeping our literal heart in good condition so as to have a more enjoyable and longer life. Of even greater importance is the condition of our figurative heart. How appropriate, then, is the theme of the special assembly day program beginning in September 2003: "Serving Jehovah With a Complete Heart." (1 Chron. 28:9) What can we look forward to learning?

The circuit overseer will discuss "Helping Others to Serve Jehovah With a Delightful Soul." Interviews will highlight the joy that results from cultivating interest and conducting Bible studies with

people who want to serve Jehovah. All in attendance will no doubt derive comfort and encouragement from the visiting speaker's first talk, "Guarding Our Hearts in a Troubled World." The morning session will conclude with the baptism talk.

In the afternoon, the part "Extending a Helping Hand" will consider how we can assist others. What can parents do to shield their children's hearts from wrong influences and help them draw close to Jehovah? The part "Help Your Children Take Delight in Jehovah" will provide practical suggestions and will demonstrate how this can be done.

Are we taking advantage of every provision Jehovah makes to keep our figurative heart healthy and strong? The visiting speaker's final talk, "Maintain a Complete Heart in Serving Jehovah," will focus on four essential aspects of our spiritual maintenance program. How much time and effort do we devote to earnest prayer, to studying God's Word, to zealously preaching, and to associating with other Christians? Can we improve in any of these areas?

Jehovah extends the invitation: "Do bring your heart to discipline and your ear to the sayings of knowledge." (Prov. 23:12) Plan now to attend this rewarding day of Scriptural instruction. Doing so will strengthen you to keep on serving Jehovah with a complete heart and a delightful soul.

The Blessings of the Pioneer Ministry

¹ "I know that no other work could have brought me the satisfaction that has come from sharing the truth with others," said one pioneer. Another stated: "At the end of each day, my sleep is sweet, and my heart is full of joy." These pioneers speak for brothers and sisters everywhere who have tasted the blessings of the pioneer ministry.—Prov. 10:22.

² Helping others to acquire the lifesaving knowledge of God's Word brings genuine satisfaction. (Acts 20:35; 1 Thess. 2:19, 20) "It is exciting and faith-strengthening to see how powerful God's Word is in motivating people to make changes in their lives," wrote a longtime pioneer. Yes, by making themselves available to help people and conduct Bible studies, pioneers put themselves in line for blessings like these.

³ **Relying on Jehovah:** Daily relying on God's spirit as they carry out their ministry helps pioneers to cultivate "the fruitage of the spirit" and serves as a protection for them. (Gal. 5:16, 22, 23) In addition, since they use God's Word constantly, pioneers are often adept at using the Scriptures to defend the truth and to strengthen others. (2 Tim. 2:15) A brother who has pioneered for decades commented: "Pioneering has helped me to acquire a deep knowledge of the Bible, a knowledge I have used to help many people to get

1, 2. What blessings are closely associated with the pioneer ministry, and why?

3, 4. How does pioneering teach one to rely on Jehovah, and how does this help one to grow spiritually?

to know Jehovah and his purposes." How rewarding!

⁴ Regular pioneers must also rely on Jehovah in many other ways. Their faith is strengthened as they see how he blesses their efforts to provide for their material needs. A 72-year-old regular pioneer of 55 years stated: "Jehovah has never let me down." Furthermore, by keeping their lives simple, pioneers safeguard themselves from many anxieties of life. Does this appeal to you?—Matt. 6:22; Heb. 13:5, 6.

⁵ **Drawing Close to God:** Our relationship with Jehovah is a most precious possession. (Ps. 63:3) When we share fully in the ministry out of love for Jehovah, that relationship grows closer. (Jas. 4:8) A pioneer of over 18 years said: "The pioneer service allows us to 'taste and see that Jehovah is good,' day after day knitting an ever stronger relationship with our Creator."—Ps. 34:8.

⁶ In addition to having the necessary circumstances, pioneers must have strong faith, genuine love of God and neighbor, and a willingness to make sacrifices. (Matt. 16:24; 17:20; 22:37-39) However, as the beaming faces of pioneers everywhere testify, the blessings of the pioneer ministry are surpassing. (Mal. 3:10) These blessings are not limited to just the pioneers, but their families and the congregation also greatly benefit from the fine spirit the pioneers show.—Phil. 4:23.

5. How does pioneering help one to draw close to Jehovah?

6. What must pioneers have, and who besides the pioneers themselves benefit?

What to Say About the Magazines

THE WATCHTOWER Aug. 15 ANNOUNCING JEHOVAH'S KINGDOM

"Most people value a good reputation. Some even wonder how they will be remembered after they are gone. Have you ever thought about that? [Allow for response.] Then read Ecclesiastes 7:1.] *The Watchtower* discusses how we can acquire a good name both with men and with God."

Awake! Aug. 22

"If you or a member of your family has ever faced bullying, you know how distressing it can be. [Allow for response.] This issue of *Awake!* provides practical suggestions for the victims of bullying. It also discusses God's promise of a time when life will be completely free of such problems." Read Micah 4:4.

THE WATCHTOWER Sept. 1 ANNOUNCING JEHOVAH'S KINGDOM

"Many people feel that the various religions of mankind are simply different paths leading to the same goal. Others believe that there is only one true faith. Have you wondered about this? [Allow for response.] This magazine examines an ancient parable that sheds light on this question." Highlight Matthew 13:24-30.

Awake! Sept. 8

"Fashion trends exert a strong influence on the lives of many people today. Some feel that too much emphasis is placed on what people wear and how they look. What do you think? [Allow for response.] *Awake!* presents a balanced view of fashion." Read Colossians 3:12.